



**Organization for Security and Co-operation in Europe
The Secretariat**

Vienna, 12 April 2016

24th OSCE Economic and Environmental Forum

SECOND PREPARATORY MEETING

“Strengthening stability and security through co-operation on good governance”

Berlin, 19 - 20 May 2016

LOGISTICAL MODALITIES

1. VENUE	The Meeting will take place at the Federal Foreign Office/Auswärtiges Amt , Werderscher Markt 1, 10117 Berlin, Germany (www.diplo.de)
2. PROFILE OF PARTICIPANTS	<p>OSCE Ambassadors, high-level and senior officials from participating States, responsible for shaping international economic and environmental policy in the OSCE area, representatives of the Partners for Co-operation and the OSCE Parliamentary Assembly, as well as from the OSCE Field Operations are invited to participate and make both oral and written contributions.</p> <p>Representatives of international organizations, expert academics and business representatives, non-governmental organizations with relevant experience in the area under discussion will participate in the meeting, according to the Decision of the OSCE Permanent Council (PC.DEC/1176/15).</p> <p>The participation is free of charge.</p>
3. WORKING MODUS OF THE MEETING	<p>The Preparatory Meeting should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. The recommendations will be taken into consideration during the deliberations of the Forum’s Concluding Meeting, taking place in Prague on 14-16 September 2016.</p> <p>The Panel Debates and the Plenary Sessions will have interventions/presentations of panelists/expert speakers followed by discussions. A moderator will facilitate the debates and a rapporteur will summarize the key issues discussed.</p> <p>The Consolidated Summary of the conference will be published on the OSCE Forum conference website shortly after the event: http://www.osce.org/event/24th_eef_prep2</p>
4. DEADLINES	<p>We thank the participants for paying attention to the deadlines for:</p> <ul style="list-style-type: none">➤ Application for Schengen visa should be submitted at the latest <u>4 weeks prior to the travel to Berlin.</u>➤ Registration to the Forum Meeting: <u>Monday, 2 Mai 2016</u>
5. REGISTRATION	DEADLINE: MONDAY, 2 MAI 2016

	<p>Each participant is requested to send a registration form completed with all necessary details until 2 Mai 2016 (by e-mail only) to Ms. Andrea Gredler, E-mail: andrea.gredler@osce.org.</p> <p>⇒ To receive the required REGISTRATION FORM for the OSCE Economic and Environmental Forum Meeting, please contact andrea.gredler@osce.org</p> <p>In addition to the registration forms <u>Delegations</u> are kindly requested to notify the ranking and the title of their members.</p> <p>PLEASE NOTE: participants wishing to attend the Conference “Connectivity for Commerce and Investment”, organized by the German OSCE Chairmanship 2016, will have to register separately for that conference. Please contact: connectivity@diplo.de</p>
<p>6. ACCREDITATION</p>	<p>Accreditation will take place at the Conference Venue on:</p> <ul style="list-style-type: none"> • Thursday, 19 May, as of 8.00 am - 5.00 p.m. • Friday, 20 May, as of 9.00 am until the end of the meeting <p>A valid photo ID is required. A badge will be handed out, <u>which is required to access the conference hall.</u></p>
<p>7. INTERPRETATION</p>	<p>Simultaneous interpretation into English and Russian will be provided throughout the Meeting.</p>
<p>8. DOCUMENT DISTRIBUTION</p> <p><i>Written contributions</i></p>	<p>Participants are welcome to submit written contributions reflecting their views on the issues and topics proposed for discussions.</p> <p>Please send an electronic copy of the paper in advance to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Brigitte Krech, E-mail: brigitte.krech@osce.org, with copy to (cc.) andrea.gredler@osce.org; Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6619) to enable a timely distribution to the participants.</p> <p>All documents will be published on the Forum Website: http://www.osce.org/event/24th_eef_prep2 and a very limited amount of hard copies of the documents will be available at the venue. Further copies can be produced ad hoc at the Meeting venue upon request at the Document Distribution Desk at the Meeting venue.</p>
<p>9. TECHNICAL SUPPORT FOR SPEAKERS</p>	<ul style="list-style-type: none"> • Requests for technical support should be addressed well in advance to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Andrea Gredler, E-mail: andrea.gredler@osce.org, Fax + 43 1 51436 6251, Tel. + 43 1 51436 6675). • Speakers are kindly requested to send a short CV (with photo) and an electronic copy of their presentation to the Office of the Co-ordinator of OSCE Economic and Environmental Activities no later than Monday, 9 May 2016 (Ms. Brigitte Krech, E-mail: brigitte.krech@osce.org , Fax. + 43 1 514 36 6251, Tel. + 43 1 514 36 6619) and to take an electronic copy of their presentation (on a USB stick) as back-up to the meeting.

