**APT Training Course on Preparing for International Conferences 2021**

**(Online)**

**5 July – 23 July 2021**

**COURSE OUTLINE**

# COURSE DESCRIPTION

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| **Title** | **APT Training Course on Preparing for International Conferences**  **2021 (Online)** |
| **Objectives** | This Training Course aims to provide participants with:   * Basic and essential knowledge about the structure of international conferences and the function of each element; * Basic and essential knowledge about major international negotiation frameworks related to ICT; * Basic and essential knowledge about the preparatory process, how to make proposals and how to negotiate with others at international conferences; and * Simulation exercise on preparation, participation, networking and negotiation (within the limitations of online working). |
| **Dates** | **5 July – 23 July 2021** |
| **Duration** | 3 Weeks |
| **Registration** | From 14 June to 30 June 2021 |
| **Training fees** | **FREE** for preregistered participants to APT TCIP-2021 |
| **Course code** | 21OI26585ASP-E |

# LEARNING OUTCOMES

Upon completion of this training course, participants will be able to know:

* Basic knowledge of the structure of international conferences, their 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 ICT field, such as APT, ITU and other relevant organisations;
* 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 selected for this training programme, how it could have an impact on our society and what kind of policy issues are being discussed at the international conferences. The theme will be based on a topic of discussion at the WTDC which is scheduled to be held in 2021, this year.

# TARGET POPULATION

This training is primarily targeted at:

* Persons who are new to participating in 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 decision-making processes of international conferences.
* Persons who are willing to contribute to activities related to international conferences in ICT field at national, regional and international level.
* Persons who are willing to learn negotiation and presentation skills.
* Persons who are responsible for ICT for development activity and related policy making

# TUTORS/INSTRUCTORS

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|  | **NAME OF TUTOR(S)/ INSTRUCTOR(S)** | **CONTACT DETAILS** |
| 1. | Ms. Caroline Greenway | caroline.claire.greenway@gmail.com |
| 2. | Mr. Seiichi TSUGAWA | tsugawas@gmail.com |
| 3. | Dr. Jongbong PARK | jongbong@apt.int |
| 4. | Mr. Ashish NARAYAN | [ashish.narayan@itu.int](mailto:ashish.narayan@itu.int) |
| 5. | Mr. Sean DORAL | sean.doral@itu.int |
| 6. | Mr. Mohamed AMIR | mohd3amir@gmail.com ;  amir@c3.comms.com |

# EVALUATION

The evaluation of the participants will be based on:

* 30% from the participation for discussion on week 3
* 30 % from the Assignment
* 20 % from the Quiz marks
* 20% from the active participation on chat forum on the ITU Academy

Overall grade higher than 60% success ratio is required to complete the course and obtain course completion certificate.

