

No. 4-1/2019-IR/10  
Department of Telecommunications  
512-A, Sanchar Bhawan, 20-Ashoka Road,  
New Delhi -110001.

Dated: November 22, 2019

Kindly find enclosed the copy of letter no. *APT/HRD-7.1.1/2019-JPN-BHN-ISASADD(F)* dated 4<sup>th</sup> November, 2019 received from APT, Bangkok, Thailand regarding APT Training Course on “*ICT services to achieve SDGs and Address the Digital Divide (Funded by Extra Budgetary Contribution of Japan)*” in Tokyo, Japan during 26 February- 6 March 2020.

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/siddharth.kumar@gov.in](mailto:dirir-dot@nic.in/siddharth.kumar@gov.in)/[dkjain1958@gmail.com](mailto:dkjain1958@gmail.com) by **13<sup>th</sup> December 2019**.

**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. 2018 within time
9. Aadhar Card Number & PAN Card Number

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

1. Name of training course/visit
2. Period of visit
3. Name of country visited
4. Date of submission of tour report

(Encl: as above)

  
22/11/19  
(Siddharth Kumar)  
ADG (IR)  
Tel. No. 23036352

(सिद्धार्थ कुमार)  
(SIDDHARTH KUMAR)  
सहायक महानिदेशक (अर्थ सम्बन्ध)  
Assistant Director General (IR)  
दूरसंचार विभाग, भारत सरकार  
Dept. of Telecom, Govt. of India

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



Ref: APT/HRD-7.1.1/2019-JPN-BHN-ISASADD (F)

4 November 2019

Dear Sir/Madam,

**Subject: APT Training Course on ICT Services to  
Achieve SDGs and Address the Digital Divide  
(Funded by Extra Budgetary Contribution of Japan)**

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a Training Course on ICT Services to Achieve SDGs and Address the Digital Divide from 26 February to 6 March 2020 in Tokyo, Japan. Details are as follows:

Title/Place	Date/Duration	No. of Fellowship	Closing of Nomination
<b>ICT Services to Achieve SDGs and Address the Digital Divide</b> BHN, Tokyo, Japan	<b>26 February – 6 March 2020</b> <b>(10 days)</b>	<b>1 full fellowship or 2 partial fellowships</b>	<b>10 January 2020</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 to the APT Secretariat before the closing of nomination. 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:**

• **Qualifications of an applicant:**

- 1) be a university graduate or equivalent with working experience of more than 3 years in the field of ICTs;
- 2) be in charge of planning, promotion, construction, management or operation in the field of ICTs in APT Member countries;
- 3) be under 45 years of age; and
- 4) meet the requirements set under “Guidelines for APT Fellowships under HRD Programme (2013)”.

/ ...

**Fellowship (full/partial):**

Each administration can select to apply for one full fellowship or two partial (half) fellowships when nominating the applicant(s) for the training course. **In the case of two partial fellowships, the first partial fellowship will cover only the airfare and the second partial fellowship will cover only hotel accommodation and pocket allowance.**

Please note that 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](mailto: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 the APT Secretariat within one week after the nomination, please contact the APT Secretariat either by phone or by fax.** Should you require any further information, please contact the APT Secretariat at [apthrd@apt.int](mailto:apthrd@apt.int).

I look forward to receiving the nomination soon.

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: Tentative Schedule
- Annex-3: APT Nomination Form
- Annex-4: Guidelines for APT Fellowships under HRD Programme (2013)

cc: Mr. Yakeshi Tomino  
Secretary General  
BHN Association

Mr. Akio Hotta  
Project Manager, Training Department  
BHN Association



cc: Mr. Yoshinori Shibayama  
Deputy Director-General for International Cooperation  
Global Strategy Bureau  
Ministry of Internal Affairs and Communications, Japan

**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)

Proposed on May 24, 2019 / Revised on Oct.31, 2019

1. Title of Course: ICT Services to Achieve SDGs and Address the Digital Divide
2. Organization (hosted by): BHN Association (BHN)
3. Duration of Course: 26 February – 6 March 2020
4. Place of Course: Tokyo, Japan
5. Objectives:

This training course is designed to help APT members promote utilization of ICT services in their countries and in the region.

