



**Telecommunication
Development Bureau (BDT)**

Ref.: Circular BDT/DKH/CDS/023

Geneva, 11 April 2024

- Administrations of ITU Member States
- National Regulatory Authorities
- ITU-D Sector Members
- ITU-affiliated academic and research institutes
- United Nations and specialized agencies
- Regional and other international organizations
- ITU Academy Training Centres
- Digital Transformation Centres

Subject: Invitation to the ITU Digital Skills Forum 2024, Manama, Bahrain, 17-19 September 2024

Dear Sir/Madam,

It is my great pleasure to invite your organization to participate in the ITU Digital Skills Forum 2024, which will take place in Manama, Bahrain, from 17 to 19 September 2024. The meeting is organized by the Telecommunication Development Bureau (BDT) of the International Telecommunication Union (ITU) and hosted by the Telecommunications Regulatory Authority (TRA) of the Kingdom of Bahrain.

The ITU Digital Skills Forum is the core global event to discuss the most pressing needs that must be addressed in order to ensure that (i) universal digital skills can be achieved and (ii) the global digital skills gap linked to digital transformation can be closed.

Under the theme “Developing skills for digital transformation”, the Forum will bring together policy makers and regulators in charge of digital skills policies and programmes, private companies supporting digital skills development, representatives from academic and other training institutions, as well as other partners collaborating with ITU in the field of digital capacity and skills development, in particular from the ITU Academy Training Centres programme and the Digital Transformation Centres Initiative. The Forum will feature a mix of high-level panels, keynotes and roundtable discussions with practitioners in the field of digital skills development. The Forum will directly contribute towards enhanced awareness of policy makers about the importance of implementing national digital skills policies and programmes and will improve knowledge and understanding of the core issues related to the digital skills gap. It will examine digital skills needs related to digital transformation and identify areas of action for digital skills improvement. The Forum also aims to come up with a set of guidelines and common proposals on how to strengthen digital skills at national and global level and launch new partnerships on digital skills.

The Forum is open to all the ITU membership and primarily targets those responsible for digital skills and capacity development in relevant ministries, regulatory agencies, telecommunication operating companies and other national education and learning organizations. Representatives from international and regional organizations, and other experts interested in the subject of digital skills and digital transformation are also welcome to attend this event.

The Forum will be held in English and will be paperless. Interpretation in the other ITU official working languages will be provided based on the requests of participants, to be indicated on the registration form by **3 August 2024**, and provided that there are at least five requests for a given language.

Registration to participate in the ITU Digital Skills Forum 2024 is mandatory. Each delegate interested in attending the event should complete and submit a registration form that can be accessed at this [link](#).

An ITU User Account is required to register. If you do not already have one, please follow the instructions [here](#) by selecting "I am a new user". For participants who already have created an ITU User Account when registering to another ITU meeting, login with your credentials.

For assistance with the registration process, please contact: BDTMeetingsRegistration@itu.int.

Further information on the meeting, including the draft programme and all logistical information such as accommodation and visa arrangements, will be posted on the Digital Skills Forum 2024 website at itu.int/digital-skills-forum/ in the coming weeks.

For any enquiries about the Forum, please write to hcbmail@itu.int.

I look forward to your active participation in the Digital Skills Forum 2024.

Yours faithfully,



Cosmas Luckyson Zavazava
Director