

No. 4-1/2017-IR/04
Department of Telecommunications
512-A, Sanchar Bhawan, 20-Ashoka Road,
New Delhi -110001.

Dated: June 15, 2017

Kindly find enclosed the copy of letter no. APT/HRD-7.1.1/2017/THA-TOT/Online (F), dated 13 June, 2017 received from APT, Bangkok, Thailand regarding Training Course on **Telecommunication Policy and Regulation Trends in the Digital Society**" as following phases on APT fellowship.

Phase I (On-line training) during 4 September - 6 October 2017 (4 weeks)

Phase II (Face-to-Face training) during 11 - 15 December 2017, Nonthaburi Thailand

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, or E-mail by **30 June, 2017**.

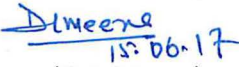
Specimen of Bio data

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

(Encl: as above)


(D. L. Meena)
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 DoT HQ/ (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/CB-7.1.1/2017/THA-TOT/On-line (F)

13 June 2017

Dear Sir/Madam,

**Subject: APT Training Course on Telecommunication Policy and Regulation Trends in the Digital Society
(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 Telecommunication Policy and Regulation Trends in the Digital Society in Bangkok, Thailand. The training course will be held in 2 Phases. Phase I is on-line training course to be held from 4 September to 6 October 2017. Phase II is a more advanced face-to-face training course to be held from 11 to 15 December 2017 at TOT Academy, Thailand. The trainees for Phase II will be selected among those completed Phase I with a good final grade. Details of the training course are as follows:

Title/Place (Host)	Date/Duration	Number of Participants/ Fellowships	Closing of Nomination
Phase I : On-line Training (hosted by TOT Academy, TOT Public Company Limited, Bangkok, Thailand)	4 September - 6 October 2017 (4 weeks)	Up to 3 participants per administration (free of charge)	7 August 2017
Phase II : Face-to-Face Training TOT Academy, TOT Public Company Limited, Bangkok, Thailand	11 - 15 December 2017 (5 Days)	Fellowship will be provided	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 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, 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;
- 2) be currently working or have experience in the policy maker or regulator and also should have at least 1 year working experience related to policy and regulation;
- 3) be a technical official in the administration or the telecommunications regulator 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 Applicant, Direct Supervisor and the APT official contact person (The APT shall not accept any Nomination forms without the signature of the 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 preferably by e-mail to apthrd@apt.int or fax to +66-2573-7479 before the closing date of the nomination. **Please note that if no acknowledgement of receipt has been informed by the APT Secretariat within one week after your nomination, please contact the APT Secretariat either by phone or fax.**

Tentative Schedule:

- 7 August : Closing date of the trainee nominations for on-line training
- 25 August : Notification on acceptance for on-line training to APT members
- 4 September : Start of on-line training
- 23 October : Notification on acceptance for face-to-face training to APT members
- 11 December : 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

Attachments:

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

To: All APT Fellowship Members

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

Mrs. Mayuree Puangpong
Senior Director, International Affairs and Special Issue Sector
TOT Public Company Limited

Ms. Nisanart Phimsarn
General Administration Officer 7
International Affairs and Special Issue Sector
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:** **Telecommunication Policy and Regulation Trends in the Digital Society, Phase I (On-line training)**
- 2. Organization (hosted by):** **TOT Academy of the TOT Public Company Limited**
- 3. Duration:** **4 September - 6 October 2017 (4 weeks)**
- 4. Place:** **Online**

5. Objective:

The objectives of this course are:

- ❖ to provide participants with knowledge and understanding of basic concept of telecommunication policy and regulation,
- ❖ to provide participants with knowledge and understanding of the market and regulatory trends in the ICT sector,
- ❖ to provide participants with knowledge and understanding of the consumer protection strategy

6. Abstract of the Course

Since we are now entering a new era of communications it is important that we should recognize that global widespread of broadband network infrastructure, and also new applications and services that are developed to new needs and challenge existing business models. The issues confronting ICT regulators and policy makers are then becoming more complex. The advance discussion of ICT by focusing on how the benefits of an increasingly digital world can be available to users in a way that gives the users access to the most advanced services, and also ensure the policy makers the right tool to evaluate how well policies are fostering digital inclusion and are being implemented.

