
**Framework Convention
for the Protection of the Marine
Environment of the Caspian Sea**

TC/COP3/7
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Items 5 and 13 of the provisional agenda

**Administration and Financial Management of the Framework Convention for the
Protection of the Marine Environment of the Caspian Sea**

Note by the interim Secretariat

Introduction

1. The Meeting of Senior Officials on procedural and institutional issues of the Tehran Convention, assembled in Geneva from 25-29 May 2010, requested the interim Secretariat to produce a concise comparative overview on the two options discussed regarding the hosting of the Secretariat: 1) The Secretariat as an independent entity and 2) the Secretariat embedded in the United Nations Environment Programme (UNEP). This document is the response to that request.
2. In the Final Act of the Conference of Plenipotentiaries for the Adoption and Signature of the Framework Convention for the Protection of the Marine Environment of the Caspian Sea (the “Tehran Convention”), adopted at 4 November 2003, the Conference “agreed, pending the entry into force of the Framework Convention and with a view to prepare for the first Meeting of the Conference of the Parties, to request the Regional Office for Europe of the United Nations Environment Programme to continue to service the Convention process”.
3. On 25 May 2007, the first meeting of the Conference of the Parties (COP) decided “to invite UNEP to continue the functions of the Convention Secretariat ad interim until a permanent Secretariat has been put in place”. The Statement of Ministers adopted at COP-1 expressed gratitude to UNEP for its cooperation and support to the Convention process and requested “UNEP to continue the functions of the Convention Secretariat ad interim until a permanent Secretariat has been put in place”.
4. The second Meeting of the COP in 2008 agreed to “review the institutional arrangements for the Tehran Convention at the third Meeting of the Conference of Parties, or earlier following an agreement on the location and arrangements of the permanent Secretariat”, and confirmed “their intention to reach such agreement as soon as possible”. At the same meeting the COP invited UNEP “to continue the functions of the Tehran Convention Secretariat ad interim until a permanent Secretariat has been put in place, and to develop a proposal for administering the permanent Secretariat for their consideration at the third Meeting of the Conference of the Parties”.

5. The comparative table contained in Annex 1 to this document attempts to summarize the arguments brought forward by representatives of Member States as well as found in earlier documentation for meetings in the framework of the Tehran Convention.

6. The Annex 2 contains the draft Decision for the third Meeting of the Conference of the Parties including an Appendix 1 “Draft Terms of Reference for the Trust Fund for Administering and Meeting the Objectives of the Tehran Convention and its Protocols, including the functioning of the Secretariat”, and an Appendix 2 “Budget of the Convention”.

7. Annex 3 contains a table of the costs of a UNEP-hosted Secretariat in the territory of each of the Contracting Parties in comparison with the costs of such a Secretariat as an interim arrangement in Geneva.

8. Annexes 4 and 5 contain offers from Azerbaijan and I.R. Iran to host the Secretariat received by the interim Secretariat of the Framework Convention for the Protection of the Marine Environment of the Caspian Sea.

Suggested Action

9. The Conference of the Parties may wish to consider and adopt a decision on the Administration and Financial Management of the Framework Convention for the Protection of the Marine Environment of the Caspian Sea (Tehran Convention) and its Protocols.

Framework Convention for the Protection of the Marine Environment of the Caspian Sea

Comparative table hosting options

	Independent Secretariat	Secretariat with UNEP
Networking possibilities, partnerships and visibility of the convention and the secretariat; Cooperation with other Multilateral and Regional Environmental Agreements	Compared to the option where the Secretariat is under UNEP, these possibilities might be more limited.	The institutional integration into UNEP, and therefore the UN system, will have various positive effects on the image, visibility and recognition of the Tehran Convention; the Convention will be more on “equal footing” with other regional seas agreements; establishing and strengthening networks and partnerships will be more easy.
Staffing of Secretariat: Head (appointment, accountability)	Head of Secretariat will be appointed by COP. Head will be accountable to COP.	Head of Secretariat will be appointed by UNEP Ex. Dir., in consultation with the Contracting Parties. Head is accountable to COP for Convention matters/ programmatic issues and to UNEP Ex. Dir. for administrative matters
Staffing of Secretariat: other secretariat staff (appointment, accountability)	Other staff will be appointed by Head of Secretariat and be accountable to Head in line with Article 19 Rules of Procedure	Other staff will be appointed by Head of Secretariat and will be accountable to Head in line with Article 19 Rules of Procedure and UN rules and regulations.
Secretariat staff: working conditions, entitlements, salary, spousal employment	COP to agree with host country: staff rules, including applicable labour law, entitlements and travel, social security scheme, pension scheme, staff insurances, separation, training etc. To be negotiated and agreed upon.	Applicable UN rules and regulations
Secretariat staff: liability, immunity, waivers, visa, security, jurisdiction	COP to agree with host country: Jurisdictional arrangement similar to the administrative courts, as host country tribunals would not be competent for the Tehran Convention Secretariat as an independent international organization: To be negotiated and agreed upon.	Applicable UN rules and regulations
Administrative services to be provided by Secretariat to COP, subsidiary and ad hoc	All these items need to be separately agreed upon by COP with host government.	Applicable UN rules and regulations; UNEP has extensive experience hosting many

bodies, including: budget and financial management, ICT, human resources management, contracts and procurement, safety and security, building and facilities management, oversight-audit, legal services, monitoring and evaluation, knowledge management systems, communication and information procedures, subcontracting and partnership administration, etc.		multilateral, regional and sub-regional environmental agreements
Substantive support to Secretariat from host	May be possible from institutions in host country	UNEP has a tradition of providing substantive support to the Convention Secretariats it hosts, such as on scientific assessment, early warning, legal issues and governance, data and knowledge management, training, project development and assistance in implementation at the national level
Financial support to Secretariat from host	Would be possible, depending on host country, to be negotiated	Would be possible, to be negotiated. UNEP has a record of providing incidental support to convention secretariats. In case UNEP decides to allocate funds from its own resources (Environment Fund, partnership funds, counterpart contributions), those will not be transferred into a specific trust fund but will be allocated directly to the Convention for its approved activities.
Secretariat staff: costs	Depending on host country, and on host country agreement: to be negotiated and agreed upon	Depending on host country. If location is decided: applicable UN rules and regulations. It has been the practice of UNEP to ensure that highly qualified administrative staff member(s) paid out of the 13% Programme Support Costs are directly located within the convention secretariats according to the needs and the resources available
Secretariat: office costs	Depending on host country, and on host country agreement: to be negotiated and agreed upon	Depending on host country, and on host country agreement: to be negotiated and agreed upon
Agreement of host country to host the Secretariat	Requires decision by national government of host country	Requires adoption of a decision by the UNEP Governing Council (February 2011). If location in region is agreed upon, needs host government agreement with host country.

