

# **Guidelines for APT Fellowships under HRD Programme (2010)**

## **1. Introduction**

- 1.1 It is an important role of APT to promote the development of telecommunications and ICT in the Asia Pacific region. Therefore "Capacity building and HRD" has been established as one of Key Work Areas in the "Strategic Plan of the APT 2009-2011". Based on this strategy and the Management Committee's decision, the HRD activities for year 2010 have been planned. This guideline is written to articulate the procedure clearly for both APT training courses and study visits.
- 1.2 APT training courses and study visits are conducted at training centers of the member countries. Fellowships are granted by the APT to qualified individuals who are nominated by their administrations or organizations and approved by the APT.
- 1.3 On completion of the training courses or study visits, the fellowship recipients are expected to disseminate the expertise gained by them in their own countries to promote the development of telecommunication, information and communications technology and to increase their own productivity through the application of the acquired skills and knowledge. All successful trainees will be awarded an APT Training Certificate.

## **2. Eligibility Requirements**

The followings are some common basic requirements of the candidates to receive APT fellowships under the APT training courses and study visits. Please also refer to the selection criteria mentioned in each invitation letter, which are applied in addition to the following requirements.

### **2.1 English Proficiency**

Candidates have to have an adequate proficiency in the English language. APT may request evidence that candidate's English proficiency is sufficient, such as a certificate in English proficiency from a recognized English training institution. The Nomination Form has to be completed also by indicating the participant's proficiency of understanding English.

### **2.2 Work Experience**

Candidates must have at least two (2) years of professional work experience in the proposed field of the training course or study visit.

### **2.3 Education**

Candidates should be university graduates or possess equivalent qualifications/experience in the relevant professional fields unless otherwise specified.

### **2.4 Residence in APT Member Countries**

Candidates must be citizen or permanent residents in the APT Members or Associate Members countries.

## **2.5 Belonging to APT Membership**

Candidates must be employees of APT Members, Associate Members or Affiliate Members. Contact persons are requested not to nominate candidates from organizations which are not an APT member. APT will not be able to accept such nominations.

## **2.6 Frequency of Receipt of Fellowships**

Normally, only candidates, who have not received an APT fellowship for an APT training course or study visit in the past twelve (12) months, shall be eligible for a fellowship for a training course or study visit.

## **2.7 Health Status**

Candidates should be in good health both physically and mentally to undergo the HRD activities. Pregnancy is regarded as disqualifying factor.

## **2.8 Travel Insurance**

The Member administration is responsible for travel insurance that covers overseas medical claim, including personal accident or loss of limb and death. Neither APT nor the local training host will bear any cost for any medical claim of any nature.

## **2.9 Contribution**

It is highly recommended that the applicants demonstrate that they have made some contribution to the relevant APT activities or to the ITU work.

## **2.10 Continuity**

It is expected that after receiving fellowship for an APT training course or study visit, the trainee should continue to work in a relevant department for a minimum period of one (1) year.

## **3. Nominations and Application Procedures**

**3.1** In principle, unless stated in the Invitation letter, only one (1) fellowship is offered by APT Secretariat and only one (1) nomination shall be submitted by each concerned APT member for the training course or study visit for consideration by APT. However administrations can nominate additional candidates who are to be funded at their own expense and who may be selected after APT consultation with the local host depending on the availability of a seat. The qualification of the additional nominees will also be evaluated to ensure that he/she is suitable for the course offered.

**3.2** In cases where the APT members have sent more than one nominee for a single slot fellowship, APT has the right to select the most suitable nominee among those that have been sent to the APT Secretariat for the training course.

3.3 APT members shall submit the completed nomination form and relevant information to the APT Secretariat through the APT contact point no later than the closing date mentioned in each invitation letter. Care should be taken to ensure ALL details are supplied to avoid delays in processing the nomination. (The latest form can be downloaded from the APT website, <http://www.apt.int/>)

3.4 Before sending nomination form, the APT members are requested to check all selection criteria with the check list mentioned in each invitation letter, especially with reference to qualification of the nominee and their relevance to the particular course.

