



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

**Vienna, 9 February 2022**

**30<sup>th</sup> OSCE Economic and Environmental Forum**

**“Promoting security and stability in the OSCE area through sustainable economic recovery  
from the COVID-19 pandemic”**

**FIRST PREPARATORY MEETING**

**Vienna, 14 – 15 February 2022**

(Blended)

Venue: Neuer Saal, Hofburg Palace – and via Zoom

**LOGISTICAL MODALITIES**

**VENUE**

OSCE Congress Centre, Hofburg, Heldenplatz, 1010 Vienna (map Annex 1) Neuer Saal, 2<sup>nd</sup> floor.

**AGENDA**

The Meeting will open on Monday, 14 February 2022 at 09:30 a.m. (CET Vienna) and close at 1. p.m. (CET Vienna) on Tuesday, 15 February 2022. Reference is made to the Permanent Council Decision PC.DEC/1433/21. The draft Annotated Agenda was distributed under the reference EEF.GAL/2/22/Rev.1, 8 February 2022.

The Meeting is organized in a blended modus with either physical presence at the Hofburg in Vienna (venue) or virtual participation via Zoom.

**INTERPRETATION**

Simultaneous interpretation will be provided in English and Russian.

**PARTICIPANTS PROFILE**

High-level and senior officials from participating States, responsible for shaping international economic and environmental policy in the OSCE area, representatives of the OSCE Parliamentary Assembly and the Partners for Co-operation as well as OSCE Field Operations are invited and strongly encouraged to participate.

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/1433/21).

The OSCE is committed to gender equality. To this end, the OSCE encourages participating States to also identify female experts to participate in the First Preparatory Meeting of the 30<sup>th</sup> OSCE Economic and Environmental Forum.

No fee for participation is requested.

## PARTICIPATION IN THE MEETING

The Forum Meeting is organized in a *blended* format, enabling the audience to attend either in person at the Hofburg in Vienna or to join online via VTC, Zoom. Physical participation at the Hofburg will be possible in the format 1+1. Please find further details on access requirement in the paragraphe on “access to the venue”.

Participants attending in person at the venue and those participating via Zoom will have full audio and video access, and be able to request the floor and deliver their statements during discussion times.

The Meeting will be audio recorded for internal purposes only and the recordings will not be shared further.

## ONLINE REGISTRATION

Please note that on-site or virtual access to the 1PM30EEF will only be granted to registered participants.

Please contact OSCE, Office of the Co-ordinator of OSCE Economic and Environmental Activities if you wish to participate: email: [andrea.gredler@osce.org](mailto:andrea.gredler@osce.org).

Requests for participation are subject to approval.

**Deadline for registrations: Thursday, 10 February 2022, e.o.b.**

The email forwarding the [Zoom link](#) to access the 1PM30EEF online will be sent to all registered participants on Friday, 11 February 2022 noon.

## ACCESS TO THE VENUE - HOFBURG IN VIENNA

**Access to the Hofburg:** In line with CIO.INF/3/22, 5 January 2022, physical participation **is restricted to 1+1** in total per Delegation accredited at the OSCE or their representatives from their capital.

Delegates and staff are kindly requested to acquire proof of low epidemiologic risk before entering the Hofburg premises, understood in line with the relevant regulations of the Austrian authorities and the city of Vienna (i.e. the so-called “2.5G rule”). This includes one of the following:

- proof of a negative molecular-biological SARS-CoV-2 Test (“PCR test”) within the last 48h;
- proof of full vaccination;
- proof of recovery within the last 180 days.

Compliance with the 2.5 rule will be checked on the entry to the Hofburg.

The Hofburg can be accessed with the delegates’ regular badges. There will be no accreditation in the container. External participants will need to refer to the security check point next to the two revolving doors.

Indoor, an FFP2 mask will have to be worn at all the time except when speaking.

Seating will, to the extent possible, be provided with adequate distance and physical distancing must be respected in all areas.

Delegates feeling sick or showing suspected COVID-19 symptoms are asked not to enter the OSCE meeting premises.

