



ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION
(AALCO) FIFTY-THIRD ANNUAL SESSION HOSTED BY THE
GOVERNMENT OF THE ISLAMIC REPUBLIC OF IRAN

15TH – 18TH SEPTEMBER 2014, TEHRAN

NOTE: FOR UPDATES ON THE ANNUAL SESSION, PLEASE REFER TO THE WEBPAGE OF THE FIFTY-THIRD AALCO ANNUAL SESSION AT (Ministry of Foreign Affairs, Government of the Islamic Republic of Iran Website: <http://www.aalco.mfa.ir> and AALCO's Website at <http://www.aalco.int>

ADMINISTRATIVE ARRANGEMENTS

1. **THE FIFTY-THIRD ANNUAL SESSION** of the Asian-African Legal Consultative Organization (AALCO) will be hosted by the Government of the Islamic Republic of Iran in Tehran from 15th to 18th September 2014.

The Venue for the Fifty-Third AALCO Annual Session is as follows:

Address: The Center for International Research and Education
Shahid Aghaei Street, Shahid Bahonar (Niavaran) Avenue, Tehran
Tel: 0098-21-22802671-75
Fax: 0098-21-2229007
Mailbox: 19395/1793
E-mail: info@cire.ir

2. **THE HOST COMMITTEE** of the Islamic Republic of Iran has established an Organizing Committee under the Chairmanship of H. E. Ambassador Mr. Hossein Panahi Azar Director-General of International

Legal Affairs of the Ministry of Foreign Affairs of the Islamic Republic of Iran for the smooth functioning of the Session.

Focal Points for Contact at Tehran Host Committee:

i. Dr. Hassan Soleimani

Phone: 0098-21- 61154304, 0098- 9128993871

Email: hsoleimani20@gmail.com

Fax: 009821_66727225

ii. Mrs. Asiyeh Abbasi

Phone: 0098-21- 61153866, 0098- 9131995258

Email: Asab_62@yahoo.com

Fax: 009821_66727225

Address: Host Committee of Iran

Legal Department of Ministry of Foreign Affairs of the Islamic Republic of Iran, Imam Khomeini Street, Tehran, Iran

Phone: 0098-21- 61154304, 0098- 9128993871

Email: law.treaties@mfa.gov.ir

Fax: 009821_66727225

3. CONTACT POINTS AT THE AALCO SECRETARIAT IN NEW DELHI

i. H.E. Prof. Dr. Rahmat Mohamad

Secretary General

AALCO

29-C, Rizal Marg, Diplomatic Enclave, Chanakyapuri, New Delhi.

Tel: 00 91 11 26117641/42

Fax: 00 91 11 26117640

Email: mail@aalco.int

- ii. Mr. Feng Qinghu
Deputy Secretary General, AALCO
Tel: 00 91 11 26117644 Fax: 00 91 11 26117640
Email: mail@aalco.int

- iii. Ms. Yukiko Harimoto
Deputy Secretary General, AALCO
Tel: 00 91 11 24197041 Fax: 00 91 11 26117640
Email: mail@aalco.int

4. INVITATIONS:

- a. The Host Government shall send invitations to the Ministers of Justice/Minister of Foreign Affairs/Attorneys General of Member States to allow them to arrange their schedules.

Invitations shall also be sent by the Secretary General of AALCO to Heads of Member States of AALCO in New Delhi.

- b. The Secretary-General of AALCO shall send invitations together with details of the Administrative Arrangements, the Provisional Agenda, Annotated Agenda and the Schedule of Meetings to all Member States, Observers (non-Member States and International Organizations) as and when they are ready.

5. REGISTRATION FORM

The registration form is as attached to this document. Alternatively, the form will be available at <http://www.aalco.mfa.ir> and www.aalco.int. All forms should be completed and returned by facsimile or email to the Secretariat of the Fifty-Third AALCO Annual Session by 15th August 2014 at the following address.

