



Ref: APT/EBC-K/Volunteer/2019

7 October 2019

Dear Sir/Madam,

Subject: APT-Korea ICT Volunteers Programme

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) in collaboration with the National Information Society Agency (NIA) of the Republic of Korea will introduce the Korea ICT Volunteers (KIV) Programme which is supported by the Government of the Republic of Korea.

Under this programme, APT Members will be provided with ICT learning. In addition, the ICT Volunteers may contribute to ICT projects of APT Members, e.g. development of website or ICT applications in form of co-projects with students and faculties of schools, universities, and organizations in the APT member countries. Details of the programme are summarized as follows:

Short-term activity (1 month)	Medium-term activity (3-5 months)
<i>Training:</i> The ICT Volunteers will provide APT Members or organization/universities/schools in the member countries with customized ICT education, skills training in Microsoft Office, Photoshop, website building, Android, etc.	<i>Training:</i> The ICT Volunteers will provide APT Members or organization/universities/schools in the member countries with advanced ICT training in need of systematic and high-quality ICT education such as web-programming, network management, web design, and various software from basic to advanced level.
<i>Project:</i> The ICT Volunteers will participate in the organization/universities/schools in the APT member countries that are in demand of ICT-related volunteering activities.	<i>Project:</i> ICT Volunteers will work with public agencies, local companies, or schools in the APT member countries to implement ICT projects on database, network, security, etc.

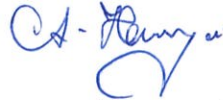
In this regard, interested members are invited to submit the demands from organizations, universities, and schools in your country for the programme by completing and sending the attached "Request Survey Form to the APT Secretariat via email to ebc-k@apt.int or fax to +66 2 573 7479 **no later than 20 December 2019**. There is no limit on the number of organizations from your country to submit the demands. However, the maximum number of demands per organization to be considered for this programme is limited up to four (4), i.e. up to two (2) for the short-term activity, and up to two (2) for the medium-term activity.

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In case no acknowledgment of receipt has been informed by the APT Secretariat within one week after your submission of the Request Survey Form, please contact the APT Secretariat either by phone or fax. If you need further assistance regarding the survey, please contact the APT Secretariat by email to ebc-k@apt.int.

I thank you in advance for your cooperation and look forward to your timely response.

Yours sincerely,



Areewan Haorangsi
Secretary General

Encl: Request Survey Form

To: All APT Developing Members and Associate Members

cc: National Information Society Agency (NIA), Republic of Korea



2020 World Friends Korea ICT Volunteers Program

In collaboration with APT and NIA

Request Survey

▶ **Introduction of World Friends Korea ICT Volunteers Program**

The World Friends KOREA ICT Volunteers Program (<https://kiv.nia.or.kr>) is one of the overseas volunteer programs focusing on global digital inclusion under the Korean government. This program is also known as Korea ICT Volunteers (KIV) and it is officially organized and managed by National Information Society Agency (NIA) under the Ministry of Science and ICT of the Republic of Korea.

NIA is an agency specialized in ICT for the purpose of supporting development of ICT policies and promoting informatization of Korea. NIA has been doing some small-scale ICT projects with APT and early this year, officially joined the group of the affiliate members of APT.

Generally, KIV program provides partner countries and organizations with ICT learning courses or carries out ICT-related projects to meet the demands of partner organizations by sharing ICT knowledge and skills through the volunteer's activities.

From 2001 to 2019, NIA has sent over 8,100 of Korea ICT Volunteers to 72 countries in Asia, Middle East, Africa, CIS, Europe and Central and South America. Approximately over 360 thousands of people in Government departments, Public institutions and Universities of developing countries had chance of receiving ICT education and small-scale ICT projects.

▶ **Background of how APT and NIA works**

The main two success points for the volunteer program are the volunteer itself and the organizations where the volunteers provide relevant ICT activities. For this reason, NIA tries to find ideal organizations after checking the result of the activities and feedbacks from the volunteers in the past years. However, as you can imagine it is quite a tough task. Thus, NIA suggested to APT to be a partner for the Asia-Pacific region starting from year 2020.

Basically, the main job for the APT is to find the organizations in need of ICT training for the digital inclusion and ICT projects to overcome the technical issues the organizations face. All process after finding the organizations belongs to the NIA directly and APT will join as the advisory organization in each step of the program in the Asia-Pacific region.

▶ **Procedure of KIV program**

Survey for Org. (by APT) ⇒ **Hand the list of orgs. to NIA** (by APT) ⇒ **Evaluation of the org.** (by NIA) ⇒ **Inform the result to each orgs.** (by NIA) ⇒ **Recruit volunteers and Assign** (by NIA, communication with orgs.) ⇒ **Training of volunteers and other support till volunteer returns** (by NIA with APT)



▶ **Request Survey**

If your organization wishes to work with World Friends Korea ICT Volunteers, it is requested to fill out this form precisely stating your organization’s demand. Please note that volunteers will be recruited according to the needs and demands of your organization written in this form.

