



**APT TRAINING COURSE ON
PREPARING FOR INTERNATIONAL CONFERENCES**

12 - 13 August 2022, Bangkok, Thailand

**Provisional Agenda
(Modules to be covered)**

1. General Introduction (40 min)
 - 1.1 Introductions of International Conferences**
 - Basic process and protocol of international conferences/meetings
 - Decision making process at the international conferences/meetings
 - 1.2 Overview of APT and its activities**
 - Introduction of APT and its role in the area of radiocommunication

2. WRC: Structure and its Management (2h30min)
 - 2.1 Structure**
 - Basic structure of a WRC (including how it is decided)
 - Management team/Office bearers of WRC
 - 2.2 Document Management**
 - Submitting proposals and ways of handling the proposals at WRC
 - Function and role of the regional organizations
 - 2.3 Preparatory Process for a WRC**
 - General process of preparation for a WRC
 - Initiation of the Agenda Items for WRC
 - Analyzing an Agenda Item – Agenda Item texts and associated Resolution (s)
 - Cycle of AI of WRC and how/where they are discussed/prepared
 - 2.4 Roles of CPM (The Conference Preparatory Meeting) for a WRC**
 - Introduction of CPM – Typical structure, management, and function
 - Overview of the CPM Report and its importance for WRC
 - 2.5 Roles of ITU-R Study Groups for a WRC**
 - ITU-R Study Groups and their roles in the preparation for WRC
 - Important timeline for the preparation of a WRC

3. APG: Structure and its Management (1h 75min)
 - 3.1 Overview and management of APG**
 - History of APG and its roles and responsibilities
 - Working methods of APG
 - Structure and management of APG
 - Meetings of the APG (Objectives, role of plenary, working parties and drafting groups)
 - The workplan of the APG for the preparation of WRC
 - 3.2 Engagement in the activities of APG (a life cycle of a contribution)**
 - General process of documentation in APG (Document category and processing of the documents)

- Development of input contributions (Format for inputs and presentation of inputs)
- Role of Drafting Group (structure of drafting groups, various inputs and outputs, nomination of Chairman, consolidated documents, negotiation and discussion)
- Tips for participating in the discussion and negotiation at various level and importance of 'offline' negotiation.

3.3 National Preparatory Process (case study)

This module will cover examples of various domestic preparatory processes for WRC by some APT Members

3.3.1 Country A, Country B and Country C

4. Exercise ("Mock Conference") (1h)

4.1 Introduction of the exercise for Day 2

- Summary of Day 1 lectures
- The details of exercise for Day 2. Among those are:
 - Divide participants into small groups (each group represents an imaginary country and "country description" card will be provided)
 - Assign an agenda item ("mock agenda")
 - Overview of document process: Prepare contribution, give a presentation, discuss and negotiate contributions and develop an draft PACP (Preliminary APT Common Proposal)
 - Explain what participants are expected to do during the exercise

Day 2: "Mock Conference" Exercise
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4.2 Exercise to develop input contribution (1h30min)

- Develop a contribution for APG on assigned "mock" Agenda Item
- Develop input contribution based on the template provided
- Each small group will be assisted by a facilitator (experts of APG)

4.3 Presentation of input contribution(1h 45 min)

- Each small group will present their input contributions (supposed to a Working Party)
- While a group presents its contribution others SHOULD (as an exercise) seek clarification on the input

4.4 Discussion and Negotiation at Drafting Group (1h)

- Participants come together for consideration of a consolidated document at Drafting Group (suppose that DG will be formulated)
- Interaction within the groups to promote and/or get support to their contributions and consider options to explore compromise

4.5 Offline discussion during break(30min)

- There will be a break intentionally. During the break key members of each group will engage in offline discussion on the issues which has not been solved at the Drafting Group
- Participants will be exposed to the process/culture of offline discussion/negotiation to find a compromise

- Understand types of possible outcomes (APT Views and/or APT Common Proposals)

4.6 **Presenting a compromised document to the Plenary**

- Finalize the compromised document
- Present draft APT Views/Preliminary APT Common Proposals of the "mock" Agenda Item at Plenary and understand the process of Plenary

5. Evaluation and General Discussion

5.1 **Evaluation and General Discussion (45min)**

- Evaluation of exercises by the facilitators and ways to improve
- Overview of APG23-4 and roadmap to WRC-23