

**No. 4-1/2020-IR/02**  
**Department of Telecommunications**  
**512-A, Sanchar Bhawan, 20-Ashoka Road,**  
**New Delhi -110001.**

Dated: July 29, 2020

Kindly find enclosed the copy of letter no. *AFT/CB/4.1.1-2020/TOT Academy/Online (F)* dated 24<sup>th</sup> July, 2020 received from APT, Bangkok, Thailand regarding APT Training Course on “*State of Computing in 5G Network and IoT Analytics, 7 September - 5 October 2020 (Phase I: Online Training) and 14-18 December 2020 (Phase II: Virtual Classroom Training), TOT Academy*” hosted by TOT Academy, Bangkok, Thailand. It may be noted that, this training course consists of Online and Virtual Classroom Training hence there is no traveling for the trainees. The trainees for phase II will be selected among those completed Phase I with good final grade.

It is requested that the names of the suitable candidates meeting **Selection Criteria** specified by APT in the Invitation Letter 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 as scan copy to **dirir-dot@nic.in/siddharth.kumar@gov.in/** by **06<sup>th</sup> August 2020**.

**Kindly note that preference will be given to the Female applicants 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. 2019 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)

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

  
29/07/2020  
(Siddharth Kumar)  
ADG (IR)  
Tel. No. 23036352  
(SIDDHARTH KUMAR)  
सहायक महासंचालक (अर्थ सञ्चालन)  
Assistant Director General (IR)  
संचार विभाग, भारत सरकार  
Dept. of Telecom, Govt. of India  
नई दिल्ली / New Delhi



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

Ref. APT/CB/4.1.1-2020/TOT Academy/Online (F)

24 July 2020

Dear Sir/Madam,

**Subject: APT Training Courses on State of Computing in 5G Network and IoT Analytics  
(Phase I: Online Training Course and Phase II: Virtual Classroom Training)**

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a Training Course on State of Computing in 5G Network and IoT Analytics in Bangkok, Thailand. The training course will be conducted in 2 phases by TOT Academy, Thailand. Phase I is an online training course to be held from 7 September to 5 October 2020. Phase II is a more advanced Virtual Classroom training course to be held from 14 to 18 December 2020. The trainees for Phase II will be selected among those completed Phase I with a good final grade. Details are as follows:

Title/Place	Date/Duration	No. of Fellowship	Closing of Nomination
<b>State of Computing in 5G Network and IoT Analytics (Phase I: Online Training)</b> (hosted by TOT Academy, TOT Public Company Limited, Thailand)	<b>7 September - 5 October 2020 (5 weeks)</b>	<b>Up to 3 participants per administration</b>	<b>21 August 2020</b>
<b>State of Computing in 5G Network and IoT Analytics*</b> <b>(Phase II: Virtual Classroom Training)</b> (hosted by TOT Academy, TOT Public Company Limited, Thailand)	<b>14 - 18 December 2020 (5 days)</b>	<b>Trainees will be selected from those who will pass the performance assessment criteria of Phase I (Online).</b>	

Note:\* Trainees will be selected from those completed Phase I with a good final grade.

In this regard, I would like to invite your administration to nominate qualified applicant(s) to attend the training course. Please read **“How to Apply”** section for the training course, **“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.

/...

The applicants will be selected based upon the following criteria and the documents submitted on time to the APT Secretariat. 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:**

• **Qualification of an applicant:**

- 1) be a university graduate or equivalent with working experience of more than 3 years in the field of telecommunications business;
- 2) be an engineer or regulator officer whose works involve in IoT planning and implementation;
- 3) be a technical official in the administration or the regulator of telecommunications or be an engineer in the telecommunication operators.

**How to Apply:**

Each administration can submit up to 3 nominations for Phase I. Please arrange the applicants in priority order. As stated earlier, the trainees for Phase II will be selected among those completed Phase I with a good final grade after Phase I finished. Therefore, no action is required for the entry to Phase II.

For **Phase I**, your administration is expected to provide the trainee with reasonable time at their home administration to complete the online training course. The estimated time of at least 5 hours per week is suggested. The result of final score for Phase I will be informed by the APT Secretariat as soon as the course has been completed.

For **Phase II**, the selection will be made upon the grade of each participant.