Legal status of Secretariat	Constitutive instrument needed, and as further agreed in host country agreement: to be negotiated and agreed upon	As agreed in host country agreement: as per applicable UN rules and regulations, legal status derived from UNEP.
Financial arrangements	Trust fund arrangement or similar required. Financial set-up to be determined including procurement regime, applicable tax regime, budgetary rules, auditing, accounting systems, financial reporting, etc. need to be discussed and agreed upon. The level of administrative support charges, as well as their exact content, will have to be negotiated between COP and host.	Requires establishment of one or more trust funds with UNEP, approved by the UNEP Governing Council (February 2011). UN financial rules and regulations will be applicable. 13% Programme Support Costs will be levied. Parties can decide to establish separate trust funds: A trust fund to cover the costs of the core budget funded by the regular contribution, and a trust fund to collect the voluntary contributions. Parties can decide on the sources for the financial resources of the trust fund, which could be derived from voluntary contributions from various parties, financial institutions and foundations, intergovernmental and governmental organizations and private entities. The funds will be deposited in the UNEP Trust Fund account in New York. Any interest incurred under the funds will be directly recorded under the income of the Convention trust fund. The accounts of the trust fund shall be subject to audit of the United Nations Board of Auditors. At the end of each calendar year, UNEP will provide to the Parties certified statement of accounts. Concerning the day-to-day control of the financial commitments of the trust fund, the UN financial rules and regulations require that the financial transactions are certified. A certifying officer and an approving officer are both designated by Headquarters. In line with established practice, the Head of the Secretariat will be designated as the programme manager of the trust fund
Decision on location of the Permanent Secretariat	Agreement on location needs to be reached	Agreement on location is not necessarily required
Location of Permanent Secretariat	In the country that will host the Secretariat	In one of the countries of the region as per article 22 para. 5 of the Convention; alternatively, as a temporary solution in case no

		agreement on location can be reached, the Permanent Secretariat could be temporarily based with UNEP in Geneva.
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**Draft Decision on the
Administration and Financial Management of the Framework Convention for the Protection of the
Marine Environment of the Caspian Sea (Tehran Convention) and its Protocols**

The Contracting Parties,

Noting the entry into force of the Framework Convention for the Protection of the Marine Environment of the Caspian Sea on 12 August 2006;

Recalling Article 23 of the Convention on the establishment, composition and functions of the Convention Secretariat;

Recalling also that the Rules of Procedure and the Financial Rules adopted at its first Meeting of the Conference of the Parties contain provisions as to the role and functions of the Convention Secretariat;

Recalling its Statement at its Second Meeting in which it invited UNEP to develop a proposal for administering the permanent Secretariat;

Recalling also Rule 1 of the Financial Rules for the Administration of the Trust Fund for the Convention, concerning the designation of a Trustee which shall establish and manage the Trust Fund;

Recalling that, in accordance with Rule 3 of the Financial Rules, the Trust Fund shall be used for funding the administration of the Convention, including the functioning of the Secretariat;

Having considered the note by the interim Secretariat on the Administration and Financial Management of the Framework Convention for the Protection of the Marine Environment of the Caspian Sea (TC/COP3/7)

Welcoming the willingness of the Executive Director of the United Nations Environment Program to assume responsibility for administering a Trust Fund for administering and meeting the objectives of the Convention and related Protocols, including the functioning of the Secretariat:

1. **Request** the United Nations Environment Programme (UNEP) through its Regional Office for Europe to carry out the functions of the Tehran Convention Secretariat;
2. **Agree** to establish a Trust Fund to cover the cost of administering and meeting the objectives of the Tehran Convention and related Protocols, including the functioning of its Secretariat and **adopt** the terms of reference for the administration of the Trust Fund as contained in Appendix 1 to this decision;
3. **Adopt** the budget of the Trust Fund and welcome the additional estimates for 2011-2012 as contained in the Budget of the Convention presented in Appendix 2 to this decision;
4. **Decide** that the Trust Fund cited above will be financed by:
 - (Assessed) Annual contributions from the Contracting Parties.
 - (Additional) Voluntary contributions from the Contracting Parties
 - Contributions from Governments which are not Contracting Parties, governmental, intergovernmental and non-governmental organizations and programs, and the private sector

5. **Decide** to collectively provide a contribution of US\$360,000 (US\$72,000 per country) per year to meet the cost of the Trust Fund in 2011-2012 and **urge** the Contracting Parties to make their contributions to the budget of the Convention as early in the year as possible;
6. **Request** the Executive Director of the United Nations Environment Program to assume responsibility for administering the Trust Fund;
7. **Reiterate** their firm intention and determination to reach an early agreement on the structure, composition and permanent location of the Tehran Convention Secretariat and **request** UNEP to prepare and facilitate a decision-making on these issues.

Draft Terms of Reference for the Trust Fund for Administering and Meeting the Objectives of the Tehran Convention and its Protocols, including the functioning of the Secretariat

1. The Trust Fund for Administering and Meeting the Objectives of the Framework Convention for the Protection of the Marine Environment of the Caspian Sea and related Protocols (hereinafter referred to as the Tehran Convention and related protocols) including the functioning of the Secretariat (hereinafter referred to as the Trust Fund) is established for an initial period of two years, to provide financial support for the implementation of the Program of Work (POW) of the Convention and the functioning of the Secretariat.
2. The administration of the Trust Fund shall be entrusted to the Secretary-General of the United Nations and, at his discretion to the Executive Director of UNEP under the relevant financial rules and regulations of the United Nations as well as the general procedures governing the operations of the Fund of UNEP, taking into account the Financial Rules for the administration of the Trust Fund of the Tehran Convention and related protocols, adopted at the first Meeting of the Conference of Parties. The Executive Director can delegate the administration of the Trust Fund to the Head of the Secretariat of the Tehran Convention and related protocols.
3. The Trust Fund shall be used for funding the implementation of the Program of Work (POW) of the Convention and the functioning of its Secretariat; its budget will be composed of two sections to cover the expenditures under the following categories:
 - Section I: Assessed contributions for Administering and Meeting the Objectives of the Convention and related Protocols, including the functioning of the Secretariat.
 - Section II: (Additional) voluntary contributions for Administering and Meeting the Objectives of the Convention and related Protocols, including the functioning of the Secretariat.
4. The appropriation of section I shall be composed of:
 - (Assessed) Annual contributions from the Contracting Parties.
5. The appropriation of section II shall be composed of
 - Additional voluntary contributions from the Contracting Parties
 - Contributions from Governments which are not Contracting Parties, governmental, intergovernmental and non-governmental organizations and programs, and the private sector.
6. The (assessed) annual contributions from the Contracting Parties for Administering and Meeting the Objectives of the Convention and related Protocols, including the functioning of the Secretariat will for each of the Contracting Parties consist of an equal share of the budget for Section I of the Trust Fund, to be determined by the Conference of the Parties (COP); the contributions are due to be paid during the first quarter of the calendar year.
7. Voluntary (additional) contributions for Administering and Meeting the Objectives of the Convention and related Protocols, including the functioning of the Secretariat may be pledged and

made at any time. They shall be used in accordance with the terms and conditions agreed between the Executive Director of UNEP or his/her representative and the respective contributor.