<p><i>Co-ordination Meeting for Moderators, Speakers, Rapporteurs</i></p>	<ul style="list-style-type: none"> • A co-ordination meeting for moderators and speakers will take place on Thursday, 19 May, at 08:00 am at the conference venue.
<p>10. WORKING AREA & INTERNET</p>	<p>A delegates' area with a few PC working stations and WiFi access at the conference venue will be provided.</p>
<p>11. TEA, COFFEE & LUNCHES</p>	<p>Coffee/tea breaks and lunch buffets will be provided throughout the duration of the conference. In addition, several restaurants are located within walking distance from the conference venue.</p>
<p>12. SOCIAL EVENT</p>	<p>A reception hosted by the German Chairmanship will take place on 19 May 2016, at 18:30, at the German Ministry of Foreign Affairs.</p>
<p>13. VISA</p>	<ul style="list-style-type: none"> • Participants are asked to make their own arrangements for a Schengen visa for entry into Germany and are encouraged to submit visa applications as soon as possible, the latest 4 weeks ahead of the travel to Berlin (see www.diplo.de > Visa regulations). Please check websites of the local German Embassy (see www.diplo.de > Deutsche Auslandsvertretungen). • In case of emergency, please contact: events-osce2016@diplo.de • In case a letter of invitation is required for your visa application, please contact the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Andrea Gredler, E-mail: andrea.gredler@osce.org) and add the scanned copy of your passport to your mailing.
<p>14. ACCOMMODATION</p>	<p>Participants are kindly requested to make their accommodation arrangements at their own expenses. Berlin offers many possibilities for accommodation, including hotels in vicinity to the conference venue (Berlin Mitte). Early booking is highly recommended.</p> <p>See a list of hotels in walking distance from the conference venue in Annex 1.</p>
<p>15. TRANSFERS</p>	<p>Public transfers: Berlin has two airports: Berlin Schönefeld (SXF) and Berlin Tegel (TXL, closest to the city centre). For transfers see www.berlin-airport.de. Fastest public transfers are:</p> <ul style="list-style-type: none"> • Airport Berlin Tegel (TXL) to Berlin city centre: bus TXL (ca. 25 min). • Airport Berlin Schönefeld (SXF) to Berlin city centre: Regionalbahn (Airport Express = RE 7 or RB 14) or S-Bahn S9 via station "Ostkreuz" (ca. 45 min) <p>Taxis: Local Taxis can always be found (day and night) at both airports at standard rates (taximeter rates). Booking in advance is not necessary, but possible, e.g.:</p> <ul style="list-style-type: none"> • www.taxi-berlin.de +49 (0) 30 – 20 20 20 • www.wuerfelfunk.de +49 (0)30 – 21 01 01 • www.mytaxi.com <p>Public Transport: Local means of public transport are U-Bahn (metro), S-Bahn, tram and bus. Tickets can be bought at stations or on busses. For short travels within the city centre during</p>

	the conference days, we recommend a day ticket (Tageskarte) or a “4-Fahrten-Karte” (4 single journeys).		
16. GENERAL INFORMATION	<p>Currency: Euro. Electric current: Standard voltage 220V. Medical help: A first aid room is located within the premises of the Federal Foreign Office. Climate: Average temperatures in Berlin for May are expected to be 15 - 20C°. Time: GMT +1. Tourist office in Berlin: www.visitberlin.de</p>		
17. EMERGENCY NUMBERS	<p>First aid at the Federal Foreign Office: +49(0)30-5000-1111 Emergency number: 112 (e.g. medical help) Police: 110</p>		
18. CONTACTS	<p>OSCE Secretariat, Vienna Office of the Co-ordinator of OSCE Economic and Environmental Activities Fax. + 43 1 514 36 62 51</p> <p style="text-align: center;"><i>For substantial issues:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Mr. Lorenzo Rilasciati Senior Economic and Environmental Officer Head of the Economic and Environmental Forum Unit E-mail: lorenzo.rilasciati@osce.org Tel: +43 1 51436 6717</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Ms. Brigitte Krech Economic and Environmental Affairs Adviser Economic and Environmental Forum Unit E-mail: Brigitte.krech@osce.org Tel: +43 1 51436 6619</p> </td> </tr> </table> <p style="text-align: center;"><i>For logistical queries:</i></p> <p style="text-align: center;"> Ms. Andrea Gredler Economic and Environmental Forum Unit E-mail: andrea.gredler@osce.org Tel: +43 1 51436 6675</p>	<p>Mr. Lorenzo Rilasciati Senior Economic and Environmental Officer Head of the Economic and Environmental Forum Unit E-mail: lorenzo.rilasciati@osce.org Tel: +43 1 51436 6717</p>	<p>Ms. Brigitte Krech Economic and Environmental Affairs Adviser Economic and Environmental Forum Unit E-mail: Brigitte.krech@osce.org Tel: +43 1 51436 6619</p>
<p>Mr. Lorenzo Rilasciati Senior Economic and Environmental Officer Head of the Economic and Environmental Forum Unit E-mail: lorenzo.rilasciati@osce.org Tel: +43 1 51436 6717</p>	<p>Ms. Brigitte Krech Economic and Environmental Affairs Adviser Economic and Environmental Forum Unit E-mail: Brigitte.krech@osce.org Tel: +43 1 51436 6619</p>		

List of hotels in vicinity of the conference venue

Delegates find e.g. the following hotels at a reasonable price range within walking distance from the conference venue. Delegates are requested to make bookings individually. No special rates apply.