## PARTICIPATION VIA ZOOM

The Zoom link to access the different sessions will be sent to all participants who have registered online on Friday, 11 February 2022 noon.

Participants will need to log in into the Zoom session with their country or organization name, followed by a functional identifier and/or name:

- Participating States and Partners for Co-operation;  
3-letter ISO-3166 abbreviation of country name, f.i. ALB, UKR, AUT, DEU, etc. and add your first and last name:  
e.g. DEU, Jann-Einar Schultz
- International Organizations;  
Please use your official abbreviation e.g. UNHCR, CoE, ICRC etc and add your first and last name:  
e.g. IACA, Hermann Meier
- NGOs, Civil Society, Business, Academics;  
Please use a very obvious abbreviation not longer than 6 digits for your entity /affiliation and add your first and last name:  
e.g. University of Vienna, UniVie, Sonja Rattmann, Western Union, e.g WesUni, Guenther Ziehmman

Participants are encouraged to use a cabled (ethernet) connection to their computer when joining the meeting and wear a USB headset with built-in microphone when making their statements. This will significantly enhance the audio quality of the meeting and help facilitate interpretation into all official OSCE languages.

The different sessions can be joined 15 minutes before the indicated starting time. Delegates are encouraged to log in early in order for their credentials and connectivity to be checked prior to the start of the respective session.

All participants should ensure that their microphone is muted and their camera disabled at all times, except when taking the floor.

The Moderator will deliver brief introductory remarks at the beginning of each session. Following this intervention, the Moderator will invite the keynote speakers to deliver their presentations present in the hall or via Zoom.

After the presentations of the keynote speakers, the Moderator will open the floor for contributions by participants. They will announce the name of the delegation or organization to which the floor will be given, according to the speakers' list (see related paragraphe below). The delegation or organization should then proceed to unmute itself and activate its camera if applicable.

Following the intervention, the delegation or organization should mute itself and hand the floor back to the Moderator. This process is repeated for each delegation or organization that is given the floor.

In case of technical problems (e.g. unmuting function not working for a delegate who wishes to intervene, etc.), participants should email the ICT contact: Juergen.weilguny@osce.org, so necessary action can be taken.

## REGISTRATION TO THE LIST OF SPEAKERS/PARTICIPATING IN DISCUSSION TIMES

Physical participants at the Hofburg and remote participants will have full audio and video access and be able to request the floor and deliver their statements.

Participants are kindly requested **to register to the speaker's list in advance** by sending their request to **mau-at@osce.org until Friday, 11 February 2022 noon**. Participants should indicate whether their statement will be delivered from the Hofburg in Vienna or via Zoom.

Ad hoc speaking requests to take the floor during the Meeting should be made:

- For physical participants in the Plenary Hall by informing the meeting assistance at the head table ahead of the session or by raising their hand.
- For remote participants by using the Chat function in Zoom. If using the Chat function, please clearly indicate "Country /FO /Institution, name, wishes to take the floor".

The maximum duration of each statement should be up to **3 minutes**.

### SOCIAL EVENTS – COFFEE/TEA BREAKS, RECEPTION

**Coffee/tea breaks** will be provided throughout the Meeting in the foyer next to the plenary hall, Neuer Saal. Please note that no lunch will be served.

A small **reception** with appetizers and refreshments will be served on Monday, 14 February 2022, at 18:00 at Vorsaal, Hofburg (2<sup>nd</sup> floor).

### DOCUMENTS DISTRIBUTION

The Organizers invite participants to kindly submit any written contributions they may have to Conference Services (documents@osce.org). This should not hinder the ad hoc discussion during the different sessions but contribute to enhanced communication.

All documents will be published on the **Forum Website [https://www.osce.org/event/30th\\_eef\\_prep1](https://www.osce.org/event/30th_eef_prep1)**, on DelWeb and the delegates' Confluence Plattform. In view of meeting sustainability standards, the Organizers aim at a paperless event by digitalizing the document distribution. Hard copies of the documents will only be made available at request through the Document Distribution Desk.

