



MC.INF/7/13
12 November 2013

ENGLISH only

Kyiv, 12 November 2013

CIRCULAR NOTE No.5

ON NON-GOVERNMENTAL ORGANIZATIONS ACCREDITATION AND FOLLOWING OF THE MINISTERIAL COUNCIL MEETING

The Ukrainian OSCE Chairmanship has the pleasure to invite the representatives of Non-Governmental Organizations (NGO) to follow the 20th Ministerial Council Meeting of the Organization for Security and Co-operation in Europe (OSCE) that will be held in Kyiv on 5 and 6 December 2013.

1. VENUE

The venue of the OSCE 20th Ministerial Council Meeting will be the International Exhibition Centre (IEC), located at the following address: 15 Brovarskiy Ave, Kyiv, 02660. The IEC website can be found at <http://mvc-expo.com.ua/en/>.

Representatives of NGOs will be able to follow the proceedings of the Ministerial Council meeting according to the provisions of the Rules of procedure of the OSCE (MC.DOC/1/06 of 1 November 2006) part IV., IV.2 (B) paragraph 6: "Only the opening and closing sessions shall be open to the press and the public, unless the meeting decides to make the other sessions open. Unless otherwise decided, all sessions, except for those taking up agenda items which are subject to discussion and possible decision shall be broadcast live in all working languages to the media centre and NGO centre by closed-circuit television."

Not more than 20 NGOs representatives will be able to be present in the Main Plenary Hall during the opening and closing sessions.

The live broadcast through closed-circuit television will be provided at the IEC media centre.

2. FACILITIES FOR NGOs

Representatives of NGOs will have full use of the media centre at the IEC.

The media centre will be open as follows:

- Wednesday, 4 December (the day prior to the arrival of the Heads of Delegations) 10:00 hrs – 18:00 hrs
- Thursday, 5 December 06:00 hrs – 22:00 hrs

- Friday, 6 December 08:00 hrs – 20:00 hrs (closing hour will be accommodated to the duration of the MC meeting)

There will be dedicated IT facilities, including a high-capacity wireless connection. A meeting room will also be made available for use by representatives of NGOs.

The entire venue will be a secure area, with access possible only with a badge.

3. REGISTRATION AND ACCREDITATION

Registration for NGOs representatives is mandatory. Interested representatives of NGOs have to complete an online registration form, which is available at www.osceministerial2013.org.ua. The **deadline for registration** of NGOs representatives is **20 November 2013**.

When visiting the online registration system for the first time, an NGO representative will need to select a “NGO’s Representative” category to submit personal details. Please, use English language to fill in the required fields.

A colour portrait photograph of each NGO representative is required to be submitted in .png, .gif, .jpg, .jpeg, .tif formats (image resolution: from 220x255 to 1320x1530) as part of the online registration system.

After all the required fields are filled in properly in the registration form, a “submit” button needs to be clicked. If the data submission was successful, a note will appear on the registration page informing “the accreditation request has been received”. All personal data sent to the organizer of the event will be treated in accordance with the highest security and international data protection standards.

Confirmation of successful registration will be sent to the email address entered in the application form pending receipt by the Organizers of a letter from NGO confirming participation of its representatives in the MC OSCE at the following address: oscemc2013ngo@mfa.gov.ua or fax: +380442793849.

After all the submitted details are processed, an NGO representative will receive the confirmation of accreditation.

The accreditation confirmation letter is to be kept for the whole period of stay in Ukraine. Accredited NGOs representatives will be requested to present the confirmation letter together with the valid passport to obtain the badge.

There will be the Registration Office close to the premises of the IEC, located at the following address: 5 Mykilsko-Slobidska St., Kyiv (consult the enclosed map). The Registration Office will be functioning over the period from 3 December to 5 December. The office will assist in registration procedures and will issue respective badges to access the IEC.

At the MC registration website NGOs representatives can also make their hotel booking if they wish so.

4. VISAS

Representatives of NGOs should consult the nearest Ukrainian Embassy to check if they need an entry visa prior to their arrival in the country. Visa requirements must be met before arrival in Ukraine. For details on visa requirements, please see the website of the Ministry for Foreign Affairs of Ukraine <http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners>.