Therefore, **it is essential that this Request Survey is completed with full details** and returned to us **before 20 December, 2019**. There is no limit on the number of organizations from your country to submit the demands. However, the maximum number of demands per organization needs to be limited up to four (4); up to 2 for the short term volunteer, and up to 2 for medium term.

Once request surveys are collected, NIA will evaluate which organizations are apt for dispatching World Friends Korea ICT Volunteers. The process is expected to end around January 2020. NIA will contact your organization directly if the organization has been selected before dispatching our volunteers.

▶ **Program Overview**

	Short Term	Medium Term
Composition	Mainly composed of university students (Team of 4 members)	Mainly composed of university students (Individually)
Period	1 months (July to Aug)	3~5 months (July to Dec)
Details of Activity	<ul style="list-style-type: none"> (Training) ICT Volunteers will provide member countries’ organization/universities/schools with customized ICT education, skills training in Microsoft Office, Photoshop, website building, Android, etc. (Project) ICT Volunteers will participate in member countries’ organization/universities/schools demanded ICT-related volunteering activities 	<ul style="list-style-type: none"> (Training) ICT Volunteers will provide member countries’ organization/universities/schools with advanced ICT training in need of systematic and high-quality ICT education such as web-programming, network management, web design and various software programs from basic to advanced level. (Project) ICT Volunteers will work with member countries’ public agencies, local companies, or schools in partner countries to implement ICT projects on database, network, security, etc.
Supports	<ul style="list-style-type: none"> Volunteers’ pre-departure intensive training, round-trip air fare, living allowance, insurance and emergency rescue support will be covered by NIA. Yet partial supports are highly appreciated. Volunteers will also be provided ICT equipment such as Laptop and Bluetooth speaker, etc. These equipment will be donated to the partner organizations after the completion of volunteering activities. 	



► **Contact**

If you have any further questions about KIV program, please do not hesitate to contact us.

Asia-Pacific Telecommunity (APT)

· Email : ebc-k@apt.int / · Tel : +66 2 573 0044

National Information Society Agency (NIA)

· Email : kiv@nia.or.kr / · Tel : +82-2-6191-2073 / 2030

3. Risk Assessment

Risk Assessment	
What kind of hazard is your organization prone to?	<p><i>Note: Please check all hazards the organization is prone to</i></p> <input type="checkbox"/> Power Failure(Electricity, Gas, etc.) <input type="checkbox"/> Fire <input type="checkbox"/> Earthquake, Volcanic Eruption <input type="checkbox"/> Flood, Tsunami <input type="checkbox"/> Cyclone, Tornado <input type="checkbox"/> Mud or land slide <input type="checkbox"/> Others()
Available emergency procedures or drills	<input type="checkbox"/> Power Failure(Electricity, Gas, etc.) <input type="checkbox"/> Fire <input type="checkbox"/> Earthquake, Volcanic Eruption <input type="checkbox"/> Flood, Tsunami <input type="checkbox"/> Cyclone, Tornado <input type="checkbox"/> Mud or land slide <input type="checkbox"/> Others()
How often does your organization practice emergency drills per month	<input type="checkbox"/> ① does not practice emergency drills <input type="checkbox"/> ② 1~2 <input type="checkbox"/> ③ 3~4 <input type="checkbox"/> ④ 5 or above <p>When it has been decided to dispatch volunteers to your organization, it would be mandatory for the organization to provide emergency drills for all causes to the volunteers. (Please read and check the box below)</p> <input type="checkbox"/> I understand and agree to provide emergency drills to the volunteers
Available Facilities and its Distance from Work	<input type="checkbox"/> ① Health Service Room/Nurse’s Room Distance: _____ km <input type="checkbox"/> ② Hospital Distance: _____ km <input type="checkbox"/> ③ Fire Department Distance: _____ km <input type="checkbox"/> ④ Police Department Distance: _____ km <input type="checkbox"/> ⑤ On-site Security Office Distance: _____ km

4. Type of volunteers in brief

Types (2 teams for short-term, 2 persons for mid-term at maximum)	<input type="checkbox"/> Training 1 (<input type="checkbox"/> Short-term <input type="checkbox"/> Mid-term) - (Theme: _____) <input type="checkbox"/> Training 2 (<input type="checkbox"/> Short-term <input type="checkbox"/> Mid-term) - (Theme: _____) <input type="checkbox"/> Project 1 (<input type="checkbox"/> Short-term <input type="checkbox"/> Mid-term) - (Theme: _____) <input type="checkbox"/> Project 2 (<input type="checkbox"/> Short-term <input type="checkbox"/> Mid-term) - (Theme: _____)
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*All details should be described at the in the following pages below.

5a. ICT Training

Volunteers provide education on basic programs such as Microsoft Office, Photoshop, Scratch, Typing, HTML, and Android to more advanced ICT programs such as PHP web programming, Arduino, programming languages (C, C++, Java)

※ NOTE

- Please fill out **all** interested fields from below and indicate which areas in that field your organization would like to receive training on. You may **refer to the sample below** for possible training fields.

