

No. 4-1/2019-IR/11
Department of Telecommunications
512-A, Sanchar Bhawan, 20-Ashoka Road,
New Delhi -110001.

Dated: November 07, 2019

Kindly find enclosed the copy of letter no. *APT/CB-4.1.1/2019-JPN-JTEC/PDHLO (F)* dated 1st November, 2019 received from APT, Bangkok, Thailand regarding APT Training Workshop on "*Policy Development for High-Level Officials*" in Tokyo, Japan during 17-20 February 2020.

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 scan copy to dirir-dot@nic.in/siddharth.kumar@gov.in/dkjain1958@gmail.com by 29th November 2019.

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 (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. 2018 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)


- 07/11/19
(Siddharth Kumar)
ADG (IR)
Tel. No. 23036352
(सिद्धार्थ कुमार)
SIDDHARTH KUMAR
सहायक महासंचालक (अर्थ सञ्चालन)
Assistant Director General (IR)
संचार विभाग, भारत सरकार
Dept. of Telecom, Govt. of India
New Delhi / New Delhi

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



Ref: APT/CB-4.1.1/2019/ JPN-JTEC/PDHLO (F)

1 November 2019

Dear Sir/Madam,

**Subject: APT Training Workshop on Policy Development for High-Level Officials
(Funded by Extra Budgetary Contribution of Japan)**

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a Training Workshop on Policy Development for High-Level Officials from 17 to 20 February 2020 in Tokyo, Japan, funded by Extra Budgetary Contribution from the Government of Japan. The workshop aims to provide a platform for discussions among high-level policymakers/regulators in the APT member countries. Details are as follows:

Title/Place	Date/Duration	No. of Fellowship	Closing of Nomination
Workshop on Policy Development for High Level Officials JTEC, Tokyo, Japan	17 - 20 February 2020 (4 days)	1 full fellowship	20 December 2019

In this regard, I would like to invite your administration to nominate a qualified applicant to attend the training course. Please read the “**Procedural Information on APT Training Course**” (Annex-1) and “**General Information on APT Training Course**” (Annex-2) before submitting your nomination. Female applicant is encouraged to apply for the training course. Additional applicant is welcome to apply at your administration’s own expense. However, the consideration will be subject to seat availability.

The selection of trainees will be based upon the following criteria and the documents submitted to the APT Secretariat before the closing of nomination. The selection will also be in accordance with the “**Guidelines for APT Fellowships under HRD Programme (2013)**” (Annex-4). It should also be noted that APT Secretariat reserves the right to decline any application.

Selection Criteria:

• **Qualifications of an applicant:**

- 1) He/she should be high-level senior officials of government (Director General or equivalent above) or executives of public policy affairs in equivalent organizations;
- 2) He/she should be responsible for making policies and regulations in the field of ICT and telecommunications;
- 3) He/she should have at least more than 15 years of experience in the field of policymaking and regulation.

/ ...

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 5737479 before the closing date of the nomination. **In case no acknowledgement of receipt has been informed by the APT within one week after your nomination, please contact the APT Secretariat either by phone or fax.** Should you require any further information, please contact the APT Secretariat at apthrd@apt.int.

I look forward to receiving the nomination soon.

Yours sincerely,



Areewan Haorangsi
Secretary General

To: All APT Fellowship Members

Attachments:

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

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

Mr. Minoru Takahara
Vice President (Administration)
Japan Telecommunications Engineering and Consulting Service (JTEC)

Mr. Masanobu Ushizaka
Executive Vice President
Japan Telecommunications Engineering and Consulting Service (JTEC)

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. Support for the trainees

After APT finalized the selection, the trainees will be provided with the following:

Travel expenses	:	The most economical round trip air ticket will be provided after its approval [Business class air ticket will be provided for high level senior officials].
Accommodation	:	Single room accommodation during the period of the course.
Per diem	:	Allowance to meet the expenses for meals and other personal miscellaneous expenses during the period of the course.
Training fee	:	The training fee for the course

3. Passport and visas

Trainees are requested to prepare their passport immediately, allowing enough time (at least 2-3 weeks in general) when applying for visas. Trainees are requested to obtain an entry visa of the country where the training course will takes place before commencing their journey plus any visas for transit through another country where required. As for details of requirements, trainees are requested to contact the Embassy or Consulate of the respective country.

4. Confirmation of attendance

After receiving the notification of acceptance from APT, please confirm the attendance of your nominee.

5. Travel insurance

Due to procedural difficulties and budgetary constraints, neither the local host nor APT Secretariat will be able to bear any cost of medical treatment for the participant nor any expense incurred with respect to damage or loss of belongings or property of any person or organization.

