



## Information note

### ITU and CST/DRA Saudi Arabia - Islamic Development Bank (IsDB)- FCDO United Kingdom

Title	<b>Digital regulation for the Africa region</b>
Dates	12/11/2024 – 20/11/2024
Location	Abuja, Nigeria

#### 1. TRAINING COURSE VENUE

The training will be held at the Communications & Digital Economy Complex, NCC Annex, Mborra, Abuja. The NCC Annex is in the Mborra District of Abuja, Nigeria's capital city.

The Nigerian Communications Commission (NCC) is the independent regulatory authority for the telecommunications industry in Nigeria. Established in 1992, the NCC is responsible for creating an enabling environment for competition among industry operators and ensuring the provision of qualitative and efficient telecommunications services throughout the country. It plays a crucial role in implementing policies that promote accessible, affordable, and reliable communications services for all Nigerians.

The NCC Annex in Mborra extends the Commission's main office, providing additional space for training, meetings, and other activities. This state-of-the-art facility has modern amenities to support various educational and regulatory functions.

The Commission collaborates with national and international organizations to provide high-quality training and capacity-building initiatives. These partnerships help ensure that Nigeria remains at the forefront of telecommunications development in Africa.

The NCC owns the Digital Bridge Institute (DBI), a not-for-profit training institute committed to driving Nigeria's capacity development in Information and Communication Technologies. DBI is an ITU Academy Training Centre (ATC) that provides capacity development programs under the [ITU Academy Training Centres Initiative](#).

As part of its mandate, the DBI conducts regular training programs and workshops to enhance the skills and knowledge of telecommunications sector professionals. These programs cover various topics, including emerging technologies, regulatory best practices, and industry trends.

More information about NCC can be obtained on our website: <https://www.ncc.gov.ng/>



**Workshop Venue:**

**Communications & Digital Economy Complex, NCC Annex,**

Google Maps link : [Google Maps](#)

## **2. DETAILS OF ARRIVAL AND LOCAL TRANSPORT**

**Arrival:** Participants arriving by air will likely land at Nnamdi Azikiwe International Airport (ABV), which is the primary airport serving Abuja, Nigeria's capital. The airport is approximately 40 kilometers from the Communications & Digital Economy Complex, NCC Annex, Mbor, Abuja.

**Local Transport Options:**

**Airport Transfers:**

**Pre-arranged Shuttle Services:** We recommend arranging a shuttle service or taxi pick-up in advance through your hotel or a reputable transport provider. This option ensures a smooth transition from the airport to your accommodation and the training venue.

**Airport Taxis:** Taxis are available at the airport. Using the official airport taxi service for safety and reliability is advisable. The journey to the NCC Annex should take around 30 to 45 minutes, depending on traffic conditions.

**Local Taxis:**

Taxis are widely available throughout Abuja. For convenience, you may also use ride-hailing services like Uber and Bolt, which operate in the city. These services are generally reliable and offer a cashless payment option.

**Hotel Shuttle Services:**

Many hotels in Abuja offer complimentary or paid shuttle services to and from the NCC Annex. Please check with your hotel to confirm availability and schedule a pick-up or drop-off as needed.

**Public Transport:**

Public buses and minibuses operate within Abuja, but they might not be the most convenient option for visitors unfamiliar with the city. These can be crowded and might not offer direct routes to the NCC Annex.

**BRT (Bus Rapid Transit):** A more reliable public transport option is the Bus Rapid Transit (BRT) system, which serves major routes in Abuja. However, this might require some walking or a short taxi ride to reach the NCC Annex.

### **Driving Directions:**

For those renting a car or driving themselves, the Communications & Digital Economy Complex is easily accessible via major roads. You can take the Airport Road towards the city center from the airport, then connect to Ring Road 1 before turning onto the Jabi Airport Road Extension leading to Mborara District.

Parking is available at the NCC Annex, and security personnel will guide you to the designated parking areas.

### **Local Tips:**

Traffic in Abuja can be heavy, particularly during rush hours (7:00–9:00 AM and 4:00–6:00 PM). Planning your journeys with some extra time to avoid delays is advisable.

Ensure you have local currency (Naira) for taxi fares or small purchases, as not all services accept card payments.

Abuja is generally safe, but it's always wise to stay vigilant, especially when traveling at night. Stick to well-lit, populated areas and consider using hotel-recommended transportation.

## **3. ONSITE REGISTRATION**

Registration for the training course is by application and selection through the ITU Academy platform. No new registration will be done on site.

For the face-to-face part of the training, badge collection will be on the first day of the program. There will be a badge collection desk next to the training conference hall, and you will receive your badge upon arrival. The badge collection time will be indicated in the training programme.

## **3. VISA REQUIREMENTS**

Nigeria's Visa on Arrival (VoA) is not universally available to all travelers. It is specifically designed primarily for business purposes.

