

**No. 4-1/2016-IR/11**  
**Department of Telecommunications**  
**512-A, Sanchar Bhawan, 20-Ashoka Road,**  
**New Delhi -110001.**

Dated: December 16, 2016

Kindly find enclosed the copy of letter no. APT/HRD-7.1.1/2016/JPN-BHN/UISSSS(F), dated 9 December 2016, received from APT, Bangkok, Thailand regarding APT Training course on Utilization of ICT Services Supporting the Smart Society "Medical ICT, Sensor Networks and Agriculture/ Fisheries ICT", 7 - 17 March 2017, BHN, Tokyo, Japan on APT Fellowship.

It is requested that the names of the suitable candidates meeting Selection Criteria specified by APT along with the complete **bio-data, duly filled nomination form** (as per annex-3) and **foreign tour profile** as shown below, may please be sent to Director(IR-I) in room No. 508, Sanchar Bhawan New Delhi, (email id: dirir-dot@nic.in) by **31 December, 2016**.

**Specimen of Bio data**

1. Name, Staff No. and Designation
2. Date of Birth (Be under 45 years of age)
3. Qualification
4. Year of Recruitment
5. Present job & duties
6. Study Group Number if any
7. Details of Contact including Mobile No.
8. Status of Annual property returns of the previous year i.e. 2015 within time
9. Aadhar Card No. & PAN Card No.

**Details of Foreign training/visits during last five years**

1. Name of training course/visit
2. Period of visit (from-to)
3. Name of country visited
4. Date of submission of tour report

(Encl: as above)



(D. L. Meena)  
ADG (IR)

Tel. No. 11-23036352

**Copy to :-**

- 1 Sr. DDG (TERM), DoT HQ /Sr.DDG (TEC)/ Wireless Advisor, DoT HQ New Delhi
2. All DDGs (TERM)
3. Director (IR-I), Director (IR-II), DOT
4. Director (IT), DOT is requested for hosting on DOT Website



**ASIA-PACIFIC TELECOMMUNITY**  
12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand

Ref: APT/HRD-7.1.1/2016/JPN-BHN/UISSSS (F)

9 December 2016

Dear Sir/Madam,

**Subject: APT Training Course on Utilization of ICT Services Supporting the Smart Society “Medical ICT, Sensor Networks and Agriculture/ Fisheries ICT”**

I would like to inform you that the Asia-Pacific Telecommunity (APT) will organize a Training Course on Utilization of ICT Services Supporting the Smart Society “Medical ICT, Sensor Networks and Agriculture/ Fisheries ICT” in Tokyo, Japan, from 7 to 17 March 2017. Details are as follows:

Title/Place	Date/Duration	No. of Fellowship	Closing of Nomination
<b>Utilization of ICT Services Supporting the Smart Society “Medical ICT, Sensor Networks and Agriculture/ Fisheries ICT”</b> BHN Association (BHN) Tokyo, Japan	<b>7 - 17 March 2017 (11 days)</b>	<b>1 full fellowship or 2 partial fellowships</b>	<b>18 January 2017</b>

In this regard, I would like to invite your administration to nominate qualified applicant (s) to attend the training course. Please read the “**Procedural Information on APT Training Course**” (Annex-1) and “**General Information on APT Training Course**” (Annex-2) before submitting your nomination. Female applicants are encouraged to apply for this training course. Priority might be given to the Members that have not received the fellowships for previous training courses. Additional applicants are welcome to apply at Members’ own expenses.

The selection of trainees will be based upon the following criteria and the documents submitted on time to the APT Secretariat. The selection will also be in accordance with the “**Guidelines for APT Fellowships under HRD Programme (2013)**” (Annex-4). As the facilities of the training institution may not be able to accommodate all applications, the APT Secretariat reserves the right to decline any application that does not meet the requirement.

**Selection Criteria:**

• **Qualification of an applicant:**

- 1) be a university graduate or equivalent with working experience of more than 3 years in the field of telecommunications;

/ ...



- 2) be in charge of planning, promotion, construction, management and operation of projects related to e-applications such as smart city, medical ICT and agriculture ICT;
- 3) be a technical official in the administration or the regulator of telecommunications or be an engineer in the telecommunication operators; and
- 4) be under 45 years of age.

**Fellowship (full/partial):**

Your administration can select one full fellowship or two partial (half) fellowships when you nominate applicants for the training course. **In the case of two partial fellowships, the first partial fellowship will cover the airfare only and the second fellowship will cover hotel accommodation and pocket allowance.** The above selection criteria will equally apply to both the full fellowship and the partial fellowship.

