

CHAIRMAN'S REPORT

2005 was a landmark year for the USTTI.

After 23 years of providing tuition-free communications training, the USTTI reached an important benchmark in late November when we graduated our 7,000th and 7,001st graduates – Ms. Malalai Hicla Safi and Ms. Ogai Ahmadi – from Kabul, Afghanistan. Following their intensive USTTI training experience, these two young IT professionals returned home to Kabul where they are now working for Cisco Systems, teaching other Afghan women and men to build a world class communications infrastructure in their country.

Importantly, these young Afghan women symbolize the progress and hope that modern communications can bring to every corner of the developing world. Our 7,000th and 7,001st graduates are typical of the USTTI's graduates from 164 developing countries. They are pioneers for progress: professional women and men who are determined to use the most innovative and spectrum-efficient technologies to make affordable modern communications a reality for their countrymen and women.

In 2006, the members of the USTTI Board and hundreds of USTTI volunteer professors across America remain committed to the USTTI's aggressive, cutting-edge training outreach. The USTTI's 86-course curriculum for 2006 will continue to offer essential training in spectrum management, competition policy, and enlightened regulatory development; in addition, we have significantly expanded training in e-Government, disaster relief, telehealth, wireless, and ICT.

Through the robust support of leaders from the private sector and the Federal Government, the USTTI will continue to empower women and men in 2006 who are working to improve their country's quality of life through modern communications.



Michael R. Gardner
Chairman



Under Secretary of State for Economic, Business, and Agricultural Affairs Josette S. Shiner (center) honored the USTTI's 7,000th and 7,001st graduates, Ms. Malalai Hicla Safi (second from right) and Ms. Ogai Ahmadi (second from left), of Kabul, Afghanistan at a ceremony in her office. Also joining the Under Secretary were Ambassador David A. Gross (far right), U.S. Coordinator for International Communications and Information Policy, U.S. Department of State, and USTTI Chairman Ambassador Michael R. Gardner (far left).

USTTI 2006 BOARD OF DIRECTORS



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UNITED STATES TELECOMMUNICATIONS TRAINING INSTITUTE

BACKGROUND

The United States Telecommunications Training Institute (USTTI) is a non-profit partnership between leaders of the U.S. information technology (IT), telecommunications, and broadcast industries and senior federal officials. The goal of this collaborative effort is to share the United States' technological and managerial advances on a global basis by providing a comprehensive array of intensive tuition-free training courses for qualified women and men who regulate and maintain IT and communications infrastructures throughout the developing world.

Michael R. Gardner, United States Ambassador to the International Telecommunication Union (ITU) Plenipotentiary Conference in Nairobi, Kenya, established the USTTI in 1982 to address the compelling need in developing countries for senior-level technical and managerial training in telecommunications and broadcasting. In preparation for the Nairobi ITU Conference, Ambassador Gardner asked leaders of major, and often competing, U.S. communications corporations to join together with senior U.S. Government officials to provide tuition-free training for qualified communications professionals, regulators, and entrepreneurs from the developing world. Government officials and U.S. industry leaders enthusiastically responded with the USTTI's first curriculum offering in 1983, which featured 13 courses. Joining Ambassador Gardner as founding members of the USTTI were: William McGowan, founder of MCI Communications; Dr. Joseph Charyk, Chairman of the Board and first President of the

Communications Satellite Corporation (COMSAT); Charles Wick, the Director of the United States Information Agency (USIA) during the 1980s; Dick Nichols, Vice-President of AT&T International; and Harrison "Jack" Schmitt, former United States Senator from New Mexico and the twelfth man to walk on the moon.

USTTI TODAY

Since first offering 13 tuition-free courses in 1983, the USTTI has expanded its curriculum to provide 86 diverse courses in 2006. Thanks to the steadfast support of USTTI corporate and government Board members, as well as vital contributions from universities, medical institutions, and others in the U.S. communications-IT arena, the USTTI has incorporated the latest tech-

nological developments in its 2006 curriculum to ensure its relevance for the developing world.

