

Chairman's Report

In 2008 – the USTTI's 26th year of global training outreach – the USTTI received 10,611 applications from women and men seeking to empower themselves with the USTTI's tuition-free ICT training. Through its diverse 77 course curriculum in 2008, the USTTI's volunteer expert trainers from government, industry and academia graduated 349 women and men.

During the past 26 years, the growing USTTI partnership between federal and private sector officials has empowered 7,794 graduates – many of whom are providing enlightened leadership in 166 developing nations.

The reason for the enduring success of the USTTI is clear: year after year, the USTTI's volunteer faculty of communications and policy leaders from the United States aggressively share their experience and expertise with officials and entrepreneurs from the developing world; and, once their intensive training is completed, USTTI Scholars return home to share the knowledge they gained at the USTTI with their coworkers who are working to make affordable ICT available in their countries.

Through its expanded 97 course curriculum in 2009, the USTTI Board of Directors is committed, more than ever, to promoting an improved quality of life through modern ICT in every corner of the developing world. Together with our USTTI graduates and those who will become new USTTI alumni in 2009, we will close the digital divide around the globe.



Chairman, USTTI



Ambassador David A. Gross (right), U.S. Coordinator for International Communications and Information Policy at the U.S. Department of State, receives the USTTI Chairman's Award from Ambassador Michael R. Gardner (left) for his tenacious and dedicated service from 2001-2008 as a member of the USTTI Board of Directors. Ambassador Gross exemplifies the robust public-private partnership that has existed since USTTI's launching in 1982, when federal and industry leaders joined forces to respond aggressively to the needs of women and men from the developing world who are working to make modern communications a reality for their countrymen.

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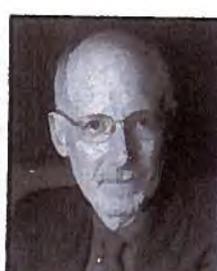
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*In accordance with the Cable Communications Policy Act of 1984, the Chair of the FCC serves on the USTTI Board of Directors.

United States Telecommunications Training Institute

BACKGROUND

The United States Telecommunications Training Institute (USTTI) is a non-profit public-private partnership between senior federal officials and leaders of the U.S. information and communication technology (ICT) and broadcast industries. The goal of this collaborative effort is to share the United States' technological and managerial advances with qualified women and men who regulate and maintain the IT and communications infrastructures throughout the developing world. The USTTI's comprehensive array of intensive tuition-free training courses are made possible by the support of federal and private board members, as well as hundreds of volunteer trainers across the country.

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 all areas of communication. 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 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 97 diverse courses in 2009. 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. IT-communications arena, the USTTI has incorporated the latest technological developments in its 2009 curriculum to ensure its relevance for the developing world.

Corporate Board members of the USTTI are: Kalpak S. Gude, Intelsat; Eric H. Loeb, AT&T; Jennifer A. Manner, SkyTerra Communications; Michael McMenamain, Alcatel-Lucent; Sean Murphy, QUALCOMM Incorporated; James F. X. Payne, Bechtel Federal Telecoms; Dr. Robert Pepper, Cisco Systems, Inc.; Peter Pitsch, Intel Corporation; Michael Regan, News Corporation; Jacquelynn Ruff, Verizon Communications; Lynn St. Amour, Internet Society; Sebastiano Tevarotto, The Hewlett-Packard Company; Shane Tews, VeriSign, Inc.; Paul McNulty, Juniper; and Frank C. Weaver, The Boeing Company. USTTI Board companies provide tuition-free training 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 from the Federal Government also play a critical role in the success of the USTTI, and are represented on the USTTI Board of Directors by: 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); Ambassador David A. Gross, United States Coordinator for International Communications and Information Policy, U.S. Department of State; Meredith Atwell Baker, Acting Assistant Secretary of Commerce for Communications and Information and Administrator of the National Telecommunications & Information Administration (NTIA), and the Chair of the Federal Communications Commission (FCC). These federal leaders actively involve their agencies in important training outreach for the



FCC Commissioner Michael J. Copps, poses with 23 officials from 19 developing countries, during USTTI/USAID's seminar "e-Government for Development: Strategies and Policies." Commissioner Copps and his fellow commissioners all serve as popular volunteer professors throughout the USTTI's training year. This two week intensive seminar has received 661 applications throughout the past four years it has been offered, and has served a total of 71 women and men throughout the developing world.

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 to accomplish USTTI training goals.

In addition to their leadership on the USTTI Board of Directors, U.S. Government officials and their departments and agencies provide significant training as well as other in kind and scholarship support for USTTI participants. USAID is a vital source of travel and subsistence funding for highly qualified USTTI scholars 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 six courses each year, and plays an important leadership role in special USTTI seminars. The FCC also prints the biennial Participant Handbook, an orientation guide for USTTI trainees. The NTIA offers senior-level spectrum management and IT policy 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 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 2008, Senator Daniel K. Inouye (D-HI) led a bipartisan Congressional effort to secure travel and subsistence support for USTTI scholars.