8. The financial period shall be for two calendar years beginning 1 January of an odd number calendar year and ending 31 December of the subsequent even number calendar year.
9. The budget estimates, covering the income and expenditures for the financial period to which they relate, prepared in US dollars, shall be submitted to and approved by the Conference of the Parties to the Tehran Convention and related protocols.
10. The estimates for each of the calendar years covered by the financial period shall be divided into sections and chapters as shown in the appendix to this terms of reference, shall be specified according to budget lines, shall as and when required include references to the program of work to which they relate, and shall be accompanied by any further information as the Executive Director of UNEP may deem useful and advisable.
11. Supplementary estimates may be submitted by the Executive Director of UNEP whenever necessary during the financial period. Such estimates shall be prepared in a form consistent with the regular estimates.
12. The Executive Director may commit resources against the Trust Fund only if such commitments are covered by contributions already received. In the event that the Executive Director anticipates that there might be a shortfall in resources over the financial period as a whole, he shall notify (and seek the approval of) the Contracting Parties and/to adjust the budget so that expenditures are at all times fully covered by contributions received.
13. The Executive Director of UNEP may make transfers from one section/budget line to another. At the end of the first calendar year of a financial period, the Executive Director may proceed to transfer any uncommitted balance of appropriations, to the same section in the second calendar year.
14. It is for the Conference of the Parties and UNEP to agree on an administrative support charge to be paid to UNEP.
15. At the end of each calendar year, the Executive Director of UNEP shall submit to the Contracting Parties the certified accounts for that year. At the close of the financial period, he shall submit to them the audited accounts for the financial period.
16. The Trust Fund shall be subjected to external auditing, as decided by the COP and in accordance with the rules and regulations of the United Nations.
17. The Executive Director of UNEP shall prepare a report on the budget implementation and submit it to the Contracting Parties at least 45 days before the date of each ordinary meeting of the COP.
18. In the event that the COP decides to terminate the Trust Fund, a notification to that effect shall be presented to UNEP at least six months before the date of termination selected by the COP. The COP shall decide, in consultation with UNEP, on the distribution of any unspent balance after all liquidation expenses have been met.

19. These terms of reference shall be effective from the date of their approval by the Contracting Parties.

Budget of the Convention

2011					2012				
Trust Fund	Counterpart Contributions to the Trust Fund		Extra-budgetary resources		Trust Fund	Counterpart Contributions to the Trust Fund		Extra-budgetary resources	
Country Contr.	CaspEco Project	EC	CaspEco Project	UNEP	Country Contr.	CaspEco Project	EC	CaspEco Project	UNEP
114'200	163'200	29'676	47'000	60'000	114'200	-	29'676	-	60'000
-	-	-	-	10'000	-	-	-	-	10'000
60'000	-	-	-	-	60'000	-	-	-	-
-	-	40'804	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
114'000	-	18'244	-	-	114'000	-	22'796	-	-
-	-	16'187	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
1'25'000	-	21'717	-	-	1'25'000	-	3'642	-	-
-	-	-	-	-	-	-	52'432	-	-
46'800	6'800	8'864	-	-	46'800	-	7'598	-	-
360'000	170'000	135'492	316'000	70'000	360'000	0	116'144	0	70'000

document
to 2011; 7% EU

Annex 3

UNEP hosted Secretariat

Financial Aspects (US\$)

Staff¹	AZ	IR	KZ	RF	TK	Average
Executive Secretary (IR ² P5)	175.436,00	156.837,73	166.817,28	193.580,63	168.291,54	172.192,
Admin/Fin Officer (NR ³ b)	56.142,00	39.448,00	55.398,00	62.683,00	31.319,00	48.998,
EIA Officer (IR P3)	117.528,70	105.069,28	111.754,81	129.684,20	112.742,45	115.355,
LBS Officer (IR P3)	117.528,70	105.069,28	111.754,81	129.684,20	112.742,45	115.355,
Oil Spills Officer (IR P3)	117.528,70	105.069,28	111.754,81	129.684,20	112.742,45	115.355,
Biodiv Officer (IR P3)	117.528,70	105.069,28	111.754,81	129.684,20	112.742,45	115.355,
Translator(NR a)	56.142,00	39.448,00	55.398,00	62.683,00	31.319,00	48.998,
Technical Assistance Coordinator (NR a)	56.142,00	39.448,00	55.398,00	62.683,00	31.319,00	48.998,
Communications Officer (IR P3)	117.528,70	105.069,28	111.754,81	129.684,20	112.742,45	115.355,
Database operator (NR G6)	32.051,00	27.370,00	26.359,00	26.362,00	18.753,00	26.179,
Assistant to the Ex. Sec (NR G5)	26.247,00	22.632,00	21.349,00	22.405,00	15.893,00	21.705,
Support staff (NR G5)	26.247,00	22.632,00	21.349,00	22.405,00	15.893,00	21.705,
support staff (NR G4)	22.273,00	18.749,00	17.491,00	19.362,00	13.486,00	18.272,
Subtotal Staff	<u>1.038.323.50</u>	<u>891.911.13</u>	<u>978.333.33</u>	<u>1.120.584.63</u>	<u>889.985.79</u>	<u>983.827.</u>
Premises						
rent	48000	60000	32400	47250	22500	42000
security services	4200	4200	4200	inc	inc	4200
utilities/maintenance	6000	6000	6000	inc	inc	6000
communications	14400	8400	10800	6000	5664	9052
local transport	5400	5400	5400	5400	5400	5400
insurance	2000	2000	2000	2000	2000	2000
subtotal premises	<u>80000</u>	<u>86000</u>	<u>60800</u>	<u>60650</u>	<u>35564</u>	<u>64600</u>
Meetings						
travel (\$1000 x 4 staff x 3.3 missions)	13200	13200	13200	13200	13200	13200
DSA (4 staff x 4 nights x 3.3 missions)	9600	9600	9600	9600	9600	9600
meeting room hire (5 days)	2500	2500	2500	2500	2500	2500
translation	2000	2000	2000	2000	2000	2000
document printing/dissemination	1000	1000	1000	1000	1000	1000
subtotal meetings/travel	<u>28300</u>	<u>28300</u>	<u>28300</u>	<u>28300</u>	<u>28300</u>	<u>28300</u>
Misc.						
office supplies	2000	2000	2000	2000	2000	2000

¹ * With UNEP providing the Secretariat the staff of the Secretariat of the Tehran Convention would be recruited and employed in accordance with the relevant UN staff rules and regulations. Their base salary in accordance with the United Nations salary scale includes a post adjustment component that varies by duty station and is subject to regular review, taking into account developments in the cost of living at the duty station and the exchange rate. The following entitlements are also included in the overall remuneration package: medical coverage, pension contribution, rental subsidy and, for staff members who are not nationals of the host country, education grant and home leave to the country of nationality every one or two years, depending on the location. Professional staff members recruited from outside the duty station are granted such entitlements as moving expenses, installation grant upon recruitment and separation grant upon separation. Positions at the General Service level are locally recruited. The salary component includes a pension contribution and medical coverage, and language allowance if the staff member so qualifies. The salary scales of General Service staff are subject to regular salary surveys in the host country. The cost associated with rental, educational and home leave grants to four non-resident staff. This includes US\$1000 per month rental subsidy , US\$1000 for educational grant and US\$500 for home leave and other misc. costs.

