**TRAINING COURSE ON PREPARING FOR INTERNATIONAL CONFERENCES**

7 to 10 May, 2024

Bangkok, Thailand

**Concept Note**

1. **Background**

As globalisation accelerates, the issues facing each country require further international cooperation and collaboration. Particularly in the ICT sector, the cross-border nature of communications makes it essential to coordinate among relevant stakeholders on a global scale. This increases the importance of international meetings, which provide important platforms for international decision-making through discussion and negotiation. Effective participants in these meetings need a range of key skills, including negotiation, presentation and knowledge of working and decision-making processes. Unfortunately, there is limited opportunity to learn effective and useful skills as part of a curriculum.

 Currently, participants in these international meetings acquire knowledge and experience of effective negotiation through years of participation and exposure to the meetings, largely through On-the-Job Training (OJT). While OJT plays an important role in developing an effective skill set for the participants, complementing it with an appropriate training programme would greatly enhance and accelerate skill development. For this reason, APT took the initiative in 2016 to develop the APT Training Course on Preparing for International Conferences including a "Mock Conference” as part of the program providing an effective curriculum for the participants and the experience of participating and contributing to an international conference.

This training programme aims to provide an opportunity for the participants to learn about international meetings, their structures, working and decision-making processes and will learn the basic skill set for effective participation and contribution in those meetings.

The Asia-Pacific Telecommunity (APT), as a key regional inter-governmental organisation in the ICT field, has been conducting various capacity building programmes, including training courses, expert missions, and study visits since 1980. APT also plays a key role in coordinating views and consolidating regional voices in the Asia-Pacific region on ICT issues.

1. **Objective of the Training Course**

This training course aims to provide participants with:

* basic and essential knowledge of the structure of international meetings and the function of each element;
* basic and essential knowledge of the main international negotiating frameworks related to ICT policies and issues; and
* basic and essential knowledge of the preparation process, how to make proposals and how to negotiate with others in international meetings.

It will thus provide participants with the opportunity to build their confidence in participating in international meetings and to enjoy being part of the decision-making process. This training will be a good complement to the OJT.

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

This is the 4-day face-to-face training course, consisting of lectures, discussions, and practical exercises through the Mock Conference.

* Part 1: Lectures and presentations
* Part 2: Group discussion and simulation exercise (Basic)
* Part 3: Group discussion and simulation exercise (Advanced)

Through this training course, participants would gain the following:

- Basic knowledge of the structure of international meetings, their management, way of discussion, necessary procedure and protocol, etc., based on the common practice of international meetings and international organisations (especially APT and ITU);

- Basic understanding of the main international negotiating 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 and how to reach a consensus.

- Basic understanding of the theme topics of the Mock Conference, how it could have an impact on our society, and what kind of policy issues are being discussed at the international meetings.

1. **Date and Venue**

Date: 7 to 10 May 2024

 Venue: Bangkok, Thailand

1. **Organisers**

Asia-Pacific Telecommunity (APT)

Funded by the Ministry of Internal Affairs and Communications (MIC), Japan (Extra-budgetary contribution from Japan: EBC-J).

1. **Target Participants**
* Persons who are new to international meetings in the ICT field (particularly junior and mid-level officials/staff).
* Persons who are responsible for attending international/regional meetings and want to understand the decision-making process.
* Persons who are willing to contribute to activities related to international meetings in the ICT field at the national, regional and international levels.
* Persons who are willing to learn negotiation and presentation skills.

Female applicants are encouraged to apply.

1. **Number of Participants**

25-30