- i. Iran Host Committee

Legal Department of Ministry of Foreign Affairs of the Islamic Republic of Iran, Imam Khomeini Street, Tehran, Iran
Phone: 0098-21- 61154304, 0098- 9128993871
Email: law.treaties@mfa.gov.ir

Fax: 009821_66727225

- ii. Asian-African Legal Consultative Organization
29-C, Rizal Marg, Diplomatic Enclave,
Chanakyapuri, New Delhi 110021
Phone: +911126117641/42 Fax: + 91 11 2611764
Email: mail@aalco.int

6. INAUGURAL SESSION

The Inaugural Session will be held on Monday, 15th September 2014 at 9.30.A.M. After the completion of the Inaugural Session, there will be a Group Photo of all the Heads of Delegations who come to participate at the session. Election of the President and Vice President of AALCO's Fifty-Third Session will take place in the afternoon of 15th September. A detailed programme will be distributed at the time of registration.

7. FLIGHT ARRANGEMENTS

Participants are requested to make their own flight arrangements and inform the AALCO Secretariat and the Host Committee of their details as soon as possible.

As for return bookings/confirmation, delegates are responsible for their return air-travel bookings confirmation. Please contact the hotel reception, if required for an assistance.

8. GUESTS OF THE GOVERNMENT OF THE ISLAMIC REPUBLIC OF IRAN

Guest status will be accorded by the Government of the Islamic Republic of Iran to those bearing the position of Ministers/Ministers of State or Attorneys General.

Iran will only pay for the accommodation of those accorded with the Guest status.

9. PERSONAL SECURITY OFFICERS

Guests of the Government of Iran will be provided with a Personal Security Officer (“PSO”) from the Iran Police Force.

10. ACCOMMODATION

For delegates attending the Fifty-Third AALCO Annual Session whose accommodations are not being borne by the Government of Iran, a special conference package has been arranged at the following hotels at the rates specified net per room (single) night inclusive of breakfast. However, the participants may book their hotels through their Embassy/High Commission of their choice in Tehran, preferably near the Conference Venue.

The participants may book their rooms before 5th September 2014 in any following mentioned hotels and the booking will be based on the first come first served principle. Please note that the Host Government will just provide transportation to/from ESPINAS Hotel (NO.1 below) to/from Conference Venue.

a. ESPINAS HOTEL

No.126, Keshavarz Blvd, Tehran-Iran

ESPINAS HOTEL

Tel: +982188996658

Fax: +982188997670

Email: reservation@espinashotels.com

Web: www.espinashotels.com

- Espinas Hotel Rates for different rooms and suites
 - Standard Room US\$.125 (3,141,018 Rls) (Buffet breakfast)
 - Junior Suite US\$ 145 (Iran currency 3,632,850) (Spouse free) (Buffet breakfast)
 - Luxury Suite US\$ 234 (9,082,124 Rls) (Buffet breakfast)
 - Presidential Suite US\$ 502/- (12,575,250 Rls) (Buffet breakfast, airport transfers, taxes extra)

All participants should make their reservation directly to hotel before 5th September 2014.

Contact person at the Espinas Hotel would be:

Mr. MAZANDARNI the Reservation manager, Tehran

Email: reservation@espinashotels.com

Telephone: 00982183844 Fax: 00982188985093-88997670

b. Azadi Hotel

Yadegare-Imam Cross Road- Chamran Highway- Tehran-Iran

Parsian Azadi Hotel

Telephone: (+9821)2911612-09194202063

Fax: (+9821)22344465

E-Mail: Reservation@azadihotel.com

Room type	Single	Double/Twin	Junior Suite	Royal Suite	Duplex Suite	Presidential Suite
Rial	2/200/000	3/200/000	4/000/000	5/740/000	7/300/000	12/100/000
Dollar	89\$	129\$	161\$	232\$	295\$	489\$
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- The room price includes breakfast + services (15%) + Tax (6%).
- Method of payment is only cash: with all respect we cannot accept any kinds of credit cards and personal cheque
- The Check-in time is (12:00) and the Check-out time is (14:00)
- Hotel Facilities: 24Hours Iranian Restaurant/Italian Restaurant/ Wi-Fi Access/Air conditioner/Mini-Bar-21 TV Channels
- In case of Making reservation, your request can b placed via Fax or E-Mail

All participants should make their reservation directly to hotel before 5th September 2014. The AZADI HOTEL contact person would be:

Mr Mehran Sadeghi
Yadegare-Imam Cross Road- Chamran Highway- Tehran-Iran
Parsian Azadi Hotel
Email: hajak810@yahoo.com
Telephone: (+9821)2911612-09194202063
Fax: (+9821)22344465

All the rates are calculated with 40% special discount in both ESPINAS Hotel and Azadi Hotel according to the contract with Iran Host Committee.

