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| APTlogogreen3 | ASIA-PACIFIC TELECOMMUNITY | **Document No.:** |
| **Training Course on Preparing for International Conferences –for APG/WRC** | **TCPIC2022/ ADM-02** |
| 12 –13 August 2022, Bangkok Thailand | 11 August 2022 |

**TENTATIVE PROGRAMME**

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| **Time** | **Day 1: Classroom Lecture (12 August 2022)** |
| 8:30 – 9:30 | **Registration** |
| 9:30 – 9:40 | **Opening** * Welcome Address by Mr. Masanori Kondo, Secretary General, Asia-Pacific Telecommunity
 |
| 9:40 – 10:20 | **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: Mr. Mohamad Amir)****Module 1-2: Overview of APT and its activities (10 Min)**** Introduction of APT and its role in the area of radiocommunication

*(Lecturer: Mr. Masanori Kondo, Secretary General, Asia-Pacific Telecommunity)*Each module will be followed by questions and answers |
| 10:20 – 10:30  | **Coffee/Tea Break** |
| 10:30 – 12:00 | Session 2 WRC: Structure and its ManagementModule 2-1: Structure (30 Min)* Basic structure of a WRC (including how it is decided)
* Management team/Office bearers of WRC

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

*(Lecturer: Mr Phippipe Aubineau BR, ITU)*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:* *Dr. Kyu-Jin Wee**)*Each module will be followed by questions and answers |
| 12:00 – 13:00 | **Lunch** |
| 13:00 – 14:00 | Module 2-4: Roles of CPM(The Conference Preparatory Meeting ) for a WRC (30 Min)* Introduction of CPM – Typical structure, management and function
* Overview of the CPM Report and its importance for WRC

*(Lecturer: Mr.Muneo Abe)*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: Dr. Akira Hashimoto, NTT DoCoMo)*Each module will be followed by questions and answers |
| 14:00 – 14:10 | **Coffee/Tea Break**  |
| 14:10 – 15:40 | **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: Dr.Kyu-Jin Wee)****Module 3-2: Engagement in the activities of APG (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:* *Mr. Christopher Hose**)* Each module will be followed by questions and answers |
| 15:40 – 15:50 | **Coffee/Tea Break**  |
| 15:50 – 16: 35 | ***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)

Module3-3-1: National Preparatory Process (case study) *(Lecturer: Dr.Kyu-Jin Wee)*Module3-3-2: National Preparatory Process (case study) *(Lecturer: Mr. Bui Ha Long)*Module3-3-3: National Preparatory Process (case study) *(Lecturer: Dr. Tasghi Shafiee)*Each module will be followed by questions and answers |
| 16:35 – 17:35 | Session 4 ExerciseModule 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 (Preliminary APT Common Proposal)
	+ Explain what participants are expected to do during the exercise
* Questions and Answers

*Session Guidance (Chair): Mr. Christopher Hose**Facilitators for small groups: Mr. Muneo Abe,* *Dr. Akira Hashimoto, Dr. Tasghi Shafiee, Mr. Bui Ha Long, Dr. Jae Woo Lim*Please note that Day 2 activities solely for the purpose of training. No relation with the activities and work of APG23-4. 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 (13 August 2022)** |
| 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 the 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)

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| 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

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| 12:30 – 14:00 | **Lunch** |
| 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 consolidation

***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 consolidation

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| 15:30 – 15:45 | **Coffee/Tea Break**  |
| 15:45 – 16:30 | ***Module 4-6: 2nd round of discussion for developing APT Preliminary View**** Based on the previous module exercise, each group should be ready to develop APT PV
* At the end of M4-6, APT PV must be available as an output of the exercise
* This exercise will enable the participants to understand the process of Plenary

*Session Guidance(Chair): Mr. Christopher Hose**Facilitators for small groups: Mr.Muneo Abe,* *Dr. Akira Hashimoto, Dr. Tasghi Shafiee, Mr. Bui Ha Long, Dr. Jae Woo Lim* |
| 16:30 – 17:45 | **Session 5: Evaluation*****Module 5-1: Evaluation and advice*** * Evaluation and advice from the facilitators and ways to improve (25 min)
* Evaluation and advice from the Chair (*Mr. Hose*) (5 min)
* Overview of APG23-4 and roadway toward WRC-23 (10 min)

(*Dr. Kyu Jin Wee, Chairman of APG)* General questions, answers and feedback by participants (15 min) **Presenting Certificates** (15 min)**Closing (by Secretary General of APT)** (5 min) |