



21ST OSCE ECONOMIC AND ENVIRONMENTAL FORUM

“Increasing stability and security: Improving the environmental footprint of energy-related activities in the OSCE region”

SECOND PREPARATORY MEETING

16-17 April 2013, Kyiv

LOGISTICAL MODALITIES

1. VENUE	VENUE: Diplomatic Academy of Ukraine 01001, Kyiv, St. Velyka Zhytomyrska, 2 Tel: +380 44 238 15 45 Fax: +380 44 279 47 05 E-mail: osce@mfa.gov.ua http://dipacadem.kiev.ua/en/
2. PARTICIPANTS	Representatives from OSCE participating States, OSCE Partners for Co-operation, OSCE institutions and field presences, representatives of international and regional organizations, the business community, non-governmental organizations and the academic community will participate in the meeting, according to the Decision of the OSCE Permanent Council (PC.DEC/1047/12). No fee for participation is requested.
3. WORKING MODUS OF THE MEETING	The preparatory meeting will examine current levels of implementation of OSCE commitments in the aforementioned area, identify best practices and gaps in several thematic areas, as well as consider renewed and deeper political commitments. 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 11-13 September 2013. The Panel Debates and the Plenary Sessions will have interventions/presentations of panellists / expert speakers followed by discussions. A moderator will facilitate the debates and a rapporteur will summarize the key issues discussed. The Consolidated Summary of the conference will be published on the OSCE Forum conference website (http://www.osce.org/eea/21st_eef_prep2) shortly after the event.
4. WRITTEN CONTRIBUTIONS	Participants are invited to submit written contributions reflecting their views on the issues and topics proposed for discussions. Written materials may be submitted in advance for circulation by the OSCE Secretariat. We kindly request an electronic copy of the paper to be sent in advance to the Office of

	the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Edelmira Campos Núñez , E-mail: edelmira.campos-nunez@osce.org , Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6688) to enable a timely distribution to the participants.
5. DOCUMENT DISTRIBUTION	<p>All documents will be published on the OSCE Forum conference website to be found at http://www.osce.org/eea/21st_eef_prep2</p> <p>A very limited amount of hard copies of the documents will be available. Further copies can be produced upon request at the Conference Secretariat Room.</p> <p>Request for the distribution of documents <i>during</i> the Meeting should also be addressed to the Conference Secretariat.</p>
6. INSTRUCTIONS FOR SPEAKERS	<p>Speakers are kindly requested to send a short CV (with photo) and an electronic copy of their presentation in advance to the Office of the Co-ordinator of OSCE Economic and Environmental Activities possibly no later than 5 April 2013 (Ms. Edelmira Campos Núñez, E-mail: edelmira.campos-nunez@osce.org, Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6688) and to take an electronic copy of their presentation (on a USB stick) <i>as back-up</i> to the Meeting.</p> <p>The Conference Hall in Diplomatic Academy is equipped with technical facilities for multi-format presentations, including power point, large screen, projectors and laptops.</p> <p>Speakers should address their request for technical support well in advance to Ms. Andrea Gredler, OSCE OCEEA (E-mail: andrea.gredler@osce.org; Fax + 43 1 51436 6251 Tel. + 43 1 51436 6675).</p> <p>It is highly recommended to the speakers to contact the technician in the Plenary Hall, well ahead of their session, in order to cross check the upload for their presentations, as well as the audio-visual equipment in place.</p> <p>➤ <u>The Co-ordination Meeting for Moderators and Speakers</u> will take place on Tuesday, 16 April, 8:30 – 9:30, at the Diplomatic Academy</p>
<i>Co-ordination Meeting for Moderators & Speakers</i>	
7. INTERPRETATION	Simultaneous interpretation into English and Russian will be provided.
8. DEADLINES	<p>We thank the participants for paying attention to the <u>deadlines</u> for:</p> <ul style="list-style-type: none"> - Application for an Ukrainian visa (Ukraine is not a member of the <u>Schengen</u> Area) should be submitted 3 weeks in advance of travel. - Registration deadline: 5 April 2013 (see Registration form Annex 1). - Hotel bookings: deadline for special rates: 20 March 2013 (see item 14).
9. REGISTRATION	<p>DEADLINE 5 APRIL 2013</p> <p><u>Each participant</u> is requested to <u>send the registration form</u> (Annex 1), preferably <u>by e-mail</u>, completed with all necessary details to: (Ms. Andrea Gredler, E-mail: andrea.gredler@osce.org, ax + 43 1 514 36 6251; Tel. + 43 1 514 36 6675)</p> <p>The provisional list of participants will be available at the accreditation desk. The final version will be issued on the second day of the Meeting.</p>
<i>(Registration form in Annex 1)</i>	
10. ACCREDITATION	<p>The accreditation to the Meeting will take place at the Meeting venue: Diplomatic Academy of Ukraine (please find a map in Annex 3).</p> <p>Tuesday, 16 April 2013: 08:00 - 18:00</p>

