Modules to be covered

1. General Introduction
	1. **Introductions of International Conferences**
* Basic process and protocol of international conferences/meetings
* Decision making process at the international conferences/meetings
	1. **Overview of APT and its activities**
* Introduction of APT and its role in the area of radiocommunication
1. WRC: Structure and its Management
	1. **Structure**
* Basic structure of a WRC (including how it is decided)
* Management team/Office bearers of WRC
	1. **Document Management**
* Submitting proposals and ways of handling the proposals at WRC
* Function and role of the regional organizations
	1. **Preparatory Process for a WRC**
* 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 of WRC and how/where they are discussed/prepared
	1. **Roles of CPM for a WRC**
* Introduction of CPM – Typical structure, management and function
* Overview of the CPM Report and its importance for WRC
	1. **Roles of ITU-R Study Groups for a WRC**
* ITU-R Study Groups and their roles in the preparation for WRC
* Important timeline for the preparation of a WRC
1. APG: Structure and its Management
	1. **Overview and management of APG**
* 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
	1. **Engagement in the activities of APG (" a life of a contribution")**
* 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.
	1. **National Preparatory Process (case study)**

This module will cover examples of various domestic preparatory processes for WRC by some APT Members

* + 1. Country A, Country B and Country C
1. Exercise ("Mock Conference")
	1. **Introduction of the exercise for Day 2**
* Summary of Day 1 lectures
* 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 an draft PACP
	+ Explain what participants are expected to do during the exercise

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Day 2: "Mock Conference" Exercise \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

* 1. **Exercise to develop input contribution**
* Develop a contribution for APG on assigned "mock" Agenda Item
* Develop input contribution based on the template provided
* Each small group will be assisted by a facilitator (experts of APG)
	1. **Presentation of input contribution**
* Each small group will present their input contributions (supposed to a Working Party)
* While a group presents its contribution others SHOULD (as an exercise) seek clarification on the input
	1. **Discussion and Negotiation at Drafting Group**
* Participants come together for consideration of a consolidated document at Drafting Group (suppose that DG will be formulated)
* Interaction within the groups to promote and/or get support to their contributions and consider options to explore compromise
	1. **Offline discussion during break**
* There will be a break intentionally. During the break key members of each group will engage in offline discussion on the issues which has not been solved at the Drafting Group
* Participants will be exposed to the process/culture of offline discussion/negotiation to find a compromise
* Understand types of possible outcomes (APT Views and/or APT Common Proposals)
	1. **Presenting a compromised document to the Plenary**
* Finalize the compromised document
* Present draft APT Views/Preliminary APT Common Proposals of the "mock" Agenda Item at Plenary and understand the process of Plenary
1. Evaluation and General Discussion
	1. **Evaluation and General Discussion**
* Evaluation of exercises by the facilitators and ways to improve
* Overview of APG19-3 and roadway to APG19-5