

STATISTICAL INSTITUTE FOR ASIA AND THE PACIFIC

**Fourth RAP Regional Workshop on
Building Training Resources for Improving Agricultural and Rural Statistics:
Survey Methods for Agricultural Statistics –
Current Practices and International Recommendations**

14 - 18 December 2014, Tehran, Islamic Republic of Iran

INFORMATION NOTE FOR OVERSEAS PARTICIPANTS

I. Workshop-related Information

Venue and opening session

1. The *Fourth RAP Regional Workshop on Building Training Resources for Improving Agricultural and Rural Statistics: Survey Methods for Agricultural Statistics - Current Practices and International Recommendations*, 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 Statistical Research and Training Centre (SRTC) of SCI in Tehran, Islamic Republic of Iran, from 14 to 18 December 2014.

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;
z_rezaei@srtc.ac.ir; azahedian@srtc.ac.ir

2. The opening ceremony for the Workshop will be held at 09:00 hours on Sunday, 14 December 2014 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 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 Director of SIAP as follows:

Ms. Margarita F. Guerrero
Director
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 Workshop 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 5 December 2014**, 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. SIAP-sponsored participants are not required to book their own flights. Arrangements will be made for participants to arrive in Tehran, on Saturday, 13 December 2014 and depart for their respective countries on Friday, 19 December 2014 through the following organizations:

For participants from Fiji: ESCAP Pacific Office (EPO) in Suva, Fiji

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

Accommodation and meals

9. Accommodation for 6 nights (from 13 to 18 December 2014) and three meals (breakfast, lunch and dinner) during the workshop 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).

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)

10. 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 and terminal fee in-lieu will be paid to participants at the workshop venue by the representative of UNDP Tehran Office. 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.

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, participants are required to retain **boarding passes, copies of air tickets and hotel receipts** and contact SIAP by email [staff@unsiap.or.jp ; yukyee.leung@unsiap.or.jp] after completion of travel.

12. 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

13. 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. 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.

Local transport

14. 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

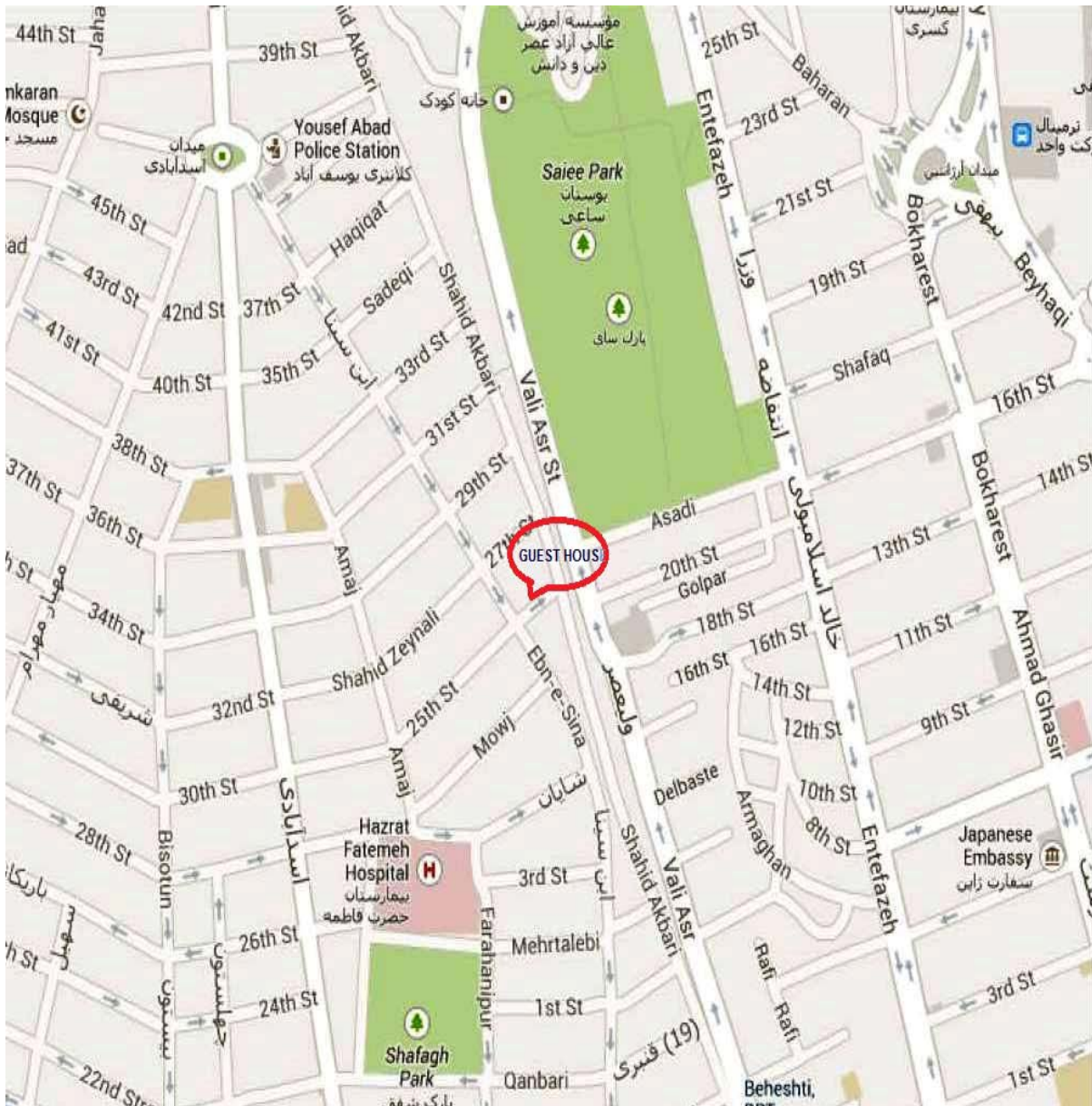
15. Own lap-top computers -- Participants are requested to bring their own lap-top computers with them to the workshop venue for their use during the workshop.

16. 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 14 December 2014 (the first day of the Workshop) for this purpose. All participants are urged to refrain from changing official itinerary arranged by the UNDP office.
17. Foreign Exchange – The local banks in Tehran provide foreign currency exchange service. The current exchange rate is approx. Rials 26,6700 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.
18. Weather and Clothing – The weather in Tehran in December could be cold to some extent/moderately cold . The average temperature ranges from 03 to 12 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.**
19. Electricity voltage - The voltage for all electric appliances used in the Islamic Republic of Iran is 220 Volts.
20. 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.
21. Further supplementary information will be provided on the first day of the workshop.

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

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; (+98-21)
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