	<p style="text-align: center;">Wednesday, 17 April 2013: 08:00 - closing</p> <p>The presentation of a valid ID is required for passing the security entrance and at the accreditation for the issuance of a badge. The badge will be required to access the conference hall. Advanced registration is recommended in order to avoid delays in issuing the badges (see item 9).</p> <p><u>Press representatives</u> can, as deemed appropriate, be admitted to the Conference Hall during <i>the opening and the closing</i> sessions of the meeting. The presentation of a Press ID is required at the registration counter.</p>
<p>11.INTERNET WORKING AREA</p>	<p>An Internet working area with PC working stations & wireless Internet access will be provided to the participants at the conference venue.</p>
<p>12. VISA</p>	<p>VISA REQUIREMENTS</p> <p>Visa applicants are encouraged to submit their applications as soon as possible, at least 3 weeks prior to travelling to Ukraine, in order to ensure the timely processing of all visas.</p> <p>For further information on visa requirements and visa applications:</p> <p>http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners</p> <p>In case of emergency only please contact: Ms. Antonina Karnaukhova First Secretary Ministry of Foreign Affairs of Ukraine Email: a.karnaukhova@mfa.gov.ua Tel: +380 44 279 39 15</p>
<p>13.PUBLIC TRANSPORTATION</p> <p>from/to Kyiv Airport</p>	<p>Transport to and from Kyiv Airport Participants are requested to make their own transport arrangements, both to and from the airport and for the duration of their stay in Kyiv.</p> <p><u>Taxis from/to Kyiv Airport</u> <u>Boryspil International Airport</u> has its own taxi service — <u>Sky Taxi</u>. Sky Taxi cars are available for hire in the drop-off zone in front of each terminal. Sky Taxi Rates: ➤ “Optimal” rate: 6,50 UAH/km (0.59 €) This rate is charged for every kilometre starting from the first one and is applied for transportation of passengers to any destination at a distance exceeding 10 km from the journey’s start point. A 1 UAH per minute independent charge is made for standstill moments, including traffic jams, if the vehicle is moving at speeds of less than 5 km/h and whilst waiting for passengers. ➤ “Minimal” rate: 65 UAH (5.93€) This flat rate is used for trips at a distance of up to and including 10 km from the start point. ➤ Special offer Getting to Boryspil International Airport from the city by Sky Taxi is half price! The rate is only 3,50 UAH/km.(0.32€) This offer is valid subject to availability of cars.</p> <p><u>Bus services to the city centre:</u> Sky Bus provides passengers with a direct, cost-effective way of getting from Boryspil International Airport to Kyiv. The bus’ route will take you via Kharkivska metro station to the Kyiv’s main railway station. ➤ Fare: 25 UAH.(2.28€) Tickets can be purchased straight from the driver or at the ticket office of Terminals B, F and D. The intervals between departures is 10-15 minutes during the day and 30-50 minutes at</p>

