



2016 Training Requirements Analysis Workshop



**INFO PACKAGE
BULGARIA, SOFIA
13-14 January 2016**

I GENERAL INFORMATION

Here is some useful information to assist your visit.



VENUE:

Shipka Hotel
34A Toleben Blvd., Sofia 1606, Bulgaria

Strategically located in the downtown, hotel complex SHIPKA*** is situated in the center of Sofia, 15 minutes afoot from the Opalchenska Metro Station. Its location provides convenient transport connections to the administrative and trade center of the capital.

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Arriving in Sofia

A valid passport is required for entry to Bulgaria. Participants from EU countries can use ID cards instead. It is required non-EU citizens to obtain a visa and is kindly recommended to contact with the Embassy/Consulate of the Republic of Bulgaria in their respective country.



There are direct flights to Sofia from the biggest European airports. Generally, the international flights land at Terminal 2 of Sofia Airport. The drive from there to the city center is a short one and should not take more than 30 minutes.

Both Sofia's Central Rail Station and the International Bus Station are located close to the downtown.

If arriving by car, be aware of the numerous speed traps at the entrances to the city as you will end up with a not insignificant spot fine.

Local Transport

The taxi services in Sofia are cheap and reliable and there is a small percentage of

frauds, however check the prices before you enter the cab to avoid misleading. The taxi should not be more than 20-25 BGN for a ride to the central parts of Sofia. The payment should be made in Bulgarian currency only. You can change a small amount of money at the airport or use the ATM. All taxis are colored in yellow and operate by meter – it's worth checking if the meter is on. The reputable companies are OK Supertrans, Eurolease, Yes and Yellow333, and the CMDR COE strongly recommends their services. Their cabs are recognizable by their call-centers always well shown on vehicle's sides.

The public transport in Sofia is composed of buses, trolley and tram networks and an underground as well. The services run from 5 am to midnight. Single-journey ticket costs 1.00 BGN and can be bought from street kiosks at the stops or from the driver. Ticket must be validated on board using the metal punchers near the windows. A single-trip ticket may be issued by on-board vending machine in trams and trolleys for each journey. The metro tickets have the same price (1.00 BGN) but are different from those used in ground transport, and can only be purchased from ticket counters in the underground stations.

Miscellaneous

CLIMATE: The weather in January`2016 is expected to be cloudy with a little drizzle as the day temperatures to vary between -7 to 0°C in the morning to 2-4°C at noon.

LOCAL TIME: EET (UTC+2) between late October and late March.

CURRENCY: Bulgarian unit of currency is the Lev (pl. leva), code – BGN. It is in fraction of 100 *stotinki* (singular: *stotinka*). The denomination is coin of 1 lev and banknotes of 2, 5, 10, 20, 50 and 100 levs. The exchange rate against the euro is fixed at BGN 1.95583 for €1 as in 1999 the Lev's value was pegged to that of the German deutschmark, which was replaced by the euro in 2001. Since then due to the Currency Board it is easy to calculate the rate – it lasts BGN to € as 2:1.

EXCHANGE: Many international banks and Foreign-Exchange Offices operate in Sofia. Currency exchange at the airport on arrival or departure, and in the hotels, is also possible. Do not exchange money in the streets or outside financial offices despite the bargain rate offered: you risk being cheated!

BANKING HOURS: Monday to Friday, 09:00 – 17:00. Most of Foreign-Exchange Offices are open until 6 PM, and some around the clock. For more information on the actual rates it is better to consult with the Bulgarian National Bank (BNB) website: www.bnb.bg. Most of the banks have very friendly web portals where can find concerning information as well as the location of their ATMs.

TELECOMMUNICATIONS: International direct-dialing access code for Bulgaria: 359, for Sofia: 359 2. Cell phones are widely available where mobile services are provided by three operators—MTel, Telenor and VivaCOM. Another one is MaxTelecom however it is specialized in Wi-Fi supply.

DRINKING WATER: Tap water is safe to drink but not always pleasant in taste or appearance. Bulgaria's vast supplies of mineral water are widely available in 0.5 litre and 1.5 litre bottles. They are very tasty and not expensive. Stick to well-known brands such as Gorna Banya, Devin or Bankia and check that the bottles are properly sealed.

ELECTRICITY: Main voltage 220 V/50 Hz, round two-pin plugs.

