



INSARAG COORDINATION MANAGEMENT SYSTEM TRAINING-OF-TRAINERS

Doha, QATAR

1ST – 3RD MAY 2023

- PARTICIPANTS INFORMATION PACKAGE -



This information package covers the following:

1. Point of contact
2. Date and venue
3. Course registration
4. Arrival & departure
5. Accommodation
6. General Information of Qatar

ICMS Train-of-Trainer course will be hosted by the Qatar International Search & Rescue Group Qat-USAR, Lekhwiya, in collaboration with the IMWG and supported by the INSARAG Secretariat.

1. POINT OF CONTACT

Mr. Fahad Sultan Al-Hajri

Operational Focal Point

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Qatar

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2. Date and Venue

ICMS Training-of-Trainers will take place in Doha, QATAR between the 1st -3rd May 2023 at the Lekhwiya Officer Club, Doha.

The official language for the meeting is English

Draft Program

Please find below a draft schedule of the activity, which may be subject to change:



Day 1

Time	Venue	Session	Facilitator	Comments
0800 - 0900	Lekhwiya Officer Club	Welcome and introductions, Course Admin		
0900 - 1000		Setting up Mobile Devices Introduction		
1000 - 1030		Coffee break		
1030 - 1130	Lekhwiya Officer Club	Basics Virtual OSOCC (VO) INSARAG Forms Review		
1130 - 1230		ICMS Level 1 Operator, differed devices		
1230 - 1330		Lunch		
1330 - 1430	Lekhwiya Officer Club	Data Collecting with Survey123, in the field		
1430 - 1530		ICMS Level 2 Management		
1530 - 1600		Coffee break		
1600 - 1700	Lekhwiya Officer Club	The use of ASIGN Pro (Picture & Video Documentation)		

Day 2

Time	Venue	Session	Facilitator	Comments
0800 - 0900	Lekhwiya Officer Club	Transfer to the training Centre, Review Day 1		
0900 - 1000		Data Analysis using different tools of the ICMS		
1000 - 1030		Coffee break		
1030 - 1130	Lekhwiya Officer Club	Tasking, Assigning teams planning		
1130 - 1230				
1230 - 1330		Lunch		
1330 - 1430	Lekhwiya Officer Club	Virtual Simulation XVR		
1430 - 1530				
1530 - 1600		Coffee break		
1600 - 1700	Lekhwiya Officer Club	ICMS dashboard 1		



Day 3

Time	Venue	Session	Facilitator	Comments
0800 - 0900	Lekhwiya Officer Club	Transfer to the training Centre, Review Day 2		
0900 – 1000		ICMS Dashboard 2		
1000 - 1030		Coffee break		
1030 – 1130	Training Sites	Field exercise		
1130 – 1230				
1230 - 1330		Lunch		
1330 - 1430	Lekhwiya Officer Club	Survey123 for UCC members		
1430 - 1530		The Dashboard for UCC members		
1530 - 1600		Coffee break		
1600 - 1700	Lekhwiya Officer Club	End of course		

3. ARRIVAL & DEPARTURE

Participants should arrange their travel plans so that they arrive on April 30th, 2023 and will be free to depart on May 4th, 2023.

Complimentary shuttle services will be arranged to transport all participants from the Hamad International Airport to the designated hotel and vice versa.

Upon arrival, when leaving the luggage area at **Hamad International Airport (HIA) Doha**, please go through the exit sliding doors and look for a counter with the “INSARAG” signage.

To facilitate the arrangement, please kindly submit your complete Registration Form through email to inform POC on your arrival/departure dates by April 25th, 2023.

Visa Requirements

Participants are responsible to obtain their own visa.

Check visa requirements at the QATAR consulate/embassy in your country or at the website <https://www.visitqatar.qa/en/plan-your-trip/visas>



4. Accommodation

All participants are encouraged to stay at the Marriot Marquis City Center hotel. A preferential rate will be shared to the registered participants via email.

Daily transfer to the training venue is provided from the hotel and vice versa.

In addition, please be advised that participants cover their own flight and accommodation.

5. Course Registration

Nominated participants are required to register on the Virtual OSOCC by 25th April 2023.

Important note: This course is open to 20 participants, the successful participation will be prioritized from impending IEC/R teams if the registration is oversubscribed.

Qatar will notify successful applicants by email after the deadline.

Information will be distributed during the course.

6. General information about QATAR

(a) Health Insurance

A mandatory health insurance is required for all visitors to Qatar.

<https://www.moph.gov.qa/english/derpartments/policyaffairs/hfid/Pages/Health-Insurance-Scheme.aspx>

Participants are responsible to check the travel and return policy before planning to travel.

Note : Participants are responsible for all costs incurred during their stay.

(b) Language

The official language of QATAR is Arabic.

(c) Time zones:

UTC +3

(d) Communications

The country code is: +974

(e) Emergency Numbers

Police/Ambulance/Fire Service: **999**

- Arabic, English, French, Tagalog, and Urdu

In case of other form of urgent assistance, please call 24 hours +974 77777777.



(f) Smoking

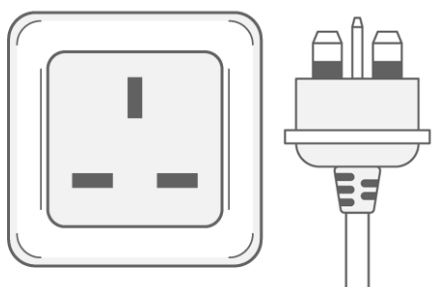
Hotel rooms and the entire hotel's public spaces (restaurants, bar areas, conference rooms) are non-smoking.

(g) Weights and measure system

QATAR uses the metric system.

(h) Electricity

Electricity supply is 220 V at 50 Hz. Plugs are Type G (please see in the pictures below):



(i) Weather

May / Doha	Av. Max. Temp. 38 C°	Av. Min. Temp. 25 C°
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(j) Currency

The currency is Qatari Riyal (QR).

All major credit cards are accepted in hotels, supermarkets and most shops.

(l) Exchange rates (as of March 2023)

1 Euro (EUR)	4.1 QR
1 United States Dollar (USD)	3.65 QR
1 British Pound (GBP)	4.85 QR
1 Swiss Franc (CHF)	3.94 QR
1 Japanese Yen (JPY)	2.66 QR

(k) Driving

Most international driver's licenses are accepted. The traffic is right-handed.