	<p>night. Journey time - 45-55 minutes.</p> <p>Boarding the buses of Sky Bus at the Boryspil airport is possible near the Terminals B and F. Sky Bus Stop near Terminal B is located right in front of the terminal, left-hand if you exit the main entrance of Terminal B. It is not difficult to notice Sky Bus Stop - the buses have bright original color and big ‘Sky Bus’ inscription on its’ sides.</p> <p>Near the Terminal F Sky Bus buses stop right on the first line right-hand, if you exit the main entrance of Terminal F.</p>						
<p>14. HOTELS IN KYIV</p> <p>AND TRANSFERS TO/FROM THE MEETING VENUE</p>	<p>Participants are kindly requested to proceed for their hotel bookings. A hotel list with a map can be found in Annex 3.</p> <ul style="list-style-type: none"> ➤ Bookings can also be processed through the BSI company offering special rates for the hotels indicated on the attached list (Annex 3). Please use the BSI hotel booking form in Annex 2 and indicate the <u>booking code</u>: “OSCE 2013”. ➤ A bus transfers to/from the Diplomatic Academy (meeting venue) will provided in the mornings & evenings from the below listed hotels. <p><i>Hotel President 4* (BSI booking form)</i> www.president-hotel.com.ua 12, Hospitalna street, Kyiv, 01023, Ukraine. +38 (044) 256 - 3256, 256 – 3857</p> <p><i>RUS Hotel 3* (BSI booking form)</i> http://www.hotelrus.kiev.ua 4, Hospitalna Str., Kyiv 01601, Ukraine Tel.: +38 044 256 40 00</p> <ul style="list-style-type: none"> ➤ In case you wish to join the bus transfers, please register on the “Registration form” (Annex 1, item 14). Further details on the timing for the bus transfers will be provided in due time. 						
<p>14. COFFEE/TEA BREAKS & LUNCHES</p>	<p>Coffee/tea breaks and lunches will be provided to the participants during the Meeting.</p>						
<p>15. SOCIAL EVENT</p>	<p>Tuesday, 16 April 2013, at 18:30: Reception hosted by the Ukrainian Chairmanship 2013. Information on the venue will be forwarded in due time.</p>						
<p>16. GENERAL INFORMATION</p>	<p>Currency: UAH Exchange rate:</p> <table style="margin-left: 40px;"> <tr> <td>USD</td> <td>8.0930</td> </tr> <tr> <td>EUR</td> <td>10.7639</td> </tr> <tr> <td>RUB</td> <td>0.2636</td> </tr> </table> <p>Exchange offices and Banks: available at Kyiv Airport and throughout Kyiv city.</p> <p>Business hours: Banks are open Monday to Friday from 9:00 – 18:00. Shops open Monday to Saturday from 10:00 – 18:00.</p> <p>Credit cards, such as American Express, Master Card and Visa are widely accepted in Ukraine.</p> <p>Electric current: the standard voltage throughout Ukraine is 220V.</p>	USD	8.0930	EUR	10.7639	RUB	0.2636
USD	8.0930						
EUR	10.7639						
RUB	0.2636						

	<p>Insurance: The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.</p> <p>Time: Kyiv time is Greenwich Mean Time (GMT + 2:00).</p> <p>Climate: For April, the average minimum temperature in Kyiv are 5°C and the average maximum temperature is 17°C.</p> <p>To check weather conditions in Kyiv for the days of the meeting, see http://www.gismeteo.com/city/daily/4944/</p>		
<p>17. CONTACTS</p>	<p>OSCE Secretariat, Vienna Office of the Co-ordinator of OSCE Economic and Environmental Activities Economic and Environmental Forum Unit</p> <p style="text-align: center;"><i>For substantial issues:</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Mr. Gabriel Leonte, Economic and Environmental Adviser gabriel.leonte@osce.org Tel: +43 1 514 36 6776 Fax: +43 1 514 36 6251</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Ms. Edelmira Campos Núñez, Economic and Environmental Adviser edelmira.campos-nunez@osce.org Tel. +43 1 517 36 6688 Fax +43 1 514 36 62 51</p> </td> </tr> </table> <p style="text-align: center;"><i>For logistical queries:</i></p> <p style="text-align: center;">Ms. Andrea Gredler, andrea.gredler@osce.org Tel: +43 1 514 36 6675 Fax: +43 1 514 36 6251</p>	<p>Mr. Gabriel Leonte, Economic and Environmental Adviser gabriel.leonte@osce.org Tel: +43 1 514 36 6776 Fax: +43 1 514 36 6251</p>	<p>Ms. Edelmira Campos Núñez, Economic and Environmental Adviser edelmira.campos-nunez@osce.org Tel. +43 1 517 36 6688 Fax +43 1 514 36 62 51</p>
<p>Mr. Gabriel Leonte, Economic and Environmental Adviser gabriel.leonte@osce.org Tel: +43 1 514 36 6776 Fax: +43 1 514 36 6251</p>	<p>Ms. Edelmira Campos Núñez, Economic and Environmental Adviser edelmira.campos-nunez@osce.org Tel. +43 1 517 36 6688 Fax +43 1 514 36 62 51</p>		