The nominating administration is advised to provide medical and travel insurance for the trainee covering the whole period of the training and overseas travel.

6. Travel to the training course site

After receiving the confirmation of attendance, APT will inform you the detail of the training site. Trainees must not change the itinerary without the permission of APT.

Trainees are required to arrive in the training course site a day prior to the commencing day of the training course. **Delayed participation is normally not permitted.**

Please be sure to make all necessary travel documents (ie. passport and entry visas for country of destination and (if necessary, countries of transit) available by the departure date.

7. 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.

8. Note

APT may use the personal information of trainees provided by APT member countries within the scope of effective implementation for the training course including alumni follow-up activities, provision of further knowledge and skills and establishment of human networks among trainees. APT may share the information to the extent necessary and appropriate, with the sponsor of the training courses, and the host of training course. All personal information collected by APT will be properly managed and will not be provided to a third party beyond the purpose of the training course.

9. 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:** APT Training Workshop on Policy Development for High-Level Officials
2. **Organization (hosted by):** Japan Telecommunications Engineering and Consulting Service (JTEC)
3. **Duration:** 17 - 20 February 2020
(Excluding arrival and departure dates)
4. **Place:** Tokyo, Japan
5. **Summary and Goals:**

Along with the remarkable advancement of information and communication technologies (ICT), the environment encompassing the (ICT) industry is undergoing significant changes increasing the importance of policy issues that need to be dealt with related regulatory matters (hereinafter, "Policy Issues").

Accordingly, there exists always need to review existing and/or consider new Policy Issues to match with the changes in technology and industry including deployment of infrastructure, new services such as big data and IoT, and personal data protection etc.

In response to these requirements, this program aims to provide diverse perspective to policymakers/regulators to overcome unprecedented Policy Issues. To do so, this program is to address specific, urgent Policy Issues as themes. The participants will discuss how to identify issues, what are possible ways to deal with them, and how they can apply policies/regulations in their respective countries. The participants from different countries will also put their own country's Policy Issues into perspective, and share the importance of international cooperation in specific areas. This workshop also aims to widening and strengthening human network among participants.

It is designed to cover the six priority areas and the five work items of the APT Strategic Plan 2018-2020. Participants are expected to introduce their respective policies and regulations in those areas during the course of the program.

(Reference)

- < APT Strategic Pillars along the priority area in the Brunei Darussalam Statement >**
- A. Conducive Policies for Sustainable Growth of ICT and Smart Digital Economy
 - B. Safe and Secure Society through ICT
 - C. Trust and Confidence in ICT
 - D. Sustainable ICT Ecosystem for Innovation

E. Capacity Building and Institutional Development

< APT Strategic action plans 2018-2020 under the above pillars>

1. Connectivity: Developing the digital Infrastructure

Objective a.1: To increase access to broadband connectivity with an emphasis on unserved and under-served populations

Objective a.2: To improve practices in managing scarce resources for delivering connectivity

2. Innovation: Enabling conducive environments and harnessing the benefits of new technologies

Objective b.1: To foster the development and adoption of the new ICTs

Objective b.2: To promote conducive environments for innovation and value creation in ICT

Objective b.3: To enhance the use of ICT as an enabler for achieving the Sustainable Development Goals 2030

3. Trust: Promoting security and resilience through ICT

Objective c.1: To develop and maintain secure, trusted and resilient ICT networks and services

Objective c.2: To address challenges related to disaster preparedness, risk reduction and mitigation

4. Capacity Building: Promoting inclusiveness and enhancing expertise

Objective d.1: To continue the development of ICT capacity building initiative, by assisting members, particularly developing and least developed countries, in enhancing and strengthening their human and institutional capacity

Objective d.2: To continue the development of ICT skills of the citizens to achieve digital inclusion including children, women, the elderly and persons with disabilities

5. Partnership: Solidifying strategic cooperation with stakeholders

Objective e.1: To take the lead role in shaping the development agenda and consolidating regional views on ICT issues

Objective e.2: To facilitate engagement by interested parties, such as industry, research institutions, academia, the technical community, consulting firms and policy makers and regulators in other sectors using ICT so as to build and leverage strategic partnerships to assist in addressing the needs of APT's membership

Objective e.3: To increase exchanges and collaboration with the related international, regional and multilateral organizations as well as funding bodies to enhance cooperation for ICT development

6. Training Course Details**(1) Features of this course**

This training course will be conducted as a workshop that requires active involvement of all participants throughout the program. Through interactive discussions, this program aims to provide various insights in studying policy issues and facilitate to improve problem solving capacity of participants.

