

No. 4-1/2016-IR/08
Department of Telecommunications
512-A, Sanchar Bhawan, 20-Ashoka Road,
New Delhi -110001.

Dated: September 27, 2016

Kindly find enclosed the copy of letter no. APT/HRD-7.1.1/2016 JPN-TELEC/RSSMMWBI(F), dated 16 September, 2016 received from APT, Bangkok, Thailand regarding Training Course on "Radio Spectrum Management and Monitoring for Wireless Broadband Infrastructure" , during 29 November to 7 December 2016, Tokyo, Japan on APT Fellowship.

It is requested that the names of the suitable candidates meeting Selection Criteria specified by APT along with the complete **bio-data, duly filled nomination form** (as per annex-3) and **foreign tour profile** as shown below, may please be sent to Director(IR-I) in room No. 508, Sanchar Bhawan New Delhi, (email id: dirir-dot@nic.in) **by 07 October, 2016.**

Specimen of Bio data

1. Name, Staff No. and Designation
2. Date of Birth (Be under 45 years of age)
3. Qualification
4. Year of Recruitment
5. Present job & duties
6. Study Group Number if any
7. Details of Contact including Mobile No.
8. Status of Annual property returns of the previous year i.e. 2015 within time
9. Aadhar Card No. & PAN Card No.

Details of Foreign training/visits during last five years

1. Name of training course/visit
2. Period of visit (from-to)
3. Name of country visited
4. Date of submission of tour report

(Encl: as above)



(D. L. Meena)
ADG (IR)

Tel. No. 11-23036352

Copy to :-

- 1 Sr. DDG (TERM), DoT HQ /Sr.DDG (TEC)/ Wireless Advisor, DoT HQ New Delhi
2. All DDGs (TERM)
3. Director (IR-I), Director (IR-II), DOT
4. Director (IT), DOT is requested for hosting on DOT Website



ASIA-PACIFIC TELECOMMUNITY

12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand

Ref: APT/HRD-7.1.1/2015/JPN-TELEC/RSMMWBI (F)

16 September 2016

Dear Sir/Madam,

Subject: APT Training Course on Radio Spectrum Management and Monitoring for Wireless Broadband Infrastructure (Funded by Extra Budgetary Contribution of Japan)

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a Training Course on Radio Spectrum Management and Monitoring for Wireless Broadband Infrastructure in Tokyo, Japan from 29 November to 7 December, 2016. This training course is funded by the Extra Budgetary Contribution from the Government of Japan. Details are as follows:

Title/Place	Date/Duration	No. Fellowship	Closing of Nomination
Radio Spectrum Management and Monitoring for Wireless Broadband Infrastructure TELEC, Tokyo, Japan	29 November – 7 December 2016 (9 days)	1 full fellowship or 2 partial fellowships	21 October 2016

In this regard, I would like to invite your administration to nominate qualified applicant (s) to attend the training course. Please read the “**Procedural Information on APT Training Course**” (Annex-1) and “**General Information on APT Training Course**” (Annex-2) before submitting your nomination. Female applicants are encouraged to apply for this training course. Priority might be given to the Members that have not received the fellowships for previous training courses. Additional applicants are welcome to apply at Members’ own expenses.

The applicants will be selected based upon the following criteria and the documents submitted on time to the APT Secretariat. The selection will also be in accordance with the “**Guidelines for APT Fellowships under HRD Programme (2013)**” (Annex-4). As the facilities of the training institution may not be able to accommodate all applications, the APT Secretariat reserves the right to decline any application that does not meet the requirements.

/ ...

To: All APT Fellowship Members

Selection Criteria:

An applicant should:

- 1) be a university graduate or equivalent with working experience of more than 3 years in the field of telecommunications and/or related subjects;
- 2) be currently engaged in frequency planning, frequency assignment, licensing, supervision of radio stations, detection of and enforcement on illegal radio stations, and/or planning of technical regulations and measuring system for radio waves;
- 3) be a technical official in the administration or the regulator of telecommunications or be an engineer of telecommunication operator;
- 4) be under 45 years of age; and
- 5) meet the requirements set under “Guidelines for APT Fellowships under HRD Programme (2013)”.

