



Organization for Development
Renovation and Equipping
Schools of I.R. IRAN



Islamic Republic of Iran
Ministry of Education



UNISDR

The United Nations Office for Disaster Risk Reduction

INFORMATION NOTE FOR PARTICIPANTS



دومین
نشست سران
مدرسه ایمن
تهران-۱۳ و ۱۲ مهرماه ۱۳۹۴



2nd
Meeting of
Safe School
Leaders



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SECOND MEETING OF SAFE SCHOOL LEADERS 4-5 October 2015, Teheran, I.R. Iran

Logistical Arrangements

1. MEETING VENUE



The meeting will take place at **Parsian Azadi Hotel**, Tel: +98 21 2234 4444
Postal address: Yadegare-Imam Cross Road, Chamran Highway, 1997673764 Tehran, I.R.
Iran <http://azaditehran.pih.ir/index.aspx?siteid=6&siteid=6&pageid=619>

2. AIRPORT PICK-UP



Airport transfers from/to the hotel will be provided for all participants. Please submit your arrival times and copy of your tickets to Mr. Mohammad Yekrangnia (email: m.yekrangnia@gmail.com) or Mr. Hamid Masoudi (email: massehoudi@yahoo.com) or Maryam Setayesh Sanaei (setayesh.maryam@gmail.com) with a copy to Christel Rose (rosec@un.org) by **Thursday 1 October 2015** COB Geneva time.

The distance between the Imam Khomeini International Airport and the Parsian Azadi Hotel is estimated to 53 kms and approximately 1 hour drive.

Drivers will welcome participants at the arrival lobby at the Imam Khomeini International Airport. They will display panels with the name of the participant and the title of the meeting so you can identify them and introduce yourself to them.

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3. MEETING REGISTRATION



The registration process for the meeting will take place on 4 October (7.30-8.00) and 5 October (8:00-8:30 am). Badges will be handed over as part of the meeting package that will be given to each participant upon their checking-in at the Parsian Azadi Hotel.

4. ACCOMMODATION



The Government of the Islamic Republic of Iran is generously offering accommodation for two delegates per delegation during the official meeting duration (ie arrival 3 October and departure 6 October 2015).

Hotel rooms block booking was made for approximately 60 persons at Parsian Azadi Hotel and will be confirmed as soon as details about date and time of arrival / departure are received from participants (see point 2). No further action is required by participants to confirm bookings. There is no accommodation booking numbers. All participants are being allocated a room that will be delivered to them upon arrival and presentation at the hotel's check-in counter.

5. MEALS



The Government of the Islamic Republic of Iran is generously offering meals for all participants during the official meeting duration (4 and 5 October). A reception and dinner will be offered on the evening of Sunday 4 at Parsian Azadi Hotel and on Monday 5 October 2015 at Milad Tower.

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Participants will receive badges as part of the meeting package allowing them access to breakfast and lunch over the two-day meeting.

For participants arriving on 3 October and departing during the day of 6 October, the hotel offers a wide choice of dining facilities. For more details on venues and costs, please visit:

<http://azaditehran.pih.ir/index.aspx?siteid=6&fkeyid=&siteid=6&pageid=2382>

6. VISA SUPPORT

Participants are requested to submit an application to the Iranian Embassy in their respective country (or closest country as appropriate) building on the joint invitation letter issued by the Iranian Government and UNISDR.

The Iranian government is assisting with facilitating and speeding up visa issuance for all confirmed delegates in need of visa. For more details or in case of any problem at the airport, please contact: Mr. Mohammad Yekrangnia (email: m.yekrangnia@gmail.com, Mobile: +98-9337974588) or Mr. Hamid Masoudi (email: massehoudi@yahoo.com, Mobile: +98-9337974556).

7. SIMULTANEOUS INTERPRETATION



Simultaneous interpretation of the discussions will be provided in English, French, Spanish and Russian on 4 and 5 October 2015.

8. SCHOOL SITES VISITS

Field visits are being arranged by the Government of I.R. Iran to affected school sites on the morning of 4 October 2015.

Field visits are free and beneficial for all participants and it is better to participate in.

9. INTERNET / WIFI

Free wifi / Internet access will be provided throughout the two-day meeting (Except during the field visits)





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10. CURRENCY

The currency in Iran is the Iranian Rial (IRR). As at 24 September 2015:

- 1 USD = 33850 IRR
- 1 Euro = 38250 IRR

11. CHANGE

Shopping and transactions in I.R. Iran take place in Iranian Rial (IRR) **only**. It is strongly recommended to travel with US\$ or Euros and to change them into Iranian Rial at the airport or at Parsian Azadi Hotel.

12. VOLTAGE

Plugging system in Iran follows European standards of 220Volts.

13. TECHNICAL EQUIPMENT

Participants are strongly encouraged to speak out of the cuff for their interventions. Whilst formal statements and Power Point presentations are not encouraged, Power Point equipment will be available in the meeting room (please restrict interventions to three slides per delegation).

14. DISPLAYING MATERIALS

Participants willing to display specific materials or interventions on school safety during the meeting are welcome to bring up to 50 copies. A table will be made available in the room for that purpose.

15. DRESS CODE IN IRAN



The dress code for men in Iran is the suit (according to diplomatic protocol).

