

## 20<sup>TH</sup> OSCE ECONOMIC AND ENVIRONMENTAL FORUM

“Promoting Security and Stability through Good Governance”

### SECOND PREPARATORY MEETING

“Promoting Good Governance and Combating Corruption  
in Support of Socio-Economic Development”

Dublin, 23-24 April 2012

### LOGISTICAL MODALITIES

<p><b>1. VENUE</b></p>	<p><b>Dublin Castle – Conference Centre – Conference Hall</b> Upper Castle Yard, Dublin 2, Ireland, Tel: 00353 1 645 8800 Fax: 00353 1 679 7831 E-mail: <a href="mailto:dublincastle@eircom.net">dublincastle@eircom.net</a> <a href="http://www.dublincastle.ie">www.dublincastle.ie</a> <b>Recommended access:</b> Cork Hill Gate, next to Dame Street (see map in Annex 2 )</p>
<p><b>2. PARTICIPANTS</b></p>	<p>Representatives from OSCE participating States, OSCE Partners for Co-operation, OSCE institutions and field presences, representatives of international and regional organizations, 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).</p> <p>No fee for participation is requested.</p>
<p><b>3. WORKING MODUS OF THE MEETING</b></p>	<p>The meeting’s sessions will consist of presentations of expert speakers followed by discussions. A moderator will facilitate the debate and a rapporteur will summarize the key issues discussed. The Consolidated Summary of the conference will be published on the OSCE Forum conference website (<a href="http://www.osce.org/event/20th_eef_prep2">http://www.osce.org/event/20th_eef_prep2</a>) shortly after the event.</p>
<p><b>4. WRITTEN CONTRIBUTIONS</b></p>	<p><b>Participants</b> are invited 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 kindly request an <b>electronic copy of the paper to be sent in advance</b> to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (<b>Ms. Edelmira Campos Núñez</b>, E-mail: <a href="mailto:edelmira.campos-nunez@osce.org">edelmira.campos-nunez@osce.org</a>, Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6688) to enable a timely distribution to the participants.</p>
<p><b>5. DOCUMENT DISTRIBUTION</b></p>	<p>All documents will be published on the <b>OSCE Forum conference website</b> to be found at <a href="http://www.osce.org/event/20th_eef_prep2">http://www.osce.org/event/20th_eef_prep2</a> A very limited amount of hard copies of the documents will be available. Further copies can be produced upon request at the Conference Secretariat Room at Dublin Castle.</p> <p><b>Request for the distribution of documents during the Meeting</b> should also be addressed to the Conference Secretariat.</p>