ENCLOSED: List of hotels;
Information on visa requirements;
Map of the IEC specifying location of the Registration Office.

Kyiv, 12 November 2013

HOTEL RESERVATION

Arrangements have been made with the IEC and its authorized partner “SPUTNIK Kyiv”, which has secured accommodation for participants.

The Ukrainian Chairmanship strongly recommends that all participants make their booking via “SPUTNIK Kyiv” bureau, which offers special rates for journalists covering the MC.

Detailed information about reservations procedure, as well as a registration form for hotel reservation is annexed herewith (**Annex 1**).

Annex 1

ROOM RATES FOR PARTICIPANTS ATTENDING OSCE MINISTERIAL COUNCIL MEETING

Recommended hotels list (free shuttle service to the venue)

All selected hotels are within easy reach of the Exhibition Centre and are close to all amenities.

| Hotel name | | Rooms category | Rack rate Euro | Special rate Euro |
|---|---|-----------------|----------------|-------------------|
| “Bratislava” 3* http://www.bratislava.com.ua (about 7 min by car to the venue) near station “Darnytsia” |  | Single Standard | 57 | 52 |
| | | Single Deluxe | 76 | 69 |
| Tourist 3* http://hotel-tourist.kiev.ua (within walking distance to the venue) near station “Livoberezhna” |  | Single Economy | 48 | 43 |
| | | Single Standard | 60 | 54 |
| | | Twin Economy | 49 | 44 |
| | | Double Economy | 49 | 44 |
| | | Twin Standard | 68 | 61 |
| | | Double Standard | 68 | 61 |
| Semi-Suite | 103 | 93 | | |
| IBIS 3* http://ibishotel.ibis.com (city center) near station “University” |  | Single Standard | 104 | 94 |

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|--|---|-------------------------|------------|------------|
| <p>Ukraine 4* http://www.ukraine-hotel.kiev.ua (city center) near station “Maidan Nezalezhnosti”</p> |  | Single Economy II class | 60 | 54 |
| | | Single Economy | 76 | 68 |
| | | Single Standard | 90 | 80 |
| | | Twin Economy | 90 | 80 |
| | | Twin Standard | 105 | 95 |
| <p>Dnipro 4* http://www.dniprohotel.ua (city center) near station “Maidan Nezalezhnosti”</p> |  | Double Standard | 181 | 163 |
| <p>City 4* http://cityhotel.ua (city center) near station “University”</p> |  | Single Standard | 99 | 89 |
| | | Twin Standard | 135 | 122 |
| <p>Alfavit 4* http://www.alfavito.com.ua (city center) near station “Palace Ukraine”</p> |  | Double Standard | 117 | 105 |
| | | Double Superior | 157 | 141 |
| <p>Opera 5* http://www.opera-hotel.com (city center) near station “University”</p> |  | Single Standard | 280 | 180 |
| <p>Fairmont Grand hotel Kyiv 5* http://www.fairmont.com/kyiv (city center) Near station “Poshtova Ploscha”</p> |  | Single Deluxe | 396 | 220 |

**ATTENTION! REGISTRATION FORMS FOR HOTEL BOOKING AT
SPECIAL RATES SHOULD BE SENT TILL NOVEMBER 20, 2013 TO:**

Travel Company "Sputnik Kyiv"

E-mail: olga_k@sputnik.kiev.ua, lyuda@sputnik.kiev.ua
osce2013@sputnik.kiev.ua

Contact persons: **Olga Kolesnik, Lyuda Lipskaya**

Tel.: +38 044 537 30 64; +38 044 537 30 62; +38 044 537 20 84; +38 044 537
23 47

Mob.:+38 050 463 83 84

Fax: +38 044 278 88 14

After NOVEMBER **20, 2013** we do not guarantee availability of rooms and special rates.