Participants will learn the ICT policy / initiative and ICT services which enable Sustainable Development Goals (SDGs) in 2030 Agenda. Projects which have been tried to mitigate the Digital Divide in the region will also be demonstrated in the course. The course also helps participants acquire updated information about disaster management through ICT services and resilient networks.

6. Abstract:

This training course is to focus on the potential of ICTs to achieve SDGs in 2030 Agenda. The use of innovative ICT services and applications show the importance of ICTs to attain SDGs. Another focus of this course is on mitigating the Digital Divide and achieving digital inclusion through enhancing basic ICT skills of the people. The course also covers Disaster Management because natural disasters are one of the causes of poverty in rural areas. Cyber security, which is an indispensable area in order to promote ICT service, is embraced, too.

This training course is composed of lectures and corporate / project-site visits. Through lectures and corporate / project-site visits, the course will cover the themes indicated by APT –

- 1) Disaster Management / Communications,
- 2) Cyber Security,
- 5) Mobile Communications,
- 8) E-Application,
- 9) Society 5.0, and
- 10) Regional and International Coordination (ICT Policy and 2030 Agenda for Sustainable Development).

The lectures and corporate / site visits constituting the course are as follows:

- 1) Lectures;
  - a) Policy and Initiative in the era of ICT innovation;
    - ★ICT Policy and Initiative in Japan (Ministry of Internal Affairs and Communications, “MIC”)
    - ★Society 5.0 / 4<sup>th</sup> Industrial Revolution (Japan Business Federation, “Keidanren”)
  - b) ICT services for achieving SDGs;
    - ★2030 Agenda / SDGs (Prof. OHASHI, Sacred Heart U.)
    - ★ICT Services / Applications to Achieve SDGs (Prof. Emeritus KANO, Waseda U.)
    - ★ICT Services to Achieve SDGs in the Region
      - ICT Medicine / Health Care- (Mr. KUREMATSU, BHN)
  - c) Case Studies - Attaining SDGs / Addressing the Digital Divide in the region – ;
    - ★ Case Study – ICT Agriculture Project by NTT
    - ★ Case Study – Improving QoL through Solar Power System (Mr. AIZAWA, BHN)
    - ★Case Study – Disaster Prevention through Public Announcement Sys. (Mr. DOBASHI/ Mr. WATANABE, BHN)
    - ★Case Study – Joint Study of Disaster Prevention System (Mr. HOYA, BHN)
  - d) Competitiveness in the Era of Digital Economy;
    - ★Digital Transformation (Mr. INOUE, IEEE fellow)
    - ★ ICT Infrastructure toward Digital Society (Mr. UMINO, Senior Advisor to NTT-Comware)
    - ★Mobility Services -Mobility as a Services “MaaS”- (Prof. AIZU, Tama U.)
    - ★Cyber Security (Prof. HAYASHI/ MORI/ HASHIMOTO, IISEC)
  - e) Wrap-up Session - Report by Participants and Discussion-. (\*)
    - (\*) Participants are to deliver their brief review of this training course referring to their own “Country Report” which is prepared beforehand. The “Report”, which is to be created with Power Point and recorded with a memory stick, shall address the following:
      - i) The issues / constraints participant’s country faces in



order to attain SDGs, and

- ii) How participant's country is trying to solve the issues / remove the constraints utilizing ICTs.

2) Corporate Visits / Site Visits:

a) Corporate Visits:

- ★NTT DATA Corporation, Koto-ku, Tokyo / Coping with SDGs
- ★NTT DoCoMo, Inc., Chiyoda-ku, Tokyo / 5G Mobile Services
- ★Fujitsu Corporation, Tokyo / Coping with SDGs
- ★OYO Corporation, Tsukuba-shi, Ibaraki / Natural Disaster Prevention and Mitigation

b) Project-Site Visits:

- ★National Research Institute for Earth Science and Disaster Resilience (NIED), Tsukuba-shi, Ibaraki / Disaster Resilience
- ★National Institute for Environmental Studies (NIES), Tsukuba-shi, Ibaraki / Environmental Studies
- ★National Institute of Information and Communications Technology (NICT), Koganei-shi, Tokyo / ICTs for Disaster Resilience / Cyber Security.

