



Media Handbook

21st OSCE
Ministerial Council

Basel, 4–5 December 2014



Canton of Basel-Stadt



Mercedes-Benz



CARAN d'ACHE
GENEVE 1915

MONDAINE

Swiss  Watch

Switzerland Tourism.



MANOR 

Table of contents

Foreword	5
Program	6
Venue	8
Accreditation	8
Media Center	9
General Information	12
Arrival and Departure	14
Transportation	16
Meals	17
Events	18
General Information about Switzerland	20
Floor Plans Basel Exhibition Center	22
Location Basel Exhibition Center	28

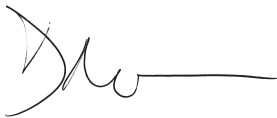
Dear representatives of the media and non-governmental organizations,

It is my great pleasure to welcome you to the 21st Ministerial Council of the OSCE in Basel.

Switzerland has been an active participant in the OSCE from the very beginning. We regard the OSCE as a key platform to foster dialogue and build confidence among States and to advance the well-being of the people.

During our Chairmanship year there have been serious challenges to security in the OSCE area. While our organization once again has proven to be useful in building bridges and responding operationally to crises, further efforts will be required by all of us to enhance security and cooperation in the Euro-Atlantic and Eurasian regions. Switzerland will remain committed to strengthening the OSCE and promoting cooperative security beyond its Chairmanship year.

I wish you a productive Ministerial Council and a pleasant stay in Switzerland.



Didier Burkhalter
OSCE Chairperson-in-Office 2014



Program

Thursday, 4 December 2014

- 6 am – Arrival of representatives of the media at
7:15 am the Basel Exhibition Center (doors closing at 7:15 am)
- 7:20 am - Arrival of Heads of Delegation at the
7:50 am Basel Exhibition Center (gathering at Heads of Delegation lounge)
- 8 am Ceremonial meet & greet procedure with OSCE Chairperson-in-Office
- 9:15am Family Photo
- 9:30 am **Opening session (open to media pool)**
- Formal opening and adoption of the agenda
 - Address by the OSCE Chairperson-in-Office
 - Address by the President of the OSCE Parliamentary Assembly
 - Report by the OSCE Secretary General
- Plenary session I (closed to media)**
- Statements by Heads of Delegation
- 1:00 pm Working luncheon for Heads of Delegation
Swissôtel Le Plaza, Room Helvetia, Basel
- Separate lunch for representatives of the media
Restaurant Namamen, Basel

- 3 – 6 pm **Plenary session I (continued)
(closed to the media)**
- Statements by Heads of Delegation
- 7:30 pm Reception for members of delegations
and the media
Theater Basel
- 8 pm Official dinner for Heads of Delegation
Restaurant Safran Zunft, Basel

Friday, 5 December 2014

- 9 am **Plenary session II (closed to media)**
- Statements by Heads of Delegation
 - Adoption of Ministerial Council decisions
and documents
 - Any other business
- 2 pm **Closing session (open to media)**
- Formal closure (statements by the current
and incoming Chairpersons-in-Office)
- 4:30 pm Concluding press conference

FDFA-Website: www.eda.admin.ch/osce_2014

OSCE-Website: www.osce.org/event/mc_2014

Twitter: www.twitter.com/swissOSCE2014

Hashtag: #OSCEMC14

Venue

The 21st OSCE Ministerial Council takes place in Basel at the Basel Exhibition Center, located at Messeplatz 1, 4058 Basel. The official website of the Basel Exhibition Center is www.messe.ch/basel.

Accreditation

The Basel Exhibition Center can only be accessed with a valid accreditation badge. Media representatives may be requested to present proof of identity (passport or national ID card) at any time. Media badges must be worn and visible at all times for entry to all venues, including the delegates' and media reception. Please note that badges are strictly for personal use and cannot be transferred.

Media representatives can collect their badge at the accreditation desk located at the road link between Clarastrasse and Clarahofweg close to the premises of the OSCE Ministerial Council (see map on page 27).

Opening hours of the Accreditation Desk

1 December	10 am - 8 pm
2 December	8 am - 8 pm
3 December	8 am - 10 pm*
4 December	6 am - 8 pm
5 December	8 am - 6 pm

* for emergencies a hotline is in place until midnight.
Tel: +41 79 648 09 61

Lost badge

In order to obtain a new badge, please visit the Accreditation Desk. A new badge can only be issued to the registered holder upon presenting the confirmation letter and a valid passport or ID card.