3.5 If no reply has been received from APT within a week regarding a submitted application for a training course or study visit, APT members are requested to contact APT Secretariat either by phone or fax to follow up the procedure due to problems that have sometimes been experienced with the reception of e-mails.

#### 4. Selection Process

The APT Secretariat will select suitable nominations from those submitted before the closing date. The following is a brief flow of the selection process.

4.1 In principle, the APT Secretariat considers only completed nomination forms for selection. ALL details must be completed.

4.2 The APT Secretariat shall check the qualification of the nominees based on the criteria shown in each invitation letter of the training course or study visit as well as the requirements mentioned in the Section 2 above.

4.3 APT Secretariat may ask the contact point in the APT members about the details of a nominee for further clarification during the selection process.

4.4 Generally the selection is made on a “first come first served” basis in case the number of applications exceeds the maximum capacity of the training course. However preference may be given to an administration or organization that has not been awarded a fellowship within a reasonable period.

4.5 The APT Secretariat will notify the results of the selection to the relevant contact point of the APT members as soon as selected.

4.6 The relevant contact point of APT members must immediately confirm the preparation of the nominee to ensure their participation in the activity on time. This includes obtaining any visas that may be required (both for entering the host country and any transit countries).

4.7 In case APT Secretariat decided not to accept a nominee, the APT members may change their nominee accordingly after notification by APT. However, the APT Secretariat may not accept the new nomination if they fail to submit their new nominations three (3) weeks prior to the commencement of the activity.

4.8 The decision of the APT Secretariat is final.

## **5. Fellowship Provisions**

5.1 In principle, APT fellowship covers the following expenses.

- Round trip international economy class air ticket cost which is considered suitable and authorized in advance to attend only APT training course or study visit. Local transportation costs will not be covered within the trainee's home country.
- Accommodation fees and daily allowances during their stay in the host countries to participate in the activities.
- Training or tuition fees.
- Transit allowance for one day per one way trip, as appropriate.

5.2 APT Secretariat reimburses the above air ticket cost with UN exchange rate which is revised every month. It may be slightly different from the actual bank exchange rate. The contact persons are requested to accept that the difference may occur between our payment and exact cost.

**5.3 The approved itinerary of the trainees can only be changed with prior notice and written justification to the APT Secretariat by the APT member contact point until 1 week before the start of the training course or a study visit. Note that no changes can be accepted until written approval (e-mail) by APT is received.**

## **6. Participation at Members' Own Expenses**

In case any APT members would like to send their trainees to an APT training courses at their own expense, the interested member may contact the APT Secretariat in advance and make a request. After the necessary coordination, APT Secretariat will inform the relevant member's contact point on their acceptance or otherwise as well as the terms of their participation. Please note that any such candidate should meet all criteria as shown in each invitation letter.

## **7. Communication to Selected Candidates/Trainees**

During the whole period of nomination and selection process, as well as the preparation time for attending the training course or study visit, the APT Secretariat corresponds only with the official APT members contact point. Therefore, the contact point should take the responsibility to communicate with selected candidates or trainees during and after the training as maybe required.

## **8. Discouraging family members to accompany**

In order to take full advantage of the training, APT discourages any family member accompanying the trainee. In case any family members do accompany the trainee, despite APT's advice against it, APT will not be able to provide any support for the accompanying persons and will not be held responsible for such family members.

## 9. Contact Information

All nominations and related correspondence about APT fellowships should be forwarded on or before the closing date to:

Secretary General  
Asia-Pacific Telecommunity (APT)  
12/49, Soi 5, Chaengwattana Road  
Bangkok 10210, Thailand  
Tel: +662 5730044  
Fax: +662 5737479  
E-mail: [apthrd@apt.int](mailto:apthrd@apt.int)

*Please use the APT e-mail reflector [apthrd@apt.int](mailto:apthrd@apt.int) for all your correspondence.*