



**ASEAN – TRAI Program**  
**On Capacity Building & Sharing of Best Practices in Policy, Regulation and**  
**Development**  
(18-22, November, 2019)  
New Delhi, India

**Administrative Arrangement Note**

**BRIEF OBJECTIVE OF THE TRAINING PROGRAMME**

This capacity building programme will equip the participants with updated knowledge on the issues of ICT sector. The project will train the participants to handle the regulatory challenges in this evolving ICT domain. The telecom/ ICT growth in Southeast-Asia region has been diverse and each nation has a uniqueness in terms of market, subscribers base, level of broadband penetration etc. The Training will equip the participants to understand overall challenges and solutions which can be applied. The trainees will be exposed to the regulatory mechanism which is put in place in TRAI, which includes exposure to consultation process and interaction with stakeholders.

**Venue & Hotel**

The Training will be held at the Hotel Royal Plaza, New Delhi, India.

**HOTEL ROYAL PLAZA**  
19, Ashoka Rd, Janpath,  
Connaught Place,  
New Delhi-110001, INDIA  
Tel No.: +91-11- 43555555  
Fax No.: +91-11- 43555566

Email: [reservations@hoteltheroyalplaza.com](mailto:reservations@hoteltheroyalplaza.com)

The accommodation of all the participants will be arranged at this hotel and TRAI will facilitate in doing reservation for all the participants. The participants are requested to send their request for hotel reservation along with a scanned copy of their passport, directly, to the email. Hotel Royal Plaza is located at the heart of the capital city and has easy access to all parts of the city, through road, metro etc. For details of the hotel please visit <http://www.hoteltheroyalplaza.com>

The Non Fellowship participants, if any, will have to book their accommodation directly with the hotels quoting the name of the event as 'ASEAN-TRAI event' for their stay. The hotels recommended for the workshop and the discounted prices reserved for the event (for bookings made by October 2019) are:



### **Passport and Visa Requirements**

Participants must be in possession of a valid passport or travel document with a minimum validity of six months beyond the period of stay and need to check visa requirements before entering the country. Please check the visa formalities with the nearest Indian Embassy. Visa supporting letter can be issued on request. Please submit the following information along with a copy of passport to **Mr. Joseph Manoharan, Deputy Advisor, TRAI** for the visa supporting letter (email – [irdivision@trai.gov.in](mailto:irdivision@trai.gov.in))

Full Name

Passport Number

Nationality

Date of Issue

Date of Expiry

Date of Birth

### **Flight Booking and Pe-diem**

ASEAN-India Fund will provide fellowships for 2 participants from each ASEAN Member country which will include accommodation, local transport and return economy fare flight ticket. All the participants are requested convey to the nodal officer, TRAI the flight options on cheapest available route and economy fare by 18<sup>th</sup> October, 2019. TRAI would book the tickets and send the e-tickets to the fellowship holders.

### **Arrival at New Delhi and Transportation from and to the airport**

All Participants traveling by air will arrive at Indra Gandhi International Airport, where the transportations will be provided to the Hotel and vice versa, by the TRAI.

### **Health Requirements**

TRAI requests all participants to ensure medical and travel insurance covering the whole period of the training course and overseas travel. TRAI will not be able to meet any expenses relating to injury, accident or medical treatment of the participant.

### **OTHER INFORMATION**

#### **Some Useful Information about New Delhi**

Delhi is situated on the banks of river Yamuna in North India on the floodplains of the mighty Himalayas. Once a part of the Aravali mountains, today Delhi has only the Ridge area to tell the story of the greenery this place once had. The city is sprinkled with captivating ancient monuments, fascinating museums and art galleries, architectural wonders, a vivacious performing-arts scene, fabulous eating places and bustling markets. Delhi is and has been the political hub of India. Every major political activity in the country traces its roots here.



For more information, please refer website: [www.delhitourism.nic.in](http://www.delhitourism.nic.in)

### Weather

New Delhi, the capital of India is a land locked city. The location and distance from the sea gives Delhi an extreme type of continental climate. The weather in Delhi during October will be pleasant with temperature varying from min 21 C to maximum 32 C. The day time is warm and the weather becomes pleasant in the evenings and nights.

### Language

Hindi is the official language but English is widely used throughout the City.

Time Zone GMT + 5.30 hours

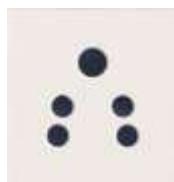
### Banks & Currency

The unit of currency is Indian Rupees which comes in denominations of 1, 2, 5, 10, 20, 50, 100, 200, 500 and 2,000. Please use authorised money changers and banks to convert currency. They will issue a certificate of exchange which is required at the time of re-conversion of any unused currency. The currency may be exchanged at the airport on arrival. Foreign Exchange Rate is approximately Rs. 69.48 Approx to US\$ 1 (as in June 2019).

Most bank ATMs honour Visa, Visa Electron, Master & Maestro cards. Most hotels, shops & other establishments accept all major international credit cards.

### Electricity

230 Volts AC 50Hz Electric sockets are: Type D





### **CONTACT POINT**

For any further information you may require or if you need a personal invitation letter or official document for your travel clearances, please contact:

**Nodal Officer**

**Mr. Sanjeev Kumar Sharma**

Advisor (International Relations)

Telecom Regulatory Authority of India,

Mahanagar Doorsanchar Bhawan,

J.L.Nehru Marg, Old Minto Road,

New Delhi-110002

Tel: +91 11 23236119

Email: [advadmn@trai.gov.in](mailto:advadmn@trai.gov.in)

For attendance, participation, visa support letter etc

**Mr. Joseph Manoharan**

Deputy Advisor (International Relations)

Telecom Regulatory Authority of India

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