This course is divided into two consecutive phases, called Phase I and Phase II. Phase I, the pre-requisite of Phase II, is the one month online learning program provides knowledge of various basic concepts Telecommunication Policy, such as

- ❖ Broadband network infrastructure and their services
- ❖ Monopoly, privatization and market liberalization.
- ❖ The transformation of telecom industry and the principles of effective regulation of telecom business
- ❖ Introduction to public policy
- ❖ Spectrum management
- ❖ The administrative structure of the regulator and their responsibility

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

- ❖ Market and regulatory trends in the ICT sector

- ❖ Policy for supporting and driving the National Digital economy and digital transformation
- ❖ Digital Maturity
- ❖ New method for spectrum licensing and spectrum management
- ❖ Role of regulatory authority for Big Data business
- ❖ Consumer protection in the online business
- ❖ Price & QoS regulation in Communications Networks.

7. Learning method

- ❖ Phase I (On-line) :
 - Lecture and reading assignment
 - Chat session /Web board discussion
 - Individual assignment

- ❖ Phase II (Face-to-Face):
 - Lecture
 - Learning case and discussion
 - Company visit

8. Desired Timing of Implementation

- ❖ Phase I (On-line training)
4 September - 6 October 2017

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 II (Face-to-Face training)
11 - 15 December 2017
(Excluding arrival and departure dates)

Hotel facility, TOT academy
174 Moo 2, Ngamwongwan Rd.,
Nonthaburi, 11000
Thailand

9. Course Schedule and Outlines:

All sessions will be held at TOT Academy Website. The details of schedule are shown in the following:

Phase I (On-line training): Telecommunication Policy and Regulation Trends in the digital Society

Schedule	Topic	Speaker
<p>Week1 Sep. 4 - 10</p>	<ul style="list-style-type: none"> • Broadband network infrastructure and their services <ul style="list-style-type: none"> ○ Basic broadband terms and concepts ○ Latest technologies on broadband network infrastructure, both wired line and wireless. ○ Broadband network architecture and new digital services, especially e-services, as part of digital economy era. • Monopoly, privatization and market liberalization. <ul style="list-style-type: none"> ○ Development of Telecom market from the past to the present, and how to move to the future. • The transformation of telecom industry and need for regulation. <ul style="list-style-type: none"> ○ Value chain of the recent telecom market. ○ The key element in the value chain needed for regulation. 	<ul style="list-style-type: none"> • Pongthiti Pongsilamane, Ph.D (Senior Instructor, TOT Academy, TOT Public Company Limited)
<p>Sep. 8</p>	<p>1st Week Assignment Distribution</p>	<ul style="list-style-type: none"> • Pongthiti Pongsilamane, Ph.D.
<p>Week2 Sep. 11 - 17</p>	<ul style="list-style-type: none"> • Introduction to public policy <ul style="list-style-type: none"> ○ Basic concept and its implementation to telecom services. ○ Policy of how the state can provide the broadband service as the fundamental utility service for the whole country, and also the strategic implementation to close the digital gap. ○ The consumer protection policy for broadband services. • The principles of effective regulation of recent telecom business. <ul style="list-style-type: none"> ○ The developing concept on the regulation of the recent telecom market, both on the network provider part and service provider part. ○ Policy and regulatory challenge due to the emerging technologies, including the policy strategies on Broadband such as how to regulate the new kind operator based on IOT or M2M, how to apply the customer protection on the digital market, how to push the 	<ul style="list-style-type: none"> • Jesada Sivaraks, Ph.D. (Secretary to the Vice Chairman, Telecommunications Sector, at the Office of The National Broadcasting and Telecommunications Commission (NBTC))

