Ref: APT/CB-4.1.3/2023/TCPIC/Invitation (F)   19 December 2022

Dear Sir/Madam,

Subject: APT Training Course on Preparing for International Conferences
7 - 10 March 2023, Bangkok, Thailand

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a Training Course on Preparing for International Conferences 2023 (TCPIC-2023, "Mock Conference") from 7 to 10 March 2023 in Bangkok, Thailand. This training course provides opportunity to experience discussion, negotiation and coordination on a matter at an international meeting. This year, the training program will pick up World Telecommunication/ICT Policy Forum (WTPF) as a case study. This training course is funded by the Ministry of Internal Affairs and Communications (MIC), Japan (Extra-budgetary Contribution from Japan: EBC-J).

APT "Mock Conference" training course was launched in 2016 with the objective of providing necessary and effective training opportunities for people who are new to participating 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 of ways and processes of discussion, negotiation and decision-making. Therefore, this training course is designed to provide such opportunities and assist APT members in preparing better for participating in international conferences. The details of the TCPIC-2023 are as follows:

Title/Topics	Dates	No. of Participants	Deadline for Registration
APT Training Course on Preparing for International Conferences	**7 – 10 March 2023**	**25 - 30**	**20 January 2023**

I would like to invite your Administration/Organization to nominate qualified applicant(s) to attend the training course (Annex 2). **The fellowship is available for this training course from EBC-J.** Those who are willing to and eligible to apply for APT fellowship, please follow the procedure and requirements as described in Annex 3.

The selection of trainees will be based on the following criteria and the applications submitted on time to the APT Secretariat. We would encourage applications from those who are in charge for international affairs at the regional and international levels. APT Secretariat reserves the right to decline any application.

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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 is in charge of attending international/regional meetings.
3) Junior officials and women are encouraged to apply.

Required Documents:

A. Completed Nomination Form (Annex2) 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

Insurance:

APT will not be able to bear any cost of medical or travel insurance for the participant including any measures for Covid-19 such as quarantine, PCR test, etc. APT requests Administrations/Organizations to kindly make necessary arrangements for medical, travel insurance and others covering the whole period of the event and overseas travel for the participant.

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

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

Yours sincerely,

(Original signed)

Masanori Kondo
Secretary General

Attachments:
Annex1: Concept Note
Annex2: Nomination Form for Training Course
Annex3: Guidelines for APT Fellowships under HRD Programme

To: APT Fellowship Member Countries

cc: Mr. Yukio Teramura
    Deputy Director-General for International Digital Infrastructure Promotion
    Global Strategy Bureau
    Ministry of Internal Affairs and Communications, Japan