



**The First Meeting of
the Heads and Seniors of National Organisations for
Civil Registration (NOCR) of Member States of the
OIC**

**Tehran, Islamic Republic of Iran
15-17 April 2013**

Contents

- 1. Agenda**
- 2. General Information**
 - Venue and Hotel
 - Accomodation
 - Meeting Language
 - Registration and Identification Badges
- 3. Some Practical Information for Travel**
 - Visas
 - Local Time
 - Electricity
 - Weather
 - Currency Exchange
 - Banks
 - Prayer Times
- 4. Transportation to the Hotel - Meeting Venue**
- 5. Useful Contact Information**
- 6. Map of the Hotel - Meeting Venue and its Environs**



Agenda

15 April 2013

- 09:00 – 09:30 Registration
- 09:30 – 10:30 Opening Session
- 10:30 – 11:00 Coffee Break
- 11:00 – 13:00 Session I: Current Status and Country Reports
- 13:00 – 14:30 Lunch / Prayers
- 14:30 – 16:30 Session II: Exchange of Experience / Technical Know-How and Best Practices – Production and Release of Statistics and Population Data Centres
- 16:30 – 17:00 Tea / Coffee Break
- 17:00 – 18:30 Session III: National ID and Smart Cards and Population Data Centres

16 April 2013

- 09:30 – 11:00 Session IV: Safety and Security Issues
- 11:00 – 11:15 Tea / Coffee Break
- 11:15 – 12:30 Session V: Discussion on Educational and Research Cooperation
- 12:30 – 14:00 Lunch / Prayers
- 14:30 – 16:30 Session VI: Next Steps and Action Points
- 16:30 – 16:45 Tea / Coffee Break
- 16:45 – 18:00 Session VII: Civil Registration Management Web design



Agenda

17 April 2013

- 09:30 – 10:45 Session VIII: Next Meeting Arrangements
- 10:45 – 11:00 Tea / Coffee Break
- 11:00 – 12:30 Closing Session: Wrapping up the meeting and adoption of the Final Document
- 13:00 – 17:30 Free Time: Social Trip (Optional)



General Information

* **Venue and Hotel**

The meeting will take place at the **Parsian Evin Hotel** in Tehran, Islamic Republic of Iran.

Address :Yadegar Highway, South Chamran Highway off, Parsian Evin Hotel, Tehran-Iran

Phone : 0098 21 2740555

Web : <http://www.evin.pih.ir/index.aspx?siteid=30&pageid=1899>

* **Accommodation**

All respected delegates/participants will stay at Parsian Evin Hotel. The host authorities (National Organization for Civil Registration) will provide local hospitality (accommodation, food, local transport) for one participant from each Member State.

* **Meeting Language**

The working languages of the meeting will be Arabic, English and French.

* **Registration and Identification Badges**

Participants are required to register at the Meeting Venue. The identification badges will be issued to all registered delegates. Participants are requested to receive their badges from the registration desk of the meeting within 09:30 – 10:00 on 15 April 2013.



Some Practical Information for Travel

- * **Visas**

All participants are advised to check with the Islamic Republic of Iran Consular missions (where available) for visa requirements.

- * **Local Time**

The time in Tehran is UTC/GMT +4:30 hours.

- * **Electricity**

The electric current in Tehran is 220 Volt, 50 Hz. "Type C" European CEE 7/16 Euro plugs are used.

- * **Weather**

The weather in Tehran in April is generally warm. The mean temperature is around 21°C and the expected temperature is min. 15°C and max. 22°C.

- * **Currency Exchange**

The local banks and foreign currency exchange centre in Tehran provide foreign currency exchange service. The current exchange rate is approx. 35,000 Rials to one US dollar. Foreign exchange facilities are available 24 hours at the airport.

- * **Banks**

In Tehran banks are open from 07:30 to 15:30 Saturday to Wednesday and 07:30 to 13:30 Thursday. Friday is a public holiday.



Some Practical Information for Travel *(cont.)*

* **Prayer Times**

Prayer times in Tehran during the Meeting are:

| Date | Fajr | Shuruq | Dhuhr | Asr | Maghreb | Ishaa |
|--------|-------|--------|-------|-------|---------|-------|
| 14 May | 05:04 | 06:32 | 13:03 | 16:42 | 19:33 | 20:57 |
| 15 May | 05:01 | 06:30 | 13:03 | 16:42 | 19:35 | 20:59 |
| 16 May | 04:59 | 06:28 | 13:02 | 16:42 | 19:36 | 21:00 |
| 17 May | 04:58 | 06:27 | 13:02 | 16:42 | 19:37 | 21:01 |
| 18 May | 04:56 | 06:26 | 13:02 | 16:42 | 19:37 | 21:02 |



Transportation to the Hotel - Meeting Venue

Transport facilities will be provided by the host authorities for respected delegates / participants from Imam Khomeini International Airport (IKA), Tehran to the Hotel. Participants should send their flight details to the Contact Persons at least two week before their arrival.

| Airport Pick up contact information with mobile phones | |
|--|------------------|
| Mr. Esmaili | 0098 912 159257 |
| Mr. Alian | 0098 913 3103422 |
| Mr. Mahzoun | 0098 912 1595793 |
| Mr. Pourmennati | 0098 912 1093748 |
| Mr. Parsaie | 0098 912 1088796 |
| Mr. Karami | 0098 912 1053375 |



Useful Contact Information



NOCR of Iran

Nasrin Khorshidi

Address : No 198 Imam Khomeini Ave, Tehran, Iran

Phone : 00982160902709-11

Fax : 00982166746460

E-mail : nakh98@yahoo.com

Web : <http://www.sabteahval.ir/>

General Contact Persons with mobile phones

Mr. Khanmohammadi

0098 9124457402

Mr. Ghalakhanbaz

0098 9123275990

Mr. Tanbakouchian

0098 9123015882

Mr. Halimi

0098 9128215472



Useful Contact Information



SESRIC

Efe Kerem Aydın

**Address : Kudüs Cad. No:9 Diplomatik Site,
ORAN, Ankara, Turkey**

Phone : 00904686172 ext.640

Fax : 00904685726

Mobile : 00905414889813

E-mail : ekaydin@sesric.org

Web : www.sesric.org



**National Organization
for Civil Registration**



Parsian Evin
Hotel (The Hotel
and Meeting
Venue)

هتل آزادی

بانک سینا

هتل
پارسیان
اودین

مجموعه کوه نور



Nourollah



شهرک آتی ساز

Chamran Hwy

بزرگراه شهید چمران

سنول

Yadegar e Emam Hwy

بزرگراه شهید چمران

Chamran Hwy



نمایشگاه بین المللی