



Organization for Security and Co-operation in Europe

Office of the Secretary General
Section for External Co-operation

Vienna, 18 September 2014

To: Delegations of the OSCE participating States
Mediterranean Partners for Co-operation
Asian Partners for Co-operation
International Organizations invited to participate in the Conference

Subject: Practical arrangements, registration form –
2014 OSCE Mediterranean Conference on the topic “*Illicit Trafficking in Small Arms and Light Weapons and Fight against Terrorism in the Mediterranean Region*”, to be held on 27 and 28 October 2014, in Neum, Bosnia and Herzegovina

I. PRACTICAL ARRANGEMENTS

With reference to the Permanent Council Decision No. 1127 of 10 July 2014, the Section for External Co-operation would like to inform participants regarding the following practical arrangements for the 2014 OSCE Mediterranean Conference on the topic “*Illicit Trafficking in Small Arms and Light Weapons and Fight against Terrorism in the Mediterranean Region*”, to be held on 27 and 28 October 2014, in Neum, Bosnia and Herzegovina.

I.1 Venue

At invitation by the Host Country, the Conference will be held at the Hotel *Sunce*, Neum, Bosnia and Herzegovina.

Kralja Tomislava b.b.
88390 Neum, BiH
Phone: +387-36-880-033
www.hotel-sunce.com

I.2 Registration of Participants in the Conference

All participants are to register for Conference using the registration form available on <http://www.osce.org/networks/121728> (also attached to this document)

The duly completed form should reach the OSCE Secretariat pm-ext-coop@osce.org by **10 October 2014**.

Participants representing Embassies or Consulates in Sarajevo are also requested to comply with this requirement.

I.3 Accommodation

The Host Country has chosen the Hotel *Sunce* as venue of the Conference and negotiated a special inclusive rate at KM 92.00 for a single room, and KM 118 for a double room.

Interested participants are requested to make their reservations using the attached hotel booking form. However, participants are free to make other arrangements.

Participants are responsible for their own accommodation costs and incidentals occurring during their stay.

II. TRAVEL

II.1 Visa Requirements

The Host Country has provided comprehensive information about the visa regime which is attached to this document (Annex I).

Participants, who travel to Neum through Croatia, are kindly reminded to comply also with the Croatian visa regime.

II.2 Travel arrangements

Participants are responsible for making their own travel arrangements.

II.3 Shuttle services

There are two international airports which could be used in order to get to Neum: (1) *Sarajevo International Airport*, and (2) *Dubrovnik Airport* (located in Croatia).

For participants choosing the first option, the Host Country will provide the following shuttle services (more information on this option is available in Annex II):

Sunday, 26 October 2014, 15:30 – shuttle from Sarajevo to Neum

Tuesday, 28 October 2014, 15:30 – shuttle from Neum to Sarajevo.

For participants choosing the second option, a shuttle service will be arranged by the OSCE Secretariat. In order to arrange an appropriate transportation, the information on the flight schedule should be communicated in a timely way by indicating it on the *Registration Form* not later than by **10 October 2014**. Then, the OSCE Secretariat will inform all individual travellers by e-mail about the departure times of the shuttle busses.

IV. GENERAL INFORMATION

IV.1 Documents reproduction and distribution

The Delegations are encouraged to submit in advance any type of documents related to the Conference (statements, working documents, background information etc.) to the OSCE Conference Services for reproduction and distribution: documents@osce.org.

IV.2. Attire

Business attire is required for the conference.

IV.3 Weather conditions / local time

In October, the daytime temperature in Neum ranges between 15°C (low) and 20°C (high). The weather tends to be mild and sunny with a small chance for rainfall. The sun rises approximately at 06:15 and sets at approximately 16:45.

Bosnia and Herzegovina is located in the Central European Time (CET) zone.

Please be reminded that in the night from Saturday, 25 to Sunday, 26 October 2014, the time will be changed from *summer* to *winter time* – clocks to be moved back by one hour.

IV.4 Insurance

Personal and medical insurance is the responsibility of the individual participant.

IV.5 Currency

The currency used in Bosnia and Herzegovina is the *Bosnia and Herzegovina Convertible Mark* (BAM, locally abbreviated KM). Cash can be obtained from ATMs or at the nearest bank.

The current exchange rate (September 2014) is as follows:

1 BAM = 0.511292 EUR

1 EUR = 1.95583 BAM

IV.6 Electricity

The voltage in Bosnia and Herzegovina is 200V and European style two-pin sockets are used.

IV.7 Telecommunications

The international code for Bosnia and Herzegovina is +387.

V. HOSPITALITY

Participants flying back from Sarajevo on 27 October 2014 might wish to participate in a sightseeing tour of Neum/Mostar to be arranged by the Ministry of Foreign Affairs, provided there is enough interest. Please indicate your choice on the *Registration Form*.

