No. 4-1/2019-IR/03
Department of Telecommunications
512-A, Sanchar Bhawan, 20-Ashoka Road,
New Delhi -110001.

Dated: June 19, 2019

Kindly find enclosed the copy of letter no. APT/HRD-4.1.1/2019/IND-RTTC-BCT(F), dated 02 May, 2019 received from APT, Bangkok, Thailand regarding Training Course on **"Block Chain Technology"**, 26-30 August 2019, Hyderabad, India.

It is requested to all the Units/Wings of DoT 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& domestic tour profile** as shown below, may please be sent directly to the *Regional Telecom Training Centre (RTTC), BSNL, Hyderabad* on the address given below:

Mr. T.A.B. Prasad
Divisional Engineer
Reginal Telecom Training Centre (RTTC)
Bharat Sanchar Nigam Limited (BSNL)

Mr. Ashutosh Gupta
General Manager (Training)
Bharat Sanchar Nigam Limited (BSNL)

All the expenditure for this training course will be borne by respective units/wings of the Department of Telecommunications.

<u>**Specimen of Bio data**</u>

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 No. & PAN Card No.

<u>**Details of Foreign and Domestic training/visits during last five years**</u>

1. Name of training course/visit
2. Period of visit
3. Name of country/place visited
4. Date of submission of tour report

(Encl: as above)

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

<u>Copy to</u>:-

1 Sr. DDG (TERM), DoT HQ /Sr.DDG (TEC/NTIPRIT)/ Wireless Advisor, DoT HQ New Delhi
2. All DDGs DoT HQ/ (TERM)
3. All directors of IR Wing, DOT
4. Director (IT), DOT is requested for hosting on DOT Website

Dear Sir/Madam,

Subject: APT Training Course on Block Chain Technology

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a Training Course on Block Chain Technology in Hyderabad, India, from 26 to 30 August 2019. Details are as follows:

Title/Place	Date/Duration	No. of Fellowship	Closing of Nomination
Block Chain Technology Reginal Telecom Training Centre (RTTC), BSNL, Hyderabad, India	**26 – 30 August 2019 (7 days)**	**1 full fellowship** or **2 partial fellowships**	**19 July 2019**

In this regard, I would like to invite your administration to nominate qualified applicant (s) 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 applicants are encouraged to apply for this training course. Priority might be given to the Members that have not received the fellowships for previous training courses. Additional applicants are welcome to apply at Members' own expenses.

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 requirements.

<u>**Selection Criteria:**</u>

An applicant should:
1) be a university graduate and equivalent with working experience of more than 3 years in the field of Telecommunications;
2) be currently engaged in arrangement or promotion of national ICT policy;

/ ...

3) be a technical official in the administration or the regulator of telecommunications or be an engineer in telecommunication infrastructure/operators; and

4) be under 45 years of age.

Fellowship (full/partial) :

Your administration can select one full fellowship or two partial (half) fellowships when you nominate applicants for the training course. **In the case of two partial fellowships, the first partial fellowship will cover the airfare only and the second fellowship will cover hotel accommodation and pocket allowance.** The above selection criteria will equally apply to both the full fellowship and the partial fellowship.

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 5737-479** 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.**

I look forward to receiving your nomination soon, and if you require any further information, please contact APT Secretariat at apthrd@apt.int.

Yours sincerely,

Areewan Haorangsi
Secretary General

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)

To: All APT Fellowship Members

cc :   Mr. T.A.B. Prasad
       Divisional Engineer
       Reginal Telecom Training Centre (RTTC)
       Bharat Sanchar Nigam Limited (BSNL)

       Mr. Ashutosh Gupta
       General Manager (Training)
       Bharat Sanchar Nigam Limited (BSNL)

       Mr. Anupam Shrivastava
       Chairman & Managing Director
       Bharat Sanchar Nigam Limited (BSNL)

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

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 5737 -479) to follow it up the nomination procedure.

2. Support for the trainees

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

- Travel expenses : The most economical round trip air ticket will be provided after its approval.
- 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

1. **Title of Training Course:**   Block Chain Technology
2. **Organization (hosted by):**   Regional Telecom Training Centre (RTTC), Hyderabad of Bharat Sanchar Nigam Limited (BSNL), India
3. **Duration:**   26 – 30 August 2019
                                        (Excluding Arrival and Departure dates)
4. **Place:**   Hyderabad, India

5. **Objectives:**

Blockchain can simply be interpreted as an incorruptible digital ledger of economic digital transactions that can record virtually everything of value. In much simpler terms Blockchain can be described as a shared ledger developed for recording complete history of digital transactions. Blockchain was initially been developed for the purpose of maintaining records of Bitcoin digital transactions. Over the curse of time Blockchain has got evolved from merely handling Bitcoin transaction to handling almost everything that is assigned a value. Making use of cryptocurrency Blockchain provides the scope for secured transactions by maintaining a decentralized database & digital ledger of transactions thereby making the transactions transparent to everyone present in the same ledger.