² IR – Internationally recruited staff

³ NR – nationally recruited staff

temporary assistants ⁴	1500	1800	1500	1800	1200	1500
temporary consultants ⁵	9000	15000	7140	12000	6000	9800
hospitality	3000	3000	3000	3000	3000	3000
subtotal misc.	<u>15500</u>	<u>21800</u>	<u>13640</u>	<u>18800</u>	<u>12200</u>	<u>17200</u>
Equipment⁶						
IT (PCs, LAN, servers, printers)	20000	20000	20000	20000	20000	20000
Copiers	4000	4000	4000	4000	4000	4000
Office furniture for 10 staff	15000	15000	15000	15000	15000	15000
conference room furniture/equip	10000	10000	10000	10000	10000	10000
Subtotal equipment	<u>49000</u>	<u>49000</u>	<u>49000</u>	<u>49000</u>	<u>49000</u>	<u>49000</u>

⁴ assuming three person months each year.

⁵ assuming six person months each year.

⁶ This is a one time contribution. Assuming that in each five years these equipment will need to be replaced one may assume an annual equipment of approximately \$ 10000.

03-NOV-2006 12:14



**AZƏRBAYCAN RESPUBLİKASI
XARİCİ İŞLƏR NAZİRİNİN MÜAVİNİ**

**REPUBLIC OF AZERBAIJAN
DEPUTY MINISTER OF FOREIGN AFFAIRS**

№ 5/11-059/03

" 22 " 10 2006.İ

Mr. Fritz Schlingemann
Director and Regional Representative of
UNEP Regional Office for Europe

Dear Mr. Schlingemann,

As you are aware the Republic of Azerbaijan attaches great importance to the collaboration within the Framework Convention for the Protection of the Marine Environment of the Caspian Sea and therefore welcomes the entry into force of the Convention on 12 August 2006. We highly appreciate UNEP ROE's support and your personal contribution to the Convention from the very beginning of the work on it.

I'm pleased to inform that the Government of the Republic of Azerbaijan has taken decision to nominate the only capital located on the coast of the Caspian Sea, Baku city, as candidate for location of the Permanent Secretariat of the Convention.

In this regard, I would like to let you know that the Azerbaijani Foreign Minister has recently sent to his colleagues in other Caspian littoral States the letters, requesting their support for the candidature of Baku as a headquarter of the Permanent Secretariat.

At the same time, in reply to your letter dated 16 March 2006, I'm pleased to submit the fulfilled questionnaire on criteria and requirements for hosting Permanent Secretariat by the Republic of Azerbaijan.

Sincerely yours,

Khalaf Khalafov

Encl. 9 pages

INFORMATION THAT IS REQUESTED FROM COUNTRIES INTERESTED IN HOSTING THE PERMANENT SECRETARIAT

Part I

Legal framework

1.1 General provisions on privileges and immunities that would be conferred on the permanent secretariat and its staff members, family members/dependents of the staff, representatives of the Contracting Parties of the Convention, delegates and experts invited to the meetings and conferences in the Host Country of the Convention.

Can the Permanent Secretariat, its staff members, family members/dependents of the staff, representatives of the Contracting Parties of the Convention, delegates and experts invited to the meetings and conferences in the Host Country enjoy the privileges and immunities as are accorded to the existing United Nations organizations in your country, including:

- a. Immunity from jurisdiction?

Reply: assets, funds and property in general of similar entities is immune from jurisdiction, unless the entity expressed its agreement with a different treatment in each particular case

- b. Inviolability of the premises, archives, samples, equipment, and other material?

Reply: Premises, archives (all documents belonging to archives independently of the storage location), equipment and other material for official use is inviolable

- c. Freedom of financial assets from restrictions?

Reply: Permanent Secretariat is exempt from audit testing or other relevant activities, may open and use bank accounts, possess gold or any types of commercial papers, may also transfer deposits to bank accounts of States and international organizations

- d. Facilities and immunities in respect of communications (e.g. uses of code/sealed bag/radio transmission) and publications?

Reply: have the same facilities and immunities, at least not less favourable as any diplomatic mission for communications and publications for official purposes

- e. Exemption from taxes and customs duties?

Reply: are exempt from direct taxes, value-added tax, custom duties and payments, excluding cost of specific services

- f. Other privileges and immunities?

Reply: are granted in accordance to the Vienna Convention on diplomatic relations. Azerbaijan is a party to the Convention

1.2 Legal framework for ensuring equal treatment of premises and staff of the Permanent Secretariat.

Please, specify in which legal form the above mentioned privileges and immunities will be secured.

Reply: This issue will be settled in a special host agreement to be signed with the Government of the Republic of Azerbaijan

1.3 Rules, including any restrictions, applicable to the employment of family members/dependants of staff members.

Can spouses and children of the staff members of the Permanent Secretariat enjoy access to the labor market without complicated process? On the termination of the duties of the staff members, can their spouses and children continue working in certain reasonable period?

Reply: Foreigners, apatrides, during their stay in the Republic of Azerbaijan exercise the same labour rights as citizens of Azerbaijan. Foreigners may work after obtaining an individual work permit. If issues related to the employment of family members of staff members are duly settled in the Host agreement, there will be no need to apply for a special work permit. Moreover, spouses and children of staff members may continue working after the expiry of contracts of staff members.

1.4 Social Security aspects.

Can the Permanent Secretariat and its staff members be exempt from all compulsory contributions to the social security system of the Host Country? If yes, are they allowed to choose an insurance system of the Host Country on voluntary basis, and if yes, specify the possible ways.

Reply: Foreigners and apatrides having a work contract in the Republic of Azerbaijan have compulsory social insurance. If this issue is duly settled in the Host agreement, the permanent Secretariat and its staff members may be exempt from compulsory contributions to the social welfare system

1.5 Nature of the headquarters agreement

E.g. stand-alone agreement, incorporated into another existing agreement, etc.

Reply: A special stand-alone host agreement, concluded between the Government of the Republic of Azerbaijan and the permanent Secretariat

Part II

Features of the office site and related financial issues

2.1. Main features of the building to house the permanent secretariat, including office space and scope for its expansion, facilities for conferences and availability of general services (security, maintenance, etc).

