**ANNEX 2**

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| **ITU Centres of Excellence Network for Asia-Pacific Region****China Academy of Information and Communications Technology****Training on Conformity and Interoperability****Chongqing, China** **October 17 to 21, 2016****INFORMATION NOTE** |

1. **Introduction**

Conformity with international standards such as ITU Recommendations is one of the core principles underlying the global interoperability of ICT networks, devices and services. The ITU Conformity and Interoperability (C&I) programme was initiated at the request of ITU’s membership to enhance the conformity and interoperability of ICT products, implementing ITU Recommendations or part thereof, solicit feedback to improve the quality of ITU Recommendations, and reduce the digital divide and the Standardization Gap through capacity building and infrastructure development.

Under the ITU Centre of Excellence for Asia-Pacific on C&I, CAICT is committed to expanding the application of Conformity and Interoperability and building human and institutional capability in the region. The training course aims to cover the following:

* **Global and ITU C&I standard system**
* **New Tech. of Communication Networks of C&Is**
* **IMS: Development and evolution, Network Framework ,Critical technologies ,Standardization activities and Services and applications**
* **IMS: Business case and Development in China**
* **4G-LTE: Frequency Management , Key Technology and Standards**
* **4G-LTE :Technology solution**
* **Lab-tour**
* **Hand-on operation in the lab**

The training course is designed to enhance strategic understanding of ITU Conformity and Interoperability Programme, implementation mechanism, Conformity Assessment Principles. In addition, the training offers opportunity to develop greater understanding of typical global certification system, Country Case Studies for C&I implementation and assessment.  The training will enable participants to undertake and analyse the test specification, test items for IMS and 4G-LTE.

1. **Venue of the TRAINING**

Chongqing Lafeeplaze Hotel

Add: NanAn District SiGongLi XueFu Road 11#, ChongQing, China

Tel: +86-23-86387777

1. **COORDINATORS**

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| **caict COORDINATOR**Name: Mr. Li ZhiEmail address:lizhi@caict.ac.cn | **ITU COORDINATOR**Name: Mr. Ashish NarayanEmail address:ashish.narayan@itu.int | **ITU ONSITE COURSE delivery BY**Name: Mr. Sameer SharmaEmail address: sameer.sharma@itu.int |

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

Venue: Chongqing Lafeeplaze Hotel，

Dates: October 17, 2016

Time: 08:30-9:30

1. **Visa Formalities**

It is the responsibility of each traveller to have a valid passport and the appropriate visa to China. Passports must be valid for at least 6 months beyond the date of departure from China and must have sufficient pages for visa stamps. Please contact your local Chinese embassy or consulate or refer to http://www.fmprc.gov.cn/eng/for more information regarding Chinese visas.

1. **ACCOMMODATION**

The organizer will book with the hotel. However, participants are requested to send their accommodation information before 12th August, 2016 via E-mail. The participants would need to pay for the hotel directly.

1. **LIST OF PROPOSED HOTELS**

Chongqing Lafeeplaze Hotel

Web：http://www.lafeeplaze.com/

Tel: +86-23-86387777

Add: NanAn District SiGongLi XueFu Road 11#, ChongQing,China

1. **DETAILS OF ARRIVAL AND TRANSPORT**

Participants will arrive at Chongqing Jiangbei International Airport with international flights, and can travel to the hotel by themselves.

**Taxi**: The fare is about RMB80 (40KM, 1 Hour)

**Subway**: Take Line 3 at Terminal 2B to Si Gong Li Station, exit from Gate 1, head to south to the hotel (700m).

**Shuttle Bus**: Take the Shuttle Bus heading for Shangqingsi, then take taxi to the hotel (10KM, RMB30).

1. **CURRENCY**

The official currency of China is RENMINBI (RMB). Because retailers generally do not accept other currencies, it is necessary for visitors to change foreign currency into RMB in order to make cash payments.

ATMs are widely available in Chongqing and can only be used to withdraw RMB.

Foreign currency can be exchanged at the airport or banks in the city. Although some hotels do offer currency exchange services for guests, they often lack favorable rates and only deal with select currencies.

The exchange rate as of May 17 is USD1 = RMB6.2.The normal banking hours in China is between 9:00 am to 17:00 pm, from Monday to Friday. Major credit cards such as MasterCard, Visa, American Express and JBC are generally accepted in China.

1. **ELECTRICAL APPLIANCES**

The standard electricity supply in China is 220 volts AC, 50Hz. Delegates are advised to bring along converters or adaptor for compatibility with the standard socket in China as shown below.



1. **LANGUAGES**

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

1. **SECURITY**

It’s quite safe living in Chongqing, even walking out in late night. However, you are requested to take care of yourself from the thief and make sure you will have the receipt when taking a taxi in case leaving stuff in the car.

1. **MEDICAL AND HEALTH**

Participants are requested to have their medical insurance valid during the stay in China. The medical emergency call is 120/999.

Peking University Third Hospital is quite close to the hotel and CAICT.

Please contact the local secretariat if you need go there.

Generally, the water in hotels is not drinkable.

1. **WEATHER**

October in Chongqing is influenced by Humid Subtropical climate. When you travel to Chongqing China in October you can expect usually rain, almost every day fog, occasionally thunderstorm and expect cooler weather. The range of mean daytime temperatures are around 15℃ and 22℃. Usually first week is the hottest in October. Chongqing in October experiences not so hot days with almost complete cloudy sky. Typically temperature fluctuates around 18℃ and wind is light air.

1. **INTERNET**

Internet can be accessed in the hotel and event venue.