



Organization for Security and Co-operation in Europe
The Secretariat

ENGLISH only

Office of the Co-ordinator of OSCE Economic and
Environmental Activities

Vienna, 28 November 2011

20TH OSCE ECONOMIC AND ENVIRONMENTAL FORUM

“Promoting Security and Stability through Good Governance”

FIRST PREPARATORY MEETING

Anti-Money Laundering and Countering the Financing of Terrorism

Vienna, 6 -7 February 2012

LOGISTICAL MODALITIES

1. VENUE	OSCE Congress Centre, Hofburg, Heldenplatz, 1010 Vienna, Neuer Saal, 2nd Floor
2. PARTICIPANTS	Representatives from the OSCE participating States, OSCE Partners for Co-operation, OSCE institutions and field presences, representatives of international organizations and the business community, non-governmental organizations and the academic community will participate in the meeting, according to the Decision of the OSCE Permanent Council (PC.DEC/1004/11). No fee for participation is requested.
3. WORKING MODUS OF THE MEETING	<p>In 2012, the 20th Economic and Environmental Forum, entitled “<i>Promoting Security and Stability through Good Governance</i>”, will begin with the abovementioned First Preparatory Meeting dedicated to Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT). The preparatory meeting will examine current levels of implementation of OSCE commitments in the area of AML/CFT, identify best practices and gaps in several thematic areas, and consider renewed and deeper political commitments that can positively impact the implementation and effectiveness of efforts to counter money laundering the financing of terrorism.</p> <p>The preparatory meeting should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. The recommendations will be taking into consideration during the deliberations of the Forum’s Concluding Meeting, taking place in Prague, on 12-14 September 2012.</p> <p>The meeting’s sessions will have presentations of expert speakers followed by discussions. A moderator will facilitate the debates and a rapporteur will summarize the key issues discussed. The Consolidated Summary of the conference will be published on the OSCE Forum conference website (www.osce.org/events) shortly after the event.</p>

<p>4. WRITTEN CONTRIBUTIONS</p>	<p>Participants are welcome to submit written contributions reflecting their views on the issues and topics proposed for discussions. Written materials may be submitted in advance for circulation by the OSCE Secretariat.</p> <p>We thank you for sending an electronic copy of the paper in advance to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Edelmira Campos Núñez, E-mail: edelmira.campos-nunez@osce.org, Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6688) to enable a timely distribution to the participants.</p>
<p>5. DOCUMENT DISTRIBUTION</p>	<p>All documents will be published on the OSCE Forum conference website to be found on http://www.osce.org/event</p> <p>A very limited amount of hard copies of the documents will be available. Further copies can be produced upon request at the Document Distribution Desk (lobby in front of the Plenary Hall).</p> <p>Request for the distribution of documents during the Forum should be addressed to the Document Distribution Desk. Documents should possibly be provided to this Desk in electronic format (documents@osce.org).</p>
<p>6. INSTRUCTIONS FOR SPEAKERS</p>	<p>Speakers are kindly requested to send a short CV (with photo) and an electronic copy of their presentation in advance to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Edelmira Campos Núñez, E-mail: edelmira.campos-nunez@osce.org, Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6688) and to take an electronic copy of their presentation (on a USB stick) <i>as back-up</i> to the Meeting.</p> <p>Technical equipment:</p> <p>The conference hall “Neuer Saal” is equipped with technical facilities for power point presentations. The equipment consists of large screens, projectors, laptop (Microsoft windows XP, office XP) with remote control, VCR (VHS, S-VHS, PAL), mini DV and DVD (PAL) player, CDplayer, floppy disk station and USB-port.</p> <p>Speakers should address well in advance their request for technical support and contact the OSCE Conference Services (Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org; Fax + 43 1 531 37 577 Tel. + 43 1 51436 6392).</p> <p>Please note that presenters wishing to test audio/visual equipment, ahead of their session, may do so by contacting the IT technician present in the hall.</p>
<p>7. INTERPRETATION</p>	<p>Simultaneous interpretation will be provided into English and Russian languages.</p>
<p>8. REGISTRATION</p> <p><i>(Registration form in Annex 1)</i></p>	<p><u>DEADLINE 27 JANUARY 2012</u></p> <p>Each participant is requested to send the attached registration form (ANNEX 1), preferably by e-mail, completed with all necessary details to the OSCE Conference Services (Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org; Fax + 43 1 531 37 577; Tel. + 43 1 51436 6393).</p> <p>In addition to the registration forms, <u>Delegations</u> are kindly requested to notify the ranking and the title of their members.</p>