**Required Documents:**

- A. Completed Nomination Form (Annex-3) with current photo, and signatures of the Applicants, Direct Supervisor and the APT official contact person. (The APT shall not accept any Nomination forms without the signature of APT official contact person.); and
- B. Copy of the applicant's passport with the details and photo page

All correspondence related to the application should be sent preferably by e-mail to [apthrd@apt.int](mailto:apthrd@apt.int) or fax to +662 5737-479 before the closing date of the nomination. **Please note that if no acknowledgement of receipt has been informed by the APT within one week after your nomination, please contact the APT Secretariat either by phone or fax.**

I look forward to receiving your nomination soon, and if you require any further information, please contact APT Secretariat at [apthrd@apt.int](mailto:apthrd@apt.int).

Yours sincerely,



Areewan Haorangsi  
Secretary General

To: All APT Fellowship Members

Attachments:

- Annex-1: Procedural Information on APT Training Course
- Annex-2: General Information on APT Training Course
- Appendix 1 to Annex 2: Schedule for the Training Course
- Annex-3: APT Nomination Form
- Annex-4: Guidelines for APT Fellowships under HRD Programme (2013)

cc: Mr. Yoshihiro Hirakawa  
Secretary General  
BHN Association

Mr. Kousuke Dobashi / Mr. Toshikazu Kimura  
Training Department  
BHN Association

Mr. Kimihiko Kimura  
Director, International Cooperation Division  
Global ICT Strategy Bureau  
Ministry of Internal Affairs and Communications

**Procedural Information on APT Training Course**

**1. Nomination**

The nomination form is to be filled-up by your nominee. This form should be sent to the Secretary General of APT with endorsement or signature of APT contact person or Head of Organization as mentioned in the page 2 of the form.

Closing date of the nomination is stated in the offering letter. Late or incomplete nominations are liable to be rejected. APT Secretariat will select the trainees according to the selection criteria mentioned in the offering letter.

**Due to the problems that have been experienced with the reception of incoming e-mails, if you send an application to APT and did not received a reply within a week, please contact APT Secretariat either by phone (+662-5730044) or facsimile (+662-5737479) to follow it up the nomination procedure.**

**2. Support for the trainees**

After APT finalized the selection, the trainees will be provided by the APT Secretariat with the following:

Travel expenses	The most economical round trip air ticket will be provided after its approval.
Accommodation	Single room accommodation during the period of the course.
Per diem	Allowance to meet the expenses for meals and other personal miscellaneous expenses during the period of the course.
Training fee	The training fee for the course

**3. Passport and visas**

Trainees are requested to prepare their passport immediately, allowing enough time (at least 2-3 weeks in general) when applying for visas. Trainees are requested to obtain an entry visa of the country where the training course will takes place before commencing their journey plus any visas for transit through another country where required. As for details of requirements, trainees are requested to contact the Embassy or Consulate of the respective country.

**4. Confirmation of attendance**

After receiving the notification of acceptance from APT, please confirm the attendance of your nominee.

**5. Travel insurance**

Due to procedural difficulties and budgetary constraints, neither the local host nor APT Secretariat will be able to bear any cost of medical treatment for the participant nor any expense incurred with respect to damage or loss of belongings or property of any person or organization.

The nominating administration is advised to provide medical and travel insurance for the trainee covering the whole period of the training and overseas travel.

## **6. Travel to the training course site**

After receiving the confirmation of attendance, APT will inform you the detail of the training site. Trainees must not change the itinerary without the permission of APT.

Trainees are required to arrive in the training course site a day prior to the commencing day of the training course. **Delayed participation is normally not permitted.**

Please be sure to make all necessary travel documents (ie. passport and entry visas for country of destination and (if necessary, countries of transit) available by the departure date.

## **7. Feedback**

APT requests your trainee's frank appraisal to evaluate the effectiveness of the training courses for further improvement in the following years.

The evaluation questionnaire will be provided for receiving feedback on the training course from your trainees. Trainees are requested to fill up the form at the end of the course and return it to the local host for submission to APT Secretariat later. Your trainees' responses will be kept confidential and only be revealed to the parties concerned in the form of statistical table or chart.

## **8. Note**

APT may use the personal information of trainees provided by APT member countries within the scope of effective implementation for the training course including alumni follow-up activities, provision of further knowledge and skills and establishment of human networks among trainees. APT may share the information to the extent necessary and appropriate, with the sponsor of the training courses, the Ministry of Internal Affairs and Communications of Japan and the host of training course. All personal information collected by APT will be properly managed and will not be provided to a third party beyond the purpose of the training course.

## **9. Others**

Please refer to the "Guidelines for APT Fellowship under HRD Programme" also for more detail information.

