

No. 4-1/2018-IR/03

**Department of Telecommunications
512-A, Sanchar Bhawan, 20-Ashoka Road,
New Delhi -110001.**

Dated: August 3, 2018

Kindly find enclosed the copy of letter no. APT/CB-4.1.1/2018THA-TOT-IOT(F), dated 27 July, 2018 received from APT, Bangkok, Thailand regarding Training Course on "Internet of Things (IoT) and Its Platform and Applications" hosted by TOT Academy of the TOT Public Company Limited during 15-19 October 2018 in Nonthaburi, Thailand

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 scan copy to dirir-dot@nic.in/dkjain1958@gmail.com/adgir-dot@gov.in by **10 August, 2018**.

Kindly note that preference will be given to the officers who have not undertaken any foreign visit in last three calendar years.

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. and E-mail
8. Status of Annual property returns of the previous year i.e. 2017 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
3. Name of country/place visited
4. Date of submission of tour report

(Encl: as above)



(D. L. Meena)
ADG (IR)

Tel. No. 23036352

Copy by e-mail to: -

- 1 Sr. DDG (TERM), DoT HQ /Sr.DDG (TEC)/ Wireless Advisor, DoT HQ New Delhi
2. DDGs DoT HQ/ (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/CB-4.1.1/2018/THA-TOT-IoT (F)

27 July 2018

Dear Sir/Madam,

Subject: APT Training Course on Internet of Things (IoT) and its platform and application

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize Training Course on Internet of Things (IoT) and its platform and application in Nonthaburi, Thailand, from 15 to 19 October 2018. Details are as follows:

| Title/Place | Date/Duration | No. of Fellowship | Closing of Nomination |
|---|--|---|-----------------------|
| Internet of Things (IoT) and its platform and application TOT Academy of the TOT Public Company Limited (TOT) Nonthaburi, Thailand | 15 – 19 October 2018 (5 days) | 1 full fellowship or 2 partial fellowships | 31 August 2018 |

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 currently involved in the maintenance of the nationwide mobile network with the comprehensive and high-level view in area of up-to-date mobile networks;

/ ...

- 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 by e-mail to apthrd@apt.int or fax to +662 573 7479 before the closing date of the nomination. **In case no acknowledgement of receipt has been informed by 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. Should you require any further information, please contact the APT Secretariat at apthrd@apt.int.

Yours sincerely,



Areewan Haorangi
Secretary General

To: All APT Fellowship Members

Attachments:

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

cc: Mr. Suthep Tunyasit
Vice President, TOT Academy
TOT Public Company Limited

Mrs. Suthasinee Poocharoon
Senior Director, Executive Information Center
TOT Public Company Limited

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, 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

1. **Title of Training Course:** Internet of Things (IoT) and Its Platform and Applications
2. **Organization (hosted by):** TOT Academy of the TOT Public Company Limited
3. **Duration:** 15 - 19 October 2018 (excluding arrival and departure dates)
4. **Place:** TOT Academy (5, Ngamwongwan Road, Nonthaburi 11000, Thailand)
5. **Objective:**

The objectives of this course are:

 - ❖ to provide participants with knowledge and understanding of Internet of Things (IoT) and how to enable environment to foster IoT deployment, including technology, standard, policy and regulatory framework, and its applications.
 - ❖ to provide a variety of existing developing technologies and architectural principles, so as to gain a better understanding of types of technologies that are available and in use today and can be utilized to implement IoT solutions.
6. **Abstract:**

Recently, the Internet of Things (IoT) has been developed to be part of mobile communication network. By integrating the physical and digital worlds, the IoT has the power to revolutionize future industries. The IoT can streamline business processes, boost productivity, and give customers better products and services, while providing potential for grander innovations. Therefore, this course service knowledge for a better understanding and to be ready to implement with the IoT.
7. **Learning Method:**
 - ❖ Lecture
 - ❖ Learning cases and discussion
 - ❖ Company visit

