

**Fifth Regional Workshop on
Statistical Quality Management and Fundamental Principles of Official Statistics:
National Quality Assurance Frameworks
30 September – 3 October 2012, Tehran, Islamic Republic of Iran**

INFORMATION NOTE FOR OVERSEAS PARTICIPANTS

I. Workshop-related Information

Venue and opening session

1. The Fifth Regional Workshop on Statistical Quality Management and Fundamental Principles of Official Statistics: National Quality Assurance Frameworks, jointly organized by the Statistical Institute for Asia and the Pacific (SIAP) and the Statistics Division of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), in collaboration with the Statistical Centre of Iran (SCI) of the Government of the Islamic Republic of Iran, will be conducted from Sunday, 30 September to Wednesday, 3 October 2012 at the Statistical Research and Training Center.

Statistical Research and Training Centre (SRTC)

No. 5, East 25th St.

Yousef Abad, Asad Abadi St. Vali-e-Asr Ave.

Tehran, Islamic Republic of Iran

Phone: (+98-21) 88725153-4, 88725111-2

Fax: (+98-21) 88725153-4

E-mail: naghikhani.m@gmail.com & srtc@srtc.ac.ir,

2. The opening ceremony for the Workshop will be held at 09:00 hours on Sunday, 30 September 2012 at the classroom of the Statistical Research and Training Centre. Training sessions will also be conducted at the classroom on the first floor of SRTC.

Registration and identification badges

3. All participants are requested to register at the Registration Desk located in the lobby close to the Classroom at 08:30 – 09:00 hours on the same day. Name badges will be issued upon registration and they are to be worn during the Workshop.

Working languages of the Workshop

4. The workshop will be conducted in English and all documentation will be in English. No translation/interpretation services will be provided.

Contact details of SIAP and Workshop Coordinator

5. For any information regarding the workshop, participants may contact the Director of SIAP as follows:

Ms. Margarita F. Guerrero
Director
Statistical Institute for Asia and the Pacific (SIAP)
JETRO-IDE Building
3-2-2 Wakaba, Mihama-ku
Chiba-shi, Chiba 261-8787
Japan
Phone: (+81-43) 299-9796
Fax: (+81-43) 299-2521 and 299-9780
E-mail: staff@unsiap.or.jp

6. For local logistics arrangements, participants may contact the Workshop Coordinator of SCI as follows:

Mr. Farshad Golestan
In-charge
Office of the Head
Public Relations and International Cooperation
Statistical Centre of Iran
Dr. Fatemi Ave. Tehran, 1414663111
Islamic Republic of Iran
Phone: (+98-21) 88958189, 0098 21 88964472
(from Saturday to Wednesday)
Fax: (+98-21) 88958189, 88964472
Mobile: (+98) 9122972184 (Ms. Faghih)
(+98) 9358240975 (Mr. Maleki)
e-mail: int@sci.org.ir; ati.khoshabi@yahoo.com &
ali.maleki.a@gmail.com

7. To facilitate the local logistics arrangements, participants are requested to complete and send the “Attendance Information Form” at Attachment 2 as soon as possible, but **no later than 11 September 2012**, to the Workshop Coordinator with copy to the Director of SIAP.

II. Travel and Accommodation Arrangements

Travel arrangements

8. The Statistical Institute for Asia and the Pacific (SIAP) are making arrangements, *through the respective responsible United Nations Development Programme (UNDP) offices*, to issue the most direct and economical air tickets (economy class) for SIAP-sponsored overseas participants to travel from the country of their residence to Imam Khomeini International Airport (IKIA) in Tehran and return. Participants are not required to book a flight. Arrangements will be made for participants to arrive in Tehran, on Saturday, 29 September 2012 and depart for their respective countries on Thursday, 4 October 2012.

9. Any questions regarding international travel arrangements should be addressed to UNDP Country Representatives. However, any additional queries could be addressed to the Director of SIAP.

Accommodation and meals

10. Accommodation for 5 nights (from 29 September to 3 October 2012) and meals during the workshop (from 30 September to 3 October 2012) will be provided by SCI for all overseas participants. All overseas participants will stay at the SCI Guest House. Guide map of SCI Guest House is provided in Attachment 1.

SCI Guest House
No. 5, East 25th St.
Yousef Abad, Asad Abadi St. Vali-e-Asr Ave.
Tehran, Islamic Republic of Iran

Phone: (+98-21) 88725089& 88725101
Fax: (+98-21) 88725089
e-mail: int@sci.org.ir; ati.khoshabi@yahoo.com;
ali.maleki.a@gmail.com

Daily Subsistence Allowance (DSA)

11. Since accommodation and meals will be provided by SCI, SIAP-sponsored overseas participants will be provided with daily subsistence allowance (DSA) at reduced rate. An extra day of DSA in Tehran (approximately US\$266) to cover terminal, airport transfer and other miscellaneous expenses connected with the Workshop will also be paid. DSA will be paid to the participants by the representative of SIAP at the workshop venue. If for any reason a participant is unable to attend the full duration of the Workshop, the appropriate portion of the allowance must be returned to the Institute.

12. No other allowances will be provided except when stopovers/early arrival/extended stay in Tehran are unavoidable due to the unavailability/cancellation of flights. In such

case, claims for DSA and other reimbursements for actual stopovers, etc. are to be made with proof including **boarding passes, copies of air tickets and hotel receipts** after the travel has been completed. Relevant documents for travel claim are attached. The claim forms and the various receipts and documents have to be sent to SIAP by registered airmail within 2 weeks after completion of the travel.