**General Information on APT Training Course**  
**(Funded by Extra Budgetary Contribution of Japan)**

1. **Title of Training Course:** Utilization of ICT Services Supporting the Smart Society “Medical ICT, Sensor Networks and Agriculture/ Fisheries ICT”
2. **Organization (hosted by):** BHN Association (BHN)
3. **Duration:** 7 - 17 March 2017 (excluding arrival and departure dates)
4. **Place:** Tokyo, Japan

(In addition, we arrange some study visits outside of Tokyo to observe the ‘Local ICT Utilization Model Projects’ promoted by MIC Japan. The candidate locations are Utsunomiya in Tochigi Prefecture of north of Tokyo, Nagoya City in Aichi Prefecture, Moriyama City in Shiga Prefecture and Kyoto in the south of Honshu district).

**5. Abstract and Objectives**

Japan is the country which is tackling with such major issues as the declining birth rate and aging population, shortage of doctors, managing disasters and the declining regional economies. One of the methods of tackling is to deploy local ICT applications. The actual examples of these projects in Japan would provide good showcases for other Asian countries that are taking interest for overcoming the digital divide. Some projects are based on initiatives promoted by Ministry of Internal Affairs and Communications (MIC). In many Asian countries, while the infrastructures of broadband communications through mobile communications and optical fiber communications are being built, there are still many fields that should be addressed, for example, the regional disparities in the medical services and education and seemingly low awareness of the importance of information security.

Under this circumstance, we would like to propose a training course regarding E-Applications, titled as "Utilization of ICT Services and E-Applications" focusing Medical ICT, Sensor Networks and Agriculture/ Fisheries ICT supporting the Smart Society. The training course will provide the lectures and site visits for the purpose of helping the countries and areas with these issues to promote and spread the utilization of ICT which would help solving the regional issues.

The trainees will learn the actual examples of ICT utilization, and then based on the acquired knowledge, they can consider similar systems suitable for the requirements of their countries. ICT applications are expected to contribute to overcoming the digital divide if they are brought in rural areas, in such fields as managing mainly environmental monitoring, medicine and welfare, agriculture, forestry and fishery.

Furthermore, the trainees will cultivate human relations among them during the course, which will make them easier to communicate each other about the deploying ICT systems learned in Japan so that they can promote international cooperation among Asian Countries on utilizing ICT.

The themes and model systems that are planned as subjects of the training are as follows:

- 1) Machine to machine communication (M2M) and Sensor Network Technology
- 2) Telemedicine, Remote Medical Care and Watching System
- 3) Revitalizing regions through development of local industries by utilizing ICT
- 4) Monitoring environment and Agriculture/ Fisheries using ICT

From the point of view that the training courses conducted by BHN for the five consecutive years starting 2011 were highly appreciated, and that it is vital to increase the number of persons who acquire the similar technological knowledge in order to facilitate localizing in the Asian countries the similar E-Applications as used in Japan, we would like to propose a training course focusing on E-Applications.

Trainees will also have the several chances to visit the following model projects of ICT utilization promoted by Japan for studying how the systems can fit in their countries, which are as follows:

- a) E-Health and Wellness Care; Communication Robot

To inspect the Dokkyo University who studies the relationship between robot and nursing care. Robot, IoT, in addition to construction of the medical and social infrastructure including the recognition and expression of feelings "user experience" is important. Students become future doctors and nurses, rather than using a robot passively in the medical field, to visit a research site that has implemented efforts to develop human resources literate aggressively.

- b) Remote medical care; Telepathology (Tele-medicine)

In Shiga Prefecture, we are building a remote pathological diagnosis support network system. This is considered as a measure to alleviate the shortage of pathologists. By pathologists and cell examiners each other mutually support each other, it will be able to make a diagnosis of intraoperative quickly cancer cells even in hospitals without a pathologist. Lack pathologist is not of our country-specific problem. Asia and Europe is also a similar situation.



c) Endoscopic medical training system at Nagoya University

Along with economic growth, digestive disorders, such as lifestyle-related diseases and cancer are increasing. Under such circumstances, an effective diagnosis and treatment technology, should be noted that Japan has been desired spread of endoscopy in the leading position with respect to gastrointestinal disease. However, the endoscopist is absolutely insufficient in the Asian countries. Further, that the technology is not high as in Japan is a problem.

The course also includes technical observation visits to the facilities related to ICT usage, such as:

d) ICT manufacturer, Fujitsu & Fujitsu Laboratory at Kawasaki city

e) The case studies of fishery ICT, Fujikin Carp. in Tsukuba City of Ibaraki Pref.

f) Data communication service provider, NTT DATA in suburban Tokyo

In addition, the course has a program of country reports and group discussions, which also form important parts in this training course.

**6. Schedule:**

Please refer to the attached schedule (**Appendix 1 to Annex 2**) that is subject to change for elaboration and/or adjustment reasons.