<p><b>6. INSTRUCTIONS FOR SPEAKERS</b></p> <p><i>Co-ordination Meeting for Moderators &amp; Speakers</i></p>	<p><b>Speakers</b> are kindly requested to send a <b>short CV</b> (with photo) and an <b>electronic copy of their presentation in advance</b> to the Office of the Co-ordinator of OSCE Economic and Environmental Activities <b>possibly no later than 16 April 2012</b> (Ms. Edelmira Campos Núñez, E-mail: <a href="mailto:edelmira.campos-nunez@osce.org">edelmira.campos-nunez@osce.org</a>, 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>The Conference Hall in Dublin Castle is equipped with technical facilities for multi-format presentations, including power point, large screen, projectors and laptops.</p> <p><b>Speakers</b> should address their <b>request for technical support</b> well in advance to Ms. Andrea Gredler, OSCE OCEEA (E-mail: <a href="mailto:andrea.gredler@osce.org">andrea.gredler@osce.org</a>; Fax + 43 1 51436 6251 Tel. + 43 1 51436 6675).</p> <p>It is highly recommended to the speakers to contact the technician in the Plenary Hall, well ahead of their session, in order to cross check the upload for their presentations, as well as the audio-visual equipment in place.</p> <p>➤ <b><u>The Co-ordination Meeting for Moderators and Speakers</u></b> will take place on Monday, 23 April, 9:00 – 9:30, at the conference centre/Dublin Castle (1<sup>st</sup> floor, Presidential Suite/Room 205)</p>
<p><b>7. INTERPRETATION</b></p>	<p>Simultaneous interpretation into English and Russian will be provided.</p>
<p><b>8. DEADLINES</b></p>	<p><b>We thank the participants for paying attention to the <u>deadlines</u> for:</b></p> <ul style="list-style-type: none"> <li>- <b>Application for an Irish visa</b> (Ireland is not a member of the <u>Schengen</u> Area) <b>should be submitted 4 weeks in advance of travel.</b></li> <li>- <b>Registration deadline: 5 April 2012</b> (see Registration form Annex 1).</li> <li>- <b>Hotel bookings: we would recommend reserving the rooms 4 weeks in advance to guarantee the special rates</b> (see item 14).</li> </ul>
<p><b>9. REGISTRATION</b></p> <p><i>(Registration form in Annex 1)</i></p>	<p><b>DEADLINE 5 APRIL 2012</b></p> <p><u>Each participant</u> is requested <u>to send the registration form</u> (Annex 1), preferably <u>by e-mail</u>, completed with all necessary details to: (Ms. Andrea Gredler, E-mail: <a href="mailto:andrea.gredler@osce.org">andrea.gredler@osce.org</a>, ax + 43 1 514 36 6251; Tel. + 43 1 514 36 6675)</p> <p>The provisional list of participants will be available at the accreditation desk. The final version will be issued on the second day of the Meeting.</p>
<p><b>10. ACCREDITATION</b></p>	<p>The accreditation to the Meeting will take place at the Meeting venue: <b>Dublin Castle – Conference Centre</b>, Upper Castle Yard, Dublin 2, Ireland (please find a map in Annex 2).</p> <p><b>Monday, 23 April 2012: 08:00 - 18:00</b>  <b>Tuesday, 24 April 2012: 08:00 - closing</b></p> <p>The presentation of a valid ID is required for passing the security entrance and at the accreditation for the issuance of a badge. The badge will be required to access the conference hall. Advanced registration is recommended in order to avoid delays in issuing the badges (see item 9).</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><b>11. INTERNET WORKING AREA</b></p>	<p>An <b><u>Internet working area</u></b> with PC working stations &amp; wireless Internet access will be provided to the participants at the conference venue, Dublin Castle (<i>Hall La Touche/Room D105, Ground Floor – level 1</i>)</p> <p>Wireless Internet access will be available in the entire area of the conference centre.</p>
<p><b>12. VISA</b></p> <p><b>IMPORTANT NOTICE</b></p>	<p><b>VISA REQUIREMENTS</b></p> <p>Visa applicants are encouraged to submit their applications as soon as possible, <b>at least 4 weeks prior to travelling to Ireland</b>, in order to ensure the timely processing of all visas. The visa fee will be waived.</p> <p><u>Nationals of the following countries require a visa for entry to Ireland:</u></p> <p>Afghanistan, Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Egypt, Former Yugoslav Republic of Macedonia, Georgia, Jordan, Kazakhstan, Kyrgyzstan, Moldova, Mongolia, Montenegro, Morocco, Russian Federation, Serbia, Tajikistan, Thailand, Turkey, Tunisia, Turkmenistan, Ukraine and Uzbekistan.</p> <p><b><u>Submitting a Visa Application</u></b></p> <p>Visa applications should be first made on-line at:</p> <p><a href="https://www.visas.inis.gov.ie/avats/OnlineHome.aspx">https://www.visas.inis.gov.ie/avats/OnlineHome.aspx</a></p> <p>When processing the registration for the visa application:</p> <p>a) select the link “<b><u>Short Stay</u></b>”</p> <p>b) and after that, when replying to “reason for travel”, select: <u>conference</u>.