- a. Will you provide a newly-constructed office building/accommodations or already have an existing one? Describe the location, available area, amount/type of rooms, please.
- b. Please, specify the main features of the building placed at the disposal of the Permanent Secretariat (offices, conference rooms, storage rooms, parking garages,

security, maintenance etc.). Presentation of city-maps and photos, indication of the building's location on the city-map.

c. Indication of the existing parking space

Will it be enough parking space free-of-charge?

d. Will the building include a cafeteria and/or a restaurant that can accommodate staff and delegations?

2.2. *Basis for placing the office facilities at the disposal of the Permanent Secretariat, such as:*

a. Ownership by the Permanent Secretariat (through donation or purchase, if the case?);

b. Ownership by the host Government without rent;

c. Host Government ownership with rent to be paid by the Secretariat, and amount of such rent.

2.3. *Who will have a responsibility for:*

a. Major maintenance and repairs to the office facilities;

b. Normal maintenance and repair;

c. Utilities, including communication facilities.

Please, indicate possible expenses to be paid by the Secretariat.

2.4. *To which extent the office facilities would be furnished and equipped by the Host Government?*

Will your offer include the provision free-of charge of the following items:

a. office furniture;

b. office equipment;

c. office supplies;

d. public utilities (e.g. gas/water/sewage/electricity/waste disposal);

e. lines of communication (telephone/ISDN/fax/computer network/telephone centre of the house/wiring);

f. security equipment/security zone equipment;

g. conference equipment including interpretation system

2.5. Please, specify the duration of the arrangements regarding office space.

Part III

Local facilities and conditions

3.1. Short general overview of the town/city and region features:

a. Population figure;

Reply: Population of Baku – 1'850 000

b. Territory total area;

Reply: Total area of Baku – 2.2 000 sq km

c. Short general description of the city/region features (status of the city, political situation, proximity to the sea)

Reply: The city is located on the seashore. The centre of the city is built like an amphitheatre descending towards the sea. Well developed infrastructure, high standards of living and services, political stability, high level of personal security, moderate climate (average temperature in July – 26°C, in January – 3°C, rainfall amount – 180-300 mm per year)

3.2. *Description of the following facilities and conditions:*

a. Diplomatic representation in the host city/region;

Reply: Embassies of 31 States are located in the host city

b. Presence of international organizations in the host city/region;

Reply: 17 missions (including the UN and its specialized agencies offices, missions of the EC, OSCE, EC and other international organizations) are located in the host city

c. Presence of NGOs relevant to the Convention in the city/region;

Reply: a number of NGOs, relevant to the Tehran Convention activities, inter alia members of NGO Working Group of the Caspian States on Tehran Convention, are located in Baku.

d. Other national organizations relevant to the Convention;

Reply: All national bodies relevant to the Tehran Convention are located in Baku

e. Presence of universities/institutes/academies/research institutions in the city/region;

Reply: 20 State and 14 private institutions of tertiary education are located in Baku. 29 scientific research institutes, making part of the national Academy of Science.

f. Availability of international conference facilities and the conditions for their use (free of charge, rental, etc.);

g. International and local transport facilities (air, train, bus connection; local urban transport facilities) with detailed information on connection with capital cities of the Parties, actual travel expenses, overall travel time and transport time schedule. Telecommunication facilities.

Reply: Azerbaijan is located on the crossroads from the East to the West (TRASEKA) and from the North to the South. Baku is the only city in the Caspian region, which has air, water-borne, rail (except I.R. Iran) and road transport with all Caspian countries. The distance from Baku international airport to the city centre is 25 km. Air, rail and road transportation system guarantees good connection within the country.

h. Local availability of trained personnel for possible employment in the permanent secretariat, taking account of language and other skills;

Reply: There is enough trained personnel, speaking foreign languages for possible employment in the permanent secretariat.

i. Local transport facilities and their proximity to the office facilities at the disposal of the permanent secretariat;

j. Health facilities and access to them by staff members of the Permanent Secretariat;

Reply: Secretariat personnel and citizens of the Republic of Azerbaijan have equal rights to access health facilities

k. Availability of suitable housing and the proximity of this housing to the office facilities at the disposal of the Permanent Secretariat;

l. Overview of the housing market and accommodation facilities (motels, hotels,

etc.) with a price and classification range description; other service facilities (stores, restaurants, etc.);

Reply: There are 388 hotels and hotel type accommodation facilities (five different categories) in Azerbaijan, 72 of them are located in Baku.

m. Availability of schools at all levels, including those providing classes in languages other than the local language;

Reply: There are 308 secondary schools, 13 basic and 16 specialized (for handicapped children) schools in Baku. Classes are provided in Azeri and Russian languages. There are 5 English schools.

n. Facilities for the transfer of funds to and from foreign countries for the Permanent Secretariat and its staff members;

Reply: All kinds of fund transfer to and from foreign countries are available in Azerbaijan without any restriction.

o. The time needed for processing entry requirements and ability to ensure that participants in meetings organized by the Permanent Secretariat in the territory of the Host Government are granted visa entry permits, where necessary, in expeditious manner.

Reply: Time needed for processing entry visas for participants in meetings organized by the Permanent Secretariat in the territory of the Host Government amounts to 3 working days or 72 hours, where necessary, visas may be granted in expeditious manner.

Other relevant information

4.1 *Any additional contributions to be made by the Host Government to meet the operating costs of the Permanent Secretariat.*

4.2 *Any other information that the potential host country may deem relevant.*

Flights from Baku to Caspian States

Flight Nos	Itinerary	Days	Departure time	Arrival time	Ticket cost (both ways)
VSV 457 VSV 458	Aktau-Baku Baku- Aktau	1-3-6 2-4-7	17.30 08.00	18.30 09.00	218 \$
VSV 459 VSV 460	Aktau-Baku Baku- Aktau	4 5	23.50 03.40	01.40 05.30	395 \$
DLH 612 DLH 613	Baku-Ashgabad Ashgabad-Baku	2-4 3-5	21.50 01.45	23.10 03.10	482 \$
DLH 612 DLH 613	Baku-Ashgabad Ashgabad-Baku	7 1	22.30 01.35	23.50 03.00	482 \$
IRA 502 IRA 503	Tehran-Baku Baku-Tehran	1 1	14.45 17.30	16.45 18.30	175 \$
IRA 502 IRA 503	Tehran-Baku Baku-Tehran	4 4	09.00 11.45	11.00 12.45	175 \$
AHY 005 AHY 006	Baku-Tehran Tehran-Baku	1-3 4-6 2-4 5-7	22.00 02.10	21.50 05.10	132 \$
AHY 217 AHY 218	Baku-Aktau Aktau-Baku	1-2-4 5-7 1 2 3- 5-6	22.40 00.50	23.50 02.10	165 \$
SU 146 SU 147	Baku-Moscow Moscow-Baku	1-3-4-5 1-2-3-4-5-6-7	6.00 10.00	08.05 14.25	360 \$
SU 148 SU 145	Baku-Moscow Moscow-Baku	1-2-3-4-5-6-7 2-3-4-7	16.10 22.55	18.20 03.00+1	360 \$
J2 856 J2 855	Baku-Moscow Moscow-Baku	1-2-3-4-5-6-7 1-2-3-4-5-6-7	8.40 12.10	10.40 16.00	361 \$
J2 852 J2 851	Baku-Moscow Moscow-Baku	1-2-3-4-5-6-7 1-2-3-4-5-6-7	10.40 14.40	12.40 18.30	361 \$
J2 854 J2 853	Baku-Moscow Moscow-Baku	1-2-3-4-5-6-7 1-2-3-4-5-6-7	20.00 23.25	22.00 03.15+1	361 \$
E3 262 E3 261	Baku-Moscow Moscow-Baku	1-2-3-4-6-7 1-2-3-4-6-7	17.00 11.20	19.20 15.30	361 \$
FV 1738 FV 1737	Baku-Moscow Moscow-Baku	1-3-5 1-3-5	14.10 09.05	16.05 12.50	348 \$
S7 3356 S7 3355	Baku-Moscow Moscow-Baku	2-4-5-6-7 2-4-5-6-7	17.00 11.45	19.00 15.30	361 \$