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

**21ST OSCE ECONOMIC AND ENVIRONMENTAL FORUM
SECOND PREPARATORY MEETING
16-17 April 2013, Kyiv**

REGISTRATION FORM (Deadline: 5 April 2013)

*Please send this registration form to Ms. Andrea Gredler, E-mail: andrea.gredler@osce.org
Fax + 43 1 531 37 6251; Tel. + 43 1 514 36 6675. (Please fill in using capital letters)*

1. Country:			
2. Category: <small>(Please indicate the category you register in <input checked="" type="checkbox"/>)</small>	<input type="checkbox"/> International Organization <input type="checkbox"/> Non Governmental Organization <input type="checkbox"/> Academic Community <input type="checkbox"/> Business Community <input type="checkbox"/> OSCE Institution	<input type="checkbox"/> OSCE Secretariat <input type="checkbox"/> OSCE Field Presence	Government Official: <input type="checkbox"/> OSCE Delegation in Vienna <input type="checkbox"/> Ministry of Foreign Affairs <input type="checkbox"/> other Ministry or public Institution
3.	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. :		
4.	First Name:		
	Family/Last Name:		
5. Position/Title:			
6. Organization/Institution			
7. Department			
8. City:			
9. Email:			
10. Phone:		Fax:	
Mobile:			
11. Written Contribution/Title:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12. TRAVEL INFORMATION: please indicate below your precise travel schedule			
Arrival to Kyiv	Date:	Time:	Flight Number:
Departure from Kyiv	Date:	Time:	Flight Number:
Hotel in Kyiv <small>(Name, address, phone)</small>			
13. SOCIAL EVENT	I will participate in the Chairmanship Reception on 16 April 2013, 18:30: Yes <input type="checkbox"/> No <input type="checkbox"/>		
14. Bus Transfer <small>Hotel President&Hotel Rus to/from the Venue "Diplomatic Academy"</small>	I will take the daily bus-transfer from/to the Hotel President/Hotel Rus on 16 April morning: Yes <input type="checkbox"/> No <input type="checkbox"/> - Evening (after reception) Yes <input type="checkbox"/> No <input type="checkbox"/> 17 April morning: Yes <input type="checkbox"/> No <input type="checkbox"/> - Afternoon (after closure Meeting) Yes <input type="checkbox"/> No <input type="checkbox"/>		
14. You have participated in the First Preparatory Conference of the 21th EE Forum?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Updated information regarding the agenda, social events and last logistical issues for the Second Preparatory Meeting of the 21st Economic and Environmental Forum will be published on the website http://www.osce.org/eea/21st_eef_prep2

Reservation form

Hotel Name _____

Single Room from _____ to _____ 2013 at _____ Euros per room per night incl. breakfast

Number of rooms: _____

Double Room from _____ to _____ 2013 at _____ Euros per room per night incl. breakfast

Number of rooms: _____

Twin Room from _____ to _____ 2013 at _____ Euros per room per night incl. breakfast

Number of rooms: _____

Last Name: _____

First Name: _____

Company: _____

Address: _____

City: _____ Country: _____

Phone: _____ E-Mail: _____

Credit Card: Visa Master

Credit Card Holder: _____

Credit Card Number: _____ Expiry: _____

Note:

- All reservations are guaranteed by credit card only.
- travel fee of 1% will be charged additionally

Cancellations:

Any cancellation or amendment should be made in writing. In case of late cancellation or No Show the Credit card will be charged according to the cancelation policy.

