



ASIAN PARLIAMENTARY ASSEMBLY

Standing Committee on Budget and Planning
&

2nd Session of the APA Working Group on Statutory Documents

General Information

9-12 July 2023

Tehran - Islamic Republic of Iran

Parsian Azadi Hotel

SECTION 1: GENERAL INFORMATION

1. Date and Venue of the Meeting

The APA Standing Committee on Budget and Planning as well as the Second Session of the Working Group on Statutory Documents will take place in Zarrin Hall of Parsian Azadi Hotel in Tehran, Islamic Republic of Iran from 9th to 12th July 2023.

All official visits and activities arranged by host parliament will be held during these days based on the meeting's program.

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| • Arrival of Delegates | 9 th July 2023 |
| • Standing Committee on Budget and Planning | 10 th July 2023 |
| • 2nd Session of the APA Working Group on Statutory Documents | 11 th July 2023 |
| • Departure of Delegates | 12 th July 2023 |

2. Official Language

The official languages of the APA are English and Arabic and the working language is English (Article 18 of APA Charter). Delegates who wish to speak in other languages are requested to provide their own interpreters.

3. Documents

All official documents shall be written in English. In addition, any delegate who wishes to distribute documents in the meeting are advised to have prior consultations with the APA Secretariat.

All amendments to the standing committee's draft resolution should be forwarded to the APA Secretariat in advance no later than 30th June 2023 for circulation before the meeting.

4. Registration

Participants are kindly requested to fill out the Registration Form and send it to the Host Parliament Secretariat at: int.conference.dept@parliran.ir (with a copy to APA Secretariat) no later than **30th June 2023**.

Permanent Secretariat of the Asian Parliamentary Assembly

No. 4, Golha Alley, Mojahedin Eslam St. Tehran - Islamic Republic of Iran,
Postal Code: 1154947411 Tel: +98 (21) 33517406-7 Fax: +98(21) 33517408
E-mail: secretariat@asianparliament.org Website: www.asianparliament.org

International Department of the Islamic Parliament of Iran

Majles, Mojahedin Eslam St., Tehran - Islamic Republic of Iran. Postal Code: 1154917814
Tel: (+9821) 33440307 Tel/Fax: (+9821) 33440309 & 33440325
Email: int.conference.dept@parliran.ir

Protocol Department of the Islamic Parliament of Iran

Majles, Mojahedin Eslam St., Tehran - Islamic Republic of Iran.
Postal Code: 1154917814 Tel: (+9821) 33440322 & 323 Fax: (+9821) 33440321

5. Security and Identification Badges

Identification Badges will be distributed to all delegates and accompanying persons upon registration. For security reason participants are requested to wear their identification badges throughout the meeting and official function specified in the Working Program. For security purposes, admission to the venue of the meeting and official functions will be limited to those wearing identification badges.

6. Passport and Visa Regulations

In order to enter the Islamic Republic of IRAN, all participating delegates and accompanying persons are kindly requested to apply for entry visa from Iranian Embassy in their country. For more information about visa, you may refer to following link: <https://evisa.mfa.ir/en/>

For the countries that do not have Iranian Embassy, the applicants should send all necessary data (clear scanned copy of passport + flight details+ applicants photo) to mpd@parliran.ir or majlisprotocoldept@parliran.ir no later than 20 June 2023 to the host secretariat email addresses below for visa issuance. Once visas are ready, they will be sent to the participants. (int.conference.dept@parliran.ir).

7. Arrival and Departure

Participants are kindly requested to indicate on the Registration Form the flight itinerary to enable the Host Parliament's Protocol and Secretariat to effectively perform their tasks. All changes of the flight schedules should be communicated in advance with the Host Secretariat.

The arrival and departure service will operate from 9th July 2023 to 12th July 2023 at **Imam Khomeini International Airport**. The Host Parliament's Protocol and Secretariat will assist the delegates through all formalities at their arrival and departure.

8. Flight arrangements and information

In order to facilitate the expeditious arrangements of local transportation, Delegation Secretaries are kindly requested to inform the Host Parliament Secretariat of any change in their delegates' flight schedule at least 24 hours in advance of the schedule.

9. Currency Exchange

The Iranian Rial is the official currency of the Islamic Republic of Iran. The current exchange rate is approximately 420000 IRR for 1 US dollar. Money can be exchanged at banks, International Airport and at the legally authorized exchange stores throughout the country.

