

Government of India
Ministry of Communications
Department of Telecommunications
(International Relations Wing)
Sanchar Bhawan, 20- Ashoka Road, New Delhi- 110001

No 7/4-2022/IR (Pt-1)

Dated: 15/ 05/2023

Subject: Seeking nominations for APT Training Course on Data-Driven Organization (Online Training Course)

This is with reference to the communication from APT (Asia Pacific Telecommunity) vide Ref. APT/CB/2023/THA-DEPA dated 21 April, 2023 wherein, Indian administration is invited to nominate qualified applicants for APT Training Course on Data-Driven Organization (Online Training Course) to be held on 11th, 13th, 18th and 20th July, 2023.

The details about this training, selection criterial, general information etc. are placed as annexures along with.

In this regard, the interested officers are requested to kindly share the duly filled application form placed as Annexure-2 with undersigned through email on Abhishek.shukla92@gov.in by 23rd May, 2023.



Abhishek Shukla

ADET (IR-III)

To,

All DoT officers



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

Ref. APT/CB/2023/THA-DEPA

21 April 2023

Dear Sir/Madam,

**Subject: APT Training Course on Data-Driven Organization (Online Training Course)
11, 13, 18 and 20 July 2023, Bangkok, Thailand**

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a Training Course on Data-Driven Organizations. The training course will be conducted online on 11, 13, 18 and 20 July 2023. Details are as follows:

Title/Place	Date/Duration	No. of Participants	Closing of Nomination
Data-Driven Organization Digital Economy Promotion Agency (DEPA), Thailand	11, 13, 18 and 20 July 2023 (4 days)	Up to 3 participants per administration/organization	1 June 2023

In this regard, I would like to invite your administration/organization to nominate qualified applicant(s) to attend the training course. Please read “**General Information on APT Training Course**” (Annex-1) and “**Guidelines for APT Online Training Courses**” (Annex-3) before submitting your nomination.

The applicants will be selected based upon the following criteria and the documents submitted on time to the APT Secretariat in accordance with the “**Guidelines for APT Online Training Courses**” (Annex-3). The APT Secretariat reserves the right to decline any application.

Selection Criteria:

Qualifications of an applicant:

- 1) Management Level who wants to build data-driven organization;
- 2) Management Level who wants to use data to improve decision-making, to drive business growth and organization performance; and
- 3) Anyone who are interested in AI & Data.

How to Apply:

Each administration/organization can submit up to 3 nominations. Also, your administration/organization is expected to provide the trainee with reasonable time at their home administration to complete the online training course successfully.

Required Documents:

Completed Nomination Form (Annex-2) with current photo, and signatures of the Applicants.

/ ...

All correspondence related to the application should be sent by e-mail to apthrd@apt.int or fax to +662 5737479 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 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,



Masanori Kondo
Secretary General

Attachments:

Annex-1: General Information on APT Training Course

Annex-2: APT Nomination Form

Annex-3: Guidelines for APT Online Training Courses

To: All APT Members

cc : Mr. Teetawat Lapsongpon
Project Manager
Digital Economy Promotion Agency, Thailand

General Information on APT Online Training Course

1. Title of Training Course: Data-Driven Organization (Online Training Course)

2. Organization (hosted by): Digital Economy Promotion Agency (DEPA)

3. Duration: 11, 13, 18 and 20 July 2023

Place: **Online Training**

DEPA will provide the online learning management system and staffs. Trainers are required to have computer to get access to the online system during the training period.

4. Objective:

The following details are the objective of this Training Course:

- To introduce and provide the big picture of Data & AI Technologies
- To demonstrate how AI & Matching Learning works and impacts organizations
- To demonstrate the importance of data and how organizations can use data to improved decision-making
- To provide practical use cases & road map to become a data-driven organization
- To provide the big picture of data project development workflow and its nature
- To illustrate how to build a data team and how to select suitable data project.

5. Abstract:

In today’s world, data is becoming more and more critical to the success of businesses. The ability to effectively collect, analyze, and interpret data is essential for organizations that want to remain competitive in their respective industries.

This course is designed to help management levels to be able to use data as a strategic asset to drive business growth, innovation, and competitive advantage. In this course, participants will learn about Data & AI technologies, how to become data-driven organization and how to create the impactful data project.

6. Course Schedule and Outlines:

The details of schedule are shown as the following:

Date & Timing	Topic	Lecturer
Tue, 11 July 09:30-11:00 hrs.	Opening Ceremony AI & Data Enabled Technology	Prof. Dr. Sarana Nutanong, Dean, School of Information Science & Technology (IST), VISTEC and CEO of VISAI AI
Thu, 13 July 09:30-11:00 hrs.	Designing for Data-driven Organization	Mr. Pongtachchai Panachaiboonpipop, COO & Head Data Science, VISAI AI
Tue, 18 July 09:30-11:00 hrs.	Developing AI/Data Project	

Date & Timing	Topic	Lecturer
Thu, 20 July 09:30-11:00 hrs.	Example of Data/AI Project (related to participant industry)	Guest Speaker (TBA)

7. System Requirement

- ❖ OS: Windows XP or higher
- ❖ Browser: Comply with Internet Explorer 7 or higher
- ❖ Additional Software: Flash Player, MS team in 7.System Requirement
- ❖ Internet Connection: Broadband Internet is strongly recommended as part of course material.

8. Regulation:

Selected trainees are required to actively participate in the course from the beginning to the end.

