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
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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
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)
* **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


* **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.
* **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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Fajr</th>
<th>Shuruq</th>
<th>Dhuhr</th>
<th>Asr</th>
<th>Maghreb</th>
<th>Isha</th>
<th>Isha</th>
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<tbody>
<tr>
<td>14 May</td>
<td>05:04</td>
<td>06:32</td>
<td>13:03</td>
<td>16:42</td>
<td>19:33</td>
<td>20:57</td>
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<tr>
<td>15 May</td>
<td>05:01</td>
<td>06:30</td>
<td>13:03</td>
<td>16:42</td>
<td>19:35</td>
<td>20:59</td>
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</tr>
<tr>
<td>16 May</td>
<td>04:59</td>
<td>06:28</td>
<td>13:02</td>
<td>16:42</td>
<td>19:36</td>
<td>21:00</td>
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<tr>
<td>17 May</td>
<td>04:58</td>
<td>06:27</td>
<td>13:02</td>
<td>16:42</td>
<td>19:37</td>
<td>21:01</td>
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</tr>
<tr>
<td>18 May</td>
<td>04:56</td>
<td>06:26</td>
<td>13:02</td>
<td>16:42</td>
<td>19:37</td>
<td>21:02</td>
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</table>
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.

<table>
<thead>
<tr>
<th>Airport Pick up contact information with mobile phones</th>
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<tbody>
<tr>
<td><strong>Mr. Esmaili</strong></td>
</tr>
<tr>
<td><strong>Mr. Alian</strong></td>
</tr>
<tr>
<td><strong>Mr. Mahzoun</strong></td>
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<tr>
<td><strong>Mr. Pourmennati</strong></td>
</tr>
<tr>
<td><strong>Mr. Parsaie</strong></td>
</tr>
<tr>
<td><strong>Mr. Karami</strong></td>
</tr>
</tbody>
</table>
**Useful Contact Information**

**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/](http://www.sabteahval.ir/)

<table>
<thead>
<tr>
<th>General Contact Persons with mobile phones</th>
</tr>
</thead>
</table>
| Mr. Khanmohammadi                          | 0098 9124457402  
| Mr. Ghalakhanbaz                          | 0098 9123275990  
| Mr. Tanbakouchian                         | 0098 9123015882  
| Mr. Halimi                                | 0098 9128215472  

**NOCR of Iran**

National Organization for Civil Registration
Useful Contact Information

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
Parsian Evin Hotel (The Hotel and Meeting Venue)