HOTEL BOOKING AND PAYMENT PROCEDURE

PAYMENT CAN BE MADE BY CREDIT CARD OR BY BANK TRANSFER:

1. PAYMENT BY CREDIT CARD (ONLINE):

1) Please fill in the “**REGISTRATION FORM FOR HOTEL BOOKING**” and send it to the following E-mails **till 20.11.2013**:

olga_k@sputnik.kiev.ua, **lyuda@sputnik.kiev.ua**
osce2013@sputnik.kiev.ua

or to the fax No: **+38 044 278 88 14**

2) On the basis of the “**REGISTRATION FORM FOR HOTEL BOOKING**” we will send you an **INVOICE** and you should make payment following the link:

<http://www.travel-to-ukraine.info/pay/payen.html>

3) Payment should be made **by Visa or Master Card**.

Please input **only Latin letters** and specify the **invoice number**.

2. PAYMENT BY BANK TRANSFER:

1) Please fill in the “**REGISTRATION FORM FOR HOTEL BOOKING**”

2) Please fill in the Contract (enclosed), sign and stamp it.

3) Please send the “**REGISTRATION FORM FOR HOTEL BOOKING**” and the contract **to the following E-mails**:

olga_k@sputnik.kiev.ua, **lyuda@sputnik.kiev.ua**
osce2013@sputnik.kiev.ua

or to the fax:

+38 044 278 88 14 till 20.11.2013

4) On the basis of the “**REGISTRATION FORM FOR HOTEL BOOKING**” and the Contract we will send you an invoice. Payment must be made according to the invoice.

Please be informed that all the bank fees are covered by a Customer!

Only after we receive your payment you will receive a confirmation of the hotel reservation

HOTEL RESERVATION FORM
for participants of the 20th Meeting of the OSCE Ministerial Council on 5-6
December 2013

Please fill in the form (by block letters or print) for each participant and e-mail the scanned version to emails:

olga_k@sputnik.kiev.ua, lyuda@sputnik.kiev.ua osce2013@sputnik.kiev.ua
or fax it to: (+38 (044) 278-88-14) **UNTIL NOVEMBER 20, 2013**

Name _____ of _____ the _____ company:

Country: _____

E-Mail: _____

Name _____ of _____ the _____ participant:

Hotel name: _____

Room category (Single Standard or Single Deluxe): _____

Check-in date/flight#:

Check-out date/flight #:

Number of nights: _____

Form of payment _____

Credit card (**Visa or Master Card**): _____

Bank transfer (bank fees are borne by the Customer)

Amount of prepayment: **the full amount for the whole period of stay**

You can cancel the booking till 20 November 2013.

Cancellation request must be done in writing.

**Written confirmation of cancellation will be sent from TC "Sputnik Kiev"
In case of cancellation after 20 November 2013 the company has the right to
apply penalties.**

Signature _____

Date: _____

**Visa Requirements for Entry into Ukraine
OSCE Participating States**

| Country | Ordinary Passports | Service Passports | Diplomatic Passports | Accredited Embassy |
|-----------------------------------|-------------------------------|------------------------------|---------------------------------|-------------------------------|
| Albania | Visa required | No visa required | No visa required | Any Embassy of Ukraine |
| Andorra | No visa required | No visa required | No visa required | |
| Armenia | No visa required | No visa required | No visa required | |
| Austria | No visa required | No visa required | No visa required | |
| Azerbaijan | No visa required | No visa required | No visa required | |
| Belarus | No visa required | No visa required | No visa required | |
| Belgium | No visa required | No visa required | No visa required | |
| Bosnia and Herzegovina | No visa required | No visa required | No visa required | |
| Bulgaria | No visa required | No visa required | No visa required | |
| Canada | No visa required | No visa required | No visa required | |
| Croatia | No visa required | No visa required | No visa required | |
| Cyprus | No visa required | No visa required | No visa required | |
| Czech Republic | No visa required | No visa required | No visa required | |
| Denmark | No visa required | No visa required | No visa required | |