USTTI TRAINING

To ensure a dynamic learning experience for USTTI scholars, the Board of Directors is committed to maintaining the diversity of USTTI's

cutting-edge curriculum. Instead of operating a costly training center, USTTI offers the vast majority of its tuition-free training in corporate and federal training facilities, laboratories, and television stations that are volunteered by our sponsors across the U.S. As a result, the same facilities used for corporate and government in house training also effectively serve as classrooms for USTTI scholars.

Throughout the past twenty-six years, the USTTI has offered a total of 1,599 diverse training courses and graduated 7,794 women and men who are the key IT-communications regulators, managers, and service providers in 166 developing countries. As the USTTI enters its 27th year of training, the increased popularity and need for the USTTI's tuition-free training is reinforced by the fact that in 2008, the USTTI's 77-course curriculum attracted 10,611 applications for the 1,230 available training slots, a 9:1 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, with an important orientation session hosted by the USTTI staff in Washington, DC.

"Excellent training with excellent materials."

-Adel Wahid Al Weshah (Jordan)
M8-223



Twenty USTTI scholars take a break from Cisco Systems Inc.'s intense three week training course, "Internet Service Provider Design Seminar and Backbone Routing Protocol Workshop." Pictured with the USTTI's scholars at Cisco's headquarters in San Jose, CA is (back row, far left) Cisco's Program Manager, Rosemary Ramirez. Cisco is represented on the USTTI Board of Directors by Dr. Robert Pepper, Vice President of Global Technology Policy. Since 1999, Cisco has conducted 43 courses for USTTI scholars from developing nations around the world.

USTTI orientations are mandatory and typically held on the last business day prior to the first day of training. During these one-day sessions, USTTI scholars familiarize themselves with topics that may be addressed in training, receive introductory materials, 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.

Orientations also 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 guests are able to fully appreciate the city, the USTTI facilitates a weekend tour of Washington's cultural and historical landmarks. Weekends are flexible to allow trainees to explore Washington or use the day to travel to alternate training cities when necessary.



Sixteen USTTI scholars from Ghana, Guinea, Kenya, Lebanon, Nigeria, Panama, Peru, South Africa, Thailand, and Uganda participated in one of QUALCOMM Incorporated's, "IMT (3G/4G) Mobil Broadband and Mobile TV," course offerings. After a rigorous morning of training, QUALCOMM's graduates joined their trainer David Clapp (fourth from the right) in front of QUALCOMM's patent wall in their San Diego headquarters. Since 2003, QUALCOMM Incorporated has graduated 282 women and men from 72 developing countries. QUALCOMM is represented on the Board of Directors by Sean Murphy, Vice President and Counsel for International Government Affairs.

GRADUATION AND DEPARTURE

Most USTTI training sponsors 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. These evaluations are a reliable means for USTTI graduates to 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 at orientation, all USTTI graduates whose travel is subsidized by USTTI grants must return to their home countries in the days immediately following graduation.

Applicant Information

WHO SHOULD APPLY

Information technology, telecommunications, broadcast, satellite, wireless, telehealth, and emergency communications 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 preferable. 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. Additionally, candidates should focus on the experience and goals section of the application, as these sections are critically reviewed by our course sponsors.

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 at the rear 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 their 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, fax, and mobile phone numbers, at least one valid e-mail address, and contact information for two relatives living in their home country as well as any in the United States, if applicable. Incomplete applications may not be considered. 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, which 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 company or organization, what leadership role they might assume upon completion of training, and how they envision implementing the training upon returning home.

If accepted, applicants will be notified by the USTTI via an official e-mail and/or fax at least 12 weeks prior to 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



FCC Commissioner Jonathan Adelstein briefed 16 USTTI scholars from 12 countries attending The Boeing Company's popular course, "Commercial Satellite Communication Applications." Based on his experience at the Commission and his previous work in Congress, Commissioner Adelstein described the interworkings of the U.S. legislative process and its relationship in the development of ICT policy. SkyTerra Communications joined Boeing's expert volunteers in conducting a week of policy discussions and hands on satellite training. The Boeing Company is represented on the USTTI Board of Directors by Frank C. Weaver, their Director of Telecommunications Policy. SkyTerra Communications is represented on the USTTI Board of Directors by Jennifer Manner, Vice President of Regulatory Affairs.

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 purchased travel itinerary to the appropriate Curriculum Coordinator.

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 Organization of American States (OAS CITEI). 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 attending USTTI training is approximately US\$135.00 per day, although this amount may be greater or lesser 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. This figure does not cover single occupancy rooms or personal expenses such as hotel services and souvenirs.