</p> <p>Applicants are reminded that completing the on-line application form is only the first step in the visa application process. <b>An application can only be processed when the on-line form is completed AND the required backing documentation and passport photograph are received by the relevant office</b> as indicated by the on-line system. This will usually be the Irish Embassy or Consulate in, or accredited to, the country in which you normally reside.</p> <p>For attendance at OSCE events in Ireland, <b>special arrangements have been put in place to process visa applications. <u>If you are directed by the online system to forward your application to Dublin, please disregard this request and send your documentation to your nearest Irish Embassy or Consulate, or the Irish Embassy in Vienna, which is authorised to process your application in a timely manner.</u></b></p> <ol style="list-style-type: none"> <li>1. <b><u>For Diplomatic/Official passport holders</u></b>, the following documentation is required for a visa application: <ul style="list-style-type: none"> <li>• <i>Note Verbale</i> from the participant’s Foreign Ministry/Diplomatic Mission indicating his/her name, position and that the purpose of travel is to attend the ‘OSCE Economic &amp; Environmental Forum’ Conference;</li> <li>• <i>Letter of invitation</i> from the Chair of the Permanent Council to OSCE participating States (<i>sent on 12 March to the OSCE Delegations in Vienna</i>);</li> <li>• <i>Passport</i>, valid for six months after your intended departure date from Ireland.</li> </ul> </li> <li>2. <b><u>For all other passport holders</u></b>, the following documents are required for a visa application: <ul style="list-style-type: none"> <li>➤ <i>Passport</i>, valid for six months after your intended departure date from Ireland.</li> <li>➤ Printed and <i>signed</i> copy of the <i>summary of the online visa registration</i></li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>➤ <i>OSCE Letter of invitation</i> (please contact either the OSCE Mission/Office in your country or the OSCE Secretariat: Ms. Andrea Gredler, Email: <a href="mailto:andrea.gredler@osce.org">andrea.gredler@osce.org</a>, Tel: +43 1 514 36 6675).</li> <li>➤ A copy of the <i>Agenda</i> of the conference.</li> <li>➤ 2 passport photos</li> <li>➤ <i>One letter from your employer</i> which confirms the following: <ul style="list-style-type: none"> <li>• Attendance at the conference</li> <li>• Evidence showing who will be responsible for all costs including travel, accommodation and expenses</li> <li>• Evidence of your date of expected return.</li> </ul> </li> </ul> <p>For further information on visa requirements and visa applications:  <a href="http://www.dfa.ie/home/index.aspx?id=8605">http://www.dfa.ie/home/index.aspx?id=8605</a></p> <p>For further information on applying for your visa:  <a href="http://www.dfa.ie/home/index.aspx?id=37633">http://www.dfa.ie/home/index.aspx?id=37633</a></p> <p>For further information on your nearest Irish Embassy or Consulate  <a href="http://www.dfa.ie/home/index.aspx?id=285#T">http://www.dfa.ie/home/index.aspx?id=285#T</a></p>
<p><b>13.PUBLIC TRANSPORTATION</b></p> <p><b>from/to Dublin Airport</b></p>	<p><b>Transport to and from Dublin Airport</b></p> <p>Participants are requested to make their own transport arrangements, both to and from the airport and for the duration of their stay in Dublin.</p> <p><u>Taxis from Dublin Airport</u></p> <p>There are designated taxi ranks directly outside Terminals 1 and 2. Approximate fare to the city centre is €25.</p> <p><u>Buses to &amp; from Dublin Airport</u></p> <ul style="list-style-type: none"> <li>• An <b>Aircoach</b> service is located outside the Arrivals Halls at both Terminals 1 and 2. At Terminal 1, turn left immediately as you exit the terminal building. At Terminal 2, please continue along the same level following the signs for buses and coaches, cross the footbridge, and then exit down the escalator on the left hand side.  <a href="http://www.aircoach.ie/coach.bus.transport.dublin.airport.service.php">http://www.aircoach.ie/coach.bus.transport.dublin.airport.service.php</a></li> <li>• The <b>Airlink</b> service departs every 15 to 20 minutes. The buses are located outside the Arrivals Halls at Terminals 1 and 2:  <a href="http://www.dublinbus.ie/PageFiles/7285/Airlink%20Brochure.pdf">http://www.dublinbus.ie/PageFiles/7285/Airlink%20Brochure.pdf</a></li> </ul>
<p><b>14. HOTELS IN DUBLIN AND TOURIST INFORMATION</b></p>	<p>Please consult the <b>list of hotels</b> in Dublin in <b>ANNEX 3</b>. We recommend early booking to ensure the special rates granted to OSCE. Please indicate the “Booking reference” when booking your room.</p> <p><b>If you would like to research additional options, please consult the following websites:</b>  <b>Discover Ireland:</b> <a href="http://www.discoverireland.ie/Where-To-Stay/Accommodation-Guide">http://www.discoverireland.ie/Where-To-Stay/Accommodation-Guide</a></p> <p><b>The Dublin Convention Bureau website:</b>  <a href="http://www.dublinconventionbureau.com/Conference_and_Congress/Accommodation/Hotels">http://www.dublinconventionbureau.com/Conference_and_Congress/Accommodation/Hotels</a></p>

