



ASIA-PACIFIC TELECOMMUNITY
12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand

Ref: APT/CB-4.1.3/2022/TCPIC/Invitation

2 June 2022

Dear Sir/Madam,

**Subject: APT Training Course on Preparing for International Conferences
12 - 13 August 2022, Bangkok, Thailand**

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a Training Course on Preparing for International Conferences 2022 (TCPIC-2022) on 12 and 13 August 2022 in Bangkok, Thailand. This year, the training course will focus on the work of APG and WRC, which is funded by the Ministry of Internal Affairs and Communications (MIC), Japan (Extra-budgetary Contribution from Japan: EBC-J) and supported by the Australian Government (Extra-Budgetary Contribution from Australia: EBC-A).

APT Training Course on Preparing for International Conference was launched in 2016 with the objective to provide necessary and effective training opportunities for people who are new to participate in international meetings and conferences.

International conferences are platforms for discussion, negotiation and decision-making on issues that involve participation at the multilateral level. Effective participation in international conferences, requires, among others, a good understanding and knowledge about ways and process of discussion, negotiation and decision-making. Therefore, this training course is designed to provide such opportunities and assist APT members to prepare better for participating in international conferences. The details of the TCPIC-2022 are as follows:

Title/Topics	Dates	No. of Participants	Deadline for Registration
APT Training Course on Preparing for International Conferences for APG and WRC	12 – 13 August 2022	25 - 30	8 July 2022

I would like to invite your Administration/Organization to nominate qualified applicant(s) to attend the training course (Annex 3).

The selection of trainees will be based upon the following criteria and the applications submitted on time to the APT Secretariat. We would encourage application from those who are involved in activities related to international conferences in the field of ICT at the national, regional and international levels. APT Secretariat reserves the right to decline any application that fail to meet the requirements.

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Selection Criteria:

- **Qualifications of an applicant:**

- 1) Priority will be given to those who have not participated in this training course in the past.
- 2) He/she should be involved in work relating to negotiation on ICT policies or regulations.
- 3) He/she should be responsible for the work of APG and/or WRC.
- 4) Particularly junior and mid- level official/staff is encouraged to apply.
- 5) Priority would be given to those who are participating in the APT activity “Network of Women for WRC (NOW4WRC)”.

- **English proficiency**

An applicant must have an adequate proficiency in the English language and reflect it accordingly in the Nomination Form;

- **Residence in APT Member Countries**

An applicant must be citizen or permanent residents in the APT Members.

- **Belonging to APT Membership**

An applicant must be employees of APT Members, Associate Members or Affiliate Members.

- **Health Status**

An applicant should be in good health conditions both physically and mentally.

- **Insurance**

Neither APT nor the local training host will bear any cost for the trainee’s medical and travel insurance during the whole period of the training course and oversea travel.

Required Documents:

- A. Completed Nomination Form (Annex3) with current photo, and signatures of the Applicants, direct supervisor and APT official contact point. (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

Opportunity for applying for a Fellowship:

For this training course, fellowship is available from EBC-A and EBC-J. Those who are eligible to apply for APT fellowship, please follow the procedure and requirements as described in Annex 4.

All correspondence related to the application should be sent preferably by e-mail to apthrd@apt.int or fax to +662 5737479 before the closing date of the nomination. **In case you do not receive an acknowledgement of receipt from APT within one week after your nomination, please contact APT Secretariat via email: apthrd@apt.int.**

I look forward to receiving your nomination soon. Should you require any further information, please contact APT Secretariat.

Yours sincerely,

A handwritten signature in blue ink that reads "M. Kondo". The signature is written in a cursive, slightly slanted style.

Masanori Kondo
Secretary General

Attachments:

Annex1: Concept Note

Annex2: Provisional Agenda (Training Module)

Annex3: APT Nomination Form

Annex4: Guidelines for APT Fellowships under HRD Programme

To: All APT Member Countries

cc: Mr. Atsushi Umino

Deputy Director-General for International Digital Infrastructure Promotion

Global Strategy Bureau

Ministry of Internal Affairs and Communications, Japan