Blockchain is important because it brings trust to peer-to-peer networks.   A primary reason banks exist is to act as a trusted third party to transactions, key contents of the Course:

*   Introduction to Blockchain
*   Key concepts to Blockchain
*   Introduction to Etherium
*   What is smart contract
*   Solidity

6. **Tentative Schedule:**

All session will be held at RGMTTC Chennai Campus except as noted. The details of schedule are shown in the following:

Day	Time	Topic
Sun 25 Aug	(Arrival)	
Mon 26 Aug	09:30 - 10:00	Registration & Inauguration
	10:00 - 11:30	Introduction to Blockchain, Why Blockchain is crucial?, Key vocabulary while discussing Blockchain
	11:45 - 13:15	Explaining distributed ledger, Blockchain ecosystem, Blockchain structure
	14:15 - 15:45	Working of Blockchain technology Permissioned and permission-less Blockchain
	16:00 - 17:30	Installation of TRUFFLE on windows, setting of private node

Tue 27 Aug	10:00 - 11:30	Bitcoin and crypto currency, hashing functions, Merkle tree
	11:45 - 13:15	Distribution ledger, Consensus :Proof of work, proof of stake
	14:15 - 15:45	Simulation of Blockchain network using test RPC
	16:00 - 17:30	configuring &running with the go Ethereum client
Wed 28 Aug	10:00 - 11:30	What is Ethereum? What is Ether? How to use Ethereum? The Ethereum ecosystem, DApps
	11:45 - 13:15	Programming in Solidity & Introduction, Solidity basics, Solidity Data Types
	14:15 - 15:45	Contract classes, Functions and modifiers, Solidity Events
	16:00 - 17:30	Types & optimization of Ether, Global variables, Inheritance & abstract contracts, Libraries
Thu 29 Aug	10:00 - 11:30	Web3 JS Overview, Setup Web3 and Connecting to Node.
	11:45 - 13:15	Setting Up the Truffle Project, Developing Contracts using Truffle
	14:15 - 15:45	Deploying smart contracts
	16:00 - 17:30	Hands on practice on smart contracts
Fri 30 Aug	10:00 - 11:30	use cases in block chain
	11:45 - 13:15	Implementation of use case in block chain
	14:15 - 15:45	Overview on Hyper ledger
	16:00 - 17:30	Examination / Evaluation
Sat 31 Aug		(Departure)

7. Transportation and Airport Reception:

The local host will provide the transportation between the <u>Rajiv Gandhi Hyderabad International Airport (HYD)</u> for the trainees based on the approved flight schedule information provided by APT. RTTC staff will be available at the International arrival entrance of the airport with Placards of individual names. The coordinate for the airport pickup is Mr. M. Siva Rama Krishna, Sub Divisional Engineer, RTTC, Mobile phone number: +91 94 4040 9821, e-mail Id: mailtomsrk@gmail.com

8. Accommodation:

The accommodation will be provided to the trainees as below:

Name of the Hostel:	Godavari Hostel, RTTC, Hyderbad
Address:	RTTC campus, Gachibowli, Hyderabad 500032, India

9. Visas and Immigration Requirement:

All foreign visitors entering India must have a valid passport. Participants who require a visa should apply for a visa at an India consulate or diplomatic mission in their respective country well in advance of their departure. **The Embassy/Consulate may take up to two weeks for visa processing**. As visa requirements change from time to time, kindly check current visa requirement on entry visa to India by contacting the Indian Embassy in their country before travelling.   Kindly visit website https://boi.gov.in for more details.

10. Weather:

In Hyderabad the month of August is characterized by essentially constant daily high temperatures, with daily high around 35°C throughout the month, exceeding 32°C or dropping below 30°C at the sunrise, sunset and twilight times.

For more details, please visit the website:
https://www.accuweather.com/en/in/chennai/206671/weather-forecast/206671.

11. **Electricity:**

230 Volts AC 50Hz Electric sockets of Type D

Please bring the right adapter for your electrical appliances.

12. **Bank & Currency:**

The unit of currency is Indian Rupees which comes in denominations of 1, 2, 5, 10, 20, 50, 100, 200, 500 and 2,000. Please use authorized money changers, banks to change currency. They will issue a certificate of exchange which is required at the time of re-conversion of any unused currency. Under the Foreign Exchange Management Act 1999, it is an offence to exchange foreign currency other than through authorized money changers or banks. Foreign Exchange Rate is approximately INR 69.53 to USD 1.00 (as of April 2019).

Most bank ATMs honor Visa, Visa Electron, Master& Maestro cards & you may use these ATMs also to withdraw money. Most hotels, shops & other establishments accept credit cards. Master & VISA cards are accepted at almost all such establishments whereas some of them accept Diners & American Express cards as well.

13. **Regulation:**

An applicant is required:

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

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

14. **Contact person for local host for training implementation:**

1. **Mr. T. A. B. Prasad**
   Divisional Engineer
   Regional Telecom Training Centre (RTTC),
   Bharat Sanchar Nigam Limited (BSNL)
   Gachibowli, Telangana State, Hyderabad 500 032, India
   Tel: +91 40 2300 0228
   Mobile: +91 94 4000 0836
   Fax: +91 40 2300 0229
   Email : bsnlrttchyd@gmail.com; bdrttc@bsnl.co.in

2. **Mr. Siva Rama Krishna**
   Sub-Divisional Engineer
   Tel: +91 40 2300 0233
   Mobile: +91 94 4040 9821

NOMINATION FORM FOR TRAINING COURSE

(APT logo) **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

Job Title :

Department/Division :

Organization :

Address :

Tel :

Mobile no.:   E-mail :

11. Smoker/Non-smoker

- O   Smoker
- O   Non-smoker

12. Food Preference

- O Muslim
- O Vegetarian
- O Other (   )

13. Contact Person in case of emergency within your organization

Name:

Relationship:

Address:

Tel :   Email :

14. English (good/ fair/ poor)

| Reading : |
| Writing : |
| Speaking : |
| TOEIC score : |

15. Education

Year	Name of Institution/ Place & Country	Major Subject/ Degree

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*)

Details of Personal data: APT will refer further to these additional details for final selection of trainees.

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, <u>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.</u>

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 belongings 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 Programme (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 5730-044
    Fax: 662 5737-479
    E-mail: apthrd@apt.int

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