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 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.   <u>**Travel to the training course site**</u>

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.   <u>**Feedback**</u>

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.   <u>**Note**</u>

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, the Ministry of Internal Affairs and Communications of Japan 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.   <u>**Others**</u>

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:** Development of fundamental network planning skills for E-application in regional community to bridge the digital divide

2. **Organization (hosted by):** The ITU Association of Japan

   Training Department: International Cooperation Department
   Tel: +81-3-5357-7610   Fax: +81-3-3356-8170

   Persons in Charge: Nobuo SAITO (Mr.) and Hayami HIRAYAMA (Ms.)
   email: m1500@ituaj.jp

3. **Duration:** Tuesday, 4 – Thursday, 13 December 2018

   (excluding arrival and departure dates)

4. **Venue and Hotel accommodation:** HOTEL SUNROUTE PLAZA SHINJUKU

   Training center: Conference room in HOTEL SUNROUTE PLAZA SHINJUKU
   Address: 2-3-1 Yoyogi, Shibuya-ku, Tokyo 151-0053 Japan
   Tel: +81-3-3375-3211
   URL: http://en.sunrouteplazashinjuku.jp/

5. **Abstract:**

   In this training course, participants are expected to learn:
   how to analyze various conditions, such as geographical, and identify the issues in the communications and information field for a region, they choose in advance, of their respective countries, and
   how important for their governments to have a clear policy in network construction,
   how to design an appropriate network for the region using 4G-LTE based wireless network mainly,
   so that they obtain knowledge and experiences to plan necessary ICT services and e-application, and to solve the issues for developing ICT environment and overcoming the digital divide in their country.
   To accomplish these goals, this training course will provide each trainee with opportunities:

1) to present Country Report on the current conditions of a region in his/her respective country, chosen in advance, where they find some issues, such as digital divide, using local data of each region, population, geographical features, facilities available, and so on (Presentation: Country Report),

2) to understand the importance for their governments to have a clear policy in network construction in their country,

3) to learn a fundamental network-designing method through exercises, and to design a network which is suitable for the chosen region to solve the problems relating to ICT development and bridging the digital divide using 4G-LTE based wireless network as a primary option (Lecture+Drill: Network Planning),

4) to design an optimum network as a solution for the problems relating to ICT development and bridging the digital divide in the chosen region, taking such specific items as population, geographical features, facilities available into account, and to put it into an action plan by considering how to use and maintain it (Lecture+Drill: Action Plan),

5) to present the action plan, brushing it up through discussion (Presentation: Action Plan), and

6) in addition to above, to visit a Japanese company to acquire a good understanding of ICT development and cutting-edge technologies in Japan.

6.   Schedule

Date		Plan	Name of Lecturer or Organizer	Venue
Dec. 3 (Mon.)		*Arrival/Check in*		
Dec. 4 (Tue.)	09:30-10:00	Greeting to the Ministry of Internal Affairs and Communications/ Orientation		
	10:15-17:00	Presentation-1: Country Report (with the problems of each participant's country)	All the participants	
Dec. 5 (Wed.)	09:30-17:00	Lecture-1: Network Planning using mainly 4G-LTE based wireless network (Introduction)	Mr. Takuzo FUJII[1] Mr. Takeshi SHIMIZU[2]	
Dec. 6 (Thu.)	09:30-17:00	Lecture-2: Network Planning Drill using mainly 4G-LTE based wireless network		
Dec. 7 (Fri.)	09:30-17:00			

[1] ex-Hitachi Kokusai
[2] ex-ITUAJ

Dec. 8(Sat.)		(Free)		
Dec. 9(Sun.)		(Free)		
Dec. 10 (Mon.)	8:30-17:30	Site Visit: NTT docomo		TBD
Dec. 11 (Tue.)	09:30-17:00	Lecture-3: Drafting of Action Plan using mainly 4G-LTE based wireless network	Mr. Takuzo FUJII[1] Mr. Takeshi SHIMIZU[2]	
Dec. 12 (Wed.)	09:30-17:00			
Dec. 13 (Thu.)	09:30-15:30	Presentation-2: Action Plan	All the participants	
	15:30 hrs.	Evaluation Meeting/Closing Ceremony		
Dec. 14 (Fri.)	*Check out/Departure*			

(This schedule is subject to change.)

7. Objectives

Participants will be able to:

(1) grasp their own country's problems and obtain skills to propose a specific plan to overcome the digital divide in their own country, and

(2) understand the importance for their governments to have a clear policy in network construction, and

(3) get skills to propose/evaluate solutions using 4G-LTE based wireless network mainly for various problems in their own country.

