



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

12 - 13 August 2022, Bangkok, Thailand

## **Concept Note**

### **1. Background**

As globalization accelerates, 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. Effective participants in those conferences need essential skills set including negotiation skills, knowledge of the working and decision-making processes of those conferences. Unfortunately, there is only a limited opportunity to learn effective and useful skills as a curriculum.

Currently, participants to these conferences acquire knowledge and experience of effective negotiation through years of participation and exposure to the conferences, largely through On-the Job Training (OJT). Although OJT plays an important role in developing an effective skill set for the participants to the conferences, complementing it with an appropriate training programme would greatly enhance and accelerate the skills development process. For this reason, APT took the initiative in 2016 to develop the APT Training Course on Preparing for International Conferences ("Mock Conference") and has been providing an effective curriculum to the participants from APT members.

Asia-Pacific Telecommunity (APT), as a key regional inter-governmental organization in the 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 the Asia-Pacific region for global conferences. The "Mock Conference" aims to provide an opportunity to learn about international conferences, their structure, ways of negotiations and discussions, etc. Such a programme will help participants to understand the overview of the international conference and its operation.

### **2. Objective of the Training Course**

This Training Course aims to provide participants with:

- Basic and essential knowledge on the structure of international conference and function of each element.
- Basic and essential knowledge on major international negotiation frameworks related to ICT, including trade-in service.
- Basic and essential knowledge on the preparation process, how to make proposals and how to negotiate with others at international conferences; and

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.

In 2022, this training aims to cover the work (structure and process) of the APT Conference Preparatory Group for WRC (APG) and the World Radiocommunication Conference of ITU (WRC) and will be organized back-to-back with APG23-4, which will be held from 15-19 August 2022 in Thailand. APG is one of the important APT Work Programmes with the aims to coordinate and harmonize views of Asia-Pacific on the radio frequencies allocations in order to develop APT common proposals (ACPs) for WRCs. It also works to develop APT contribution to ITU-R Conference Preparatory Meeting (CMPs), and on matters related to ITU Radiocommunication Assemblies (RAs) Since the structures and process of APG and WRC are hierarchical and complicated, it may not be easy for newcomers to grasp overall pictures of them. This training course is designed to enhance trainees' knowledge and skills of the conference by providing the relevant lectures and hands-on exercise by experts who have a good amount of knowledge and experience of APG and WRC.

### **3. Overview of Curriculum and Expected Result**

This is the two-days face-to-face training course, which consist of lectures, discussion, and hands-on exercise.

This training course will consist of 2 days programme;

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

Through this training course, participants would gain:

- Basic knowledge of the structure of international conferences, its management, way of discussion, necessary procedure and protocol, etc. based on the common practice of international conferences, and international organizations (especially APT and ITU);
- Basic understanding of major international negotiation frameworks related to the ICT field, such as APT, ITU 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, how it could have an impact on our society, what kind of policy issues are being discussed at the international conferences.

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

This year, the programme will focus on the structure and discussion and coordination process of APG and WRC. 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.

### **4. Date and Venue**

Date: 12 and 13 August 2022

Venue: Swissotel Bangkok Ratchada (in Thailand)

NB: The training course will be followed by the 4th Meeting of the APT Conference Preparatory Group for WRC23 (APG23-4) which will be held on 15-20, August 2022 at the same venue. If the participants in this training course will join the APG meeting continuously, please inform APT secretariat when you apply for this training (Fellowship only).

## **5. Organizers**

The training workshop will be organized by the Asia-Pacific Telecommunity (APT), funded by the Ministry of Internal Affairs and Communications (MIC), Japan (Extra-budgetary contribution from Japan: EBC-J) and supported by Department of Infrastructure, Transport, Regional Development and communications, Australia (Extra-budgetary contribution from Australia: EBC-A).

## **6. Target Participants**

- Persons who are new to international conferences in the ICT field (particularly junior and mid-level officials/staff).
- Persons who are involved in making ICT policies or regulations and want to understand the decision-making process of international conferences.
- Persons who are willing to contribute to activities related to international conferences in the ICT field at the national, regional and international levels.
- Persons who are willing to learn negotiation and presentation skills.
- Persons who are responsible for radiocommunication or spectrum management activity, especially for APG and WRC.
- Female applicants will be encouraged to join

## **7. Expected Number of Participants**

25-30

## **8. Overview of the Training**

### **Day 1: classroom lecture**

1. Introduction of international meetings/conferences  
Basic structure, process and protocol of international meetings/conferences
2. Introduction of decision-making process at international meetings/conferences  
Basic ways to propose, discuss, negotiate and agree at international meetings/conferences
3. Overview of APT and ITU  
Function and activities of APT and ITU  
Role of APT and ITU in radio communication field
4. Overview of WRC  
Structure, function and decision-making process of WRC
5. Overview of APG  
Structure, function and decision-making process of APG
6. 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 (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
3. Summary of the workshop and feedback from the facilitators