<p>9. ACCREDITATION</p>	<p>Accreditation will take place at the Conference Venue (Congress Centre Hofburg, Heldenplatz, 1010 Vienna. Please find a map in ANNEX 2), at the <i>accreditation counter</i> located in the Segmentgalerie, first floor Monday, 6 February, 8.00 - end of meeting Tuesday, 7 February, 9.00 - end of meeting</p> <p>Advanced registration is recommended in order to avoid delays in issuing the badges. Presentation of a valid ID is required for accreditation. A badge will be required to access the Conference Hall.</p> <p><u>Press representatives</u> can, as deemed appropriate, be admitted to the Conference Hall during <i>the opening and the closing</i> sessions of the meeting. The presentation of a Press ID is required at the registration counter.</p>
<p>10. TELEPHONES AND INTERNET WORKING AREA</p>	<p><u>PC working stations & Internet access</u> will be available for the participants (lobby in front of the Neuer Saal and in the Cafeteria area, at the groundfloor/Segmentgalerie and at the 5th floor/ Ratsaal). <u>Telephones</u> in the meeting area can be used free-of-charge only for <u>local telephone</u> calls within Vienna.</p>
<p>11. VISA</p>	<p>Participants, if required under the Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria.</p> <p>Please be aware that it might take over 14 days to get the requested Shengen visa. Therefore applicants are strongly advised to apply for visa well in time.</p> <p>It is NOT possible to have your visa issued at the Vienna International Airport upon arrival. Participants must be in possession of the appropriate identity documents for travel to Austria and medical insurance for the full duration of the intended stay.</p> <p>Further details can be found on the Austrian MFA website www.bmeia.gv.at.</p> <p>In case assistance from the OSCE to support your visa application is needed, please refer to Ms. Elke Lidarik (elke.lidarik@osce.org).</p>
<p>12. TRAVEL AND TRANSPORTATION:</p> <p>PUBLIC TRANSPORTATION IN VIENNA FROM THE AIRPORT AND IN TOWN</p>	<p>Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.</p> <p><u>Reaching Vienna Centre from the Airport:</u> The journey time from the Vienna International Airport to Vienna is approx. 15 - 30 min. depending on the means of transport (train, bus or taxi) and traffic conditions. Further information on the transfers Vienna Airport – Vienna City can be found on www.viennaairport.com.</p> <p><u>Taxis:</u> are available in front of the arrival hall. A pick up at the airport can be booked in advance at a more moderate price from the company C&K (Tel: +43 1 44444 - price: €33 one way) or from the company Airport Drivers (Tel: +43 1 22 82 250 – price: € 31)</p> <p><u>Trains:</u> a) City Airport Train (CAT) – a on-stop connection (16 min) to Vienna "Wien-Mitte" – Landstraße/Hauptstraße with further access to the Underground (U-Bahn Line U3 and U 4) and taxis: www.cityairporttrain.com. Fare: one way ticket for one adult: €9.00, return ticket for one adult: €16.00 Note: The CAT is not a member of the public transport network and you need an appropriate</p>