# TRAINING SCHEDULE AND CONTENTS / AGENDA

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| **Week** | **Module Title** | **Topics** |
| Week1  5-9 July 2021 | **Module 1:**  **Lectures**  **(Live) \*1** | 1. **: Opening session**   [Monday, 5 July 2021, 10:40-11:00 Bangkok time/UTC+07:00 ]  **Opening remark:**  Mr. Masanori Kondo, Secretary General of Asia-Pacific Telecommunity  **General Gidance :**  Mr. Mohamed Amir, Course coordinator  **1-1: General information about International Conferences**  [Monday, 5 July 2021, 11:00-12:30 Bangkok time/UTC+07:00 ]  ***Lectuerer:*** ***Mr. Seiichi Tsugawa***   1. **Introduction to International conferences**  * International conferences and their roles * International/regional organisations releated to telecom/ICT  1. **Conference structure and operation**  * Operational procedures and activities of a conference (Rule of procedure) * Decision-making process (proposals, presentations, discussions/debates, negotiations and reaching concensus * Roles of office bearers, Participants and Secretariat   (1.5 hours inc. Q & A)  **1-2: Specific techniques for participating in International Conferences**  [Tuesday, 6 July 2021, 11:00-12:30 Bangkok time/UTC+07:00]  ***Lectuerer:*** ***Ms. Caroline Greenway***   1. **Preparing effective proposal to the conference**  * Researching on the topics/issues * Structure of the proposal document (preamble and operative clauses, specific language and words / phrases) * Effective presentation  1. **Document process**  * How to make contributions * How to treat the contributions * How to revise the resolution through Member’s contributions * Regional preparation process and its importance to international decisions   (1.5 hours inc. Q & A)  **1-3: Negotiation and Coordination**  [Wednesday, 7 July 2021, 11:00-12:30 Bangkok time/UTC+07:00]  ***Panel Discussion*** (1.5 hours inc.)  ***Modarator : Mr. Mohamad Amir***  ***Panellist: Ms. Caroline Greenway***  ***Mr.Seiichi Tsugawa***  ***Mr. Masanori Kondo（APT）***  ***Mr. Ashish Narayan（ITU）***   * Building relationship / networking, gathering info of position of others, persuasion of your position, etc. * Role of chairmen in building consensus * Role of delegates leading proposals * Outside negotiations and consensus building in difficult issues   **1-4: Main issues and topics on WTDC**  [Thursday, 8 July 2021, 11:00-12:30 Bangkok time/UTC+07:00 (TBC)]  ***Lectuerer:*** ***Mr. Ashish Narayan, Programme Coordinator, ITU Regional office for Asia and the Pacific***   * What is WTDC ? * ASP Regional Initiatives and current digital trends * Main issues/ topics   (1.5 hours inc. Q & A) |
| Week2  12-16 July 2021 |
| Week2  12-16 July 2021 | **Module 2:**  **Assignment**  **and Quiz** | **2-1: Submit a draft proposal**  Each participant will drafts a proposal of a resolution for WTDC as assignments by using the techniques given by lecturers and submit the assignment.  **2-2: Quiz**  Each Participant takes a Quiz test on the platform of ITU academy (online) for checking his/her understanding. |

\*1: The live lectures in week1 will be organized using the Zoom application. The document and recording of live lectures will be archived on the ITU platform for those who are unable to attend due to work commitments. The trainees who missed the live lectures are able to ask questions using the forum function in ITU Academy platform.

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| **Week** | **Module Title** | **Topics** |
| Week 3  19-23 July 2021 | **Module 3: Negotiation and**  **Coordination** | **3-1:　Negotiation among a group**   * Each participant will have a discussion among members of the group based on the individual report in Module2. * The group will prepare one proposal to submit to WTDC through negotiation.   (In the discussion, lecturers will also join as advisors. Please refer to the tentative schedule for week 3.\*2  **3-2: Presentation in the mock conference**   * Each group make a presentation in order to reflect their proposal on the revised resolution. |

\*2: Schedule for week 3.

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|  | 19 July  Mon | 20 July  Tue | 21 July  Wed | 22 July  Thu | 23 July Fri |
| 11:00-12:30  Bangkok time  UTC+07:00 | **Introuduction**  **Group discussion** \*3 | **Group discussion** | **Plenary**  (Presentation)  *Chairman*  *Ms.Caloline Greensay*  **Committee meeting**  (Negotiaton)  *Chairman*  *Mr.Seiichi Tsugawa* | **Committee meeting**  (Negotiaton)  *Chairman Mr. Seich Tsugawa* | **Plenary** (Closing) |
| 13:30- 15:00  Bangkok time  UTC+07:00 | **Group discussion** | **Group discussion** |  |  |  |

\*3: The group discussions and other mock conferences in week 3 will be organized using the Zoom application breakout room function for each group. Lecturers will enter in the breakout rooms randomly of each group to check the discussion and give some advices in order to facilitate the discussion.