Corporate Board members of the USTTI are: Herschel Abbott, BellSouth Corporation; Kathryn C. Brown, Verizon Communications; James P. Massa, Cisco Systems, Inc.; Charles B. Mathias, Lucent Technologies; Sean Murphy, QUALCOMM Incorporated; Pamela S. Passman, Microsoft Corporation; Peter Pitsch, Intel Corporation; Douglas W. Schoenberger, AT&T; Timothy D. Statton, Bechtel Group, Inc.; Sebastiano Tevarotto, The Hewlett-Packard Company; Tony A. Trujillo, Jr., Intelsat Global Service Corporation; and Frank C. Weaver, The Boeing Company. USTTI Board companies provide tuition-free training



Jacqueline E. Schafer (standing right), Assistant Administrator of USAID's Bureau for Economic Growth, Agriculture, and Trade (EGAT), joins USTTI Board member Juan A. B. Belt (center), Director of the Office of Infrastructure and Engineering, also with USAID/EGAT, and USTTI Chairman Michael R. Gardner (left) to provide closing remarks after the USTTI's first annual e-Government for Development Seminar. Sixteen senior-level government officials from sixteen countries attended this comprehensive program which consisted of case studies, demonstrations, and panels featuring e-Government experts from organizations including: USAID, IBM, infoDev, The World Bank, General Services Administration, U.S. Department of Homeland Security, U.S. Department of State, and the U.S. Office of Management and Budget.



Ambassador David A. Gross, U.S. Coordinator for International Communications and Information Policy, with the U.S. Department of State, addresses officials from 27 developing countries attending "Seminar and Workshop in Competition Policy for Telecommunications," offered by the USTTI in conjunction with the Federal Communications Commission (FCC), Department of Justice, Federal Trade Commission (FTC), and the Washington, DC legal community. Ambassador Gross, who represents the U.S. State Department on the USTTI Board of Directors, also chaired one of the USTTI's global web forums which focused on issues related to the successful World Summit for the Information Society (WSIS) held in Tunis last November.

at their corporate facilities, finance the general overhead costs of the USTTI, and designate a senior executive to serve on USTTI's Board of Directors.

Senior communications officials in the Federal Government also play a critical role in the success of the USTTI.

Federal members of the USTTI Board of Directors include: Juan A. B. Belt, Director of the Office of Infrastructure and Engineering in the Bureau for Economic Growth, Agriculture, & Trade, U.S. Agency for International Development (USAID); Michael D. Gallagher, Assistant Secretary of Commerce for Communications and Information, U.S. Department of Commerce; Ambassador David A. Gross, United States Coordinator for International Communications and Information Policy, U.S. Department of State; and Chairman Kevin J. Martin of the Federal Communications Commission (FCC). As USTTI Board members, these federal leaders actively

involve their agencies in the important training outreach of the USTTI.

Through their participation, and that of other officials in the Executive Branch and Congress, the U.S. Government has been a full partner with private industry in the success of the USTTI.

In addition to their leadership on the USTTI Board of Directors, U.S. Government officials and their departments and agencies provide significant in-kind and scholarship support for USTTI participants. USAID is a critical source of travel and subsistence funding for highly qualified USTTI applicants from less-developed countries. These scholarships are awarded each year through the invaluable assistance of the women and men working in USAID Missions overseas. The FCC provides vital training through its seven courses each year and plays an important leadership role in special USTTI seminars. The FCC also prints the USTTI's biennial *Participant*

Handbook, an orientation guide for USTTI trainees. The U.S. Department of Commerce's National Telecommunications and Information Administration (NTIA) offers senior-level spectrum management training, and provides an annual grant to help publish the USTTI's *Course Catalog and Annual Report*. The State Department awards training grants to the USTTI and provides valuable contacts with U.S. Embassies and foreign governments that nominate candidates for USTTI training.

The United States Congress has recognized the significance of the USTTI's global training outreach through special amendments to two legislative acts: the *Omnibus Diplomatic Security and Antiterrorism Act of 1986* and the *Cable Communications Policy Act of 1984*.

These amendments explicitly authorize support (including use of staff, other appropriate resources, and service on the Board of Directors) of USTTI's activities by the State Department, USAID, FCC, and NTIA. In the past and again in 2005, Senator Conrad Burns (R-MT) and Senator Daniel K. Inouye (D-HI) led a bipartisan Congressional effort to secure travel and subsistence support for the USTTI.

