Information Note

For

1st Meeting of the ECO Heads of National Organizations/Centers for Civil Registration

(Tehran, ۳–۴ October ۱۱۱۱)
*Meeting of the ECO Heads of National Organizations/Centers for Civil Registration*

Tehran, ٣-٤ October ١١٠٢

**FORMATION 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 ٣-٤ October ١١٠٢ 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: ٩٠:٠٣, Monday, ٣ October ١١٠٢

**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: +٨٤١٨٤٨٩٦٠٢١, ٨٨٩٦٠٢١
Fax: +٨٤١٨٤٨٩٦٠٣٨
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 ٣٠:٠٣ – ١٠:٠٠ on ٣ October ١١٠٢.

**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 ٢١,٠٠٠ to one US dollar. Foreign exchange facilities are available ٤٢ hours at the airport.

**Weather and Clothing**
The average temperature ranges from ٥١ to ٥٢ 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 ١٢٢ Volts.

**Contact person in NOCR**
Nasrin Khorshidi  
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Web address: www.sabteahval.ir.  
Email: nakh٨٩@ yahoo.com

**Contact with the ECO Secretariat:**
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The Secretariat, Economic Cooperation Organization (ECO)  
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Mobile: ٨٩٠٠٠(-٠٢١٩٩٨٦٦٩٨  
Address: Building No.١, Golbou Alley, Kamranieh, Tehran, I.R.Iran  
E-mail: po.hrds@ecosecretariat.org & po.hrds@gmail.com  
Web address: www.ecosecretariat.org

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