

PROJECT RENEW COORDINATION OFFICE

SUPPORTING INFORMATION

In order to support to delegates, visitors, experts coming to visit and work with Project RENEW, Project RENEW Coordination Office would kindly provide the following useful, relevant information:

I. Primary points of contact:

1. Project RENEW Coordination Office (location map attached).

Address: 103 Nguyen Binh Khiem St., Dong Ha City, Quang Tri Province

Tel: (+84) 53 3858445

Fax: (+84) 53 3858442

Email: projectrenewvietnam@gmail.com

Nguyen Hieu Trung - Administrative Manager

Tel: (+84) 905 090 235

Email: hieutrongdpi@gmail.com

Ngo Xuan Hien - Development and Public Relations Affairs

Tel: (+84) 915 352 565

Email: ngoxuanhien@gmail.com

2. Quang Tri Department of Foreign Affairs (Quang Tri DoFA)

Address: Hung Vuong St., Dong Ha Northern Urban Zone, Quang Tri Province

Điện thoại: (+84) 53 3550 383

Fax: (+84) 53 3851 200

Hoang Nam, Vice Director, Project RENEW Coordinator

Tel: (+84) 913 485 338

Email: hoangnamqt@gmail.com

Hoang Dang Mai, Director

Tel: (+84) 913 485 576

Email: dangmai01@yahoo.com

3. VVMF Representative Office in Hanoi

Address: 25 Truong Han Sieu St., Hanoi

Tel: (+84) 439 438 061

Fax: (+84) 439 438 062

Tran Gia Quang: Program Officer

Tel: (+84) 912 663 703

Email: giaquang@gmail.com

Chuck Searcy - VVMF Chief Representative in Vietnam

Tel: (+84) 903 420 769

Email: chucksearcy@yahoo.com

III. Recommended services and facilities in Dong Ha City:

1. Hotels

Huu Nghi Hotel

68 Tran Hung Dao St.
Tel: (+84) 53 3852 361

Phung Hoang 2 Hotel

146 Le Duan St.
Tel: (+84) 53 3854 567

Provincial Conference Service Center

Hung Vuong Extension St.
Tel: (+84) 53 3565 999

Hieu Giang Hotel

183 Le Duan St.
Tel: (+84) 53 3856 856

2. Restaurants:

Tan Chau 1 restaurant

72 Le Duan St.
Tel: (+84) 53 3852 720

Phuc Khang restaurant

495 Hung Vuong Extension
Điện thoại: (+84) 53 3852 999

Hiep Loi restaurant

74 Le Duan St.
Tel: (+84) 53 3852 262

Dong Que restaurant

109 Le Duan St.
Tel: (+84) 53 3852 303

3. Banking:

Bank for Investment and Development of Viet Nam (BIDV), Quang Tri Branch.

24 Hung Vuong St.
Tel: (+84) 53 3850 841

Vietcombank, Quang Tri Branch

189 Le Duan St.
Tel: (+84) 53 3555 729

Sacombank, Quang Tri Branch

24 Tran Hung Dao St.
Tel: (+84) 53 3558 889

4. Market, Supermarket:

Dong Ha market, Quang Ha supermarket
01 Tran Hung Dao St.

Hung Vuong supermarket
02 Hung Vuong St.

5. Travel center Ticket Agent for Open Tour and Airplane DMZ International Travel Center

68 Tran Hung Dao St.
Tel: (+84) 53 3211 240

DMZ Tour International Travel Center

66 Le Duan St.
Tel: (+84) 53 3852 927

SEPON Travel

189 Le Duan St.
Tel: (+84) 53 3855 288

Ticket Agent for Open Tour to Hanoi

Open tour Camel
Dong Thanh ward
Tel: (+84) 53 3852 303

Open Tour Hoa Hong

110 Le Duan St.
Tel: (+84) 53 3856 231

Open Tour Trung Tuan

08 Bui Thi Xuan St.
Tel: (+84) 53 3555 658

Airplane ticket agents

Vietnam Airlines

66 Le Duan St.
Tel: (+84) 53 3852 927

Vietnam Airlines

189 Le Duan St.
Tel: (+84) 53 3855 289

6. Health Service

Quang Tri Provincial hospital
83 Le Loi St.
Tel: (+84) 53 3852 209

7. Other useful information

Emergency Telephone Numbers

Police: 113
Fire: 114
Emergency: 115

Taxi number:

