



ITU Regional Workshop on “Functional / Operational Separation: Road to the Regulation”



Djibouti, 5- 6 May 2014

INFORMATION NOTE

A. VENUE OF THE WORKSHOP

The workshop will be held during the period **5-6 May 2014**, in the Great Hall of the People in Djibouti at the following address:

In the Great Hall of the People in Djibouti

OMAR BILEH

Sales Manager

Tel: +253 21 35 47 71

Mobile: +253 77 81 26 09

Email: omarbileh@gmail.com

B. COORDINATORS

Workshop Coordinator

Mrs. Souad Farah ADAWEH

Ministry of Communications - Djibouti

Mobile: +253 77 05 31 47

Fax No.: +253 21 35 39 57

E mail: souadfod@yahoo.fr

ARO Coordinator

Eng. Mustafa Al Mahdi

ITU Arab Regional Office

Tel: +202 35 37 17 77

Fax: +202 35 37 18 88

E-mail: mustafa-ahmed.al-mahdi@itu.int

C. REGISTRATION AND WORKING HOURS

The Registration will be carried out online. Participants are encouraged to register at the latest **30 April 2014** through the following link:

www.itu.int/online/regsys/ITU-D/workshop/edrs.registration.form?_eventid=4000190

The distribution of documents to participants will take place in the workshop venue on 5 May 2014, at 09h00 am. The opening session will start at 09h30 am. Working hours on 6 May 2014 are from 09:00 to 17:00.

D. PROPOSED ACCOMODATION

Kindly be advised that it is recommended for participants to reserve their hotel accommodations via telephone or fax, by sending the Hotel Reservation Form directly to the hotels, indicating their arrival schedules **before 25/04/2014** with a copy to the Workshop Coordinator, **Mrs. Souad Farah ADAWEH, Ministry of Communications (E-mail: souadfod@yahoo.fr and Fax No.: +253 21 35 39 57)** to ensure the reception at the airport of Djibouti.

LIST OF PROPOSED HOTELS

Please ensure that your hotel accommodation is booked and confirmed at the earliest.

<i>The names of hotels and number of stars</i>	<i>Single room (\$)</i>	<i>Double room (\$)</i>	<i>Contact details</i>
Kempinski *****	255 \$	311 \$	Mrs. Saada Hamoud Tel : +253 21 32 55 55 EXT: 2659 Mobile : 77 64 64 97 Email: Saada.hamoud@kempinski.com www.kempinski.com
Sheraton Hotel *****	235 \$ per night per person including all taxes, breakfast	262 \$ per night per person including all taxes, breakfast	Mohamed Elmi Revenue Manager/Acting Sales&Marketing Email : mohamed.elmi@sheratondjibouti.com Sheraton Djibouti Hotel – Operated by Constellation Hotels & Resorts Tel :+ 253 21 32 87 00 Mobile : + 253 77 61 01 91 Fax number :+253 21 32 88 88
Les Acacias Hôtel ****	175 \$ per night per person including all taxes, breakfast, swimming pool access and Wi fi in room	1Twin beds room =275 \$ 1 Junior Suit room = 220 \$ 1 Family Suit room =250 \$ per night per person including all taxes, breakfast, swimming pool access and Wi fi in room	Mr. Mohamed Bogoreh Front Office supervisor Les Acacias Hotel Email: lesacaciashoteldjibouti@gmail.com Lotissement Heron, BP 4111 Djibouti Tel: +253 21327878 Fax:+253 21327879 Facebook link : https://www.facebook.com/pages/Les-Acacias-Hotel-Djibouti/740609532624121?hc_location=timeline
Résidence Bellevue ***	110 \$ per night per person including breakfast .	123 \$ per night per person including all taxes, breakfast	Mrs. Fatouma Mahamoud Abdillahi Mobile: +253 77 810448 Tél:+253 21 358088 +253 21 352179 Résidence Hôtel BELLEVUE Fax: +253 21 352484 E-mail: bellevue@intnet.dj

Résidence de l'Europe Hotel	93 \$ per night per person including all taxes, breakfast	114 \$ per night per person including all taxes, breakfast	E-mail: heurope@intnet.dj Tel :+ 253 21 35 50 60
Menelik Hotel	91 \$	117 \$	E-mail: menelikhotel@intnet.dj Mobile : 77 08 64 95
Plein Ciel ****	85 \$ per night per person including all taxes, breakfast	124 \$ per night per person including all taxes, breakfast	Mrs. Filsane Mohamed Chief of reception Tel : +253 21 35 38 41/42/43 Mobile : +253 77 64 04 41 Email: cielnet@intnet.dj

E. VISA FORMALITIES

A valid passport & visa are required to enter Djibouti. Each participant is requested to consult the Embassy of Djibouti in his/her country of origin to obtain the visa.

In case there is no Embassy or Consulate of Djibouti in your country, it is recommended to send, at least three weeks before the workshop, a copy of your passport to **Mrs. Souad Farah ADAWEH** (E-mail: souadfod@yahoo.fr and Fax No.: +253 21 35 39 57) in order to assist in issuing your visa.

F. CLIMATE:

The weather in May will be moderate and approximate temperatures will vary between 25-30 degrees Celsius.

G. TIME DIFFERENCE:

GMT: +3.

H. CURRENCY:

The official currency is the Djibouti Franc.

1 Euro = 249.650 FDJ

1 US\$ = 177 FDJ.

Banks are opened from Sunday till Thursday, from 8.00 to 12.00.

I. DETAILS OF ARRIVAL AND TRANSPORT:

In order to secure reception at the airport and transportation to hotels and later on to and from the workshop venue, delegates are requested to provide their flight details and their choice of hotel accommodation, **at least two weeks before the workshop to the Workshop Coordinator, Mrs. Souad Farah ADAWEH** (E-mail: souadfod@yahoo.fr and Fax No.: +253 21 35 39 57), with copy to ITU Arab Regional Office, E-mail: ITU-RO-ArabStates@itu.int.

The Ministry of Communications of Djibouti will provide transportation from Airport to the hotels above mentioned only and from the hotels to the workshop's venue and vice versa.