### TECHNICAL SUPPORT FOR SPEAKERS

Detailed guidelines for speakers will be provided by individual correspondence.

The speakers will be invited to an online Co-ordination Meeting via zoom the week ahead of the Forum Meeting to coordinate substance and technicalities.

It is highly recommended to the speakers attending in-person to contact the technician in the Plenary Hall well ahead of their session, in order to cross-check the upload of their presentations, as well as the audio-visual equipment in place.

Speakers attending online are kindly requested to operate their presentation (power point) by sharing their screen via Zoom.

### TRAVELLING TO VIENNA – GENERAL INFORMATION (HOTELS)

Participants are kindly requested to make their own travel and accommodation arrangements in Vienna, which will not be paid for by the OSCE and to take into account the current pandemic travel regulations set by the Austrian Government.

Information can be found on [Entry into Austria and pre-travel clearance \(oesterreich.gv.at\)](http://www.oesterreich.gv.at)

A list of hotels in Vienna in the vicinity of the Meeting venue Hofburg can be found in Annex 2.

Practical information about Vienna is available on: <http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm>

City map with address finder: <http://www.wien.gv.at/stadtplan/suche.asp?lang=en>

### **Visa:**

Participants, if stipulated under the Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria. Further details can be found on [www.bmeia.gv.at](http://www.bmeia.gv.at).

In case a letter of confirmation of participation for visa requirements is needed, please arrange for a visa appointment and send information on the date as well as a copy of the passport by E-mail to [elke.lidarik@osce.org](mailto:elke.lidarik@osce.org).

### **General information:**

Currency: Euro

Electric current: The standard voltage throughout Austria is 220V.

Medical help: A first aid room is located on the ground floor of the Hofburg/conference venue.

Time: Vienna time differs from Greenwich time by + 1 hour.

## **IMPORTANT NOTICE**

To the full extent permitted under applicable law, neither the OSCE or any of its officials, employees or other representatives shall be liable for loss or damage, however caused, arising out of or in connection with the participation in this conference. This is a comprehensive limitation of liability that applies to damages of any kind, including, without limitation, personal injury, death, loss of, or damage to, property and claims of third parties.

The participant acknowledges that the travel to the First Preparatory Meeting of the 30<sup>th</sup> OSCE Economic and Environmental Forum is to a region the WHO has designated as an affected area in light of COVID-19. Prior to the travel, the participant shall confirm to have adequate health insurance and shall acquaint him or herself with the latest information about the level of infection and preventative measures to take by consulting WHO's website, currently at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019> and relevant guidance from the Austrian Ministry of Foreign Affairs, as well as the OSCE. [Entry into Austria and pre-travel clearance \(oesterreich.gv.at\)](http://www.oesterreich.gv.at)

Please note that the Meeting will be **audio recorded** for internal reporting purposes. The recordings will not be shared further. Photographs of this event may be taken and used by the OSCE for publication purposes.

## CONTACTS

OSCE - Office of the Co-ordinator of OSCE Economic and Environmental Activities  
Wallnerstrasse, 6, 1010 Vienna

*For substance issues:*

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Head of the Economic and Environmental Forum Unit  
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Mob. +43 (0)676 4531647