# METHODOLOGY

The course methodology will be as follows:

* All the training protrammes will be provided thourh the platform of ITU Academy.
* All the materials and live lectures of the courses will be provided on the platform of ITU Academy.

ITU Academy <https://academy.itu.int/home>

* Trainees can find some of the relevant materials on the APT website as well.

APT website https://www.apt.int/2021-TCPIC

* Lectures in week 1 will be provided using zoom. The meeting link will be provided on the platform of ITU Academy.
* The time schedule of live lectures will be provided before course begins?
* Lecture material and recordings will be provided on the platform of ITU Academy for the Participants who were unable to join the live lectures. ( It is highly recommended to join participate in the live lectures and interact with tutors and other students to make your report and discussion task more significant.)
* If you have some question during your own learning, you can post your question on the forum on ITU academy for Lecturer’s feedback.
* Course materials for each Module will be made available at the on start of the week;
* A quiz test will be conducted covering modules 1, after all of the live lectures are completed;
* An assignment will be given in week 2.
* The Final evaluation will consider the criteria that were mentioned in EVALUATION in this paper.
* All announcements for all events (materials, quizzes and forums) will be given in a timely manner (prior to the event) by the course coordinator.

**Important:**

During the course, participants are expected to check their mailboxes for new messages on a daily basis**.**

# COURSE COORDINATION

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| **Course coordinator:**    Name: **Mr. Mohamed Amir**    Email: amir@c3.comms.com | **ITU coordinator:**    Name: **Mr. Sean Doral**  Program Officer,  ITU Regional Office for Asia-  Pacific  Email: [sean.doral@itu.int](mailto:sean.doral@itu.int) | **APT coordinator:**    Name: **Ms. Seisa Nakamura**  Assistant Programme  Officer,  Asia-Pacific Telecommunity  Email: seisa@apt.int |

# REGISTRATION

## Applicants for the online training course

Successful applicants will receive confirmation email from APT to participate in the online.

This training course is provided **FREE** to the participants registered and selected for the APT Training Course on Preparing for International Conferences 2021 (Online).

## ITU Academy portal account and Course registraion

Enrollment should be made online at the ITU Academy portal. To be enrolled for the course you **MUST** first create an account in the ITU Academy portal at the following address: <https://academy.itu.int/index.php/user/register>.

After you have created an ITU Academy account, kindly visit the link provided to complete your enrollment:

<https://academy.itu.int/training-courses/full-catalogue/apt-training-course-preparing-international-conferences-2021>.

The title of the training course is “APT Training Course on Preparing for International Conferences 2021”.

Please complete the registration before 28 June 2021.

If you have any trouble for the registration, please contact to [seisa@apt.int](mailto:seisa@apt.int), [apthrd@apt.int](mailto:apthrd@apt.int).

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# Meeting link

## Meeting link for live lectures

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| Week1: Meeting link | |
| 5-9.July | https://us02web.zoom.us/j/86449381393?pwd=QS9ESHAyM0t4eEVmQmQrSlIyNTdjZz09  Meeting ID: 864 4938 1393  Passcode: 333745 |
| Week3: Group discussion and Mock conference | |
| 19.July Introduction | https://us02web.zoom.us/j/88964762842?pwd=YXVOVEg3cmxobXBmcjBQK05PclpVQT09  Meeting ID: 889 6476 2842  Passcode: 172813 |
| 19.20.July Group discussion | https://us02web.zoom.us/j/89885712986?pwd=OVBVU3VBMm9VTjZ6YXEzaWhuOXhUZz09  \*6 Breakout rooms are allocated to each grops.  Meeting ID : 898 8571 2986  Passcode: 596134 |
| 21.22.23.July Mock conference  -Plenary  - Committee meeting  -Plenary | https://us02web.zoom.us/j/82354823538?pwd=LzRTUzhCSkd6TWEzai84cnJSeVNhZz09  Meeting ID: 823 5482 3538  Passcode: 937246 |