**7. Venue:**

BHN Association (BHN)

Address: NTT Ueno Building, 5-24-11, Ueno, Taito-ku, Tokyo 110-0005, Japan

URL: <http://www.bhn.or.jp>

Tel : +81-3-6803-2110 Fax: +81-3-6803-2134

Person in Charge: **Mr. Kousuke Dobashi / Mr. Toshikazu Kimura**

Division: Training Department

E-mail: [dobashi@bhn.or.jp](mailto:dobashi@bhn.or.jp) / [kimurat@muh.biglobe.ne.jp](mailto:kimurat@muh.biglobe.ne.jp)

**8. Reception at the Airport:**

- On their arrival at Narita International Airport/Haneda International Airport, the participants will be met by the host organization's travel agency staff and guided to their hotel.
- At the time of check-in at their hotel, the participants will be given necessary information by the host organization.
- Basically, we advise all the participants how to reach the hotel from the Narita International Airport, so that each participant can reach to the hotel by using the airport limousine bus for Shinjuku Washington Hotel. (Scheduled Duration: approx. 2 hours) For details, please refer to the following website [http://www.limousinebus.co.jp/en/platform\\_searches/index/2/20Bus](http://www.limousinebus.co.jp/en/platform_searches/index/2/20Bus). (Timetables, maps, travelling time and fares information of Shinjuku

Washington Hotel), However, BHN will dispatch the staffs to Narita International Airport to meet the participants who need special assistance.

**9. Hotel accommodation:**

(The first half)

**Shinjuku Washington Hotel (Main Building)**

3-2-9 Nishi-Shinjuku, Shinjuku-ku, Tokyo 160-8336, Japan

Tel: +81 3 3343-3111 Fax: +81 3 3342-2575

URL: <http://www.shinjuku-wh.com/english/>

(The second half)

**Akihabara Washington Hotel**

1-8-3 Sakuma cho, Kanda, Chiyoda-ku, Tokyo, 101-0025 Japan

Tel: +81 3 3255-3311 Fax: +81 3 3255-7343

<http://akihabara.washington-hotels.jp/about-us>

**10. Immigration Requirements:**

All foreign visitors entering Japan must have a valid passport.

- Participants requiring visa should apply to Japanese diplomatic mission (embassies and consulates etc.) in their own countries (or to Japanese diplomatic mission directly in charge of the participant's country) as soon as possible.
- Kindly check current visa requirement with the Embassy of Japan or Travel Agent before traveling, or visit the website of the Ministry of Foreign Affairs of Japan at URL: [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html).
- For your smooth visa application, visa supporting letters written in Japanese will be provided by BHN and will be sent directly to the participants.

**11. Photograph:**

The participants are requested to bring **one copy of a recent photograph** (within 6 months) in a size of 3 centimeters by 3 centimeters for a participant list.

**12. At Japanese Custom Office:**

- Japanese customs is fairly lenient and allows bringing in items necessary for personal use, however, firearms and other types of weapons and narcotics are strictly prohibited.
- For details please refer to the following website of Japanese Customs: <http://www.customs.go.jp/english/summary/passenger.htm>

**13. Weather:**

It's cold winter in Tokyo during the training period. Average temperature in the daytime is about 10-degree Centigrade. Coat, (maybe muffler and glove too) will be necessary

Although winter in Tokyo is relatively mild compared to other parts of Japan, dry with little chances of rain or snow, in some cases temperature may drop as low as single digit number in degrees Celsius (1 degree to 9 degrees Celsius) or even to the freezing point especially in the early mornings or after the sunset and **chances of snow** or cold rain cannot be totally denied. Strong northerly wind may blow during this season and the wind-chill effect makes one feel colder than the actual air temperature.

The Shiga, Ehime, Kagawa and Tokushima Prefectures are situated at approximately from 450 to 500 Km. southern from Tokyo.

Therefore, the temperature of these areas is higher than in several degrees Celsius compared with that of Tokyo.

The chances of snow there is rather lower than in Tokyo.

Also, **rain gear such as umbrella are also essential**. In Japan, it can rain, sometimes all through the day, in any season of the year.

The latest weather information will be obtained at:

<http://www.jma.go.jp/en/yoho/index.html>

(See the weekly forecast to obtain the weather, highest and lowest temperatures expected of each day of the corresponding week. – “Get more information on this area” -> pull down menu -> select “One-week forecasts”)

#### **14. Additional Advices**

It is advised that participants bring shoes suitable and comfortable for walking, as in principle, public transportation system (Metro, Trains and Buses) will be used during the training and it sometimes requires certain distance of walking to and from and between stations, bus stops and training venues and hotel of participants' accommodation.

Public transportation: For the site visits and lectures during the course, we will use mainly public transportations such as bullet trains, subways, local trains, rental buses, taxis and domestic airline, etc. During the period when we visit far outside of Tokyo, however, we will charter a bus for the reason of securing efficient and safe transit of trainees with many large pieces of baggage. Please refer to our training schedule for details.

#### **15. Electric Current:**

Please note that commercial electricity in Tokyo is at **AC 100V 50Hz** with American type outlet plugs (**Type A Class II**). We ask that participants **bring transformer and plug adapter (American type outlet plug)** if they wish to use their own PCs in Japan.