**Railway passenger traffic
Azerbaijan State Railways
Baku / Caspian States**

Trains	Departure from Baku	Arrival to Baku	Itinerary	Arrival to destination	Departure from destination	Notes	Cost
55/56	3,5 and 7th day of the week 19.30 (Baku time)	3,4 and 6th day 8.37 (Baku time)	Baku-Moscow	6,1 and 3rd day 4.41 (Moscow time)	6,1 and 3rd day 21.30 (Moscow time)	Three times a week	Economy class-44,36 AZN Couchette compartment-69,90 AZN CB-140,44AZN
621/622	Even days of a month 7.25 (Baku time)	Odd days of a month 4.14 (Baku time)	Baku-Makhachkala « Druzhba»	Even days of a month 15.56 (Moscow time)	Even days of a month 16.38 (Moscow time)	Every second day	4,70 AZN



Department of Environment
Islamic Republic of Iran

Ref: 1728
Date: 11Dec. 2010

In the name of God

To: Tehran Convention Interim Secretariat (TCIS)
Att: Head of TCIS, Mr. Schlingemann

Subject: Hosting the Permanent Secretariat of Tehran Convention

Dear Sir,

Please find attached the revised copy of our proposal on hosting the Tehran Convention Permanent Secretariat. The postponement of COP3 meeting gave us an opportunity to revise our answers to the questionnaire, to make it more comprehensive with additional financial and logistic support to host the permanent Secretariat of Tehran Convention.

Please replace this revised text with the one sent to you before and confirm.

Member States to Tehran Convention are kindly requested to consider our productive and comprehensive offers to host the Tehran Convention Permanent Secretariat.

I take this opportunity to reiterate the assurance of my highest consideration.

Yours Sincerely,

M. Shafie- Pour
Acting Head of Department of Environment
International Affairs and Conventions

Pardisan Natural Park,
Hakim Highway
Department of the Environment
Tehran, I.R.Iran

Tel: +98-21-88276829
Fax: +98-21-88276302
www.Environment.Ir

THE PERMANENT SECRETARIAT

Part I

Legal framework

1.1 General provisions on privileges and immunities that would be conferred on the permanent secretariat and its staff members, family members/dependents of the staff, representatives of the Contracting Parties of the Convention, delegates and experts invited to the meetings and conferences in the Host Country of the Convention.

Can the Permanent Secretariat, its staff members, family members/dependents of the staff, representatives of the Contracting Parties of the Convention, delegates and experts invited to the meetings and conferences in the Host Country enjoy the privileges and immunities as are accorded to the existing United Nations organizations in your country, including:

- a. Immunity from jurisdiction?
- b. Inviolability of the premises, archives, samples, equipment, and other material?
- c. Freedom of financial assets from restrictions?
- d. Facilities and immunities in respect of communications (e.g. uses of code/sealed bag/radio transmission) and publications?
- e. Exemption from taxes and customs duties?
- f. Other privileges and immunities?

The Permanent Secretariat enjoys privileges and immunities set forth in the United Nations Convention on the Privileges and Immunities of Specialized Agencies of the United Nations adopted on 1974 and the Convention on Privileges and Immunities of the United Nations adopted on 1946.

Eco-Permanent Secretariat in Iran Tehran since 1970s

1.2 Legal framework for ensuring equal treatment of premises and staff of the Permanent Secretariat.

Please, specify in which legal form the above mentioned privileges and immunities will be secured.

The privileges and immunities will be detailed in a headquarter agreement to be signed between the Government of the Islamic Republic of Iran and Permanent Secretariat.

1.3 Rules, including any restrictions, applicable to the employment of family members/dependants of staff members.

Can spouses and children of the staff members of the Permanent Secretariat enjoy access to the labour market without complicated process? On the termination of the duties of the staff members, can their spouses and children continue working in certain reasonable period?

Spouses and children of the staff members of the Permanent Secretariat are permitted to have access to the labour market subject to the prior work permission issued by the concerned Iranian authorities. On demand such permission could be issued.

1.4 *Social Security aspects.*

Can the Permanent Secretariat and its staff members be exempt from all compulsory contributions to the social security system of the Host Country? If yes, are they allowed to choose an insurance system of the Host Country on voluntary basis, and if yes, specify the possible ways.

International Staff Members of the Permanent Secretariat will be exempted from the Islamic Republic of Iran compulsory contributions to the social welfare system.

1.5 *Nature of the headquarters agreement*

E.g. stand-alone agreement, incorporated into another existing agreement, etc.

A stand-alone host agreement will be concluded between the Government of the Islamic Republic of Iran and the Permanent Secretariat.



Tochal Ski Resort & walking area - 30 minutes to North

Tehran

Part II

Features of the office site and related financial issues

2.1. *Main features of the building to house the permanent secretariat, including office space and scope for its expansion, facilities for conferences and availability of general services (security, maintenance, etc).*

- a. Will you provide a newly-constructed office building/accommodations or already have an

existing one? Describe the location, available area, amount/type of rooms, please.

The Headquarters of the Department of Environment (DOE) is located in a natural park in Tehran named Eco-park of Pardisan with a distance of over two hundred thousand square meters. The park includes natural life museum and protected wild life and large area for visitors to walk and enjoy physical practice. This location of the DOE has created an attractive working environment. There are over five hundred large parks in Tehran

The DOE hosts the Secretariats of number of International Environmental Conventions and Agreements. This building is almost newly constructed (8 years). The Department of Environment is willing to offer a separate building with all requirements /or a separate floor to host the Tehran Convention Secretariat in the main building. Adequate number of spacious rooms with modern facilities will be put at disposal of the Secretariat of the Tehran Convention. The main building of the Department of Environment is ideally located in the Pardisan Eco-park, flanked by two highways providing access to important location such as domestic and international airports, city Centre, embassies and other ministries. Deputy for Marine Environment is located in the same building.

