No. 4-1/2019-IR/01
Department of Telecommunications
512-A, Sanchar Bhawan, 20-Ashoka Road,
New Delhi -110001.

Dated: May 20, 2019

Kindly find enclosed the copy of letter no. *APT/CB-4.1.1/2019/THA-T/On-line(F)*, dated 16th May, 2019 received from APT, Bangkok, Thailand regarding Training Course on *"Internet of Things and Big Data Technologies" Phase-I: On-line Training, 19 August-21 September 2019(5 Weeks) and Phase-II: face-to face training, 25-29 November 2019*, at TOT Academy, Thailand. The trainees for Phase-II will be selected among those completed Phase-I with a good final grade.

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/dkjain1958@gmail.com/siddharth.kumar@gov.in by **31st May 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)

(Siddharth Kumar)
ADG (IR)
Tel. No. 23036352
(शिद्धार्थ कुमार)
(SIDDHARTH KUMAR)
सहायक महानिदेशक ,अन्त.सम्बन्ध)
Asstt. Director General (IR)
दूरसंचार विभाग, भारत सरकार
Deptt. of Telecom. Govt. of India
नई दिल्ली/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

Dear Sir/Madam,

Subject: APT Training Courses on Internet of Things (IoT) and Big Data Technologies
(Phase I: On-line Training and Phase II: Face-to-Face Training)

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize Training Course on Policy on Internet of Things (IoT) and Big Data Technologies in Bangkok, Thailand. The training course will be held in 2 phases. Phase I is on-line training course to be held from 19 August - 21 September 2019. Phase II is a more advanced face-to-face training course to be held from 25 - 29 November 2019 at TOT Academy, Thailand. The trainees for Phase II will be selected among those completed Phase I with a good final grade. Details are as follows:

Title/Place	Date/Duration	No. of Fellowship	Closing of Nomination
Internet of Things (IoT) and Big Data Technologies (hosted by TOT Academy, TOT Public Company Limited, Bangkok, Thailand)	**19 August – 21 September 2019** **(5 weeks)**	**Up to 3 participants per administration** (free of charge)	**21 June 2019**
Phase II : Face-to-Face Training* (hosted by TOT Academy, TOT Public Company Limited, Bangkok, Thailand)	**25 – 29 November 2019** **(5 days)**	**Fellowship will be provided**	

Note: * *Trainees will be selected from those completed Phase I with a good final grade.*

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. Priority might be given to the Members that have not received the fellowships for previous training courses. Additional applicants are welcome to apply at Administration's 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 requirement.

Selection Criteria:

- **Qualification of an applicant:**
1) be a university graduate or equivalent with working experience of more than 3 years in the field of telecommunications business;
2) be engineer or regulator officer whose works involve in IoT planning and implementation;
3) be a technical official in the administration or the regulator of telecommunications or be an engineer in the telecommunication operators; and
4) be under 45 years of age.

How to Apply:

Each administration can submit up to 3 nominations for Phase I. Please arrange the applicants in priority order. As stated earlier, the trainees for Phase II will be selected among those completed Phase I with a good final grade after Phase I finished. Therefore, no action is required for the entry to Phase II.

For **Phase I**, your administration is expected to provide the trainee with reasonable time at their home administration to complete the on-line training course. The estimated time of at least 5 hours per week is suggested. There is no charge for Phase I (On-line training). The result of final score for Phase I will be informed by the APT Secretariat as soon as the course has been completed.

For **Phase II**, the fellowship will be given to the trainees who have completed Phase I (On-line training) with a good final grade. The selection will be made upon the grade of each participant.

For the trainee of Phase I (with a good final grade) who could not receive the fellowship (due to limited number of fellowship provided) but your administration would like him/her to attend Phase II at your administration own expense, please contact the APT Secretariat as soon as possible after receiving the result of final score for Phase I. Any fellowship provision except training fee which is mentioned in **Section 2 in (Annex-1)** will not be applied.

Required Documents:

A. Completed Nomination Form (Annex-3) with current photo, and signatures of the Applicants, Direct Supervisor and the APT official contact person. (The APT shall not accept any Nomination forms without the signature of APT official contact person.); and
B. Copy of the applicant's passport with the details and photo page

All correspondence related to the application should be sent by e-mail to apthrd@apt.int or fax to **+662 573 7479** before the closing date of the nomination. **In case no acknowledgement of receipt has been informed by APT within one week after your nomination, please contact the APT Secretariat either by phone or fax.**

Tentative Schedule:

21 June	:	Closing date of the trainee nominations for on-line training
5 July	:	Notification on acceptance for on-line training to APT members
19 August	:	Start of on-line training
11 October	:	Notification on acceptance for face-to-face training to APT members
25 November	:	Start of face-to-face training

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

Yours sincerely,

Areewan Haorangsi
Secretary General

To: All APT Fellowship Members

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

cc: Mr. Suthep Tunyasit
Vice President, TOT Academy
TOT Public Company Limited

Mrs. Suthasinee   Poocharoon
Senior Director, Executive Information Center
TOT Public Company Limited

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 (Phase II : Face-to-Face training participants only)

After APT has 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
• Training fee	:	The training fee for the course

3. Passport and visas (Phase II : Face-to-Face training participants only)

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, 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.

