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| APTlogogreen3 | ASIA-PACIFIC TELECOMMUNITY | **Document No.:** |
| **Training Workshop for International Conferences** **–for APG/WRC-** | **TWIC-APG19/ ADM-01** |
| 8 – 9 March 2018, Perth, Australia | 4 January 2018 |

**TENTATIVE PROGRAMME**

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| **Time** | **Day 1: Classroom Lecture (8 March 2017)** |
| 9:00 – 9:20 | **Opening** * Welcome Address by Ms. Areewan Haorangsi, Secretary General, Asia-Pacific Telecommunity
* [Address by Ministry of Internal Affairs and Communications, Japan]
* [Address by Australian Communication and Media Authority]

(Group Photograph) |
| 9:20 – 10:00 | **Session 1 General Introduction*****Module 1-1: Introductions of International Conferences (30 Min)**** Basic process and protocol of international conferences/meetings
* Decision making process at the international conferences/meetings

*(Lecturer: To be decided)****Module 1-2: Overview of APT and its activities (10 Min)**** Introduction of APT and its role in the area of radiocommunication

*(Lecturer: APT Secretariat)***Each module will be followed by questions and answers** |
| 10:00 - 10:20  | **Coffee/Tea Break Sponsored by MIC, Japan** |
| 10:20 – 12:50 | **Session 2 WRC: Structure and its Management*****Module 2-1: Structure (30 Min)**** Basic structure of a WRC (including how it is decided)
* Management team/Office bearers of WRC

 *(Lecturer: BR, ITU)* ***Module 2-2: Management(30 Min)**** Submitting proposals and ways of handling the proposals at WRC
* Importance of the regional organizations

*(Lecturer: TBD)****Module 2-3: Preparatory Process for a WRC (30 Min)**** General process of preparation for a WRC
* Initiation of the Agenda Items for WRC
* Analyzing an Agenda Item – Agenda Item texts and associated Resolution (s)
* Cycle of AI and WRC and how/where they are discussed/prepared

*(Lecturer: TBD)****Module 2-4: Roles of CPM for a WRC (30 Min)**** Introduction of CPM – Typical structure, management and function
* Overview of the CPM Report and its importance for WRC

*(Lecturer: TBD)****Module 2-5: Roles of ITU-R Study Groups for a WRC (30 Min)**** ITU-R Study Groups and their roles in the preparation for WRC
* Important timeline for the preparation of a WRC

*(Lecturer: TBD)***Each module will be followed by questions and answers** |
| 12:50 – 14:00 | **Lunch Sponsored by MIC, Japan** |
| 14:00 - 15:30 | **Session 3 APG: Structure and its Management*****Module 3-1: Overview and management of APG (45 Min)**** History of APG and its roles and responsibilities
* Working methods of APG
* Structure and management of APG
* Meetings of the APG (Objectives, role of plenary, working parties and drafting groups)
* The workplan of the APG for the preparation of WRC

*(Lecturer: TBD)****Module 3-2: Engagement in the activities of APG ("a life of a contribution") (45 Min)**** General process of documentation in APG (Document category and processing of the documents)
* Development of input contributions (Format for inputs and presentation of inputs)
* Role of Drafting Group (structure of drafting groups, various inputs and outputs, nomination of Chairman, consolidated documents, negotiation and discussion)
* Tips for participating in the discussion and negotiation at various level and importance of ‘offline’ negotiation.

*(Lecturer: TBD)***Each module will be followed by questions and answers** |
| 15:30 – 15:45 | **Coffee/Tea Break Sponsored by MIC, Japan** |
| 15:45 – 16: 30 | ***Module 3-3: National Procedure (case study) (45 Min)**** This module will cover examples of various domestic preparatory processes for WRC by some APT Members (3 Members each 15min)
* Country A (TBD)
* Country B (TBD)
* Country C (TBD)

**Each module will be followed by questions and answers** |
| 16:30 – 17:30 | **Session 4 Ecercise*****Module 4-1: Introduction of the exercise for Day 2 (60 Min)**** Summary of Day 1 activities
* The details of exercise for Day 2. Among those are:
	+ Divide participants into small groups (each group represents an imaginary country and "country description" card will be provided)
	+ Assign an agenda item ("mock agenda")
	+ Overview of document process: Prepare contribution, give a presentation, discuss and negotiate contributions and develop draft a PACP
	+ Explain what participants are expected to do during the exercise
* Questions and Answers

*(Instructor(s): TBD + facilitator\*number of small groups: TBD)***Please note thatDay 2 activities solely for the purpose of training. No relation with the activities and work of APG19-3. The documents developed by the small groups on Day 2 at the training will not be published as formal documentation.**  |
| **Time** | **Day 2: Training Exercise (9 January 2018)** |
| 9:00 - 10:30 | **Session 4 Exercise (continue)*****Module 4-2: Exercise to develop input contribution**** Focus of this session is to develop a contribution for APG on assigned Agenda Item
* Each small groups will develop input contribution based on the template provided by the instructor
* Each group will be assisted by a facilitator (experts of APG)

*(Session Instructor(s): TBD + facilitators for small groups: TBD)* |
| 10:30 – 10:45 | **Coffee/Tea Break Sponsored by MIC, Japan** |
| 10:45 - 12:30 | ***Module 4-3: Presentation of input contribution*** * During this module each small group will present their input contributions to a Working Party
* While a group presents its contribution others can seek clarification on the input

*(Session Instructor(s): TBD + facilitators for small groups: TBD)* |
| 12:30 – 14:00 | **Lunch Sponsored by MIC, Japan** |
| 14:00 – 15:30 | ***Module 4-4: Discussion and Negotiation at Drafting Group (60 min)**** During this module participants come together for consideration of a consolidated document at Working Party or Drafting Group
* It takes into consideration the process of interaction within the groups to promote and support a contribution; and options to explore compromise

***Module 4-5: Offline discussion during break (30 min)**** During this module key members of each group will engage in offline discussion on the issues which has not been solved at the Drafting Group or Working Party
* Participants will be familiar with the process/culture of offline discussion/negotiation to find a compromise

*(Session Instructor(s): TBD + facilitators for small groups: TBD)* |
| 15:30 – 15:45 | **Coffee/Tea Break Sponsored by MIC, Japan** |
| 15:45 – 16:30 | ***Module 4-6: Presenting a compromised document to the Plenary**** Finalization of the compromised document based on negotiation
* Presentation of draft APT Views/Preliminary APT Common Proposals of the Agenda Item, which has been prepared at the previous session, will be presented at Plenary
* This exercise will enable the participants to accept compromise solutions and understand the process of Plenary.

*(Session Instructor(s): TBD + facilitators for small groups: TBD)* |
| 16:30 – 17:15 | **Session 5: Evaluation and General Discussion*****Module 5-1: Evaluation and General Discussion**** Evaluation of exercises by the facilitators and ways to improve (15 min)
* Overview of APG19-3 and roadway to APG19-5 (10 min)

(*Dr. Kyu Jin Wee, Chairman of APG)** Evaluation of instructor(s)

 General questions, answers and feedback by participants (15 min) **Closing (by Secretary General of APT)** |

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