**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 APT within one week after your nomination, please contact the APT Secretariat either by phone or fax.**

**Tentative Schedule:**

- |             |   |  |
|-------------|---|--|
| 21 August   | : | Closing date of the trainee nominations for online training              |
| 26 August   | : | Notification on acceptance for online training to APT members            |
| 7 September | : | Start of online training   |
| 6 November  | : | Notification on acceptance for virtual classroom training to APT members |
| 14 December | : | Start of virtual classroom training                                      |

I look forward to receiving your nomination soon. Should you require any further information, please contact the APT Secretariat at [apthrd@apt.int](mailto:apthrd@apt.int).

Yours sincerely,



Areewan Haorangsi  
Secretary General

Attachments:

- Annex-1: Procedural Information on APT Training Course
- Annex-2: General Information on Online Training Course
- Annex-3: APT Nomination Form
- Annex-4: Guidelines for APT Fellowships under HRD Programme (2013)

To: All APT Fellowship Members

cc: Dr. Tharinee Limpibuntern  
Acting Vice President  
TOT Academy  
TOT Public Company Limited, Thailand

Mrs. Suthasinee Poocharoon  
Senior Director, Executive Information Center  
TOT Public Company Limited, Thailand

**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. Confirmation of attendance**

After receiving the notification of acceptance from APT, the APT contact person is required to confirm the attendance of your nominee.

**For the online training, the accepted nominee is 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.**

**3. 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.

**4. Others**

Please refer to the "Guidelines for APT Fellowship under HRD Programme" also for more detail information.

**General Information on APT Online Training Course**

**1. Title of Training Course:** State of Computing in 5G Network and IoT Analytics

**2. Organization (hosted by):** TOT Academy, TOT Public Company Limited

**3. Duration:**

Phase 1 (Online Training): 7 September – 5 October 2020

Phase 2 (Virtual classroom): 14 – 18 December 2020

**4. Place:**

Phase 1 (Online Training): [www.totacademy.com/apt](http://www.totacademy.com/apt)

Phase 2 (Virtual classroom Training): TBA

**5. Objective:**

The objectives of this course are:

- ❖ to introduce trainees to the 5G network and its perspective design applications
- ❖ to describe the paradigm of computing that will change social life and environments
- ❖ to be familiar with and able to implement AI or Smart Computing to create digital services
- ❖ to discuss and share experience of how to withstand or challenge with future directions in smart computing of Telecom Services.

**6. Abstract of the Course**

The Internet of Things (IoT) becomes part of life and environment, being established as the new computing paradigm, which is bound to change the ways of everyday working and living. These things rapidly grow in the number of billions connected devices, regardless of devices and humans connecting to exchange data, services and interacting with humans as well. The realization of IoT's value requires the deployment of IoT analytics applications in such a way of collect and process data from multiple heterogeneous data sources. IoT analytics applications will apply a variety proper exploitation of non-trivial business purposes, involving not only production of simple data-driven insights on operations, but also prediction of future trends and events.

Internet is build around a centralized cloud architecture, which alone cannot feasibly support emerging application and business requirements. When it comes to evolving the internet, there is no finish line. This is an ongoing community efforts and continuous learning. Clouds are descending to be among or near the end users, as the "fog". Empowered by the latest chips, radios, and sensors, the edge devices today are capable of performing complex functions including computation, storage, sensing, and network managements.

Edge computing has emerged from relative obscurity to become one of the most discussed topics about trends in internet infrastructure. Edge computing has the potential to improve the performance, scalability, reliability and regulatory compliance options for many critical applications. It will be one of the most significant technology disruptions in human life. The fog architecture includes 5G, home/personal networking, embedded AI, and IoT. It is an architecture for the cloud-to-things (C2T) continuum that uses one or a collaborative

multitude of end-user clients or near-user edge devices to carry out a substantial amount of storage, communications, and control, configuration measurement, and management.

This course is divided into two consecutive phases, called Phase 1 and Phase 2. Phase 1 is the pre-requisite of Phase 2. Phase I is the one month online learning program provides the basic concept necessary to build up the IoT knowledge for a better understanding, such as

- ❖ Basic concept of Telecom connectivity
- ❖ Basic concept to IoT network infrastructure and its standard
- ❖ Security Concerns for IoT implementations

Phase 2 is a one week Online Virtual Classroom discussing in more in-depth on followings:

- ❖ Fundamentals of 5G Mobile Networks and Eco System
- ❖ IoT Architecture and Framework
- ❖ Cloud Computing Reviews
- ❖ The paradigms of cloud and Mobile Computing
- ❖ Taxonomy of Edge and Fog Computing
- ❖ Machine Learning and AI perspective
- ❖ AI as a Micro-service at the Edge Network
- ❖ Building Blocks Design and Implementation of a Fog Computing for IoT Analytics
- ❖ Challenges and Future directions in Smart Computing

