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CIRCULAR NOTE Nr 10

The Ministry of Foreign Affairs of Greece presents its compliments to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe, the Mediterranean Partners for Co-operation and the Asian Partners for Co-operation, the International Organizations, and the OSCE Secretariat, and has the honour to forward an overview of logistical modalities of to the upcoming 17th Ministerial Council Meeting, to be held in Athens on 1 and 2 December 2009.

The Ministry of Foreign Affairs of Greece avails itself this opportunity to renew to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe, the Mediterranean Partners for Co-operation and the Asian Partners for Co-operation, the International Organizations, and the OSCE Secretariat the assurances of its highest consideration.

Athens, 13 November 2009



**17th MINISTERIAL COUNCIL
ATHENS
1 – 2 DECEMBER 2009**

VENUE:
Olympic Centre of Fencing (Hellinikon Complex)
8-10 Tzireon Str.
GR-117 42 Athens



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17^η ΥΠΟΥΡΓΙΚΗ ΔΙΑΣΚΕΨΗ-ΑΘΗΝΑ 2009 ΠΡΩΤΟΤΥΠΟ **osce**





Delegations	Office numbers
Albania	50
Germany	51, 52
United States of America	53 - 56
Andorra	58
Armenia	57
Austria	49
Azerbaijan	48
Belarus	47
Belgium	46
Bosnia and Herzegovina	45
Bulgaria	44
Canada	43
Cyprus	42
Croatia	41
Denmark	40
Spain	39
Estonia	38
Finland	37,36
France	35
Georgia	34
United Kingdom	33
Greece	
Hungary	32
Ireland	31
Iceland	30
Italy	29
Kazakhstan	28,27,26
Kyrgyzstan	25
Latvia	24
the former Yugoslav Republic of Macedonia	23
Liechtenstein	22
Lithuania	12,13
Luxembourg	14
Malta	15
Moldova	16
Monaco	17
Montenegro	18
Norway	19
Uzbekistan	20
Netherlands	21
Poland	1
Portugal	2
Romania	3
Russian Federation	4,5,6
San Marino	7
Holy See	8
Serbia	9

Slovakia	10
Slovenia	11
Sweden/EU	71,72, 73, 70
European Commission	74
Switzerland	75
Tajikistan	76
Czech Republic	77
Turkmenistan	78
Turkey	79
Ukraine	80
Mediterranean and Asian Partners:	
Afghanistan	1
Japan	3
Mongolia	2
Republic of Korea	4
Thailand	5
Algeria	6
Egypt	7
Israel	8
Jordan	9
Morocco	10
Tunisia	11
International Organizations:	
United Nations	1
United Nations High Commissioner for Refugees	2
Council of Europe	4
North Atlantic Treaty Organisation	5
All other International Organizations have to share the three offices	3, 6, 7
OSCE Secretariat:	
Director, Conflict Prevention Centre	1
Conflict Prevention Centre	2
OSCE Secretary General	3
Secretariat to the OSCE Secretary General	4
Advisers to the OSCE Secretary General	5
Meeting Room of the OSCE Secretary General	6
Office of the Co-ordinator of OSCE Economic and Environmental Activities	7
Director, Management and Finance	8
External Co-operation Section	9
OSCE Offices	10, 11
Special Representative and Co-ordinator for Combating Trafficking in Human Beings	12
Action Against Terrorism Unit	13
Strategic Police Matters Unit	14
Personal Representative of the OSCE Chairman-in-Office on the Conflict Dealt with by the OSCE Minsk Conference	15
	16

Personal Representatives, Human Dimension Issues	17
Personal Representatives, Regional Issues	18
OSCE Missions and Field Activities	19, 20
OSCE Institutions:	
Secretariat, OSCE Parliamentary Assembly	1
Secretary General, OSCE Parliamentary Assembly	2
President, OSCE Parliamentary Assembly	3
Office of the OSCE PA	4
Meeting Room PA	5
Director, ODIHR	6
Secretariat, ODIHR	7
Meeting Room OSCE Institutions	8
Representative on Freedom of the Media	9
FOM Secretariat	10
High Commissioner on National Minorities	11
HCNM Secretariat	12
OSCE Conference Services (these offices have to be together, but can be separated from the OSCE Secretariat and OSCE Institutions)	
Deputy Director, Conference Services	1
Head, Language Services	2
Language Services	3
Interpreters' Lounge	4
Documents Control	5
Documents Control	6
Documents Control	7
Reproduction	8
Documents Distribution and Meetings Logistics Unit	9
Documents Distribution and Meetings Logistics Unit	10
OSCE IT	11
Meeting Assistance Unit	12
Meeting Assistance Unit	13
Conference Officer	14

Opening hours:

Please be informed that depending on the timing of meetings the Hellinikon Complex will be open as follows:

27 November 08:00 – 20:00

28 November 08:00 – 23:00

29 November 08:00 – 23:00

30 November 08:00 – 03:00

01 December 08:00 – 03:00

02 December 08:00 – 18:00

Accreditation:

Accreditation will take place on the basis of the accreditation forms and note verbales submitted to regmc09@mfa.gr. Please be informed that badges will be handed over by the liaison officer upon arrival by delegations.

