**ASIA-PACIFIC TELECOMMUNITY**
**12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand**

Ref: APT/2024/TCPIC/Invitation (F)                          5 March 2024

Dear Sir/Madam,

### Subject: APT Training Course on Preparing for International Conferences
### 7 - 10 May 2024, Bangkok, Thailand

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a Training Course on Preparing for International Conferences 2024 (TCPIC-2024) from 7 to 10 May 2024 in Bangkok, Thailand. This training course provides an opportunity to experience discussion, negotiation and coordination on a matter at an international meeting. This training course is supported by the Ministry of Internal Affairs and Communications (MIC), Japan (Extra-budgetary Contribution from Japan: EBC-J).

APT took the initiative in 2016 to develop the APT Training Course on Preparing for International Conferences including a "Mock Conference" as part of the program providing an effective curriculum for the participants and the experience of participating and contributing to an international conference.

International conferences are platforms for discussion, negotiation and decision-making on issues that involve participation at the multilateral level. Effective participation in international conferences requires, among others, a good understanding and knowledge of ways and processes of discussion, negotiation and decision-making. Therefore, this training course is designed to provide such opportunities and assist APT members in preparing better for participating in international conferences. The details of the TCPIC-2024 are as follows:

| Title/Topics | Dates | No. of Participants | Deadline for Registration |
|---|---|---|---|
| **APT Training Course on Preparing for International Conferences** | **7 – 10 May 2023** | **20 - 25** | **29 March 2024** |

I would like to invite your Administration to nominate qualified applicant(s) to attend the training course (Annex 2). **The fellowship is available for this training course from EBC-J.** Those who are willing to and eligible to apply for APT fellowship, please follow the procedure and requirements as described in Annex 3.

The selection of trainees will be based on the following criteria and the applications submitted on time to the APT Secretariat. We would encourage applications from those who are in charge for international affairs at the regional and international levels. APT Secretariat reserves the right to decline any application.

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<u>**Selection Criteria:**</u>
- **Qualifications of an applicant:**
1) Priority will be given to those who have not participated in this training course in the past.
2) He/she is in charge of attending international/regional meetings.
3) Junior officials and women are encouraged to apply.

<u>**Required Documents:**</u>
A. Completed Nomination Form (Annex2) with current photo, and signatures of the Applicants, direct supervisor and APT official contact point. (APT shall not accept any nomination forms without the signature of APT official contact person.); and
B. Copy of the applicant's passport with the details and photo page

All correspondence related to the application should be sent preferably by e-mail to apthrd@apt.int before the deadline. **In case you do not receive an acknowledgement of receipt from APT within one week after your application submission, please contact APT Secretariat via email, apthrd@apt.int.**

I look forward to receiving your application. Should you require any further information, please contact APT Secretariat.

Yours sincerely,

Masanori Kondo
Secretary General

Attachments:
Annex1: Concept Note
Annex2: Nomination Form for Training Course
Annex3: Guidelines for APT Fellowships under HRD Programme

To: APT Fellowship Member Countries

cc: Mr. Shinya Shimada
Deputy Director-General for International Digital Infrastructure Promotion
Global Strategy Bureau
Ministry of Internal Affairs and Communications, Japan