ANNEX 4

ITU Expert-Level Training on network cost modeling - Level II
for National Regulatory Authorities and Operators

Mangochi, Malawi, 1<sup>st</sup> – 5<sup>th</sup> November, 2010

INFORMATION NOTE

1. VENUE OF THE TRAINING
The training will be held from 1st to 5th November 2010 in Mangochi, Malawi at the following address:

Nkopola Hotel
P.O Box 14 Mangochi, Malawi.
Tel: +265 1 580 444 Fax: +265 1 580 420
Email: nkopola@sunbirdmalawi.com.

2. REGISTRATION AND WORKING HOURS
The registration of the participants and distribution of documents will take place at the meeting venue on Sunday 30/10/2010, from 14.00. The opening session will start at 09.00 am on Monday 1st November 2010 and the proposed working hours shall be from 09:00 to 17:00 each day.

3. 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, with a copy to the Workshop Coordinator, Harriet Kaima, E-mail hkaime@macra.org.mw or nangozo@gmail.com and Fax No. 265 1 883 890 before 15/10/2010.

4. LIST OF HOTELS

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Contact</th>
<th>Bed &amp; Breakfast</th>
</tr>
</thead>
<tbody>
<tr>
<td>ClubMak</td>
<td>Mangochi +265 1580244</td>
<td>Single - US$128.00 Double - US$98/person Suite - US$147.00 Sharing - US$113.00</td>
</tr>
<tr>
<td></td>
<td>Francis or Edina +265 8 88371891 +265 8 88830077 <a href="mailto:reservations@clubmak.com">reservations@clubmak.com</a></td>
<td></td>
</tr>
<tr>
<td>Nkopola Lodge</td>
<td>Mangochi +265 1580444</td>
<td>US$108.00 flat rate</td>
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<tr>
<td></td>
<td>Nevertor Mhone <a href="mailto:nevertor@sunbirdmalawi.com">nevertor@sunbirdmalawi.com</a> +265 8 889 65201</td>
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<tr>
<td>Boadzulu</td>
<td>Mangochi +265 1598125</td>
<td>Single - US$64.00</td>
</tr>
<tr>
<td></td>
<td>Ranken Sinchaya +265 8 889 908 777</td>
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<tr>
<td>Andrews Holiday</td>
<td>Mangochi +265 1598072</td>
<td>Single – US$55.00</td>
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<tr>
<td>Resort</td>
<td>Angel Gondwe +265 999941264</td>
<td>Double – US$75.00</td>
</tr>
<tr>
<td>Twin Tower Lodge</td>
<td>Mangochi +265 995718131 +265 999445076</td>
<td>Single US$20.00 Double US$35.00</td>
</tr>
<tr>
<td>Pamudzi Lodge</td>
<td>Mangochi +265 1 580 770</td>
<td>Single - US$US$30.00 Double – US$35.00</td>
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<tr>
<td></td>
<td>Felix Hauri +265 8 88305966</td>
<td>(Contact information is incomplete)</td>
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5. TRANSPORTATION

MACRA will only provide transportation from Airport to the hotels listed above and from the hotels to the workshop's venue and vice versa.

6. VISA REQUIREMENTS

Those countries which need visa to enter Malawi should process the same in their countries unless otherwise. Countries that do not need visa to enter Malawi include:

British Subjects being citizens of the United Kingdom and Colonies, British protected persons. Antigua and Barbuda, Australia, Bahamas, Bangladesh, Barbados, Belgium, Belize, Botswana, Brunei Darussalam, Canada, Cyprus, Denmark, Dominica, Fiji, Finland, Gambia, Germany, Ghana, Grenada, Guyana, Iceland, Ireland, Israel, Jamaica, Kenya, Kiribati, Lesotho, Luxembourg, Madagascar, Maldives, Malta, Mauritius, Mozambique, Namibia, Nauru, Netherlands, New Zealand, Nigeria, Norway, Papua New Guinea, Portugal, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Samoa, San Marino, Seychelles, Sierra Leone, Singapore, Solomon Isles, South Africa, Swaziland, Sweden, Tanzania, Tonga, Trinidad and Tobago, Tuvalu, Uganda, USA, Vanuatu, Zambia, Zimbabwe.

Note: African countries are in bold.

7. OTHERS

i) TEMPERATURE
Malawi Weather and Climate
The weather varies from cool in the highlands to warm around Lake Malawi. Summer (August to October) days and nights are hot and dry. The rainy season runs from November to March. Around Lake Malawi, in winter, the climate is particularly dry with pleasant cooling breezes.

ii) Required Clothing
In November and part of December, Mangochi is very hot unless otherwise. It is advisable to carry light clothes, it is advisable to have a few warm clothings as climate is unpredictable because of the global warming.

iii) LANGUAGE
English and Chichewa are the main languages. The workshop will be conducted in English.

iv) LOCAL CURRENCY
The following are the exchange rates for major currencies against the Malawi Kwacha (MK):
US$ 151.00
GBP 230.00
EUR 204.00
Rand 21.00

v) BANKS
Banks in Malawi open from 08:00 hrs to 15:00 hrs from Monday to Friday and from 09:00 hrs to 11:00 hrs on Saturdays, for all financial transactions. Money transfer agencies are also available.

vi) **TIME DIFFERENCE**
Malawi’s standard time zone: GMT 2 hours

vii) **EMERGENCY SERVICES (TEL. NUMBERS)**
Police: 990 or 997
Fire: 900/999
Ambulance: 998
Helpline: 1100

viii) **INSURANCE**
Delegates are reminded that they are responsible for their personal insurance of all aspects relating to the participation at these meetings.

ix) **ELECTRICITY**
Throughout the country, all appliances run on 220 Volts. Outlets are of the 3-pin, 13 amp type.

x) **TOURISM, CULTURE & ART**
Malawi is called the “Warm Heart of Africa” and has got unique and fascinating tourist destinations and is home to Lake Malawi, one of the biggest fresh water lakes in Africa famous for its delicate fish species especially the “Chambo” not found anywhere else in the World. The nation has abundant wildlife, unique culture and naturally warm and friendly people always smiling and willing to assist. These attributes contribute immensely to the high degree of attractiveness that position Malawi as a prime tourist destination in the world.

xi) **COMMUNICATION SERVICES**
The country code for Malawi is +265. The country has two fixed line operators namely MTL (01) and ACL (012) as well as two mobile operators namely ZAIN (099) and TNM (088). Internet services are also available from internet cafes in and around the major cities and hotspots at major Hotels and International Airports.

xii) **COUNTRY INFORMATION**
Malawi is a landlocked country bordering Zambia, Tanzania and Mozambique. It has a total land area of 118,484 km² (water percentage of 20.6%) with an estimated population of 13.5 million people. The capital city is Lilongwe and other major cities include Blantyre, Mzuzu and Zomba.
<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE NO.</th>
<th>E-MAIL ADDRESS</th>
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<tbody>
<tr>
<td>Harriet Kaima</td>
<td>+265 1 883 611</td>
<td><a href="mailto:hkaime@macra.org.mw">hkaime@macra.org.mw</a></td>
</tr>
<tr>
<td></td>
<td>+265 1 874 225</td>
<td><a href="mailto:nangozo@gmail.com">nangozo@gmail.com</a></td>
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<td>+265 888 551 712</td>
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<td>+265 995 512 189</td>
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