Ministry of Communications
Department of Telecom
(International Relation Division)

Subject: Online Training on ICT Realizing Smarter World and Connected Digital Future by Broadband Networks.

The undersigned is directed to request all concern to nominate relevant officers from your office latest by 20.10.2022 in the enclosed proforma regarding **Online Training on ICT Realizing Smarter World and Connected Digital Future by Broadband Networks (07 November – 25 November 2022)** for further processing please. The details in the attached **MS Word proformas** may be sent to email ID 'adg.ir-dot@gov.in' with the subject of email as "**APT Training Course on ICT Realizing Smarter World and Connected Digital Future by Broadband Networks**".

The details of the course are enclosed.

(Monu Gupta)
ADG (IR)

S.No.	Unit Name	Officer Name	Designation	Mobile Number	Email ID

ASIA-PACIFIC TELECOMMUNITY

12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand

Ref. APT/CB/2022/JPN-NTTAT   5 October 2022

Dear Sir/Madam,

Subject: APT Training Course on ICT Realizing Smarter World and Connected Digital Future by Broadband Networks (Online Training Course)
7 – 25 November 2022, NTT AT, Japan
(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 Realizing Smarter World and Connected Digital Future by Broadband Networks. The training course will be conducted online from 7 to 25 November 2022. Details are as follows:

Title/Place	Date/Duration	No. of Participants	Closing of Nomination
ICT Realizing Smarter World and Connected Digital Future by Broadband Networks NTT Advanced Technology (NTT AT), Japan	**7 – 25 November 2022*** **(19 days)**	Up to 2 participants per administration/ organization	**31 October 2022**

*no program from 9 to 13 November 2022

In this regard, I would like to invite your administration/organization to nominate qualified applicant(s) to attend the training course. Please read **"Guidelines for APT Training Courses"** (Annex-3), and **"General Information on APT Training Course"** (Annex-1) 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) have sufficient English skill to understand the lectures and participate the discussions;
2) have basic knowledge of ICT (experience with Web Meeting tools is desirable);
3) have interests in planning and/or implementing broadband networks especially optical fiber network.

/ …

How to Apply:

Each administration/organization can submit up to 2 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
Appendix 1: Tentative Schedule
Annex-2:   APT Nomination Form
Annex-3:   Guidelines for APT Online Training Courses

To: All APT Members

cc: Mr. Tomoya Shindo
     Senior Engineer
     NTT R&D Center, Sumitomo

     Mr. Takaaki Ando
     Deputy Director-General
     International Digital Infrastructure Promotion
     Ministry of Internal Affairs and Communications, Japan

     Ms. Michiko Fukahori
     Director International Frequency Policy Office
     Ministry of Internal Affairs and Communications, Japan

cc: Mr. Mahito Fujii
       Director, International Cooperation Department
       The ITU Association of Japan

Example of Tentative Schedule for "ICT Realizing Smarter World and Connected Digital Future by Broadband Networks"
(proposed by NTT Advanced Technology Corp. on 27 April , 2022)

Date (JST, UTC+7)		Plan	Name of Lecturer or Organizer	Venue
Nov. 7 (Mon.)	12:45-13:00	Technical connection check	NTT-AT	Online (NTT-AT Musashino office)
	13:00-13:15	Opening greetings from MIC	MIC	
	13:15-13:25	Orientation	NTT-AT	
	13:30-14:30	Broadband policy in Japan	MIC	
	15:00-17:00	Country/Company report presentations	Trainees	
	12:45-13:00	Technical connection check	NTT-AT	
Nov. 8 (Tue.)	13:00-15:00	Lecture from NTT researchers	NTT AS Labs.	Online (NTT-AT Musashino office)
	15:30-17:00	Discussion regarding current and future access network technologies	NTT AS Labs.	
Nov. 9-13		(No Program)		
Nov. 14 (Mon.)	13:00-17:00	Future mobile network services	NTT DOCOMO	Online (NTT DOCOMO R&D Center)
Nov. 15 (Tue.)	13:00-17:00	5G and local 5G operation Countermeasures against natural disasters	NTT East	Online (Head quarter of NTT East)
Nov. 16-21		(No Program)		
Nov. 22 (Tue.)	13:00-17:00	Optical fiber development history Fusion splicers, field assembly connectors and other tools Fiber asset management	Sumitomo Electric Industries	Online (Yokohama Works of Sumitomo Electric Industries)
Nov. 23		(No Program)		
Nov. 24 (Thu.)	13:00-14:30	IOWN (Innovative Optical and Wireless Network Global Forum) overview	NTT Headquarters	Online (NTT-AT Musashino office)
	15:00-17:00	Optical connector/device related solution	NTT-AT Global Business Headquarters	
Nov. 25 (Fri.)	13:00-16:00	Final presentation and discussion	Trainees	Online (NTT-AT

