Training Course on Preparing for International Conferences (2017)

Phase I: On-line Course on ITU Academy, 30 January - 3 February, 2017
Phase II: Face-to-Face Course, 27-30 March 2017, Bangkok

TENTATIVE PROGRAMME for Phase II

Draft Version 0

DAY 1

08:00-09:30	Registration	

09:30-10:00	**Opening**
	- Welcome remarks:
	  o SG / DSG of APT
	  o Regional Director, ITU Regional Office for Asia and the Pacific
	- Introduction to the program
	- Photo session	

10:00-10:30	Coffee Break	
10:30-12:00	**Introduction to International Conferences** - What are international conferences? - Role of international conferences **ITU and its main conferences** - Mandate and legal capacity, structure, and function of main conferences **APT and its main organs** - Mandates and legal capacity - APT's role in preparation for ITU main conferences **Other regional / international organization related to telecom/ICT**	
12:00-14:00	Lunch Break	
14:00-15:30	**Procedure of conferences** - Introduction to Rules of Procedure of main Conferences (rules of debates, order of debate, motions and points of order, voting, list of speakers, etc.) **Decision-making process** - Decision making process. (submission of proposals, presentation, discussion / debate on proposals, formal and informal negotiations, etc.) - Basics of main decisions, resolutions of conferences and its impact/applicability to members - Process of amending / updating of existing resolutions / decisions	

	How to prepare your proposal - How to draft a resolution (structure, preamble and operative clauses, specific language and words/phrases that are common in resolutions) - Preparing effective proposal (consideration of Effective presentation of the proposal in the Conference	
15:30-16:00	Coffee Break	
16:00-17:30	**Diplomatic negotiation** (building relationship, gathering info of position of others, persuasion of your position, etc.) - Role play on negotiations	

DAY 2

09:30-10:30	**Mock conference briefing** - Rules of procedures of the mock conference - Creating groups, selection of Chairman, country representatives	APT/ITU Coordinator
10:30-11:00	Coffee Break	
11:00-12:30	**Group discussion** - Improve the draft resolutions prepared by the groups during the on-line course. - Elaborate on the supporting points / arguments on the proposal - informal negotiations with other groups to consolidate ideas in the proposals. - finalize proposals to be submitted the Plenary.	APT/ITU Coordinator
12:30-14:00	Lunch Break	
14:00-15:30	**Mock Conference** Plenary - Session 1 - Opening of meeting - Approval of Agenda - Election of Chairman of the Conference - Address by the Chairman of the Conference - Address by the Secretary-General - Structure of the Conference - Election of Chairman and Vice-Chairmen of Committees - Allocation of documents - General Policy Statements (if any) - Presentation of papers allocated to Plenary	APT/ITU Coordinator
15:30-16:00	Coffee Break	

16:00-17:30	Committee – Session 1 - Approval of agenda - Presentation of Terms of Reference of the Committee - Presentation of proposals - Discussion (delegates will debate on the issues in the proposed draft resolutions. Debate will highlight position of the delegations both for and against the proposal considering logical arguments)	

DAY 3

09:30-10:30	Committee – Session 2 - Presentation of proposals (contd.) - Discussion (contd.)	
10:30-11:00	Coffee Break	
11:00-12:30	Committee – Session 3 - Preparation and finalization of draft resolutions - Adoption of draft resolutions - Any other business	
12:30-14:00	Lunch Break	
14:00-15:30	Plenary- Session 2 - Approval of Agenda - Report of Committee - Discussion on documents submitted to the Plenary by the Committee - Adoption of the resolution(s) - Any other business - Closing of the Plenary	
15:30-16:30	Coffee Break	
16:30-17:30	**Assessment** - assessment to check the understanding of the participants **Closing** - Closing remarks	

DAY 4 Special Lecture and Practice: Chairmanship Programme

09:30-10:30	**Role of the Chairman** - Special lecture (guest speakers) - Presentations by experts and specialists from APT/ITU/other international organizations (UNESCO, ESCAP etc.)	
10:30-11:00	Coffee Break	
11:00-12:30	**Case Study I** - Possible issues that the Chairman may face to deal with (simulation exercise)	
12:00-14:00	Lunch Break	
14:00-15:30	**Case Study II**	
15:30-16:00	Coffee Break	
16:00-17:30	**Assessment and Discussion**	