



**Workshop for Maghreb countries to promote the
development
and implementation of Conformity Assessment
programmes**

Tunis-Tunisia, 9-11 December 2014



Information for participants

VENUE OF THE WORKSHOP

The workshop will be held from 9 to 11 December 2014 in Tunis at the following address:

Address: CERT, Cité Technologique des Communications, Route Raoued, Ariana, Tunisia.

COORDINATORS

ITU Coordinator

Mr. Slaheddine MAAREF
ITU Arab Regional Office
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Host Country / Workshop Coordinator

Mrs. Wala TURKI LATROUS
CERT
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REGISTRATION AND WORKING HOURS

The registration of the participants and distribution of documents will take place on 9 December 2014 at 09:00am. The opening session will start at 09:30am. Working hours are from 09:00 to 17:00.

HOTEL RESERVATION

Kindly be advised that it is recommended for participants to reserve their hotel accommodations via telephone, fax or E-mail, directly with the hotels of preference (ranging from 2 to 5 stars) indicating their arrival schedules before **1 December 2014**, with a copy to Workshop Coordinator (E-mail: wala.latrous@cert.mincom.tn; phone: +216 98 269 301), to ensure the reception at the airport of Tunis. Please be aware of the fact that the transportation between the hotels and the airport will be provided only for delegates who are staying in the official recommended hotels.

List of Recommended Hotels

Hotel	Star Rating	Facilities Included	Distance to Venue	Daily Rate (USD)	Contact
Ramada Plaza	5	Wifi/breakfast/parking/dinner	10	80	hichem.gharbi@ramadaplazatunis.com
Tunisia Palace	4	Wifi/breakfast/dinner	10	70	contact@tunisiapalace.com
Kheireddine Pacha	3	Wifi/breakfast/dinner	10	60	contact@tunisiapalace.com

VISA PROCEDURE

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, CERT (E-mail: sahbi.chkioua@cert.mincom.tn; phone: +216 97 693 840, Fax: +216 70 835 835) and Mrs. Wala TURKI LATROUS (E-mail: wala.latrous@cert.mincom.tn; phone: +216 98 269 301, Fax: +216 70 835 835) in order to assist in issuing your visa.

TRANSPORTATION FOR PARTICIPANTS

Transfers to and from Tunis Airport and official hotels will be provided to participants who have provided their flight details through the identified channels.

The airport has all necessary amenities to welcome participants properly. It is located [10] minutes from the city and the official hotels of the forum and the airport is used for arrival and departure of international flights.


PUBLIC TRANSPORTATION

The officially recommended hotels are located close to the event venue. For those who wish to take a taxi, it is strongly recommended that delegates only use [yellow national taxis]. The cost of a journey of 10 kilometers is approximately [cost about 10 TND].

CURRENCY

The official currency of Tunisia is the **Tunisian Dinar**. Visa, American Express, Access/MasterCard, and Diners Club cards can also be used. Banks are opened from Monday till Friday, from 8.00 to 17.00.

The exchange current rates in Tunisia as of November 2014 are as follows:

 Dollar	1.80 TND (approx)
 Euro	2.27 TND (approx)

CLIMATE

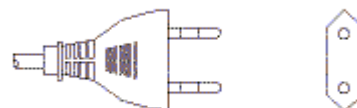
The weather in December is cold. Approximate temperatures will vary between 10^o-15^oC.

SECURITY

The crime rate in Tunisia is medium on UNDSS security advisory. However, visitors are advised to observe common safety practices while travelling (e.g. storing valuables in a safe, keeping wallets in a secure pocket, etc.). For any security incident, visitors should contact the police on 197.

ELECTRICITY

AC power voltage in Tunisia is 220V, frequency ~50Hz. Most electrical outlets are as shown below.



SERVICES AVAILABLE FOR PARTICIPANTS DURING THE WORKSHOP

Information display:

It will be located outside the main workshop room and will provide information on many issues of interest of the participants and will forward to other services, such as city tours and transfers, mail, medical care, communications, etc. It will also be the place where you should deliver or collect lost items.

Communication Center:

Internet Access free of charge will be available at the event workshop room.

Security:

For security reasons, all participants should always wear their badges during the workshop and in all social activities.

Medical Assistance:

Emergency and urgency medical assistance will be provided free of charge within the premises where the workshop will take place. Nevertheless it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

GENERAL INFORMATION

General Information about the Country of the venue:

Government	Unitary semi-presidential republic
President	Moncef Marzouki
Prime Minister	Mr. Mehdi Jomaa
Area	163.610 km ²
Population	10.982.754
Capital	Tunis
Official Language	Arabic
Country Code	216
Time Zone	GMT + 1