



ITU Centres of Excellence Network for Arab Region

Sudatel Telecommunications Academy (SUDACAD)

**2nd Meeting of the ITU Centres of Excellence (CoEs) Steering Committee
for the Arab Region**

10-11 December 2019, Khartoum – Sudan

INFORMATION NOTE

1. INTRODUCTION

The main objective of the Steering Committees is to govern and provide oversight to the CoE network functioning and operations. The Steering Committee meetings provide CoEs with the opportunity to present and discuss their activities, exchange experience, learn from each other and strengthen collaboration. A key outcome of the meeting is the agreed training catalogue for the CoE network in the region for the year 2020.

2. VENUE OF THE MEETING

The meeting will be held at **Alsalam Rotana Hotel** at the following address:

Alsalam Rotana Hotel

Africa street, Khartoum, Sudan

Tel : + 249 187 007777

Fax : + 249 187 007788

E-mail: sales.alsalam@rotana.com

Website: www.rotana.com

3. COORDINATORS

<u>TRAINING COORDINATOR</u>	<u>ITU COORDINATOR</u>
<p>Eng. Mustafa Agab Seido Maragan Planning & Development Senior Manager SUDACAD Mobile: +249 120 120 070 Tel: +249 183 490 999 E-mail: agab@sudatel.sd</p>	<p>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</p>

4. REGISTRATION

The registration of the participants to be done online via the meeting homepage ([click here](#)), offline registration will take place in the meeting venue on **10 December 2019** 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 \$ 305 (with breakfast)

Tel : + 249 187 007777

Fax : + 249 187 007788

www.rotana.comE-mail: sales.alsalam@rotana.com

Approximate distance to meeting venue: 0 Km

Holiday Villa Hotel

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Single room \$ 150 (with breakfast)

Tel : + 249 183 774039

Fax : + 249 183 773961

www.holidayvillakhartoum.comE-mail: reservation@holidayvillakhartoum.com

Approximate distance to meeting venue: 12 Km

Kanon Hotel

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Single room \$ 150 (with breakfast)

Tel : + 249 183 595959

Fax : + 249 183 595555

www.kanonhotel.comE-mail: sales@kanonhotel.com

Approximate distance to meeting venue: 6 Km

Corinthia Hotel Khartoum

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Single room \$ 300 (with breakfast)

Tel : + 249187155555

E-mail: reservations.khartoum@corinthia.com

Approximate distance to meeting venue: 12 Km

Regency Hotel

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Single room \$ 130 (with breakfast)

Double room N/A

Tel : + 249 183 775970

Fax : + 249 183 779087

www.khartoumregencyhotel.comE-mail: info@khartoumregencyhotel.com

Approximate distance to meeting venue: 7 Km

Assaha village Hotel

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Single room \$ 130 (with breakfast)

Double room N/A

Tel : + 249 183 481919; + 249 923 000410

www.assahavillage.comE-mail: assaha.sud@assahavillage.com

Approximate distance to meeting venue: 7 Km

Paradise Hotel

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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 meeting venue: 7 Km	
5M Hotel * * * Single room \$ 100 (without breakfast) Double room N/A Tel : + 249 183 46 2962 Mob: + 249 912301407 Fax: + 249 183 462130 www.5mhotel.com E-mail: mickey5m1@gmail.com Approximate distance to meeting venue: 7 Km	
Coral Hotel * * * * Single room \$ 150 (with breakfast) Tel : + 249 183 774100 www.hmhhotelgroup.com Approximate distance to meeting venue: 11 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 July 2019 are as follows:

 Dollar	48.5 SDG
 Euro	60.6 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 December is moderate, dry. Approximate temperatures will vary between 30-17 degrees Celsius.

14. INTERNET

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