	<p>As the fourth most popular city break destination, you may wish to extend your stay in Dublin for the weekend to explore this beautiful city. Dublin is regarded as one of the friendliest capital cities in the world and it is also extremely attractive with elegant Georgian architecture. From history to culture to shopping to the arts and entertainment, there is something for everyone. The surrounding region is also rich in landscape, nature and history. Whatever you choose, we are sure you will enjoy your stay in Ireland and experience the warm Irish welcome which is famous the world over.</p> <p>For information about museums, galleries and tourist attractions in Dublin, please visit the following websites:  <a href="http://www.discoverireland.com/gb/ireland-places-to-go/areas-and-cities/dublin-city/info/">http://www.discoverireland.com/gb/ireland-places-to-go/areas-and-cities/dublin-city/info/</a>  <a href="http://www.dublinpass.ie/">http://www.dublinpass.ie/</a></p> <p>Dublin has a wide range of top-class restaurants. For advice on where to eat, please explore the following website for a wide selection of options:  <a href="http://www.visitdublin.com/Dining/Restaurants">http://www.visitdublin.com/Dining/Restaurants</a></p> <p>If you are considering visiting the rest of Ireland, the following website will be helpful:  <a href="http://www.discoverireland.com">www.discoverireland.com</a></p>
<p><b>14. COFFEE/TEA BREAKS &amp; LUNCHES</b></p>	<p><b>Coffee/tea breaks and lunches</b> will be provided to the participants during the meeting.</p>
<p><b>15. SOCIAL EVENTS</b></p>	<p><b>Sunday, 22 April 2012, approx. 18:00 – 20:00: <i>Welcome Drink</i></b> hosted by the Co-ordinator of OSCE Economic and Environmental Activities. Information on the venue will be forwarded in due time.</p> <p><b>Monday, 23 April 2012, at 18:30: <i>A Buffet Dinner Chairmanship reception</i></b> will take place in George’s Hall, Dublin Castle.</p>
<p><b>16. GENERAL INFORMATION</b></p>	<p><b>Currency:</b> Euro</p> <p><b>Exchange offices and Banks:</b> available at Dublin Airport and throughout Dublin city.</p> <p><b>Business hours:</b> Banks are open Monday to Friday from 10:00 – 16:00. Shops open Monday to Saturday from 10:00 – 18:00.</p> <p><b>Credit cards,</b> such as American Express, Master Card and Visa are widely accepted in Ireland.</p> <p><b>Electric current:</b> the standard voltage throughout Ireland is 220V. <b>Please note that 3 pin plugs are used in Ireland.</b></p> <p><b>Insurance:</b> The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.</p> <p><b>Medical help:</b> A First aid medical kit is located on ground floor of the Dublin Castle. The nearest hospital is St. James. <a href="http://www.stjames.ie/">http://www.stjames.ie/</a></p> <p><b>Time:</b> Dublin time is Greenwich Mean Time (GMT + 0:00), therefore one hour behind Austria.</p> <p><b>Climate:</b> For April, the average minimum temperature in Dublin is 4 °C and the average maximum temperature is 13°C.</p> <p>To check weather conditions in Dublin for the days of the meeting, see <a href="http://www.met.ie/">http://www.met.ie/</a></p>