Number Of Volunteer Teams (or person) Requesting	00 team(s) for short-term 00 person(s) for mid-term
Preferred Period of Dispatch	<i>Note: if you request more than 1 team (short-term) or 1 person (mid-term), you should mention time period for each of your request.</i> 2020.MM.DD~MM.DD, 1 Month for short-term 2020.MM.DD~MM.DD, 00 Months for mid-term
Subject	<i>Note: if you request more than 1 team (short-term) or 1 person (mid-term), you should mention all subjects by one by one.</i> 1. "MS office" for short-term(or mid-term) 2. "Android" for short-term(or mid-term)
Expected Trainee Group	<i>Note: if you request more than 1 team (short-term) or 1 person (mid-term), you should mention all subjects by one by one.</i> 1. Senior Citizens for "MS office" for short-term(or mid-term) 2. High School Students for "Android" for short-term(or mid-term)
Trainee Level	<i>Note: if you request more than 1 team (short-term) or 1 person (mid-term), you should mention all subjects by one by one.</i> 1. Beginner for "MS office" for short-term(or mid-term) 2. Intermediate for "Android" for short-term(or mid-term)
Class Size	<i>Note: if you request more than 1 team (short-term) or 1 person (mid-term), you should mention all subjects by one by one.</i> 1. 21 ~ 30 persons for "MS office" for short-term(or mid-term) 2. 1 ~ 20 persons for "Android" for short-term(or mid-term)

[SAMPLE] *Please delete the following box after reference.

Possible Subjects for ICT Training	Basics	① MS Office	② Internet Use	③ Others()
	Web Design	① Photoshop	② Illustrator	③ Flash
		④ HTML Editor	⑤ Video Editing	⑥ Others()
	Programming	① Java	② C/C++.	③ Visual Basic
		④ VC++	⑤. NET/SQL	⑥ Others()
Server	① Windows	② Linux	③ Unix	④ Others()
Mobile	① Android	② Apple iOS	③ Others()	
Expected Trainee Group	① Student	② Teacher	③ Professor	
	④ Gov. Official	⑤ Others()		
Trainee Level	① Beginner	② Intermediate	③ Advanced	
Class Size	① 1 ~ 20	② 21 ~ 30	③ 31 ~ 40	
	④ 41 ~ 50	⑤ 51 and above (___ people)		

5b. ICT Project

<p>Volunteers conduct ICT- related projects and may also provide consultation in certain ICT fields to meet particular needs of the organization.</p> <p>ICT projects conducted by the volunteers can range from facility enhancement, website building, and other ICT-related endeavors.</p>	
<p>Number Of Volunteer Teams (or person) Requesting</p>	<p>00 team(s) for short-term 00 person(s) for mid-term</p>
<p>Preferred Period of Dispatch</p>	<p><i>Note: if you request more than 1 team (short-term) or 1 person (mid-term), you should mention time period for each of your request.</i></p> <p>2020.MM.DD~MM.DD, 1 Month for short-term 2020.MM.DD~MM.DD, 00 Months for mid-term</p>
<p>Project Type</p>	<p><i>Note: if you request more than 1 team (short-term) or 1 person (mid-term), you should mention all subjects by one by one.</i></p> <p>1. “website building” for short-term(or mid-term) 2. “mobile application” for short-term(or mid-term) <i>(e.g., website building, mobile application, facility enhancement etc.)</i></p>
<p>Project Purpose</p>	<p><i>Note: Please take note of the introduction page attached. Detailed project purpose will result in maximum utility</i></p> <p><i>Note: if you request more than 1 team (short-term) or 1 person (mid-term), you should mention all subjects by one by one.</i></p> <p>1. “website building” for short-term(or mid-term) ~~~~~</p> <p>2. “mobile application” for short-term(or mid-term) ~~~~~</p>
<p>Project Details</p>	<p><i>Note: if you request more than 1 team (short-term) or 1 person (mid-term), you should mention all subjects by one by one.</i></p> <p>1. “website building” for short-term(or mid-term) ~~~~~</p> <p>2. “mobile application” for short-term(or mid-term) ~~~~~</p>
<p>Project Requirement</p>	<p><i>Note: if you request more than 1 team (short-term) or 1 person (mid-term), you should mention all subjects by one by one.</i></p> <p><i>(Please write necessary equipment needed for this project)</i></p> <p>✓ Does your organization have the software needed to carry out the project? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Expected Outcome(s)</p>	<p><i>Note: if you request more than 1 team (short-term) or 1 person (mid-term), you should mention all subjects by one by one.</i></p> <p>1. “website building” for short-term(or mid-term) ~~~~~</p> <p>2. “mobile application” for short-term(or mid-term) ~~~~~</p>



6. Photo Attachments

(This field is mandatory for the selection process)

a. Pictures of your organization (Full View)

b. Pictures of the expected ICT project or training facility

c. Pictures of internet and computer facility at your organization

Thank you for your cooperation.