

No. 4-1/2020-IR/03
Department of Telecommunications
512-A, Sanchar Bhawan, 20-Ashoka Road,
New Delhi -110001.

Dated: October 13, 2020

Kindly find enclosed the copy of letter no. *APT/CB/4.1.1-2020/NTTAT-ICTRWCDF/Online (F)* dated 28th September, 2020 received from APT, Bangkok, Thailand regarding APT Training Course on “*ICT Realizing Smarter World and Connected Digital Future by Broadband Networks (Online Training Course)*” during 04-12 November 2020 organised by NTT Advanced Technology Corporation(NTT-AT), Tokyo, Japan. It may be noted that this training course is online hence there is no travelling for the trainees.

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 as scan copy to *dirir-dot@nic.in/siddharth.kumar@gov.in* by **16 October 2020**.

Specimen of Bio data

1. Name, Staff No. and Designation
2. Date of Birth
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)



(Siddharth Kumar)
ADG (IR)
Tel. No. 23036352

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



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

Ref. APT/CB/4.1.1-2020/NTTAT-ICTRWCDF/Online (F) 28 September 2020

Dear Sir/Madam,

Subject: APT Training Courses on ICT Realizing Smarter World and Connected Digital Future by Broadband Networks (Online Training Course)

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 (Online Training Course). The training course will be held from 4 to 12 November 2020 by NTT Advanced Technology Corporation (NTT-AT), Japan. 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 (Online Training Course) NTT-AT, Tokyo, Japan | 4 - 12 November 2020 (9 days) | Up to 2 participants per administration | 16 October 2020 |

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. The candidates who have received an APT fellowship for an APT training course in the past twelve (12) months can also apply for this online training course.

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) have basic knowledge of ICT, interests in planning and/or implementing broadband networks especially optical fiber network; and

/ ...

- 3) be working at telecommunication operators or broadband related service providers.

How to Apply:

Each administration can submit up to two (2) nominations. Please arrange the applicants in priority order. Also, 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.

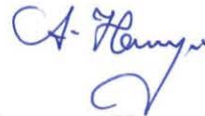
Required Documents:

- 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 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.**

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,



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

**Example of Tentative Schedule for
ICT Realizing Smarter World and Connected Digital Future
by Broadband Networks
(proposed by NTT Advanced Technology Corp. on June 12, 2020)**

| Date (JST, UTC+7) | | Plan | Name of Lecturer or Organizer | Venue |
|----------------------|----|---|-------------------------------|--|
| Nov. 4 (Wed.) | AM | Technical connection check & Orientation | NTT-AT | Online (NTT-AT Musashino office) |
| | | Opening greetings from MIC Broadband policy in Japan | MIC | |
| | PM | Company report presentations | Trainees | |
| Nov. 5 (Thu.) | AM | Extract of Tsukuba Forum 2020 | NTT | Online (NTT Access Network Labs.) |
| | PM | Discussion regarding Tsukuba Forum 2020 | NTT | |
| Nov. 6 (Fri.) | AM | Broadband and ICT diffusion and standardization in Asia Pacific | TTC | Online (NTT-AT Musashino office) |
| | PM | IOWN Global Forum and Asia Pacific Countries | NTT | |
| | | Application of optical network products | NTT-AT | |
| Nov. 7 (Sat.) | | (No Program) | | |
| Nov. 8 (Sun.) | | (No Program) | | |
| Nov. 9 (Mon.) | AM | Flows and systems of optical network service operations AI/IOT utilization cases | NTT West | Online (Head quarter of NTT West) |
| | PM | | | |
| Nov. 10 (Tue.) | AM | 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) |
| | PM | | | |
| Nov. 11 (Wed.) | AM | Final presentation and discussion (1) | Trainees | Online (NTT-AT Musashino office) |
| | PM | | | |
| Nov. 12 (Thu.) | AM | Final presentation and discussion (2) | Trainees | Online (NTT-AT Musashino office) |
| | PM | Closing session | NTT-AT | |

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

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

(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 Corporation (NTT-AT)

3. Duration:

4 - 12 November 2020 (Online training from each trainee's country)

4. Place:

Online Training will be available on NTT-AT website : URL :

<https://nttat-ni.webex.com/nttat-ni-jp/j.php?MTID=mbfe1f2848892b64dfd3fe5518487afc9>

5. Objectives:

The objectives of this training course is to give the wide view of technology, standardization, planning and policy of the broadband network and connected 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:

This training course provides the lectures by the top experts and the variety of technical aspects. The key topics of the program are following.