**16. Secretariat:**

Contact persons: **Mr. Kousuke Dobashi / Mr. Toshikazu Kimura**

Division: Training Department

Company name: BHN Association

Address: NTT Ueno Bldg. 5-24-11 Ueno, Taito-ku, Tokyo 110-0005、 Japan

Tel: +81-3-6803-2110 Fax: +81-3-6803-2134

E-mail: [dobashi@bhn.or.jp](mailto:dobashi@bhn.or.jp) / [kimurat@mu.biglobe.ne.jp](mailto:kimurat@mu.biglobe.ne.jp)

**17. Notes:**

The host organization's business hours are from **9:00AM to 5:30PM**, from Monday to Friday. They do not work on Saturdays and Sundays. Messages sent to them will be received only during working hours.

Also beware of the **time difference**, Japan is ahead of most other countries.

(Japan Standard Time is **UTC +9 hours**. Japan does not observe daylight saving time.)

**That means their office will be closed earlier than in the cases of most of the participants' countries.**


**Japanese Embassies and Consulates in the applicants' countries may also close on Japanese national holidays.**

**18. Regulation:**

- not to bring any member of his/her family;
- not to change accommodation during training period;
- to participate in the course from the beginning to the end; and
- to return his/her home country at the end of their training course according to the international travel schedule designated by APT.

Participants are required to comply with instructions given by APT and the local host. (Further information on the requirement is found in the "Guidelines for APT fellowships under HRD Programme (2013)" and other related document).

## NOMINATION FORM FOR TRAINING COURSE

	<b>Asia-Pacific Telecommunity</b> <b>APT Sponsored Training Programme</b> * Please answer all the questions completely by typewritten			Photograph (4.5 cm x 4 cm)
<b>1. Course Title :</b>				
<b>2. Host and Venue :</b>				
<b>3. Duration: From _____ To _____</b>				
<b>4. First Name</b>	<b>Middle Initial</b>	<b>Family Name (Surname)</b>	<b>5. Sex</b>	
Mr./Mrs/ Miss/Dr./ ( )				
<b>6. Date of Birth</b>	<b>7. Age</b>	<b>8. Nationality</b>	<b>9. Passport Details</b>	
____/____/____ <b>Date Month Year</b>			Passport Number : _____ Date of Issue : ____/____/____ Date of Expiry : ____/____/____ Place of Issue : _____ Place of getting visa: _____	
<b>10. Present Position and Organization</b>			<b>11. Smoker/Non-smoker</b>	
Job Title : Department/Division : Organization : Address :  Tel : Mobile no.: _____ E-mail : _____			<input type="radio"/> Smoker <input type="radio"/> Non-smoker	
<b>12. Food Preference</b>		<b>13. Contact Person in case of emergency within your organization</b>		
<input type="radio"/> Muslim <input type="radio"/> Vegetarian <input type="radio"/> Other ( )		Name: Relationship: Address:  Tel : _____ Email : _____		
<b>14. English (good/ fair/ poor)</b>		<b>15. Education</b>		
Reading :	Year	Name of Institution/ Place & Country	Major Subject/ Degree	
Writing :				
Speaking :				
TOEIC score :				
<b>16. Overseas training received during the last 5 years (state on the most recent) :</b>				
Date :	Duration (days) :	Host :	Course Title :	
<b>17. Career/Work Experience (Please describe your previous positions &amp; job experience during the last 5 years.)</b>				
Year (From/To)	Organization	Position	Duties and responsibility (Please use separate sheets if necessary)	
<b>Details of Personal data: APT will refer further to these additional details for final selection of trainees.</b>				

Please read the offering letter and the course description carefully before filling the blanks of 19 to 21.

18. Please give reasons why you intend to attend this course.

19. Please give more details about your prior knowledge which is required/relevant to this course.

20. How will you utilize your knowledge gained from this course?

21. I certify that the information given above is true and complete to the best of my knowledge. By affixing my signature, I hereby assure you that I don't have any physical disability and mental problems which may hinder me to attend all activities under this training course, including site visit if it is scheduled, without special supports or preparations by the host organization.

*Nominee:*

\_\_\_\_\_ DATE

\_\_\_\_\_ NAME OF NOMINEE

\_\_\_\_\_ SIGNATURE

22. Please state your personal assessment of the nominee including the ability to speak and read English.

*Director Supervisor:*

\_\_\_\_\_ DATE

\_\_\_\_\_ NAME, TITLE OF SUPERVISOR

\_\_\_\_\_ SIGNATURE

### 23. Endorsement By APT Member Administration/Organization

In nominating \_\_\_\_\_ for the APT-Sponsored training programme, this Administration/Organization certifies that he/she is medically fit to travel abroad for the course. The Administration/Organization will bear the cost and take full responsibility of any medical treatment or injury of the nominee if it is necessary, during the travel and training period.