	<p>ticket if you change to or from public means of transport Schedule: every ½ hours: Airport-Vienna 5/35 min. after every full hour; Vienna-Airport 8/38min. after every full hour. <u>OR</u> b) Schnellbahn (S1, S2 or S7) The S7 is the regional railroad connection of the Austrian Federal Railways ÖBB between the Vienna International Airport and Vienna. The journey time between the airport and the station Wien Mitte/Landstraße is about 24 min, because the S7 stops at several stations along the way. You have good access to the public transport network of Vienna at the stations Wien Mitte/Landstraße (underground lines U3 and U4), Wien Nord/Praterstern (underground line U1) and Handelskai (underground line U6). Timetable S7: from Wien Mitte to the airport: from 04.31 a.m. to 11.46 p.m. every 30 minutes from the airport to Vienna: from 04.54 a.m. to 00.18 a.m. every 30 minutes Fare: €3.60 (one way, 2 zones to/from centre) Note: Your ticket is also valid in the public means of transport of Vienna.</p> <p>c) Bus Services Vienna Airport Lines The Vienna Airport Lines operate several bus lines between Vienna and the Vienna International Airport. The two lines that go to the city centre are the lines to Morzinplatz/Schwedenplatz or to Südbahnhof/Westbahnhof (access to the Underground at both places). Please check the line carefully before taking the bus. Morzinplatz/Schwedenplatz – Vienna International Airport The trip takes approx. 20 min. From Schwedenplatz you have access to the underground lines U1 and U4. - to the airport: from 05.00 a.m. to 11.30 p.m. every 30 minutes - from the airport: from 06.20 a.m. to 00.20 a.m. every 30 minutes Südbahnhof/Westbahnhof – Vienna International Airport The trip takes approx. 45 min. From Südbahnhof/Westbahnhof you have access to the underground lines U3 and U6. - to the airport: from 05.00 a.m. to 07.00 p.m. every 20 minutes, from 07.00 p.m. to 11.00 p.m. every 30 minutes - from the airport: from 06.00 a.m. to 08.00 p.m. every 20 minutes, from 08.00 a.m. to 11.59 p.m. every 30 minutes www.postbus.at – Tel: +43 1 7007 32300</p> <p>To get around in Vienna For taxi service within Vienna, please call +43 1 31300 or +43 1 40100</p> <p>Public transportation information is available at: http://www.wienerlinien.at/wl/ep/home.do?tabId=0</p>
<p>13. HOTELS IN VIENNA</p>	<p>Please consult the list of hotels in Vienna in ANNEX 2 Practical information about Vienna can be found at: http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm City map with address finder: http://www.wien.gv.at/stadtplan/suche.asp?lang=en</p>
<p>14. COFFEE/TEA BREAKS & LUNCHESES</p>	<p>Coffee/tea breaks will be provided to the participants during the meeting. Several restaurants are located in walking distance of the conference venue.</p>
<p>15. SOCIAL EVENTS</p>	<p>Participants are invited to a reception on Monday, 6 February 2012 at 18:30. Further details on social event(s) will be provided in due time.</p>

<p>16. GENERAL INFORMATION</p>	<p>Currency: Euro Electric current: the standard voltage throughout the Austria is 220V. Insurance: The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases. Medical help: a first aid room is located on the ground floor of the Hofburg/conference venue. Time: Vienna time differs from Greenwich time by + 1 hour.</p>
<p>17. CONTACTS</p>	<p>OSCE Secretariat, Vienna Office of the Co-ordinator of OSCE Economic and Environmental Activities</p> <p><i>For substantial issues:</i> Mr. Gabriel Leonte, Economic and Environmental Adviser Email: gabriel.leonte@osce.org Tel: +43 1 514 36 6776 Fax: +43 1 514 36 6251</p> <p>Ms. Edelmira Campos Núñez, Economic and Environmental Adviser E-mail: edelmira.campos-nunez@osce.org Tel. +43 1 517 36 6688 Fax + 43 1 514 36 62 51</p> <p><i>For logistical queries:</i> Ms. Andrea Gredler, Email: andrea.gredler@osce.org Tel: +43 1 514 36 6675 Fax: +43 1 514 36 6251</p>

Updated information regarding the agenda, social events and last logistical issues for the First Preparatory Meeting of the 20th Economic and Environmental Forum will be published on the website www.osce.org/eea

**Organization for Security and Co-operation in Europe
The Secretariat**

Vienna, 14 November 2012

20TH OSCE ECONOMIC AND ENVIRONMENTAL FORUM

FIRST PREPARATORY MEETING

(Anti-Money Laundering and Countering the Financing of Terrorism)

Vienna, 6-7 February 2012

REGISTRATION FORM

Deadline: 27 January 2012

*Please send this registration form to Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org;
Fax + 43 1 531 37 577; Tel. + 43 1 514 36 6392. (Please fill in using capital letters)*

1. Country:	
2. Category: <small>(Please indicate the category you register in <input checked="" type="checkbox"/>)</small>	<input type="checkbox"/> International Organization <u>Government Official:</u> <input type="checkbox"/> Non Governmental Organization <input type="checkbox"/> OSCE Delegation in Vienna <input type="checkbox"/> Academic Community <input type="checkbox"/> Ministry of Foreign Affairs <input type="checkbox"/> Business Community <input type="checkbox"/> other Ministry or public Institution <input type="checkbox"/> OSCE Institution <input type="checkbox"/> OSCE Secretariat <input type="checkbox"/> OSCE Field Presence
3.	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. :
4.	First Name: Family/Last Name:
5. Position/Title:	
6. Organization/ Institution	
7. Department	
8. City:	
9. Email:	
10. Phone: Mobile:	Fax:
11. Written Contribution/Title:	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. TRAVEL INFORMATION: please indicate below your precise travel schedule	
Arrival to Vienna	Date: Time: Flight Number:
Departure from Vienna	Date: Time: Flight Number:
Hotel in Vienna <small>(Name, address, phone)</small>	
13. SOCIAL EVENT	I will participate in the Reception on 6 February 2012, 18:30: Yes <input type="checkbox"/> No <input type="checkbox"/>