	16:00-16:30	Closing remarks	MIC	Musashino office)
	16:30-17:00	Awarding of certificate	NTT-AT	

MIC: Ministry of Internal Affairs and Communications
NTT: Nippon Telegraph and Telephone Corporation
NTT-AT: NTT Advanced Technology Corporation

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

1.   **Title of Training Course:**   ICT Realizing Smarter World and Connected Digital Future by Broadband Networks

2.   **Organization (hosted by):**   NTT Advanced Technology, NTT R&D Center

3.   **Duration:**   Monday, 7 – Friday, 25 November 2022

4.   **Venue :**   CISCO WebEx (TBD)

5.   **Objectives:**

   The objectives of this training course are to give the wide view of technology, standardization, planning and policy of the broadband network and connect digital future. More uniquely, it brings also practical knowledge and experience of optical network and related systems to help the trainees to understand what the broadband technology, facility and operation are like in Japan where a smarter world and connected digital future are about to be realized.

6.   **Abstract:**

   In this training course, participants are expected to learn the variety of technical aspects. The key topics of the program are as follows:

   Lecture:
   - Policy of Broadband in Japan
   - Recent technology trend in Telecommunications
   - Lecture of basic knowledge and technologies of fiber optic network
   - Flows and systems of service operations
   - Optimal design of optical access network
   - Application of optical network products
   - IOWN (Innovation Optical and Wireless Network) framework

   Online Video Viewing (for Technical Visit/Practice/Hands on Training):
   - Practical study of operation and management for optical network by fiber/cable total support system
   - Exhibition of access network products and technologies

   Workshop/Discussion:
   - Company/Country report by trainees
   - Discussion on issues in broadband and ICT expansion in Asia-Pacific area
   - Discussion on access network technologies with researchers at laboratory
   - Final report about the results learned through the program by trainees

7.   Tentative Schedule

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

8.   Target Applicants

(1) Governmental officials in charge of telecommunications operators or broadband related service providers,

(2) Telecommunications engineer/manager

9.   Country Report:

➢ The participants are requested to prepare a report on the present status and future plan of national telecommunication networks focused on broadband networks and next-generation networks of the participant's country.

➢ The template (**Attachment 1**) of the report is available.

➢ The report should either be made in Microsoft PowerPoint or Google Slide presentation format.

➢ The report should be up to 5MB.

➢ The report should be sent to the Japanese Secretariat **no later than xxxxx 2022**.

The country report presentation and discussion sessions will be held during the training course. As the duration of the presentation depends on the number of participants, we will tell you about the duration later. Since the time for the presentation might be short, participants are requested to read all the other participants' reports in advance to prepare for the following discussion session.

10. Regulation:

The participants are required:

➢ to participate in the course from the beginning to the end

➢ to submit the homework of the exercises in advance each day. This training focuses on discussing answers to exercises.

➢ to read the textbooks on the basic and necessary knowledge for this training about the digital divide before starting the training. They will be sent by e-mail in advance.

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

11. Secretariat:

Mr. Tomoya Shindo

Senior Engineer

NTT R&D Center, Sumitomo

Tokyo, Japan

Tel :   +81 422 370 850

Mobile :　+81 80 2207 1466

E-mail: tomoya.shindo@ntt-at.co.jp

Notes:　　The Secretariat's business hours are from **9:00 AM to 5:30 PM, from Monday to Friday. The office is closed on Saturdays and Sundays**. Messages sent to them will be received only during working hours on weekdays. 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).

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 (*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*)

Details of Personal data: APT will refer further to these additional details for final selection of trainees.

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

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.