

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC
STATISTICAL INSTITUTE FOR ASIA AND THE PACIFIC

Regional Training on Producing Register-based Population Statistics in Developing Countries

27-31 October 2013

Tehran, Islamic Republic of Iran

INFORMATION NOTE FOR OVERSEAS PARTICIPANTS

I. Course-related Information

Venue and opening session

1. The *Face-to-Face module of the Regional Training on Producing Register-based Population Statistics in Developing Countries*, jointly organized by the Statistical Institute for Asia and the Pacific (SIAP) and the Statistical Centre of Iran (SCI) of the Government of the Islamic Republic of Iran, and in collaboration with the UNFPA Asia and the Pacific Regional Office, will be conducted at the Statistical Research and Training Centre (SRTC) of SCI in Tehran, Islamic Republic of Iran, from 27 to 31 October 2013.

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, 88725101
Fax: +98 21 88725153-4
E-mail: int@sci.org.ir; naghikhani.m@gmail.com; azahedian@srtc.ac.ir

2. The opening ceremony for the module will be held at 09:00 hours on Sunday, 27 October 2013 in the classroom of the Statistical Research and Training Centre (SRTC). Training sessions will also be conducted at SRTC.

Registration and identification badges

3. All participants are requested to register at the Registration Desk located in the lobby of SRTC 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 training.

Working languages

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

Contact details of SIAP and SCI

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

Ms. Margarita F. Guerrero
Director

JETRO IDE Bldg., 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan

Central Tel: (81 43) 299 9782 • Central Fax: (81 43) 299 9780 • Cable: ASTAINST TOKYO

Director's Office Tel: (81 43) 299-9796 • Fax: (81 43) 299-2521 • Email: staff@unsiap.or.jp

• Website: www.unsiap.or.jp • UNESCAP Website: www.unescap.org

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 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 18 October 2013**, to the SCI 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) will make arrangements to issue the most 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. SIAP-sponsored participants are not required to book a flight. Arrangements will be made for participants to arrive in Tehran, on Saturday, 26 October 2013 and depart for their respective countries on Friday, 1 November 2013 through the following organizations:

For participants from Thailand: United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) in Bangkok

For participants from other countries: Respective responsible United Nations Development Programme (UNDP) offices

9. Any questions regarding international travel arrangements may be addressed to ESCAP or UNDP Country Offices directly or to Ms. Yuk Yee Leung (yukyee.leung@unsiap.or.jp). However, any additional queries could be addressed to the Director of SIAP.

Accommodation and meals

10. Accommodation for 6 nights (from 26 to 31 October 2013) and meals during the training will be provided by SCI for all overseas participants. Overseas participants will stay at the SCI Guest House in Tehran (the same building of the training venue).

SCI Guest House Address
No. 5, East 25th St.
Yousef Abad, Asad Abadi St. Vali-e-Asr Ave. Tehran, Islamic Republic of Iran
Phone: (98-21) 88725089, 88725101

Guide map of the SCI Guest House and the SRTC is provided in Attachment 1.

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. Participants will also be provided additional payment of \$152 - terminal fee in-lieu. DSA will be paid to the participants at the training site at SRTC by the SIAP Course Director on the first day of training, 27 October 2013. If for any reason a participant is unable to attend the full duration of the training, the appropriate portion of the allowance must be returned to the Institute.

12. Participants are required to bring their passports to the training venue on the first day of the training (27 October 2013) for verifying their identities and for processing of DSA payment. Participants are also requested to bring their air tickets and in-bound boarding passes to the training venue.

13. 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 additional DSA and other reimbursements for actual stopovers, etc. should be included in their F.10 claim forms with proof including **copies of passport pages containing immigration stamps for entry and exit of stopover point, boarding passes, air ticket copies and hotel receipts after the travel has been completed**. The claim form, relevant receipts and documents have to be sent to SIAP by registered airmail within 2 weeks after completion of the travel. Participants must also complete the attached payment instruction form and include it in the claim documents for submission to SIAP.

14. SIAP, UNFPA, and SCI 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. SCI is coordinating with the Ministry of Foreign Affairs of its Government to provide approvals for granting visas to the participants. It is most crucial that participants must provide clear copies of their passports (which has to be valid at least until 30 April 2014) and duly completed Form D "Information Sheet for Applying Iran Entry Visa" to SCI, through SIAP. Those who have not already done so are urged to take immediate action to send the needed documents to SIAP.

16. Participants from countries where no Iranian embassy is stationed are urged to send their visa applications to Iran embassy/ consulate in the nearest country by diplomatic pouch as soon as possible. Once SCI obtains visa approval for these participants, the approval numbers will be conveyed to both the participants and Iranian embassy/consulate in the intended country. The participants and concerned nominating agencies are responsible to coordinate with their government diplomatic mission in the same country to follow up the visa obtainment and prompt return of their passports to their country of residence to enable the participants to commence travel in time to Iran. For this group of overseas participants, SCI has also negotiated with the MFA, I. R. of Iran for issuing visas upon arrival at the Imam

Khomeini International Airport (as the last solution if other arrangements become difficult for participants from the abovementioned countries).

17. Participants from countries where Iranian Embassy is stationed may apply for entry visa to Iran immediately after receiving visa approval number from SCI.

Local transport

18. 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 the SCI Guest House and from the Guest House to the airport will be provided by SCI.

III. Other Arrangements/Information

19. Own lap-top computers -- Participants are requested to bring their own lap-top computers with them to the training venue for their use during the training.

17. 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 11 September 2013 (the second day of the Workshop) for this purpose. All participants are urged to refrain from changing official itinerary arranged by the UNDP office.

18. Foreign Exchange – The local banks in Tehran provide foreign currency exchange service. The current exchange rate is approx. Rials **24900** 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.

19. Weather and Clothing – The weather in Tehran in October will be mild. The average temperature ranges from 12 to 24 degrees Centigrade. Warm clothing is recommended. **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.**

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

21. Food preference – Meals will be provided at the dining room of the SCI Guest House. Participants who have dietary restrictions, especially vegetarians and Hindus, are strongly encouraged to inform SCI in advance. Halal meals for Muslim participants will be provided and they do not need to indicate their dietary preference in advance.

22. Further supplementary information will be provided on the first day of the training.

Attachment 1

Map and full address of the SCI Guest House and Statistical Research and Training Centre



SCI Guest House Address

No. 5, East 25th St.

Yousef Abad, Asad Abadi St. Vali-e-Asr Ave. Tehran, Islamic Republic of Iran

Phone: (0098 21) 88725089 & 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 FROM TEHRAN:
Date: _____ Flight number: _____ Time of departure: _____

9. FOOD RESTRICTIONS (please check):

- ☐ Yes (please specify): _____
- ☐ I take Halal meals for Muslim
- ☐ No, I do not have food restrictions

Please send this attendance information to:

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

with copy to:

Ms. Margarita F. Guerrero
Director
Statistical Institute for Asia and the Pacific
Chiba, Japan

Fax No.: (+81-43) 299-2521
e-mail: staff@unsiap.or.jp

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NOTE FOR PARTICIPANTS ON TRAVEL CLAIM

Participants who need to file claims should submit their claims with supporting documents, including copies of passport pages containing immigration stamps for entry and exit of stopover point(s), boarding passes, air ticket copies and hotel receipts after the travel has been completed.

Blank copies of the “claim form (F.10)” and “payment instruction form” are herewith attached.

The duly completed F.10 claim together with completed payment instruction form and 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)