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|----------------------|------------------|------------------|------------------|--|
| Estonia | No visa required | No visa required | No visa required | |
| Finland | No visa required | No visa required | No visa required | |
| France | No visa required | No visa required | No visa required | |
| Georgia | No visa required | No visa required | No visa required | |
| Germany | No visa required | No visa required | No visa required | |
| Greece | No visa required | No visa required | No visa required | |
| Holy See | No visa required | No visa required | No visa required | |
| Hungary | No visa required | No visa required | No visa required | |
| Iceland | No visa required | No visa required | No visa required | |
| Ireland | No visa required | No visa required | No visa required | |
| Italy | No visa required | No visa required | No visa required | |
| Kazakhstan | No visa required | No visa required | No visa required | |
| Kyrgyzstan | No visa required | No visa required | No visa required | |
| Latvia | No visa required | No visa required | No visa required | |
| Liechtenstein | No visa required | No visa required | No visa required | |
| Lithuania | No visa required | No visa required | No visa required | |

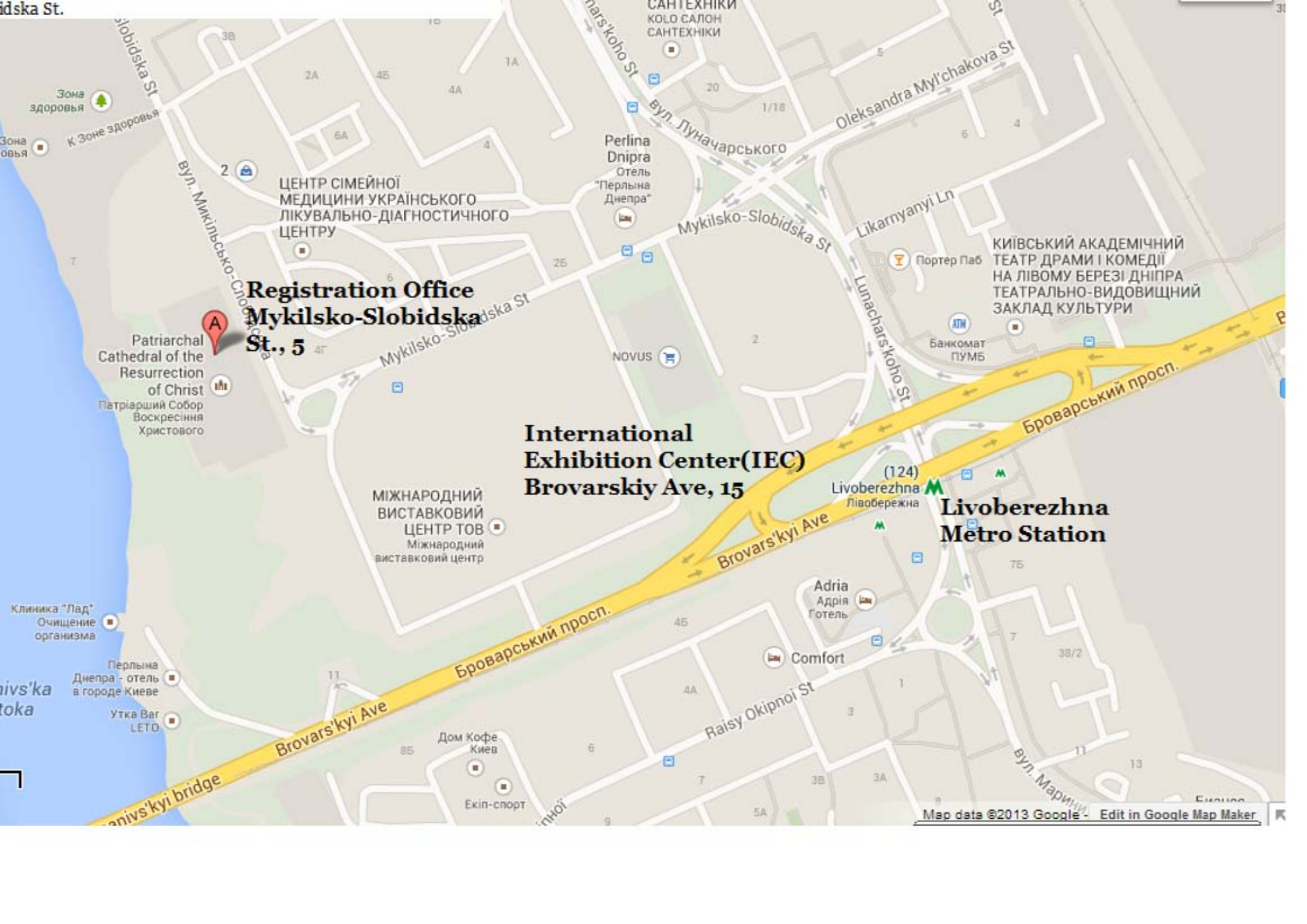
| | | | | |
|---------------------------|------------------|------------------|------------------|--|
| Luxembourg | No visa required | No visa required | No visa required | |
| Malta | No visa required | No visa required | No visa required | |
| Moldova | No visa required | No visa required | No visa required | |
| Monaco | No visa required | No visa required | No visa required | |
| Mongolia | No visa required | No visa required | No visa required | |
| Montenegro | No visa required | No visa required | No visa required | |
| Netherlands | No visa required | No visa required | No visa required | |
| Norway | No visa required | No visa required | No visa required | |
| Poland | No visa required | No visa required | No visa required | |
| Portugal | No visa required | No visa required | No visa required | |
| Romania | No visa required | No visa required | No visa required | |
| Russian Federation | No visa required | No visa required | No visa required | |
| San Marino | No visa required | No visa required | No visa required | |
| Serbia | No visa required | No visa required | No visa required | |
| Slovakia | No visa required | No visa required | No visa required | |
| Slovenia | No visa required | No visa required | No visa required | |
| Spain | No visa | No visa | No visa | |