9. The contact persons for online training :

Contact person:	Mr. Teerawat Lapsongpon Project Manager Tel: + 66 95 3513-132 Email: teetawat_pro@vistec.ac.th
Organization:	Digital Economy Promotion Agency (DEPA)
Address:	80, Ladprao Road, Chatuchak District, Bangkok 10900

NOMINATION FORM FOR ONLINE TRAINING COURSE

	Asia–Pacific Telecommunity APT Sponsored Training Programme * Please answer all the questions completely			Photograph (4.5 cm x 4 cm)
1. Course Title :				
2. Host Training Institutions :				
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		
____/____/____ Date Month Year				
9. Present Position and Organization				
Job Title :				
Department/Division :				
Organization :				
Address :				
Tel :				
Mobile no.:		E-mail :		
10. English (good/ fair/ poor)		11. Education		
Reading :	Year	Name of Institution/ Place & Country	Major Subject/ Degree	
Writing :				
Speaking :				
TOEIC score :				
12. Overseas training received during the last 5 years (state on the most recent) :				
Date :	Duration (days) :	Host :	Course Title :	
13. Career/Work Experience <i>(Please describe your previous positions & job experience during the last 5 years.)</i>				
Year (From/To)	Organization	Position	Duties and responsibility <i>(Please use separate sheets if necessary)</i>	
<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 14 to 16.

14. Reasons for applying to this course:

15. Endorsement of the Application:

The application to this APT training course is hereby endorsed by the supervisor below. The supervisor guarantees that you have adequate English skills to take the training course and are provided with reasonable time to actively attend and complete the course.

Supervisor:

Name of Supervisor: _____

Title of Supervisor: _____

E-mail : _____

16. I certify that the information given above is true and complete to the best of my knowledge.

Nominee:

DATE

NAME OF NOMINEE

SIGNATURE

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

(Revised on 7 February 2022)

Guidelines for APT Training Courses (Virtual/Online Attendance)

1. Introduction

- 1.1** APT's objective is to foster the development of telecommunications and ICT in the Asia-Pacific region. "Capacity building programme" or known as "HRD programme" has been established as one of key areas in the "Strategic Plan of the APT". Based on the Strategic Plan and the guidance provided by the Management Committee, a plan of the capacity building activities is formulated and this guideline aim to provide a clear condition and procedure for implementing APT Training courses.
- 1.2** Training courses will be organized and managed by selected training centers/institutions of the Member countries. On completion of the online training courses, trainees are expected to disseminate the knowledge and experience gained through the training courses in their own countries in order to increase their productivity by applying acquired skills and knowledge. All trainees who completed at the training courses will be awarded an APT Training Certificate.

2. Eligibility Requirements

The following are some common basic requirements of the applicants for the APT training courses. Please also refer to the selection criteria mentioned in each invitation letter that are in addition to following requirements.

2.1 English Proficiency

Applicants need to have an adequate proficiency in the English language. APT Secretariat may request evidence that applicant'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 applicant's proficiency of understanding English.

2.2 Work Experience

Applicants 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

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

2.4 Residence in APT Member Countries

Applicants must be citizens or permanent residents in the APT Members or Associate Members countries.

2.5 Belonging to APT Membership

Applicants must be employees of APT Members, Associate Members or Affiliate Members. Contact persons are requested not to nominate applicants from non-member organizations. APT Secretariat will not accept such nominations.

2.6 Diversity of Applicants

Diversity of applicants from the same APT members in a year is recommended.

2.7 Contribution

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

2.8 Continuity

It is expected that after participating in an online APT training course, 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** The maximum number of nomination for each APT member will be specified in the Invitation letter.
- 3.2** To maximize the opportunity for international nominations, no priority will be given to domestic nominations. If the total number of trainees does not reach the capacity for the course, domestic trainees may attend the training course. In this case, the relevant APT member is responsible to pay any costs incurred including the training fee.
- 3.3** 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.
- 3.4** Care should be taken to ensure all details are supplied to avoid delays in processing the nomination. Closing date of the nomination is stated in the offering letter. Late or incomplete nominations are liable to be rejected.
- 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.
- 3.6** If no acknowledgement reply has been received from APT Secretariat within a week regarding a submitted application for a training course, APT members are requested to contact APT Secretariat either by phone or fax to follow up the procedure in order to ensure the reception of the email.

4. Selection Procedure

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** APT Secretariat shall check the qualification of the applicants based on the criteria shown in each invitation letter of the training course 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 an applicant 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.
- 4.5** 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 applicant to ensure their participation in the activity on time.
- 4.7** The accepted nominee may be required to complete the online registration before the first day of the training course. The detailed information will be provided to the APT contact person at the notification of acceptance.

5. Feedback

Trainees are requested to evaluate the effectiveness of the training courses for further improvement in the following years.

- 5.1 The link of the evaluation questionnaire will be provided for receiving feedback on the training course from your trainees. Trainees are requested to complete the questionnaire at the end of the course through online.
- 5.2 Your trainees' responses will be kept confidential and only be revealed to the parties concerned in the form of statistical table, chart, and so on.

6. Participation from non-eligible APT members

In case any APT members who are not eligible for APT training course would like to nominate their trainees to a training course, 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 with the terms of their participation. Such applicant should meet all criteria as shown in each invitation letter.

7. Communication to Selected Applicants/Trainees

During the whole procedure of nomination and selection process, as well as the preparation time for attending the training course, APT Secretariat corresponds only with the official APT members contact point. Therefore, the contact point should take the responsibility to communicate with nominated applicants 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, such APT members must inform APT Secretariat no later than one (1) 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, if required.

9. Contact Information

All nominations and related correspondence about the training should be forwarded on or before the closing date to:

Secretary General
Asia-Pacific Telecommunity (APT)
12/49, Soi 5, Chaeng Watthana 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.
