



CIO.GAL/49/13

30 April 2013

ENGLISH only

**OSCE HIGH-LEVEL CONFERENCE ON
TOLERANCE AND NON-DISCRIMINATION
(INCLUDING HUMAN RIGHTS YOUTH EDUCATION ON
TOLERANCE AND NON-DISCRIMINATION)**

Tirana, 21 and 22 May 2013

Dear Colleagues,

Please find enclosed the information package for the OSCE High-Level Conference on Tolerance and Non-Discrimination (including Human Rights Youth Education on Tolerance and Non-Discrimination), which will take place in Albania, Tirana, on 21 and 22 May 2013.

Sincerely yours,

Ihor Prokopchuk

Ambassador,

Chairperson of the Permanent Council

To: All OSCE Delegations
All Partners for Co-operation
All OSCE Institutions
OSCE Parliamentary Assembly
OSCE Secretariat
OSCE Missions and Other Field Activities
Non-Governmental Organizations

I. PROGRAMME OUTLINE

21 May 2013:

morning	Opening Ceremony
morning	Opening plenary session
morning	Plenary session 1
	Lunch provided by Host Country
afternoon	Plenary session 2
afternoon	Plenary session 3
afternoon	Plenary session 4

22 May 2013:

morning	Plenary session 5
morning	Plenary session 6
	Lunch provided by Host Country
afternoon	Closing plenary session

II. Organizational modalities

The Conference will take place in Tirana on 21 and 22 May 2013.

The Rules of Procedure of the OSCE will be applied at the Conference. Also, the guidelines for organizing OSCE meetings (PC.DEC/762) will be taken into consideration.

The opening and closing sessions will be chaired by the OSCE Chairperson-in-Office or a representative of the Chairperson-in-Office.

Each session will have one moderator and at least one rapporteur.

The participating States are encouraged to be represented by high-level officials as well as senior experts responsible for tolerance and non-discrimination issues.

The OSCE institutions, the Secretary General and the Secretariat will participate in the Conference. The Parliamentary Assembly and Partners for Co-operation will be also invited to participate.

Participation of representatives from international and regional organizations, as well as other relevant actors of civil society and NGOs, would be welcome.

Representatives of civil society and NGOs will be able to attend and contribute to the Conference in accordance with relevant OSCE provisions.

The discussions in the plenary sessions will be interpreted from and into all six working languages of the OSCE.

The opening and closing sessions will be open to the media.

III. Guidelines for Speakers, Moderators and Rapporteurs

Guidelines for speakers

To facilitate discussion within time constraints, keynote presentations will be limited to 5–10 minutes, and interventions/questions from the floor to five minutes.

In their contributions, the keynote speakers should set the scene for the discussion in the sessions and stimulate debate among delegations by raising appropriate questions and suggesting potential recommendations, and should concentrate on the highlights of their contributions in their presentations. Keynote speakers should be present during the entire session they are speaking to and should be ready to engage in the debate following their presentation.

Guidelines for moderators and rapporteurs

The moderator chairs the session and should facilitate and focus the dialogue among delegations. The moderator should stimulate the debate by introducing items related to the subjects covered by the working session, as appropriate, in order to broaden or focus the scope of the discussion.

The rapporteurs' written reports should address issues raised during the session concerned, and should cover problem areas, improvements, suggestions made at the session and other relevant information.

Personal views will not be advanced.



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Technical Information

I VENUE

The Conference will be held in Tirana

Sheraton Hotel & Towers

Sheshi Italia

Tirana, Albania

<http://www.sheratontiranahotel.com/>

The plenary sessions will be held in the Illyria ballroom located on the ground floor of the “Sheraton Hotel & Towers”.

II AGENDA

The agenda as well as the annotated agenda for the meeting will be distributed at a later stage.

III LANGUAGES

During the plenary sessions, simultaneous interpretation will be provided between the six official OSCE languages (English, French, German, Italian, Russian and Spanish).

IV PARTICIPATION

Representatives of OSCE participating States, OSCE Institutions and Field Operations, representatives of International Organizations and representatives of Non-Governmental Organizations will participate in the meeting. All Partners for Co-operation are invited to participate as well. No fee for participants is requested.

