ITU Centres of Excellence Network for Arab Region

SUDATEL Telecommunication Academy (SUDACAD)

Face-to-Face Training Course on

"Agile Project Management for ICT Applications & Services"

Khartoum-Sudan, 24 - 26 March 2020

INFORMATION NOTE

1. INTRODUCTION

This training course aims to prepare the participant to excel as an agile Project Manager (PM) on areas of ICTs apps and services. By using agile manifestos, domains, methodologies workflows, tools and techniques to manage the ICT projects using the agile.

2. VENUE OF THE TRAINING

The training will be held at the premises of **SUDATEL Telecommunication Academy (SUDACAD)** at the following address:

SUDACAD
Mohamed Khair Street, Khartoum South, Khartoum, Sudan
P. O. Box: 5009
Tel: +249 183 481888
E-mail: info.sudacad@sudatel.sd
Website: www.sudacad.sd

3. COORDINATORS

TRAINING COORDINATOR	**ITU COORDINATOR**
Eng. Mohaned Abdalla Suleiman Senior Engineer Planning & Development Dept., SUDACAD Mobile: +249 120 120 983 Tel: +249 183 490 999 E-mail: mohanedas@sudatel.sd	**Eng. Mustafa Al Mahdi** Programme Administrator Arab Regional Office-ITU Tel: +202 3537 1777 Mobile: +201141177573 Fax: +202 3537 1888 Email: mustafa-ahmed.al-mahdi@itu.int

4. REGISTRATION

The registration of the participants to be done online via the course homepage (click here), offline registration will take place in the Training venue on **24 March 2020** at 08:00. The opening session will start at 09:00. Working hours are from 09:00 to 15:00.

5. VISA FORMALITIES

A valid passport is required to enter Sudan. In this case, participants are strongly advised to seek information on requirements applicable in their case from the Sudanese Embassy / Consulate in their home countries **at least 15 days prior to the trip.**

In case there is no Embassy or Consulate of Sudan in your country, it is recommended to send, **at least two weeks before the training** a clear scanned copy of your passport to the Training Coordinator in order to assist in issuing your visa.

The following documents are required:

- Valid passport.
- A round-trip airline.
- Hotel booking in your name or in the name of the person with whom you will be staying, including the address/phone number of your place of stay.
- Confirmation of registration for the event.
- If applicable, invitation letter received from country of the venue.

6. ACCOMMODATION

Kindly be advised that it is recommended for participants to reserve their hotel accommodations directly with the hotel chosen via Telephone, Fax or E-mail.

LIST OF PROPOSED HOTELS

List of recommended hotels including contact details, prices, proximity to event venue, as well as transportation availability from hotel to event venue.

Alsalam Rotana Hotel * * * * * Single room $ 264 (with breakfast + reception at airport, VAT included) Tel : + 249 187 007777 Fax : + 249 187 007788 www.rotana.com E-mail: sales.alsalam@ rotana.com Approximate distance to training venue: 10 Km
Holiday Villa Hotel * * * * Single room $ 150 (with breakfast + reception at airport, VAT included) Tel : + 249 183 774039 Fax : + 249 183 773961 www.holidayvillakhartoum.com E-mail: reservation@holidayvillakhartoum.com Approximate distance to training venue: 10 Km

Kanon Hotel * * * *
Single room $ 115 (with breakfast + reception at airport)
Tel : + 249 183 595959
Fax : + 249 183 595555
www.kanonhotel.com E-mail: sales@kanonhotel.com
Approximate distance to training venue: 5 Km

Corinthia Hotel Khartoum * * * * *
Single room $ 270 (with breakfast + reception at airport, VAT included)
Tel : + 249187155555
E-mail: reservations.khartoum@corinthia.com
Approximate distance to training venue: 10 Km

Regency Hotel * * * *
Single room $ 90 (with breakfast)
Double room $ 110 (with breakfast)
Tel : + 249 183 775970
Fax : + 249 183 779087
www. khartoumregencyhotel.com E-mail: info@khartoumregencyhotel.com Approximate distance to training venue: 5 Km

Assaha village Hotel * * *
Single room $ 100 (with breakfast + reception at airport, VAT included) Double room $ 120 (with breakfast)
Tel : +249 183 481919
+249 923 000410
www.assahavillage.com E-mail: assaha.sud@assahavillage.com
Approximate distance to training venue: 5 Km

Paradise Hotel * * * *
Single room $ 180 (with breakfast)
Tel : + 249 183 46 46 11
Mob: +249 922142500
Fax: +249 183 498112
www.paradisehotels-sd.com E-mail: info@ paradisehotels-sd.com
Approximate distance to training venue: 2 Km

5M Hotel * * *
Single room $ 50 (without breakfast)
Double room $ 60 (without breakfast)
Tel : + 249 183 46 2962
Mob: +249 912301407
Fax: +249 183 462130
www.5mhotel.com E-mail: mickey5m1@ gmail.com

Approximate distance to training venue: 2 Km
Coral Hotel * * * * Single room $ 130 (with breakfast, VAT included) Tel : + 249 183 774100 www.hmhhotelgroup.com Approximate distance to training venue: 10 Km

7. INFORMATION ON ARRIVAL AND TRANSPORT

Khartoum International Airport is the main point of entry into Sudan. Airport taxis and shuttles are available from the airport to hotels. Hotels can arrange the pickup for participants.

8. CURRENCY

The official currency is the **Sudanese Pound (SDG).**

Visa, American Express, Access/MasterCard, and Diners Club cards are **NOT ACCEPTED** for payment.

Foreign currencies may be changed into Sudanese Pounds at banks or private exchange offices. Most banks are open from Sunday until Thursday, from 8.30 to 14.00.

The exchange current rates in Sudan as of January 2020 are as follows:

Dollar	47.7 SDG
Euro	52.5 SDG

9. ELECTRICAL APPLIANCES

AC power voltage in Sudan is 220 V, frequency 50Hz. Most electrical outlets are British standard both 2 and 3 outlets as shown below.

10. LANGUAGES

Arabic language is the main language. English is used as a communication tool with foreigners

11. SECURITY

Khartoum is a venue for major conferences and presents a low risk to business travelers. However, as when travelling to any major city, it is important to take responsibility for your personal safety and exercise common sense security precautions at all times.

Delegates should observe common sense security precautions and not venture outside the main business and tourist areas unless accompanied by a trusted local guide. For any security incident, visitors should contact the police on 999.

12. MEDICAL AND HEALTH

Emergency and urgency medical assistance will be provided free of charge within the premises where the workshop will take place. Nevertheless, it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

Healthy and safe drinking water will be available at training venue, and it is easy to get additional amounts from any shopping point.

13. WEATHER

The weather in March is moderate and dry. Approximate temperatures will vary between 33-20 degrees Celsius.

14. INTERNET

Free internet access is available at the training venue. Hotels normally offer free Wi-Fi connectivity.