VISA INFORMATION

Due to significant changes in U.S. visa regulations, USTTI urges all applicants to contact the U.S. Consulate in their country to determine specific application requirements, fees, interview procedures, and deadlines before applying. It can take up to 4 months in some countries to secure a visa appointment. Therefore, we recommend 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 6 months after the conclusion of training; otherwise the U.S. Embassy has been instructed not to issue an entry Visa.

TRAVEL ARRANGEMENTS

In order to avoid confusion and disruption during USTTI orientation and training, trainees must send a copy of their air travel itinerary for ALL required travel to a Curriculum Coordinator before arriving in the U.S. It is also necessary that all international and U.S. domestic airline reservations 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 the course sequence information?
- Is your passport valid for at least 6 months beyond 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 (<http://ustti.org>) to review the online application procedures?
- Is your application complete, including valid e-mail addresses, office and mobile phone numbers, passport details, supervisor contact information, and contact information for relatives in your country as well as the U.S.?



Twenty-four USTTI Scholars take a break from the Hewlett-Packard Company (HP) course "Key Trends in the Evolution of the Public Network: A Managerial Perspective," to visit the birthplace of HP -- the Garage. Kenneth Myers, HP's Planning and Operations Manager for Network & Service Providers (far right) works each year to develop a rigorous but enjoyable week of training for USTTI Scholars. Since 1993, HP has sponsored 18 tuition-free training courses empowering 296 women and men. Sebastiano Tevarotto, Vice President and General Manager for Communications Media and Entertainment Business Unit, represents HP on the USTTI Board of Directors.



Officials from 19 developing nations take a break from training to pose for a photo with Jacqueline E. Shafer (first row, third from left), the United States Agency for International Development (USAID) Assistant Administrator of the Bureau for Economic Growth, Agriculture and Trade (EGAT) and Laura Samotshozo, Information Technology Project Manager for USAID and last year's Chairman's Awardee (first row, far right). In 2008, the USTTI and USAID were able to offer the fourth "e-Government for Development: Strategies and Policies" Seminar in Washington, DC imparting vital knowledge on the systematic incorporation of Information and Communications Technologies (ICTs) in government. Juan A. B. Belt, Director Office of Infrastructure and Engineering, EGAT represents USAID on the USTTI Board.

USTTI POLICIES FOR PARTICIPANTS

Participants in USTTI training must adhere to the USTTI's policies, which cannot be waived without written authorization from a professional 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 be prepared to pay their hotel room charge 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 dismissal from training.

USTTI Funding

In 2008, the USTTI corporate and government Board members, along with training sponsors from both academia and the IT, telecom and broadcast industries, provided \$4.2 million in cash and in-kind contributions to support the USTTI, a 501(c)

(3) non-profit corporation. These contributions reflect the costs of offering 77 tuition-free training courses in 2008, 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 private sector contributions. The USTTI's 2008 operating budget of \$801,781 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 developing countries.

In addition to funding from the private sector, the USTTI received essential support from the Federal Government. The United States Agency for International Development (USAID) provided significant funding to the USTTI in 2008 for the travel and subsistence needs of USTTI scholars from the developing world. The United States Trade and Development Agency (USTDA) provided travel and subsistence funding for eight participants from Middle East and North Africa and 17 participants from Sub-Saharan Africa. Travel and subsistence funding was also provided by the U.S. Department of State for two qualified telecommunications officials from Algeria, two from Jordan and one from each of the following countries: Bosnia-Herzegovina, Kyrgyzstan, Laos, Madagascar, Namibia, Palestinian Authority, Sierra Leone and Tajikistan. The National Telecommunications and Information Administration (NTIA) of the U.S. Department of Commerce and the Federal Communications Commission (FCC) provided in-kind support for the USTTI. Voice of America (VOA) underwrote a grant that provided funding for four developing country broadcasters to attend training. International organizations such as the International Telecommunication Union (ITU) and the Organization of American States (OAS)/Inter American Telecommunication Commission (CITEL) contributed additional in-kind support and funding to the USTTI in 2008.

The USTTI is a 501(c)(3) non-profit corporation, meeting all requirements for charitable contributions. In 2009, the USTTI will need approximately \$1,850,000 in order to provide travel and subsistence of qualified applicants who are unable to support their own participation in USTTI training. Corporations and organizations wishing to support the USTTI should contact Curriculum Director Brian T. McCloskey, Senior Curriculum Coordinator Jim O'Connor, or Curriculum Coordinators Ann Shikany and Angela Wunderli at 1150 Connecticut Avenue, NW, Suite 702, Washington, DC 20036-4131, USA. Telephone: +1-202-785-7373, Fax: +1-202-785-1930, E-mail: bmccloskey@ustti.org, joconnor@ustti.org, ashikany@ustti.org or awunderli@ustti.org.



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