Fellowship (full/partial):

Your administration can select one full fellowship or two partial (half) fellowships when you nominate applicants for the training course. **In the case of two partial fellowships, the first partial fellowship will cover the airfare only and the second fellowship will cover hotel accommodation and pocket allowance.**

Please note that the above selection criteria will equally apply to both the full fellowship and the partial fellowship.

Required Documents:

- A. Completed Nomination Form with current photo, and signatures of the Applicant, Direct Supervisor and the APT official contact person (Please note that the APT cannot accept any forms without the signature of the APT contact person.); and
- B. Copy of the applicant’s passport with the details and picture page.

The selected applicant is requested to submit a country report and present during the training.

Details of the training course such as course outline, support and nomination procedure and nomination form are also attached for your perusal and further action. Only the APT official forms will be used for submission to the APT Secretariat. All correspondence related to the application should be sent preferably by e-mail to apthrd@apt.int or fax to +66-2573-7479 before the closing date of the nomination.

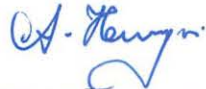
Note:

If no acknowledgement of receipt has been informed by the APT within one week after your nomination, please contact the APT Secretariat either by phone or fax.

/ ...

I look forward to receiving your nomination soon, and if you require any further information, please contact APT Secretariat at apthrd@apt.int.

Yours sincerely,



Areewan Haorangi
Secretary General

Attachments:

- Annex-1: Procedural Information on APT Training Course
- Annex-2: General Information on APT Training Course
- Appendix 1: Tentative Schedule for the Training Course
- Annex-3: APT Nomination Form
- Annex-4: Guidelines for APT Fellowships under HRD Programme (2013)

cc: Ms. Taeko Nakamura
Planning & Engineering Department, Research & Planning Group
Telecom Engineering Center (TELEC)

Mr. Kimihiko Kimura
Director, International Cooperation Division
Global ICT Strategy Bureau
Ministry of Internal Affairs and Communications, Japan

Procedural Information on APT Training Course

1. Nomination

The nomination form is to be filled-up by your nominee. This form should be sent to the Secretary General of APT with endorsement or signature of APT contact person or Head of Organization as mentioned in the page 2 of the form.

Closing date of the nomination is stated in the offering letter. Late or incomplete nominations are liable to be rejected. APT Secretariat will select the trainees according to the selection criteria mentioned in the offering letter.

Due to the problems that have been experienced with the reception of incoming e-mails, if you send an application to APT and did not received a reply within a week, please contact APT Secretariat either by phone (+662-5730044) or facsimile (+662-5737479) to follow it up the nomination procedure.

2. Support for the trainees

After APT finalized the selection, the trainees will be provided by the APT Secretariat with the following:

- Travel expenses : The most economical round trip air ticket will be provided after its approval.
- Accommodation : Single room accommodation during the period of the course.
- Per diem : Allowance to meet the expenses for meals and other personal miscellaneous expenses during the period of the course.
- Training fee : The training fee for the course

3. Passport and visas

Trainees are requested to prepare their passport immediately, allowing enough time (at least 2-3 weeks in general) when applying for visas. Trainees are requested to obtain an entry visa of the country where the training course will takes place before commencing their journey plus any visas for transit through another country where required. As for details of requirements, trainees are requested to contact the Embassy or Consulate of the respective country.

4. Confirmation of attendance

After receiving the notification of acceptance from APT, please confirm the attendance of your nominee.

5. Travel insurance

Due to procedural difficulties and budgetary constraints, neither the local host nor APT Secretariat will be able to bear any cost of medical treatment for the participant nor any expense incurred with respect to damage or loss of belongings or property of any person or organization.

The nominating administration is advised to provide medical and travel insurance for the trainee covering the whole period of the training and overseas travel.

6. Travel to the training course site

After receiving the confirmation of attendance, APT will inform you the detail of the training site. Trainees must not change the itinerary without the permission of APT.

Trainees are required to arrive in the training course site a day prior to the commencing day of the training course. **Delayed participation is normally not permitted.**

Please be sure to make all necessary travel documents (ie. passport and entry visas for country of destination and (if necessary, countries of transit) available by the departure date.

7. Feedback

APT requests your trainee's frank appraisal to evaluate the effectiveness of the training courses for further improvement in the following years.

