Regional Conference on
“Disaster: Relief and Management: International Cooperation & Role of ICT”

Alexandria, Egypt
14 - 17 April 2007

Organized by:
International Telecommunication Union (ITU)

In cooperation with:
League of Arab States (LAS)
(Arab Ministerial Council of ICTs, Health and Environment)
World Health Organization / Eastern Mediterranean Regional Office (WHO/EMRO)
United Nations Environment Programme (UNEP)
Center for Environment and Development for the Arab Region and Europe (CEDARE)
Arab Academy for Science & Technology & Maritime Transport (AAST)
BACKGROUND

Based on the Resolution 36 adopted by the ITU Plenipotentiary Conference (PP-06) on the “Telecommunication/information and communication technology in the services of humanitarian assistance”, Resolution 34 (Rev. Doha, 2006) of the World Telecommunication Development Conference (WTDC-06) on “The Role of telecom/information and communication technology in early warning and mitigation of disasters and humanitarian assistance” ITU has organized this event to help the ITU Member States as well as Sector Members in disaster management. The role of disaster communications has taken centre stage following a spate of recent major disasters that include the tsunami of December 2004, plus major earthquakes, flash floods and wars in Iraq, Somalia, Sudan, in addition to post conflict environmental pollution in Kuwait and Lebanon.

Information on effective preparedness, relief and that for disaster early warnings has often not reached the appropriate people in a timely manner. This is in part because access to telecommunications/ICT is limited especially in remote and isolated areas, and communication links are often unavailable for disaster relief and operations when disasters strike. There is therefore need to put in place extensive public and private telecommunication networks that could easily be mobilized for disaster mitigation. For this to happen, there are a number of resource allocation and logistical challenges to be addressed such as:

- The need for adequate financial resources that are readily available and can easily be deployed to help countries affected by disasters.
- Need to forge partnerships by satellite, fixed and mobile operators, industry and governments.
- Promoting the implementation of the Tampere Convention and the ratification of this convention by countries that have not yet ratified.

OBJECTIVES

ITU, LAS and different UN Agencies are jointly organizing this Regional Workshop on Disaster Relief and Management that will also address the issue of international cooperation and the role of ICT, with the aim of providing guidance on technical, policy and institutional issues in the development of networks, systems. It will also explore the issue of possible regional cooperation mechanisms in disaster communications with emphasis on emergency situations in the Arab countries.

Specific objectives of the conference are to:

- Update on-going activities related to disaster communications in Arab countries.
- Enable potential donors to explain their activities and opportunities that are available to potential recipients.
- Identify suitable technologies, and technical options for disaster communications.
- Enhance institutional and human capacity on utilizing telecommunications for disaster management using case studies, lesson learned and experiences from other countries.
- Develop a common framework for the development of National Emergency Telecommunication Plans.
- Promote awareness and highlight the importance of the Tampere Convention.
- Explore possible regional cooperation mechanisms for sharing information and practices with respect to international responses to disasters.
EXPECTED OUTCOMES

- Recommendations on discussed topics.
- Common framework for development of national disaster communication plans.
- Preliminary agreement on regional cooperation for disaster management and response.
- Suggested action plan for addressing identified issues/concerns.
- Promote awareness of the role and availability of resources within the participating UN agencies.

TARGET PARTICIPANTS

Target beneficiaries are countries in the Arab Region and particularly country authorities i.e. telecom regulators, national disaster management organizations, Ministries of Environment, Health, ICTs, etc. as well as telecom/service providers.

Target participants are country delegates, telecom / service providers, representatives from environment, health, civil protection, international organizations, UN agencies, NGOs, R&D institutions.

WORKING METHODS

As one goal of the Conference is to compile a list of relevant recommendations (with anticipated time-frames for implementation), participants are encouraged to reflect on such recommendations prior to the Conference. Such recommendations may be useful for Governments and partners in prioritizing and gaining support for such agreed recommendations. Each session will conclude with a brief discussion on possible recommendations relevant to the topics of that particular session.

A Chairman and a Moderator for each session will be selected. Each moderator will be responsible for drafting a brief summary of the agreed recommendations from his/her session. He/She is requested to submit his/her input to the Drafting Committee on the same day.

The Drafting Committee will collect these recommendations and will draft the Final Report.

WORKING LANGUAGES

The Conference will be conducted in English, Arabic and French. Simultaneous interpretations in the three languages will be available.
INSTRUCTIONS FOR SPEAKERS (Typical Presentations)

Each speaker is allocated a maximum of 15-20 minutes for his/her presentation and is requested to submit a copy of the presentation in Microsoft PowerPoint format, at least two weeks before the commencement of the conference. He/She is also invited to contribute with a brief abstract in Microsoft Word for Windows format.

It is also necessary to supply a short bio (8-10 lines) from each speaker for the Chairman’s introduction.

For country presentations, a maximum of 20 minutes will be allocated for each country presentation. A country presentation should take into account the following themes in addition to the main topic:

- Disaster threats in the country;
- National authorities involved in disaster management and particularly in disaster communications;
- Strategy and initiatives towards disaster management;
- Work progress so far (if applicable);
- Challenges and areas of assistance needed in disaster management.

