Training course on Preparing for International Conferences (2017)

1. Purpose

As globalization prevails, the issues that we have to tackle require international cooperation and collaboration. Given the international nature of ICT, it has become essential to coordinate among relevant stakeholders across borders. International conferences are key platforms in the international decision making process. Therefore, it is very important to understand how international conferences works, its structures, procedures and protocols in order to effectively contribute, coordinate and promote the views and positions, and to get it reflected in the decisions of the conferences.

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). There has been limited opportunity to learn these skills as a curriculum. Although OJT plays an important role in developing effective skill set for the participants to the conferences, complementing it with training programs would greatly enhance and accelerate the skills development process.

This training course aims to provide a programme that makes "implicit knowledge" of OJT explicitly available to the new and young generation to build their confidence in participating international conferences and cherish being part of the decision-making process of international public policy.

2. Curriculum

This training course will be divided into 2 phases; on-line course (Phase I) and face-to-face course (Phase II). Through this programme, the participants would gain an understanding of basic structure of international conference, its management, way of discussion, necessary procedures and protocol, etc. based on common practice of international organizations (especially ITU and APT).

This course also provides an opportunity for workshop activity through mock conference. Participants will discuss in small group a hypothetical topic, negotiate with other groups and coordinate towards adopting a "Resolution". Through this mock conference, participants can not only experience decision-making process of international conference in practice but also understand drafting process and acquire skills of choosing appropriate terminology for negotiation.

It is expected that participants from Asia-Pacific region will provide multicultural and diversified environment for discussion. Logical thinking, negotiation and presentation skills will be also improved through attending this programme.

3. Date and Venue

- Phase I : 30 January -3 February, 2017 (On-line Course) at ITU Academy (https://academy.itu.int)
- Phase II : 27-30 March, 2017 at APT, Bangkok, Thailand. (Face-to-Face Course)

4. Organizer
APT in collaboration with ITU

5. Sponsor
Ministry of Internal Affairs and Communications, Japan

6. Targeted participants
✓ People who has less than 3 years experiences in international affairs, and who want to seek their carrier in international affairs in future.
✓ People who want to understand decision-making process of international conference.
✓ APT members (Members, Associate Members, Affiliate Members)

7. Number of participants
25-30 (for Phase II)

8. Expected result
✓ Participants will be able to understand the basic structure of international conference, its management, way of discussion, necessary procedures, etc. based on common practice of United Nations' organizations (typical case is from ITU and APT).
✓ Participants would gain skills that would assist them in improving engagement and participation in international conference.
✓ Logical thinking, negotiation and presentation skills will be also improved.
✓ The program will enable participants to build human network.

9. Overview of the Program

Duration: 4 days

(1) Lecture (Day 1)
✓ Introduction to international conference
✓ Procedure of conferences
✓ Decision-making process
✓ How to prepare your proposal
✓ Diplomatic negotiations

(2) Mock conference (Day 2, 3(1/2))

✓ Try to adopt a "Resolution" on a specific topic (hypothetical topic)

In preparation for the mock conference, participants will be divided into small groups representing interest groups. A topic for discussion will be provided. Each small group prepares a draft Resolution for the topic provided, in consultation with the members of the group.

At the Plenary of the mock conference, each group will makes presentation of their draft Resolution. Discussions will be held with intervention to support by the group and highlighting issues by other groups. Detail discussions will be held at committee level meetings. Participants will discuss their position, consider logic of their position, negotiate with other groups, and try to reach an agreement on the draft text for the Resolution during committee sessions. Following this, the Plenary session will aim to adopt the draft Resolution.

The setup of the mock conference will be a scale down version of an international conference such as the World Telecommunication Development Conference of the ITU.

(3) Assessment (Day 3 (1/2))

Assessment will be made to check the understanding of the participants.

(4) Evaluation
Experts evaluate the program and advice for future improvement of the program.

(5) Special Programme for Chairmanship (Day 4)

The Participants will learn the role of Chairman and its' Chairmanship at the international conference, such as how to act, judge and arbitrate the discussion/facing issue at the international conference as the Chairman. In addition to lectures from experts, who have assumed such positions as the Chairman, Vice-Chairman at the real international conference, the participants are expected to have opportunities to be involved in simulation exercises, such as case study on presiding in challenging situation, aiming at getting practical use for these knowledge.