7. Schedule:

Please refer to the attached schedule (Appendix 1) that is subject to changes for elaboration and/or adjustment.

8. Venue:

1) BHN Association "BHN"

NTT Ueno Building, 5-24-11 Ueno

Taito-ku, Tokyo 160-8336, Japan

Tel: +81-3-6803-2110

Fax: +81-3-3342-2134

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

2) Sacred Heart Institute for Sustainable Futures, "SHISF"

Building No.4, University of the Sacred Heart

4-2-24 Hiro-o, Shibuya-ku

Tokyo, 150-8938, Japan

9. Hotel Accommodation:

Hotel Gracery Ginza

Address: 7-10-1 Ginza, Chuo-ku, Tokyo 104-0061, Japan

Tel: +81-3-6686-1000

Fax: +81-3-6858-1020

URL: <https://gracery.com.ginza>

10: Immigration Requirements:

- ◆ Foreign visitor entering Japan is required to have a valid passport.
- ◆ Please check current visa requirement with Japanese diplomatic mission (Embassy / Consulate ) or travel agent before traveling.

You may check the requirement visiting the following website of the Ministry of Foreign Affairs of Japan:

[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

- ◆ Participants who need visa should apply to Japanese diplomatic mission (Embassy / Consulate ) in their own countries (or to Japanese diplomatic mission directly in charge of participants' country) as soon as possible.
- ◆ For smooth visa application, visa supporting letters written in Japanese will be provided by BHN on request and will be sent to the participants.

11. Regulation:

- ◆ Not to bring any member of his/ her family;
- ◆ Not to change accommodation during training period; and
- ◆ Return to his / her home country at the end of training course according to international travel schedule designated by APT.

12. Secretariat:

Name: Mr. Akio HOTTA, Project Manager, HRD Team

Mr. Yohichi IWADATE, HRD Team

Mr. Kango KII, HRD Team

Mr. Fujio TAKADA, HRD Team

Tel: +81-3-6803-2110

Fax: +81-3-3342-2134

Email: [hottaakio@orion.ocn.ne.jp](mailto:hottaakio@orion.ocn.ne.jp); [myiwadat4321@yahoo.co.jp](mailto:myiwadat4321@yahoo.co.jp); [kii@bhn.or.jp](mailto:kii@bhn.or.jp); [takada@bhn.or.jp](mailto:takada@bhn.or.jp)

13. Notes:


- ◆ The host organization's business day is from Monday to Friday - from 9:00 to 18:00 . Office is not open on Saturdays, Sundays and National Holidays.
- ◆ Also beware of the time difference. Japan Standard Time is Coordinated Universal Time (UTC) +9 nine hours.

**Tentative Schedule for "ICT Services to Achieve SDGs and Address the Digital Divide  
(proposed by BHN Association on May 24, 2019) Revised on Oct.31, 2019**