VI. POINTS OF CONTACT

Ministry of Foreign Affairs of Bosnia and Herzegovina

Mr. Asim Dorović

Counsellor, Department for OSCE

Tel: +387 33 281 283

Fax: +387 33 227 156

E-Mail: osce@mvp.gov.ba

OSCE Secretariat:

Ms. Aldona Szymanski

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Tel: +43-1-514 36 – 6190

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pm-ext-coop@osce.org

VISA INFORMATION SHEET

List of OSCE participating states whose citizens **require entry visas** for Bosnia and Herzegovina:

- **Armenia** All citizens
- **Azerbaijan** Holders of diplomatic and service passports are exempted from visa regime
- **Belarus** All citizens
- **Georgia** All citizens
- **Kazakhstan** Holders of diplomatic and service passports are exempted from visa regime
- **Kyrgyzstan** All citizens
- **Moldova** Holders of diplomatic and service passports are exempted from visa regime
- **Mongolia** All citizens
- **Tajikistan** All citizens
- **Turkmenistan** All citizens
- **Uzbekistan** All citizens

List of states of the OSCE Mediterranean Partners for Co-operation whose citizens **require entry visas** for Bosnia and Herzegovina:

- **Algeria** Holders of diplomatic passports are exempted from visa regime
- **Egypt** Holders of diplomatic, service and special passports are exempted from visa regime
- **Jordan** Holders of diplomatic and service passports are exempted from visa regime
- **Morocco** All citizens
- **Tunisia** Holders of diplomatic and service passports are exempted from visa regime

A request for visa issuance is submitted on a visa application form in any diplomatic or consular post of Bosnia and Herzegovina, at the earliest possible convenience, but **no later than (7) days before the date of travel**.

In addition to the visa application form and the letter of invitation of the Ministry of Foreign Affairs of Bosnia and Herzegovina, please enclose:

Travel document (passport) - the validity of a travel document must be at least three (3) months longer from the validity of a visa required by a foreign national

One color photo, size 35x45 mm, showing faithfully the holder of the travel document

Persons do not require a visa to enter Bosnia and Herzegovina, IF:

they have a valid multiple entry Schengen, or EU member country visa, or appropriate residence permit in the Schengen or EU countries, AND

they are arriving in Bosnia and Herzegovina from one of the Schengen or EU member countries agreements signatories.

If BOTH of the above conditions are met, a visa for Bosnia and Herzegovina is not necessary for up to 7 days.

All other information in regards to visas for Bosnia and Herzegovina can be found at:

http://www.mvp.gov.ba/konzularne_informacije/vize/Default.aspx

Please be advised that the regular route from Sarajevo to Neum transits through the territory of the Republic of Croatia. Therefore, please ensure that you have a valid Schengen or Croatian visa, if one is required.

LOGISTICAL DETAILS

The 2014 OSCE Mediterranean Conference will be held in Hotel Sunce, Neum, Bosnia and Herzegovina.

Delegations are encouraged to arrive in Sarajevo on the afternoon of Sunday, 26-OCT-2014, with one of the flights below:

- Belgrade (Serbia) – arrives in Sarajevo at 14:45
- Zagreb (Croatia) – arrives in Sarajevo at 15:30
- Munich (Germany) – arrives in Sarajevo at 12:45
- Ljubljana (Slovenia) – arrives in Sarajevo at 12:55
- Vienna (Austria) – arrives in Sarajevo at 14:10

Participants will be transported by bus from Sarajevo to Neum, and the bus departs at 15:30 on Sunday, 26-OCT-2014.

Participants who arrive after that time are responsible for arranging their own transportation. If participants choose not to travel by the bus provided by the MFA of Bosnia and Herzegovina, or in case of later or earlier travel, embassies are encouraged to assist delegations with alternative transportation to Neum.

Please be advised that the regular route from Sarajevo to Neum transits through the territory of the Republic of Croatia. Therefore, please ensure that you have a valid Schengen or Croatian visa, if one is required.

In regards to visas for Bosnia and Herzegovina, please refer to the Visa Information Sheet.

The conference concludes with a buffet lunch at 15:00 on Tuesday, 28-OCT-2014. Transportation from Neum to Sarajevo will be provided by bus, which departs on 15:30 on Tuesday, 28-OCT-2014.

If there is enough interest, a sightseeing tour of Neum/Mostar might be arranged on the way back to Sarajevo. Please indicate your interest on the registration form.

Should participants require to stay overnight in Sarajevo upon return, due to flight availability, please find below a list of hotels.