## **7. Learning method**

- ❖ Phase 1 (Online Training):
  - Lecture and reading assignment
  - Chat session
  - Individual assignment
- ❖ Phase 2 (Online Virtual Classroom Training):
  - Lecture using virtual class room facility and web-based applications
  - Learning cases and discussion

## **8. Desired Timing of Implementation**

- ❖ Phase 1 (Online training)  
7 September – 5 October 2020  
URL: [www.totacademy.com/apt](http://www.totacademy.com/apt)  
TOT Academy will provide the online learning management system and staff. Trainees are required to have computer to get access to the online training system during the training program.
- ❖ Phase 2 (Online Virtual Classroom Training)  
14 – 18 December 2020

**9. Course Schedule and Outlines:**

The details of schedule are shown as the following:

**Phase 1 (Online Training)**

All sessions will be provided on TOT Academy Website (URL: [www.totacademy.com/apt](http://www.totacademy.com/apt))

Schedule	Topic	Speaker
<p><b>Week 1</b> <b>Sep. 7 - 13</b></p>	<ul style="list-style-type: none"> <li> <b>Basic concept of Telecom connectivity</b>                      The latest technology development in telecommunications, especially 5G mobile networks, is bringing the new concept of machine-to-machine communications, in addition to human communications. This module provides the knowledge of how mobile networks are evolved, especially 4G/5G mobile networks, and also how the concept of Internet of thing (IoT) is introduced.                 </li> </ul>	<p>Pongthiti Pongsilamanee, Ph.D (Senior Instructor, TOT Academy, TOT Public Company Limited)</p>
Sep. 11	<b>Assignment Distribution</b>	Pongthiti Pongsilamanee, Ph.D
<p><b>Week 2</b> <b>Sep. 14 - 20</b></p>	<ul style="list-style-type: none"> <li> <b>Basic concept to IoT network infrastructure and its standard</b>                      The Internet of Things (IoT) represents the concept of a massive system where things on the Internet communicate through omnipresent sensors. Since the inception of the Internet of Things, consumers have connected smart devices to the network at an exponential rate, bringing us closer to a future where everyday things all interconnect. This module, hence, provide basic concept of IoT network infrastructure, IoT value chain, and IoT standard, as followings                     <ul style="list-style-type: none"> <li>Overview of IoT Platform and network architecture</li> <li>IoT standards, IoT value chain and eco-system</li> </ul> </li> </ul>	<p>Jesada Sivaraks, Ph.D. (Head of Government and Industry Relationship, Ericsson Thailand)</p>
Sep. 15	<b>Discussion and Chat Session 1</b>	Pongthiti Pongsilamanee, Ph.D
Sep. 18	<b>Assignment Distribution</b>	Jesada Sivaraks, Ph.D.



Schedule	Topic	Speaker
<b>Week 3</b> <b>Sep. 21 - 27</b>	<ul style="list-style-type: none"> <li>• <b>Security Concerns for IoT implementations</b>  Threats to IoT are some of the biggest issues we would face in modern communications. We rely more on technology but it is also increasingly threatened, and the impact of IoT security attacks may be devastating. This module, hence, provide basic concept of IoT security, as followings <ul style="list-style-type: none"> <li>• Understanding Major Security Risks and Issues in IoT</li> <li>• Designing Security into IoT</li> </ul> </li> </ul>	Jesada Sivaraks, Ph.D.
Sep. 22	<b>Discussion and Chat Session 2</b>	Pongthiti Pongsilamanee, Ph.D Jesada Sivaraks, Ph.D.
Sep. 25	<b>Assignment Distribution</b>	Jesada Sivaraks, Ph.D.
Oct. 2	<b>Assignment submission</b>	Pongthiti Pongsilamanee, Ph.D Jesada Sivaraks, Ph.D.