- Lecture:
- Policy of Broadband in Japan
- Broadband and ICT Diffusion and Standardization in Asia Pacific
- 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 (Innovative 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 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. Schedule:

Please refer to **Appendix 1**.

8. Course Descriptions:

All training is conducted through the tool WebEx

9. Expect Outcome:

Trainees will acquire the wide view of technology, standardization, planning and policy of the broadband network and connected digital future through this training course. Also they will understand what the broadband technology, facility and operation are like in Japan and other trainees' country reports. At the same time they will gain a new insight from discussion on access network technologies with researchers at laboratory and final report by other trainees.

10. Target:

An expected applicant is as follows.

- (1) who has sufficient English skill to understand the lectures and participate the discussions.
- (2) who has basic knowledge of ICT.
- (3) who has interests in planning and/or implementing broadband networks especially optical fiber network.
- (4) who is working at telecommunication operators or broadband related service providers.

11. System Requirement:

OS: Windows 10 or later, MAC OS Catalina or latest, with Web camera, microphone and earphone or loudspeaker with echo canceling function

Browser: Google Chrome or Mozilla Firefox browser- Latest version

Additional Software: Flash Player

Software: Microsoft Office (Word, Excel and PowerPoint), Adobe Acrobat Reader DC

Internet Connection: of minimum 2Mbps is strongly recommended as besides online presentations, the training material may contain videos.

12. Country Report:

- The participants are requested to prepare a report on present status and future plan of national telecommunication networks focused on broadband networks and next generation networks of the participant's country and company (and related efforts for safety to prevent telecommunications accidents).
- The report should either be made as Microsoft Power Point or Adobe PDF.
- The report should be sent to a contact person for online training host (Mr. Tomoya SHINDO, Tomoya.Shindo@ntt-at.co.jp) by email no later than **30 October 2020**.
- The report should be up to 5MB.

The country report presentation and discussion sessions will be held during the training course. The duration of the presentation will be approx. 10 minutes.

13. Regulation:

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

Screenshots and recordings are prohibited as the content of the lecture includes unpublished information. Information that can be disclosed will be sent to the students separately.

Export control: Trainees must not provide the received information outside their own country (including sending e-mail) without the prior permission of the information provider.

14. Contact person for online training host:**Mr. Tomoya SHINDO**

Senior Engineer


IOWN Business Development Business Unit, NTT Advanced Technology Corp.

Tel: +81 422 37 0850

Mobile: +81 80 2207 1466

Email: Tomoya.Shindo@ntt-at.co.jp

NOMINATION FORM FOR TRAINING COURSE

| | | | | |
|--|---|---|--|-------------------------------|
|  | Asia-Pacific Telecommunity APT Sponsored Training Programme * Please answer all the questions completely by typewritten | | | Photograph (4.5 cm x 4 cm) |
| 1. Course Title : | | | | |
| 2. Host and Venue : | | | | |
| 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 | 9. Passport Details | |
| ____/____/____ Date Month Year | | | Passport Number : _____ Date of Issue : ____/____/____ Date of Expiry : ____/____/____ Place of Issue : _____ Place of getting visa: _____ | |
| 10. Present Position and Organization | | | 11. Smoker/Non-smoker | |
| Job Title : _____ Department/Division : _____ Organization : _____ Address : _____ Tel : _____ Mobile no.: _____ E-mail : _____ | | | <input type="radio"/> Smoker <input type="radio"/> Non-smoker | |
| 12. Food Preference | | 13. Contact Person in case of emergency within your organization | | |
| <input type="radio"/> Muslim <input type="radio"/> Vegetarian <input type="radio"/> Other () | | Name: _____ Relationship: _____ Address: _____ Tel : _____ Email : _____ | | |
| 14. English (good/ fair/ poor) | | 15. Education | | |
| Reading : | Year | Name of Institution/ Place & Country | Major Subject/ Degree | |
| Writing : | | | | |
| Speaking : | | | | |
| TOEIC score : | | | | |
| 16. Overseas training received during the last 5 years (state on the most recent) : | | | | |
| Date : | Duration (days) : | Host : | Course Title : | |
| | | | | |
| 17. 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) | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| <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

(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

Please use the APT e-mail reflector apthrd@apt.int for all your correspondence.