General Information on APT Training Course
(Funded by Extra Budgetary Contribution of Japan (J1))

1.   **Title of Training Course:**   Latest Technological Trend, Planning Methods and Standardization to Promote Broadband Networks in the Asia-Pacific Region

2.   **Organization (hosted by):**   Japan Telecommunications Engineering and Consulting Service (JTEC)

3.   **Duration:**   1 – 12 December 2014
(excluding arrival and departure dates)

4.   **Place:**   Tokyo, Japan

5.   **Abstract and Objectives**

Japanese broadband communications technology and its penetration rate is considered to be at highest level in the world and it can be said that its benefit have reached practically every corners of Japanese territory and to the most part of its population.

Japanese technology that made this rapid growth possible and knowledge learned through the experience of this process are considered to serve as useful references for countries planning further expansion of their broadband networks.

In this training course, in view of contributing to the diffusion and expansion of broadband networks in Asia-Pacific region, current status of related technologies, Japan's experiences learnt up to the moment and their future prospects will be introduced through various lectures and technical observations. Also, opportunities for participants to find out and develop good adaptation of technologies and methodologies to their own countries through group discussions are set.

As standardization of communications technologies are considered indispensable for smooth and efficient diffusion and development of broadband networks, the lectures and technical observations are also presented to help the participants to deepen their knowledge of standardization policies, activities and related cooperation in the Asia-Pacific region are also presented in order to ferment the environment of mutual cooperation among the APT member countries in the standardization fields of ITU and ASTAP, etc.

More specifically the program of this course contains following items:
- ❖ Outline of ICT and broadband policies in Japan
- ❖ Present status of standardization policy in telecommunication technology in Japan.

- ❖ Recent trends of broadband network and its application technologies and the present state and future prospect of their standardization
- ❖ Policy for expansion and penetration of broadband access system and networks in Japan
- ❖ FTTH and wireless broadband access networks
- ❖ Optimal planning and designing techniques of FTTH broadband networks
- ❖ Practical planning, designing, construction, operation and maintenance of broadband networks
- ❖ Technology of broadband network facilities (PON, optical fiber, wireless technologies)
- ❖ Wireless mobile / broadband networks technologies
- ❖ In premises and outside facilities of broadband networks

These items in the training are presented in the forms of lectures, technical observation visits and demonstrations.

In addition, as an important part of this training course, we have prepared an opportunity for the participants to hold discussions and give presentations on measures specific to their countries or regions for expansion of broadband networks. We will also provide an opportunity to discuss importance of cooperation among APT member countries for the standardization activities.

6.   **Schedule:**

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

7.   ***Venue / Training Center:***

Japan Telecommunications Engineering and Consulting Service (JTEC)
Address: 8-1-14 Nishigotanda, Shinagawa-ku, Tokyo 141-0031, Japan
URL: http://www.jtec.or.jp/english/index.html
Training Department: Tel: +81 3 3495 5215 Fax: +81 3 3495 5219
Person in Charge: **Mr. Ken-ichi SUGII (e-mail: k.sugii@jtec.or.jp)**

8.   **Reception at the Airport:**

- ❖ On their arrival at Narita International Airport the participants will be met by the host organization's travel agency staff and guided to their hotel.
- ❖ At the time of check-in at their hotel, the participants will be given necessary information by the host organization.

Narita International Airport (NRT)---100min/bus --- Shinjuku Washington Hotel --- 40min/train & on foot --- JTEC

9. **Hotel accommodation:**

Shinjuku Washington Hotel (Main Building)

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

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

URL: **http://www.shinjyuku-wh.com/english**/

10. **Immigration Requirements:**

All foreign visitors entering into Japan must have a valid passport.

❖ Participants requiring visa should apply to Japanese diplomatic mission (embassies and consulates etc.) in their own countries (or to Japanese diplomatic mission directly in charge of the participant's country) as soon as possible.