**Remark: Summary report will be submitted to APT by 30 October 2020.**

**Phase 2 (Online Virtual Classroom Training)**

Schedule	Topic	Speaker
<b>Day 1 : 14 December 2020</b>		
Morning	<ul style="list-style-type: none"> <li>• Welcoming Address</li> <li>• Opening Address</li> </ul>	APT
	<ul style="list-style-type: none"> <li>• <b>Fundamentals of 5G Mobile Networks and Eco System</b></li> </ul> <p>This session describes a quick learning from history of mobile evolution. It is starting from 3G as GSM and CDMA to the Long-term evolution of wireless, learning from the competition between WCDMA and WiMAX. Then, technology is improved to all IP-LTE system. Now, the technology service is ready coming to the 5G. The concepts such as SON, smart LPN, HetNet, QoE, Carrier aggregation, Massive MIMO, SDN/NFV and Cloud/Edge/Fog computing are explain and classification of benefit usages. The C-RAN are also in discussion in the terms of advantage and limitation to be in eco-mobile service system.</p> <p>It is nice to gain experience with 5G business cases and foundation based on NB-IoT and others. The trainee will do together to hand-on of shared discussion in the business plan to move the system and services forward to 5G of broadband with low latency and massive IoT environments.</p>	<p>Pongthiti Pongsilamanee, Ph.D (Senior Instructor, TOT Academy, TOT Public Company Limited)</p>
Afternoon	<ul style="list-style-type: none"> <li>• <b>IoT Architecture and Framework</b></li> </ul> <p>Reviews from the meaning of things and related internet things that is guide to IoT reference framework. Also, the IoT driving factors shall be analyzed to business transformation and related disruptive impacts.</p> <p>Innovation things in IoT and its requirements for networking protocols, IoT protocol stack for IoT service platform are also include in this session.</p> <p>In standard issues, topics are described in Industrial internet of things applications and</p>	<p>Pongthiti Pongsilamanee, Ph.D</p>

	<p>taxonomy, industry organizations, standards landscape and open source in IoT. This learning is extended to applied-strategic planning for smarter cities, security and privacy. Whereas service issues, there are discussion in IoT vertical markets and connected ecosystems.</p> <p>Discussion in the term of Smart everything, topics are also included such as IoT and Smart Infrastructure, Internet of things and Smart grid standardization, Smart decision support system for public and transit operations. Also include cases of Smart home services, Healthcare and Remote patient monitoring</p>	
<b>Day 2 : 15 December 2020</b>		
Morning	<ul style="list-style-type: none"> <li>• <b>Cloud Computing Reviews</b></li> </ul> <p>To clear understanding of the cloud computing, this session start to review from the cloud technology and architecture with next steps get into keys enabling computing technologies and applications.</p> <p>In terms of cloud architectures such as enterprise cloud, high performance computing, vertical load distribution and peer-to-peer based cloud workflow are described.</p> <p>Finally, cloud services and applications are classified and take learning cases of service scalability, scientific service, dynamic collaborative cloud service platform, hybrid grid/cloud computing and enhanced computing paradigm of cloud at home.</p> <p>The challenge of this session is the short assignment to trainee; a forward thinking of how to enhance cloud computing in next generation and its effects.</p>	Yuttasart Nitipaichit (Vice President, Digital Business Development Department, CAT Telecom Public Co., Ltd.)
Afternoon	<ul style="list-style-type: none"> <li>• <b>The Paradigms of Cloud and Mobile Computing</b></li> </ul> <p>To understand cloud mobile computing, this may start from definitions of the mobile edge computing and its motivation and applying such as rapid and cost effective service development with user transparent migration of application and enhance to new revenue stream for service providers,</p>	Jesada Sivaraks, Ph.D. (Head of Government and Industry Relationship, Ericsson Thailand)

	<p>Reference architecture of mobile edge computing (ETSI, MEC) and application scenarios are also reviews. Topics are also throughout details in research challenges such as smart agriculture, smart city and social IoT with AI. This also includes the concepts case of green software-defined Internet of Things for big data processing, computation offloading and multi-resource scheduling.</p> <p>Key challenges such as pricing models for new revenue stream for service providers; rapid cost effective service development and optimized resource utilization are also in discussion.</p>	
<b>Day 3 : 16 December 2020</b>		
Morning	<ul style="list-style-type: none"> <li>• <b>Taxonomy of Edge and Fog Computing</b> An industry initiative for mobile-edge computing paradigms and related platforms are introduced classified and comparison: ubiquitous computing, cloudlet, mobile cloud computing and fog computing. Then, topics are focus on key enabler, architectural blueprint and deployment scenarios. By the end of this session, this describes in architectures and frameworks for Fog infrastructure design. This includes: programming models and data modeling, resource management and discovery.</li> </ul>	Jesada Sivaraks, Ph.D.
Afternoon	<ul style="list-style-type: none"> <li>• <b>Machine Learning and AI perspective</b> Leading mobile innovation for over 30 years is slow evolutions and gradual change of requirements until recently. Leading communicates transforming how the world connects, computes and communicates Today, intelligence is primarily associated with the cloud intelligence. To scale, intelligence must be distributed to wireless edge and real time local analytics. Promise of AI on trillions of connected devices is wireless edge realizes to the full potential of 5G services. The challenge keys of transforming the wireless edge must concentration in security, sensing, processing, and connecting services to intelligent devices.</li> </ul>	Sanparith Marukatat Ph.D. (Researcher Image Processing and Understanding team AI Research Group, NECTEC)