The main object of this training course is to draft the solution plan for the problem on development of info-communications, such as digital divide between urban area and country area, in participants' countries. Participants will learn the method to solve the problem with present data analysis and network planning.

For this purpose, participants should **select an area** which has development problem of info-communications in their counties before coming to Japan. They should find the data of the selected area in **Appendix of Attachment-1**. Please fill out each items and send **the area data** to Japan local secretariat.

Participants should also find the **map of selected area** as mentioned below. They are supposed to make network planning for solving the problem of the area on the map in the training course. (For details, see section 9)

8. **Country Report:**

➢ The participants are requested to prepare a report on present status and future plan of national telecommunication networks focused on broadband networks and next generation networks of the participant's country (and related standardization activities).

➢ The report should either be made as Microsoft Power Point presentation format or be typed on A4 size paper with semi-double spacing.

➢ They are requested to prepare the report about the present status of tele-communication in their country, based on the items described in **Attachment-1**.

➢ The report should be submitted to the Japanese Secretariat **no later than Thursday 15 November, 2018**.

➢ In case where a published country report / annual report of the participant's organization or equivalent is available, please bring it with you and hand it to the secretariat on the first day of the course.
The country report presentation and discussion sessions will be held during the training course. The duration of the presentation will be approx. 20 minutes.

9. **Data & Map of Selected Area**

The participants are requested to:

- **select an area** in their country to solve the problems with Network Planning which will be learned in this course,

- describe the information of the selected area in **Attachment-1**.

- prepare the map of selected area described in **Attachment-1**.

- send the information and map of selected area described in **Attachemnt-1** to Japanese Secretariat **no later than Thursday November 15, 2018**.

10. **Organization Chart:**

The participants are also requested to prepare **the organization chart of their own organization.**

11. **Photograph:**

The participants are requested to send **a recent photograph** of their faces (within 6 months) by e-mail to **m1500@ituaj.jp** for Participant List.

12. **Participants Information (Attachment-2):**

Please send the filled out **PARTICIPANTS INFORMATION** to the Japanese Secretariat by e-mail as soon as the trainee has been accepted by the APT Secretariat to attend the training course **no later than Thursday 15 November 2018**, so that Japanese Secretariat can make any necessary arrangements for the participants, and draft visa supporting documents, if any.

13. **Immigration Requirements:**

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

➤ Participants requiring 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.

➤ 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 documents written in Japanese will be provided by **The ITU Association of Japan** and will be sent directly to the participants. Please fill out **"Participants Information"(Attachment-2)** and send it to the Japanese Secretariat by e-mail **no later than Thursday 15 November, 2018.**

14. **At Japanese Customs Office:**

➤ Japanese customs is fairly lenient and allows bringing in items necessary for personal use, however, strictly prohibited are firearms and other types of weapons and narcotics.

➤ For details please refer to the following website of Japanese Customs: **http://www.customs.go.jp/english/summary/passenger.htm**

15. **Reception at the Airport:**

➤ On the arrival at the New Tokyo International Airport (Narita) or Tokyo International Airport (Haneda), each participant will be guided to the Limousine bus by a travel agent staff waiting at the exit of the arrival gate.

➤ Please read **"Message Sheet"** which will be handed with Limousine bus ticket by the travel agent staff. At "Orientation" session described in the Schedule, participants will be given the necessary information for their stay in Tokyo by the Japanese Secretariat.

16. **Weather:**

   ➢ The latest weather information will be obtained at
   http://www.jma.go.jp/en/yoho/index.html.
   (See weekly forecast to obtain highest and lowest temperature expected of each day of the corresponding week. – "Get more information on this area" -> pull down menu -> select "One-week forecasts")

   ➢ The month of December in Tokyo area is early winter. Weather is rather cold (around 3 degree to 12 degree Centigrade normally)

17. **Additional Advices:**

   It is advised that participants bring <u>shoes suitable and comfortable for walking, as in principle, public transportation system will be used</u> during the training and it sometimes <u>requires certain distance of walking</u> to and from and between training venues.

   Rain gear such as <u>umbrellas are also recommended</u>. In Japan, it can rain, sometimes all through the day, in any season of the year.

18. **Electricity:**

   ➢ In Eastern Japan including Tokyo, all electric appliances are working with voltage of 100V and frequency of 50 Hz. Outlet plug is American Type.

   ➢ If you intend to use your own personal computer in Japan, you are advised to bring transformer (if any) and plug adapter.

19. **Regulation:**

   The participants are required:

   ➢ not to bring any member of their family;

   ➢ not to change accommodation during training period;

   ➢ to participate in the course from the beginning to the end; and

   ➢ to return their home country at the end of their training course according to the international travel schedule designated by APT.