Schedule	Topic	Speaker
	broadband penetration rate for the digital era, etc.	
Sep. 15	2nd Week Assignment Distribution	<ul style="list-style-type: none"> • Jesada Sivaraks, Ph.D
Sep. 19	Discussion and Chat Session 1	<ul style="list-style-type: none"> • Pongthiti Pongsilamane, Ph.D • Jesada Sivaraks, Ph.D
Week3 Sep. 18 - 24	<ul style="list-style-type: none"> • Spectrum management <ul style="list-style-type: none"> ○ Policy and regulatory challenge, due to the emerging technologies, and also policy strategies on migration from 2G to the new technologies with respect to radio spectrum allocation, technology selection and licensing. ○ Proposed commons model of open spectrum advocating the future where all the spectrum is shared, and in which people use Internet protocols to communicate with each other, and smart devices, which would find the most effective energy level, frequency, and mechanism, previous government-imposed limits, on who can have stations and who cannot, would be removed and everyone would be given equal opportunity to use the airwaves for their own radio station, television station, or even broadcast their own website • The administrative structure of the regulator and their responsibility <ul style="list-style-type: none"> ○ Administrative structure of the regulator. ○ Division of regulatory responsibilities. ○ Relationship between the regulator and the general competition authority 	<ul style="list-style-type: none"> • Jesada Sivaraks, Ph.D
Sep. 26	Discussion and Chat Session 2	<ul style="list-style-type: none"> • Pongthiti Pongsilamane, Ph.D • Jesada Sivaraks, Ph.D
Oct. 6	Individual Report Submission	<ul style="list-style-type: none"> • Pongthiti Pongsilamane, Ph.D • Jesada Sivaraks, Ph.D

Remark: Summary report will be submitted to APT by 17 October 2017.

Phase II (Face-to-Face training): Telecommunication Policy and Regulation Trends in the digital Society

	Schedule	Topic	Speaker
December 11th, 2017	Morning	<ul style="list-style-type: none"> • Welcoming Address • Opening Address 	APT
		<ul style="list-style-type: none"> • Latest telecommunications technologies to provide broadband connection infrastructure. <ul style="list-style-type: none"> ○ Wireless and wired line network access ○ Clouding system ○ Internet of Things 	Pongthiti Pongsilamane, Ph.D (Senior Instructor, TOT Academy, TOT Public Company Limited)
	Afternoon	<ul style="list-style-type: none"> • Applications and Services <ul style="list-style-type: none"> ○ Multimedia services ○ Digital contents ○ OTT services ○ e-Government services • Digital Economy Concept 	Pongthiti Pongsilamane, Ph.D.
December 12th, 2017	Morning	<ul style="list-style-type: none"> • Policy for supporting and driving the National Digital economy and digital transformation • Market and regulatory trends in the ICT sector. 	Jesada Sivaraks, Ph.D. (Secretary to the Vice Chairman, Telecommunications Sector, at the Office of The National Broadcasting and Telecommunications Commission (NBTC))
	Afternoon	<ul style="list-style-type: none"> • New method for spectrum licensing and spectrum management 	Jesada Sivaraks, Ph.D.
December 13th, 2017	Morning	<ul style="list-style-type: none"> • Big data concept • Role of regulatory authority for big data business. 	Jesada Sivaraks, Ph.D.
	Afternoon	<ul style="list-style-type: none"> • Digital Maturity Model and measures 	Jesada Sivaraks, Ph.D.