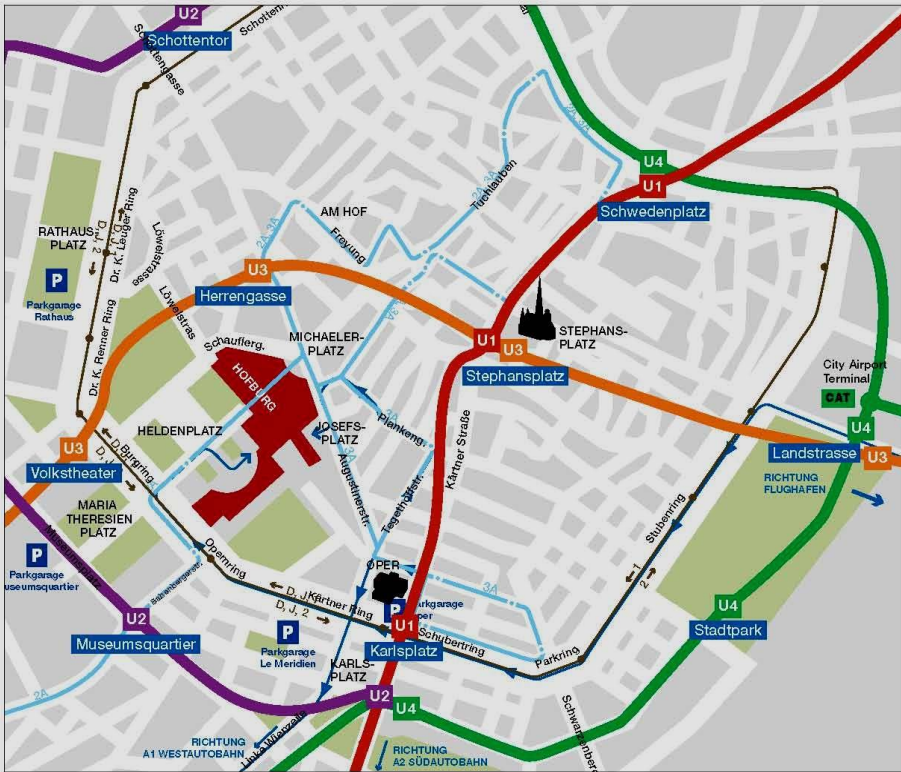
Mr. Gianfranco Apuzzo  
Economic and Environmental Officer  
Economic and Environmental Forum Unit  
Email: [Gianfranco.apuzzo@osce.org](mailto:Gianfranco.apuzzo@osce.org)  
Mob. +43(0)676 5685066

*For Logistical queries:*

Ms. Andrea Gredler  
Economic and Environmental Forum Unit  
Email: [andrea.gredler@osce.org](mailto:andrea.gredler@osce.org)  
Mob. +43(0)664 1858396

# HOFBURG LOCATION MAP

Map A - Overview



- Tramway
- Underground
- Bus
- by car

You can reach us via public transportation:

- Underground: U1, U3
- Tramway: D, J, 1, 2
- Bus: 2A, 3A

Josefsplatz no parking-site!  
Only for delivery  
(freight vehicles below 7,5t)

Hofburg Kongresszentrum & Redoutensäle Wien  
Heldenplatz, A-1014 Wien, Tel: 43-1-587 36 66 Fax: 43-1-535 64 26  
E-mail: [hofburg.kongresszentrum@hofburg.com](mailto:hofburg.kongresszentrum@hofburg.com), Internet: <http://www.hofburg.com>