Under supervision of DOE, there is also a building under construction in Ramsar (by the Caspian Sea) which is designed to serve the Ramsar Convention and Caspian related activities. May the Tehran Convention Secretariat wish a branch office, could be offered there as well.



Tehran country side- Dizin Snow Ski Resort- Ninety Minutes from Tehran



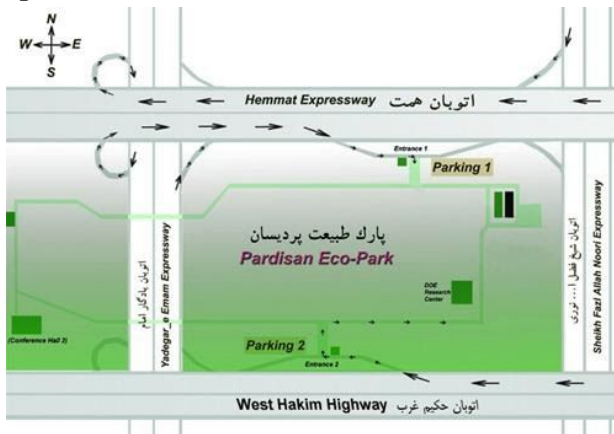
Tehran Azadi Tower Complex



Tehran Milad Tower complex

- b. Please, specify the main features of the building placed at the disposal of the Permanent Secretariat (offices, conference rooms, storage rooms, parking garages, security, maintenance etc.). Presentation of city-maps and photos, indication of the building's location on the city-map.

Since the Secretariat will be placed in the main DOE building, it benefits from all available facilities. The main nine story building is of 10000 square meters located in the south east of Pardisan Eco-park. It benefits from different meeting halls, conference rooms and amphitheatre.



DOE Headquarters



Amphitheatre DOE



Restaurant



DEO Offices



DOE Environs

There is a two level parking lot, accommodating more than 150 cars. The building has a well managed security systems and security guards. Additional security arrangement could be provided, may the Tehran Convention Secretariat require so. Storage area is designed in a special part of the building.

- c. Indication of the existing parking space
Will it be enough parking space free-of-charge?

There are also lots of open parking spaces that accommodate over 250 cars free of charge.

- d. Will the building include a cafeteria and/or a restaurant that can accommodate staff and delegations?

There is a large restaurant inside the main DOE building. There are 2-3 small kitchens in each floor of the building which serve tea/ coffee breaks free of charge during the working hours. There is also a new coffee shop under construction outside the main building.



Tehran & country side Metro

2.2. *Basis for placing the office facilities at the disposal of the Permanent Secretariat, such as:*

- a. Ownership by the Permanent Secretariat (through donation or purchase, if the case?);
- b. Ownership by the host Government without rent;
- c. Host Government ownership with rent to be paid by the Secretariat, and amount of such rent.

Ownership by the host government without rent.

2.3. *Who will have a responsibility for:*

- a. Major maintenance and repairs to the office facilities; **DOE/Yes**
- b. Normal maintenance and repair; **DOE/Yes**
- c. Utilities, including communication facilities. **DOE/Yes**

Please, indicate possible expenses to be paid by the Secretariat.

2.4. *To which extent the office facilities would be furnished and equipped by the Host Government?*

Will your offer include the provision free-of charge of the following items:

- a. Office furniture; **DOE/Yes**
- b. Office equipment; **DOE/Yes**
- c. Office supplies; **DOE/Yes**
- d. Public utilities (e.g. gas/water/sewage/electricity/waste disposal); **DOE/Yes**
- e. lines of communication (telephone/ISDN/fax/computer network/telephone centre of the house/wiring); **DOE/Yes**
- f. Bills of direct telephone lines and fax; **Tehran Convention Secretariat**
- g. Security equipment/security zone equipment; **DIE/Yes**
- h. Conference equipment including interpretation system; **DOE/Yes**

- i. Internet access; **DOE/Yes**

2.5. *Please, specify the duration of the arrangements regarding office space.*

Since the building is newly constructed and wholly owned by the DOE, aforesaid office space for the Tehran Convention Secretariat will be provided on a permanent base.

Part III

Local facilities and conditions

3.1 *Short general overview of the town/city and region features:*

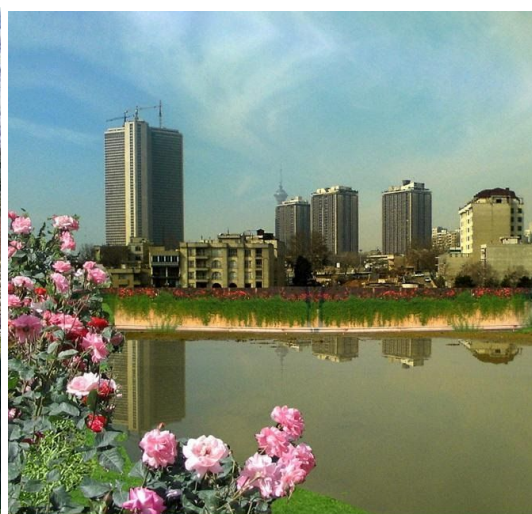
- a. Population figure; **Tehran Population: 7,500,000**
- b. Territory total area; **710 square km**
- c. Short general description of the city/region features (status of the city, political situation, proximity to the sea)

Tehran, the capital city of Iran, is located at the foot of the Alborz Mountain Range. It is Iran's largest urban area and city and one of the largest cities in Western Asia. The city of Tehran is divided into 22 municipal districts, each with its own administrative centres. Tehran is also a leading city for the carpets and furniture. Tehran is hosting diverse culture and religion and many languages are spoken within its boundaries as a result. English language is spoken by many being a cosmopolitan city. The city is home to many historic mosques, churches, synagogues and Zoroastrian fire temples. Contemporary Tehran is a modern city featuring many tall multi-storeyed buildings. Internationally Tehran is one of the less expensive capitals in the world.

Tehran's climate is largely defined by its geographic location, with the towering Alborz Mountains to its north and the central desert to the south. It can be generally described as mild in the spring, hot and dry in the summer, pleasant in the autumn, and cold in the winter. The hottest month is July (mean minimum temperature 26°C, mean maximum temperature 36°C) and the coldest is January (mean minimum temperature -1°C, mean maximum temperature 8°C). Access to the Caspian Sea by road is through two highways taking 2-3 hours drive in addition to Railway and air route (operated by number of airlines).



Tehran Attractions



Residential Area

3.2 Description of the following facilities and conditions:

- a. Diplomatic representation in the host city/region;

Tehran is hosting Embassies and Consulates of 99 countries.