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

20. Others:

In order to facilitate efficient management and document handling process, use of electronic documents is encouraged during the training. Hardcopy of the documents will be provided only upon request. Participants are encouraged to bring their Laptop computer to the training.

21. Secretariat:

Contact persons: **Nobuo SAITO (Mr.) and Hayami HIRAYAMA (Ms.)**

Division: International Cooperation Dept.

Company name: The ITU Association of Japan

Address: BN Gyoen Building 5F, 1-17-11, Shinjuku, Tokyo 160-0022 Japan

Tel :   +81 3 5357-7610 Fax : +81 3 3356 8170

E-mail: **m1500@ituaj.jp**

Notes:

The Secretariat's business hours is from **9:00AM to 5:30PM, from Monday to Friday. The office is closed on Saturdays and Sundays**. Messages sent to them will be received only during working hours of weekdays.

Also beware of the time difference, Japan is ahead of most other countries.
(Japan Standard Time is UTC +9 hours. Japan does not observe daylight saving time.)

Country Report
and
Data of Selected Area

All participants are required to submit the follows **by Thursday, November 15, 2018** to Japan local secretariat.

1) Country Report   and
2) Data and Map of selected area

I.   Country Report

Your Country Report should contain status and future plan of information and communications. Services should classified as

i)   those led by the national government or national organizations and

ii)   those led by the private sectors,

and

the following items should be reported for each classification:

major ministries and agencies, laws, business entities (domestic capital, overseas capital), diffusion rates of telephone networks, optical fiber, and Internet, fees, amount of capital investment, market scale by area, and anticipated demand.

II.   Data of Selected Area and map

Main object of this training course is to draft the solution plan for the problem on development of info-communications, such as digital divide between urban area and country area, in participants' countries. Participants will learn the method to solve the problem with present data analysis and network planning. For the object, participants should select an area which has development problem of info-communications in their counties before.

And participants should investigate the data of the selected area. The necessary data is as follows (Appendix of Attachment-2). Please fill out each items and send Japan local secretariat before.

And participants should find the map of selected area as mentioned below. Participants will make network planning for solve the problem of the area on the map in the training course.

If you have any questions about Country Report, please contact m1500@ituaj.jp

Data of Selected Area & Map

Name: _____

Country: _____

1.1 Basic Information of the Selected Area

(1) Name of the selected area

(2) Surface/Square of the area

(3) Population(by each town/village in the selected area)

(4) The background of the area (e.g. topography, history, on-going project, etc.)

(5) The characteristics of the area
(e.g. Main industry, Residential area or not, Rural or remote, Distance from city nearby, Economical activities, Government office (hospital, post office, town/village office)) etc .)

(6) The reasons why the area was selected

(7) Future growth estimations regarding industry, population, etc.

(8) Topographic map(s) of the area

Please prepare a geographical map(s) of the selected rural area and bring it to Japan.
Topographic map(s) needs appropriate contour (altitude) lines, map(s) of 1/50.000 is recommendable.
It is preferable to prepare 2 kinds of maps, such as map(s) of the entire province or country and map(s) of selected area(s).

Note:
See example of a topographic map; "2. Map of the selected rural area" (p.24).

(9) Other information

1.2 Issues To Overcome in the Selected Area

Please describe the problems in the selected area and as many solutions as possible following the example. As your ideas do not need to be very precise, find at least 3 issues.

<Example>

The problem in the areas: In area A, the income of farmers is very low. One of the reasons is because they do not know the market price, so they tend to sell their crops very cheap due to price control by buyers.
Your idea to resolve the problem: Farmers sell their crops at a reasonable price.
The means of solution, if you have any idea: Regional office sends the market price of crops every week by SMS text massage.

The problem in areas:
Your idea to resolve the problem:
The means of solution, if you have any idea:

The problem in areas:
Your idea to resolve the problem:
The means of solution, if you have any idea:

The problem in areas:
Your idea to resolve the problem:
The means of solution, if you have any idea:

1.3 Existing infrastructure in the Selected Area

Please plot on the map or confirm the position of existing necessary facilities for network planning such as existing fixed optical fiber or metallic lines, base stations of mobile system, electrical power facility, etc. by the time Core Phase starts.

(1) Users and subscribers
- Number of existing fixed telephone subscribers

- Number of existing Mobile phone subscribers

- Number of existing Internet network (PC terminals) users

(2) Connection system(s); existing telecommunication network that new networks can connect to, in particular cellular networks

(3) Legacy Infrastructure; existing facilities that can be utilized for new installation of radio equipment, base stations, repeater stations, etc.
- Premises;

- Power supplies;

- Access road;

(4) Other information
(e.g. Situation of existing telecommunication network in/ around selected area such as optical network, mobile network and/ or its capacity, etc.)