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|--|------------------|------------------|------------------|---|
| | required | required | required | |
| Sweden | No visa required | No visa required | No visa required | |
| Switzerland | No visa required | No visa required | No visa required | |
| Tajikistan | No visa required | No visa required | No visa required | |
| the former Yugoslav Republic of Macedonia | No visa required | No visa required | No visa required | |
| Turkey | No visa required | No visa required | No visa required | |
| Turkmenistan | Visa required | No visa required | No visa required | http://turkmenistan.mfa.gov.ua or any other Embassy of Ukraine (by request) |
| United Kingdom | No visa required | No visa required | No visa required | |
| United States of America | No visa required | No visa required | No visa required | |
| Uzbekistan | No visa required | No visa required | No visa required | |

OSCE Partners for Co-operation

| Country | Ordinary Passports | Service Passports | Diplomatic Passports | Accredited Embassy |
|--------------------|---------------------------|--------------------------|-----------------------------|---|
| Algeria | Visa required | Visa required | Visa required | http://algeria.mfa.gov.ua or any other Embassy of Ukraine (by request) |
| Afghanistan | Visa required | Visa required | Visa required | http://tajikistan.mfa.gov.ua or any other Embassy of Ukraine |

| | | | | |
|--------------------------|------------------|------------------|------------------|--|
| | | | | (by request) |
| Australia | Visa required | Visa required | Visa required | Any Embassy of Ukraine |
| Egypt | Visa required | No visa required | No visa required | http://egypt.mfa.gov.ua or any other Embassy of Ukraine (by request) |
| Israel | No visa required | No visa required | No visa required | |
| Japan | No visa required | No visa required | No visa required | |
| Jordan | Visa required | Visa required | Visa required | http://jordan.mfa.gov.ua or any other Embassy of Ukraine (by request) |
| Morocco | Visa required | No visa required | No visa required | http://morocco.mfa.gov.ua or any other Embassy of Ukraine (by request) |
| Republic of Korea | No visa required | No visa required | No visa required | |
| Thailand | Visa required | No visa required | No visa required | http://thailand.mfa.gov.ua or any other Embassy of Ukraine (by request) |
| Tunisia | Visa required | Visa required | Visa required | http://tunis.mfa.gov.ua or any other Embassy of Ukraine (by request) |



Registration Office
Mykilsko-Slobidska
St., 5

International
Exhibition Center (IEC)
Brovarskiy Ave, 15

Livoberezhna
Metro Station