MOTORING: Drive on the right, overtake on the left, cross only when the traffic light is green, give right of way to vehicles approaching from the right at crossroads and to buses in urban areas, carry your International Driving Permit, ride with lights on at all times. The use of seat belts is mandatory for all passengers, except pregnant women. Speed limits are 50 km/h urban, 90 km/h outside and 130 km/h highways.

EMERGENCY: CALL 112.

Useful web links:

www.cmdrcoe.org
www.discover-bulgaria.com/
www.sofia.bg
www.sofiatraffic.bg/en/
www.sofia-guide.com/
www.bgmaps.com/en
www.weather.sinoptik.bg

II ACCOMMODATION

There will be a block booking for all participants in the workshop.

Hotel complex SHIPKA *** is situated in the center of Sofia, 5 minutes away from the National Palace of Culture. Its location provides convenient transport connections to the administrative and trade center of the capital.

The Hotel complex provides:

- luxurious rooms;
- standard rooms (SGL and DBL);
- luxurious apartments;
- VIP apartments;
- Day bar with summer garden;
- Sports-recreational center with the most up-to-date equipment;
- Congress center with 7 conference halls (capacity from 10 to 60 places).

The rooms are cozy, elegantly furnished and comfortable, providing complete relaxation. The hotel part has been renewed during the period 2008-2009 and completely meet the international standards.



The VIP apartments consist of living room, guest room, bedroom, bathroom with Jacuzzi and dryer, separate service room to each room. The apartments have air-conditioning, telephone, 2 TV sets with cable television, mini bar. Prize per night – 162 BGN (81 EUR).

The luxurious apartments

consist of living room and bedroom, bathroom with shower and WC. Those apartments are offered in two types – with separate beds and with king-size bed. The apartments have TV set with cable television, telephone and mini bar. Prize per night – 108 BGN (54 EUR).

The luxurious rooms

have bedroom and bathroom with shower and WC. Those rooms are offered in two types – with separate beds and with king-size bed. The rooms have TV set with cable television, telephone and mini bar. Prize per night DBL– 86 BGN (43 EUR); SGL – 70 BGN (35 EUR).

The standard double rooms

have bedroom with two separate beds and bathroom with shower and WC. The rooms have TV set with cable television, telephone and mini bar. Prize per night – 76 BGN (38 EUR).

The standard single rooms

have bedroom furnished with one big bed, table and armchair and bathroom with shower and WC. The rooms have TV set with cable television, telephone and mini bar. Prize per night – 59 BGN (29 EUR).

The rate of the rooms/apartments includes breakfast.

Please note that the **deadline for hotel booking is:**
DECEMBER 18th, 2015

Note: The Registration Form (on the CMDR COE website) is
sufficient for accommodation purposes.

Payment for accommodation can be made only in cash in BGN.

Please address all accommodation issues to POCs

Terms & Conditions: *Your reservation is absolutely secure. All personal data is encrypted and will be processed in a secure manner.*

In case of cancellation of the registration one week before the Workshop, an administration fee of 50% of the participation fee will be charged. In case of absence or exceeding this period, the full price will be charged. It is, however, possible to send a substitute for the registered visitor.



III AGENDA

JANUARY 13 – 14, 2016, CMDR COE – Sofia, Bulgaria

Time	Subject	Introduced by
13 January 2016, Wednesday		
08.30	Registration	
09.00	Opening and administrative remarks	CMDR COE
09.20	EU CSDP Military Training Requirements Analysis – process and methodology	CMDR COE
10.00	Coffee break	
10.30	Requirements session	CMDR COE
	<ul style="list-style-type: none"> review the tasks, the identified thematics in the discipline, determined performance objectives and developed Discipline Common Core Curriculum discussion 	/ representatives
13:00	Lunch	
14:30	Opportunities session	CMDR COE
	<ul style="list-style-type: none"> review of the existing training opportunities and the collected data (questionnaires answers for the available options for of the necessary training and education) discussion 	/ representatives
17:00	End of the first workshop day	
19.00	Official dinner hosted by CMDR COE	
14 January 2016, Thursday		
09.00	Analysis session	CMDR COE
	<ul style="list-style-type: none"> matching the requirements with the available options for E&T (identified training gaps, deficiencies and redundancies and solutions to cover the shortages and gaps) discussion 	/ representatives
11.00	Coffee break	
11.30	Draft Final Report Review	CMDR COE
	<ul style="list-style-type: none"> Conclusions and way ahead 	/ representatives
12.30	Closing remarks	CMDR COE
13:00	End of the workshop	