

NATIONAL ORGANIZATION FOR CIVIL  
REGISTRATION



ECONOMIC COOPERATION ORGANIZATION  
(ECO)

SECRETARIAT

(I.R.IRAN)



*Information Note*

*For*

*1<sup>st</sup> Meeting of the ECO Heads of National Organizations/Centers for  
Civil Registration*



*(Tehran, ۳ - ۴ October ۲۰۱۱)*

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Civil Registration***

***Tehran, ۳-۴ October ۲۰۱۱***

**IFORMATION NOTE FOR PARTICIPANTS**

***General Information:***

The National Organization for Civil Registration (NOCR) plays a main role in establishment of information infrastructure of electronic government benefiting from modern technologies, including information communication technology and establishment of database; the result of which is a great development in policy making and planning system of country to provide fair opportunities for all people and efficient allocation of resources in different economic, political and social fields in on hand and improve the efficiency of administrative services system in presenting on line services to people and all governmental departments through a comprehensive Iranian identity system and internal and external communication network. Keeping in view the above, the National Organization for Civil Registration of I.R. Iran will host a meeting for Heads of ECO National Organizations/Centers for Civil Registration on ۳ – ۴ October ۲۰۱۱ in Tehran. The Meeting will provide opportunity for the participants to exchange their experience on important issues related to civil registration and associated services.

***Visa Requirements:***

Respected delegates/participants should check with the relevant Iranian diplomatic missions in their countries for visa issuance at the earliest conveniences.

***Venue and Opening Session***

Venue: Laleh HOTEL, Tehran, Iran

Opening Session: ۰۹:۳۰, Monday, ۳ October ۲۰۱۱

***Arrival at the Airport:***

Transport facilities will be provided by the host authorities for respected delegates / participants from Imam Khomeini International Airport, Tehran to the Hotel. Participants should send their flight details to the Contact Person at ECO Secretariat with a copy to NOCR contact person at least one week before their arrival.

***Accommodation:***

All respected delegates/participants will stay at Laleh Hotel

Address: Dr Fatemi Street, Tehran, Iran

Tel: +۹۸۲۱۸۸۹۶۵۰۲۱, ۸۸۹۶۷۰۲۱

Fax: +۹۸۲۱۸۸۹۶۵۵۸۸

Email: info@lalehhotel.com

***Hospitality:***

The host authorities (National Organization for civil Registration) will provide local hospitality (accommodation, food, local transport) for two participants from each Member State and round trip air ticket (economy class and shortest possible route) for the head of delegation from each Member State.

### ***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 ۰۹:۳۰ – ۱۰:۰۰ on ۳ October ۲۰۱۱.

### ***Working Language of the Meeting***

The meeting will be conducted in English with simultaneous translation in Russian.

### ***Foreign Exchange***

The local banks and foreign currency exchange center in Tehran provide foreign currency exchange service. The current exchange rate is approx. Rials ۱۲,۰۰۰ to one US dollar. Foreign exchange facilities are available ۲۴ hours at the airport.

### ***Weather and Clothing***

The average temperature ranges from ۱۰ to ۲۰ degrees Centigrade on October. All female participants are kindly requested to observe appropriate Islamic dress code.

### ***Electricity voltage***

The voltage for all electric appliances used in the Islamic Republic of Iran is ۲۲۰ Volts.

### ***Contact person in NOCR***

**Nasrin Khorshidi**

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Postal code: ۱۱۳۷۷۱۹۴۱۱

Phone number: ۰۰۹۸۲۱۶۰۹۰۲۷۰۹-۱۱

Fax number: ۰۰۹۸۲۱۶۶۷۴۶۴۶۰

Web address: [www.sabteahval.ir](http://www.sabteahval.ir).

Email: [nakh98@yahoo.com](mailto:nakh98@yahoo.com)

### ***Contact with the ECO Secretariat:***

**Mr. Ahmad Saffari**

Acting Director, Human Resources & Sustainable Development

The Secretariat, Economic Cooperation Organization (ECO)

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Web address: [www.ecosecretariat.org](http://www.ecosecretariat.org)

## **List of Embassies of the ECO Member States-Tehran**

No	Member States	Tel No.	Fax No.
١	Islamic Republic of <b>AFGHANISTAN</b>	٨٨ ٧٣ ٥٠ ٤٠	٨٨ ٧٣ ٥٦ ٠٠
٢	Republic of <b>AZERBAIJAN</b>	٢٢ ٢١ ٢٥ ٥٤ ٢٢ ٢١ ٥١ ٩١	٢٢ ٢١ ٧٥ ٠٤
٣	Ministry of Foreign Affairs, MFA/ECO Affairs Islamic Republic of <b>IRAN</b>	٦١١ ٥٤ ٧١٧ ٦٦ ٧٣ ٣٦ ٩٧	٦١١٥ ٥٧٠٢
٤	Republic of <b>KAZAKHSTAN</b>	٢٢ ٥٦ ٥٩ ٣٣-٤	٢٢ ٥٤ ٦٤ ٠٠
٥	<b>KYRGYZ</b> Republic	٢٢ ٨٣ ٠٣ ٥٤	٢٢ ٢٨ ١٧ ٢٠
٦	Islamic Republic of <b>PAKISTAN</b>	٦٦ ٩٤ ٤٨ ٨٨ ٦٦ ٩٤ ١٣ ٨٨ ٦٦ ٩٤ ٤٨ ٩٠	٦٦ ٩٤ ٤٨ ٩٨
٧	Republic of <b>TAJIKISTAN</b>	٢٢ ٢٩ ٩٥ ٨٤	٢٢ ٢٩ ١٦ ٠٧ ٢٢ ٨٠ ٩٢ ٩٩
٨	Republic of <b>TURKEY</b>	٣٥ ٩٥ ١١ ٠٠	٣٣ ١١ ٧٩ ٢٨
٩	<b>TURKMENISTAN</b>	٢٢ ٢٠ ٦٧ ٣١ ٢٢ ٢٠ ٦٣ ٠٦ ٢٢ ٢١ ٥٧ ٩١	٢٢ ٢٠ ٦٧ ٣٢
١٠	Republic of <b>UZBEKISTAN</b>	٢٢ ٢٩ ٩٧ ٨٠ ٢٢ ٨٣ ٢٠ ٧١	٢٢ ٢٩ ٩١ ٥٨