

# Guidelines for APT Online Training Courses

28 January 2021

## 1. Introduction

- 1.1 APT's objective is to foster the development of telecommunications and ICT in the Asia-Pacific region. "Capacity building programme" or known as "HRD programme" has been established as one of key areas in the "Strategic Plan of the APT". Based on the Strategic Plan and the guidance provided by the Management Committee, a plan of the capacity building activities is formulated and this guideline aim to provide a clear condition and procedure for implementing APT Training courses.
- 1.2 Training courses will be organized and managed by selected training centers/institutions of the Member countries. On completion of the online training courses, trainees are expected to disseminate the knowledge and experience gained through the training courses in their own countries in order to increase their productivity by applying acquired skills and knowledge. All trainees who completed at the training courses will be awarded an APT Training Certificate.

## 2. Eligibility Requirements

The following are some common basic requirements of the applicants for the APT training courses. Please also refer to the selection criteria mentioned in each invitation letter that are in addition to following requirements.

### 2.1 English Proficiency

Applicants need to have an adequate proficiency in the English language. APT Secretariat may request evidence that applicant's English proficiency is sufficient, such as a certificate in English proficiency from a recognized English training institution. The Nomination Form has to be completed indicating the applicant's proficiency of understanding English.

### 2.2 Work Experience

Applicants must have at least two (2) years of professional work experience in the proposed field of the training course or study visit.

### 2.3 Education

Applicants should be university graduates or possess equivalent qualifications/experience in the relevant professional fields unless otherwise specified.

### 2.4 Residence in APT Member Countries

Applicants must be citizens or permanent residents in the APT Members or Associate Members countries.

### 2.5 Belonging to APT Membership

Applicants must be employees of APT Members, Associate Members or Affiliate Members. Contact persons are requested not to nominate applicants from non-member organizations. APT Secretariat will not accept such nominations.

### 2.6 Diversity of Applicants

Diversity of applicants from the same APT members in a year is recommended.

### 2.7 Contribution

It is highly recommended that the applicants demonstrate that they have made some contribution to the relevant APT activities or home countries activities.

## **2.8 Continuity**

It is expected that after participating in an online APT training course, the trainee should continue to work in a relevant department for a minimum period of one (1) year.

## **3. Nominations and Application Procedures**

- 3.1** The maximum number of nomination for each APT member will be specified in the Invitation letter.
- 3.2** To maximize the opportunity for international nominations, no priority will be given to domestic nominations. If the total number of trainees does not reach the capacity for the course, domestic trainees may attend the training course. In this case, the relevant APT member is responsible to pay any costs incurred including the training fee.
- 3.3** APT members shall submit the completed nomination form and relevant information to the APT Secretariat through the APT contact person no later than the closing date mentioned in each invitation letter. Care should be taken to ensure all details are supplied to avoid delays in processing the nomination. (The latest nomination form can be downloaded from the APT website, <http://www.apt.int/APTHRD/>)
- 3.4** Before sending the nomination form, APT members are requested to check all the selection criteria with the check list mentioned in each invitation letter, especially with reference to qualification of the nominee and their relevance to the particular training course.
- 3.5** If no acknowledgement reply has been received from APT Secretariat within a week regarding a submitted application for a training course, APT members are requested to contact APT Secretariat either by phone or fax to follow up the procedure in order to ensure the reception of the email.

## **4. Selection Procedure**

APT Secretariat will select suitable nominations from those submitted before the closing date. The following is a brief flow of the selection procedure.

- 4.1** In principle, the APT Secretariat considers only fully completed nomination forms for selection. All requests for information must be provided and all questions answered.
- 4.2** APT Secretariat shall check the qualification of the applicants based on the criteria shown in each invitation letter of the training course as well as the requirements mentioned in the Section 2 above.
- 4.3** APT Secretariat may ask the contact point in the APT members about the details of an applicant for further clarification during the selection process.
- 4.4** Generally trainee selection is made using this guideline and the criteria stated on the APT invitation letter from the eligible nominations received before the closing date.
- 4.5** APT Secretariat will notify the results of the selection to the relevant contact persons of the APT members as soon as selection process is completed.
- 4.6** The relevant contact point of APT members must immediately confirm the readiness of the applicant to ensure their participation in the activity on time.
- 4.7** APT members may suggest to replace their nominee with necessary documents three (3) weeks prior to the commencement of the activity. The APT Secretariat reserves a possibility not accepting such replacement.

## **5. Participation from non-eligible APT members**

In case any APT members who are not eligible for APT training course would like to nominate their trainees to a training course, the interested member may contact the APT Secretariat in advance and make a request. After the necessary coordination with training organization or host country, and depending on the availability of a seat, APT Secretariat will inform the relevant member's contact person on their acceptance with the terms of their participation. Such applicant should meet all criteria as shown in each invitation letter.

## **6. Communication to Selected Applicants/Trainees**

During the whole procedure of nomination and selection process, as well as the preparation time for attending the training course, APT Secretariat corresponds only with the official APT members contact point. Therefore, the contact point should take the responsibility to communicate with nominated applicants or trainees during and after the training as maybe required.

## **7. Cancellation of Participation on Training Courses**

In case any APT member cancels the participation of a selected trainee, such APT members must inform APT Secretariat no later than three (3) weeks prior to the start of training courses. APT Secretariat may ask the reason for the cancellation and charge the members the necessary costs for the cancellation, if required.

## **8. Contact Information**

All nominations and related correspondence about the Training should be forwarded on or before the closing date to:

Secretary General  
Asia-Pacific Telecommunity (APT)  
12/49, Soi 5, Chaeng Watthana Road  
Bangkok 10210, Thailand  
Tel: 662 5730044  
Fax: 662 5737479  
E-mail: [apthrd@apt.int](mailto:apthrd@apt.int)

Please use the APT e-mail reflector [apthrd@apt.int](mailto:apthrd@apt.int) for all your correspondence.

---