



**Telecommunication
Development Bureau (BDT)**

Ref.: BDT/PKM/HCB/106

Geneva, 13 October 2015

To:

All Members of GCBI

Subject: **4th Meeting of the Group on Capacity Building Initiatives (GCBI) – Lisbon, Portugal,
11-12 November 2015**

Dear Sir/Madam,

I am pleased to invite you to the fourth meeting of the Group on Capacity Building Initiatives (GCBI) to be held in Lisbon, Portugal, from **11 to 12 November 2015**. The meeting is kindly hosted by ANACOM, Portugal and will be held at Fundação Portuguesa das Comunicações - Museu das Comunicações, rua do Instituto Industrial, 16 1200-225, Lisboa.

The meeting will review the strategic capacity building developments that have taken place since the last meeting of the group, held on 17 October 2014. Of particular importance, the meeting will discuss strategies to engage the Academia and enhance their participation in the capacity building activities of BDT. I believe there is room for the Academia to play a greater role than is the case at the moment.

The draft agenda for the meeting is hereby attached as Annex 1.

I am pleased to inform you that ITU will cover your air ticket and daily subsistence for the trip to Lisbon. Coordination for this meeting, including travel logistics, will be done through the Human Capacity Building Division, and Mr. Mike Nxele on mike.nxele@itu.int is at your disposal for any information you may require.

I would be grateful if you could confirm your participation in this meeting by completing the attached Registration Form (Annex 2) and return it **by 30 October 2015**, at the latest. Additional information on the event, including recommendations on hotels, will be sent to you shortly.

I look forward to your participation in this meeting.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annexes: 1. Draft Agenda
2. Registration Form

GCBI Meeting Proposed Agenda

Lisbon, Portugal
11-12 November 2015

Wednesday, November 11, 2015

9:00 am to 9:15 am	Welcome Remarks - Chief, Project Support and Knowledge Management
9:15 am to 9:30 am	Chairman's Remarks, Setting the Scene – Chairman, GCBI
9:30 am to 10:45 am	Capacity Building Developments Under the ITU Academy Since last meeting- HCB <ul style="list-style-type: none">• CoE Strategy Implementation• ITU Academy Platform Upgrade• Development of Training Materials• Capacity Development Symposium
	Coffee Break
11:00 am to 11:30 pm	Concept: Strategy to Enhance Academia Participation in Capacity Building Activities of ITU – Chief PKM / HCB
11:30 am to 12:30 pm	Discussion: Enhance Academia Participation in Capacity Building Activities of ITU (Requirements of the Academia) - All
	Lunch
2:00 pm to 3.30 pm	Discussion: Enhance Academia Participation in Capacity Building Activities of ITU (Engagement Strategies) - All
	Coffee Break
16.00 pm to 5:00 pm	Presentation and Adoption of Recommended Strategies - All

Thursday, November 12, 2015

9:30 am to 09:45 am	Presentation: Trends in Capacity Building Publication Proposal - HCB
9:50 am to 10:30 am	Discussion: Structure of the Publication and Call for Submissions - All
10:30 am to 10:45 am	Setting up of the Editorial Board - All
	Coffee Break
11:00 am to 11:20 am	Online Dialogue Platform for the Academia - All
11:20 am to 12:30 pm	Meeting/Forum for the Academia, Possible Agenda for the meeting - All
	Lunch
2:00 pm to 3:15 pm	Presentation and Adoption of GCBI recommendations to BDT Director – Chairman, GCBI
3:15 pm to 3:30 pm	Closing – Chairman, GCBI

**Group on Capacity Building Initiatives
(GBCI)**

4th Meeting

**Lisbon, Portugal
11-12 November 2015**



Registration Form

Please use **CAPITAL** letters.

Family Name:

Given Name:

Title/Function:

Name of Organisation/Company:

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Office Address:

.....

Town: Country:

Telephone Number(s):

.....

Fax Number(s):

E-mail:

Arrival: Date: Time: Flight No.:

Departure: Date: Time: Flight No.:

Please fax or e-mail this form duly completed by **30 October 2015** to the following persons:

ITU

Mr Mike Nxele
Human Capacity Building Officer
BDT / PKM / HCB
Geneva-Switzerland
e-mail : Mike.Nxele@itu.int
Phone : +41 22 730 5983
Fax : +41 22 730 5484

ANACOM

Mr João Chaves
External Affairs Department
Autoridade Nacional de Comunicações
Lisbon, Portugal
e-mail: joao.chaves@anacom.pt
phone: +351 21 721 23 07
Fax: +351 21 721 10 04