(2) Course Details

1) Round table discussions on ICT related issues among participants from different countries

(Theme: “APT Strategic Plan and policy agenda in coming years.”)

2) Lectures by and exchange of opinions with prominent individuals and ICT related company executives from Japan

3) Exchange of opinions with ICT related company executives, etc.

7. Tentative Schedule:

Sun 16 Feb.		Arrival	
Day 1 Mon 17 Feb.	Morning	Opening , Orientation of the workshop [Session 1] Proceeding of the sessions and discussion subjects	APT, JTEC APT
	Afternoon	Courtesy call on Minister of MIC [Special Guest Speech] [Session 2] Country report and identify common policy issues	MIC Guest APT, Facilitator
	Evening	Dinner Meeting	MIC, APT, JTEC
Day 2 Tue 18 Feb.	Morning	[Session 3] Connectivity: Approaches to increase access to broadband connectivity by country	APT, Facilitator
	Afternoon	[Session 4] Innovation: Development and adoption of the new ICTs , use of ICT as an enabler for achieving the Sustainable Development Goals 2030	APT, Facilitator
	Evening	(Free)	
Day 3 Wed 19 Feb.	Morning	[Session 5] Security & resilience (1): Development and maintaining secure, trusted and resilient ICT networks and services	APT, Facilitator
	Afternoon	[Session 6] Security & resilience (2): ICT for disaster preparedness, risk reduction and mitigation [Special Guest Speech] Telecom & ICT Company	APT, Facilitator Guest
	Evening	Welcome Reception with Japanese Telecom & ICT companies	APT, JTEC, ICT Companies
Day 4 Thu 20 Feb.	Morning	[Session 7] Capacity Building: ICT capacity building, development of ICT skills of the citizens [Session 8] Summing up of the discussions	APT, Facilitator

		Closing	APT, JTEC
	Afternoon	Sight observation tour (Tokyo or vicinity)	JTEC
Fri 21 Feb.		Departure	JTEC

[Addendum 1] Discussion topics

Under the theme of " APT Strategic Plan and policy agenda in coming years.", the following topics will be discussed.

- 1) Connectivity: Developing the digital Infrastructure
- 2) Innovation: Enabling conducive environments and harnessing the benefits of new technologies
- 3) Trust: Promoting security and resilience through ICT
- 4) Capacity Building: Promoting inclusiveness and enhancing expertise
- 5) Free topics (Proposed by participants)

(Note 1) "Partnership" aspect of the APT Strategic Plan will be covered during the course of the program.

(Note 2) There will be a survey to ask Participants' preference and field of interests in detail. Results of such survey will be reflected in the curriculum of the program accordingly.

[Addendum 2] Details of the training

(1) Workshop method

A facilitator will be assigned to support the proceeding of the discussions, which will primarily be participatory and interactive.

(2) Discussion among participants

- 1) General explanation of the discussion themes (facilitator/participants/special presenters)
 - ❖ For each topic, there will be an introduction part to initiate discussion.
- 2) Interactive discussion
 - ❖ Following the introduction, the facilitator will invite discussion. Small group may be formulated as necessary.
 - ❖ Debate format may be applied for interactive discussion. In that case, participants may be divided into groups as required.
- 3) Summary
 - ❖ At the end of each session, the facilitator will summarize the discussion.

(Example of discussion topics)

1) Issue proposal: "Country A has recently seen growth in internet service usage. Although this has led to a rapid increase in the volume of data used by consumers, price competition has resulted in stagnant or decreasing incomes for businesses that provide the telecommunication network. Given this situation, the government is faced

with the problem of how policy should promote sustainable domestic infrastructure investment or development." (Supposition)

2) Introduce reference information related to examples. Participants are expected to understand several different aspects and conditions of that specific issues such as foreign direct investment, fair competition, promote domestic industry, and consumer interests etc. Then discuss possible policy and regulatory solutions.

8. Target Participants:

High-level senior government officials (Director General or equivalent above) of APT Members. Participants are expected that they are able to introduce and explain wide variety of current policy issues in their country and share their thoughts with others.

9. Air ticket

Round trip air ticket will be provided by APT (Business class air ticket will be provided. (It will not be the case for a participant who is not Director General of higher level.)).

10. Venue & Hotel Accommodation:

Hotel New Otani/Tokyo

4-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8578, Japan

Tel: +81-3-3265-1111 Fax: +81-3-3221-2619

<http://www.newotani.co.jp/en/tokyo/>

11. Reception at International Airport (Pick up service for participants):

On arrival at Haneda or Narita International Airport, JTEC organized travel agency staff (holding welcome board with participants' name) will pick participants up at arrival gate.