V GUIDELINES FOR THE DEBATES

The intention is to develop a free-flowing discussion based on the keynote speeches, introductory remarks, background information and written statements circulated in advance or during the meeting. To this end, formal interventions in the form of prepared statements are not envisaged in the course of the Meeting and are discouraged.

Prepared statements, background documentation, comments or other written materials may be submitted in advance for circulation by the Documents Distribution Centre (documents@osce.org), as well as advanced copies for interpreters only.

VI SIDE EVENTS

Side events may be held in the course of the two days. Additional information on the content and objectives of any side event, as well as timing and duration will be made available at a later stage. Side events can be held in the informal meeting rooms located at first floor.

In order to guarantee efficient use of resources you are kindly request to address your intentions to organize a side event in the course of the meeting to elke.lidarik@osce.org. Please be informed that interpretation for side events will not be provided by the OSCE. The only room with interpretation equipment is the Illyria Ballroom, where the plenary sessions will take place. Therefore side events with interpretation provided by the organizers of the side event can only take place there before or after plenary sessions.

VII VISA MODALITIES

Participants needing a visa to enter Albania are asked to make their own arrangements for securing a visa. Please note that the application for an Albanian visa may take up to 2 weeks. Visa applications must be sent to the Albanian MFA point of contact for consular affairs at: eno.jegeni@mfa.gov.al

No entry visa is required for nationals of the following countries and types of passports:

- For holders of EU and Schengen Area passports,
- Andorra, Armenia, Azerbaijan, Bosnia and Herzegovina, Canada, Croatia, Kazakhstan, Monaco, Montenegro, Serbia, San Marino, the Former Yugoslav Republic of Macedonia, Turkey, United States of America, Ukraine,
- Israel, Japan, and Republic of Korea,
- Holders of diplomatic passports from Egypt, Moldova, Russian Federation,
- Holders of a valid Schengen visa or EU residency.

Visa is required for nationals of the following countries:

- Belarus, Georgia, Kyrgyzstan, Moldova, Mongolia, Russian Federation, Tajikistan, Turkmenistan, Uzbekistan,
- Afghanistan, Algeria, Egypt, Morocco, Jordan, Tunisia

The following documents and information must be sent to: eno.jegeni@mfa.gov.al

- **copy of a valid passport** (or international travel document). The passport should still be valid for another 6 months from the date of the visa application,
- **visa application form** duly filled out and signed (form can be found on https://docs.google.com/file/d/0B3KhDiEOIPfeTUM1d1FQU0RXZ2M/edit?usp=drive_web&pli=1
- Indication of the **Albanian Consulate** where the applicant would like to retrieve the visa. A list of Albanian diplomatic missions can be found on: <http://www.mfa.gov.al>

In case of visa problems, please contact:

Mr. Engjell Begalla, Director of Consular Department, Ministry of Foreign Affairs, Albania
Phone: + 35542340358, mobile + 355 68 40 57 934, e-mail: engjell.begalla@mfa.gov.al

VIII REGISTRATION/ACCREDITATION

Please find enclosed the registration form. The completed form (Annex 1) should be sent to the elke.lidarik@osce.org

In addition, a list of all delegation members who will attend the conference should be sent from the Permanent Missions in Vienna to elke.lidarik@osce.org. Such a list would facilitate the accreditation process and would ensure that all delegation members are listed in accordance with their respective rank and seniority.

Participants are strongly recommended to return the accreditation forms and the list of delegation members latest by 14 May 2013.

We kindly ask participants to contact the Conference's accreditation desk at the entrance of Sheraton Hotel, located in the ground floor, entrance area, prior to the opening ceremony, in order to obtain the badges. By using the opportunity of advanced registration a delays in issuing the conference badges before the opening of the conference could be avoided.

The accreditation desk will be open
on Monday, **20 May**, from 10 a.m. until 4 p.m.
on Tuesday, **21 May**, from 7 a.m. until 6 p.m.
on Wednesday, **22 May**, from 8 a.m. until the end of the meetings

IX CATERING

Lunch and refreshments during scheduled coffee breaks will be offered to all participants on all conference days.