Date		Plan		Lecturer / Organization	Venue
Feb.25	Tue.	Entry/Check-in		Hotel Grocery Ginza	
Feb.26	Wed.	09:30-10:20	Orientation	BHN, HRD	BHN, NTT Ueno Bldg. Annex 6F.
		10:30-11:10	Course Opening	Mr.AKABANE, BHN President Mr.SATOU, BHN Chairman	
		11:00-11:40	Accounting Settlement	BHN Accounting Dep.	
		11:40-12:50	Luncheon Break		
		13:00-14:30	Lecture: ICT Services to Achieve SDGs in Asia-Pacific Region -ICT Medicine & Health Care-	Mr.KUREMATSU, BHN Deputy President	BHN, NTT Ueno Bldg.10F
		15:00 - 17:00	Welcome Talk Lecture: ICT Policy and Initiative in Japan	MIC	
		17:00-19:00	Welcome Reception		
Feb.27	Thur.	09:30-11:00	Lecture : On Society 5.0	Mr.YOSHIMURA, Japan Business Federation (Keidanren) Director	Keidanren Bldg. Chiyoda-ku, TKY
		11:00-11:30/11:30-12:20	Move to SHISF/Luncheon Break		Sacred Heart Institute for Sustainable Futures (SHISF) , Shibuya-ku, TKY
		12:20-13:50	Lecture: ICT Services to Achieve SDGs	Emeritus Prof. KANO, Waseda U.	
		13:50-14:30	Move to Sanno Bldg.		
		14:30-17:00	Corporate Visit: NTT DoCoMo - 5G Services-	NTT DoCoMo	NTTDoCoMo HQ, Chiyoda-ku, TKY
Feb,28	Fri.	09:00-10:30	Lecture : On 2030 Agenda / SDGs (**)	Prof.OHASHI , Sacred Heart U.	SHISF
		10:40-12:10	Lecture: On Digital Transformation	Mr. INOUE, IEEE Fellow	
		12:10-13:00	Luncheon Break		
		13:00-14:30	Lecture: ICT Infrastructure toward Digital Society	Mr.UMINO, Senior Advisor to NTT Comware	
		14:30- 15:30	Move from SHISF to Fujitsu		
		15:30-17:00	Corporate Visit: Fujitsu Corporation	Fujitsu	Fujitsu HQ, TKY
Feb.29	Sat.	Optional one-day trip in Tokyo		Organized by Mr.WATANABE, BHN	
Mar.1	Sun.				
Mar.2	Mon.	09:00-10:30	Lecture: On Cyber Security	Prof. HAYASHI/ MORI/ HASHIMOTO, IISEC	SHISF
		10:40-12:10	Lecture: On Cyber Security		
		12:10-13:10/13:10-14:00	Luncheon Break / Move to Toyosu		
		14:00-16:30	Corporate Visit: NTT DATA	NTT DATA	NTT DATA HQ, Koto-ku, TKY
Mar.3	Tue.	08:30-9:50	Move to Tsukuba Science City		Tsukuba Science City
		10:00-12:00	Project Site Visit: National Research Institute for Earth Science and Disaster Resilience (NIED)		
		12:00-12:50	Luncheon Break		
		13:00-13:40	Project Site Visit: Japan Aerospace Exploration Agency (JAXA)		
		14:00-15:30	Project Site Visit: National Institute for Environmental Studies (NIES)		
		15:30-16:10	Move to Hotel in Tsukuba Area		
		16:30-18:00	Observation of Tsukuba Area		
		18:30-19:30	Dinner		

Mar.4	Wed.	09:00-09:30	Move from Hotel to Tsukuba Science City		Tsukuba Science City
		10:00-12:00	Corporate Visit : OYO Corporation in Tsukuba		
		12:00-14:30	Luncheon Break/ Move from Tsukuba to Koganei, TKY		
		14:30-15:30	Project Site Visit: National Institute of Information and Communications Technology (NICT)		Koganei-shi, TKY
		15:30-17:00	Back to Hotel		
Mar.5	Thur.	9:00-10:30	Case Study: ICT Agriculture Project	NTT East / NTT Agri-Technology	SHISF
		10:40-12:10	Lecture: On Mobility Service -MaaS-	Prof.AIZU, Tama U.	
		12:10-13:00	Luncheon Break		
		13:00-13:45	Case Study:Improving QoL with Solar Power Generation	Mr.AIZAWA, BHN Deputy President	
		13:50-14:35	Case Study: Improving Disaster Resilience with PA System	Mr.DOBASHI/WATANABE, BHN	
		14:40-15:25	Case Study: Joint Study of ICT Services	Mr.HOYA/GUNJI, BHN	
		15:30-17:30	Wrap-up	Coordinated by Prof.KANO	
Mar.6	Fri.	9:30-13:00	Wrap-up	Coordinated by Prof.KANO	BHN, NTT Ueno Bldg. Annex 6F.
		13:00-14:00	Luncheon Break		
		14:00-14:30	Course Closing	Mr.AKABANE, BHN President Mr.SATOU, BHN Chairman	
Mar.7	Sat.	Check-out/ Departure			

## 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</b> (good/ fair/ poor)		<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)	
<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](mailto:apthrd@apt.int)

(Revised on 17 April 2015)



## **Guidelines for APT Fellowships under HRD Programme (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 5730-044

Fax: 662 5737-479

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.*