8. Schedule:

| Date/Time | Topics | Speaker | Venue | |
|------------|-----------|--|--|-------------|
| 14 October | Arrival | | | |
| 15 October | Morning | <ul style="list-style-type: none"> • Welcoming Address • Opening Address | APT | TOT Academy |
| | | <ul style="list-style-type: none"> • Latest development of Telecommunication network and their technologies • 4G/5G mobile networks that serve IoT An overview of wireless broadband ecosystem including drivers, policy, regulations, business, technology others, and also an overview of various technologies and standards of 4G. | Pongthiti Pongsilamanee, Ph.D. (Senior Instructor, TOT Academy, TOT Public Company Limited) | |
| | Afternoon | <ul style="list-style-type: none"> • the introduction to the Internet of thing An overview of the trends, technology, standards and the institutional framework, relating to the IoT, will be developed. • IoT Policy and regulatory enablers The IoT provides a huge range of socio-economic benefits. IoT solutions deliver benefits to society, governments, citizens, end-users and businesses. The knowledge and expertise that mobile operators develop through working in multiple markets and industries is consolidating their position in the IoT ecosystem. Also, governments and regulators can unlock these socio-economic benefits by implementing policies that promote innovation and investment , as well as introducing regulatory frameworks that build trust and that are technology neutral. This will give confidence to consumers and the industry that will help to drive adoption of the IoT. | Pongthiti Pongsilamanee, Ph.D. | |

| Date/Time | | Topics | Speaker | Venue |
|---------------|-----------|--|---|-------------|
| 16 October | Morning | <ul style="list-style-type: none"> IoT standard and Platform IoT ensures that its ecosystem is run by using standards. Standards have benefits related to interoperability, allowing for different parts of the ecosystem to all communicate effectively, creates cost savings, and also makes for greater predictability of operating characteristics, which leads to aggregated user demand, viable markets for manufacturers, and subsequently easier replacement of components. | Jesada Sivaraks, Ph.D. (Head of Government and Industry Relationship, Ericsson Thailand) | TOT Academy |
| | Afternoon | <ul style="list-style-type: none"> IOT Technical planning and Network Planning Devices may be connected to the internet over various network connections. Low Power Wide Area (LPWA) is wireless technology designed for the IoT. LPWA technologies allow to build wide area narrowband networks to connect objects through low-cost battery-based communications units. A number of LPWA technologies are available today to build and operate Low Power Wide Area Networks (LPWAN), such as LoRA, Sigfox, Wireless MBus, and others. NB-IoT is a standard defined by 3GPP that provides mobile operators with a natural path towards IoT through an LTE-based low power wide area technology. | Jesada Sivaraks, Ph.D. | |
| 17 October | Morning | <ul style="list-style-type: none"> Big Data and Semantic Technologies More devices and objects are now linked to the internet, transmitting the data they gather back for the purpose of analysis. Here, the goal is to utilize this data to learn more about trends and patterns that can be utilized to make a positive impact on our lifestyle, energy conservation, transportation, and health. In relation | Tong Srikhacha, Ph.D. (Senior Director, ICT Training and Knowledge Development Sector, TOT Academy, TOT Public | TOT Academy |

| Date/Time | | Topics | Speaker | Venue |
|-------------------|-----------|--|--|-------------|
| | | to this future, three terms that have been discussed are the IoT, big data, and Semantic Technologies. These are closely intertwined and although they are not the same thing, it is very hard to talk about one without the other. | Company Limited) | |
| | Afternoon | <ul style="list-style-type: none"> Security concerns for IoT While the IoT opens up amazing new possibilities, it also opens up new security concerns. While the IoT opens up the amazingly wide range of sectors that IoT can deploy its applications and their impact on everyday life, it also opens up the new security the security concerns. The security issues can have serious consequences, causing damage, disruption to operations or, in some scenarios, even loss of life. The usage of IoT with Blockchain IoT and Blockchain can complement each other well and can potentially solve some security concerns of the IoT applications. | Tong Srikhacha, Ph.D. | |
| 18 October | Morning | <ul style="list-style-type: none"> Business model for IoT application services. The IoT is the next phase in the evolution of the internet, where everyday objects are connected to the internet, and obtain the capacity to communicate with other devices and sense their environment. It is an important phenomenon, which not only has drastic ramifications for the business world, but for everyday life as well. In this session, it will describe IoT business models, i.e. how different applications of IoT can be transformed into ways of creating, delivering and capturing value. IoT applications for Society | Natthapol Pongthaiapat, Ph.D (Senior Director, Corporate Business Analysis Sector, TOT Public Company Limited) | TOT Academy |

