



**ECONOMIC COOPERATION ORGANIZATION (ECO)
SECRETARIAT
(TEHRAN)**

Annotated Agenda
For the
First Meeting of the Heads of ECO National
Organization/Center of Civil Registration

(Tehran, ۳-۴ October ۲۰۱۱)

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Agenda No. ۱

Inauguration of the Meeting

۱. After recitation from the Holy Quran, welcoming remarks will be delivered by H.E Mr. Nazemi Ardakani, Deputy Interior Minister and Head of National Organization for Civil Registration of the Islamic Republic of Iran. The Representative of the ECO Secretariat will also deliver his statement. A statement by H.E. Mr. Ghashghavi, Deputy Foreign Minister of the I.R. Iran will also be made. Then His Excellency Mr. Mohammad Najjar, Minister for Interior of the Islamic Republic of Iran will inaugurate the Meeting and will deliver a statement highlighting the importance of the Meeting.

Agenda No. ۲

Election of the Chairman

۲. As per the ECO Rules, the head of delegation of the host country will be elected as the Chairman of the meeting. Following his election, the Chairman may make a brief statement, welcoming the distinguished delegates and other participants.

Agenda No. ۳

Adoption of the Agenda

۳. The participants will consider and adopt the agenda of the Meeting which was earlier circulated to the Member States. The meeting will adopt its agenda with amendments, if any.

Agenda No 4

Appointment of the Drafting Committee

4. An open ended Drafting Committee for preparation of the draft report of the Meeting will be established comprising representatives from the ECO Secretariat and the host country. Other interested participants may also volunteer to join the committee.

Agenda No. 5

Country Reports/Presentations by Heads of Delegations:

The Head of the Delegation (National Organizations/center of Civil Registration) of each country would make statements in alphabetic order (each one for about 10-15 minutes).

Agenda No. 6

Exchange of Experiences/Technical Know How and Best Practices on:

Under this agenda item the Meeting will deliberate on the following topics and the participants will share their experiences and best practices in their respective countries on each sub item:

- a. *Registration of vital events:* It is a system by which the government records the vital events of its citizens and residents. The main purpose of civil registration is to create legal documents that are used to establish and protect the civil rights of individuals. Another objective of registration of vital events is to create a data source for the compilation of vital statistics. The participants may share best practices being opted in their respective countries which includes timely registration of vital events and migration (internal and abroad) related issues and controlling damages such as people with no identity or unknown identity etc.
- b. *Production and Release of population Statistics and Information:* Statistics and information are the basis of decision making in various levels and scopes and in its absence, decisions will be defective and non-functional. Discussing the topic in the Meeting and studying the statistics and information demands in various ranges and group and optimizing them, would be a great opportunity to exchange views and experiences of countries adding to the statistical richness.
- c. *National Code (ID Number) and Smart Cards:* (National identity code, also known as identity number or national ID Number is a unique number which is created on the basis of basic modern applicable design systems and is considered as one of the important indexes in developing electronic government. The most advanced type of card is a card with both identity and service aspects which is called Smart Card. The discussion in the Meeting and studying national ID and Smart cards and their applicability in administrative system as a passkey to electronic government is an important step towards exchanging views and experiences as well as cooperation in designing applicable systems.

- d. *Promotion of Safety and Security Factors of Issued Documents:* Today, individual's identity is determined based on official documents and papers by which an individual can realize and claim his/her citizenship services and rights. Therefore, due to the critical role of basic documents (such as birth certificate or national ID cards) in all aspects of administrative and social lives of people, their safety and security is an essential requirement. Discussing the matter in the Meeting and exchanging experiences and collaboration in this field is not only useful for internal security of people, but also it could help in creating sustained regional security and prevent forgery and identity stealing.
- e. *Civil Status Registration and E-Government:* Although designing and establishing electronic government requires many substructures including vast and safe communication networks, joint software, necessary portals...the most important part of the electronic government is its information substructure in order to provide the possibility of providing electronic services. The Member States will share their experiences in design and establishing their existing substructures, as well as design and execute their systems.

Agenda Item No. V

Educational and Research Cooperations

Educational and research cooperation in different fields and exchange of information among member countries states could lead to mutual learning and consequently development of administrative system. This goal may be realized by organizing common training courses in different levels and doing bilateral or multilateral research projects or using the results of researches conducted by other countries. Under this agenda item the Meeting will discuss the possibilities of the educational and research cooperation among the ECO Member States in the field of Civil Registration.

Agenda Item No. A

Planning ECO National Registry Authorities Website

Under this agenda item the participants will discuss the possibilities of setting up of ECO National Registry Authorities Website. The website is required for exchanging scientific, technical, technological and other information. The website should have different sections of news, rules and regulations, structure, duties of organizations, project performance method, ongoing projects, heads contact and communication etc. It may be a webpage in the official website of ECO Secretariat and each country shall be responsible for administration of its relevant section.

Agenda No. ٩

Any other business

Delegations may suggest deliberations on any other issue not covered in the proceedings.

Agenda No. ١٠

Date, Venue and Agenda of the next meetings

The Meeting will decide about the date and venue of the next meeting. One of the Member States may volunteer to host the next meeting.

Agenda No. ١١

Adoption of the report and recommendations

Towards the end, the meeting will adopt its report.

Agenda No. ١٢

Vote of Thanks and Closing of the Meeting

Representative/s of the distinguished Member State/s may extend vote of thanks on behalf of the participating delegations to the Government of Iran for the warm hospitality and arrangements made for the Meeting.

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