HOFBURG LOCATION MAP

Map A - Overview



- Tramway
 - Underground
 - Bus
 - by car
- You can reach us via public transportation:
- | | |
|--------------|------------|
| Underground: | U1, U3 |
| Tramway: | D, J, 1, 2 |
| Bus: | 2A, 3A |
- Josefsplatz no parking-site!
Only for delivery
(freight vehicles below 7,5t)

Hofburg Kongresszentrum & Redoutensäle Wien
 Heldenplatz, A-1014 Wien, Tel: 43-1-587 36 66 Fax: 43-1-535 64 26
 E-mail: hofburg.kongresszentrum@hofburg.com, Internet: <http://www.hofburg.com>

HOTELS IN VIENNA

OSCE Special Rate
No Special Rate Offered

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>Telephone +43 1</i>	<i>Fax +43 1</i>	<i>sg/db rate</i>
Vienna MARRIOTT Hotel	vienna.marriott.reservations@marriotthotels.com www.marriott.de (booking code: OSXC PPLUS NO 036544)	Parkring 12a, 1010 Wien	515 18 53	515 18 6736	€155 breakfast from €17.50
INTER- CONTINENTAL Wien	vienna@interconti.com www.intercontinental.at	Johannessgasse 28, 1037 Wien	711 22 26	711 22 344	€120 deluxe €185 incl. breakfast
Hotel DE FRANCE	defrance@austria-hotels.at www.hoteldefrance.at	Sschottenring 3 1010 Wien	313 68-0	319 59 69	€132/€152 incl breakfast
Hotel HERRENHOF	nadine.berschig@herrenhof-wien.steigenberger.at www.herrenhof-wien.steigenberger.at	Herrengasse 10, 1010 Wien	534 04	534 04 100	€139 deluxe €169 breakfast €26
RADISSON SAS STYLE Hotel Vienna	sales.vienna@radissonsas.com www.radissonsas.com	Herrengasse 12, 1010 Wien	22 78 00	512 22 16	from € 199 excl. breakfast
HILTON VIENNA PLAZA	info_vienna-plaza@hilton.com www.hilton.at	Schottenring 11, 1010 Wien	313 90	313 90 160	from € 169 excl. breakfast
VIENNA HILTON	rm_vienna@hilton.com www.hilton.de/wien	Am Stadtpark, 1030 Wien	717 00 344	713 06 91	from € 151 excl. breakfast
HOTEL SACHER	wien@sacher.com	Philharmonikerstrasse 4	51 456 0	51456810	€191 Buffet breakfast from €30

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sg/db rate</i>
Best Western Hotel KAISERHOF Vienna	reservation@hotel-kaiserhof.at www.hotel-kaiserhof.at	Frankenberggasse 10, 1040 Wien	505 17 01 81	505 88 75 88	€109 superior €132 incl. 1 breakf
Hotel AM PARKRING Wien (Schick Hotels)	parkring@schick-hotels.com www.schick-hotels.com	Parkring 12, 1010 Wien	514 80	514 80 40	€117/€160 incl. breakfast
Best Western Hotel ERZHERZOG RAINER (Schick Hotels)	rainer@schick-hotels.com www.schick-hotels.com	Wiedner Haupstr. 27-29, 1040 Wien	22 111	22 111 350	€96/€134 incl. breakfast
Hotel CAPRICORNO Wien (Schick Hotels)	capricorno@schick-hotels.com www.schick-hotels.com	Schwedenplatz 3-4, 1010 Wien	533 31 04	533 76 714	€99/€136 incl. breakfast
Hotel CITY CENTRAL Wien (Schick Hotels)	city.central@schick-hotels.com www.schick-hotels.com	Taborstrasse 8, 1020 Wien	211 05	211 05 140	€95/€129 incl. breakfast
Hotel STEFANIE Wien (Schick Hotels)	sabine.pollak@schick-hotels.com www.schick-hotels.com	Taborstrasse 12, 1020 Wien	211 50	211 50 160	€157/€208 incl. breakfast
Hotel AMADEUS	office@hotel-amadeus.at www.hotel-amadeus.at	Wildpretmarkt 5, 1010 Wien	533 87 38	533 87 38 38	€90-126/€ 53- 161 incl. breakf
Hotel ASTORIA (Austria Trend Hotels & Resorts)	astoria@austria-trend.at www.austria-trend.at	Kärntnerstraße 32-34, 1010 Wien	515 77	515 77 82	€118/€158 incl. breakfast
Hotel JOHANN STRAUSS	info@hotel-johann-strauss.at www.hotel-johann-strauss.at	Favoriten Strasse 12, 1040 Wien	505 76 24	505 76 28	€88/€125 incl. breakfast
Das TYROL	reception@hotel-tyrol-vienna.com	Mariahilferstraße 15,	587 54 15	587 54 15 9	€129/€165