	<p>So, pervasive AI platform is mobile and on-device AI into everyday life.</p> <p>This session shall describe how machines learn and applying learning to real problems. More in details are focus in the challenge of AI workloads such as: compute intensive in large complicated models, complex concurrencies, real-time and always-on. Let's debate to constrain of mobile environments: efficient for sleek design, long battery life for all day use and storage/memory/bandwidth limitation.</p>	
<b>Day 4 : 17 December 2020</b>		
Morning	<ul style="list-style-type: none"> <li>• <b>AI as a Micro-service at the Edge Network</b> Reducing the time to insight the process of getting value out of a model can result in competitive advantage. To eliminate bottlenecks in faster model iteration and value realization, organizations need an AI data pipeline both AI deployment in edge and central cloud network. In the digital era, AI is transforming how business processes are carried out. However, it is not easy to deploy AI models and workloads that most organizations are struggling through proofs of concept. Only a few have made it to full production. This session shall explain challenge consideration to AI infrastructure design and deployment for performance and scalability. The distributed deployment from edge to core to cloud and end-to-end data flow management are also in discussion. Use case scenarios learning of AI as a micro-service over 5G network are introduced.</li> </ul>	Pongthiti Pongsilamane, Ph.D
Afternoon	<ul style="list-style-type: none"> <li>• <b>Building Blocks Design and Implementation of a Fog Computing for IoT Analytics</b> Introduction to smart cities roadmap and a vision of cyber-human smart cities are described. The topics are cover state of arts and related works such as programmatic management of human incentive, coordination and collaboration activities. This is focus on parameters of aging, disability, dementia and assistive devices and technologies.</li> </ul>	Tong Srikhacha, Ph.D (Senior Director, ICT Training and Knowledge Development Sector, TOT Academy, TOT Public Company Limited)

	<p>Digital Senses and Cognitive Assistance models are improving assistive devices with sensing, communication and actuation capabilities. There are more discussion in cases of smart buildings, cities, and smart Environments. Some topics are discussion for examples of typical health-related applications: challenges and barriers and performance requirements.</p> <p>In case of societal impacts and social usability, the regulatory frameworks and considerations are also included in term of ethical IoT: a sustainable way forwarding.</p>	
<b>Day 5 : 18 December 2020</b>		
Morning	<ul style="list-style-type: none"> <li>• <b>Challenges and Future Directions in Smart Computing</b></li> </ul> <p>Current computing paradigms are only shown parts of the story that most IT and telecom sectors have failed to re-evaluate their services to advance technology: the ability to detect patterns from devices in smart systems. Today’s computer systems were not design for massive things. Need for an architecture that matches the real world. An enhance infrastructure of computing such as quantum computing shall be enhancing the next of the sixth mobile generation. These topics and other tremendous ideas shall be merge to discussion in this session and plus of conclusion.</p>	Pongthiti Pongsilamanee, Ph.D
Afternoon	<ul style="list-style-type: none"> <li>• Conclusion</li> <li>• Certification Session</li> </ul>	Pongthiti Pongsilamanee, Ph.D  APT

**10. System Requirement**

- ❖ OS: Windows XP or higher
- ❖ Browser: Comply with Internet Explorer 7 or higher
- ❖ Additional Software: Flash Player
- ❖ Internet Connection: Broadband Internet is strongly recommended as part of course material will be provided as movie.

**11. Regulation:**

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

- 12.** It is estimated that training works such as viewing the course slides, doing the assignments, joining the chat session will take an average of 5 hours per week. **Contact person for online training host:**

**Name: Ms. Tharinee Limpibuntern**

**Title: Vice President, TOT Academy**

Tel: +66 (0) 2596 1104, +66 (0)8 9214 3993

Fax: +66 (0) 2591 8087

Email: thalimne@tot.co.th

**Name: Mr. Sopon Srisuddee**


**Title: Program Officer**

Tel: +66 (0) 2596 1255, +66 (0)6 43599855

Fax: +66 (0) 2591 8087

Email: soponsi@tot.co.th

## 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>	
____/____/____ Date Month Year			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 Program (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 5730044  
Fax: 662 5737479  
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.*