The evaluation questionnaire will be provided for receiving feedback on the training course from your trainees. Trainees are requested to fill up the form at the end of the course and return it to the local host for submission to APT Secretariat later. Your trainees' responses will be kept confidential and only be revealed to the parties concerned in the form of statistical table or chart.

8. Note

APT may use the personal information of trainees provided by APT member countries within the scope of effective implementation for the training course including alumni follow-up activities, provision of further knowledge and skills and establishment of human networks among trainees. APT may share the information to the extent necessary and appropriate, with the sponsor of the training courses, and the host of training course. All personal information collected by APT will be properly managed and will not be provided to a third party beyond the purpose of the training course.

9. Others

Please refer to the "Guidelines for APT Fellowship under HRD Programme" also for more detail information.

General Information on APT Training Course
(Funded by Extra Budgetary Contribution of Japan)

1. **Title of Training Course:** Radio Spectrum Management and Monitoring for Wireless Broadband Infrastructure
2. **Organization (hosted by):** Telecom Engineering Center (TELEC)
3. **Duration:** 29 November to 7 December 2016
4. **Place:** Tokyo, Japan
5. **Abstract and Objectives**
 - **Abstract:** This training course is conducted for those **administrative officials and engineers** who are engaged in radio spectrum management and monitoring such as radio frequency planning, frequency assignment, licensing and supervision of radio stations, detection of and enforcement on illegal radio stations, and/or planning technical regulations and measuring system for radio waves.
 - **Objectives:** The objective of this training course is to raise the level of participants' administrative and technical knowledge of radio spectrum management and monitoring including the latest technologies for wireless broadband infrastructure.
6. **Schedule:**

Please refer to the attached schedule (**Appendix 1**) that is subject to change for elaboration and/or adjustment.
7. **Venue:**

Organization : Telecom Engineering Center (TELEC)
Address : Training Center TELEC HQ
7-2, Yashio 5-chome, Shinagawa-ku
Tokyo 140-003, Japan
Tel:+81 3 3799 0901 Fax: +81 3 3790 0433
URL : <http://www.telec.or.jp/eng/index.html>
8. **Reception at the Airport:**

On their arrival at the Narita International Airport, TELEC prepares supports for the participants to get domestic transportations from Narita International Airport to the hotel.
9. **Transportation from Airport:**

International Airport: Narita International Airport
From Narita International Airport to the hotel: about 60 -155 minutes by Airport

Limousine bus

From the hotel to Training Center: about 40 minutes by bus and by walk

10. Hotel accommodation:

Hotel name: Shinagawa Prince Hotel, Tokyo Japan
Address: 4-10-30 Takanawa, Minato-ku, Tokyo 108-8611, Japan
Tel : +81-3-3440-1111 Fax: +81-3-3441-7092
Website: <http://www.princehotels.com/en/shinagawa/>

11. Immigration Requirements:

All foreign visitors entering into Japan must have a valid passport.

- Participants requiring visa should apply to Japanese diplomatic mission (embassies and consulates etc.) in their own countries (or to Japanese diplomatic mission directly in charge of the participant's country) as soon as possible.
- Kindly check current visa requirement with the Embassy of Japan or Travel Agent before traveling, or visit the website of the Ministry of Foreign Affairs of Japan at URL: http://www.mofa.go.jp/j_info/visit/visa/index.html
- For your smooth visa application, visa supporting letters written in Japanese will be provided by TELEC and will be sent directly to the participants.

12. Photograph:

The participants are requested to bring **one copy of a recent photograph** of their faces (within 6 months) with the size of 3 centimeters by 3 centimeters for a participant list.

13. Country Report:

- The participants are requested to prepare a report on **“Radio Use and Radio Administration”**.
- The report should either be made as Microsoft Power Point presentation format or be typed on A4 size paper with semi-double spacing.
- The report should be forwarded to the host organization prior to the participants' arrival to Japan.
- In case where you have a published country report / annual report of the participant's organization or equivalent, please bring it with you and hand it to the secretariat on the first day of the course.
- **The country report presentation and discussions sessions will be held during the training course.** Please be well advised that the participants are asked to give presentations of their country reports in those sessions in the training course.

