

**2nd High Council Meeting of
D-8 Technology Transfer and Exchange Network (D-8 TTEN)
9th - 10th December, 2014**

ADMINISTRATIVE ARRANGEMENTS

1. INTRODUCTION

The information contained in this document is for the benefit of delegates attending the 2nd High Council Meeting of D-8 TTEN on 9 - 10 December, 2014 in Abuja, Nigeria.

2. MEETING INFORMATION

Arrival: 8th December, 2014
Date: 9 - 10 December, 2014
Venue: Reiz Continental Hotel, Plot 779, Cadastral Zone AO,
Central Business District, Abuja - Nigeria

Tentative Programme

The tentative programme of meeting is attached as Annex A.

3. CONTACT DETAILS & REGISTRATION

All participants are requested to complete the attached registration form (Annex B) and send it to the Organizing Committee through the following addresses not later than **November 30, 2014**:

1. Dr. Umar B. Bindir, Director General, NOTAP

Email: info@notap.gov.ng

Phone No.

2. Mr. S. A. Ahmed

Email: shafim200@yahoo.com

Phone No. +234-802-918-2406

3. Mr. Mohammed Jazuli -

Email: mohammedjazuli@yahoo.com

Phone No. +234-803-549-5386

4. Mr. Aminu Abubakar -

Email: aminu_abubakar705@yahoo.com

Phone No. +234-806-588-3705

Accreditation passes for all delegates will be issued upon registration and should be worn at all times during the meeting. Participants may not be allowed into the venue without proper identification.

The Registration counter will be opened for the Meeting from Tuesday 9th December, 2014 from 08:00 hours. Registration and Accreditation for the media will be made available in due course.

5. HOSPITALITY

The Government of the Federal Republic of Nigeria, as the host, will provide hospitality as follows:

- Accommodation will be provided at REIZ CONTINENTAL HOTEL, ABUJA for
- Heads of Delegation plus one (1) delegate each from 8th - 11th December, 2014 (4 nights)
- D - 8 Secretary General plus one (1 Secretariat Staff from 8th - 11th December, 2014 (4 Nights).

The above hospitality will include meals and local transportation. International telephone calls, facsimile charges, alcoholic beverages, laundry services and tobacco are excluded as such bills will have to be settled by delegates before checking out of the hotel.

Hospitality in terms of hotel accommodation is only extended to delegates arriving from their respective Capitals. Resident Diplomats are not entitled to hotel accommodation.

Meals will be provided for delegates in accordance with the programme of the Meeting.

6. PROTOCOL & IMMIGRATION

6.1 Changes in Arrival/Departure Dates/Times

To facilitate arrangement at airport transfers, delegates are advised to inform the Secretariat of any changes in the arrival/departure dates, time and flight information.

6.2 Return Booking/ Confirmation

Delegates are responsible for their flight booking and confirmation. Delegates may request the assistance of their hotel to process the booking confirmation through the hotel's business centre or Concierge counter.

6.3 Visa Requirement

Persons seeking to enter Nigeria must be in possession of valid passport or other internationally recognized travel documents endorsed for travel to Nigeria. Such

passports or other travel documents must be valid for at least six (6) months beyond the period of stay allowed in Nigeria. Delegates must be in possession of valid entry visa obtained from the nearest Nigerian diplomatic mission before travelling. *Delegates from Bangladesh are advised to obtain entry visa from the Nigerian High Commission in New Delhi.*

7. SECURITY ARRANGEMENT

Security measures are enforced at the venue of the Meeting and hotels where delegates are accommodated. For security considerations, delegates are advised to inform the security and protocols officers of their movement outside the programme.

8. LANGUAGE

The working language of the Meeting will be English. The Meeting documents will also be provided in English.

9. COMMUNICATIONS

Communications companies in Nigeria have international roaming service agreements with numerous companies around the world. In order to make an international call, you have to dial the complete country code and the number.

10. CLIMATE

The climatic condition in Nigeria is tropical. The meeting period will coincide with the the beginning of the harmattan season and the weather would generally be fine and welcoming.

Second High Council Meeting of D-8 Technology Transfer and Exchange Network (TTEN)

9th - 10th December, 2014, Abuja, Nigeria

Monday December 08, 2014 - Arrival/Airport Reception

Tuesday December 9, 2014 - Reiz Continental Hotel

Time	Programme
08:30 - 09:00	Registration
Opening Ceremony	
09:00 - 09:05	Opening Prayers
09:05 - 10:00	<ol style="list-style-type: none">i.) Welcome Address by Mrs. Winifred Oyo - Ita, Permanent Secretary, Federal Ministry of Science & Technology (FMST)ii.) Statement by Permanent Secretary/D-8 Commissioner, Ministry of Foreign Affairs, Abuja, Nigeriaiii.) Remarks by D-8 TTEN Secretaryiv.) Statement by Dr. Mousavi, D-8 Secretary General, D-8 Secretariat, Istanbul, Turkeyv.) Good will message by the Honourable Minister of Industry, Trade & Investment, Dr. Olusegun Agangavi.) Address by Honourable Minister, Federal Ministry of Science & Technology, Abuja - Nigeriavii.) Vote of Thanks by Dr. Umar B. Bindir, Director General/CEO, National Office for Technology Acquisition & Promotion (NOTAP), FMST, Abuja - Nigeria
10:15 - 10:30	Tea/Coffee Break
Technical Session	- Chaired by D-8 TTEN Chairman
10:30 - 14:00	<ol style="list-style-type: none">i.) Self introduction of Delegatesii.) Update on D-8 TTEN Activities since Tehran 2013 - <i>by D-8 Secretariat</i>iii.) Presentation, Experiences, Challenges and Discussions of Scientific and Technological Capabilities of D-8 Member Countries - <i>By D-8 Focal Points</i>