Media Center

The media will be provided with a fully equipped Media Center at the Basel Exhibition Center in Hall 1.1. The entire venue will be a secure area, with access only possible with a media accreditation badge.

Opening hours

3 December	10 am - 7 pm
4 December	6 am - 10 pm
5 December	6 am - 10 pm

Entrances

The media shall use the entrance in the Foyer North. For its location please see the venue map on page 23.

On Thursday, 4 December media representatives need to be inside the Media Center before 7:15 am if they wish to be present for the arrival of the Heads of Delegation and the Opening Session. No access will be allowed between 7:15 am - 10 am.

WLAN

Wireless Local Area Network is available in all areas.
ID: OSZE14
Password: basel-14

Media Information Desk

The Media Information Desk in the Media Center will offer the following services:

- Registration for pools on a “first come first served” basis
- Arrangement of briefings and individual interviews
- Distribution of press releases, declarations, speeches and other documents
- IT support

Tel: +41 61 69 04 550 or +41 61 69 04 551

Email: mediadesk@mc2014.ch

Contacts

OSCE Communication and Media Relations Section

Tel: +41 61 69 04 557 or 558 or 559

Fax: +41 61 69 97 021 - 022

Email: press@osce.org

OSCE Spokesperson – Cathie Burton

Tel: +41 79 808 04 46

Tel: +43 664 130 85 36

Email: Cathie.Burton@osce.org

OSCE Deputy Spokesperson – Natacha Rajakovic

Tel: +41 79 808 04 47

Tel: +43 676 375 61 63

Email: Natacha.Rajakovic@osce.org

Spokesperson of the Swiss OSCE Chairmanship 2014 – Roland Bless

Tel: +41 79 808 04 48

Email: Roland.Bless@eda.admin.ch

SNG Access – Linda Shepard

Tel: +41 79 544 48 16

Email: Linda.Shepard@eda.admin.ch

Accreditation questions

Tel: +41 79 648 09 61

Email: registration@mc2014.ch

Equipment Media Center

The Media Center will offer the following facilities:

- Workplaces for media and NGOs
- Wireless internet connection
- Audio splitters for audio feed
- Eight TV and radio booths
- CCTV screens broadcasting the plenary sessions and announcements for journalists
- Rooms for individual interviews
- Press conference room

Broadcast services

TV / radio broadcasters are welcome to use EBU EUROVISION services on site.

ENG crews, editing, TV / radio studio facilities,

briefings, standup & playout time slots can be booked with prior notice.

To make a booking:

EBU EUROVISION - Special Events

Tel. +41 22 717 2840

Email: newsoperations@eurovision.net

Online booking: www.eurovision.net

EBU EUROVISION - Producer in charge

Rasha Hasbini

Tel. +41 79 244 65 63

Email: hasbini@eurovision.net

Pool signal

Access to the pool signal will be available on site and is free of charge. You can book access to HD or SD pool signals, with or without a workspace. Workspaces are distributed on a first come first served basis, their number is limited. All pool signals will be in SDI and 16:9. Please bring your own analog converter should you need a 4:3 signal.

To make a booking:

EBU EUROVISION - Special Events

Email: newsoperations@eurovision.net

Online booking: www.eurovision.net

Host photographer

Photographs by the host photographer for use by the media will be provided on the OSCE website, and available locally from the OSCE COMMS office. Requests may also be sent by email to webteam@osce.org.

Webcasting

The plenary sessions of the Ministerial Council as well as the final press conference can be viewed live at www.osce.org/live.

Video

Broadcast-quality video of plenary sessions and press conferences will be available to download at <http://tv.osce.org>.

WorldFeed

A WorldFeed, free of charge, will be offered on December 4 for the opening remarks of the OSCE Ministerial Council. A WorldFeed chargeable will be made available for the rest of the satellite feed of the conference. For details and prices, please visit www.eurovision.net/wf/worldfeeds.php or write to worldfeed@eurovision.net.

Press conference

The final press conference of the OSCE Ministerial Council will be held on 5 December 2014 in the Media Center. The press conference room will be equipped with split boxes with plugs for recording devices. Interpretation into the six official OSCE languages will be provided.