❖ Kindly check current visa requirement with the Embassy of Japan or Travel Agent before traveling, or visit the website of the Ministry of Foreign Affairs of Japan at URL: **http://www.mofa.go.jp/j_info/visit/visa/index.html**.

❖ For your smooth visa application, visa supporting letters written in Japanese will be provided by JTEC and will be sent directly to the participants.

11. **Photograph:**

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

12. **Country Report:**

The participants are requested to prepare Country Reports containing the present status of telecommunications particularly on broadband networks, and plans for their future expansion and penetration to rural area.

Please refer to attached Country Report Instruction **(Attachment 2)** when preparing the report.

❖ The report should be made as Microsoft Power Point presentation format.

❖ The report should be forwarded to the host organization prior to the participants' arrival in Japan. It is requested that the country reports are to be submitted to JTEC by files attached to e-mail by noon Japan Standard Time (UTC +9 hours), **Monday, November 24, 2014** (e-mail: **k.sugii@jtec.or.jp**).

❖ In cases where a participant has a published country report and/or annual report of his/her organization or equivalent, it is kindly asked that it be brought with the participant and handed to the secretariat on the first day of the course.

❖ Presentation of country reports and discussion session is planned as part of the training course. (Country Report Presentation is scheduled on the first day of the course, **December 1, 2014**.)

13. **Organization chart:**

    The participants are requested to prepare an organization chart based on the attached sample **(Attachment 3)**.

14. **At Japanese Custom Office:**

    ❖ Japanese customs is fairly lenient and allows bringing in items necessary for personal use, however, firearms and other types of weapons, and narcotics are strictly prohibited.

    ❖ For details please refer to the following website of Japanese Customs: **http://www.customs.go.jp/english/summary/passenger.htm**.

15. **Weather:**

    ❖ The latest weather information will be obtained at **http://www.jma.go.jp/en/yoho/index.html**.

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

    ❖ Please also refer to the following Additional Advices.

16. **Electric Current:**

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

17. **Secretariat:**

    Contact person:
    Ken-ichi SUGII (Mr.)
    Vice President
    Japan Telecommunications Engineering and Consulting Service (JTEC)
    7-25-9 Nishigotanda, Shinagawa-ku, Tokyo 141-0031, Japan
    Tel: +81 3 3495 5215   Fax: +81 3 3495 5219
    E-mails: **k.sugii@jtec.or.jp**

18. **Additional Advices:**

    It is advised that participants bring shoes suitable and comfortable for walking, as in principle, the public transportation system (Metro, Trains and Buses) will be used during the training and it is sometimes required to walk certain distance to and from and between training venues.

    Rain gears such as umbrellas are also essential. In Japan, it can rain, sometimes all through the day, in any season of the year.

Please be well reminded that the month of December is winter in Japan.

Although winter in Tokyo is relatively mild compared to other parts of Japan, and is dry with little rain and snow, in some cases temperature may drop to a single digit number in Celsius degrees (1 degree to 9 degrees Celsius) or even to the freezing point, especially in the early mornings, and chance of snow fall or cold rain cannot be totally ruled out.

A strong northerly wind may blow during this season and the wind-chill effect makes one feel colder than the actual air temperature.

The participants are strongly advised to **bring warm clothes**.
(Average lowest and highest temperatures for December - during this course period - range from 5.1 degrees to 12.4 degrees Celsius.)

19. **Notes:**

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

Also beware of the time difference, Japan is ahead of most other countries.
(Japan Standard Time is UTC +9 hours. Japan does not observe daylight saving time.)
That means their office will be closed earlier than in the cases of most of the participants' countries.

Please also note that September 15, 23, October 13, November 3 and 24 are national holidays in 2014 in Japan and the host organization's office will be closed then in addition to Saturdays and Sundays. Japanese Embassies and Consulates in the applicants' countries may also close on Japanese national holidays.

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

Participants are required to comply with instructions given by APT and the local host. (Further information on the requirement is found in the "Guidelines for APT fellowships under HRD Programme (2014)" and other related document).