1.4 Cost of Equipment and Facilities

(1) Cost of equipment in the selected area; average price of equipment which will be used for network projects. (This information will be used in "Network Planning Drills". You need to select necessary equipment and gather information about the costs.)

Name of Equipment	Costs (US$ preferable)

(2) Local costs in the selected area; price of telecommunication facilities and others essential in telecommunication projects.

Items	Price (US$)
1) Premises	
a. Land / 100m² City	
Rural area	
Mountain for repeater station	
b. Access Road to repeater station (8m- width)	
c. Building 100m² for office or base station	
20m² for repeater or terminal station	
2) Antenna Supporter	
a. Self-supporting tower 50m	
20m	
b. Guyed mast 50m	
20m	
15m	
c. Pole 10m	
5m	
3) Line Installation (material and installation	
a. AC Power Line / km	
b. Subscriber pair cable / km	
c. Optical cable (4 cores) / km with pole	
with existing pole	
4) Personnel costs / day	
a. Engineer	
b. Technician	
c. Rigger	
d. Worker	

* Gasoline consumption
  Car; 1 liter / 10km, Engine generator; 10kVA : 3.6 liter / hour, 15kVA : 5.5 liter / hour

2. Map of the Selected Area

A map with appropriate contour (altitude) line is necessary.

Sample 1 (map(s) of selected area(s))

1/50,000

Note:

Please send a map (paper or digital data) of the selected area by the due date. The map data should be made of Word, Excel, Text files, JPEG data etc. In the network planning practice, the map will be needed because participants will be asked to plot a network on the map.

Sample 2 (map(s) of an entire province or country)

Please square off the selected area in the map showing the entire province or country as shown in Sample 2 below.

> **The ITU Association of Japan**
> BN Gyoen Building, 5ᵗʰ Floor, 1-17-11 Shinjuku, Shinjuku-ku, Tokyo 160-0022, Japan
> Tel: +81-3-5357-7610   Fax: +81-3-3356-8170   e-mail: m1500@ituaj.jp
> **Attention to: Nobuo SAITO (Mr)/Hayami HIRAYAMA (Ms), International Cooperation Department**

PARTICIPANT INFORMATION

APT Training Course on "Development of practical problem-solving skills: network construction for
E- application in regional community to bridge the digital divide", 4-13 December, 2018, Tokyo, Japan

Notice:
1) Please complete this form in block letters.
2) Please fill out this form and send to the contact person of "The ITU Association of Japan" (ITUAJ) above no later than Thursday 15 November, 2018.
3) Regarding "8. Flight Information", planned flight schedule could be acceptable tentatively for drafting visa supporting documents. Immediately after its completion, please inform us your exact flight schedule so that we can arrange our airport pick-up for you without any trouble.

1. Do you need VISA supporting document?　　　☐Yes　　　☐No
   (If "Yes", ITUAJ will draft and send the VISA supporting documents to the participant soon.)
2. Name/Honorific/Gender: ☐Dr. / ☐Mr. / ☐Ms.　　　　☐Male / ☐Female

   _____　　_____　　_____
   (Given Name)　　　　　　(Middle Name)　　　　　　(Family Name)
3. Nationality: _____
4. Country: _____(Where you live)
5. Job Title: _____
6. Department: _____
7. Organization:_____
8. Office Address(*1) _____　ZIP CODE : _____
   (*1)Delivery address for your visa supporting documents
9. Office TEL: _____ FAX:_____ e-Mail: _____
10. Please advise us your preference for food etc. as follows; (Please check correspond ☐)
    1) Are you MUSLIM?　☐ No　☐Yes
    2) You eat ☐Beef　☐Pork　☐Chicken　☐Fish
    3) Are you VEGETARIAN?　☐No　☐Yes　If "Yes", you eat ☐Egg　☐Milk.
    4) Do you eat JAPANESE FOOD? ☐ No　☐Yes　If "Yes", you eat ☐Raw Fish　☐Tempura.
    5) Do you SMOKE?　　☐No　☐Yes
    6) Do you have any allergies? ☐No　☐Yes　(Your allergy: _____) ex. wheat allergy etc.
    7) Please describe below your other preference for food, if any.
       (_____)
11. Flight Information (to/from Tokyo)
    1) Arrival Airport　☐Narita airport　　☐Haneda airport
    2) Arrival Flight No./Date/Time:
       1) Flight No.:_____ 2) Date: _____ 3) Time: _____
    3) Departure Airport　☐Narita airport　　☐Haneda airport
    4) Departure Flight No./Date/Time:
       1) Flight No.:_____ 2) Date: _____ 3) Time: _____
    *Planned flight Number could be acceptable tentatively for drafting visa supporting documents.
12. PASSPORT DETAILS
    Date of Birth:　　　　Passport No.:　　　　Expire Date:

    _____　　_____　　_____
    (Day,/Month,/Year)　　　　　　　　　　　　(Day,/Month,/Year)
13. Do you bring your own Personal Computer with you to this training course in Japan?
    　　☐No.　　　　☐Yes
    (If "No", ITUAJ will prepare a rental personal Computer for the participant.)