This Administration/Organization will also be responsible for any charge and expense incurred in respect of any damage to or loss of any property of any person (including those of the nominee) or belongings to the institution or other establishments.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Official Stamp:

Administration/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to the Secretary General, Asia-Pacific Telecommunity via fax at +66 25737479 or email to [apthrd@apt.int](mailto:apthrd@apt.int)

(Revised on 17 April 2015)



## **Guidelines for APT Fellowships under HRD Program (2013)**

### **1. Introduction**

- 1.1** APT's objective is to foster the development of telecommunications and ICT in the Asia Pacific region. "Capacity building and HRD" has been established as one of Key Work Areas of APT in the "Strategic Plan of the APT 2012-2014". Based on this strategy and the Management Committee's decision, the HRD activities for year 2013 have been planned. This guideline is written to articulate the procedure clearly for both training courses and study visits.
- 1.2** Training courses and study visits are conducted at selected training centers of the Member countries. Fellowships are granted by the APT to qualified individuals who are nominated by their administrations or organizations and approved by the APT.
- 1.3** On completion of the training courses or study visits, the fellowship recipients are expected to disseminate the expertise gained by them in their own countries to increase their own productivity through the application of the acquired skills and knowledge. All successful trainees at the training courses will be awarded an APT Training Certificate.

### **2. Eligibility Requirements**

The following are some common basic requirements of the candidates to receive APT fellowships under the APT training courses and study visits. Please also refer to the selection criteria mentioned in each invitation letter that are in addition to following requirements.

#### **2.1 English Proficiency**

Candidates have to have an adequate proficiency in the English language. APT Secretariat may request evidence that candidate's English proficiency is sufficient, such as a certificate in English proficiency from a recognized English training institution. The Nomination Form has to be completed indicating the participant's proficiency of understanding English.

#### **2.2 Work Experience**

Candidates must have at least two (2) years of professional work experience in the proposed field of the training course or study visit.

#### **2.3 Education**

Candidates should be university graduates or possess equivalent qualifications/experience in the relevant professional fields unless otherwise specified.

## **2.4 Residence in APT Member Countries**

Candidates must be citizen or permanent residents in the APT Members or Associate Members countries.

## **2.5 Belonging to APT Membership**

Candidates must be employees of APT Members, Associate Members or Affiliate Members. Contact persons are requested not to nominate candidates from organizations that are not an APT member. APT Secretariat will not be able to accept such nominations.

## **2.6 Frequency of Receipt of Fellowships**

Normally, only candidates, who have not received an APT fellowship for an APT training course or study visit in the past twelve (12) months, shall be eligible for a fellowship for a training course or study visit.

## **2.7 Health Status**

Candidates should be in good health both physically and mentally to undergo the HRD activities. Pregnancy is regarded as a disqualifying factor.

## **2.8 Travel Insurance**

The Member administration is responsible for medical and travel insurance covering the whole period of the training course and overseas travel. The medical insurance should cover overseas medical claim, including personal accident or loss of limb and death. Neither APT nor the local training host will bear any cost for any medical claim of any nature.

## **2.9 Contribution**

It is highly recommended that the applicants demonstrate that they have made some contribution to the relevant APT activities or home countries activities.

## **2.10 Continuity**

It is expected that after receiving fellowship for an APT training course or study visit, the trainee should continue to work in a relevant department for a minimum period of one (1) year.

## **3. Nominations and Application Procedures**

**3.1** In principle, unless stated in the Invitation letter, only one (1) fellowship is offered by APT Secretariat and only one (1) nomination shall be submitted by each concerned APT member for the training course or study visit for consideration by APT. However administrations can nominate additional candidates who are to be funded at their own expense (See the section 6 below).

**3.2** In cases where the APT members have sent more than one nominee for a single fellowship, APT Secretariat has the right to select the most suitable nominee among those that have been sent to the APT Secretariat for the training course or study visit.

- 3.3** To maximize the opportunity for international nominations, no fellowship will be given to domestic nominations. If the total number of trainees does not reach the capacity for the course, domestic trainees can attend the training course. In this case, the relevant APT member is responsible to pay all costs including the training fee.
- 3.4** APT members shall submit the completed nomination form and relevant information to the APT Secretariat through the APT contact person no later than the closing date mentioned in each invitation letter. Care should be taken to ensure ALL details are supplied to avoid delays in processing the nomination. (The latest nomination form can be downloaded from the APT website, <http://www.apt.int/APTHRD/>)
- 3.5** Before sending the nomination form, APT members are requested to check all the selection criteria with the check list mentioned in each invitation letter, especially with reference to qualification of the nominee and their relevance to the particular training course or study visit.
- 3.6** If no reply has been received from APT Secretariat within a week regarding a submitted application for a training course or study visit, APT members are requested to contact APT Secretariat either by phone or fax to follow up the procedure due to problems that have sometimes been experienced with the reception of e-mails.

