

**APT Training Course on Preparing for International Conferences 2020
(Online)
18 April – 3 May 2020**

COURSE OUTLINE

COURSE DESCRIPTION

Title	APT Training Course on Preparing for International Conferences 2020 (Online)
Objectives	<ul style="list-style-type: none">• Basic and essential knowledge on structure of international conference and function of each element;• Basic and essential knowledge on major international negotiation frameworks related to ICT, including trade in service; and• Basic and essential knowledge on the preparation process, how to make a proposals and how to negotiate with others at international conferences• Develop an understanding of WTSA (in particular WTSA – 20) <p><i>More information please see an appendix.</i></p>
Dates	18 April to 3 May 2020
Duration	2 Weeks
Registration deadline	6 April 2020
Training fees	FREE for preregistered participants to APT TCIP-2020
Course code	200I24958ASP-E

LEARNING OUTCOMES

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

- Basic knowledge of structure of international conferences, its management, way of discussion, necessary procedure and protocol, etc. based on common practice of international conferences, and international organizations (especially APT and ITU);
- Basic understanding of major international negotiation frameworks related to ICT field, including trade in service area, such as APT, ITU, APECTEL, and other economic partnerships / trade agreements;
- 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 of the Mock Conference, how it could have an impact of our society, what kind of policy issues are being discussed at the international conferences. The theme for the mock conference this time is WTSA with focus on WTSA-20 which will be held from 17-27 November at Hyderabad, India

TARGET POPULATION

This training is primarily targeted at:

- Persons who are new to participate in international conferences in ICT field (particularly junior and mid-level officials/staffs).
- Persons who are involved in making ICT policies or regulations and want to understand decision-making process 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 standardization activity and related policy making

TUTORS/INSTRUCTORS

	NAME OF TUTOR(S)/ INSTRUCTOR(S)	CONTACT DETAILS
1.	Dr. Bob HORTON	bhorton53@hotmail.com
2.	Mr. Seiichi TSUGAWA	se-tsugawa@kddi.com
3.	Dr. Jongbong PARK	jongbong@apt.int
4.	Mr. Ashish NARAYAN	ashish.narayan@itu.int
5.	Mr. Mohamed AMIR	mohd3amir@gmail.com
6.	Other experts (tbc)	

EVALUATION

The evaluation of the participants will be based on:

- 60% from the Quiz marks,
- 10% from the participation with substantive posts in the discussion forums reflecting both the quantity and the quality of time spent on the course,
- 10% from chat sessions, and
- 20% for the Assignment.

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

TRAINING SCHEDULE AND CONTENTS / AGENDA

Agenda

Week	Module Title	Topics
1.	Module 1: General Introduction to International Conferences	1-1: Structure of international conference <i>- Dr. Horton</i>
		1-2: Operation and activities of a conference (procedure, decision-making process) <i>- Dr. Horton</i>
		1-3: Roles of office bearers, Participants and Secretariat <i>- Mr. Tsugawa</i>
		Discussion / Forum
	Module 2: Example of the Actual International Conferences and Current Hot Themes	2-1: APT - Objectives, functions and structure - Regional preparation for ITU conferences <i>- Dr. Park</i>
		2-2: ITU - Objectives, functions and structure of ITU - ITU's main conferences <i>- Mr. Narayan</i>
		2-3: Preparation for the conference - Overview of ITU-T - Objectives of WTSA - Structure, decision making - Important issues for WTSA - Preparatory process - How to develop contribution documents, and lifespan of the documents <i>- Mr. Tsugawa</i>
		2-4: WTSA 20
		Discussion / Forum

2.	Module 3: Negotiation and Coordination	3-1: Negotiation and Coordination <ul style="list-style-type: none"> - building relationship, 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 <p style="text-align: right;"><i>- Dr. Horton</i></p>
		Discussion/ Forum
		Quiz
	Module 4: Conference preparation	4-1: Assignment <p>For this assignment participants will be divided into 4 groups. Each Group is required to prepare a draft proposal of a resolution to WTSA.</p> <p>Participants are expected to communicate and discuss with other members of your group in preparing the draft proposal as a group exercise. The proposal can be a modification of the existing resolution, or a compilation of many existing resolutions, or a new resolution. Details of the Assignment will be provided before the module.</p>
		Chat Session
		Final evaluation

METHODOLOGY

The course methodology will be as follows:

- Modules 1 & 2 will be studied in week 1. Modules 3 & 4 will be studied in the second week. The issues presented by the tutors will be discussed in the Forum during the week;
- Course materials will be made available on start of the week;
- Discussion / forums will be organized based on the lecture topics where students are highly encouraged to participate and interact with tutors and other students;
- A Quiz test will be assigned covering modules 1,2 & 3 at the end of module 3;
- One Assignment will be given in the second week simulating regional preparation for an international conference;
- Final evaluation will consider the participants contribution to the discussion / forums, individual scores from the quiz and the results of assignment;
- 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

Course coordinator:	ITU coordinator:	APT coordinator:
Name: Mr. Mohamed Amir Email: amir@c3.comms.com	Name: Mr. Ashish Narayan Program Coordinator, ITU Regional Office for Asia-Pacific Email: ashish.narayan@itu.int	Name: Ms. Seisa Nakamura Assistant Programme Officer, Asia-Pacific Telecommunity Email: seisa@apt.int

REGISTRATION

Applicants for the online training course

Only the applicants who received accept email from APT for the face-to-face TCPIC are entitled to join the online training as well as the applicants who withdrew attending this training course because of COVID- 19. Please submit a notification form in [Attachment 2](#) to APT secretariat if you would like to register to this online training course.

This training course is provided **FREE** to the participants registered and selected for the APT Training Course on Preparing for International Conferences 2020 (Online).

ITU Academy portal account

Registration should be made online at the ITU Academy portal. To be able to register 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>.

Course registration

When you have an existing account or created a new account, please inform Ms. Seisa Nakamura (seisa@apt.int) and Mr. Ashish Narayan (ashish.narayan@itu.int).