Photo retail store

The retail store indicated below offers a large selection of equipment. It is only 8 minutes by tram from the Basel Exhibition Center. Take tram no. 1, 2, 14 or 15 from „Basel Messeplatz“ to „Basel Kunstmuseum“. The store is open Monday - Friday from 9 am - 18:30 pm.

Foto Marlin Basel GmbH
Aeschenvorstadt 21
4051 Basel
Tel: +41 61 273 88 08

General Information

Phone calls

The typical format for Swiss phone numbers is 061 (area code) 69 04 444. The „0“ on the area code is dropped when dialing from abroad (+41 61 69 04 444).

City of Basel Information Desk

The Basel Desk in Hall 4.1 of the Basel Exhibition Center will provide useful facts and tourist information on the City of Basel. Free tickets for cultural events and visits are available at the desk. The Basel Desk also acts as the meeting place for the two city tours “Basel compact” (from 1 pm - 2 pm

every day) and “Discover the Christmas town” (from 5 pm - 6:30 pm every day), which are free of charge.

Basel Desk: Basel Exhibition Center, Hall 4.1

Opening times: 8 am - 8 pm every day

Tel: +41 61 69 04 598 or +41 61 69 04 599

Email: osce@basel.com

Prayer room

Please go to the Media Information Desk for further information. A member of staff will guide you to the prayer room.

First aid

Please go to the Media Information Desk for further information.

Smoking area

Smoking indoors is prohibited. Please smoke outside.

Cash point

The cash point is located in the Basel Exhibition Center on the corner Clarastrasse / Riehenring. There is also a cash withdrawal possibility directly on the Messeplatz.

Lost property

Please contact the Media Information Desk in Hall 1.1.

Liability

The organizers are not liable for personal accidents or for the loss or damage to the personal property of registered participants. Participants should make their own arrangements with respect to personal insurance.

Security

To gain entry to the Basel Exhibition Center and while inside the building, a valid ID badge or pin must be worn and visible at all times. In addition, media representatives are requested to cooperate with security check points and to follow the directions of

the police, security and protocol staff at all times. Security staff will ensure that visitors only enter areas that they are permitted to enter.

Media representatives should be aware that airport-style x-ray screening will be used at the Basel Exhibition Center.

Arrival and Departure

By plane

There are daily regular flights to Basel from a large number of European capitals. Media representatives are advised to arrange their arrivals at EuroAirport Basel Mulhouse Freiburg (www.euroairport.com/en/) and Zurich Airport (www.zurich-airport.com/) on regular commercial flights. OSCE Ministerial Council Information Desks will only be provided at the EuroAirport Basel Mulhouse Freiburg, Zurich Airport and Basel main train station (Basel SBB).

EuroAirport Basel Mulhouse Freiburg is located only 6 km from Basel Exhibition Center whereas the distance to Zurich Airport is roughly 100 km.

EuroAirport Basel Mulhouse Freiburg

Upon arrival, please report to the OSCE Welcome Desk in the baggage claim hall. Hostesses will assist you to board the shuttle bus no. 50 leading directly from EuroAirport Basel Mulhouse Freiburg to the Basel main train station (Basel SBB) where the official OSCE Ministerial Council Welcome Area is situated for further directions.

EuroAirport Basel Mulhouse Freiburg

www.euroairport.com/en

info@euroairport.com

Tel: +41 61 325 31 11

Zurich Airport

Upon arrival, please follow the signage and report to the OSCE Welcome Desk in Arrival Hall 1. Hostesses will assist you to get to the direct trains from Zurich Airport to Basel main train station (Basel SBB) where an OSCE Welcome Area is situated for further directions.

Zurich Airport

www.zurich-airport.com

info@zurich-airport.com

Tel: +41 43 816 22 11

By train

Upon arrival at the Basel Swiss main train station (Basel SBB), please follow the signs to the designated OSCE Ministerial Council Welcome Area for further directions.

Immigration - EU Arrivals

If your journey was entirely within the EU, please directly proceed to the exit / OSCE Welcome Desk as Switzerland is part of Schengen.

Immigration - Non-EU Arrivals

Please proceed to the passport control and then to the exit / OSCE Welcome Desk.

Customs

Please be aware that customs officers will monitor the areas and may operate checks.