X DISPLAY OF BACKGROUND/INFORMATION MATERIAL

Relevant information and documentation will be distributed and displayed at the conference venue. In addition the documents will also be posted on to the OSCE public website.

XI TECHNICAL EQUIPMENT

The Plenary room as well as the room foreseen for side events will be equipped with technical facilities for power point presentations. The equipment consists of screens, projector, laptop (Microsoft windows XP, office XP) with remote control, VCR (VHS, S-VHS), mini DV and DVD player, CD-player, floppy disk station and USB-port.

XII WORKING AREAS

Appropriate working facilities for participants to the conference will be arranged at the venue. This area will be accessible from 20 - 22 May and will be equipped with desks, computers (Microsoft windows XP and office XP), printers, phones and fax machine.

XIII ACCOMODATION

Hotel rooms and suites will be allocated on a first come and first serve basis. Hotel reservations should be made directly by delegations with any of the hotels listed in annex 2.

Hotel facilities used by delegations should be paid directly to the hotels by delegations and/or their respective Embassies in Albania.

XIV TRANSPORTATION

Shuttle service will be provided from the airport to the listed hotels as well as transport services from the hotels to the airport. The schedule of shuttle service will be issued at a later stage.

Please note that smooth transport procedures for each individual can only be ensured when indicating the date and time of arrival and departure as well as flight numbers in the accreditation form.

XV POINTS OF CONTACTS

Substantial issues:

Ms. Mariana Betsa, Counsellor, Ukrainian OSCE Chairmanship,
betsa@pmua.at, tel: +43 1 581 04 29 33, mobile: +43 676 432 91 97

Mr. Oleksandr Maznychenko, First Secretary, Ukrainian OSCE Chairmanship,
maznychenko@pmua.at, tel: +43 1 581 04 29 34, mobile: +43 681 811 93 638

Ms. Floriane Hohenberg, ODIHR, Head, Tolerance and Non-Discrimination,
floriane.hohenberg@odihr.pl, +48 22 5200 767, mobile: +48 605 324 488

Irida Laci, Head of OSCE, KE, Section, MFA Albania
Irida.laci@mfa.gov.al, tel + 355 42364090 ext 79 186; mobile : +355 69 20 84 850

Alma Kasa, desk officer, OSCE, KE section, MFA Albania
Alma.kasa@mfa.gov.al, tel + 35542364090 ext 79 155, mobile + 355 69 53 35 645

Logistical Modalities, e.g. room bookings, documentation, etc

Ms. Elke Lidarik, OSCE Conference Services,
elke.lidarik@osce.org tel: +43 1 51436 6392, mobile: +43 664 141 88 67

Adi Hoxha, Protocol Department
Adi.hoxha@mfa.gov.al, tel : + 355 42 364 404, mobile : +355 68 51 63 563

Protocol issues:

Ms. Gentiana Mburimi, Head of Ceremonial Section, State Protocol Department, MFA
Gentiana.mburimi@mfa.gov.al, tel + 35542364 404, mobile +355 69 400 3123

Ms. Eva Nastas, Desk Officer, State Protocol Department, MFA Albania
Eva.nastas@mfa.gov.al, tel: + 355 42364 404, mobile : +355 692469704

Visa issues:

Mr. Engjell Begalla, Director of Consular Department, MFA Albania
e-mail: engjell.begalla@mfa.gov.al tel: + 35542340358, mobile + 355 68 40 57 934

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Registration Form

Please submit this form **not later 14 May 2013** by e-mail to elke.lidarik@osce.org

Please complete in capital letters

Family Name: Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>	Given Names:

Representing:
Country/Name of Organization/Name of Institution:
Please tick one of the categories below:
<input type="checkbox"/> Participating State <input type="checkbox"/> Partner for Co-operation <input type="checkbox"/> International Organization <input type="checkbox"/> Academic Community <input type="checkbox"/> Business Community <input type="checkbox"/> NGO <input type="checkbox"/> OSCE Secretariat <input type="checkbox"/> OSCE Field Operation <input type="checkbox"/> OSCE Institution <input type="checkbox"/> Other:

Title / Position as to appear on the list of participants:

Mobile No. with all prefixes, including national code:	E-mail address:
Tel. No. with all prefixes, including national code:	Fax No. with all prefixes, including national code:

Nationality		Current country of residence		Date of birth					
				Day	Month	Year			
Passport number		Issued by		Passport type			Expiry date		
				Diplomatic	National	Other	Day	Month	Year
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Arrival		Flight #:		Departure			Flight #:		
Date:		Time:		Date:		Time:			

In Tirana during the event, I will stay at:

	<u>Hotel</u>	<u>Adress and contact info</u>	<u>Single room Price</u>	<u>Double room Price</u>	<u>En Suite Price</u>	<u>Total Number of rooms available</u>
1.	Sheraton	Sheshi Italia · Tirana · Albania Tel: +355 (4) 2274707 · Fax: +355 (4) 2274711 Email: reservations.tirana@sheraton.com	€156	€175	€230	
2.	Rogner	Bulevardi Deshmoret e Kombit · Tirana - Tel: +355 (4) 2235035 · Fax: +355 (4) 2235050 · Email: info.tirana@rogner.com	€115	€	€	
3.	Tirana International	Scanderbeg Square · Build. 8 · Entr. 1 Street · Tirana Tel: +355 (4) 2234185 · Fax: +355 (4) 2234188 · Email: hotel@hoteltirana.com.al	€120	€130	€200	
4.	Grand	Str. Ismail Qemali · Nr.11 · Tirane, Tel: +355 (4) 2253 219 · +355 (4) 2253 220 Fax: +355 4 2247 996 · Email: info@grandhoteltirana.com	€105	€	€	
5.	Xheko Imperial	Rr. Ibrahim Rugova · Tirane Tel: + 355 4 2259 574/5/6/7 · Fax: + 355 4 2246 852 Email: contact@xheko-imperial.com	€90	€120	€145	
6.	Mondial	Rr. Muhamet Gjollësja · 1023 · Tirana Tel: +00355 (4) 2232372 · Fax: +355 (4) 2222265 Email: info@hotelmondial.al	€90	€100	€	
7.	Vila Alba	Rr. Xhorxhi Martini 10 · Tirana Tel: +355 (4) 2255937 · Fax: +355 (4) 2255936 Email: office@vila-alba.com	€100	€110	€	
8.	Sokrat	Rr. e Elbasanit · 81 · Tirana Tel: +355 (4) 2378294 · Fax: +355 (4) 2378281 Email: info@hotelsokrat.com	€80	€	€	
9.	Monarc	George W. Bush Rd and Zhan D'Ark Blvd. · Tirana Tel: +355 (4) 2274511 · +355 (4) 2274504 Fax: +355 (4) 2241500 Email: reservation@monarc.al	€120	€	€	
10.	Iliria	Elbasan Street · In front of the Philological Faculty · Tirana Tel/Fax: +355 4 2371700	€80	€90	€	
11.	Chateaux Linza	SH54, Tiranë Tel: 00355 69 203 0009/3 Email: reservations@chateaulinzahotel.com	€100	€120	€	
12.	Diplomat	Rr. Sulejman Delvina · Nd.61 H.21022 · Tirana Tel: + 355 (4) 2233 151/2258 468 Fax: +355 (4) 2230 457 Email: diplomat@icc-al.org	€80	€95	€	
13.	Diplomat Fashion	Blv. Bajram Curri · Nd.36 H.1 · Tirana Tel: +355 (4) 2235090 · Fax: +355 (4) 2320749 Email: reservation@diplomatifashion.com	€80	€95	€	
14.	Hotel Dreri	Rr. "Gjeneral Nikols", (pranë Fakultetit Gjeologji Miniera), Nd. 24, H.1 Tel: +355 (4) 2374745 Cel: +355 (0) 696015864 www.hoteldreri.com email. reservation@hoteldreri.com email. info@hoteldreri.com	€75	€85	€	