



UNITED NATIONS - NATIONS UNIES
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

STATISTICAL INSTITUTE FOR ASIA AND THE PACIFIC (SIAP)
JETRO IDE Bldg., 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan

**Regional Course on Statistical Business Registers:
Making better use of administrative data**

10 - 13 December 2017, Tehran, Islamic Republic of Iran

INFORMATION NOTE FOR OVERSEAS PARTICIPANTS
(As of 24th Nov)

I. Workshop-related Information

Venue and opening session

1. The *Regional Course on Statistical Business Registers: making better use of administrative data*, 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, will be conducted at the SCI Guest House in Tehran, Islamic Republic of Iran, from 10 to 13 December 2017.

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

2. The opening ceremony for the Workshop will be held at 09:00 hours on Sunday, 10 December 2017 in the first floor of the SCI's guest house. Training sessions will also be conducted at the same place.

Registration and identification badges

3. All participants are requested to register at the Registration Desk located in the first floor of the SCI's guest house at 08:30 – 09:00 hours on the first day of the Regional Workshop. 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 SIAP staff as follows:

Mr. Shuji Fukuyama
Programme Management Assistant
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 9795
Fax: (81-43) 299-2521
E-mail: shuji.fukuyama@un.org

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

Mr. Ali Akbar Mahzoon
Director General,
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
(from Saturday to Wednesday)
Fax: (+98-21) 88958189, 88966082
Mobile: (+98) 9122972184 (Ms. Faghih)
(+98) 9358240975 (Mr. Maleki)
e-mail: int@sci.org.ir; ati_faghih40@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 14 November 2017**, 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) 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. Participants are requested to refrain from changing their travel dates without prior consent from SIAP. Arrangements will be made for participants to arrive in Tehran, on Saturday, 9 December 2017 and depart for their respective countries on Thursday, 14 December 2017.

Accommodation and meals

9. Accommodation for 5 nights (from 9 to 13 December 2017) and three meals each day (breakfast, lunch and dinner) during the Workshop (from 10 to 13 December 2017) will be provided for all overseas participants by SCI. All overseas participants will stay at the SCI Guest House in Tehran (the same building of the Workshop venue).

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Phone: (98-21) 88725089

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

Daily Subsistence Allowance (DSA)

10. As accommodation and meals will be provided by SCI, SIAP-sponsored overseas participants will be provided with daily subsistence allowance (DSA) at reduced rate (20% of standard DSA rate) in accordance to UN regulations. Participants will also be provided additional terminal fee. DSA and terminal fee will be paid to participants at the Workshop venue. If for any reason a participant fails to attend the Workshop or is unable to attend the full duration of the Workshop, the appropriate portion of the allowance must be returned to the Institute. Participants are requested to carry sufficient fund with them to cover expenses for transit/stopover and stay in Tehran until they receive their DSA.

11. 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. must be made with proof including **boarding passes, copies of air tickets and hotel receipts** after the travel has been completed. The various receipts and documents have to be sent by email to Mr. Shuji Fukuyama, Programme Management Assistant (shuji.fukuyama@un.org; staff@unsiap.or.jp) within 2 weeks after completion of the travel:

12. Participants are requested to bring their passports with them to the Regional Workshop venue on the first day of the training (10 December 2017) for verifying their identities. Participants are also requested to bring the e-tickets and inbound boarding passes to the Regional Course venue.

13. SIAP 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

14. Participants are urged to contact the relevant diplomatic or consular mission of the Government of the Islamic Republic of Iran located in their respective countries and prepare all the required documents for entry visa application. In addition, participants will need supporting document issued by SCI. In order to receive the supporting document, please urgently fill out **Attachment 3) Form D ‘Information Sheet for Iran Entry Visa Application’** and send it to SIAP with a copy of your passport (if have not already submitted a colored copy) to shuji.fukuyama@un.org and staff@unsiap.or.jp. The supporting document issued by SCI should also be submitted to the diplomatic mission as soon as received. **Since the processing of visa will take considerable time, participants must pay priority attention to this matter.**

15. Airport visa (visa upon arrival) will be limited to participants from countries where Iran has no embassy or consulate and this type of visa will be issued for the holders of **ordinary** passports only. Other participants should apply for and collect their entry visa from the Iranian diplomatic missions in their countries of residence before their arrival in Iran. It should be mentioned that returning completed Form

D i.e. 'Information Sheet for Iran Entry Visa Application' is necessary for all overseas participants including those who will receive their visa upon arrival.

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

III. Other Arrangements/Information

17. Own lap-top computers -- Participants are recommended to bring their own lap-top computers with them if needed for personal use, as the Workshop venue computers will be used solely for Course purposes.

18. Reconfirmation of Return Flights -- Participants will be assisted by the SCI staff in making reconfirmation of their return flights.

19. Foreign Exchange – The local banks in Tehran provide foreign currency exchange service. The current exchange rate is approx. 40650 Iranian Rials 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 average temperature in Tehran in December ranges from 3 to 10 degrees Centigrade. **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. The types of outlets in Iran are as follows:



22. 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.

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

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Map and full address of the SCI Guest House



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

Attachment 2

**Regional Course on Statistical Business Registers:
Making better use of administrative data**

10 - 13 December 2017, Tehran, Islamic Republic of Iran

ATTENDANCE INFORMATION FORM

(Please type or print)

1. GIVEN NAME: _____

2. FAMILY NAME: _____

3. GENDER (MALE/FEMALE): _____

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): _____
 No, I do not have food restrictions. Or I take Halal meals for Muslim.

Please send this attendance information to:

Mr. Ali Akbar Mahzoon
Director General, Office of the Head, Public
Relations and International Cooperation
Statistical Centre of Iran
Tehran, Islamic Republic of Iran

Fax nos: (+98-21) 88958189; (+98-21)
88966082

from Saturday to Wednesday)

e-mail: int@sci.org.ir;
ati_faghhih40@yahoo.com &
ali.maleki.a@gmail.com

with copy to:

Mr. Ashish Kumar
Director
Statistical Institute for Asia and the Pacific
Chiba, Japan

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

Attachment 3

Form D) Information Sheet for Iran Entry Visa Application

(To be completed by the applicant)

Given Name (Mr./Ms.)	
Surname	
Father's name	
Grandfather's name (for Arab nationals)	
Marital Status	
Current Nationality	
Previous Nationality	
Date of birth (Day/Month/Year)	
Place of birth (City/Country)	
Passport No.	
Type of passport (National, Service, Diplomatic)	
Date of issue (day/month/year)	
Date of expiry (day/month/year)	
Place of issue	
Issuing authority	
Highest education	
Occupation/Functional title (designation)	
Name of the institute/organization	
Office Address	
Home Address	
Telephone Nos. (Office & Home)	
Mobile Phone No.	
Facsimile Nos. (Office & Home)	
E-mail (Office & Home)	
Previous Visit to Iran (If yes, date)	
Place of the Iranian Embassy/Consulate where you will apply for your entry visa (City/Country)	

* Note 1: After completion of form, please send the form and a coloured copy of your passport (if have not sent previously) to SIAP by email at staff@unsiap.or.jp

* Note 2: The passport should be valid at least for six months after your visit to Iran.