**17. CONTACTS**

**OSCE Secretariat, Vienna  
Office of the Co-ordinator of OSCE Economic and Environmental Activities**

*For substantial issues:*

Mr. Gabriel Leonte,  
Economic and Environmental Adviser

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Fax: +43 1 514 36 6251

Ms. Edelmira Campos Núñez,  
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Tel. +43 1 517 36 6688

Fax + 43 1 514 36 62 51

*For logistical queries:*

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Organization for Security and Co-operation in Europe  
The Secretariat

20<sup>TH</sup> OSCE ECONOMIC AND ENVIRONMENTAL FORUM  
SECOND PREPARATORY MEETING  
Dublin, 23-24 April 2012

**REGISTRATION FORM**

**Deadline: 5 April 2012**

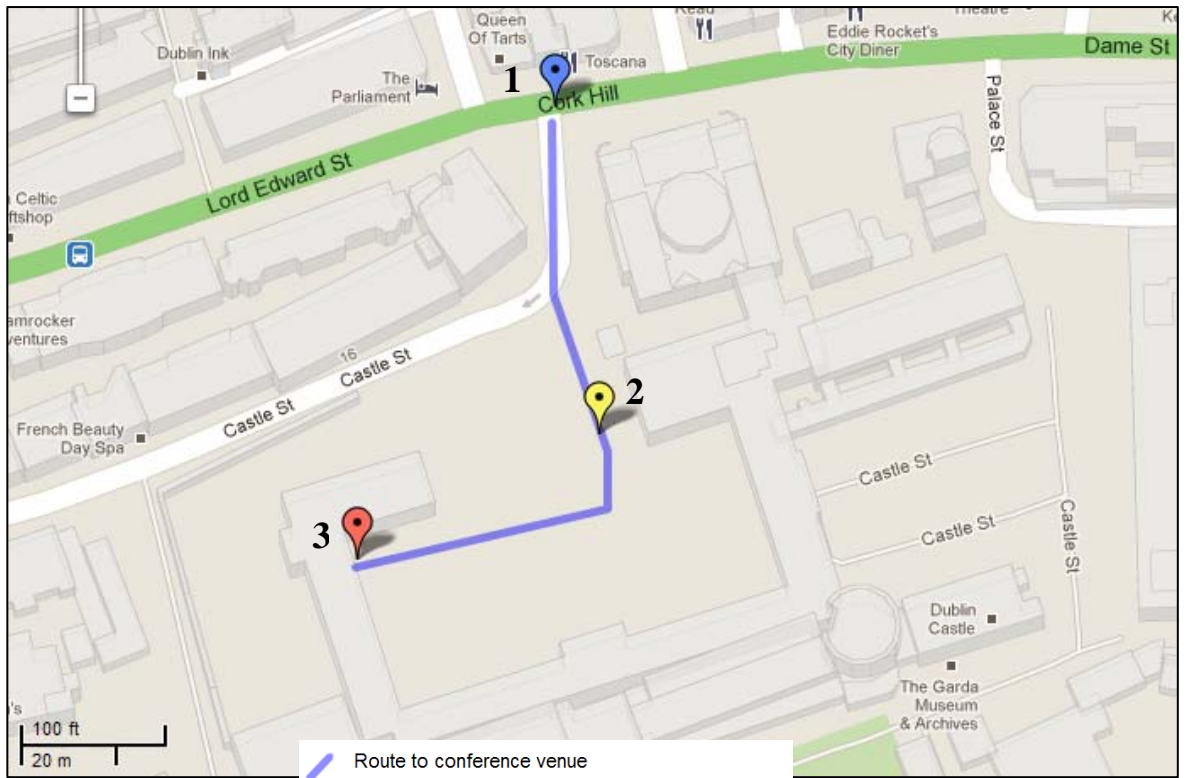
Please send this registration form to Ms. Andrea Gredler, E-mail: [andrea.gredler@osce.org](mailto:andrea.gredler@osce.org)  
Fax + 43 1 531 37 6251; Tel. + 43 1 514 36 6675. (Please fill in using capital letters)



<b>1. Country:</b>		
<b>2. Category:</b>  (Please indicate the category you register in <input checked="" type="checkbox"/> )	<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	
<b>3.</b>	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. :	
<b>4.</b>	<b>First Name:</b>	
	<b>Family/Last Name:</b>	
<b>5. Position/Title:</b>		
<b>6. Organization/ Institution</b>		
<b>7. Department</b>		
<b>8. City:</b>		
<b>9. Email:</b>		
<b>10. Phone:</b>	<b>Fax:</b>	
<b>Mobile:</b>		
<b>11. Written Contribution/Title:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>12. TRAVEL INFORMATION:</b> please indicate below your precise travel schedule		
<b>Arrival to Dublin</b>	<b>Date:</b>	<b>Time:      Flight Number:</b>
<b>Departure from Dublin</b>	<b>Date:</b>	<b>Time:      Flight Number:</b>
<b>Hotel in Dublin</b> (Name, address, phone)		
<b>13. SOCIAL EVENT</b>	I will participate in the Welcome Drinks Reception on 22 April 2012, 18:00: Yes <input type="checkbox"/> No <input type="checkbox"/> I will participate in the Chairmanship Buffet Reception on 23 April 2012, 18:30: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>14. You have participated in the First Preparatory Conference of the 20<sup>th</sup> EE Forum? Yes <input type="checkbox"/> No <input type="checkbox"/></b>		

