

**TRAINING COURSE ON PREPARING FOR INTERNATIONAL CONFERENCES**

18 – 21 March 2019, APT Headquarters, Bangkok, Thailand

**Concept Note**

1. **Background**

As globalization prevails, the issues that each country has to tackle require further international cooperation and collaboration. Especially in the ICT field, given the cross-border nature of communication, 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, the way how participants can acquire necessary knowledge has been actual participation and exposure to conferences for a long time (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 Course on Preparing 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 missions and study visits since 1980. APT also plays a key role to coordinate views and to consolidate regional voices of Asia-Pacific region for global conferences. The "Mock Conference" aims to provide an opportunity to learn about international conferences, its structure, ways of negotiations and discussions, etc. Such programme will help participants to understand overview of international conference and its operation.

1. **Objective of the Training Course**

This Training Course aims to provide participants with:

* Basic knowledge on structure of international conference and function of each element;
* Basic knowledge on major international negotiation frameworks related to ICT, including trade in service;
* Basic knowledge on the preparation process, how to make a proposals and how to negotiate with others at international conferences; and
* Simulation exercise (Mock Conference): prepare for and participate in simulated international conferences, and negotiate with others to come to the conclusions through role play exercises.

It does thus provide opportunities for participants to build their confidence in participating in international conferences and enjoy being part of the decision-making process. This training course will be a good complement to OJT.

1. **Overview of Curriculum and Expected Result**

This 4day training course will consist of lectures and role play exercises (Mock Conference).

Through this training course, participants would gain;

- Basic knowledge of structure of international conferences, its management, way of discussion, necessary procedure and protocol, etc. based on common practice of international conferences, and international organizations (especially APT and ITU);

- Basic understanding of major international negotiation frameworks related to ICT field, including trade in service area, such as APT, ITU, APEC-TEL, and other economic partnerships / trade agreements;

- Understanding of basic set of skills for negotiation, such as how to negotiate with others, how to reach a consensus.

- Basic understanding of the theme of the Mock Conference (It is Artificial Intelligence (A.I.) this year), how it could have an impact of our society, what kind of policy issues are being discussed at the international conferences.

 - Actual experience of developing proposals for conference, negotiation process with others and how to reach consensus at the meeting through Mock Conference (See attached for detail).

The lectures will be delivered by regional and international experts, those who are closely associated with the activities of APT, ITU and other international meetings.

1. **Date and Venue**

Date: 18 - 21 March, 2019.

Venue: APT Headquarters, Bangkok, Thailand

1. **Organizers**

The training course will be organized by the Asia-Pacific Telecommunity, supported by the Ministry of Internal Affairs and Communications (MIC), Japan.

1. **Target Participants**
* Persons who are new to international conferences in ICT field (particularly junior and mid-level officials/staffs).
* Persons who are involving in preparing ICT policies or regulations and want to understand decision-making process of international conferences.
* Persons who are willing to contribute to international conferences in ICT field at national, regional and international level.
* Persons who are willing to learn negotiation and presentation skills.
1. **Expected Number of Participants**

20-25 (max 30)