#### **4. Selection Procedure**

The APT Secretariat will select suitable nominations from those submitted before the closing date. The following is a brief flow of the selection procedure.

- 4.1** In principle, the APT Secretariat considers only fully completed nomination forms for selection. ALL requests for information must be provided and ALL questions answered.
- 4.2** The APT Secretariat shall check the qualification of the nominees based on the criteria shown in each invitation letter of the training course or study visit as well as the requirements mentioned in the Section 2 above.
- 4.3** APT Secretariat may ask the contact point in the APT members about the details of a nominee for further clarification during the selection process.
- 4.4** Generally trainee selection is made using this guideline and the criteria stated on the APT invitation letter from the eligible nominations received before the closing date. However preference may be given to an administration or organization that has not been awarded a fellowship within a reasonable period.
- 4.5** The APT Secretariat will notify the results of the selection to the relevant contact persons of the APT members as soon as selection process is completed.
- 4.6** The relevant contact point of APT members must immediately confirm the readiness of the nominee to ensure their participation in the activity on time. This includes

obtaining a passport and any visas that may be required (both for entering the host country and any transit countries).

**4.7** In case APT Secretariat decide not to accept a nominee, the APT members may change their nominee accordingly following notification by APT. However, the APT Secretariat may not accept the new nomination if they fail to submit their new nominations three (3) weeks prior to the commencement of the activity or the total number of the participants reaches the capacity of the training course.

**4.8** The decision of the APT Secretariat is final.

## **5. Fellowship Provisions**

**5.1** In principle, APT fellowship covers the following expenses.

- Round trip international economy class air ticket cost which is considered suitable and authorized in advance to attend only the APT training course or study visit. Local transportation costs within the trainee's home country will not be covered.
- Accommodation fees and daily allowances during their stay in the host countries to participate in the activities.
- Training or tuition fees.
- Transit allowance as appropriate.

**5.2** APT Secretariat reimburses the above air ticket cost with UN exchange rate which is revised every month. It may be slightly different from the actual bank exchange rate. The recipient administration / organization may need to bear the difference between the payment by APT Secretariat and exact cost.

**5.3** The approved itinerary of the trainees can only be changed with the written approval by the APT Secretariat. Prior notice and written justification need to be sent the APT Secretariat by the APT members contact point well in advance.

## **6. Participation at Members' Own Expenses**

In case any APT members would like to send their trainees to a training course or a study visit at their own expense, the interested member may contact the APT Secretariat in advance and make a request. After the necessary coordination with training organization or host country, and depending on the availability of a seat, APT Secretariat will inform the relevant member's contact person on their acceptance or otherwise as well as the terms of their participation. Please note that any such candidate should meet all criteria as shown in each invitation letter.

## **7. Communication to Selected Candidates/Trainees**

During the whole procedure of nomination and selection process, as well as the preparation time for attending the training course or study visit, the APT Secretariat

corresponds only with the official APT members contact point. Therefore, the contact point should take the responsibility to communicate with selected candidates or trainees during and after the training as maybe required.

## **8. Cancellation of Participation on Training Courses**

In case any APT member cancels the participation of a selected trainee, the APT members must inform APT Secretariat no later than three (3) week prior to the start of training courses. APT Secretariat may ask the reason for the cancellation and charge the members the necessary costs for the cancellation.

## **9. Discouraging family members to accompany**

In order to take full advantage of the training, APT discourages any family member accompanying the trainee. In case a family member does accompany the trainee, despite APT's advice against it, APT will not be able to provide any support for the accompanying persons and will not be held responsible for such family members.

## **10. Contact Information**

All nominations and related correspondence about APT fellowships under HRD Program should be forwarded on or before the closing date to:

Secretary General  
Asia-Pacific Telecommunity (APT)  
12/49, Soi 5, Chaengwattana Road  
Bangkok 10210, Thailand  
Tel: 662 5730044  
Fax: 662 5737479  
E-mail: [apthrd@apt.int](mailto:apthrd@apt.int)

*Please use the APT e-mail reflector [apthrd@apt.int](mailto:apthrd@apt.int) for all your correspondence.*

## Schedule for

**\*\* Utilization of ICT Services Supporting the Smart Society “Medical ICT, Sensor Networks and Agriculture/ Fisheries ICT” \*\***  
**(proposed by \*\* BHN Association\*\*)**