Updated information regarding the agenda, social events and last logistical issues for the Second Preparatory Meeting of the 20<sup>th</sup> Economic and Environmental Forum will be published on the website [http://www.osce.org/event/20th\\_eef\\_prep\\_2](http://www.osce.org/event/20th_eef_prep_2)

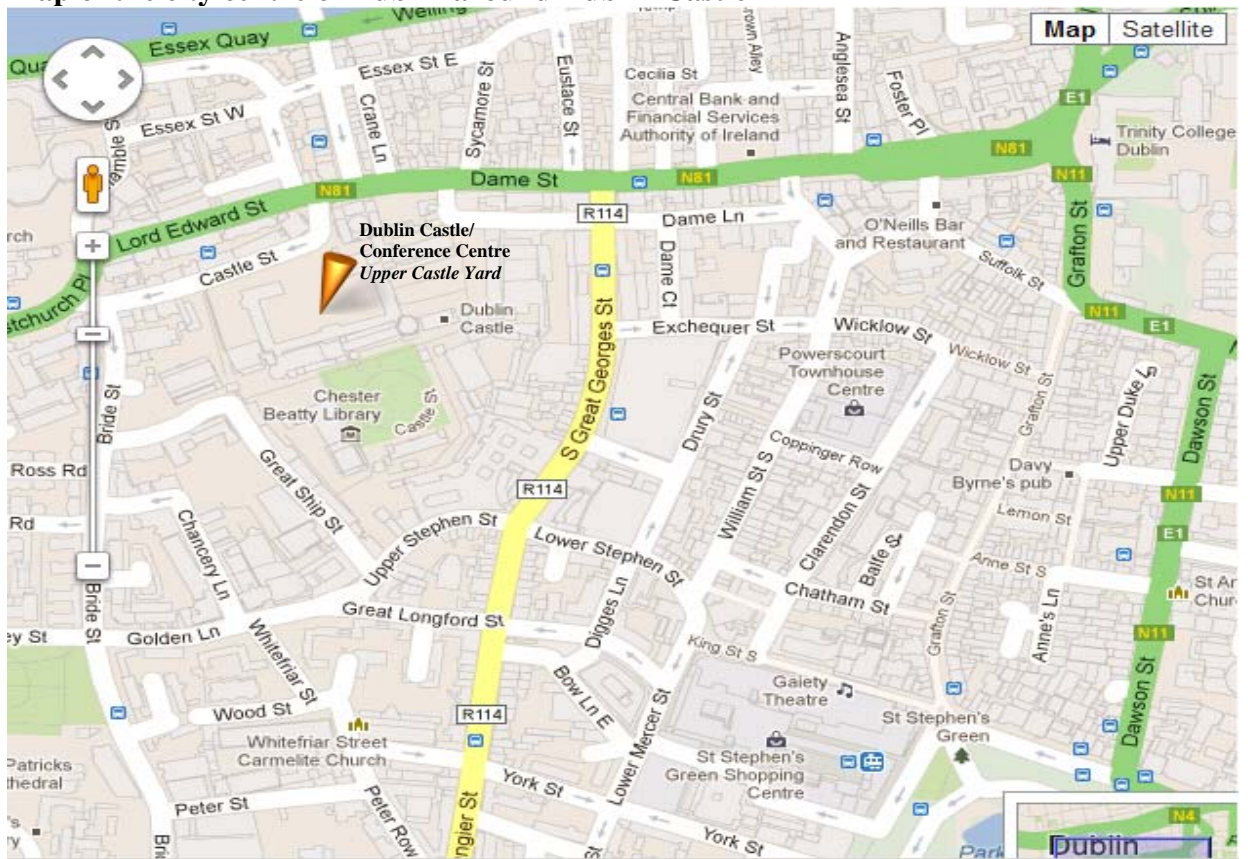


### Dublin Castle Conference Centre – directions on where the conference will take place



-  Route to conference venue
-  1 Entrance from Dame St./Cork Hill/Lord Edward St.
-  2 Dublin Castle main entrance (Cork Hill Gate)
-  3 Conference Centre

### Map of the city centre of Dublin around Dublin Castle





## Hotels

Please note that the hotels should be contacted directly to arrange a hotel reservation. In many instances, a reservation is required 4 weeks in advance. Payment will be required on departure and credit card details will be required for the reservation.

