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| **ITU Asia-Pacific Regional Workshop on ICT Indicators**  Ha Noi, Viet Nam  02 - 04 October 2019  **GENERAL INFORMATION** |

1. **Introduction**

Viet Nam will host the ITU Asia-Pacific Regional Workshop on ICT Indicators from 02 to 04 October 2019 in Ha Noi City (referred to as the ‘event’). This event is organized by the International Telecommunication Union (ITU) and the Ministry of Information and Communications (MIC) of the S.R. of Viet Nam.

The workshop aims to strengthen the capacity of countries to produce ICT indicators and statistics according to international standards and methodologies. Overview of the work of the ITU on ICT measurements are presented including the indicators and methodology of the IDI; the main groups of telecommunication/ICT indicators collected; the different questionnaires and respective data collection schedules as well as the key materials that include the definition and methodologies of the indicators – the ITU Manual for ICT Household Statistics and the ITU Handbook for Telecommunication Indicators. The workshop also discusses data gaps and challengers faced by countries and suggest possible solutions, including how to improve national coordination in the production of ICT statistics.

1. **Venue of the TRAINING**

SUNWAY HOTEL HA NOI

Add: No 19, Pham Dinh Ho Street, Hai Ba Trung District, Ha Noi

Tel: +8424 3971 3888

1. **COORDINATORS**

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| **MIC COORDINATOR**  Name: Mr. Dao Ngoc Tuyen Email: [dntuyen@mic.gov.vn](mailto:dntuyen@mic.gov.vn)  Name: Ms. Nguyen Dieu Linh  Email: [nguyenlinh@v-lead.com.vn](mailto:nguyenlinh@v-lead.com.vn) | **ITU COORDINATOR**  Name: Dr. S. Ismail Shah  Email: [ismail.shah@itu.int](mailto:ismail.shah@itu.int)  Name: Ms. Esperanza Magpantay ([esperanza.magpantay@itu.int](mailto:esperanza.magpantay@itu.int)) |

1. **ON-SITE REGISTRATION AND Working Hours**

Venue: SUNWAY HOTEL HA NOI

Dates: 02 October 2019

Time: 08:30 – 09:00

1. **Visa Formalities**

It is the responsibility of each traveller to have a valid passport and the appropriate visa to Vietnam. Passports must be valid for at least 6 months beyond the date of departure from Vietnam and must have sufficient pages for visa stamps. Please contact your local Vietnamese embassy or consulate or check the web page of the Ministry of Foreign Affairs at <https://visa.mofa.gov.vn/Homepage.aspx> for more information regarding Vietnamese visas.

1. **ACCOMMODATION**

The organizer could help participants in booking the hotel. However, participants are requested to send the accommodation form before 15 September 2019 via e-mail if participants need assistance from organizers to book the hotel.

1. **LIST OF PROPOSED HOTELS**

SUNWAY HOTEL HA NOI – MEETING VENUE

Web: <https://hanoi.sunwayhotels.com/>

Tel: (+84) 24 3971 3888

Add: No 19, Pham Dinh Ho Street, Hai Ba Trung District, Ha Noi

1. **DETAILS OF ARRIVAL AND TRANSPORT**

Transportation to and from Noi Bai International airport will be supported and arranged by the host. It takes around 47 minutes (distance: 32,7 km) from Noi Bai International Airport to the meeting venue (Sunway Hotel Hanoi) by bus or taxi.

There is no shuttle bus to the meeting venue for delegates who are NOT staying at the designated hotels. Delegates are kindly requested to make their own transport arrangements.

Taxis operate 24 hours daily. Taxi fares are charged by the meter, calculated based on the distance travelled.

1. **CURRENCY**

Dong (VND) is Vietnamese currency unit. US$1 is approximately equal to VND 23,300. There are money changers and banks for currency exchange. All commercial banks are authorized foreign exchange dealers.

Under Vietnamese law, any person who brings or takes an aggregate amount of foreign currency exceeding VND 15.000.000 or USD 5.000 or its equivalent into or out of the Socialist Republic of Viet Nam shall declare the amount of foreign currency to a Customs Officer. Amounts under USD 5,000 or its equivalent to be deposited in credit institutions and branches of foreign banks must also be declared on arrival. Failure to make such a declaration or making any false declaration to a Customs Officer is a criminal offence

Major credit cards such as VISA, Master Card and American Express are accepted by most business establishments.

1. **ELECTRICAL APPLIANCES**

The standard supply is 220 volts, 50-60 Hz. The following electrical plugs are used in most hotels (see pictures below).

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1. **LANGUAGES**

English will be used as the working language for all events.

1. **SECURITY**

Living in Hanoi is quite safe. However, you are requested to take care of yourself from and make sure you have the receipt when taking a taxi in case leaving things in the car.

1. **MEDICAL AND HEALTH**

In case of emergency, please kindly contact the Front Desk of the Hotels will assist to call the doctor on your behalf.

The organizer will not bear the cost of insurance, medical expenses or any other expenses of the delegates. Delegates may wish to make necessary arrangements for insurance and medical coverage before travel.

1. **WEATHER**

October in Hanoi marks the beginning of autumn, the most beautiful season in Vietnam. Weather is kept in a bearable degree with light wind and barely any sunlight. The average temperature has a sharp decrease to 23 Degree Celsius in night and 28 Degree Celsius in day time. Hanoi’s climate becomes milder thanks to its reduction of humidity and precipitation to 69% and 146 mm respectively. When travelling to Hanoi Vietnam in October, loose-fitting clothes will be suitable for the weather.

1. **INTERNET**

Internet can be accessed in the hotel and event venue.