14. At Japanese Custom Office:

- Japanese customs is fairly lenient and allows bringing in items necessary for personal use, however, strictly prohibited are firearms and other types of weapons and narcotics.
- For details please refer to the following website of Japanese Customs: <http://www.customs.go.jp/english/summary/passenger.htm>

15. Weather:

- The latest weather information will be obtained at <http://www.jma.go.jp/en/yoho/206.html> (See weekly forecast to obtain highest and lowest temperature expected of each day of the corresponding week. – “Get more information on this area” -> pull down menu -> select “One-week forecasts”).
- The month of November-December in Tokyo area is in Autumn. Weather is quite stable and generally pleasant, not too hot and not too cool.

16. Electric Current:

In Eastern Japan including Tokyo, all electric appliances are working with voltage of 100V and frequency of 50 Hz. Outlet plug is American Type. If you intend to use your own personal computer in Japan, you are advised to bring transformer and plug adapter.

17. Secretariat:

Name: Taeko Nakamura (Ms.)
Title: Deputy Manager, Research & Planning Division
Telecom Engineering Center
Tel: +81-3-3799-0901
Fax: +81-3-3790-0433
Email: t-nakamura@telec.or.jp

18. Additional Advices:

It is advised that participants bring shoes suitable and comfortable for walking, as in principle, public transportation system will be used during the training and it sometimes requires certain distance of walking to and from and between training venues.

Rain gear such as umbrellas is also essential. In Japan, it can rain, sometimes all through the day, in any season of the year.

19. Notes:

The host organization’s business day is from Monday to Friday. They do not work on Saturdays and Sundays. Message sent to them will be received only during working hours of weekdays.

Also beware of **the time difference**, Japan is ahead of most of the countries. (Japan Standard Time is **UTC +9 hours**. Japan does not observe daylight saving time.) **That means their office will be closed earlier than in the cases of most of the participants’ countries.**

20. Regulation:

- not to bring any member of his/her family;
- not to change accommodation during training period;

- to participate in the course from the beginning to the end; and
- to return his/her home country at the end of their training course according to the international travel schedule designated by APT.

Participants are required to comply with instructions given by APT and the local host. (Further information on the requirement is found in the “Guidelines for APT fellowships under HRD Programme (2013)” and other related document).

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Name: Taeko Nakamura (Ms.)
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- to participate in the course from the beginning to the end; and
- to return his/her home country at the end of their training course according to the international travel schedule designated by APT.

Participants are required to comply with instructions given by APT and the local host. (Further information on the requirement is found in the “Guidelines for APT fellowships under HRD Programme (2013)” and other related document).

Guidelines for APT Fellowships under HRD Program (2013)

1. Introduction

- 1.1** APT's objective is to foster the development of telecommunications and ICT in the Asia Pacific region. "Capacity building and HRD" has been established as one of Key Work Areas of APT in the "Strategic Plan of the APT 2012-2014". Based on this strategy and the Management Committee's decision, the HRD activities for year 2013 have been planned. This guideline is written to articulate the procedure clearly for both training courses and study visits.
- 1.2** Training courses and study visits are conducted at selected training centers of the Member countries. Fellowships are granted by the APT to qualified individuals who are nominated by their administrations or organizations and approved by the APT.
- 1.3** On completion of the training courses or study visits, the fellowship recipients are expected to disseminate the expertise gained by them in their own countries to increase their own productivity through the application of the acquired skills and knowledge. All successful trainees at the training courses will be awarded an APT Training Certificate.

2. Eligibility Requirements

The following are some common basic requirements of the candidates to receive APT fellowships under the APT training courses and study visits. Please also refer to the selection criteria mentioned in each invitation letter that are in addition to following requirements.

2.1 English Proficiency

Candidates have to have an adequate proficiency in the English language. APT Secretariat may request evidence that candidate'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 participant's proficiency of understanding English.

2.2 Work Experience

Candidates 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

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

2.4 Residence in APT Member Countries

Candidates must be citizen or permanent residents in the APT Members or Associate Members countries.

2.5 Belonging to APT Membership

Candidates must be employees of APT Members, Associate Members or Affiliate Members. Contact persons are requested not to nominate candidates from organizations that are not an APT member. APT Secretariat will not be able to accept such nominations.

2.6 Frequency of Receipt of Fellowships

Normally, only candidates, who have not received an APT fellowship for an APT training course or study visit in the past twelve (12) months, shall be eligible for a fellowship for a training course or study visit.