Contributions in the form of presentations and technical papers will be published on the ITU and/or other co-organizers websites. Any document (conference final report, recommendations, etc.) produced during the conference will also be available at the website approximately two weeks after the conference.

IMPORTANT NOTICE FOR SPEAKERS

The author of each submission to the conference shall accept that ITU and the other co-organizers make this presentation publicly available on the ITU and/or the other co-organizers’ websites.

Please prepare your presentation taking into account the following details:

- Time of each presentation: 20 minutes.
- On the first page / slide the following information should be clearly stated:
  - Presentation title / theme of the paper;
  - Name of the author(s)/co-author(s);
  - Affiliation (including tel, fax and e-mail address);
- Presentations and papers shall be submitted in English, Arabic and/or French.
OTHER ORGANIZATIONAL MATTERS

- The meeting will be in the form of a mixture of typical presentations and Panel discussions. In case of only panel discussion, the session timing will be the same (90 min.), the first part will be given to the panelists (35 min.) and about (55 min.) for Q & A.
- There will be a chairman and a moderator who will take notes and note all the recommendations for each session.
- Side stands for presenting specialized equipment are permissible only for the sponsors; this will be done with coordination with the organizing committee.
- Separate promotional presentations for sponsoring companies are allowed within 20 to 30 minutes after the end of the working days.
- The official languages for the conference will be Arabic, English & French, with the availability of simultaneous interpretation.
- All the documents will be published on the conference ITU websites: [www.ituarabic.org/Disaster-Relief](http://www.ituarabic.org/Disaster-Relief), and [www.itu.int/itu-d/emergencytelecoms](http://www.itu.int/itu-d/emergencytelecoms)

FELLOWSHIPS

The participation of your country is of high importance and we count on your presence at the event. We are pleased to inform you that ITU will provide 1 full fellowship or 2 partial fellowships to delegates from each of the Authorized Administrations of the Arab Least Developed Countries and to speakers from Developing Countries coming from the Arab Region. The number of delegates from any country is not limited.

Full fellowships are awarded under the following conditions:

- A round trip air ticket in economy class from country of origin to venue by the most direct and economical route;
- A daily allowance to cover cost of board/lodging and miscellaneous expenditure;
- It is imperative that participants awarded ITU fellowships are present from the first day and participate during the entire fellowship period.

Partial fellowships are awarded under the following conditions:

- A round trip air ticket in economy class from country of origin to venue by the most direct and economical route;
- It is imperative that participants awarded ITU fellowships are present from the first day and participate during the entire fellowship period.
LOGISTICS

REGISTRATION AND IDENTIFICATION BADGES

Invitees who wish to participate in the conference should complete the registration form and return it to the ITU Arab Regional Office in Cairo no later than 10 April 2007.

Participants are requested to register and obtain conference badges at the Registration Counter, located in front of the conference room on Friday 13 April 2007, between 18:00 to 20:00 or on Saturday morning between 08:30 to 09:30. Participants who are not able to register on the opening day are requested to do so on subsequent days, to ensure that their names appear on the list of participants. Without registration, names of participants will not be included in the list.

For identification and security reasons, all participants are requested to wear the conference badges at all times during the conference, at social functions and in the Arab Academy Simulator Center.

Please note the following:

- White badges correspond to Administrations, operators, national private sector, Regional and international organizations, multinational companies and other entities
- Blue badges correspond to UN staff
- Green badges correspond to local support staff
- Yellow badges correspond to the Press

VENUE

The Conference will be held at Sheraton Montazah Hotel located at:

Sheraton Montazah Hotel
Cornich Road, Montazah Beach
Alexandria – Egypt
Tel: +203 548 05 50 / 548 12 20
Fax: +203 549 84 83
http://www.sheraton.com/montazah

VISA

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

If case there is no Embassy or Consulate of Egypt in your country, it is recommended to send, at least four weeks before the conference, a copy of your passport to the ITU Arab Regional Office (Fax: +202 26 222 74, E-mail: mail@ituarabic.org), in order to assist in issuing your visa.
### TRAVEL AND ACCOMMODATION

<table>
<thead>
<tr>
<th>Name and Address of the hotel</th>
<th>Driving distance to venue (minutes) by car</th>
<th>Daily room rates (US$)</th>
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</thead>
<tbody>
<tr>
<td><strong>Sheraton Montazah Hotel (5 stars)</strong></td>
<td>Conference venue</td>
<td>80</td>
</tr>
<tr>
<td>Corniche Road, Montazah Beach</td>
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<td>85</td>
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<tr>
<td>Attn.: Mr. Ahmed Diab, Senior Sales Manager</td>
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<td>(Mobile: +2010 667 39 23)</td>
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<td>Tel: +203 548 05 50 / 548 12 20</td>
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<td>Fax: +203 549 84 83</td>
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<td><a href="http://www.sheraton.com/montazah">http://www.sheraton.com/montazah</a></td>
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| **Helnan Palestine Hotel (5 stars deluxe)**                    | 3-5 minutes                                | 110                    |
| Royal Gardens Park in Montazah Palace                          |                                           | 125                    |
| Attn.: Mrs. Amal Eissa, Director of Sales                      |                                           |                        |
| Tel: +203 547 35 00                                            |                                           |                        |
| Fax: +203 547 33 78                                            |                                           |                        |
| [http://www.helnan.com](http://www.helnan.com)                 |                                           |                        |
| E-mail: [saleshp@helnan.com](mailto:saleshp@helnan.com)        |                                           |                        |

