



**Telecommunication
Development Bureau (BDT)**

Ref. BDT/177-AMRO-Brasilia/2014 Brasilia, 17 December 2014

Contact: Ana Veneroso ITU Member States , ITU-D Sector Members,
Phone Nº +55 61 2312 2730 ITU Americas Centres of Excellence, partners
E-mail: ana.veneroso@itu.int and other stakeholders .

Subject: **1st ITU Americas Centres of Excellence Steering Committee Meeting
25-27 February 2015, Rio de Janeiro, Brazil**

Dear Sir/Madam,

I am pleased to invite your organization to participate in the **1st ITU Americas Centres of Excellence (AMS CoE) Steering Committee Meeting**, organized by the International Telecommunication Union (ITU) and hosted by the *Agencia Nacional de Telecomunicaciones* (ANATEL) from Brazil, from 25 to 27 February 2015, in Rio de Janeiro, Brazil.


Following the launch of the new strategy for the ITU Centres of Excellence (CoE) and the completion of the selection process for the AMS CoEs, it is important to highlight that the new strategy envisages a governance structure to oversee the functioning of the CoEs, composed of the Steering Committee and the ITU. The details of the roles and responsibilities are provided in the Operational Processes and Procedures Document (<https://academy.itu.int/news/item/1152/>).

The 1st ITU AMS SC Meeting is expected to take key strategic decisions aimed at implementation of the approved Operational Processes and Procedures. Some of the key issues include the strategic direction of the ITU AMS CoE 2015 onwards, constitution of the Steering Committee, the plan of annual activities for 2015, development of content, quality assurance processes, promotion plan, pricing strategies, fees structure and financial procedures, new partnership opportunities amongst others. The ITU would like to call upon interested ITU Members, who would like to be a part of the Steering Committee to express their interest by 23 January 2015.

Interested participants should complete the registration form attached (Annex 1) and provide to ITU **no later than 23 January 2015**. The form should be sent to Mrs. Ana Veneroso (ana.veneroso@itu.int) who will be at your disposal for any additional information. The Provisional Agenda is attached as Annex 2 and the practical information document as Annex 3.

I look forward to your participation.

Yours faithfully,


Bruno Ramos
Regional Director