Hand baggage regulations

Aviation security regulations prohibit all passengers from carrying any liquid, gels or pastes of more than 100mls through security screening. Containers of 100mls or less of liquids, gels, pastes, lotions and cosmetics may be brought through the passenger security screening point in a transparent re-sealable bag of no more than one litre capacity, 20cm x 20cm. The rules apply to all liquids/gels/pastes such as water and beverages, aerosol cans and toiletries such as toothpaste, shaving cream, hair gel, lipgloss and creams. There is a limit of one transparent plastic bag per person.

Medicines required during the flight are exempt from this rule, but must be placed in a separate transparent re-sealable bag and presented separately at the passenger screening area.

Visas

For questions please contact the responsible embassy or consulate in your country of residence or the Federal Department of Foreign Affairs – OSCE Chairmanship Task Force: oscemc2014@eda.admin.ch.

Transportation

Public transportation

Upon arrival at the EuroAirport Basel Mulhouse Freiburg or the Basel main train station (Basel SBB), please proceed to the Welcome Desks. By presenting the accreditation or hotel room confirmation, a voucher is handed out for free transfer to the hotel.

Upon check-in at the hotel, each accredited participant of the OSCE Ministerial Council will receive a public transportation ticket valid throughout the stay in Basel. This ticket is valid for the local trams and buses. Not included in this ticket is the train ride from Basel to Zurich Airport and vice versa.

The personal OSCE badge also provides free access to the different means of public transportation within Basel city and the immediate surroundings.

Taxi

To order a taxi please call one of the following taxi companies in Basel:

Taxizentrale	Tel: +41 61 222 22 22
33er Taxi	Tel: +41 61 333 33 33
Basilea Mini-Taxi	Tel: +41 61 692 44 44

The list of telephone numbers is not exhaustive and was taken from open sources. Taxi companies are privately owned. The OSCE Chairmanship bears no responsibility for the taxi tariffs and services provided by the companies. When calling a taxi please clearly specify if you want a car with a taximeter and/or POS terminal. The taxi tariffs within the city range between 15 and 30 CHF depending on the length and duration of the journey. The closest taxi stands are located at Riehenring and Mattenstrasse. Maps of Basel will be provided on-site.

Meals

Lunch

Lunch for media and NGO representatives is available free of charge in the Namamen Restaurant as follows:

3 December 2014	11:30 am – 2:30 pm
4 December 2014	11:30 am – 2:30 pm
5 December 2014	11 am – 3 pm

Address:

Namamen Messe AG
Messeplatz 1a
4058 Basel

Snack bar

A snack bar, which offers free sandwiches, fruit and drinks is available for media and NGO representatives in the Foyer North / Hall 1.0 as follows:

3 December 2014	10 am - 11:30 am 2:30 pm – 7 pm
4 December 2014	7 am - 11:30 am 2:30 pm – 8 pm
5 December 2014	7 am – 11 am 3 pm - 8 pm

Events

The reception starting at 7 pm on 4 December for delegates and media representatives will take place in the Theater Basel. Individual transfer to the Theater Basel and back to the hotels either by minibus or public transportation (tram No. 8 from Clarastrasse to tram stop Bankverein).

Invitation

The Swiss Chairmanship of the OSCE 2014 invites all participants of the 21st OSCE Ministerial Council Meeting in Basel for a

Reception

Thursday, 4 December 2014, 7:30 pm
At Theater Basel

The highlight of the event will be a presentation of the Ballet of Basel and a performance of the group Top Secret, a Swiss drumming group.
Swiss national specialties will be served.

Theater Basel
Elisabethenstrasse 16
4051 Basel

Please present your badge at the entrance.

OSCE Parallel Civil Society Conference 2014

The OSCE Parallel Civil Society Conference will take place in Basel on 2 and 3 December 2014. It is organized by the Civic Solidarity Platform in cooperation with swisspeace and with the support of the Swiss OSCE Chairmanship. At this conference, civil society organizations from the OSCE region will assess the implementation of the OSCE human dimension commitments and adopt recommendations to the OSCE participating States, political bodies and institutions, which will be handed over to the OSCE Chairperson-in-Office.

Venue: Hotel Pullman, Clarastrasse 43, 4058 Basel

Registration: the opening (Tuesday, 2 December 2014 from 10 am - 10:30 am) and closing (Wednesday, 3 December from 3:30 pm - 4:45 pm) sessions are open to delegates and the media, registration on the spot at the conference venue is necessary.