Date: _____

Signature: _____

1st Floor, 202 Kensington Church Street,
London W8 4DP
Tel.: +44 (0) 207 985 1200
Fax: +44 (0) 207 243 8275
sales@bsiuk.co.uk
www.bsiuk.co.uk

Building 1, 27 Sushevskaya str.,
Moscow, 127055
Tel.: +7 (495) 785 55 35
Fax: +7 (495) 785 55 36
company@bsigroup.ru
www.bsigroup.ru

Office 105, Tarasivska str., 20
Kiev, 01033
Tel.: +38 (044) 303 91 51
Fax: +38 (044) 288 13 75
director@bsi-ukraine.com.ua
www.bsi-ukraine.com.ua

List of selected Hotels KYIV

1) selected hotel in Kyiv with a special corporate rates offered by the BSI GROUP - BOOKING CODE "OSCE 2013"

Booking request to be sent to: director@bsi-ukraine.com.ua or fax on +38 (050) 446 91 33.

Contact: Ms Svitlana Melnichenko, Director, BSI-Ukraine

Tel: +38 (0440) 288 13 75

Please note : all prices are per room per night in EURO , travel fee of 1% will be charged additionally

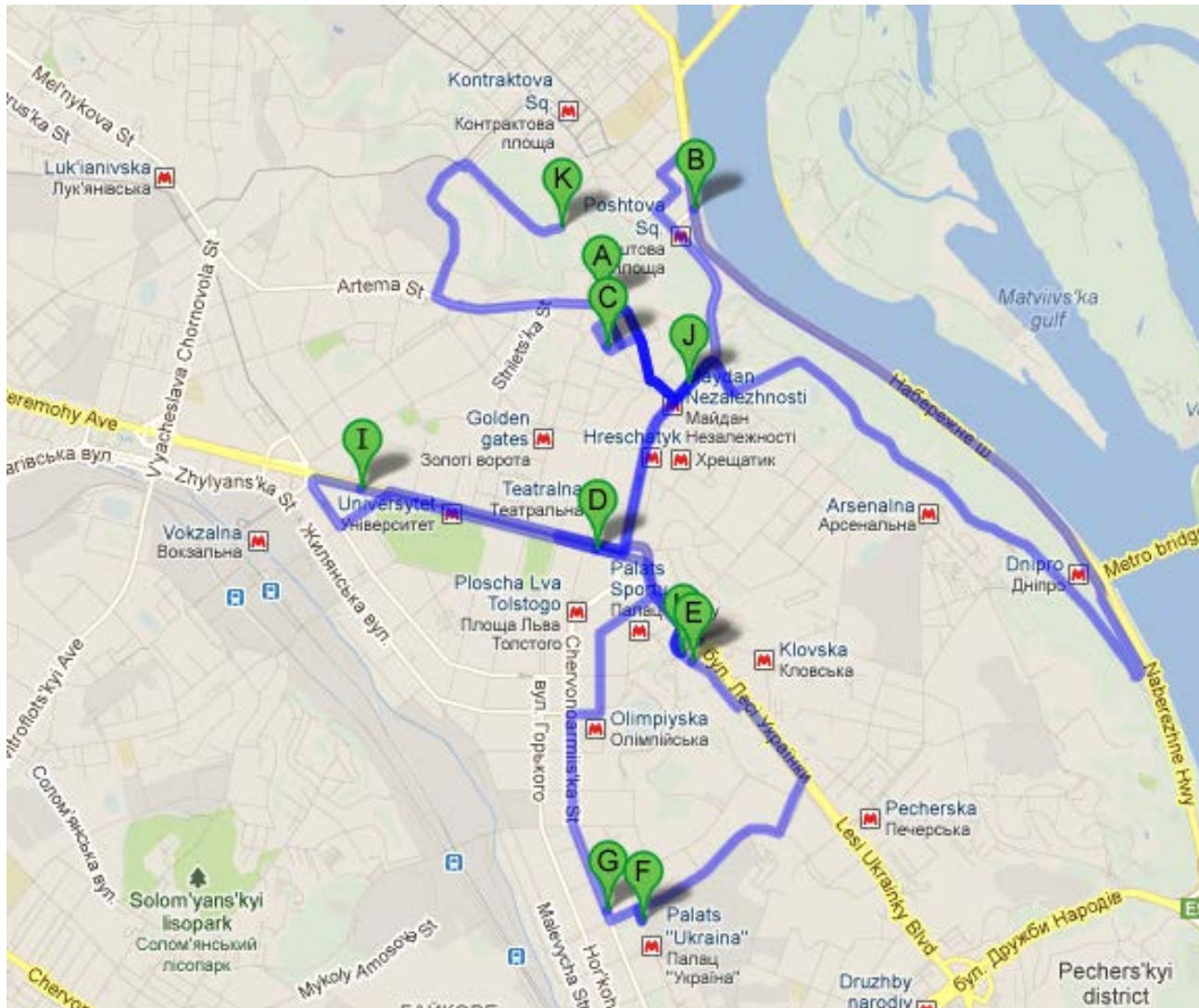
Additional services: Transfer from/to the airport or hotel is possible on demand