Hotel “Europe” Sarajevo

Address: Vladislava Skarića 5, 71000 Sarajevo, Bosnia and Herzegovina

Tel: +387 33 580 400, +387 33 580 500, +387 33 580 700

Fax +387 33 580 580

Web site: <http://www.hoteleurope.ba/>

Reservations: +387 33 580 570 & +387 33 580 444; reservation@hoteleurope.ba

Airport transfer: 30KM per person

Hotel “Bristol” Sarajevo

Address: Fra Filipa Lastrića 2 , 71000 Sarajevo, Bosnia and Herzegovina

Tel: +387 33 705 000

Fax: +387 33 705 001

Web site: <http://www.hoteleurope.ba/>

Reservations: +387 33 705 000 or from Monday to Friday from 08.00 hrs till 16.00 hrs +387 33 705 005; reservations@bristolsarajevo.com

Airport transfer: 40KM per person

Hotel “Central” Sarajevo

Address: Ćumurija 8, 71000 Sarajevo, Bosnia and Herzegovina

Tel: +387 33 561 800

Fax: +387 33 561 801

E-mail: info@hotelcentral.ba

Web site: <http://www.hotelcentral.ba/BA/index.php>

Reservations: +387 33 561 800; Fax: +387 33 561 801; info@hotelcentral.ba

Airport transfer: 30KM per person

Hotel “Radon Plaza” Sarajevo

Address: Džemala Bijedića 185, 71 000 Sarajevo, Bosnia and Herzegovina

Tel:+ 387 33 752 900, Tel:+ 387 33 752 906

Fax: + 387 33 752 901

E-mail: sales@radonplazahotel.ba

Website: <http://radonplazahotel.ba/home/>

Reservations: + 387 33 752 900; booking@radonplazahotel.ba;

reservations@radonplazahotel.ba;

Airport transfer: 20KM per person

Hotel “Terme” Ilidža

Address: Hrasnička cesta 14, Ilidža 71210, Bosnia and Herzegovina

Tel: +387 33 772 000, +387 33 772 019, +387 33 772 070, +387 33 772 077

Fax: +387 33 772 001

E-mail: info@hoteliilidza.ba

Web site: <http://www.hoteliilidza.ba/hoteli/>

Reservations: +387 33 772 000, +387 33 772 019, +387 33 772 070, +387 33 772 077;
marketing@hoteliilidza.ba

Airport transfer: Free of charge for guests of the hotel

Please direct any additional questions to osce@mvp.gov.ba .



Hotel Sunce d.o.o.
Kralja Tomislava b.b.
88390 Neum, BiH
Phone: 00387-36-880-033
Fax: 00387-36-880-065

To be submitted to Hotel Sunce by e-mail: info@hotel-sunce.com

HOTEL RESERVATION FORM

For Participants in the 2014 OSCE Mediterranean Conference
Neum, Bosnia and Herzegovina
27-28 October 2014

Family Name:	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>	Given Name(s):

Tel No. <i>with all prefixes, including national code:</i>	E-mail address:
	@

Check in date		Check out date	
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Type of Rooms (please clearly mark)			
Single at the rate of KM 92.00 ^{*)}		Double at the rate of KM 118.00 ^{*)}	
Smoking	Non-smoking	Smoking	Non-smoking

**) Tourist tax and insurance per pax/daily of KM 2,00 is included*

Accompanying person for sharing room /if any		
Family Name:	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>	Given Name(s):

Credit card details :			
Type of credit card :	Name as shown on credit card	Credit card number :	Expiration date :

Cancellation policy
7 days before arrival free of charge, 4-6 days 50% of total amount will be charged, 0-3 days 100% of total amount will be charged

Date _____ Signature _____



2014 OSCE Mediterranean Conference
“Illicit Trafficking in Small Arms and Light Weapons and Fight against Terrorism
in the Mediterranean Region”
Neum, Bosnia and Herzegovina, 27 - 28 October 2014

Registration Form

Section I – to be completed by all participants

Participating State / Partner State / International Organization / OSCE Institution / NGO/Academia

Name of State / Institution:

Family Name:	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>	Given Name(s):
_____		_____

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

Mobile No. <i>with all prefixes, including national code</i> :	E-mail address:
_____	_____@_____

Fax No. <i>with all prefixes, including national code</i> :	Contact details at home in the event of an emergency:
_____	_____

Arrival at airport in:	Flight #:	Departure from Airport in:	Flight #:
Date: Oct. 2014	Time: _____	Date: Oct. 2014	Time: _____

During the Conference, I will stay at the Hotel “Sunce” and will be accompanied by ___ person(s)
 Alternatively, I can be reached under the following address / tel. / fax #:

Participants flying back from Sarajevo on 27 October 2014 might wish to participate in a sightseeing tour of Neum/Mostar to be arranged by the Ministry of Foreign Affairs, provided there is enough interest

I would be interested in participating I would not be interested in participating

Section II – to be completed by participants requiring visa, and submitted with a copy of relevant pages of the travel document NOT LATER THAN 6 OCTOBER 2014

Nationality	Current country of residence	Date of birth		
		Day	Month	Year
_____	_____	_____	_____	_____

Passport number	Country of issue	Passport type			Expiry date		
		Diplomatic	National	Other	Day	Month	Year
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

Date: _____ Signature: _____

Please submit this form **not later than 10 October 2014 (6 October 2014 if visa for BiH is required!)**
Preferably by e-mail: pm-ext-coop@osce.org or Fax: +43-1 514 36- 6250