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

1. **Title of Training Course:**   Radio Spectrum Management and Monitoring for Wireless Broadband Infrastructure

2. **Organization (hosted by):**   Telecom Engineering Center (TELEC)

3. **Duration:**   11 - 19 November 2014 (excluding arrival and departure dates)

4. **Place:**   Tokyo, Japan

5. **Abstract and Objectives**

    - **Abstract:** This training course is conducted for those **administrative officials and engineers** who are engaged in radio spectrum management and monitoring such as radio frequency planning, frequency assignment, licensing and supervision of radio stations, detection of and enforcement on illegal radio stations, and/or planning technical regulations and measuring system for radio waves.

    - **Objectives:** The objective of this training course is to raise the level of participants' administrative and technical knowledge of radio spectrum management and monitoring including the latest technologies for wireless broadband infrastructure.

6. **Schedule:**

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

7. **Venue:**

Organization:	Telecom Engineering Center (TELEC)
Address:	Training Center TELEC HQ
	7-2, Yashio 5-chome, Shinagawa-ku
	Tokyo 140-003, Japan
	Tel:+81-3-3799-0901 Fax: +81-3-3790-7152
URL:	**http://www.telec.or.jp/eng/index.html**

8. **Reception at the Airport:**

    TELEC prepare supports for the participants to get domestic transportations from Narita International Airport to the hotel.

9. Transportation from Airport:

International Airport: Narita International Airport

From Narita International Airport to the hotel: about 60 -155 minutes by Airport Limousine bus

From the hotel to Training Center: about 40 minutes by bus and on foot

10. Hotel accommodation:

Hotel name: **An international hotel near Shinagawa station, Tokyo Japan**

Address: 4-10-30 Takanawa, Minato-ku, Tokyo 108-8611, Japan

Tel : +81-3-3440-1111 Fax: +81-3-3441-7092

Website:

http://www.princehotels.co.jp/en/shinagawa/

11. 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 TELEC and will be sent directly to the participants.

12. Photograph:

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

13. Country Report:

- The participants are requested to prepare a report on **"Radio Spectrum Management and Monitoring"**.

- The report should either be made as Microsoft Power Point presentation format or be typed on A4 size paper with semi-double spacing.

- The report should be forwarded to the host organization prior to the participants' arrival to Japan.

- In case where you have a published country report / annual report of the participant's organization or equivalent, please bring it with you and hand it to the secretariat on the first day of the course.

- **The country report presentation and discussions sessions will be held during the training course.** Please be well advised that the participants are asked to give presentations of their country reports in those sessions in the training course.

14. **At Japanese Custom Office:**

    - Japanese customs is fairly lenient and allows bringing in items necessary for personal use, however, strictly prohibited are firearms and other types of weapons and narcotics.
    - 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 weekly forecast to obtain highest and lowest temperature expected of each day of the corresponding week. – "Get more information on this area" -> pull down menu -> select "One-week forecasts").
    - The month of November in Tokyo area is in Autumn. Weather is quite stable and generally pleasant, not too hot and not too cool.

16. **Electric Current:**

    In Eastern Japan including Tokyo, all electric appliances are working with voltage of 100V and frequency of 50 Hz. Outlet plug is American Type. If you intend to use your own personal computer in Japan, you are advised to bring transformer and plug adapter.

17. **Secretariat:**
    Name: **Youiti Toomine**
    Title: Deputy Manager
    Research and Planning Group, Planning & Engineering Department
    Telecom Engineering Center
    Tel: +81-3-3799-0901
    Fax: +81-3-3790-7152
    Email: **y-toomine@telec.or.jp**

18. **Additional Advices:**
    It is advised that participants bring shoes suitable and comfortable for walking, as in principle, public transportation system will be used during the training and it sometimes requires certain distance of walking to and from and between training venues.

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

19. **Notes:**
    The host organization's business day is from Monday to Friday. They do not work on Saturdays and Sundays. Message sent to them will be received only during working hours of weekdays.

Also beware of **the time difference**, Japan is ahead of most of the 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**.

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 (2013)" and other related document).