Taxi Mai Linh: (+84) 53 352 52 52
Taxi Dong Hien: (+84) 53 53 3551 551
Taxi Thanh Qua: (+84) 53 389 89 89
Taxi Le Nguyen: (+84) 53 368 68 68

Quang Thanh Body-building Club

Address: 72 Ham Nghi
Tel: (+84) 53 3858 999
Open time: 05:00 a.m. to 08:00 a.m. and 15:00 p.m to 20:00 p.m.

Tourist Attractions:

Quang Tri Museum
Khe Sanh Marine Firebase
Quang Tri Citadel
La Vang Cathedral
Vinh Moc Tunnels
Cua Tung Beach
Cua Viet Beach
My Thuy Beach
Hien Luong-DMZ Memorial

IV. Administrative guidelines for visitors, international advisors intending to visit to and work with Project RENEW.

1. For visitors intending to visit to and work with Project RENEW (short-term).

- Send a letter (by fax or e-mail) to Project RENEW Coordination Office with details about the visit at least 3 days before the delegation is scheduled to arrive (and much earlier, if possible). The letter should specify the number of participants, purpose of the visit and intended goals, tentative itinerary, venues, and suggested working schedule.
- Project RENEW Coordination Office will take responsibility to inform the Department of Foreign Affairs of Quang Tri Province and arrange the working program with local organizations or individuals that the delegation would like to visit.

2. For international advisors intending to work with Project RENEW (long-term).

- Send a letter of introduction (fax or email) from sponsor or employer organization to Project RENEW Coordination Office at least one (01) week before the date the international advisor expects to start work. Attached to the letter should be the CV and a copy of passport of the international advisor.
- The international advisor must submit a work plan with assignments and intended tasks, and a schedule conforming to the work plan, to Project RENEW for forwarding to the Quang Tri DoFA as required by regulations.

3. Procedures for granting visas and visa extensions for experts.

- All international advisors will be guided and assisted by Project RENEW in receiving visa approvals and extensions to work for Project RENEW.

3.1. If international advisors wish to apply for visas at Vietnamese embassies or representative offices abroad: The international advisor must submit a visa application and his/her photo directly to the Vietnamese representative office and such office will be responsible for granting the visa.

3.2. If the international advisor requests Project RENEW support for his/her visa application, the application must include:

A letter of introduction (by fax, e-mail) from his/her organization identifying the international advisor who intends to work for Project RENEW; and a letter to Project RENEW supporting the visa application (confirming the arrival schedule, purpose of work, where the visa will be picked up) to be attached; with the international advisor's CV and a copy of passport also attached.

The Project will assist the International advisor to receive his/her visa within a time-limit of ten (10) working days from the date of receipt of a complete and valid application file.

3.3. Visa extension:

International advisors may be supported by Project RENEW to apply for visa extensions at Migration and Immigration Office, Provincial Public Security. The application document must include:

- a. Approved application form which is verified by the Quang Tri DoFA.
- b. A copy of passport, valid current visa and expert's work permit.

4. Procedures for granting the Work Permit:

- All international advisors working for Project RENEW for a period of over three months must apply for a work permit as required by regulations. The application document includes:

- a. Legal record
- b. CV (approved form)
- c. Health certificate
- d. Copy of professional certificate(s) of the expert
- e. 4 color photos, size 3x4 cm

5. Procedures for getting a driver's license:

- International advisors working for Project RENEW for a period of three months or longer, who wish to get a Vietnamese driver's license for working purposes, will be assisted by Project RENEW. Documents needed for the application include:

- a. Approved application form verified by the Quang Tri DoFA.
- b. Copy of a valid foreign driving license.
- c. The foreign license translated into Vietnamese and notarized.
- d. Copy of passport and visa, notarized.
- d. 04 color photos, size 3x4 cm.

For further information, please contact the Project RENEW Administrative Manager, Nguyen Hieu Trung, for more detailed guidelines and assistance.

Map of Dong Ha City showing Project RENEW location.

