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| **small APTlogogreen** | ASIA-PACIFIC TELECOMMUNITY |  |
| **Training Workshop for International Conferences****- for APG / WRC –**  |  |
| 8 – 9 March 2018, Perth, Australia |  |

**Concept Note**

1. **Background**

As globalization prevails, the issues that each country has to tackle require more international cooperation and collaboration. Especially in the ICT field, given the cross-border nature of ICT, it becomes essential to coordinate among relevant stakeholders globally. This increases the importance of international conferences, which provide key platforms for international decision-making through discussion and negotiation. On the other hand, how participants can acquire necessary knowledge has been through years of participation and exposure to conferences, as On the Job Training (OJT). There was no opportunity to learn effective and useful skills as a curriculum. Although OJT plays an important role in developing those skill sets, it is not the only way and the APT Training Programme for International Conferences ("Mock Conference") was launched in 2016 to provide such a curriculum.

Asia-Pacific Telecommunity (APT), as a key regional inter-governmental organization in ICT field, has been conducting a variety of capacity building programmes including training courses, expert mission and study visit since 1980. APT also plays a key role to coordinate the views or regional voice of Asia-Pacific region for the global conferences. The "Mock Conference" training programme aims to provide an opportunity to learn about international conferences, its structure, ways of negotiations and discussions, etc. Such programme will help APT to consolidate regional voice of Asia-Pacific more effectively.

1. **Objective of the Training Workshop**

Specifically, this Training Workshop will provide an overview of the decision-making process at the World Radiocommunication Conference (WRC). WRC covers many policy and regulatory issues including the [Radio Regulations](http://www.itu.int/pub/R-REG-RR/en), which stipulates the use of radio-frequency spectrum and the geostationary-satellite and non-geostationary-satellite orbits. Its decision-making process is complicated and conference structure is complex, which makes it difficult for new participants to understand it properly, participate actively and contribute effectively.

The curriculum of this training workshop aims to enable new participants to understand the preparation process for WRC, focusing in particular on APT activity (**APT Conference Preparatory Group for WRC - APG**), how to make proposals and to negotiate with others etc. It does thus provide opportunities for participants to build their confidence in participating in APG and WRCs and enjoy being part of the decision-making process. This training course will be a good complement to OJT.

1. **Curriculum**

This training workshop will consist of 2 days programme;

* Day 1: classroom lecture
* Day 2: role play exercise – mock APG

Through this training workshop, participants would gain;

- An understanding of basic structure of WRC, its management, way of discussion, necessary procedure and protocol, etc. based on common practice of WRCs and international organizations (especially ITU and APT) mainly from classroom lectures on day 1, and

- An actual experience of developing proposals for the conference, negotiation process and how to reach consensus from participation and play a role at mock APG (role play exercise) on day 2.

The lectures will be delivered by regional and international experts, including those who are closely associated with the activities of WRCs as well as APG.

1. **Date and Venue**

Date: 8-9 March, 2018.

Venue: Rendezvous Hotel Perth Scarborough, Perth, Australia

NB: The training course will be followed by the 3rd Meeting of the APT Conference Preparatory Group for WRC-19 (APG19-3) which will be held on 12-16 March, 2018 at the same venue.

1. **Organizers**

The training workshop will be organized by the Asia-Pacific Telecommunity (APT), supported by the Ministry of Internal Affairs and Communications (MIC), Japan and in collaboration with the Australian Government.

1. **Target Participants**
* People who are new to participate in WRC or APG (particularly junior and mid-level officials/staff).
* People who are in charge of spectrum management and want to understand the process of APG and WRCs.
* People who are willing to contribute in the activities related to APG and WRCs at national, regional and international level.
1. **Expected Number of Participants**

40-50 persons

1. **Expected Result**

Participants will gain

* An appreciation of:
* Structure of APG and WRC
* Role of International organizations, especially of ITU / APT in preparation for WRCs
* What to do and how to interact at APG and WRC
* An actual experience of developing proposals, negotiation process and how to reach consensus
1. **Overview of the Training**

**Day 1: classroom lecture**

1. Introduction of international meetings/conferences

Basic structure, process and protocol of international meetings/conferences

1. Introduction of decision-making process at international meetings/conferences

Basic ways to propose, discuss, negotiate and agree at international meetings/conferences

1. Overview of APT and ITU

Function and activities of APT and ITU

Role of APT and ITU in radio communication field

1. Overview of WRC

Structure, function and decision-making process of WRC

1. Overview of APG

Structure, function and decision-making process of APG

1. Role playing exercise

Divide the participants into small groups and provide each group a topic and draft a mock APT Preliminary View/Common Proposal to discuss at the mock APG. (The topic to be used for this training workshop is purely for training purpose and it doesn't represent any specific position or opinion.)

**Day 2: Role playing exercise – mock APG**

* 1. Summary of day 1 and instruction of day 2’s activity
	2. Role playing exercise

a. Opening plenary

- Each group makes a presentation about their contribution

b. Drafting and Preparing a mock APT Preliminary View/Common Proposal

- Each group makes a discussion on the topic provided, each participant plays a role assigned, negotiate with other participants, and try to agree a mock APT Preliminary View/ Common Proposal

- Experts will help participants as a facilitator to have smooth discussion

c. Group Presentation (make a presentation from each group about a result of discussion)

- Each group makes a presentation about their result of discussion

d. Plenary

- Plenary will discuss the draft text and consider the mock APT Preliminary View/Common Proposal

* 1. Summary of the workshop and feedback from the facilitators