

**No. 4-1/2020-IR/06**  
**Department of Telecommunications**  
**512-A, Sanchar Bhawan, 20-Ashoka Road,**  
**New Delhi -110001.**

Dated: December 13, 2020

Kindly find enclosed the copy of letter no. *APT/CB-4.1.1-2020/KDDIF-CTRTRC* dated 26<sup>th</sup> November, 2020 received from APT, Bangkok, Thailand regarding APT Training Course on “*Cybersecurity Technologies- Recent Trends of Risks and Countermeasures to them (Online Training Course)*” during 03-18 February 2021 organised by KDDI Foundation, 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 **25 December 2020**.

**Kindly note that preference will be given to the officers 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
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/KDDIF-CTRTRC (F)

26 November 2020

Dear Sir/Madam,

**Subject: APT Training Courses on Cybersecurity Technologies ---  
Recent Trend of Risks and Countermeasures to them ---  
(Online Training Course)**

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a Training Course on Cybersecurity Technologies --- Recent Trend of Risks and Countermeasures to them --- (Online Training Course). The training course will be held from 3 to 18 February 2021 by KDDI Foundation (KDDIF), Japan. Details are as follows:

Title/Place	Date/Duration	No. of Participants	Closing of Nomination
<b>Cybersecurity Technologies -- - Recent Trend of Risks and Countermeasures to them --- (Online Training Course)</b> (KDDIF), Tokyo, Japan	<b>3 - 18 February 2021 (16 days)</b>	<b>Up to 2 participants per administration</b>	<b>10 January 2021</b>

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 Online Training Courses**” (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:**

• **Qualifications 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 network, server, computer and currently engaged in planning and /or operation/maintenance of network and
- 3) be engineers in telecommunications carriers, or telecommunications regulatory officials working at the government.

/ ...

**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](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.**

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

Mr. Hirofumi Manabe  
Vice President  
KDDI Foundation

Mr. Shinji Yoshida  
Senior Adviser, International Cooperation Department  
KDDI Foundation

**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 Training Course**  
**(Funded by Extra Budgetary Contribution of Japan)**

1. **Title of Training Course:** Cybersecurity Technologies --- Recent Trend of Risks and Countermeasures to them ---
2. **Organization (hosted by):** KDDI Foundation
3. **Duration:** 3 – 18 February 2021
4. **On line Platform:** On demand lectures; Knowledge Deliver E-learning system  
Opening/closing sessions and country report presentation; Zoom online meeting

**5. Abstract**

It is expected to expand the broadband communications and IoT deployment to resolve the digital divide in Asia Pacific region. However, along with the increase of the broadband services, and IoT deployment threats and risks over the Internet, such as computer virus, phishing, bots and SPAM have become a serious concern.

This training course is to support trainees to obtain knowledge of cybersecurity, which is becoming more important for broadband communications and IoT deployment. It is also to introduce the cybersecurity policies in Japan, approach of telecommunications carrier for securing network security and anti-SPAM measures so on.

To understand various methods of attacks and to detect attacks made on security vulnerabilities, demonstrations / practices are provided. Participants are able to consider risk elimination measures in their organization through such practices.

**6. Objectives**

- To understand basic function of CSIRT. Participants can assist CSIRT in their organizations;
- To understand various methods of attacks and how to detect attacks made on security vulnerabilities;
- To observe the operation of Security Operation Centers (of Telecom Carrier and other organization). Participants can contribute to an improvement of quality on the operation/maintenance in their organizations; and
- To be able to consider risk elimination measures.

**7. Schedule:**

Please refer to the **Appendix 1**.

**8. Course Description**

(1) Viewing lectures on E-learning system

(1)-1 Arrangements by training center

For trainees to conduct technical connection check, training center will provide trainees with their ID, password for E-learning system, as well as study and operation guidance prior to the opening date of training course.

(1)-2 Necessary arrangements by trainees

Trainees are to check connection of their devices/equipment for training course. Besides PC, preparation of smartphone and/or tablet may enable trainees to study at any time wherever they are. In case of trouble in connection, guidance for trainees are given by training center to the best of its knowledge.

(1)-3 Trainees during training course period

Trainees are to complete all subjects and take comprehensive tests for each subject of training course in a planned and consistent way by **Wednesday, February 17, 2021**. Questions can be submitted to training center via E-learning system.

(1)-4 Training center during training period

Training center will consolidate questions from trainees for each subject from time to time and respond to trainees as soon as it receives answers from lecturers. Training center will check the progress of each trainee and will warn those trainees who are unlikely to complete their study in training period.

(2) Video Meetings on Zoom

(2)-1 Country report presentation

Trainees are to prepare country report in Windows Power Point or PDF format on any topics related with cybersecurity (current situation of cyberattacks, cybersecurity policy and organizations, etc.) in their country or organization and to submit it to training center by **Wednesday, January 27**. On **Wednesday, February 10**, trainees are divided into two groups and to present report on Zoom meeting. Trainees can observe presentation of the other group via prior registration. Details on country report presentation will be provided to trainees.