- **Best Western Hotel am Spittelmarkt**
www.bestwestern.de/hotels/Berlin/BEST-WESTERN-Hotel-am-Spittelmarkt
- **Best Western Hotel Berlin-Mitte**
www.bestwestern.de/hotels/Berlin/BEST-WESTERN-Hotel-Berlin-Mitte
- **Grimm´s Hotel Berlin-Mitte**
www.grimms-hotel.de/
- **Hotel Jurine Berlin Mitte**
www.hotel-jurine.de
- **IBIS Styles Berlin Alexanderplatz**
www.accorhotels.com/gb/hotel-7956-ibis-styles-berlin-alexanderplatz/
- **Mercure Berlin am Alexanderplatz**
www.accorhotels.com/gb/hotel-8312-mercure-hotel-berlin-am-alexanderplatz/
- **Motel One Berlin-Hackescher Markt**
www.motel-one.com/de/hotels/berlin/hotel-berlin-hackescher-markt/
- **Motel One Berlin-Mitte**
www.motel-one.com/en/hotels/berlin/hotel-berlin-mitte/
- **Motel One Berlin-Spittelmarkt**
www.motel-one.com/en/hotels/berlin/hotel-berlin-spittelmarkt/
- **Nordic Hotel Berlin-Mitte**
www.nordic-hotels.com/hotels/berlin-nordic-hotel-berlin-mitte/
- **Titanic Comfort Mitte**
www.titanic.com.tr/titaniccomfortmitte/
- **Adina Apartment Hotel Berlin Checkpoint Charlie**
www.tfehotels.com/brands/adina-apartment-hotels/adina-apartment-hotel-berlin-checkpoint-charlie

- **ARCOTEL John F**
www.arcotelhotels.com/de/john_f_hotel_berlin/
- **art´otel berlin mitte**
www.artotels.com/berlin-mitte/
- **Catalonia Berlin Mitte**
de.cataloniaberlinmitte.com
- **City Partner City-Hotel am Gendarmenmarkt**
www.cityhotel-am-gendarmenmarkt.de/
- **Courtyard by Marriott Berlin Mitte**
www.marriott.com/hotels/travel/bermt-courtyard-berlin-city-center/
- **DERAG Livinghotel Grosser Kurfürst**
www.deraghotels.de/hotel-grosser-kurfuerst-berlin/
- **DERAG Livinghotel Berlin Mitte**
www.deraghotels.de/hotel-grosser-berlin-mitte/
- **Hotel ADELANTE Berlin-Mitte**
www.hotel-adelante.de/
- **Hotel Zarenhof Mitte**

www.hotel-zarenhof.de/

- **Maritim proArte Hotel**
www.maritim.com/en/hotels/germany/proarte-hotel-berlin/hotel-overview/
- **Mercure Hotel Berlin City**
www.accorhotels.com/gb/hotel-5341-mercure-hotel-berlin-city/
- **NH Berlin Heinrich Heine**
www.nh-hotels.de/hotel/nh-berlin-heinrich-heine/
- **NH Berlin-Mitte**
www.nh-hotels.de/hotel/nh-berlin-mitte/
- **Park Inn by Radisson Berlin Alexanderplatz**
www.parkinn-berlin.de/en/
- **Park Plaza Wallstreet Berlin**
www.parkplaza.com/berlin-hotel-de-10179/
- **RAMADA Hotel Berlin-Alexanderplatz**
www.h-hotels.com/en/hotels/ramada-hotel-berlin-alexanderplatz/
- **RAMADA Hotel Berlin Mitte**
www.h-hotels.com/en/hotels/ramada-hotel-berlin-mitte/
- **Tryp Berlin Mitte**
www.melia.com/en/hotels/germany/berlin/tryp-berlin-mitte-hotel/
- **Novum Winters Hotel Berlin Mitte - Am Gendarmenmarkt**
www.novum-hotels.de/hotel-gendarmenmarkt-berlin/
- **Winters Hotel Berlin Mitte - The Wall at Checkpoint Charlie**
www.novum-hotels.de/hotel-the-wall-berlin/

- **Titanic Gendarmenmarkt Berlin**
www.titanic.com.tr/titanicgendarmenmarktberlin