	Schedule	Topic	Speaker
December 14th, 2017	Morning	<ul style="list-style-type: none"> • Price & QoS regulation in Communications Networks. • Consumer protection in the online business. 	Jesada Sivaraks, Ph.D.
	Afternoon	<ul style="list-style-type: none"> • Company Visit : Data Center and Cloud Service of Thai Network operator 	TBA
December 15th, 2017	Morning	<ul style="list-style-type: none"> • Thailand Case study: Broadband as the infrastructure to build up the Digital Economy services. <ul style="list-style-type: none"> ○ Broadband access infrastructure ○ Laws and regulation ○ E-Government ○ Smart City and e-Society • Digital knowledge and skill 	TBA
	Afternoon	<ul style="list-style-type: none"> • Course Discussion and Conclusion • Closing Ceremony. 	Pongthiti Pongsilamane, Ph.D

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 on-line 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

NOMINATION FORM FOR TRAINING COURSE

	Asia-Pacific Telecommunity APT Sponsored Training Programme * Please answer all the questions completely by typewritten			Photograph (4.5 cm x 4 cm)
1. Course Title :				
2. Host and Venue :				
3. Duration: From _____ To _____				
4. First Name	Middle Initial	Family Name (Surname)	5. Sex	
Mr./Mrs/ Miss/Dr./ ()				
6. Date of Birth	7. Age	8. Nationality	9. Passport Details	
____/____/____ Date Month Year			Passport Number : _____ Date of Issue : ____/____/____ Date of Expiry : ____/____/____ Place of Issue : _____ Place of getting visa: _____	
10. Present Position and Organization			11. Smoker/Non-smoker	
Job Title : _____ Department/Division : _____ Organization : _____ Address : _____ Tel : _____ Mobile no.: _____ E-mail : _____			<input type="radio"/> Smoker <input type="radio"/> Non-smoker	
12. Food Preference		13. Contact Person in case of emergency within your organization		
<input type="radio"/> Muslim <input type="radio"/> Vegetarian <input type="radio"/> Other ()		Name: _____ Relationship: _____ Address: _____ Tel : _____ Email : _____		
14. English (good/ fair/ poor)		15. Education		
Reading :	Year	Name of Institution/ Place & Country	Major Subject/ Degree	
Writing :				
Speaking :				
TOEIC score :				
16. Overseas training received during the last 5 years (state on the most recent) :				
Date :	Duration (days) :	Host :	Course Title :	
17. Career/Work Experience (Please describe your previous positions & job experience during the last 5 years.)				
Year (From/To)	Organization	Position	Duties and responsibility (Please use separate sheets if necessary)	
<i>Details of Personal data: APT will refer further to these additional details for final selection of trainees.</i>				

Please read the offering letter and the course description carefully before filling the blanks of 19 to 21.

18. Please give reasons why you intend to attend this course.

19. Please give more details about your prior knowledge which is required/relevant to this course.

20. How will you utilize your knowledge gained from this course?

21. I certify that the information given above is true and complete to the best of my knowledge. By affixing my signature, I hereby assure you that I don't have any physical disability and mental problems which may hinder me to attend all activities under this training course, including site visit if it is scheduled, without special supports or preparations by the host organization.

Nominee:

DATE

NAME OF NOMINEE

SIGNATURE

22. Please state your personal assessment of the nominee including the ability to speak and read English.

Director Supervisor:

DATE

NAME, TITLE OF SUPERVISOR

SIGNATURE

23. Endorsement By APT Member Administration/Organization

In nominating _____ for the APT-Sponsored training programme, this Administration/Organization certifies that he/she is medically fit to travel abroad for the course. The Administration/Organization will bear the cost and take full responsibility of any medical treatment or injury of the nominee if it is necessary, during the travel and training period.

This Administration/Organization will also be responsible for any charge and expense incurred in respect of any damage to or loss of any property of any person (including those of the nominee) or belongs to the institution or other establishments.

Name: _____

Signature: _____

Position: _____

Official Stamp:

Administration/Organization: _____

Date: _____

Please return to the Secretary General, Asia-Pacific Telecommunity via fax at +66 25737479 or email to apthrd@apt.int

(Revised on 17 April 2015)

Guidelines for APT Fellowships under HRD Program (2013)

1. Introduction

- 1.1** APT's objective is to foster the development of telecommunications and ICT in the Asia Pacific region. "Capacity building and HRD" has been established as one of Key Work Areas of APT in the "Strategic Plan of the APT 2012-2014". Based on this strategy and the Management Committee's decision, the HRD activities for year 2013 have been planned. This guideline is written to articulate the procedure clearly for both training courses and study visits.
- 1.2** Training courses and study visits are conducted at selected training centers of the Member countries. Fellowships are granted by the APT to qualified individuals who are nominated by their administrations or organizations and approved by the APT.
- 1.3** On completion of the training courses or study visits, the fellowship recipients are expected to disseminate the expertise gained by them in their own countries to increase their own productivity through the application of the acquired skills and knowledge. All successful trainees at the training courses will be awarded an APT Training Certificate.