- o *Bangladesh*
- o *Egypt*
- o *Indonesia*
- o *Iran*
- o *Malaysia*
- o *Nigeria*
- o *Pakistan*
- o *Turkey*

iv) The Way Forward

14:00 - 15:00 Lunch & Prayer

Final Session

15:00 - 18:00 Conclusion & Final Statement

Wednesday December 9, 2014 - Reiz Continental Hotel

Time	Programme
09:00 - 15:00	Undertaking of Institutional Visits: <ol style="list-style-type: none"> i.) National Institute for Pharmaceutical Research & Development, Idu (NIPRD) ii.) National Agency for Science & Engineering Infrastructure (NASENI) iii.) Idu Industrial Cluster iv.) Bus Tour of the African Premier Science, Technology & Innovation Corridor, Abuja (APSTICA) v.) Nigeria Communications Satellite (NIGCOMSAT) Limited vi.) National Space Research Development Agency (NASRDA) vii.) National Biotechnology Development Agency (NABDA) viii.) Transferring to Reiz Continental Hotel
15:00	Lunch & Prayer
16:00 - 20:00	Free and Sight seeing
20:00 - 22:00	Farewell Dinner - Reiz Continental Hotel, Abuja

Thursday December 11, 2014- Transfer to Airport

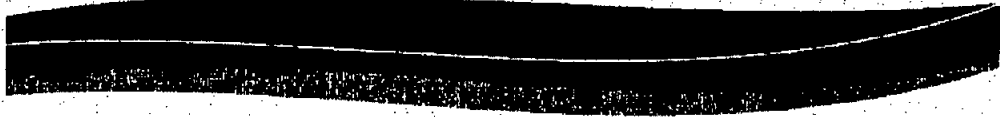
Provisional Agenda

The 2nd High Council Meeting of D-8 Technology Transfer And Exchange Network (TTEN) 9 – 10 December, 2014, Abuja – Nigeria

- 1. Introduction of participants to the Second High Council Meeting of D-8 TTEN*
- 2. Adoption of the Agenda*
- 3. Appointment of Rapporteurs*
- 4. Minutes and Matters Arising from the First High Council Meeting*
- 5. Prospects and Challenges – Experiences of the Focal Points*
- 6. Date and Venue of the Next Meeting*
- 7. Any Other Business*
- 8. Adoption of the Final Report*
- 9. Closure*



Second Meeting of High Council of D-8
Technology Transfer and Exchange Network
(TTEN)
Abuja Nigeria, 8th - 10th September, 2014



**Second Meeting of High Council of D-8
Technology Transfer and Exchange Network
(TTEN)
(8th - 10th December, 2014)
Registration Form**

Please send this form duly completed to:
info@notap.gov.ng; ubindir@yahoo.com

Identification of the Delegate

1. Contact details

Title (Mr./Ms/Mrs) REQ			Photo (2x3cm) REQ
Surname REQ			
First name REQ			
Address REQ			
Postcode			
Country REQ		City REQ	
Telephone 1 (Please include your country code) REQ		Telephone 2	
Mobile		Fax	
E-mail address REQ			

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**Second Meeting of High Council of D-8
Technology Transfer and Exchange Network
(TTEN)
Abuja Nigeria, 8th - 10th September, 2014**

2. Other Information

Organisation <input type="checkbox"/> REQ	
Position <input type="checkbox"/> REQ	
Special requirements for travels and/or during the stay (mobility, dietary, medical, etc...)	
Experience with former international activities	

3. Required information to issue Visa REQ

Gender	M/F
Marital Status	Married/Single/Divorced
Father's Name	
Date of Birth	Day/Month/Year
Place of Birth	(City&Country)
Current Nationality	
Previous Nationality	
Number of passport	
Type of passport	
Passport Date of Issue	Day/Month/Year
Passport Date of Expiry	Day/Month/Year
Passport Palce of Issue	(City&Country)
Validity of passport (at least 6 month)	
The Last Date of Entry to NIGERIA	If yes, mentioned the Last date Entry (Day/Month/Year)
Visa Issuance Place	(City&Country)
Arrival details	Date, time and flight number, Airline
Departure details	Date, time and flight number, Airline



Second Meeting of High Council of D-8
Technology Transfer and Exchange Network
(TTEN)
Abuja Nigeria, 8th - 10th September, 2014

3. Biography (130-150 words) REQ

REQ =Required field

➤ **Contact Persons:**

1. Dr. Umar B. Bindir (+234) 8033156117
2. Mr. S. A. Ahmed (+234) 8029182406
3. Mr. J. U. Mohammed (+234) 8035495386
4. Mr. Aminu Abubakar (+234) 8065883705

Website: www.notap.gov.ng

E-Mails: info@notap.gov.ng