The accreditation counter is located at the entrance and will be open as follows:

27 November 08:00 – 20:00

28 November 08:00 – 20:00

29 November 08:00 – 20:00

30 November 08:00 – 20:00

01 December 08:00 – 13:00

02 December 08:00 – 13:00

Liaison Officers:

Please note that each delegation will be allocated a liaison officer. Heads of Delegations and accompanying delegation members will be met by the liaison officer upon arrival at Athens International Airport-Eleftherios Venizelos. The liaison officer shall be assisting the delegation with all kinds of practical arrangements throughout the Ministerial Council. Contact details of the liaison officers will be issued at a later stage.

Ministerial Council Meeting Hall:

Delegations of the participating States will be provided with one seat at the table, at least three seats behind the table. The capacity of the room is sufficient, therefore floating badges will not be issued and all delegation members will have access to the meeting room.

Bilateral Meeting Rooms:

15 bilateral meeting rooms have been established for meetings between Heads of Delegations. The duration of each meeting should not exceed 30 minutes. Reservations can be made in advance, through the Permanent Mission of Greece in Vienna, via e-mail to Ms. Maria Papacharalampous (papacharalampous@osce-greece.at), or on an ad hoc basis at the Hellinikon Complex, at a special booking counter in front of the bilateral meeting area.

Informal Consultations Meeting Rooms:

4 meeting rooms have been set-up for informal consultations. The rooms have a capacity of 28 seats at the table and an overflow of approx 30 seats. These rooms can be either booked in advance via elke.lidarik@osce.org or directly at the OSCE Documents Distribution Counter at the Hellinikon Complex.

Delegation Offices:

All delegation offices will be equipped with:

- two desks
- two computers with internet access
- one printer hooked up with both computers
- small meeting table with chairs
- phone

Copy and fax machines will be available in the corridors.

IT support is available from 27 November to 2 December 2009 during official opening hours (see above).

Other Facilities at the Hellinikon Complex:

- coffee shops and restaurant
- bank counter
- transportation counter (information on shuttle buses, flight ticket changes, taxi, etc)
- first aid
- prayer room
- information desk

Delegate's Handbook:

A delegate's handbook shall be issued at a later stage, containing the following:

- programme
- maps of the venue
- contact information
- liaison officers
- transportation
- country information

An advanced copy of the handbook will be circulated in due course.

Transportation:

OSCE Heads of Delegations, Partners for Co-operation and OSCE Institutions will be offered a chauffeur-driven limousine, exclusively for use at the Ministerial Council, which will be available to them from the time of their arrival (not before 30 November) at Athens International Airport-Eleftherios Venizelos (<http://www.aia.gr/>) until their departure (no later than 3 December). This limousine is for the exclusive use of the Head of Delegation, accompanied by 2 persons at most.

Each delegation with over 3 persons will have a chauffeur-driven mini-van. This mini-van is to be used exclusively for OSCE Ministerial Council purposes, as from the time of the delegation's arrival (not before 30 November) at Athens-Eleftherios Venizelos Airport until their departure (no later than 3 December). The mini-van's capacity is for a maximum of 5 people, security personnel included. The Chairmanship will not provide transportation for any extra security personnel.

Please note that any additional information and request concerning the use of vans and limousines should be addressed to the liaison officers.

Delegations intending to use privately owned vehicles and/or official Embassy cars for the Ministerial Council are requested to provide the license numbers of these cars, along with the driver's registration form. A waiting room/area will be established at the Hellinikon Complex.

Requests for access/parking permits for privately owned vehicles should be sent directly to the

Ministry of Foreign Affairs
Protocol Department
Greek OSCE Chairmanship Task Force
Fax: +30 210.3683269
e-mail: [**megamark@mfa.gr**](mailto:megamark@mfa.gr)

The permit itself can also be picked up Protocol Department at the Greek OSCE Chairmanship Task Force.

Please be informed that a regular shuttle service operating **from the airport to the main hotels**, and back on departure day, is being organised based on the information stated in the

registration form. Smooth operation of transportation service can only be guaranteed if arrival/departure information is sent, not later than 18 November 2009.