12. Immigration Requirements:

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

- ❖ Participants requiring Short Term Stay Visa (visa) should apply to Japanese diplomatic mission (embassies and consulates etc.) in their own countries (or to Japanese diplomatic mission directly in charge of the participant's country) as soon as possible. **They may take at least two weeks (more than three weeks in some cases) for visa processing.**
- ❖ Kindly check current visa requirement with the Embassy of Japan or Travel Agent before traveling, or visit the website of the Ministry of Foreign Affairs of Japan at URL: http://www.mofa.go.jp/j_info/visit/visa/index.html

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

Note: Short Term Stay Visa Exemptions / Citizens of Asia and Oceania countries

Passport type: Regular and Machine-readable passport with ICAO standards Holder of APEC Business Travel Card endorsed in "JPN", Australia, Brunei, Indonesia, Hong Kong China, Macao China, Malaysia, New Zealand, Rep. Korea, Singapore,
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Thailand, USA
Passport type: Official Australia, Brunei, Cambodia, Iran, Laos, Malaysia, New Zealand, Papua New Guinea Rep. Korea, Singapore, Thailand, Viet Nam

13. Photograph: (submit to APT Headquarters)

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

14. At Japanese Custom Office:

- ❖ Japanese customs is fairly lenient and allows bringing in items necessary for personal use, however, firearms and other types of weapons and narcotics are strictly prohibited.
- ❖ For details please refer to the following website of Japanese Customs: <http://www.customs.go.jp/english/summary/passenger.htm>

15. Weather:

- ❖ The latest weather information will be obtained at: <http://www.jma.go.jp/en/yoho/index.html>
- ❖ Please see the weekly forecast to obtain the weather, highest and lowest temperatures expected of each day of the corresponding week. – “Get more information on this area” -> pull down menu -> select “One-week forecasts”
- ❖ The weather in mid of February might be enough cold.
- ❖ Rain gears such as umbrellas are also essential in any season of the year.

16. Additional Advices:

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

17. Electric Current:

Please note that commercial electricity in Tokyo is at **AC 100V 50Hz** with American type outlet plugs (Type A Class II). Please bring a transformer and a plug adapter (American type outlet plug) if you want to use your own PCs in Japan.

18. Personal Computer (PC):

During Training in Tokyo, all participants are recommended to bringing your own PC with software of Microsoft Power Point. If participants want to borrow a PC from JTEC, please inform JTEC’s contact person by email **no later than 31 January 2020**.

19. Mobile Phones in Japan:

The mobile phone models 3G and 4G LTE can be used in Japan.

[Reference Information sites]

<https://www.japan-guide.com/e/e2223.html>

<https://tokyocheapo.com/business/internet/prepaid-cheap-japan-sim-card-options/>

20. Currency and Credit cards:

The Japanese currency unit is Japanese Yen (JPY/¥). There are four kinds of bills (10,000 / 5,000 / 2,000 / 1,000) and six kinds of coins (500 / 100 / 10 / 5 / 1) used. Only JPY is accepted at stores and restaurants. Major foreign currencies (AUD, EUR, HKD, KRW, RMB, SGD, THB and USD) may be exchanged to JPY at foreign exchange banks (shops) at International Airports and near the Hotel. Major credit cards (AMEX, MasterCard, UnionPay and VISA) are accepted by most restaurants and department stores, but not local small shops.

21. Contact Person:

Name: Minoru Takahara (Mr.)
Title: Vice President (Administration)
Japan Telecommunications Engineering and Consulting Service (JTEC)
Address: 8-1-14 Nishigotanda, Shinagawa-ku, Tokyo 141-0031, Japan
URL: <http://www.jtec.or.jp/english/index.html>
Tel: +81-3-3495-5211 Fax: +81-3-3495-5219
E-mail: takahara@jtec.or.jp

22. Notes:


- ❖ JTEC's business hours and days are from 9:00am to 5:30pm, from Monday to Friday. E-Mails sent to JTEC will be received during working hours on working days. Also please beware of the time difference, Japan is ahead of most other countries (UTC+9hrs). That means their office will be closed earlier than in the cases of most of the participants' countries.
- ❖ Japanese Embassies and Consulates in the applicants' countries may also close on Japanese national holidays.
- ❖ Under the direction of APT, JTEC settles expenses of the per-diem allowance and reimbursement of the airfares with participants during the orientation program on the first Monday morning at Tokyo.

23. Regulation:

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

Participants are required to comply with instructions given by APT and JTEC. (Further information on the requirement is found in the “**Guidelines for APT fellowships under HRD Programme (2013)**” and other related document).

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.