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| APTlogogreen3 | ASIA-PACIFIC TELECOMMUNITY | **Document No.:** |
| **Training Workshop for International Conferences**  **–for APG/WRC-** | **TWIC-APG19/ ADM-01** |
| 8 – 9 March 2018, Perth, Australia | 4 January 2018 |

**TENTATIVE PROGRAMME**

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| **Time** | **Day 1: Classroom Lecture (8 March 2017)** |
| 9:00 – 9:20 | **Opening**   * Welcome Address by Ms. Areewan Haorangsi, Secretary General, Asia-Pacific Telecommunity * [Address by Ministry of Internal Affairs and Communications, Japan] * [Address by Australian Communication and Media Authority]   (Group Photograph) |
| 9:20 – 10:00 | **Session 1 General Introduction**  ***Module 1-1: Introductions of International Conferences (30 Min)***   * Basic process and protocol of international conferences/meetings * Decision making process at the international conferences/meetings   *(Lecturer: To be decided)*  ***Module 1-2: Overview of APT and its activities (10 Min)***   * Introduction of APT and its role in the area of radiocommunication   *(Lecturer: APT Secretariat)*  **Each module will be followed by questions and answers** |
| 10:00 - 10:20 | **Coffee/Tea Break Sponsored by MIC, Japan** |
| 10:20 – 12:50 | **Session 2 WRC: Structure and its Management**  ***Module 2-1: Structure (30 Min)***   * Basic structure of a WRC (including how it is decided) * Management team/Office bearers of WRC   *(Lecturer: BR, ITU)*    ***Module 2-2: Management(30 Min)***   * Submitting proposals and ways of handling the proposals at WRC * Importance of the regional organizations   *(Lecturer: TBD)*  ***Module 2-3: Preparatory Process for a WRC (30 Min)***   * 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 and WRC and how/where they are discussed/prepared   *(Lecturer: TBD)*  ***Module 2-4: Roles of CPM for a WRC (30 Min)***   * Introduction of CPM – Typical structure, management and function * Overview of the CPM Report and its importance for WRC   *(Lecturer: TBD)*  ***Module 2-5: Roles of ITU-R Study Groups for a WRC (30 Min)***   * ITU-R Study Groups and their roles in the preparation for WRC * Important timeline for the preparation of a WRC   *(Lecturer: TBD)*  **Each module will be followed by questions and answers** |
| 12:50 – 14:00 | **Lunch Sponsored by MIC, Japan** |
| 14:00 - 15:30 | **Session 3 APG: Structure and its Management**  ***Module 3-1: Overview and management of APG (45 Min)***   * 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   *(Lecturer: TBD)*  ***Module 3-2: Engagement in the activities of APG ("a life of a contribution") (45 Min)***   * 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.   *(Lecturer: TBD)*  **Each module will be followed by questions and answers** |
| 15:30 – 15:45 | **Coffee/Tea Break Sponsored by MIC, Japan** |
| 15:45 – 16: 30 | ***Module 3-3: National Procedure (case study) (45 Min)***   * This module will cover examples of various domestic preparatory processes for WRC by some APT Members (3 Members each 15min) * Country A (TBD) * Country B (TBD) * Country C (TBD)   **Each module will be followed by questions and answers** |
| 16:30 – 17:30 | **Session 4 Ecercise**  ***Module 4-1: Introduction of the exercise for Day 2 (60 Min)***   * Summary of Day 1 activities * 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 draft a PACP   + Explain what participants are expected to do during the exercise * Questions and Answers   *(Instructor(s): TBD + facilitator\*number of small groups: TBD)*  **Please note thatDay 2 activities solely for the purpose of training. No relation with the activities and work of APG19-3. The documents developed by the small groups on Day 2 at the training will not be published as formal documentation.** |
| **Time** | **Day 2: Training Exercise (9 January 2018)** |
| 9:00 - 10:30 | **Session 4 Exercise (continue)**  ***Module 4-2: Exercise to develop input contribution***   * Focus of this session is to develop a contribution for APG on assigned Agenda Item * Each small groups will develop input contribution based on the template provided by the instructor * Each group will be assisted by a facilitator (experts of APG)   *(Session Instructor(s): TBD + facilitators for small groups: TBD)* |
| 10:30 – 10:45 | **Coffee/Tea Break Sponsored by MIC, Japan** |
| 10:45 - 12:30 | ***Module 4-3: Presentation of input contribution***   * During this module each small group will present their input contributions to a Working Party * While a group presents its contribution others can seek clarification on the input   *(Session Instructor(s): TBD + facilitators for small groups: TBD)* |
| 12:30 – 14:00 | **Lunch Sponsored by MIC, Japan** |
| 14:00 – 15:30 | ***Module 4-4: Discussion and Negotiation at Drafting Group (60 min)***   * During this module participants come together for consideration of a consolidated document at Working Party or Drafting Group * It takes into consideration the process of interaction within the groups to promote and support a contribution; and options to explore compromise   ***Module 4-5: Offline discussion during break (30 min)***   * During this module key members of each group will engage in offline discussion on the issues which has not been solved at the Drafting Group or Working Party * Participants will be familiar with the process/culture of offline discussion/negotiation to find a compromise   *(Session Instructor(s): TBD + facilitators for small groups: TBD)* |
| 15:30 – 15:45 | **Coffee/Tea Break Sponsored by MIC, Japan** |
| 15:45 – 16:30 | ***Module 4-6: Presenting a compromised document to the Plenary***   * Finalization of the compromised document based on negotiation * Presentation of draft APT Views/Preliminary APT Common Proposals of the Agenda Item, which has been prepared at the previous session, will be presented at Plenary * This exercise will enable the participants to accept compromise solutions and understand the process of Plenary.   *(Session Instructor(s): TBD + facilitators for small groups: TBD)* |
| 16:30 – 17:15 | **Session 5: Evaluation and General Discussion**  ***Module 5-1: Evaluation and General Discussion***   * Evaluation of exercises by the facilitators and ways to improve (15 min) * Overview of APG19-3 and roadway to APG19-5 (10 min)   (*Dr. Kyu Jin Wee, Chairman of APG)*   * Evaluation of instructor(s)   General questions, answers and feedback by participants (15 min)  **Closing (by Secretary General of APT)** |

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