2. Eligibility Requirements

The following are some common basic requirements of the candidates to receive APT fellowships under the APT training courses and study visits. Please also refer to the selection criteria mentioned in each invitation letter that are in addition to following requirements.

2.1 English Proficiency

Candidates have to have an adequate proficiency in the English language. APT Secretariat may request evidence that candidate's English proficiency is sufficient, such as a certificate in English proficiency from a recognized English training institution. The Nomination Form has to be completed indicating the participant's proficiency of understanding English.

2.2 Work Experience

Candidates must have at least two (2) years of professional work experience in the proposed field of the training course or study visit.

2.3 Education

Candidates should be university graduates or possess equivalent qualifications/experience in the relevant professional fields unless otherwise specified.

2.4 Residence in APT Member Countries

Candidates must be citizen or permanent residents in the APT Members or Associate Members countries.

2.5 Belonging to APT Membership

Candidates must be employees of APT Members, Associate Members or Affiliate Members. Contact persons are requested not to nominate candidates from organizations that are not an APT member. APT Secretariat will not be able to accept such nominations.

2.6 Frequency of Receipt of Fellowships

Normally, only candidates, who have not received an APT fellowship for an APT training course or study visit in the past twelve (12) months, shall be eligible for a fellowship for a training course or study visit.

2.7 Health Status

Candidates should be in good health both physically and mentally to undergo the HRD activities. Pregnancy is regarded as a disqualifying factor.

2.8 Travel Insurance

The Member administration is responsible for medical and travel insurance covering the whole period of the training course and overseas travel. The medical insurance should cover overseas medical claim, including personal accident or loss of limb and death. Neither APT nor the local training host will bear any cost for any medical claim of any nature.

2.9 Contribution

It is highly recommended that the applicants demonstrate that they have made some contribution to the relevant APT activities or home countries activities.

2.10 Continuity

It is expected that after receiving fellowship for an APT training course or study visit, the trainee should continue to work in a relevant department for a minimum period of one (1) year.

3. Nominations and Application Procedures

3.1 In principle, unless stated in the Invitation letter, only one (1) fellowship is offered by APT Secretariat and only one (1) nomination shall be submitted by each concerned APT member for the training course or study visit for consideration by APT. However administrations can nominate additional candidates who are to be funded at their own expense (See the section 6 below).

3.2 In cases where the APT members have sent more than one nominee for a single fellowship, APT Secretariat has the right to select the most suitable nominee among those that have been sent to the APT Secretariat for the training course or study visit.

- 3.3** To maximize the opportunity for international nominations, no fellowship will be given to domestic nominations. If the total number of trainees does not reach the capacity for the course, domestic trainees can attend the training course. In this case, the relevant APT member is responsible to pay all costs including the training fee.
- 3.4** APT members shall submit the completed nomination form and relevant information to the APT Secretariat through the APT contact person no later than the closing date mentioned in each invitation letter. Care should be taken to ensure ALL details are supplied to avoid delays in processing the nomination. (The latest nomination form can be downloaded from the APT website, <http://www.apt.int/APTHRD/>)
- 3.5** Before sending the nomination form, APT members are requested to check all the selection criteria with the check list mentioned in each invitation letter, especially with reference to qualification of the nominee and their relevance to the particular training course or study visit.
- 3.6** If no reply has been received from APT Secretariat within a week regarding a submitted application for a training course or study visit, APT members are requested to contact APT Secretariat either by phone or fax to follow up the procedure due to problems that have sometimes been experienced with the reception of e-mails.