USTTI TRAINING

To ensure a dynamic learning experience for USTTI scholars, the Board of Directors is committed to maintaining the diversity of the USTTI's cutting-edge curriculum. Instead of operating a costly training center, the USTTI offers the vast majority of its tuition-free training in corporate and federal training facilities, laboratories, and television stations that are volunteered across the U.S. As a result, the same facilities used for corporate and government in-house training now effectively serve as classrooms for USTTI scholars.

"I am very pleased to inform you that the Minister of Posts and Telecommunications of Guinea appointed me as the head of the section of standardization and approval within the Direction of Posts and Telecommunications. I confess without doubt that this training offered me a lot of opportunity in this direction."

- Mohamed Minthe, Guinea

Throughout the past 23 years, the USTTI has offered a total of 1,344 diverse training courses and graduated 7,041 women and men who are the key communications-IT regulators, managers, and service providers in 164 developing countries. As the USTTI enters its 24th year of training, the increased popularity and need for the USTTI's tuition-free training is reinforced by the fact that in 2005, the USTTI's 74-course curriculum attracted 11,417 applications for the 938 available training slots, a 12-1 ratio of qualified applicants for each USTTI training slot.

USTTI ORIENTATION

For USTTI scholars, the free exchange of ideas and experiences with professionals from the United States and around the world is critical to maximizing the benefits of USTTI training. This exchange of information begins prior to each training course during an important orientation session hosted by the USTTI staff in Washington, DC.

USTTI orientations are mandatory and typically held on the last business day prior to the first day of training. In these one-day sessions, USTTI scholars familiarize themselves with topics that may be addressed in training, receive introductory materials provided by course sponsors, and acquaint themselves with fellow participants. In addition,

USTTI orientation sessions often include discussions about communications policy in the U.S. led by government officials, academics, and policy experts from the business or legal community. Importantly, these meetings provide an excellent forum for the exchange of technical, professional, and cultural information that is critical for the fulfillment of training objectives.

Finally, orientations provide the USTTI staff an opportunity to brief scholars on a variety of subjects, including the history and layout of the nation's capital, Washington, DC. To ensure that all USTTI scholars are able to fully appreciate the city, the USTTI facilitates a weekend tour of Washington's cultural and historical sites. Weekends also allow trainees to explore Washington or use this time to travel to alternate training cities, if necessary.

GRADUATION and DEPARTURE

Most USTTI training sponsors will conduct a graduation ceremony at the conclusion of training, where certificates are awarded to USTTI scholars in recognition of their successful completion of the course. At the conclusion of most courses, an oral and written evaluation of the course is also administered. If a USTTI Curriculum Coordinator is unable to attend graduation, trainees are provided evaluation forms to complete privately for review by the USTTI staff. The evaluation is a way for participants to anonymously identify additional training needs and ensure that the USTTI curriculum continues to be fully responsive to the emerging technology and policy priorities of officials and entrepreneurs throughout the developing world. In accordance with the Conditions of Participation form signed during orientation, trainees must return to their home countries in the days immediately following graduation.



USTTI welcomed the National Oceanographic and Atmospheric Administration (NOAA) to its training ranks this year, as NOAA offered two new courses on tsunami planning, detection, and response. From October 31 - November 3, seven USTTI scholars trained at the Pacific Tsunami Warning Center (PTWC) in Ewa Beach, Hawaii, and four USTTI scholars trained at the West Coast/Alaska Tsunami Warning Center (WC/ATWC) in Palmer, Alaska. Pictured with the Hawaii group are: Brian Yanagi, Manager, ITC (far left); Jeff LaDouce, Director, National Weather Service Pacific Region (middle); and Joel Cline, Regional Operational Services Met (far right).

APPLICANT INFORMATION

WHO SHOULD APPLY

Telecommunications, IT, broadcast, satellite, wireless, and telehealth professionals who are proficient in English and employed in the public or private sector of a developing country are encouraged to apply for USTTI training. A post-secondary education is often required, and a university degree in telecommunications, broadcasting, management, engineering, or electronics is preferred. Substantial practical experience in a country's communications infrastructure may be substituted for formal academic credentials. Educational background, professional experience, achievements, and current job responsibilities must be clearly described in the USTTI Application for Training.