| Date/Time | | Topics | Speaker | Venue |
|-------------------|-----------|--|-------------------------------|-------------|
| | | In this session, a comprehensive understanding of how IoT can be deployed in various sectoral verticals with specific focus on applications will be developed. The growth of the number of network connected devices in recent years has led to the paradigm of the Internet of Things, which promises applications ranging from remote sensing and monitoring to automation. Data collected through various network connected sensors has the potential for a wide range of benefits for society. | | |
| | Afternoon | <ul style="list-style-type: none"> • Site visit at Thai mobile operator | TBA | TOT Academy |
| 19 October | Morning | <ul style="list-style-type: none"> • ICT ecosystem for IoT An overview on the ICT ecosystem and enabling environment to foster IoT deployments will be provided. | Pongthiti Pongsilamane, Ph.D. | |
| | Afternoon | <ul style="list-style-type: none"> • Conclusion and Closing Ceremony | APT | TOT Academy |
| 20 October | | Departure | | |

Note : This schedule is subject to change for elaboration of certain topics and /or adjustment.

TBA: To be announced

9. Transportation and Airport Reception:

TOT Academy is located on suburb of Bangkok, 60 km. from the Suvarnabhumi International Airport. The local host will provide the transportation between the Suvarnabhumi International Airport and the TOT Academy Hotel for the trainees based on the approved flight schedule information provided by APT. After passing through the immigration and customs at the Suvarnabhumi International Airport, TOT Academy staff will be waiting for the participants at the airport with the signage of "APT" at Gate 3 and escort the participants to the hotel. Please contact **Ms.Tharinee Limpibunternng, Mobile no. +66 (0)8 9214 3993** in case of any assistant on arrival at the airport.

10. Hotel accommodation:

All trainees will be accommodated at the TOT Academy Hotel located inside the TOT campus where is on 5, Ngamwongwan Road, Nonthaburi, Thailand.

11. Visa and Immigration Requirement:

All foreign visitors entering Thailand must have a valid passport. Participants who require a visa should apply for a visa at a Thailand consulate or diplomatic mission in their respective country well in advance of their departure. The Embassy/Consulate may take up to two weeks for visa processing. As visa requirements change from time to time, please check with the nearest Royal Thai Embassy or Consulate for participant's visa requirements before departure. Kindly visit the <http://www.mfa.go.th/main/en/home> for more details.

If participants require a visa supporting letter from APT, please ensure that you fill out all items in the Nomination Form and submit it together with a copy of photo page of your passport to the APT Secretariat at email: apthrd@apt.int as this information will be used for the Visa Supporting documents.

12. Weather:

The latest weather information will be obtained at <http://www.tmd.go.th/en/thailand.php> (See weekly forecast to obtain highest and lowest temperature expected of each day of the corresponding week - Go to “Bangkok Metropolis and Vicinity Forecast”, click “more”).

13. Electricity:

The standard power supply in Thailand is 220V, 50 Hz. The type of power outlet/connector used in Thailand is A type which is a two-parallel-pronged type.



Please bring the right adapter for your electrical appliances.

14. 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 the APT fellowships under HRD Programme (2013)” and other related document).

15. Contact person for local host for training implementation:

Name: Ms.Tharinee Limpibuntern

Title: Senior Director, Business Development and Planning Sector


TOT Academy

Tel: +66 (0) 2596 1104, +66 (0)8 9214 3993

Fax: +66 (0) 2591 8087

Email: thalinne@tot.co.th

NOMINATION FORM FOR TRAINING COURSE

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

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 belongs 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

(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

Please use the APT e-mail reflector apthrd@apt.int for all your correspondence.