	www.das-tyrol.at	1060 Wien			incl. breakfast
Hotel REGINA (Kremslehner Hotels)	office@kremslehnerhotels.at www.kremslehnerhotels.at	Rooseveltplatz 15, 1090 Wien	404 46	408 83 92	€89/€109 incl. breakfast
GRABEN Hotel (Kremslehner Hotels)	office@kremslehnerhotels.at www.kremslehnerhotels.at	Dorotheergasse 3, 1010 Wien	512 15 31	512 15 31 20	€89/€109 incl. breakfast
Hotel ROYAL (Kremslehner Hotels)	office@kremslehnerhotels.at www.kremslehnerhotels.at	Singerstraße 3, 1010 Wien	515 68 96	513 96 98	€89/€109 incl. breakfast
NH Hotels	m-kral@nh-hotels.com	Airport, Belvedere, Mariahilfe strasse	260 20 8110	260 20 8108	€89/€109 incl. breakfast
Mercure Seceession	H3532@accor.com	Getreidemarkt 5	58838212	58838	€90/€116 incl. breakfast

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sg/db rate</i>
Best Western Hotel DAS TIGRA	info@hotel-tigra.at www.hotel-tigra.at	Tiefer Graben 14, 1010 Wien	533 96 41	533 96 45	€108 - €167 incl. breakfast
Hotel MAILBERGER HOF	reception@mailbergerhof.at www.mailbergerhof.at	Annagasse 7, 1010 Wien	512 06 41	512 06 41 10	€80 - €95 incl. breakfast
Hotel MARC-AUREL	marcaurel@chello.at www.hotel-marcaurel.com	Marc-Aurel-Straße 8, 1010 Wien	533 36 40	533 00 78	€99 - €159 incl. breakfast

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sg/db rate</i>
Pension NOSSEK & Co	reservation@pension-nossek.at www.pension-nosek.at	Graben 17, 1010 Wien	533 70 41	535 36 46	€73-97/€115 incl. breakfast
Hotel ALPHA	alpha@austria-hotels.at www.hotelalpha.at	Buchfeldgasse 8 1080 Wien	403 52 91	403 52 91-62	€75/€105 incl breakfast
Hotel GTAF STADION	hotel@graf-stadion.com www.graf-stadion.com	Buchfeldgasse 5, 1080 Wien	40 55 284	40 50 111	€60-90/€80-150
Hotel POST	office@hotel-post-wien.at www.hotel-post-wien.at	Fleischmarkt 24, 1010 Wien	515 83	515 83 808	€74/€112
Hotel SCHWEIZERHOF	office@schweizerhof.at www.schweizerhof.at	Bauernmarkt 22, 1010 Wien	533 19 31	533 02 14	€90/€130 incl. breakfast
Hotel zur WIENER STAATSOPER	office@zurwienersaatsoper.at www.zurwienersaatsoper.at	Krugerstraße 11, 1010 Wien	513 12 74	513 12 74 15	€80-100/ €113-135
Hotel WANDL	reservation@hotel-wandl.com www.hotel-wandl.com	Petersplatz 9, 1010 Wien	534 550	534 55 77	€92-110/ €143-198
Hotel KÄRTNTNERHOF	karntnerhof@netway.at www.karntnerhof.com	Grashofgasse 4, 1011 Wien	512 19 23	513 22 28 33	€ 68 - € 108 incl. breakfast
Hotel DREI KRONEN	office@hotel3kronen.at www.hotel3kronen.at	Schleifmühlgasse 25, 1040 Wien	587 32 89	587 32 89 11	€ 59 - € 89 excl. breakfast
CLIMA CITY Hotel	reservierung@climacity-hotel.com www.climacity-hotel.com	Theresianumgasse 21a, 1040 Wien	505 16 96	504 35 52	€75/€90
Hotel AUSTRIA Wien	office@hotelaustria-wien.at www.hotelaustria-wien.at	Am Fleischmarkt 20, 1010 Wien	515 23	515 23 506	€ 60 - € 124