HOW TO APPLY

Those interested in applying for training should do so via the USTTI web site, www.ustti.org. **Applying online guarantees the quickest processing time.** Another option is to fax or mail the application form found on the last page of the USTTI catalog. **PLEASE NOTE: Due to lengthy visa requirements, USTTI urges applicants to submit applications at least sixteen weeks before the beginning of the first desired course.** Applications received after the sixteen week deadline will still be considered, but are less likely to result in acceptance. Applicants are reminded that their USTTI application must be fully completed and include current office and fax numbers, and at least one valid e-mail address. Incomplete applications may not be con-

sidered. For those applying via fax or mail, applications should be typed.

Applicants should carefully review the course descriptions provided in the catalog and apply selectively for only those courses that are most appropriate to their experience, responsibilities, and goals. Applicants should take special notice of the available course sequences, listed on pages 9-10, that provide an opportunity to maximize the training experience by attending several consecutive courses.

SELECTION PROCESS

The acceptance procedure is a collaborative effort between the USTTI and its training partners, with the final acceptance decisions made by course sponsors. Sponsors review each application and select only the most qualified candidates. Selection criteria include: professional qualifications, suitability for the course, thoroughness in completing the application, and most importantly, goals for participating in USTTI training. Applicants must clearly demonstrate in their "Applicant Training Goals" essay how their participation would benefit their country or organization, and what leadership role they might assume upon completion of training.

If accepted, applicants will be notified by the USTTI via an official e-mail and/or fax at least 12 weeks before the start of training. Applicants may be accepted to one or all of the courses to which they apply, depending upon the number of training slots available, applicant qualifications, and course focus. Participation in USTTI training is not guaranteed until accepted applicants confirm attendance and funding source via e-mail or fax, secure a U.S. entry visa (if necessary), and provide their confirmed travel itinerary.



Steven R. Altman, President of QUALCOMM Incorporated (center), greets USTTI scholars during QUALCOMM's rigorous wireless training course "3G Wireless Technologies: Advantages and Concepts." In just two years of service on the USTTI Board, QUALCOMM has graduated 132 Communications-IT officials from 54 developing countries. QUALCOMM is represented on the USTTI Board of Directors by Sean Murphy, Vice President and Counsel for International Government Affairs.

FUNDING PROCESS

Applicants should seek funding from their employers for their international and domestic U.S. travel and for their living expenses during USTTI training. If employer funding is unavailable, applicants are encouraged to secure sponsorship from international organizations that recognize the importance of USTTI training, such as the International Telecommunication Union (ITU), The World Bank, the United Nations Development Program (UNDP), the United Nations Educational, Scientific and Cultural Organization (UNESCO), and the Inter-American Telecommunication Commission of the Organization of American States (OAS-CITEL). The USTTI will attempt to help qualified applicants for whom no other funding sources for travel and subsistence are available. However, USTTI funding is limited, and applicants are much more likely to attend training if they secure all or part of their travel and living expenses.

PARTICIPANT EXPENSES

The recommended subsistence rate for participants in USTTI training is approximately US\$100.00 per day, although this amount may be greater or smaller at certain training locations due to varying hotel costs. This rate covers only the cost of meals and a shared hotel room in USTTI designated hotels. The USTTI per diem does not cover single occupancy rooms or personal expenses such as hotel services, telephone calls, and souvenirs.

VISA INFORMATION

Due to significant changes in U.S. visa regulations, USTTI urges all applicants to contact the U.S. Consulates in their countries to determine specific application requirements, fees, and interview procedures. It can take up to four months in some countries to secure a visa appointment. Therefore, we rec-

ommend applicants contact the consulate immediately after submitting course applications to USTTI to ensure sufficient time for filing necessary documents. It is essential that all USTTI applicants possess passports that will be valid for at least six months after the conclusion of training.

TRAVEL ARRANGEMENTS

In order to avoid confusion and disruption during USTTI orientation and training, trainees must send a Curriculum Coordinator their air travel itinerary for ALL required travel before arriving in the U.S. Reservations must be made in accordance with the dates provided in USTTI acceptance information. Last-minute ticket purchases and itinerary changes are expensive and may not be possible.

IMPORTANT CONSIDERATIONS BEFORE SUBMITTING YOUR APPLICATION:

- Have you reviewed course sequence information on pages 9-10?
- Is your passport valid for at least six months after the conclusion of the last training course to which you applied?
- Have you consulted the web site of the U.S. Consulate in your country to determine U.S. entry visa requirements and procedures?
- Have you visited the USTTI web site (www.ustti.org) to review the online application procedure?
- Is your application complete, including valid e-mail addresses, office and fax numbers, passport details, and supervisor contact information?