For further information please visit: <http://civicsolidarity.org/osce-parallel-civil-society-conference-2014>

Media Conference on the OSCE Parallel Civil Society Conference 2014

Date and time: Wednesday, 3 December 2014 from 5:00 - 5:30 pm

Venue: Media Centre of the OSCE Ministerial Council

At the media conference, the Civic Solidarity Platform will present their civil society recommendations and the OSCE Chairperson-in-Office will speak out on them.

General information about Switzerland

Climate

For detailed weather forecasts, please visit <http://www.meteoschweiz.admin.ch>.

Local time

CET (UTC +1).

Currency

The Swiss franc is the currency of Switzerland. Notes are 10 francs, 20 francs, 50 francs, 100 francs, 200 francs and 1'000 francs. Coins are 5 centimes, 10 centimes, 20 centimes, 50 centimes, 1 franc, 2 francs and 5 francs.

Banks

Banks are usually open Monday to Friday from 8:30 am - 12 pm and 13:30 pm - 5 pm. Normally Thursdays they extend their hours, but not every bank has this policy so please check locally. They are closed on Saturdays, Sundays and on public holidays. ATM (cash) machines are located at most banks and accept most credit and debit cards. For cash points see: Cash point, page 13.

Shops

Shops are usually open Monday to Friday from 7:30 am - 7 pm and on Saturdays from 7:30 am - 6 pm. They are closed on Sundays and on public holidays.

Post office

There is a post office just around the corner from the Basel Exhibition Center, which is open Monday to Friday from 7:30 am - 6:30 pm and on Saturdays from 8 am - 1 pm. It is closed on Sundays.

Poststelle
Claragraben 81
4058 Basel

Smoking

A blanket ban on smoking in all places of work is in place including all bars, nightclubs and restaurants.

Electric appliances

The electrical supply in Switzerland is 230v (50hz). The plugs and sockets are different from the USA and continental Europe.

Emergency telephone numbers

Standard emergency number: 112
or
Police: 117
Fire: 118
Ambulance: 144

Medical treatment

Visitors are advised to take out personal travel insurance.

Hospitals

The following hospitals are located in the immediate vicinity of the Basel Exhibition Center:

Universitätsspital Basel

Spitalstrasse 21/
Petersgraben 4
4031 Basel
Tel: +41 61 26 52 525
Fax: +41 61 26 52 650

St. Claraspital AG

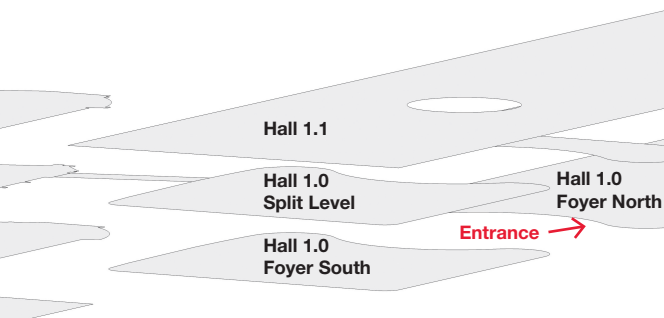
Kleinriehenstrasse 30
4058 Basel
Tel: +41 61 68 58 585
Fax: +41 61 69 19 518