5.   Travel insurance (Phase II : Face-to-Face training participants only)

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 (Phase II : Face-to-Face training participants only)

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.   Others

Please refer to the "Guidelines for APT Fellowship under HRD Programme" also for more detail information.

General Information on APT Online Training Course

1. **Title of Training Course:** Internet of Things (IoT) and Big Data Technologies

2. **Organization (hosted by):** TOT Academy, TOT Public Company Limited

3. **Duration:** Phase 1 (Online): 19 August – 21 September 2019
    Phase 2(Face-to-Face): 25 – 29 November 2019

4. **Place:** Phase 1 (Online): www.totacademy.com/apt
    Phase 2 (Face-to-Face): TOT Academy, Nonthaburi, Thailand

5. **Objective:**
    The objectives of this course are:
    ❖ to provide the participants with knowledge and understanding of Internet of Things (IoT) and how to enable environment to foster IoT deployment, including technology, standard, policy and regulatory framework.
    ❖ to provide a integration concept of IoT and Big data analytics to create the smarter business models

6. **Abstract of the Course**
    Internet of Things (IoT) has been developed as part of new innovative network infrastructure that connects physical objects and software applications wirelessly, allowing them to communicate with each other and exchange data via network communications, cloud computing, and data capture.

    By integrating the physical and digital worlds, the IoT has the power to revolutionize future industries. The real value of IoT is about creating smarter products, delivering intelligent insights and providing new business outcomes. As millions of devices get connected, internet of things will trigger a massive inflow of Big Data. The key challenge is visualizing and uncovering insights from various types of data (structured, unstructured, images, contextual, dark data, real-time) and in context of business applications. Intelligence from Big Data using artificial Intelligence technologies is the key enabler for smarter devices and a connected world.

    This course is divided into two consecutive phases, called Phase 1 and Phase 2. Phase 1 is the pre-requisite of Phase 2.

    Phase 1 is the one month online learning program provides the basic concept necessary to build up the IoT knowledge for a better understanding, such as
    ❖ The basic concept of mobile network
    ❖ Basic concept to IoT network infrastructure
    ❖ Security Concerns for IoT implementations

General Information on APT Training Course   Page 1 of 5

(2019 APT-TOT – Training Course on Internet of Things (IoT) and Big Data Technologies, Phase I (Online training), Phase II (Face-to-face training))

Phase 2 is a one week face-to-face program discussing in more in-depth on followings:

- ❖ IoT Policy and regulatory enablers
- ❖ IoT standard and Platform
- ❖ IoT Technical planning and Network Planning
- ❖ Big Data and Semantic Technologies
- ❖ Security concerns for IoT
- ❖ Business model for IoT application services
- ❖ Industry Impact of IoT – Insight from 10 sectors into the role of IoT
- ❖ Business Opportunity in IoT
- ❖ Key technologies that enable Big Data Analytics for business.
- ❖ Challenges of IoT and Big Data
- ❖ IoT implementation on smart city.

7. Learning method

- ❖ Phase 1 (On-line) :
  - ➢ Lecture and reading assignment
  - ➢ Chat session
  - ➢ Individual assignment

- ❖ Phase 2 (Face-to-Face):
  - ➢ Lecture
  - ➢ Learning cases and discussion
  - ➢ Company visit

8. Desired Timing of Implementation

- ❖ Phase 1 (Online training)

  19 August – 21 September 2019

  URL: **www.totacademy.com/apt**

  TOT Academy will provide the online learning management system and staff. Trainees are required to have computer to get access to the online training system during the training program.

- ❖ Phase 2 (Face-to-Face training)

  25 – 29 November 2019

  (Excluding arrival and departure dates)

  Hotel facility, TOT academy

  5 Moo 2, Ngamwongwan Rd.,

  Nonthaburi, 11000

  Thailand

General Information on APT Training Course   Page 2 of 5

(2019 APT-TOT – Training Course on Internet of Things (IoT) and Big Data Technologies, Phase I (Online training), Phase II (Face-to-face training))

9.   **Course Schedule and Outlines:**

The details of schedule are shown as the following:

Phase 1 (On-line training): Internet of Things (IoT) and Big Data Technologies

All sessions will be provided on TOT Academy Website (URL: **www.totacademy.com/apt**)

