International Telecommunication Union
Arab Regional office – Cairo

Ref: 017587   **Cairo 18 August 2014**

Administrations of ITU Arab Least Developing Countries

Subject: **ITU Arab Centre of Excellence Regional Training Workshop on "Training Needs Analysis of ICT sector For Arab Least Developing Countries" Djibouti – Djibouti, 14 to 18 December 2014**

Dear Sir / Madam,

On Behalf of the International Telecommunication Union (ITU), I am pleased to invite your administration to participate in the Regional Training workshop on "**Training Needs Analysis of ICT sector For Arab Least Developing Countries"** to be held in **Djibouti -Djibouti**, from **14 to 18 December 2014**. This training workshop is organized under the auspices of the **ITU Arab Centre of Excellence** and in collaboration with the Ministry of Communication in charge of Posts and Telecommunications of Djibouti.

The training workshop designed for Human Resources and Human Capacity Building specialists representing telecommunications/ICTs ministries as well as national regulatory authorities responsible for assessing the skills and identifying current and future needs of ICT skills for people working in the ICT environment.

The objective of this Training Workshop is to train the representatives of Arab LDCs in techniques and methods of doing the Training Needs Analysis for building a competent ICT workforce to meet the ICT industry's challenges.

The training will cover in depth the following segments:

1. How to Identify the needs for ICT skills and establishing the current skills gap;
2. How to explore and identify the Job roles in accordance with the organizational structure and match them with requirements of ICT environment;
3. How to identify needs against future ICT skills requirements in support of their national policies.

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If you wish to participate, Please fill the Registration Form (Annex 3) which is available on the workshop website mentioned below and return it as soon as possible by e-mail to Mrs. Souad Farah (souadfod@yahoo.fr) with a copy to Eng. Mustafa AL MAHDI (Mustafa-ahmed.al-mahdi@itu.int), no later than **1st December 2014**.

In order to encourage the participation from Least Developed Countries (LDCs) in this workshop, ITU will provide one Full Fellowship for each country covering the accommodation and air ticket to participate in the training workshop. Administrations wishing to benefit from this fellowship should fill in the Fellowship Request Form, which is available on the webpage of the training workshop mentioned below and send it back to us at least before **1st November 2014**.

Further information on this training workshop; including the Agenda, Training workshop Description and the Information Note, including a list of recommended hotels, as well as the Hotel Reservation Form, can be found on the ITU Academy Portal at the following website: http://academy.itu.int/index.php/events
or on our website:
http://www.itu.int/en/ITU-D/Regional-Presence/ArabStates/Pages/Events/2014/COE/TNAOFICT/TNAOFICT.aspx

We look forward to your active participation and invaluable contribution.

Yours faithfully,

Ebrahim AL HADDAD
Regional Director,
ITU Arab Regional Office

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