USTTI POLICIES FOR PARTICIPANTS

Participants in USTTI training must adhere to the USTTI's policies, which cannot be waived without written authorization from a member of the

USTTI staff. The most important requirements are:

- Trainees must attend orientation in Washington, DC, even if the participant is a former USTTI graduate.
- Trainees must stay in the hotels designated by the USTTI. There are no exceptions.
- Spouses and/or family members may not accompany participants during training.
- Trainees must pay their hotel room charges in full at time of check-in. All incidental expenses, such as telephone calls, movies, or room service, are the responsibility of the participant.
- Since USTTI training is offered only in English, participants must have a functional proficiency in English.
- Participants must attend all classes unless excused by the training staff for health or emergency reasons.
- During orientation, each trainee must pay an insurance and administrative fee of US\$150 for the first course and US\$75 for each additional course. This fee is mandatory since the USTTI is required to insure all participants regardless of the participant's own coverage under a personal or company insurance policy. This insurance does not cover dental care, eye care, prescriptions, or pre-existing conditions.
- To avoid any disruption to the USTTI admission process, applicants may not contact course sponsors regarding acceptance or funding decisions.

Failure to adhere to any of these requirements will result in a participant's immediate disqualification or dismissal from training.

USTTI FUNDING

In 2005, USTTI corporate and government Board members, along with training sponsors from academia and the IT, telecom, and broadcast industries provided \$4,288,792 in cash and in-kind contributions to support the USTTI, a 501(c)(3) non-profit corporation. These contributions reflect the costs attendant to offering 74 tuition-free training courses in 2005, as well as travel and subsistence funding, educational materials, and a host of other services provided to the USTTI.

The USTTI's overhead costs - program development expenses, salaries for our small staff, and institutional costs such as rent, utilities, and postage - are paid for by the private sector. The USTTI's 2005 operating budget of \$798,359 was

tightly controlled so that all revenues raised by the USTTI in excess of overhead costs were used to provide additional travel and subsistence support to qualified USTTI scholars from the poorest developing countries.

In addition to funding from the private sector, the USTTI received essential support from the U.S. Federal Government. USAID provided significant funding to the USTTI in 2005 for the travel and subsistence needs of USTTI scholars from throughout the developing world.

Additional support for the USTTI scholars from South and Southeast Asia was provided by U.S. Trade and Development Agency (TDA). Travel and subsistence funding also was provided by Voice of America (VOA) and the Department of

"I am very grateful to USTTI and USAID for the opportunity given to me. The instructors were highly qualified and experienced and their commitment to excellence in the training was commendable. I am committed also to pass on the knowledge acquired from the course to my junior staff. Long live USTTI!"

- Patrick Ssembajjo, Uganda

State through their Telecommunications Leadership Program (TLP). NTIA, FCC, and VOA added in-kind support for the USTTI through their training programs. International organizations such as the ITU and OAS-CITEL further contributed in-kind support and fellowship funding to the USTTI in 2005.

The USTTI is a 501(c)(3) non-profit corporation, meeting all requirements for charitable contributions. In 2006, the USTTI will need approximately \$1,850,000 in order to provide travel and subsistence for qualified applicants who are unable to support their own participation in USTTI training. Corporations and organizations wishing to support the USTTI should contact Curriculum Coordinators: Francesca Tripodi, Bill Tucker, or Will Linnoila at 1150 Connecticut Avenue, NW; Suite 702; Washington, DC 20036-4131; USA. Telephone: +1-202-785-7373; Fax: +1-202-785-1930; E-mail: ftripodi@ustti.org, btucker@ustti.org, or wlinnoila@ustti.org.



USTTI orientation sessions frequently attract important federal officials who value the opportunity to interface with telecom-IT leaders from throughout the developing world. FCC Commissioner Jonathan S. Adelstein (standing), met with USTTI scholars to discuss the great opportunities and benefits resulting from rapid wireless broadband deployment in emerging economies. Following his prepared remarks, Commissioner Adelstein led an active Q&A session with senior managers and engineers in the USTTI conference room. Also pictured is Barry Ohlson, Senior Legal Advisor to Commissioner Adelstein (seated, center).



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