2.7 Health Status

Candidates should be in good health both physically and mentally to undergo the HRD activities. Pregnancy is regarded as a disqualifying factor.

2.8 Travel Insurance

The Member administration is responsible for medical and travel insurance covering the whole period of the training course and overseas travel. The medical insurance should cover overseas medical claim, including personal accident or loss of limb and death. Neither APT nor the local training host will bear any cost for any medical claim of any nature.

2.9 Contribution

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

2.10 Continuity

It is expected that after receiving fellowship for an APT training course or study visit, 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 In principle, unless stated in the Invitation letter, only one (1) fellowship is offered by APT Secretariat and only one (1) nomination shall be submitted by each concerned APT member for the training course or study visit for consideration by APT. However administrations can nominate additional candidates who are to be funded at their own expense (See the section 6 below).

3.2 In cases where the APT members have sent more than one nominee for a single fellowship, APT Secretariat has the right to select the most suitable nominee among those that have been sent to the APT Secretariat for the training course or study visit.

- 3.3** To maximize the opportunity for international nominations, no fellowship will be given to domestic nominations. If the total number of trainees does not reach the capacity for the course, domestic trainees can attend the training course. In this case, the relevant APT member is responsible to pay all costs including the training fee.
- 3.4** 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/>)
- 3.5** 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 or study visit.
- 3.6** If no reply has been received from APT Secretariat within a week regarding a submitted application for a training course or study visit, APT members are requested to contact APT Secretariat either by phone or fax to follow up the procedure due to problems that have sometimes been experienced with the reception of e-mails.

4. Selection Procedure

The 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** The APT Secretariat shall check the qualification of the nominees based on the criteria shown in each invitation letter of the training course or study visit 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 a nominee 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. However preference may be given to an administration or organization that has not been awarded a fellowship within a reasonable period.
- 4.5** The 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 nominee to ensure their participation in the activity on time. This includes

obtaining a passport and any visas that may be required (both for entering the host country and any transit countries).

4.7 In case APT Secretariat decide not to accept a nominee, the APT members may change their nominee accordingly following notification by APT. However, the APT Secretariat may not accept the new nomination if they fail to submit their new nominations three (3) weeks prior to the commencement of the activity or the total number of the participants reaches the capacity of the training course.

4.8 The decision of the APT Secretariat is final.

5. Fellowship Provisions

5.1 In principle, APT fellowship covers the following expenses.

- Round trip international economy class air ticket cost which is considered suitable and authorized in advance to attend only the APT training course or study visit. Local transportation costs within the trainee's home country will not be covered.
- Accommodation fees and daily allowances during their stay in the host countries to participate in the activities.
- Training or tuition fees.
- Transit allowance as appropriate.

5.2 APT Secretariat reimburses the above air ticket cost with UN exchange rate which is revised every month. It may be slightly different from the actual bank exchange rate. The recipient administration / organization may need to bear the difference between the payment by APT Secretariat and exact cost.

5.3 The approved itinerary of the trainees can only be changed with the written approval by the APT Secretariat. Prior notice and written justification need to be sent the APT Secretariat by the APT members contact point well in advance.

6. Participation at Members' Own Expenses

In case any APT members would like to send their trainees to a training course or a study visit at their own expense, 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 or otherwise as well as the terms of their participation. Please note that any such candidate should meet all criteria as shown in each invitation letter.

7. Communication to Selected Candidates/Trainees

During the whole procedure of nomination and selection process, as well as the preparation time for attending the training course or study visit, the APT Secretariat

corresponds only with the official APT members contact point. Therefore, the contact point should take the responsibility to communicate with selected candidates or trainees during and after the training as maybe required.

8. Cancellation of Participation on Training Courses

In case any APT member cancels the participation of a selected trainee, the APT members must inform APT Secretariat no later than three (3) week 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.

9. Discouraging family members to accompany

In order to take full advantage of the training, APT discourages any family member accompanying the trainee. In case a family member does accompany the trainee, despite APT's advice against it, APT will not be able to provide any support for the accompanying persons and will not be held responsible for such family members.

10. Contact Information

All nominations and related correspondence about APT fellowships under HRD Program should be forwarded on or before the closing date to:

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

Please use the APT e-mail reflector apthrd@apt.int for all your correspondence.