13. Participants are requested to bring their passports, air tickets and inbound boarding passes with them to the Workshop venue on the first day of the training (30 September 2012) to receive DSA.

14. SIAP and ESCAP will not assume responsibility for any other expenditures, such as:
- (i) Salary and related allowances for participants during the period of the Workshop;
 - (ii) Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the Workshop;
 - (iii) Compensation in the event of death or disability of participants in connection with their attending the Workshop;
 - (iv) Any loss or damage to personal property of participants while attending the Workshop or losses or damages claimed by third parties as a result of negligence on the part of the participants; and
 - (v) Any other expenses.

Visa requirements

15. Participants are also urged to apply for appropriate entry visa at the relevant diplomatic or consular mission of the Government of the Islamic Republic of Iran as soon as they receive the supporting document from SCI. Since the processing of visa will take considerable time, participants must pay priority attention to this matter.

Local transport

16. Upon arrival at the Imam Khomeini International Airport (IKIA) in Tehran, participants will be met by staff of SCI accompanying a picket stating "UNSIAP/SCI". Transportation from the airport to SCI Guest House and from SCI Guest House to the airport will be provided by SCI.

Restrictions

17. To ascertain participants would devote full attention on the training, the Institute does not permit participants to bring family member(s) with them to Tehran, Islamic Republic of Iran.

III. Other Arrangements/Information

18. Reconfirmation of Return Flights -- Participants will be assisted by the SCI staff in making reconfirmation of their return flights; their passports and tickets will be collected on 1 October 2012 (the second day of the workshop) for this purpose. All participants are urged to refrain from changing official itinerary arranged by the UNDP office.

19. Foreign Exchange – The local banks in Tehran provide foreign currency exchange service. The current exchange rate is approx. Rials 12,284 to one US dollar. Participants are advised to carry sufficient amount of funds and to convert them to local currencies for transportation/miscellaneous expenses at transit point(s) and upon arrival in Tehran. Foreign exchange facilities are available 24 hours at the Airport.

20. Weather and Clothing – The weather in Tehran in early October will be mild. The average temperature ranges from 15 to 25 degrees Centigrade. Warm clothing would suffice. **All female participants are kindly requested to observe appropriate Islamic dress code, e.g. scarf for covering their hair, pants and thigh-long dress with long-sleeves.**

21. Electricity voltage -- The voltage for all electric appliances used in the Islamic Republic of Iran is 220 Volts.

22. Food preference – Meals will be provided at the dining room of the Guest House. Participants who have dietary restrictions, especially vegetarians and Hindus, are strongly encouraged to inform SCI to in advance.

23. Further supplementary information will be provided on the first day of the workshop.

* * *

Map and full address of the SCI guest house



یوسف آباد، خیابان سید جمال الدین اسدآبادی، انتهای خیابان ۲۵ شرقی، شماره ۵، مهمانسرای مرکز آمار ایران تلفن: ۸۸۷۲۵۱۰۱

SCI Guest House, 5, East 25th St., Asad Abadi Ave., Yousef Abad, Tel:88725101

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ATTENDANCE INFORMATION FORM

(Please type or print)

1. GIVEN NAME: _____
2. FAMILY NAME: _____
3. SEX: _____
4. FUNCTIONAL TITLE: _____
5. ORGANIZATION: _____
6. OFFICIAL MAILING ADDRESS: _____

- Phone: _____ Fax: _____ E-mail: _____
7. ARRIVAL IN TEHRAN:
Date: _____ Flight number: _____ Time of arrival: _____
8. DEPARTURE DATE
Date: _____ Flight number: _____ Time of departure: _____

Please send this attendance information to:

with copy to:

Mr. Farshad Golestan

In-charge, Office of the Head, Public Relations and
International Cooperation, Statistical Centre of Iran
Tehran, Islamic Republic of Iran

Ms. Margarita F. Guerrero

Director

Statistical Institute for Asia and the Pacific
Chiba, Japan

Fax nos: (+98-21) 88958189, 0098 21,

88964472 (from Saturday to Wednesday)

e-mail: int@sci.org.ir; ati.khoshabi@yahoo.com
& ali.maleki.a@gmail.com

Fax No.: (81-43) 299-2521

e-mail: staff@unsiap.or.jp

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NOTE FOR PARTICIPANTS ON TRAVEL CLAIM

Participants should submit a claim for reimbursement of expenses to SIAP **after completion of the travel**. All relevant information/supporting documents (air ticket stubs, boarding passes, copies of relevant pages of passport reflecting entry/departure of Tehran and stopover point, hotel and other receipts, etc.) should be included in the claim.

A blank copy of the claim form (F.10) is herewith attached.

The duly completed F.10 claim together with all supporting documents should be sent by **registered airmail** to SIAP **within two weeks after completion of the travel:**

Ms. Margarita F. Guerrero
Director
Statistical Institute for Asia and the Pacific (SIAP-ESCAP)
3-2-2 Wakaba, Mihama-ku, Chiba-shi
Chiba 261-8787, Japan
Phone: +81-43-299-9796

Any inquiries concerning submission of travel claim may please be sent to Ms. Yuk Yee Leung, Administrative Assistant, SIAP (email address: yukyee.leung@unsiap.or.jp)