Women need to wear a scarf in public places, ie upon arrival at the Imam Khomeini International Airport, during the airport transfer to the hotel and throughout the meeting. The scarf can be colorful, black or white. A few models are provided in the above photo. All body parts including the head should be covered in public places. Long sleeves, long skirts and pants are therefore recommended.

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Guidance for Substantive Discussions and Interventions Preparations

Sunday 4 October 2015

The first day will represent an opportunity to peer review Iran's achievements and good practices in school safety implementation. The morning will bring participants to various safe schools sites. A detailed discussion and evaluation of school safety practices and methodologies used by Iran will take place in the afternoon, for which all participants' interventions and contribution are strongly encouraged. For more information, refer to the agenda.

The afternoon discussion will be **formal** and will consist of presentation and discussions around the following three categories: Disaster management and students training issues; Retrofitting and safety methods used in schools; and Management planning of safe schools in Iran.

Expected outcomes of the day:

- Core good practices and achievements for school safety implementation in Iran;
- Proposed alliances and offer for technical assistance / cooperation from other Governments and / or technical partners;
- Set of recommendations from participants.

Monday 5 October 2015

The second day will be focusing on policy work and on articulating the translation of political commitments made to school safety into proper implementation on the ground.

10.30-13.00: Ministerial discussion

Governments will be invited to:

1. Reconfirm their commitment to the Worldwide Initiative for Safe Schools and school safety implementation at the national level;
2. Present their respective achievements, good practices, lessons learned and how they have addressed the challenges faced in school safety implementation according





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to the key comprehensive school safety pillars endorsed by the Worldwide Initiative for Safe Schools, namely:

- ✓ Education sector policies and plans
- ✓ Safe Learning Facilities (disaster-resilient infrastructure)
- ✓ School disaster management
- ✓ Risk Reduction and Resilience Education

3. Express interest to be a pilot country for the Worldwide Initiative for Safe Schools implementation building on Nepal's case that will be presented prior to the Ministerial discussion (and other country cases);
4. Provide recommendations on how to better mobilize the private sector and donors' support to school safety implementation at country level

Expected outcomes from the discussion:

- Countries' good practices and remaining gaps / challenges in implementing school safety according to the comprehensive school safety pillars;
- Particular tips / recommendations from experiences governments to mobilize domestic resources and support by the private sector and donors for school safety implementation
- Expressions of interest by Governments to be a pilot country for the Worldwide Initiative for Safe Schools implementation

14.00-16.00: Open discussion: Translating school safety commitments into implementation on the ground

The meeting will build on the Sendai Framework for Disaster Risk Reduction and the Worldwide initiative for Safe Schools. Particular emphasis will be placed on the urgency to develop national plans for disaster risk reduction with strong elements of school safety by 2020.

1. Governments will be invited to discuss the above point and to present their long-term plan for school safety implementation already in place or in process of adoption / implementation, or reconfirm the levels of commitments to school safety as defined by the Istanbul Roadmap (domestic, regional, global).
(These can include policies, strategies or laws in development or expected to be implemented / launched, existing or planned projects at domestic level or with





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international partners for schools safety implementation at the national level, practical tips to mobilize resources for school safety implementation, particular partnerships planned or developed with the private sector, selected donors or partners etc.)

2. The technical partners will be invited to briefly present a technical support package that was developed by the Global Alliance for Disaster Risk Reduction and Resilience in the Education Sector to assist interested Governments with comprehensive school safety implementation at the national level;
3. Governments and technical partners will be invited to discuss national indicators for comprehensive school safety in support of the global indicators being developed by the open ended intergovernmental expert working group on indicators and terminology in relation to disaster risk reduction as well as for the indicators on the related Sustainable Development Goals;
4. Governments will be invited to provide recommendations on how to improve the Worldwide Initiative for Safe Schools implementation plan and technical package.

16.30-17.30: Presentation of the Draft Tehran Action Plan and discussion

Building on the two-day discussions, the co-chairs will propose a draft Tehran Action Plan and will invite Governments' comments and endorsement.

Expected outcomes from the afternoon discussion:

- Agreement to develop national disaster risk reduction plans by 2020 that integrate school safety, as per the Sendai Framework's call;
- Overview of ongoing or planned political actions in support of school safety implementation;
- Clear line of action regarding the development of national indicators for school safety implementation
- Endorsed technical package to assist interested Governments with comprehensive school safety implementation;
- Set of recommendations to improve the Worldwide Initiative for Safe Schools as appropriate.





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Technical recommendations

- The exact order of intervention will be decided by the co-chairs.
- Formal statements and presentations in Power Point format are not recommended. Only if extreme need be, a maximum of three slides will be authorized per country intervention.
- Expected intervention duration: 5 minutes per country from participants' seat.
- In order to better capture good practices on school safety, a good practice template will be circulated during the meeting, to be filled by participants and submitted to UNISDR (rosec@un.org) by 11 October 2015 latest.

For more details or clarification:

- On the discussions, please approach Christel Rose at UNISDR (rosec@un.org) or Mahdi Eghbali at MOE-Iran (office.eghbali@gmail.com)
- About Safe Schools in Iran, please visit www.dres.ir/safeschool
- About the Worldwide Initiative for Safe Schools. Please visit <http://www.unisdr.org/we/campaign/wiss>

For additional information regarding weather forecast, shopping and sight-seeing opportunities, please refer to the Info Book sent by the Government of Iran