Thank you for your cooperation!

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 ____/____/_____ **Date Month Year**	**7. Age**	**8. Nationality**	**9. Passport Details**

9. Passport Details
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)
	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, <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.

ASIA-PACIFIC TELECOMMUNITY

12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand

Ref: APT/CB-4.1.1/2018/JPN-ITUAJ-DFNPSERCBDD (F)   3 October 2018

Dear Sir/Madam,

**Subject: APT Training Course on Development of fundamental network
planning skill for E-application in regional community to bridge the digital divide
(Funded by Extra Budgetary Contribution of Japan)**

   I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a Training Course on Development of fundamental network planning skills for E-application in regional community to bridge the digital divide in Tokyo, Japan, from 4 to 13 December 2018. This training course is funded by the Extra Budgetary Contribution from the Government of Japan. Details are as follows:

Title/ Place	Date/ Duration	No. of Fellowship	Closing of Nomination
Development of fundamental network planning skill for E-application in regional community to bridge the digital divide The ITU Association of Japan (ITUAJ) Tokyo, Japan	**4 – 13 December 2018** **(10 days)**	**One (1) full fellowship or Two (2) partial fellowships**	**19 October 2018**

   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 the nomination. Female applicant is encouraged to apply for the training course. Additional applicant is welcome to apply at Member's own expense.

   The selection of trainees will be 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, APT Secretariat reserves the right to decline any application that does not meet the requirement. In addition, priority might be given to the Members that have not received the fellowships for previous training courses.

<u>**Selection Criteria:**</u>
- **Qualification of an applicant:**
1) be a university graduate or equivalent with working experience of more than 5 years in the field of telecommunications or electronic engineering;
2) a) be a Director or equivalent class of promoter engaged in information communications or digital divide improvement of the government;
 b) have experience in Information & Communication Technology for more than five (5) years (experience in network planning is preferable);

/ ...

3) be a technical official in the administration or the regulator of telecommunications or be an engineer of telecommunication carriers;
4) be under 45 years of age; and
5) meet the requirements set under "Guidelines for APT Fellowships under HRD Programme (2013)".

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 applicant, direct supervisor and APT official contact person. (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 APT within one week after your nomination, please contact the APT Secretariat either by phone or fax.**

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

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
    Attachment 1   Country Report and Data of Selected Area
    Attachment 2   Participant Information
Annex-3: APT Nomination Form
Annex-4: Guidelines for APT Fellowships under HRD Programme (2013)

cc: Mr. Kazuhiko Tanaka
       Secretary General
       The ITU Association of Japan

       Mr. Nobuo Hakata
       Technical Research Department
       The ITU Association of Japan

Ms. Michiko Fukahori
Director, International Frequency Policy Office
Ministry of Internal Affairs and Communications, Japan

Mr. Kazuaki Omori
Director, International Cooperation Division
Global Strategy Bureau
Ministry of Internal Affairs and Communications, Japan

Department of Telecommunications
512-A, Sanchar Bhawan, 20-Ashoka Road,
New Delhi -110001.

Dated: October 8, 2018

Kindly find enclosed the copy of letter no. APT/CB-4.41/2018/JPN-ITUAJ-DFNPSERCBDD(F), dated 03 October, 2018 received from APT, Bangkok, Thailand regarding Training Course on "Development of fundamental network planning skills for E-application in regional community to bridge the digital divide", 4-13 December 2018, Tokyo, Japan.

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/adgir-dot@gov.in by **10 October, 2018**.

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. 2017 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/place visited
4. Date of submission of tour report

(Encl: as above)

(D. L. Meena)
ADG (IR)
Tel. No. 23036352

Copy by e-mail to: -

1 Sr. DDG (TERM), DoT HQ /Sr.DDG (TEC)/ Wireless Advisor, DoT HQ New Delhi
2. DDGs DoT HQ/ (TERM)
3. Director (IR-I), Director (IR-II), DOT
4. Director (IT), DOT is requested for hosting on DOT Website