4. Selection Procedure

The APT Secretariat will select suitable nominations from those submitted before the closing date. The following is a brief flow of the selection procedure.

- 4.1** In principle, the APT Secretariat considers only fully completed nomination forms for selection. ALL requests for information must be provided and ALL questions answered.
- 4.2** The APT Secretariat shall check the qualification of the nominees based on the criteria shown in each invitation letter of the training course or study visit as well as the requirements mentioned in the Section 2 above.
- 4.3** APT Secretariat may ask the contact point in the APT members about the details of a nominee for further clarification during the selection process.
- 4.4** Generally trainee selection is made using this guideline and the criteria stated on the APT invitation letter from the eligible nominations received before the closing date. However preference may be given to an administration or organization that has not been awarded a fellowship within a reasonable period.
- 4.5** The APT Secretariat will notify the results of the selection to the relevant contact persons of the APT members as soon as selection process is completed.
- 4.6** The relevant contact point of APT members must immediately confirm the readiness of the nominee to ensure their participation in the activity on time. This includes

obtaining a passport and any visas that may be required (both for entering the host country and any transit countries).

4.7 In case APT Secretariat decide not to accept a nominee, the APT members may change their nominee accordingly following notification by APT. However, the APT Secretariat may not accept the new nomination if they fail to submit their new nominations three (3) weeks prior to the commencement of the activity or the total number of the participants reaches the capacity of the training course.

4.8 The decision of the APT Secretariat is final.

5. Fellowship Provisions

5.1 In principle, APT fellowship covers the following expenses.

- Round trip international economy class air ticket cost which is considered suitable and authorized in advance to attend only the APT training course or study visit. Local transportation costs within the trainee's home country will not be covered.
- Accommodation fees and daily allowances during their stay in the host countries to participate in the activities.
- Training or tuition fees.
- Transit allowance as appropriate.

5.2 APT Secretariat reimburses the above air ticket cost with UN exchange rate which is revised every month. It may be slightly different from the actual bank exchange rate. The recipient administration / organization may need to bear the difference between the payment by APT Secretariat and exact cost.

5.3 The approved itinerary of the trainees can only be changed with the written approval by the APT Secretariat. Prior notice and written justification need to be sent the APT Secretariat by the APT members contact point well in advance.

6. Participation at Members' Own Expenses

In case any APT members would like to send their trainees to a training course or a study visit at their own expense, the interested member may contact the APT Secretariat in advance and make a request. After the necessary coordination with training organization or host country, and depending on the availability of a seat, APT Secretariat will inform the relevant member's contact person on their acceptance or otherwise as well as the terms of their participation. Please note that any such candidate should meet all criteria as shown in each invitation letter.

7. Communication to Selected Candidates/Trainees

During the whole procedure of nomination and selection process, as well as the preparation time for attending the training course or study visit, the APT Secretariat

corresponds only with the official APT members contact point. Therefore, the contact point should take the responsibility to communicate with selected candidates or trainees during and after the training as maybe required.

8. Cancellation of Participation on Training Courses

In case any APT member cancels the participation of a selected trainee, the APT members must inform APT Secretariat no later than three (3) week prior to the start of training courses. APT Secretariat may ask the reason for the cancellation and charge the members the necessary costs for the cancellation.

9. Discouraging family members to accompany

In order to take full advantage of the training, APT discourages any family member accompanying the trainee. In case a family member does accompany the trainee, despite APT's advice against it, APT will not be able to provide any support for the accompanying persons and will not be held responsible for such family members.

10. Contact Information

All nominations and related correspondence about APT fellowships under HRD Program should be forwarded on or before the closing date to:

Secretary General
Asia-Pacific Telecommunity (APT)
12/49, Soi 5, Chaengwattana Road
Bangkok 10210, Thailand
Tel: 662 5730044
Fax: 662 5737479
E-mail: apthrd@apt.int

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