AALCO secretariat will provide tax exemption certificate for all delegations.

For the purpose of hotel accommodation booking, the following particulars will be required:

- Name of delegate/s
- Country / Organization
- Type of room
- Date and estimated time of arrival in Tehran (indicate flight number)
- Date and time of departure from Tehran
- Credit card number with date of expiry

All room reservations should be made directly with the Hotel. They will have necessary instructions in this regard. (The Host Committee has notified these hotels about AALCO Session)

Delegates other than guests of the Government of Iran are responsible for the settlement of their personal hotel accounts and any other charges incurred upon departure and are kindly requested to settle their accounts directly with the hotel.

The Iran's Organizing Committee Personnel will be at the hotel to meet and assist delegations.

11. MEETING ARRANGEMENTS

i. Registration

A registration desk will be opened inside the Espinas Hotel and will commence on 14th September 2014 from 2.30 P.m. to 6.00 p.m. then will continue on 15th September 2014 from 8.00 a.m. to 9.30 a.m. at the Conference Venue. All delegates and observers are advised to register their names prior to the Inaugural Session and to obtain their Conference Badges, which are required for access to the Conference Hall. The form will be available at www.aalco.int. All forms should be completed and returned by fax or email to the AALCO Secretariat. (Participants are requested to send their names/delegation names in advance to enable the secretariat to prepare badges for entry to the Conference Hall.)

ii Meeting Badges

Meeting Badges for all speakers and delegates will be issued upon Registration. Different colour scheme would be followed for different category of delegates.

Red: for Heads of Delegations of AALCO Member States

Blue: Other members of Delegations

Brown for AALCO Secretariat

Green for Members of the Iranian Organizing Committee

Orange for Observers (Non-member States and International Organizations)

iii Working Language

The working language of the Fifty-Third Annual Session will be English and all documentation will be in the English language. There will be simultaneous translation during the session from English into Arabic and

Arabic into English throughout the session. The Secretariat reports on the deliberated agenda items shall be translated into Arabic as well.

iv. Dress Code

Business attire will be required for the meeting and the official dinners. Islamic dress code also should be observed by ladies in the territory of the Islamic Republic of Iran.

v. Distribution of Documents

Documents of the Fifty-Third AALCO Annual Session will shortly be available (except the Budget document) on AALCO website: www.aalco.int. Additional copies can be downloaded from the website. The Secretariat of AALCO will be distributing an official set (only one set per delegation) of the meetings documents to all Member States during the registration at the Session. Delegates are reminded to bring their downloaded meeting documents with them as no additional copies will be distributed during the Annual Session. One set of the documents in Arabic would also be distributed at the Session.

Observer delegations will receive one set of documents at the time of registration.

vi. Matters for consideration

Certain topics on the work program of AALCO would be deliberated during the Fifty-Third Annual Session namely: (1) Law of the Sea; (2) The Status and Treatment of Refugees; (3) Deportation of Palestinians and Other Israeli Practices among them the Massive Immigration & Settlement of Jews in all occupied Territories in violation of International Law particularly the IV Geneva Convention of 1949; (4) Extraterritorial Application of National Legislation: Sanctions Imposed against Third Parties; (5) Environment & Sustainable Development; and (6) WTO as Framework Agreement and Code of Conduct for World Trade.

Two Half-Day Special Meetings on selected items will be held on: (i) Selected Items on the Agenda of the International Law Commission: and (ii) Violent Extremism and Terrorism (legal aspects). Sub-topics and panelists will be finalized in consultation between the Organizations and the AALCO Secretary-General.

vii. Secretariat

The AALCO Secretariat will be located at a Conference Venue.

viii. Medical Facilities

The Host Government Organizing Committee has arranged with the Ministry of Health of Iran for basic medical facilities for all delegates in cases of emergency.