Hotel Name	Category	Special Rate, €	Offer Validity	Address, Remarks
Hyatt 5* www.kiev.regency.hyatt.com	Standard Single, BB	300	20.03.13	5, Alla Tarasova Street
	Standard Twin or Double, BB	336		
Fairmont Grand Hotel 5* www.fairmont.com/kyiv/	Standard Single, BB	204	20.03.13	1, Naberezhno-Khreshchatytska Street
	Standard Twin or Double, BB	228		
Premier Palace 5* www.premier-palace.com	Standard Single, BB	162	20.03.13	5-7/29, T. Shevchenka Blvd
	Standard Twin or Double, BB	192		
President 4* www.president-hotel.com.ua	Standard Single, BB	125	20.03.13	12, Hospitalna Street, <i>A bus transfer will be available to/from this hotel to the Diplomatic</i>

(+ bus transfer)	Standard Twin or Double, BB	<i>144</i>		<i>Academy (conference venue) on mornings and evenings</i>
Alfavito 4* www.alfavito.com.ua	Standard Single, BB	<i>132</i>	20.03.13	35-d, Predslavynska Street,
Holiday Inn 4* www.holidayinn.com/Kiev	Standard Single, BB	<i>120</i>	20.03.13	100, Chervonoarmiis'ka Street
	Standard Twin or Double, BB	<i>138</i>		
RUS 3* http://www.hotelrus.kiev.ua (+ bus transfer)	Single Superior, BB	<i>103</i>	20.03.13	4, Hospitalna Street, 10 minuts drive to the venue <i>A bus transfer will be available to/from this hotel to the Diplomatic Academy (conference venue) on mornings and evenings</i>
	Twin or Double Superior, BB	<i>118</i>		

ADDITIONAL HOTELS – no within the hotel group serviced by the above travel agent BSI Group

NAME	Stars	tel	fax	Rate
Intercontinental	*****	+38 (044) 219 1919 www.intercontinental.com/Kiev	38 (044) 219 1929	€328 (B&B)
Radisson Blu (SAS) Hotel Kiev	****	+380 44 492-22-22 http://www.radissonblu.com/hotel-kiev	+38044 492-22- 15	€252 (B&B)
Riviera on Podol Hotel	****	+ 380 (44) 581 28 28 www.rivierahotel.com.ua/en	+ 380 (44) 581 28 38	€240 (B&B)
Khreschatyk City Center Hotel	****	+380 (44) 596 80 00 www.hotel-khreschatyk.kiev.ua/en	+380 (44) 596 80 01	€180 (B&B)
Vozdvyzhensky Hotel Kiev	****	+38 044 531 99 00 http://en.vozd-hotel.com/	+38 044 462 58 43	€149 (B&B)
Dnipro Hotel	****	+380 44 254-67-77 http://www.dniprohotel.ua/en/	+380 44 254-67- 65	€99 (B&B)



A - Diplomatic Academy of Ukraine – Venue of the Forum Meeting

HOTELS

B - Fairmont Grand Hotel

C - Hyatt regency Kiev

D - Premier Palace

E - *President Hotel* with bus transfer to/from the venue

F - Alfavito

G - Holiday Inn

H - *Rus Hotel* with bus transfer to/from the venue

I – Hotel Ibis

J - Khreshchatik Hotel'

K - Vozdvyzhensky Hotel