**25<sup>th</sup> October 2016**

Date	Plan	Name of Lecturer or Organizer	Venue	
Mar.6 (Mon.)	<i>(Arrival)</i>			
Mar.7 (Tue.)	AM	Orientation	Mr. K. Dobashi/Mr.T Kimura, BHN	BHN Association NTT Ueno Bldg.
		Opening session	Mr. H Kurematsu/Mr. M. Satoh, BHN	
	PM	Lecture 1 (ICT Policy in Japan )	Ministry of Internal Affairs and Communication	Kasumigaseki, Tokyo
		Lecture 2 ( E-Applications in Japan)	Ministry of Internal Affairs and Communication	
		Welcome Party		
Mar. 8 (Wed.)	10:00- 12:00	Discussion 1 (Country Report/Grope Discussion)	Mr. Iwaso/ Mr. Suzuki/ Mr.Nishizumi  BHN	BHN Association
	13:00- 17:00			
Mar.9 (Thu.)	9:30- 10:45	Lecture 3 (E-Health Application)	Mr. H. Kurematsu JTТА/BHN	BHN Association
	10:45- 12:00	Lecture 4 (Sensor Devices for health monitoring )	Ms. M. Saito MMD President	
	13:15- 14:45	Lecture 5 (Tele-medicine)	Prof. T. Hasegawa of Gunma University	
	15:00- 16:30	Lecture 6 (Mobile Healthcare)	Mr. I. Kimura Argusoft India Ltd.	
Mar. 10 (Fri.)	9:30- 10:45	Lecture 7 (Web based TV Conference System)	Mr. H. Funazu V-CUBE Co.,	BHN Association
	10:45- 12:00	Lecture 8 (Global presence of ICT for Healthcare of Japan)	Ms. J. Kishimoto NTT DATA Institute of Management Consulting, Inc.	
	14:00- 15:30	Lecture 9 (Electronic maternal and child health handbook in rural Bangladesh)	Prof. Ruoyan Gai National Center for Child Health and Development	
	15:30- 17:00	Lecture 10 (Medical Welfare Cloud Association)	Ms. M. Satou NIS Plus Co., Ltd.	
Mar. 11 (Sat.)	10:00- 12:00	Study Visit 1 (Robots in Education, Telemedicine & Telecare )	Prof. N. Sakata Dokkyo Medical University Center for ICT	Kitakobayashi, Mibu, (Tochigi Pref.) By bus from hotel



Date		Plan	Name of Lecturer or Organizer	Venue
	14:00-16:00	Study Visit 2 Public Health, General Medicine, Health Policy	Prof.xxx Jichi Medical University	Yakushiji, Shimotsuke-shi, Tochigi Pref.
Mar.12 (Sun.)	<b>(Free)</b>			
Mar. 13 (Mon.)	AM	Trip from Shinjuku (8:31) to Nagoya (10:40)		By Shinkansen (from Shinagawa to Nagoya)
	PM	Lecture 11 (ICT Application Model; E-Health)	Prof. Gotoh/Mr. Hosoi of Nagoya University, FOM, Meitetsu Hospital	Nagoya City Aichi Pref.
Mar.14 (Tue.)	8:20	Trip from Nagoya (8:20) to Moriyama (9:37)		By Shinkansen (from Nagoya to Maibara)
	10:15-12:00	Study Visit 3 (Tele-Pathology by ICT Application)	Prof. Toshiaki Manabe Shiga Medical Center for Adults	Moriyama City, Shiga Pref. Kinki
	PM	Study Visit 4 (E-health Application)	SCCJ(Sustainable Community Center Japan),	Kyoto City
	Evening	Trip from Kyoto (17:36) to Tokyo (19:53)		Stay at Akihabara Washington Hotel
Mar.15 (Wed.)	9:30-10:45	Lecture 12 (Free WiFi Network)	Mr. H. Kondo/Mr.Hashida NTT Broadband Platform, Inc.	BHN Association
	10:45-12:00	Lecture 13 (Rural Application by ICT)	Mr. Shinya Takagi/ Mr. Masahiro Ide, etc Qunie Co.	
	PM	Study Visit 5 (ICT Application)	Mr. A. Muranishi/Mr. Sugiyama Fujitsu Ltd.,	Fujitsu Kawasaki Factory (Musashi-Nakahara)
Mar.16 (Thu.)	9:30-10:45	Lecture 14 (Mobile Agriculture using ICT Technology)	Mr. Uehara NTT Docomo	BHN Association
	10:45-12:00	Lecture 15 (Use of ICT in the food and agriculture sector)	Prof. K. Kameoka Mie University	
	PM	Study Visit 6 (Case Studies of fishery ICT)	Fujikin Carp. Group	Tsukuba City
Mar.17 (Fri.)	AM	Study Visit 7 (Sensor Network Application)	Mr. XXX & Ms A. Toyoda NTT DATA Corporation	Toyosu Tokyo
	12:45-14:00	Evaluation Lunch Meeting	BHN	BHN Association
	14:15-16:00	Closing session	BHN	
Mar.18 (Sat.)	<b>(Departure)</b>			