HOTELS							
NAME	Stars	Booking email address website	BOOKING CODE	Address	tel +353 1	fax +353 1	Rate
*****		<b>Five Star Hotels</b>					
Westbury	*****	<a href="mailto:catherine.griffin@doylecollection.com">catherine.griffin@doylecollection.com</a>	<b>OSCE 2012</b>	Grafton Street, Dublin 2	646 3387	646 3334	€175
Fitzwilliam	*****	<a href="mailto:enq@fitzwilliamhotel.com">enq@fitzwilliamhotel.com</a>	<b>OSCE</b>	St. Stephen's Green, Dublin 2, Ireland	478 7000		€170 (B&B)
Westin	*****	Booking made by telephone	<b>OSCE 2012</b>	35-39 Westmoreland Street	6451129	6451403	€185 (B&B)
Merrion	*****	<a href="mailto:mrowlette@merrionhotel.com">mrowlette@merrionhotel.com</a>	<b>OSCE 2012</b>	Upper Merrion Street, Dublin 2	603 0608	603 0664	€295 (B&B)
****		<b>Four Star Hotels</b>					
Morrison Hotel	****	<a href="mailto:reservations@morrisonhotel.ie">reservations@morrisonhotel.ie</a>	<b>OSCE</b>	Ormond Quay, Dublin 1	8872499	8744039	€125 (B&B)
Clarence Hotel	****	<a href="mailto:reservations@theclarence.ie">reservations@theclarence.ie</a>	<b>OSCE</b>	6-8 Wellington Quay, Dublin 2	4070800	4070820	€139
Brooks Hotel	****	<a href="mailto:elaineoconnor@brookshotel.ie">elaineoconnor@brookshotel.ie</a>	<b>OSCE</b>	Drury Street, Dublin 2	6704000	6704455	€135 (B&B)
Davenport	****	<a href="mailto:sinead.daynes@ocallaghanhotels.com">sinead.daynes@ocallaghanhotels.com</a>	<b>DFA OSCE 2012</b>	Merrion St Lower, Dublin 2	607 3900	661 5663	€100 (B&B)

St. Stephen's Green Hotel	****	<a href="mailto:sinead.daynes@ocallaghanhotels.com">sinead.daynes@ocallaghanhotels.com</a>	<b>DFA OSCE 2012</b>	1-5 Harcourt Street, Dublin 2	607 3900	661 5663	€100 (B&B)
Radisson Blu Royal Hotel	****	<a href="mailto:Regina.king@radissonblu.com">Regina.king@radissonblu.com</a>	<b>OSCE 2012</b>	Golden Lane, Dublin 8, Ireland	898 2900	898 2904	€130 (B&B)
<b>***</b>		<b>Three Star Hotels</b>					
Arlington Temple Bar	***	<a href="mailto:reservations@arlington.ie">reservations@arlington.ie</a>	<b>OSCE 2012</b>	Arlington Hotel Temple Bar, 16-18 Lord Edward Street, Dublin 2	804 9100		€64 (B&B)
Mont Clare	***	<a href="mailto:sinead.daynes@ocallaghanhotels.com">sinead.daynes@ocallaghanhotels.com</a>	<b>DFA OSCE 2012</b>	1-4 Merrion St Lower, Dublin 2	607 3900	661 5663	€80 (B&B)
Buswell's	***	<a href="mailto:info@buswells.ie">info@buswells.ie</a>	<b>OSCE 2012</b>	23-25 Molesworth Street	6146500	6762090	€87 (B&B)
Jury's Christchurch	***	<a href="http://www.jurysinns.com">http://www.jurysinns.com</a>	<b>OSCE</b>	Christchurch Place, Dublin, 8	4540000		€85 (B&B)