Bethesda Spital

Gellertstrasse 144
4052 Basel
Tel: +41 61 31 52 121

Floor Plans

Messe Basel | Hall 1

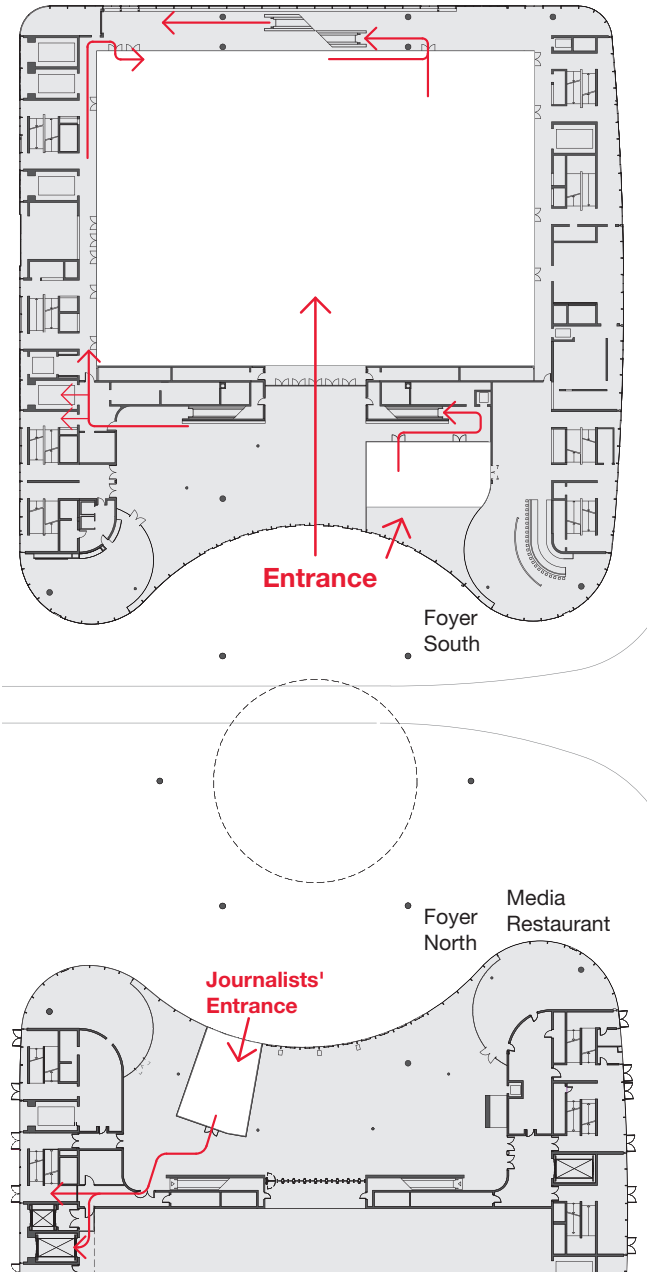


Hall 1.0 Foyer South | Details on page 23
Main Entrance / Delegates' Entrance
Access to Hall 4
Main Plenary Hall

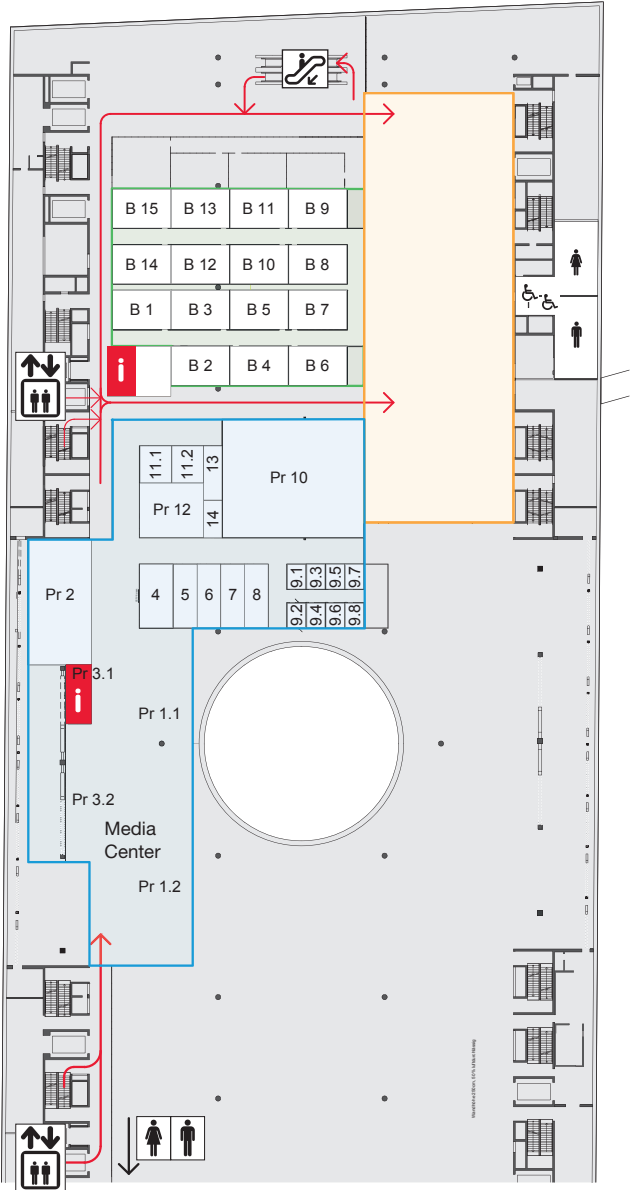
Hall 1.0 Foyer North | Details on page 23
Journalists' Entrance /
Access to Media Centre
Media Center Lounge
Media Restaurant

