ITU Training Course on Conformity & Interoperability for ARB   Region

Tunis-Tunisia, 2-6 April 2013

INFORMATION NOTE

A. VENUE OF THE TRAINING

The Training will be held from 2 to 6 April 2013 in Tunis at the following address:

CERT, Technopole Ghazala, Raoued Road km 3.5, Ariana, Tunisia

B. COORDINATORS

ARO Coordinator	**Training Coordinator**
Eng. Rouda Alamir ALI (Ms.)	**Mr. Karim LOUKIL**
ITU Arab Regional Office	CERT
Tel: +202 35 37 17 77	Tel: +216 70 835 000 (Ex. 2209) / 216 98 907 270
Fax: +202 35 37 18 88	Fax: +216 70 835 835
E-mail: rouda.alamirali@itu.int	E-mail: karim.wakil@cert.mincom.tn

C. REGISTRATION, WORKING HOURS AND LANGUAGUES USED

The registration of the participants and distribution of documents will take place on Tuesday 2 April 2013 at 09h00 am. The opening session will start at 09h30 am. Working hours are from 09:00 to 17:00. The languages will be used are English and French as the participants will be divided into two groups.

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 March 2013**, with a copy to Mr. Tarek Chtioui (E-mail: Tarek.Chtioui@cert.mincom.tn; phone: +216 95 352 866) or Mr. Ali Mbarek (E-mail: ali.mbarek@cert.mincom.tn; phone: +216 97 656 280, Fax No.: +216 70 835 835), to ensure the reception at the airport of Tunis.

LIST OF PROPOSED HOTELS

Hotel name	Individual Cost	Breakfast	Transportation	Condition
Ramada Plaza	55 €	Included	Provided by CERT from hotel to CERT and from CERT to hotel	All students in same hotel (Ramada Plaza)

Hotel address: Les Cotes De Carthage, Gammarth 2070, Tunisie
Tel: +216 71 911 100 - Fax: +216 71 910 041 - E-mail: commercial.ramadaplazatunis@planet.tn
Website: www.ramadaplaza-tunis.com

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

Kindly note that participants are recommended to stay at **Ramada Plaza** in order to take benefit of transportation.

E. Visa Formalities

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

In case there is no Embassy or Consulate of Tunisia in your country, it is recommended to send, at least three weeks before the training, a copy of your passport to **Mr. Sahbi Chkioua (E-mail: sahbi.chkioua@cert.mincom.tn; phone: +216 97 693 840, Fax: +216 70 835 835,)** in order to assist in issuing your visa.

F. Climate:

The weather in April is heading to be hot. Approximate temperatures will vary between 15-20°C degrees Celsius.

G. Time Difference:

GMT + **1.**

H. Currency:

The official currency is the **Tunisian Dinar.**
                         1 Euro = 2.0665 TND (approx).
                         1 US$ = 1.5885 TND (approx).

Banks are opened from Monday till Friday, from 8.00 to 17.00.
Visa, American Express, Access/MasterCard, and Diners Club cards can also be used.

I. Details of Arrival and Transport:

In order to secure reception at the airport and transportation, delegates are requested to provide their flight details, **at least two weeks before the Training starts,** to Mr. Tarek Chtioui (E-mail: Tarek.Chtioui@cert.mincom.tn; phone: +216 95 352 866) or Mr. Ali Mbarek (E-mail: ali.mbarek@cert.mincom.tn; phone: +216 97 656 280, Fax No.: +216 70 835 835)**,** with copy to ITU Arab Regional Office, E-mail: ITU-RO-ArabStates@itu.int.

CERT will provide transportation from Airport to Ramada Plaza only. For the daily transportation to CERT's venue and vice versa, participants are recommended to stay at Ramada Plaza in order to take benefit of transportation, as CERT will pick-up the participants at 8:30am, otherwise the participants are responsible to arrange their own transportation on private basis.