(2)-2 Opening session

On **Wednesday, February 3**, trainees are to join opening session by zoom meeting to view opening remark of this training course by MIC official and to make brief self-introduction to know each other.

(2)-3 Closing session

On **Thursday, February 18**, trainees are to join closing session by zoom meeting to view closing remark by President of KDDI Foundation.

(3) Evaluation of training course

Trainees are requested to answer the questionnaire by APT to evaluate training course online on **February 18**.

(4) Issue of certificate

For those trainees who completed all lectures of training course, training center will send them a certificate for completion of training course.

**9. Regulation:**

- Screen shots and recordings are prohibited. For some lectures, documents are not provided for security reasons. Instead, trainees can view lectures repeatedly during training period.
- 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).

**10. System requirements**

- PC with Web camera

OS: -Microsoft Windows 10

(Browser; Internet Explorer 11, Microsoft Edge 44/Microsoft EdgeHTML 18, Firefox 68, Google Chrome 75)

-Microsoft Windows 8.1

(Browser; Internet Explorer 11, Firefox 68, Google Chrome 75)

-macOS v10.14 Mojave, macOS v10.13 High Sierra, macOS v10.12

(Browser; Safari)

-Tablet and Smartphone

OS; Android and iOS

-Zoom application

Downloading Zoom application to your PC is required to participate opening/closing sessions and country report presentation.

-An internet connection of sufficient speed and stable quality is required to complete this training course.

## **11. Secretariat:**

**Mr. Shinji Yoshida**

Senior Adviser, International Cooperation Department

KDDI Foundation

Mobile: +81-90-6194-7928

Fax: +813-6328-3053


**Email:** [si-yoshida@kddi-foundation.or.jp](mailto:si-yoshida@kddi-foundation.or.jp)

## **12. 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.

## 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 Online Training Courses**

### **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 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 HRD 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 have 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 organizations that are not an APT member. APT Secretariat will not be able to 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. 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/>)
- 3.4** 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.
- 3.5** 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**

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 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** 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 applicant to ensure their participation in the activity on time.
  - 4.7 APT members may suggest to replace their nominee with necessary documents three (3) weeks prior to the commencement of the activity. The APT Secretariat reserves a possibility not accepting such replacement.
5. 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.

#### **6. 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, the 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.

#### **7. 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, if required.

#### **8. 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, 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.*

**Tentative Schedule for  
“Cybersecurity Technologies -Recent Trend of Risks and  
Countermeasures to them-“  
(proposed by KDDI Foundation)**

Date (JST, UTC+9)		Plan	Name of Lecturer or Organizer	Venue
By Tuesday, February 2		Technical connection check	Trainees and KDDI Foundation	
Wednesday, February 3	PM	Opening session with Ministry of Internal Affairs and Communications	MIC	Online meeting on Zoom (KDDI meeting room)
		Course Orientation and self introduction of trainees	KDDI Foundation	
Wednesday, February 10	AM	Country report presentation 1	Trainees of eastern nations in Asia Pacific region (members are to be determined) (Note1)	Online meeting on Zoom (KDDI meeting room)
	PM	Country report presentation 2	Trainees of western nations in Asia Pacific region (members are to be determined) (Note1)	
Thursday, February 4 to Wednesday, February 17 (Note2)	Any time	E-learning and Comprehension tests <sup>(Note3)</sup>		Knowledge Delivery E-learning system
<b>Lecture 1</b> Cybersecurity Measures in IoT era		MIC		
<b>Lecture 2</b> Cybersecurity Policy in Japan		National center of Incident readiness and Strategy for Cybersecurity (NISC)		
<b>Lecture 3</b> Network Security Basics		KDDI Research Inc.		
<b>Lecture 4</b> Overview of ICT-ISAC Japan		ICT-ISAC Japan		
<b>Lecture 5</b> IoT Implementation Examples and Security		KDDI		
<b>Lecture 6</b> -Current cyber threats and the outline of cybersecurity measures of KDDI -KDDI CSIRT activities				
<b>Lecture 7</b> Measures of security audit/monitoring		KDDI Digital Security Inc.		
<b>Lecture 8</b> Incident Response		LAC Co., Ltd.		

		<b>Lecture 9</b> Anti-Spam Measures	Japan Data Communications Association	
Thursday, February 18	PM	Closing session	KDDI Foundation	Online meeting on Zoom (KDDI meeting room)

(Note1) Trainees can observe presentation of the other group via prior registration.

(Note2) Trainees can take lectures on Saturdays (February 6 and 13) and Sundays (February 7 and 14)

(Note3) -Duration of Lectures are one hour to one and a half hour.

-To complete a lecture, trainees must take comprehension test of that lecture. Time for taking test is not included in above duration.

- Trainees can take lectures in random order. Completing all nine lectures is requisite.