

**TRAINING COURSE ON PREPARING FOR INTERNATIONAL CONFERENCES**

5 July to 23 July 2021, Online course

**Concept Note (for online course)**

1. **Background**

As globalization accelerate, the issues that each country has to tackle require further international cooperation and collaboration. Especially in the ICT field, given the cross-border nature of communication, it becomes essential to coordinate among relevant stakeholders globally. This increases the importance of international conferences, which provide key platforms for international decision-making through discussion and negotiation. Effective participants in those conferences need essential skills set including negotiation skills, knowledge of the working and decision-making processes of those conferences. Unfortunately, there is only a limited opportunity to learn effective and useful skills as a curriculum.

Currently, participants to these conferences acquire knowledge and experience of effective negotiation through years of participation and exposure to the conferences, largely through On the Job Training (OJT). Although OJT plays an important role in developing an effective skill set for the participants to the conferences, complementing it with an appropriate training programme would greatly enhance and accelerate the skills development process. For this reason, APT took the initiative in 2016 to develop the APT Training Course on Preparing for International Conferences ("Mock Conference") and providing an effective curriculum to the participants from APT members.

Asia-Pacific Telecommunity (APT), as a key regional inter-governmental organization in ICT field, has been conducting a variety of capacity building programmes including training courses, expert missions and study visits since 1980. APT also plays a key role to coordinate views and to consolidate regional voices of Asia-Pacific region for global conferences. The "Mock Conference" aims to provide an opportunity to learn about international conferences, its structure, ways of negotiations and discussions, etc. Such programme will help participants to understand overview of international conference and its operation.

1. **Objective of the Training Course**

This Training Course aims to provide participants with:

* Basic and essential knowledge on the 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;
* Basic and essential knowledge on the preparation process, how to make proposals and how to negotiate with others at international conferences; and

It does thus provide opportunities for participants to build their confidence in participating in international conferences and enjoy being part of the decision-making process. This training course will be a good complement to OJT. In 2021, this training will be provided through the online platform of ITU Academy, due to the outbreak and the spread of the coronavirus (COV1D-19) over the Asia-Pacific region.

1. **Overview of Curriculum and Expected Result**

This 3 weeks online training course will consist of lectures, discussion forum and chatting room (real time) on the e-learning platform.

Through this training course, participants would gain;

- Basic knowledge of the structure of international conferences, its management, way of discussion, necessary procedure and protocol, etc. based on the common practice of international conferences, and international organizations (especially APT and ITU);

- Basic understanding of major international negotiation frameworks related to ICT field, such as APT, ITU 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 on our society, what kind of policy issues are being discussed at the international conferences.

This course will be delivered by regional and international experts, those who are closely associated with the activities of APT, ITU and other international meetings.

### This year, the programme will pick up topics that relate to the issues to be discussed at the World Telecommunication Development Conference (WTDC) of ITU, which is supposed to be held on 8-19 November 2021.

1. **Date**

Date: 5 July 2021 - 23 July 2021

1. **Organizers**

The training course will be organized by the Asia-Pacific Telecommunity, in partnership with the International Telecommunication Union (ITU).

1. **Target Participants**

* 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

(Although the topics of this Mock Conference will be picked up in line with WTDC-2021, participants are not limited to those who are actually engaged in WTDC related work).

1. **Expected Number of Participants**

30