12. PROTOCOLS AND IMMIGRATION (VISA)

To gain entry into Islamic Republic of Iran, foreign nationals need to have in their possession passports with at least 6 months of validity and appropriate visas. Guests and delegates from all countries are requested to obtain the necessary advice from the Iran Embassy at their respective countries or the Ministry of Foreign Affairs of their respective countries for all information and applications relating to their travel visa to Iran.

However, those countries who have no Iranian Embassy in their respective country will get on-arrival visa at the Khomeini Airport.

All the diplomatic missions of the AALCO Member States and Observer States have been requested to receive their respective delegations on their arrival at the Imam Khomeini International Airport. However, if there is any specific request, the Host Government will arrange to receive such delegations at the airport. The Host Committee officials will be at the airport to receive the Ministers /Attorneys General / Solicitors General and other Guests of the Government of Iran of the AALCO Member States and the delegations of those Member States who have no diplomatic missions in their respective countries and the representatives of international organizations.

13. TRANSPORTATION

i. Airport – Hotel – Airport

Heads of Delegation and invited guests who are accorded with the status of GUESTS of the Government of the Islamic Republic of Iran will be provided with the appropriate means of transport at the airport for transportation to the hotel on their arrival and for transportation from the hotel to the airport on their departure.

The Organizing Committee personnel will also assist the other delegates at the airport for transportation to the hotel on their arrival and from the hotel to the airport on their departure.

ii. Hotel – Conference Venue

Transportation will be provided for all delegates who are staying at the specified conference hotel (Hotel ESPINAS) to the Conference venue and to attend any official/social functions.

14. MEALS

Breakfast will be provided for all delegates at the hotel. Unless otherwise stated, lunch, and tea breaks will also be provided for all delegates throughout the meeting dates.

15. HELP DESK

A help desk for all delegates will be made available at the Secretariat Room from 8.00 hours to 19.00 hours daily from 15-18 September 2014 (Monday till Thursday).

16. OFFICE FACILITIES

Office facilities and telephone/facsimile services are available at the business Center of the hotel and delegates are to be responsible for all costs incurred there. Services provided include computer rental with internet access, facsimile, telex and photocopying services.

Certain computers with Internet and printing facilities would be made available at the Conference venue for the use of delegates.

17. OTHER USEFUL INFORMATION

Water - Visitors can drink tap water or bottled or sterilized water.

Climate - At the time of AALCCO session Tehran, weather: warm, dry and possibly windy

Air Temperature - 25- 30 Celsius

Banking Services and Currency

The official unit of currency is the Iranian Rial. Foreign exchange bureau in the city usually offer a better rate than do the banks. ATMs can be used for receiving Iranian currency.

While you get better rates at banks and foreign exchange bureaus for the larger bills, keeping a stack of small bills is handy for tips. Most of the high-end hotels accept US dollars but it can sometimes be a bit cheaper if you pay fees and accommodation in Iranian currency.

Never exchange money on the streets with the touts who offer you "best rates in town". Ask for safe joint to change your money at the hotel.

Local transport

Car hires can be organized through most hotels. Iranians drive on the left. A price must be negotiated before you begin traveling, or the price will be considerably higher once you reach your destination. It is not customary to tip your driver. While there are many friendly and honest drivers, some will try their luck and quote an outrageous price to anyone who looks wealthy.

Taxi to/from the airport to/from the city center - the average price is around \$20. For a small premium, you can reserve a taxi for the whole day. This can be convenient if you are visiting a number of places and doing some shopping. You should be able to get it for \$45.

Time Difference - Time: GMT +3.30.

Electricity Supply - 220 volts AC, 50Hz. plugs are of the round two-pin type.

A number of social events will take place during the Fifty-third Annual Session. Sunday 14th September 2014, Pre-annual Session Dinner Meeting of the Leaders of Delegations with the President of the Fifty-Second Session, Incoming President and the Secretary-General (hosted by Secretary-General of AALCO).

- Monday, 15th September 2014: Reception/Dinner hosted by the Government of the Islamic Republic of Iran.
- Tuesday, 16th September 2014: Reception by Japan (to be confirmed)
- Wednesday 17th September 2014: Reception/Dinner (to be decided)
- Thursday, 18th September 2014: Reception/Dinner (to be decided)

Sightseeing

Sightseeing excursion to show the natural and scenic beauty of the Islamic Republic of Iran may be organized by the Host Government.