### **Eligibility for Visa on Arrival**

1. **Business Travelers:** The VoA is primarily available for frequently traveled businesspersons, executives of multinational companies, and members of government delegations. It is unavailable for tourists or general travelers seeking to visit Nigeria for leisure.
2. **Pre-Approval Requirement:** Before traveling, travelers must obtain a Visa on Arrival Approval Letter from a Nigerian embassy or consulate. This document is essential; without it, entry into Nigeria will be denied.
3. To obtain a visa on arrival (VoA), the following steps should be taken:

Gather the required documents:

- a. Valid passport

- b. Return ticket
  - c. Passport photo
  - d. An invitation letter can facilitate visa application.
4. Once you have the above, submit your visa on arrival application at least 2 weeks before travel at <https://voa.immigration.gov.ng/> (choose tourist visa and upload the invitation letter and any other documents that show you are traveling for business, conference, workshop, etc.).
- a. Pay the visa processing fee as specified on the portal using the available payment options. *(The form may offer the option to pay later, but do not opt for this, as immigration will not issue a visa on arrival approval until you have paid.) The amount is about **215 USD**.*
  - b. Ensure that you have received a confirmation of your visa payment and application submission.
  - c. Wait to receive your pre-approval letter from Nigerian Immigration. The pre-approval letter will have your details, and at the bottom, it should indicate the following:

**Notes:**

- This slip is a confirmation that you have been granted a permit to arrive at an entry point to Nigeria.
  - Your visa will be printed after a mandatory biometric enrollment at the VoA lounge in Nigeria.
5. Exclusions: Citizens of ECOWAS countries do not need a visa to enter Nigeria, as they are exempt from this requirement.
6. The pre-approval letter thus allows you to travel to Nigeria. Ensure you bring a copy of this letter (indicate your telephone number on this copy), a copy of the invitation letter, a copy of your receipt, and a copy of your passport to Nigeria. Once you arrive at the airport, go to the visa on arrival section and present your copies. They will ask for your passport, take your biometrics, and ask you to wait a bit as they process the visa on arrival. It is pretty straightforward once you have the approval to travel.

## 4. ACCOMODATION

Participants should make their own arrangements about accommodation.

The following hotels are near the training course venue. Please make sure to book your hotel in advance:

**1. Treehouse Boutique Hotel**

Price: From 90,000N

Distance From Venue – 3.5km (7 minutes by car)

Email: [treehouseboutiquehotelltd@gmail.com](mailto:treehouseboutiquehotelltd@gmail.com)

[Visit Website](#)

**2. Nordic Villa**

Price: From 70,000N

Distance From Venue - 5.3 km (11 minutes by car)

Email: [info@nordichotelsnigeria.com](mailto:info@nordichotelsnigeria.com)

[Website](#)

**3. Quest Boutique Hotel**

Price: From 40,000N

Distance From Venue - 6.5 km (10 minutes by car)

Email: [enquiries@questhotelng.com](mailto:enquiries@questhotelng.com)  
[Website](#)

#### 4. **Tranquil Mews Boutique Hotel**

Price: From 35,000N  
Distance From Venue – 7.5 km (15 minutes by car)  
Email: [info@tranquilmews.com](mailto:info@tranquilmews.com)  
[Website](#)

#### 5. **Belanova**

Price- From 139,000N  
Distance From Venue - 13 km (18 minutes by car)  
Email -[reservations@belanovaapartments.com](mailto:reservations@belanovaapartments.com)  
[Visit Website](#)

#### 6. **Destination by Gidanka**

Price- From 45,000N  
Distance From Venue – 11.9 km (20 minutes by car)  
Email -[Isaac.ofuje@gidanka.com](mailto:Isaac.ofuje@gidanka.com)  
[Visit Website](#)

#### 7. **Transcorp Hilton Abuja**

Price- From 126,000N  
Distance from Venue – 15.3 km (20 - 25 minutes by car)  
Email - [hilton.abuja@hilton.com](mailto:hilton.abuja@hilton.com)  
[Visit Website](#)

#### 8. **Chelsea Hotel**

Price- From 40,000N  
Distance From Venue - 15 km (20 - 25 minutes by car)  
Email - [fow@chelseahotelabuja.com](mailto:fow@chelseahotelabuja.com)  
[Visit Website](#)

#### 9. **Rockview Royale**

Price- From 40,000N  
Distance From Venue - 13 km (14 - 20 minutes by car)  
Email - [reservationsroyale@rockviewhotelsltd.com](mailto:reservationsroyale@rockviewhotelsltd.com)  
[Visit Website](#)

#### 10. **Rockview Classic**

Price- From 38,000N  
Distance From Venue – 13.8 km (14 - 20 minutes by car)  
Email -[reservationsroyale@rockviewhotelsltd.com](mailto:reservationsroyale@rockviewhotelsltd.com)  
[Visit Website](#)

#### 11. **Moz One Hotel**

Price – From 30,000N  
Distance From Venue - 13 km (14 - 20 minutes by car)  
Email - [Moz1rooms@gmail.com](mailto:Moz1rooms@gmail.com)  
[Visit Website](#)

### **12. Cubana Suites**

Price- From N60,000

Distance From Venue - 14 km (14 - 20 minutes by car)