Important Notice: No credit cards are accepted at hotels, and shopping malls.

10. Weather

The weather in Tehran tends to be sunny during July with average temperatures between 37° C and 42° C.

11. Time

- **Tehran** time zone: **GMT + 3.30** Hours

12. Electricity

Iran operates on 220 volts, 50Hz, plug type is C, which is the plug that has 2 circular pins and Plug Type G which is the plug that has 3 rectangular pins in a triangular pattern are available in the hotel rooms.

13. Telephone Services

- Telephone services are available at the hotel. Pre-paid mobile telephone cards are available at local cellular shops.
- Dialing with Iranian Sim Cards is as follows:
 - Local calls: dial the number directly;
 - International calls: dial the international direct dial access (00) + country code + number.
 - To call **Iran** from abroad: dial the international direct dial access + country code (98) + number.

SECTION 2: HOSPITALITY

1. Accommodation

All delegations will stay at the **Parsian Azadi Hotel** located at Tehran Province, Tehran, Chamran Express Way, 1997673783, Tehran, Iran. The Host Parliament will offer hospitality (accommodation, meals and local transportation) to official delegates of APA member parliaments from 9th to 12th July 2023 (3 nights). For **Budget and Planning Committee: 2 MPs + 1 Staff** and **APA Working Group on Statutory Documents Committee: 1 MP**

Delegates who wish to stay additional nights will have to cover the expenses on their own.

Any charges for room service, beverages, mini-bar items, laundry, telephone calls (local or overseas) will be also at the delegates' own expenses and the reservation should be guaranteed by the host Parliament Protocol. Delegates are required to check their own extra charges at the Hotel cashier and make their payments before departure.

The accommodation of the member countries representatives will be covered by the host country. **For other guests, the hotel's overnight stay is (for a standard room per night) between 100 to 400 USD (according to room type).** inclusive of breakfast and taxes.

2. Transportation

Transportation shuttles to and from the airport and for all official visits and activities will be provided by the Host Parliament.

All changes of the arrival and departure of the flight schedules should be communicated with the Host Parliament Secretariat immediately. **Delegates are responsible for their transportation other than events specified in the working program.**

3. Meals and Functions

Breakfast and meals will be provided for all delegates at venues specified in the Working Program. Delegates wishing to make other meal arrangements will meet the cost themselves.

Delegates will meet the cost of their own meals if they do not participate in official lunch and dinner.

4. Medical Service

Medical care will be at the expense of the participants. The delegates are personally responsible for any personal insurance against risks. **First Aid Service** will be provided at the hotel during the days of the Committee Meeting as well as the APA WG on 10th –11th July 2023.

5. Insurance

Insurance for personal accident, medical emergencies, loss of luggage and currency and against any damage will be the responsibility of individual delegate.

SECTION 3: MEETING FACILITIES

1. Registration and Information Desk, Bilateral Meetings, Prayer Rooms & Restaurant

- **Registration & Info Desk:** All delegates are kindly requested to register at the registration desk at the Hotel's lobby upon their arrival at the hotel. Identification badges, folders containing some of the relevant documents of the meeting will be distributed upon registration to all delegates. The registration and information desk will be available in the hotel, from 9th – 12th July 2023 from 8:30 a.m. to 6:00 p.m.
- **Bilateral Meetings:** There are bilateral meeting rooms in the 23rd floor of the conference building address upon request. Delegations wishing to have bilateral meetings should submit their request to the experts (Protocol) for allocation of the room for the meeting.
- **Prayer Rooms:** A prayer room is located in M floor of the Hotel.
- **Restaurant:** The restaurant at 26th floor will be serving for all delegations.

2. Secretariat Room

The room for the APA and the Host Secretariat will be open from 9th to 12th July 2023 from 8:30 a.m. to 6 p.m. The Internet facilities are available at the hotel free of charge.

Typing and photocopying services will be available at venue of the meeting in cooperation with the host parliament and APA General Secretariat.

SECTION 4: CONTACT PERSONS

International Department & Secretariat of the Host Parliament:

Tel:(+9821) 33440307 Tel/Fax:(+9821) 33440309 & 33440325
Email: int.conference.dept@parliran.ir

Protocol, Accommodations, Logistic Inquiries & Technical Assistance:

Tel: (+9821) 33440322 & 323 Fax: (+9821) 33440321
Emails: mpd@parliran.ir & majlisprotocoldept@parliran.ir