Schedule	Topic	Speaker
Week1 Aug. 19 - 25	• The basic concept of mobile network. The latest technology development in telecommunications, especially 5G mobile network, is bringing the new concept of machine-to- machine communications, in addition to human communications. This module provides the knowledge of how mobile networks are evolved, especially 4G/5G mobile networks, as followings • Latest development of Telecommunication network and their technologies • 4G/5G mobile networks that serve IoT	TBA
Aug. 23	**Assignment Distribution**	TBA
Week2 Aug. 26 – Sep. 1	• Basic concept to IoT network infrastructure The Internet of Things (IoT) represents the concept of a massive system where things on the Internet communicate through omnipresent sensors. Since the inception of the Internet of Things, consumers have connected smart devices to the network at an exponential rate, bringing us closer to a future where everyday things all interconnect. This module, hence, provide basic concept of IoT network infrastructure, IoT value chain, and IoT standard, as followings • Overview of IoT Platform and network architecture • IoT value chain and eco-system • IoT standards	TBA
Aug. 30	**Assignment Distribution**	TBA
Sep. 3	**Discussion and Chat Session 1**	TBA

General Information on APT Training Course   Page 3 of 5

(2019 APT-TOT – Training Course on Internet of Things (IoT) and Big Data Technologies, Phase I (Online training), Phase II (Face-to-face training))

Schedule	Topic	Speaker

Week3
Sep. 2 - 8
	• Security Concerns for IoT implementations
	Threats to IoT are some of the biggest issues we would face in modern communications. We rely more on technology but it is also increasingly threatened, and the impact of IoT security attacks may be devastating. This module, hence, provide basic concept of IoT security, as followings
	  • Understanding Major Security Risks and Issues in IoT
	  • Designing Security into IoT
		TBA

Sep. 6	**Assignment Distribution**	TBA
Sep. 10	**Discussion and Chat Session 2**	TBA
Sep. 21	**Assignment submission**	TBA

<u>**Remark**</u>**: Summary report will be submitted to APT by <u>4 October 2019</u>.**

Phase 2 (Face-to-Face training): Internet of Things (IoT) and Big Data Technologies

Schedule	Topic	Speaker	Venue
Day 1 : 25 November 2019			
Morning	• Welcoming Address • Opening Address	APT	TOT Academy
	• IoT Policy and regulatory enablers	TBA	TOT Academy
Afternoon	• IoT standard and Platform	TBA	TOT Academy
Day 2 : 26 November 2019			
Morning	• IoT Technical planning and Network Planning	TBA	TOT Academy
Afternoon	• Big Data and Semantic Technologies	TBA	TOT Academy
Day 3 : 27 November 2019			
Morning	• Security concerns for IoT • Business model for IoT application services	TBA	TOT Academy
Afternoon	• Industry Impact of IoT – Insight from 10 sectors into the role of IoT	TBA	TOT Academy
Day 4 : 28 November 2019			
Morning	• Business Opportunity in IoT	TBA	TOT Academy

General Information on APT Training Course   Page 4 of 5

(2019 APT-TOT – Training Course on Internet of Things (IoT) and Big Data Technologies, Phase I (Online training), Phase II (Face-to-face training))

Schedule	Topic	Speaker	Venue
Afternoon	• Challenges of IoT and Big Data	TBA	TBA
Day 5 : 29 November 2019			
Morning	• IoT implementation on smart city	TBA	TOT Academy
Afternoon	• Conclusion • Certification Session	TBA	TOT Academy

Note: TBA: To be announced

10. **System Requirement**

   ❖ OS: Windows XP or higher

   ❖ Browser: Comply with Internet Explorer 7 or higher

   ❖ Additional Software: Flash Player

   ❖ Internet Connection: Broadband Internet is strongly recommended as part of course material will be provided as movie.

11. **Regulation:**
   Selected trainees are required to actively participate in the course from the beginning to the end.

12. It is estimated that training works such as viewing the course slides, doing the assignments, joining the chat session will take an average of 5 hours per week. **Contact person for online training host:**

   Name: Ms. Tharinee Limpibunterng
   Title: Senior Director, Business Development and Planning Sector, TOT Academy
   Tel: +66 (0) 2596 1104, +66 (0)8 9214 3993
   Fax: +66 (0) 2591 8087
   Email: thalimne@tot.co.th

   Name: Mr. Sopon Srisuddee
   Title: Program Officer
   Tel: +66 (0) 2596 1255, +66 (0)6 43599855
   Fax: +66 (0) 2591 8087
   Email: soponsi@tot.co.th

General Information on APT Training Course   Page 5 of 5

(2019 APT-TOT – Training Course on Internet of Things (IoT) and Big Data Technologies, Phase I (Online training), Phase II (Face-to-face training))

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

Job Title :

Department/Division :

Organization :

Address :

Tel :

Mobile no.:   E-mail :

11. Smoker/Non-smoker

- Smoker
- Non-smoker

12. Food Preference - Muslim - Vegetarian - Other ( )	**13. Contact Person in case of emergency within your organization** 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 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 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.*