Email - [info@cubanasuites.com](mailto:info@cubanasuites.com)

[Visit Website](#)

### **13. The Palms Hotel**

Price- From 50,000N

Distance From Venue - 15 km (14 - 20 minutes by car)

Email - [salesmgr@thepalmshotelabuja.com](mailto:salesmgr@thepalmshotelabuja.com)

[Visit Website](#)

### **14. Frazer Suites**

Price- From 120,000N

Distance From Venue - 15 km (14 - 20 minutes by car)

Email - [reservations.abuja@fraserhospitality.com](mailto:reservations.abuja@fraserhospitality.com)

[Visit Website](#)

### **15. The Envoy**

Price- From 75,000N

Distance From Venue - 16 km (20-25 minutes by car)

Email - [reservations@theenvoyabuja.com](mailto:reservations@theenvoyabuja.com)

[Visit Website](#)

## **5. CURRENCY**

The local currency in Nigeria is the Nigerian Naira (₦), divided into 100 kobo. Other major currencies that can be exchanged at local banks and foreign exchange bureaus include the US Dollar, Euro, and British Pound Sterling.

Major international credit cards are widely accepted for transactions across the country.

Banks are open from 09:00 AM to 04:00 PM, Monday through Friday.

Foreign exchange bureaus located in various parts of the city are also open from 09:00 AM to 04:00 PM, Monday through Friday.

Mobile money transfer services are available through mobile network operators such as MTN, Airtel, and Glo.

Money transfer services from Western Union and MoneyGram are also accessible at most banks.

## **6. ELECTRICAL APPLIANCES**

The country code for Nigeria is +234.

Mobile SIM cards are available from the major network operators, including MTN, Airtel Nigeria, and Glo.

For more information about the SIM card registration process and requirements, please visit the following sites:

- MTN: <https://www.mtnonline.com>
- Airtel Nigeria: <https://www.airtel.com.ng>

- Glo: <https://www.gloworld.com/ng/>

The electric supply in Nigeria is 240 volts, 50 hertz. The electricity plugs are 13 Amp with square pins, commonly used in most premises. Please refer to the images below.



## 7. LANGUAGES

The training course will be conducted in English. Although English is the official language of Nigeria, numerous indigenous languages, including Yoruba, Hausa, and Igbo, are spoken throughout the country.

## 8. SECURITY

Nigeria is generally a safe country, including its capital city, Abuja. However, as with any destination, it's important to remain aware of your surroundings and take common-sense precautions.

Foreign diplomatic missions in Abuja can be easily found online. We recommend printing or downloading this information in advance for easy access. It is also advisable to carry a copy of your identification document outside the training venue.

## 9. MEDICAL AND HEALTH

Before visiting Nigeria, you may need specific vaccinations and medications to protect against vaccine-preventable diseases and other health risks you might encounter during your stay. Your healthcare provider will determine what you need based on factors such as your health and immunization history, the regions of Nigeria you plan to visit, and your planned activities.

For maximum benefit, it's advisable to see a healthcare provider at least 4–6 weeks before your trip to allow vaccinations to take effect and start any necessary medications, such as those to prevent malaria. Even if your departure is less than 4 weeks away, you must consult a healthcare provider for any required vaccines, anti-malaria drugs, and advice on protecting yourself from illness and injury while traveling.

**VISITORS ARE ADVISED TO HAVE A YELLOW FEVER VACCINATION.**

### COVID-19 INFORMATION FOR TRAVELERS TO NIGERIA

- All travelers arriving in Nigeria through any entry point must no longer show proof of COVID-19 vaccination or a pre-departure COVID-19 test.
- Only travelers arriving with flu-like symptoms must fill out a passenger locator form and take a COVID-19 antigen test upon arrival, at their own cost. If the antigen test is positive, a further COVID-19 PCR test will be required, also at the traveler's expense. Those with severe symptoms must isolate according to the prevailing isolation guidelines for mild, moderate, and severe cases.
- Passengers traveling out of Nigeria must adhere to the travel, health, and COVID-19-related requirements of the transit and destination countries.
- Pre-departure RDT (Rapid Diagnostic Test) or PCR testing may be required at the discretion of the airlines departing from or arriving in Nigeria.

## 10. WEATHER

Nigeria has a diverse tropical climate, with variations depending on the region. In Abuja, the capital, average temperatures typically range from 20°C to 30°C (68°F to 86°F). The rainy season usually occurs from April to October, with heavier rainfall expected during the peak months.

Average Temperature: 25°C / 20°C

Time Zone: Abuja (GMT+1)

## 11. TRAINING COURSE COORDINATION

Course Coordinator	ITU coordinator
<b>Name:</b> Ms. Ifeoma U. Uzochukwu <b>Title:</b> Head, International Affairs <b>Email address:</b> iuzochukwu@ncc.gov.ng <b>Phone:</b> +2348033221170	<b>Name:</b> Emmanuel Niyikora <b>Title:</b> Programme Officer <b>Email address:</b> emmanuel.niyikora@itu.int