A shuttle service will be operating between **the hotels and the meeting venue**, as well as for **side events** taking place elsewhere from 27 November up until 2 December. This service shall start two hours before the beginning of the first meeting and the last buses will leave from the conference venue two hours after the end of the last meeting. A detailed timetable, also showing the bus stops, will be issued at a later stage. Please note that this service is not guaranteed for delegates having made reservations in other hotels than those included in the list provided by the Chairmanship.

Shuttle service will be available at night-time until 3 a.m.! For transports after 3 a.m. delegates are kindly asked to arrange for taxi service.

Flight information:

The City of Athens can be reached by daily regular flights from a large number of European capitals. Delegations are advised to arrange their arrival in Athens-Eleftherios Venizelos Airport by regular commercial flights.

Heads of Delegations traveling by a governmental or private aircraft may use the facilities at Athens-Eleftherios Venizelos Airport. Flight clearance may be obtained following the usual procedure. This means that a request in the form of a Note Verbale must be submitted to the Ministry of Foreign Affairs of Greece/Greek OSCE Task Force 2009 no later than 7 days before arrival. More information can be found at the website: <http://www.aia.gr/>

Delegations arriving by private flight shall be welcomed at the VIP terminal. The Head of Delegation and the accompanying delegation, whether arriving by private plane or commercial flight, will be welcomed at the plane by a protocol officer and the liaison officer of the country.

The Embassy may send a representative to greet the delegation upon arrival.

The motorcade will depart from the plane and will continue directly to the hotel or conference venue.

A local handling agent should be contacted for private planes (<http://www.aia.gr/>).

Please note that same protocol matters shall also apply for the Heads of Delegations' departure.

Luggage for delegations arriving via private plane:

Delegations are requested to mark their luggage with special OSCE tags distributed via OSCE Documents Distribution (see information circular 9). Upon arrival, the luggage are loaded into the motorcade and transported to the hotels. Upon departure, the luggage will be transported to the airport and checked in advance. The luggage can also be loaded into the motorcade and checked in when arriving at the airport.

Protocol Arrangements at the Hellinikon Complex:

In order to guarantee smooth operation procedures, delegates are kindly requested to arrive at the Hellinikon Complex not later than 8.15 a.m. on 1 December, as road access to the conference venue will be impaired by strict security measures.

The limousine carrying the Head of Delegation will stop at the VIP entrance. Other members of the delegation escorting the Head of Delegation will continue by car to the delegates' entrance.

The Head of Delegation will be met by the Chief of Protocol at the VIP entrance. The Chief of Protocol will escort the Head of Delegation to the main lobby, from where the Head of Delegation will be escorted to the Chairman-in-Office by protocol officers.

As of 8.30 a.m. the Prime Minister and Minister for Foreign Affairs of Greece, OSCE Chairman-in-Office, H.E. George Papandreou, shall be welcoming the Heads of Delegations. After greeting the Chairman-in-Office, protocol officers shall escort Heads of Delegations to an adjacent waiting area.

A family photo will be arranged following the first plenary session. The Heads of Delegations will be escorted to the photo stand by liaison and protocol officers who shall inform them on the *placement*.

Lunch/Dinner for Heads of Delegations, Partners for Co-operation and Heads of OSCE Institutions:

A working lunch for the Heads of Delegations only shall take place in the VIP Restaurant at the Hellinikon Complex on 1 December. Interpretation between the six official OSCE languages will be provided.

An official dinner for Heads of Delegations, accompanied by one more delegate only, will be hosted by Prime Minister and Minister for Foreign Affairs, Chairman-in-Office H.E. George A. Papandreou. The dinner shall be held at the Acropolis Museum on 1 December at 8 p.m. Please note that Heads of Delegations will be transported to the venue by buses, leaving the Conference Centre at 07:30 p.m.

Please note that participation in the dinner is upon invitation only (invitations will be delivered by liaison officers) and that Heads of Delegations may be accompanied by their own interpreters.

Lunch/Dinners for Delegates:

On 1 and 2 December lunch for delegates will be served in the Hellinikon Complex from 1 p.m. – 3 p.m.

A buffet dinner, hosted by the Greek OSCE Chairmanship, will take place at the “Hellenic Cosmos”, Cultural Center of the Foundation of the Hellenic World on 1 December at 8 p.m.

Shuttle services for the buffet reception will be provided for. The shuttle buses will leave from the Hellinikon Complex at 8 p.m. sharp! The buses will depart from the “Hellenic Cosmos” to the hotels at midnight.