Hall 1.1 Details on page 24
Bilateral Meeting Rooms
Delegates' Restaurant
Media Center: Press Conference Room
Interview Rooms
COMMS
FDFA Information
TV/Radio Booths
Press Working Areas
NGO Working Areas

Hall 1.0



Hall 1.1



i  Information Desk

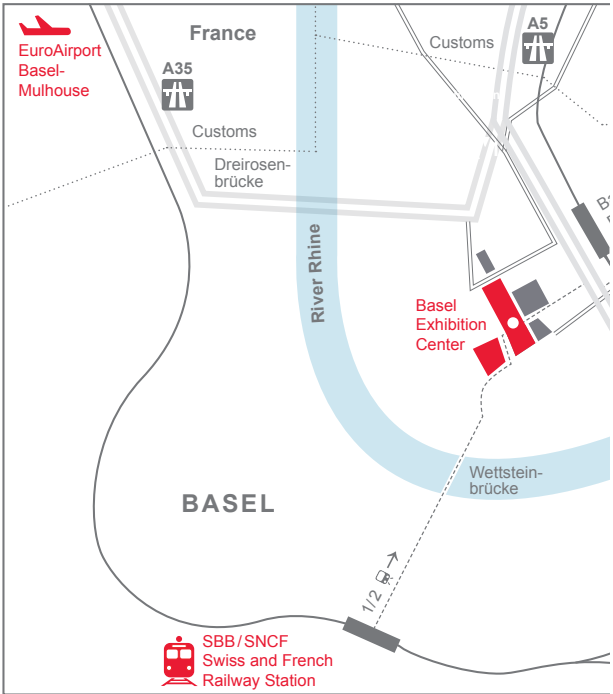
- Pr 1.1-2 Press Working Area
- Pr 2 NGO Working Area
- Pr 3.1 Press Information / IT Support /
NGO Support Desk
- Pr 3.2 Beverages Area / Small Lounge
- Pr 4 Informal Interview Area
- Pr 5 CCTV
- Pr 6 Tech Office
- Pr 7 Storage TPC / EBU
- Pr 8 EBU Booking and MCR
- Pr 9.1-8 TV Radio/News Booths
- Pr 10 Press Conference Room
- Pr 11.1-2 Individual Interview Rooms
- Pr 12 COMMS
- Pr 13 Tech/IT Office
- Pr 14 FDFA Information

- B 1-15 Bilateral Meeting Rooms

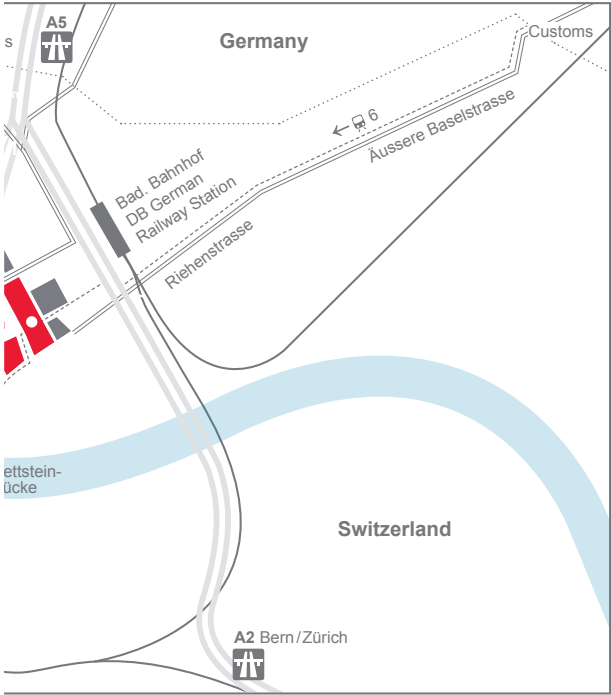
Accreditation Desk



Location of Basel Exhibition Center



Location of Basel Exhibition Center



Notes