- b. Presence of international organizations in the host city/region;

Tehran is hosting 20 missions of different International Organizations including UN and its specialized agencies Offices i.e. UNESCO, ODC, UNFPA, UNDP, UNICEF, UNODC, WFP, WHO, UNIDO, UNAIDS, UNAMI, UNDP, IOM, WFO, UNIC, UNFPA, UNHCR, IOM, as well as ECO Secretariat and JICA

- c. Presence of NGOs relevant to the Convention in the city/region;

More than 50 NGOs are active in the field of Marine Environment of the Caspian Sea relevant to the Tehran Convention. Most of these NGOs are located in the cities adjacent to the Caspian Sea and have affiliated offices in Tehran.

- d. Other national organizations relevant to the Convention;

All the national organizations related to the Convention such as Ports and Maritime Organization, Iranian Fisheries Organization and Iranian Fisheries Research Organization and ... have headquarters in Tehran. They have also offices in three coastal Provinces of the Caspian Sea.

- e. Presence of universities/institutes/academies/research institutions in the city/region;

Tehran is the biggest and most important educational center of Iran. There are nearly 50 major colleges and universities in Tehran. There are also more than 70 research centers and institutes based in Tehran, affiliated to the universities and different national organizations.

- f. Availability of international conference facilities and the conditions for their use (available to the

Tehran Convention Secretariat offered by DOE, at no charge),

There are many well equipped international conference halls in Tehran. The most famous ones are: Tehran's International Conference Center, Milad Tower International Conference Hall, I.R.Iran's Broadcasting International Conference Hall. All these conference halls would be rented at request with special discounted rate on demand for DOE. The DOE have two well equipped conference halls with capacity of 300 and 600 persons which are also available free of charge within the area of the Pardisan Eco-park

- g. International and local transport facilities (air, train, bus connection; local urban transport facilities) with detailed information on connection with capital cities of the Parties, actual travel expenses, overall travel time and transport time schedule. Telecommunication facilities.

Itinerary	Flight No.	Days	Departure time	Arrival time	Ticket cost
Tehran- Baku	J2 006	Sun, Mon, Tue.	03:40 (28.03- 21.09) 02:40 (22.09- 30.10)	06:00	220 USD
		Wed, Thu.	14:40 (28.03- 21.09) 13:40 (22.09- 30.10)	17:00	
	J2 018	Fri.	13 :10 (28.03- 21.09) 12:10 (22.09- 30.10)	15 :30	
		Tue.	13 :10 (28.03- 21.09) 12:10 (22.09- 30.10)	15:30	
Baku- Tehran	J2 005	Sun, Mon, Sat.	23:50	+01:00 (28.03- 21.09) +00:05 (22.09- 30.10)	
		Wed, Thu, Fri.	10:35	11:45 (28.03- 21.09) 10:45 (22.09- 30.10)	
	J2 017	Tue.	10:35	11:45 (28.03- 21.09) 10:45 (22.09- 30.10)	
Tehran- Almaty	Mahan 5028	Sat.	19:30	+00:30	550 USD
		Wed.	15:30	20:30	
Almaty- Tehran	Mahan 5027	Sun.	03:45	05:45	
		Thu.	01:30	03:30	

Tehran-Moscow	SU516	Sun, Mon, Wed, Fri, Sat.	03:45	07:05	400 USD
Moscow-Tehran	SU 515	Sun, Tue, Wed, Thu, Sat.	22:10	+02:35	
Tehran-Moscow	IR 5160	Sun, Wed, Fri.	02:45	06:55	
	IR 743	Tue.	06:30	10:50	
Moscow-Tehran	IR 5150	Sat, Thu, Tue.	22:10	+01:35	
	IR 742	Tue.	12:20	15:50	

Travelling from Tehran to Ashgabat and vice versa is easily possible by road as it just takes two and half hours from Mashhad, one of the biggest city of Iran through a beautiful road to Ashgabat. There are at least four flights between Tehran and Mashhad every day at a reasonable price. However direct flight from Mashhad/Tehran to/from Ashgabat is expected to be reopened in near future.



Vahdat Theatre- Over twenty Theatres in Tehran



Park Mellat Water flow Dance

- h. Local availability of trained personnel for possible employment in the permanent secretariat, taking account of language and other skills;

The Permanent Secretariat may benefit from educated and well-experienced local personnel who are skillful in foreign languages and different professional skills.

- i. Local transport facilities and their proximity to the office facilities at the disposal of the permanent secretariat;

Tehran has one of the cleanest and most convenient metro systems, in terms of accessibility to different parts of the city. Tehran Metro has four operative lines and is 120 km long with another two lines under construction. Tehran also benefits from Bus Rapid Transit (BRT). Taxi cabs are quite cheap in Tehran. In addition, DOE has its own transport service for its employees with a very low rate that the staff of Permanent Secretariat could also avail this facility may they wish so.

- j. Health facilities and access to them by staff members of the Permanent Secretariat;

There is a medical doctor available at the DOE and his services would be free of charge for the Permanent Secretariat staff members as well. Besides, the specialized health and medical facilities are available for everybody in the country at equal rights. High standard medical facilities of Tehran attract many patients from neighboring countries.

- k. Availability of suitable housing and the proximity of this housing to the office facilities at the disposal of the Permanent Secretariat;

DOE is located in the north west of Tehran which is considered to be one of the most suitable living areas. There are many newly constructed buildings, living resorts and complexes near the Pardisan Eco-park.

- l. Overview of the housing market and accommodation facilities (motels, hotels, etc.) with a price and classification range description; other service facilities (stores, restaurants, etc.);

There are many hotels of different categories available in Tehran and near DOE building. Also, many hotel apartments could be found in the city at a very reasonable price. Tehran has many modern restaurants, serving both traditional Iranian and cosmopolitan cuisine. However, Western-style fast food is quite popular too. There are many modern shopping centre providing national and imported goods and food staff and ingredients from all over the world.



Tehran Attractions and Nature

- m. Availability of schools at all levels, including those providing classes in languages other than the local language;

There are many schools of different levels in the city. There are also some International schools and High School close to DOE's main building. Numbers of Universities are having English Medium.

- n. Facilities for the transfer of funds to and from foreign countries for the Permanent Secretariat and its staff members;
- o. The time needed for processing entry requirements and ability to ensure that participants in meetings organized by the Permanent Secretariat in the territory of the Host Government are granted visa entry permits, where necessary, in expeditious manner.

When Permanent Secretariat applies for entering visa to MFA, it will usually take 5 working days to issue the visa. Urgent visa could also be issued in 48 hours. Upon arrival visa is yet another facility for almost all nationals. Islamic Republic of Iran has an agreement with Republic of Azerbaijan which stipulates waive of visa requirement for Azeri nationals.

Other relevant information

4.1 Any additional contributions to be made by the Host Government to meet the operating costs of the Permanent Secretariat.

DOE will provide Permanent Secretariat with a car and driver to be at their disposal.

The DOE also agrees to negotiate on financial contribution of the host country.

4.2 Any other information that the potential host country may deem relevant.



Damavand and Laar River & lake beside it- Ninety Minutes from Tehran