



**ASEAN – TRAI Program**  
**Capacity Building & Sharing of Best Practices**  
**in Policy, Regulation and Development**  
(04-08, March, 2024), New Delhi, India



**Administrative Arrangement Note**

**1. BRIEF OBJECTIVE OF THE TRAINING PROGRAMME**

This capacity building programme will equip the participants with updated knowledge on the current and emerging 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-Asian region has been diverse and each nation has a uniqueness in terms of market, growth, subscribers base, extent of broadband penetration etc. The Training will equip the participants to understand overall regulatory challenges and possible solutions which can be applied. The trainees will be exposed to the regulatory mechanism which is being followed in TRAI, which includes exposure to consultation process and interaction with stakeholders.

**2. PROGRAMME VENUE & STAY**

Five days programme and accommodation for delegates are arranged in the Hotel mentioned below :

**Hotel Shangri-La Eros New Delhi**

**Address:** 19, Ashoka Rd, Janpath,  
Connaught Place, New Delhi,  
Delhi 110001

**3. REGISTRATION.**

All the nominated delegates are requested to fill up the registration form using the following link.

[https://docs.google.com/forms/d/e/1FAIpQLSdgK3U5Apjxmt0oLgNKaIwdwnaXocXaa-4qgvJU2GJ2RDbFFg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdgK3U5Apjxmt0oLgNKaIwdwnaXocXaa-4qgvJU2GJ2RDbFFg/viewform?usp=sf_link)

Please submit this online registration for on or before 10<sup>th</sup> February, 2024 (Saturday) in order to facilitate the preparations and logistics.

**4. AIRFARE, ACCOMMODATION AND FOOD**

Round Trip economy airfare will be provided to all nominated delegates. Hotel accommodation will be a standard, single-occupancy room. All three meals will be arranged.

## **5. SETTLEMENT OF HOTEL ACCOUNTS.**

Before checking out of hotel, the delegates are expected to settle all dues directly with hotel, which are incurred as personal expenses such as local and long-distance telephone calls, Internet, business centre, laundry, room and hotel transportation services, mini-bar items, as well as for restaurant and bar services.

## **6. PASSPORT AND VISA REQUIREMENTS.**

**Delegates are strongly advised to check all entry and visa requirements to travel to India on the websites of Indian Embassies and High Commissions in their respective countries.** Visa supporting letter/Invitation letter can be issued upon request for assisting the delegates to obtain necessary visa from their respective countries and on-arrival visa (if applicable). Delegates who require this assistance and on-arrival visa support, should submit the following information by 10<sup>th</sup> February, 2024 to Mr. Vikas Nigam: [irdivision@traigov.in](mailto:irdivision@traigov.in)

- (1) Scanned copy of the passport
- (2) Full name as written on passport
- (3) Date and place of birth
- (4) Passport number
- (5) Date of passport issuance
- (6) Date of passport expiration
- (7) Nationality
- (8) Date of arrival
- (9) Date of departure
- (10) A valid email address

## **7. GUIDELINES FOR INCOMING INTERNATIONAL PASSENGERS.**

Useful information for all the incoming international passengers at New Delhi International airport is given at the link <https://www.newdelhiairport.in/passenger-guide>.

## **8. HEALTH REQUIRMENTS.**

TRAI requests all delegates to ensure medical and travel insurance covering the whole period of the event during their stay in New Delhi, India. Neither ASEAN nor the hostTRAI will be able to meet any expenses relating to injury, accident or medical treatment of the participant.

**9. INDIA: A BRIEF COUNTRY PROFILE**

India is one of the oldest civilizations in the world with a kaleidoscopic variety and rich cultural heritage. It has achieved all-round socio-economic progress since its Independence. India has become self-sufficient in agricultural production and is now one of the top industrialized countries in the world and one of the few nations to have gone into outer space to conquer nature for the benefit of the people. It covers an area of 32,87,263 sq. km (1,269,346 sq mi), extending from the snow-covered Himalayan heights to the tropical rain forests of the south. As the 7th largest country in the world, India stands apart from the rest of Asia, marked off as it is by mountains and the sea, which give the country a distinct geographical identity. Bounded by the Great Himalayas in the north, it stretches southwards and at the Tropic of Cancer, tapers off into the Indian Ocean between the Bay of Bengal on the east and the Arabian Sea on the west. Lying entirely in the northern hemisphere, the mainland extends between latitudes 8° 4' and 37° 6' north, longitudes 68° 7' and 97° 25' east and measures about 3,214 km from north to south between the extreme latitudes and about 2,933 km from east to west between the extreme longitudes. It has a land frontier of about 15,200 km. The total length of the coastline of the mainland, Lakshadweep Islands and Andaman & Nicobar Islands is 7,516.6 km.

**10. INFORMATION ABOUT NEW DELHI**

Delhi has a long history and legacy which is evident with presence of many monuments and iconic buildings. The city is situated on the banks of river Yamuna and falls in the Northern part of India on the floodplains of the mighty Himalayas. Once a part of the Aravalli 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.

The tourism information guide will be part of the conference package, which gives all the details about places of tourist's attractions and city map.

**11. LOCAL TRANSPORTATION.**

Local transportation will be arranged at the airport both for arrival, departure and for other official engagements during the event. The arrival and departure timings may clearly indicated in the registration form for facilitating airport pick up and drop.

Within New Delhi and NCR (National Capital Region), Metro is the popular and cheap mode of public transport which connects to all corners of the city and is very economical. There are many app-based taxis such as Uber & Ola which are other cheap modes of transport. The taxis available at the hotel may be expensive.

**12. WEATHER.**

The weather in Delhi during March will be moderate. The average temperature varies between 20°C and 33°C. The mornings and evenings are pleasant and one can expect 30°C daytime maximum temperatures with an average of 8 hours sunshine per day.

**13. LANGUAGE.**

Hindi and English are widely spoken in Delhi.

**14. TIME-ZONE**

GMT/UTC + 5.30 hours

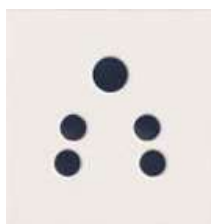
**15. BANKS & CURRENCY.**

The unit of currency is Indian Rupees which comes in denominations of 10, 20, 50, 100, 200 and 500. Please use only the authorized 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. 82.5/- to US\$ 1.

Most bank ATMs honor Visa, Visa Electron, Master & Maestro cards and you may use these ATMs also to withdraw money. Most hotels, shops & other establishments accept all major international credit cards.

**16. ELECTRICITY.**

230Volts AC 50Hz Electric sockets of Type D. It is advisable to come along with Global adaptors.



**17. 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:

<b><u>ASEAN coordinator:</u></b>	<b><u>TRAI coordinator:</u></b>
	<b>Mr. Vikas Nigam</b> Senior Research Officer (International Relations) Telecom Regulatory Authority of India Email: <a href="mailto:irdivision@traigov.in">irdivision@traigov.in</a> Mob : +91-9412739314 Tel :+91-11- 23664452 <b>(For attendance, participation, visa support letter etc)</b>