| **Paradise Inn (3 stars)**                                     | 5-7 minutes                                | 40                     |
| Maamoura Area                                                  |                                           | 50                     |
| Attn.: Mrs. Sagy Rasmy                                          |                                           |                        |
| (Mobile: +2012 1048648)                                        |                                           |                        |
| Tel: +203 565 01 52                                            |                                           |                        |
| Fax: +203 565 01 53                                            |                                           |                        |
| [http://www.paradiseinnegypt.com](http://www.paradiseinnegypt.com) |                                           |                        |
| [http://www.paradiseinnegypt.com/MAMOURA/Profile.htm](http://www.paradiseinnegypt.com/MAMOURA/Profile.htm) |                                           |                        |
| E-mail: [maamoura@paradiseinnegypt.com](mailto:maamoura@paradiseinnegypt.com) |                                           |                        |

The rates quoted above represent group room rates, inclusive of daily open buffet breakfast, service charge and government tax.

As April will be a very busy conference period, most hotels are fully booked and it might be difficult to secure hotel accommodation. Hence, please ensure that your hotel accommodation is booked and confirmed at the earliest. It is recommended for the booking at Helnan Palestine to be at your earliest possible, and before 1st of March 2007, as the promotional rate granted for the conference is for limited number of rooms, as the hotel faces one of the historical landmarks in Alexandria (Montaza Royal Palace) that was once the site of the late Egyptian Royal Family.

Shuttle buses will be provided between the hotels and the conference venue during the conference period. Participants are requested to confirm the schedule of the shuttle bus with the hotel reception counter while check-in.
Participants are kindly requested to complete the Hotel Reservation Form (available on the conference website) and send it, before 25 March 2007, to the following focal points at the Arab Academy for Science and Technology and Maritime Transportation:

Mr. Ayman Taher GHONEM  
Public Relations Manager  
E-mail: aymangonim@aast.edu OR aymang68@hotmail.com OR aast.pr@yahoo.com  
Fax: +203 550 51 51  
Mobile: +2010 16 10 620

Mr. Yasser Farouk El RASHIDI  
Public Relations Officer  
E-mail: Yasserelrashidi@aast.edu OR y_elrashidi@yahoo.com OR y_elrashidi@hotmail.com  
Fax: +203 550 51 51  
Mobile: +2010 15 78 736

With a copy to the ITU Arab Regional Office on E-mail: mail@ituarabic.org or Fax: +202 26 22 274.

TRANSPORTATION

Participants should make their own transportation arrangements from Cairo International Airport to their respective hotels in Alexandria. Public taxi, limousine or private cars, Superjet Bus services are readily available at the airports or by train (from Ramses Square Railway Station).

Participants arriving at Borg Al Arab Airport or Nozha Airport in Alexandria can take Public taxi, limousine or private cars to transfer them to their hotels.

If you wish to use the transportation facilities offered by the Conference travel agency, please review our website on mid-February to know about it.

WEATHER AND TIMING

The climate in April is moderate spring and the temperature varies between 15- 25 degree Celsius. The local time is GMT+2.

BUSINESS HOURS (Alexandria & Cairo)

Office hours are from 8:30 a.m. to 3:30 p.m. from Sunday to Thursday. General banking hours are from 8:30 a.m. to 2:00 p.m. from Sunday to Thursday. Department stores are generally open on all days between 10:00 a.m. to 10:00 p.m.

CURRENCY AND CREDIT CARDS

The official currency is Egyptian Pounds (L. E.). The exchange rate (as of January 2007) is:

1 USD = 5.70 LE (approx.)  
1 Euro = 7.40 LE (approx.)

Internationally recognized credit cards (Visa, American Express, Access/Masterecard, Diners Club cards) are accepted by the hotels but not everywhere. Travelers cheques can also be used.
ELECTRICITY

Voltage in Egypt is 220 AC, plugs are with two pins, thus you should bring a universal adapter.

MEDICAL SERVICES

A resident doctor for the conference will be available. In addition, many clinics and hospitals are very near to the proposed hotels.

FURTHER INFORMATION AND CONTACT DETAILS

A) Substantial Matters (including agenda, presentations, documents, speakers and sponsors).

**Eng. Mohamed ABDALLA**  
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Mobile: +2012 74 520 34  
E-mail: mohamed.abdalla@itu.int

B) Logistical Matters (including requests for invitations, fellowships, registrations form, accommodation and transportation)

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