## HOTELS IN VIENNA

Vienna	<b>Hotel BRISTOL</b>	www.bristolvienna.com reservations.imperialvienna@luxurycollection.com
Vienna	<b>Hotel ERZHERZOG RAINER</b>	www.schick-hotels.com rainer@schick-hotels.com
Vienna	<b>Hotel CITY CENTRAL Wien</b>	www.schick-hotels.com city.central@schick-hotels.com
Vienna	<b>NH BELVEDERE</b>	www.nh-hotels.com
Vienna	<b>NH DANUBE CITY</b>	www.nh-hotels.com
Vienna	<b>Hotel STEFANIE Wien</b>	www.schick-hotels.com sabine.pollak@schick-hotels.com
Vienna	<b>Hotel CAPRICORNO Wien</b>	www.schick-hotels.com capricorno@schick-hotels.com
Vienna	<b>Hotel AM PARKRING Wien</b>	www.schick-hotels.com parkring@schick-hotels.com
Vienna	<b>Best Western Hotel KAISERHOF Vienna</b>	www.hotel-kaiserhof.at/wien code: CORP2017 reservation@hotel-kaiserhof.at
Vienna	<b>Hotel HERRENHOF</b>	www.herrenhof-wien.steigenberger.at reservation@herrenhof-wien.steigenberger.at booking code: CINDFL
Vienna	<b>Hotel GRAND FERDINAND</b>	www.grandferdinand.com reservations.weitzer.com
Vienna	<b>Hotel RADISSON BLU STYLE</b>	www.radissonblu.com/en/stylehotel-vienna
Vienna	<b>Hotel AM SCHOTTENFELD</b>	www.falkensteiner.com reservations.vienna@falkensteiner.com
Vienna	<b>Hotel WIEN MARGARETEN</b>	www.falkensteiner.com reservations.vienna@falkensteiner.com
Vienna	<b>Hotel AM KONZERTHAUS</b>	www.accorhotels.com H1276@accor.com
Vienna	<b>Hotel ibis WIEN HAUPTBAHNHOF</b>	www.accorhotels.com H8564@accor.com
Vienna	<b>Hotel ibis WIEN MARIAHILF</b>	www.accorhotels.com H0796@accor.com
Vienna	<b>Hotel mercure BIEDERMEIER</b>	www.accorhotels.com H5357@accor.com
Vienna	<b>Hotel mercure RAPHAEL</b>	www.accorhotels.com HAOQ7@accor.com
Vienna	<b>Hotel mercure VIENNA FIRST</b>	www.accorhotels.com H9959@accor.com
Vienna	<b>Hotel mercure WIEN CITY</b>	www.accorhotels.com H1568@accor.com
Vienna	<b>Hotel mercure WIEN ZENTRUM</b>	www.accorhotels.com H0781@accor.com
Vienna	<b>Hotel JOSEFSHOF am Rathausplatz</b>	



<b>Vienna</b>	<b>NOVOTEL SUITES WIEN CITY DONAU</b>	www.accorhotels.com H3720@accor.com
<b>Vienna</b>	<b>Hotel NOVOTEL WIEN CITY</b>	www.accorhotels.com H6154@accor.com
<b>Vienna</b>	<b>Hotel SOFITEL VIENNA STEPHANS DOM</b>	www.accorhotels.com H6599@accor.com
<b>Vienna</b>	<b>Hotel ADAGIO VIENNA CITY</b>	www.adagio-city.com H7216@adagio-city.com
<b>Vienna</b>	<b>Hotel ANATOL</b>	www.austria-trend.at reservierung.anatol@austria-trend.at
<b>Vienna</b>	<b>Hotel ASTORIA</b>	www.austria-trend.at reservierung.astoria@austria-trend.at
<b>Vienna</b>	<b>Hotel EUROPA WIEN</b>	www.austria-trend.at reservierung.europa.wien@austria-trend.at
<b>Vienna</b>	<b>Hotel RATHAUSPARK</b>	www.austria-trend.at reservierung.rathauspark@austria-trend.at
<b>Vienna</b>	<b>Hotel SAVOYEN VIENNA</b>	www.austria-trend.at reservierung.savoyen@austria-trend.at
<b>Vienna</b>	<b>Hotel ANANAS</b>	www.austria-trend.at reservierung.ananas@austria-trend.at
<b>Vienna</b>	<b>Hotel BEIM THERESIANUM</b>	www.austria-trend.at reservierung.theresianum@austria-trend.at
<b>Vienna</b>	<b>Hotel DOPPIO</b>	www.austria-trend.at reservierung.doppio@austria-trend.at
<b>Vienna</b>	<b>Hotel MESSE PRATER WIEN</b>	www.austria-trend.at reservierung.doppio@austria-trend.at
<b>Vienna</b>	<b>Arcotel KAISERWASSER</b>	www.arcotelhotels.com reservation.vienna@arcohotels.com
<b>Vienna</b>	<b>Arcotel DONAUZENTRUM</b>	www.arcotelhotels.com reservation.vienna@arcohotels.com
<b>Vienna</b>	<b>Arcotel WIMBERGER</b>	<a href="http://www.arcotelhotels.com">www.arcotelhotels.com</a> <a href="mailto:reservation.vienna@arcohotelhotels.com">reservation.vienna@arcohotelhotels.com</a>
<b>Vienna</b>	<b>Hotel MARRIOTT</b>	www.viennamarriott.com vienna.reservations@marriott.com