

No. 4-1/2017-IR/01
Department of Telecommunications
512-A, Sanchar Bhawan, 20-Ashoka Road,
New Delhi -110001.

Dated: June 13, 2017

Kindly find enclosed the copy of letter no. APT/HRD-(KOR)/ (F), dated 31 May, 2017 received from APT, Bangkok, Thailand regarding Training Course on "ICT Policy Course". The training course will be hosted by Ministry of Science, ICT and Future Planning (MSIP) and National IT Industry Promotion Agency (NIPA) Seoul, Republic of Korea, during 9 – 15 July 2017 (Excluding Arrival and Departure dates), on APT Fellowship.

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 to Director(IR-I) in room No. 508, Sanchar Bhawan New Delhi, by **16 June, 2017**.


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.
8. Status of Annual property returns of the previous year i.e. 2016 within time
9. Aadhar Card No. & PAN Card No.

Details of Foreign training/visits during last five 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)


(D. L. Meena) 13.06.17
ADG (IR)

Tel. No. 23036352

Copy to :-

- 1 Sr. DDG (TERM), DoT HQ./Sr.DDG (TEC)/ Wireless Advisor, DoT HQ New Delhi
2. All DDGs (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/HRD (KOR)/2017 (F)

31 May 2017

Dear Sir/Madam,

Subject: APT Training Course on ICT Policy Course

I would like to inform you that the Asia-Pacific Telecommunity (APT) in collaboration with the National IT Industry Promotion Agency (NIPA) will organize a Training Course on ICT Policy Course in Seoul, Republic of Korea from 9 to 15 July 2017. The training course is supported by the Ministry of Science, ICT and Future Planning (MSIP) of the Republic of Korea. APT trainees will be a part of all participants from various regions. Details of the training course are as follows:

Title/Place	Date/Duration	No. of Fellowship	Closing of Nomination
ICT Policy Course Lotte Hotel World Seoul, Republic of Korea	9 - 15 July 2017 (7 days)	1 full fellowship	18 June 2017

In this regard, I would like to invite your administration to nominate a qualified applicant to attend the training course. Please read the “**General Information on Training Course**” (Annex-1) before submitting your nomination. Female applicants are encouraged to apply for this training course. Priority might be given to the Members that have not received the fellowships for previous training courses.

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

Selection Criteria:

- **Qualification of an applicant:**
 - 1) be a university graduate or equivalent with working experience of more than 3 years in the field of ICT Sector of Government Bodies or Public Enterprises; and
 - 2) be adequate proficiency and sufficient in the English language.

/ ...

Required Documents:

- A. Completed Nomination Form (Annex-2) 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.);
- B. ICT Project Report for Business Meetings (Annex-3);
- C. Soft Copy of the applicant's photo ID; and
- D. Soft Copy of the applicant's passport with the details and the photo page

All correspondence related to the application should be sent preferably by e-mail to apthrd@apt.int or fax to +662 573-7479 before the closing date of the nomination. **Please note that if 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 and if you require any further information, please contact the APT Secretariat at apthrd@apt.int.

Yours sincerely,




Areewan Haorangsi
Secretary General

Attachments:

- Annex-1: General Information on Training Course
- Annex-2: APT Nomination Form
- Annex-3: ICT Project Report for Business Meetings

To: APT Members eligible for fellowship

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.: _____			<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)	
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, 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)

<ICT Project Report for Business Meetings>

Year / Month	
Course Title	
Country	
Organization	
Items	Contents
Project Title	
Ordering Organization	
Project Goals	
Project Details	Contents : Project Period : Bidding Period : Budget :
Requirements for Bidding (optional)	Whether the bid is open for foreign companies and else;
Remarks	

※Detail and factuality will be of help. (1 project per page)

※This report will be provided to Korean companies for business meeting during the course, so please write down all your country's and organization's ICT Projects that is/are going to be open for bidding. In case there are no projects for bids, it is suggested that you write down potential/future ICT plans or strategies.

General Information on Training Course

1. **Title of Training Course:** ICT Policy Course
2. **Organization (hosted by):** Ministry of Science, ICT and Future Planning (MSIP) and National IT Industry Promotion Agency (NIPA)
3. **Duration:** 9 – 15 July 2017 (Excluding Arrival and Departure dates)
4. **Place:** Seoul, Republic of Korea
5. **Objectives:**

This course is designed,

- To provide a knowledge of major ICT Policies in Korea over decades
- To gain the knowledge and updated information and broaden the view on ICT industry
- To build human network with other policy makers and strengthen cooperation with Korea

6. **Expected Outcome**

Upon successful completion of the course, participants will be able to understand policy making and R&D in ICT Science sectors.

7. **Schedule:**

The details of schedule are shown in the following:

Day	Time	Program	Remarks
Sun 9 July	(Arrival)		
Mon 10 July	10:00-11:00 Hrs	Orientation	
	11:30-12:00 Hrs	Country ICT Report Presentation 1	
	13:30-14:30 Hrs	Country ICT Report Presentation 2	
	15:00-16:00 Hrs	(Lecture 1) Korea's ICT development	
	15:30-17:30 Hrs	(Lecture 2) the Future of ICT Convergence	
Tue 11 July	10:00-12:00 Hrs	(Lecture 3) Spectrum Policy of Korea	
	13:30-15:30 Hrs	(Lecture 4) ICT Infra Policy and Communication Network	
	15:30-17:30 Hrs	Field Trip 1	

Wed 12 July	10:00-11:30 Hrs	(Lecture 5) Information Security Law and system	
	13:00-14:00 Hrs	(Lecture 6) Broadcasting Promotion Policy	
	14:00-17:30 Hrs	Business Meeting	
Thu 13 July	10:00-12:00 Hrs	(Lecture 7) Open Data and Government 3.0	
	13:30-15:30 Hrs	Field Trip 2	
	15:30-18:00 Hrs	Cultural Experience	
Fri 14 July	10:00-12:00 Hrs	(Lecture 8) Understand of 4 th Revolution	
	13:30-15:30 Hrs	(Lecture 9) Cutting—edge ICT trend with Pyeong-chang Olympics	
	15:50-17:50 Hrs	Field Trip 3	
	18:00-20:00 Hrs	Completion Ceremony & Farewell	
Sat 15 July	(Departure)		

9. Hotel accommodation:

Name of the Hostel:	Lotte Hotel World
Address:	240 Olympic-ro, Jamsil 3(sam)-dong, Songpa-gu, Seoul

10. Visas and Immigration Requirement:

All foreign visitors entering Korea must have a valid passport. Participants who require a visa should apply for a visa at a Korea 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.** Please visit the website of the Ministry of Foreign Affairs at http://www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m_40_10.

11. Electricity:

Supply voltage is 220 Volts, please be sure right adapter for your equipment.



Please bring the right adapter for your electrical appliances.

12. 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 or NIPA

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)