



Vilnius, 26 July 2011

CIRCULAR NOTE No. 1

The Ministry of Foreign Affairs of the Republic of Lithuania presents its compliments to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe, the Mediterranean Partners for Co-operation, the Asian Partners for Co-operation, the OSCE Secretariat and International Organizations, and has the honor to inform on the following.

1. VENUE

The 18th Meeting of the OSCE Ministerial Council will be held in Vilnius on 6 and 7 December 2011. The venue will be the Lithuanian Exhibition and Congress Centre (Litexpo Complex), located at Laisvės Avenue No. 5, LT-04215 Vilnius, Lithuania. The official website of the Litexpo Complex is www.litexpo.lt/en.

Meetings of the Preparatory Committee are scheduled in the same location on 4 and 5 December 2011.

2. FACILITIES

Litexpo Complex offers all facilities required for the Ministerial Council. All delegations (including participating States, partners for co-operation and international organizations) will be provided with a furnished office equipped with: telephone, computer, printer, internet access, and stationary. Photocopiers and fax machines will be available near offices, meeting rooms and bilateral meeting rooms.

Regular meeting and bilateral meeting rooms will be in close proximity to one another. Participants will be able to reserve rooms at the special desks.

The media will be provided with a fully equipped press center at the Litexpo Complex. The press center will have a separate entrance.

The entire compound will be a secured area. Access to the buildings will only be possible with a badge, which will be issued at the accreditation.

3. ACCREDITATION

3.1 ACCREDITATION OF DELEGATES

Accreditation will take place on the basis of a special accreditation form which will be available online as of October 2011. All personal data sent to the organizer of the event will be treated in accordance with the highest security standards.

A launch of the website, dedicated to the Ministerial Council 2011 will be announced in a separate circular note.

In addition, a Note Verbale from the Mission/Delegation in Vienna should be sent separately to the Ministry of Foreign Affairs of the Republic of Lithuania with a list of delegates to ensure that all delegates who have applied for accreditation, have been permitted by their authorities to attend the Ministerial Council. Should there be any changes in the list of delegates, an updated list with the

Note Verbale is required to submit as soon as possible. The accreditation will not be granted for persons who do not appear on the list of members of the delegation in the Note Verbale.

3.2 ACCREDITATION OF HEADS OF DELEGATION

Heads of Delegations shall submit their registration form online. A pin will be issued for each Head of the Delegation. The Heads of Delegations will be requested to wear the pin while in the conference premises during the MC meeting.

3.3 ACCREDITATION OF SECURITY PERSONNEL

If the Minister of Foreign Affairs is accompanied by a national security officer/s, the delegation will be requested to complete and submit a special accreditation form online for security personnel, accompanied by a color photo of each security officer. Security officers should be listed in a separate Note Verbale from the Mission/Delegation in Vienna to the Ministry of Foreign Affairs of the Republic of Lithuania.

The same accreditation procedure as outlined above will apply.

Weapons and Radiofrequencies

An application for a user permit for weapons and radio equipment used during the visit is necessary. An alternative frequency should also be indicated in the application for frequency permits. Permits for weapons and frequencies are applied, using a diplomatic note, from the Ministry of Foreign Affairs. The Ministry of Foreign Affairs of the Republic of Lithuania will inform each Delegation on permits granted and frequencies to be used.

If security officers intend to carry firearms during (only one armed officer per delegation is allowed), the Mission/Delegation should send an application for approval by Note Verbale to the Lithuanian OSCE Chairmanship Task Force in Vilnius, no later than 10 days before arrival, stating the following: (1) type and serial number of the firearm; (2) quantity of ammunition; (3) additional security equipment; (4) name, date and place of birth, passport number of the person who will carry the firearm; (5) date, time, and flight numbers of arrival and departure.

The application to carry firearms will be forwarded to the Lithuanian Police Authorities for approval. The delegation will be informed about eventual approval prior to the arrival. Permission will be given upon the arrival to Vilnius International Airport.

All the forms mentioned above will be available online.

3.4 ACCREDITATION OF DRIVERS

Litexpo Complex compound will be a secured area. If the delegation is also to be accompanied by the embassy driver(s), the delegations will be requested: (1) to complete and submit a special accreditation form online for drivers and vehicles; (2) to submit a color photo for each driver; 3) to submit a license number of the vehicle; (4) to send a separate Note Verbale listing all the drivers from the Permanent Mission in Vienna to the Ministry of Foreign Affairs of Lithuania.

The same accreditation procedure as outlined above will apply.

4. HOTEL RESERVATIONS

Arrangements have been made with a Hotel Reservation Bureau that will provide a choice of hotels in several price categories. The bookings will have to be made through the Hotel Reservation Bureau.

Hotel rooms and suites will be allocated on a first come and first served basis. Hotel reservations will be made by a separate hotel room booking form that will be sent to you in October 2011.

In accordance with the OSCE standards, Lithuania will cover accommodation expenses for the Heads of Delegations only who are requested to also submit their hotel room booking forms. Accommodation expenses will be covered 5-7 December 2011 (2 nights).

Other hotel charges should be paid directly to the reservation office by delegations and/or their respective Embassies in Lithuania.

5. TRANSPORT

The OSCE Heads of Delegations will be offered a chauffeur-driven limousine, exclusively for use at the Ministerial Council. The limousine service will be available from the time of arrival (but not prior to 5 December) at Vilnius International Airport (<http://www.vilnius-airport.lt/en/>) until departure (no later than 8 December). The limousine service is exclusive for the use of the Head of Delegation and can be accompanied by one person at most.

Each delegation with more than two persons will have a chauffeur-driven mini-van. The mini-van is to be exclusively used for the OSCE Ministerial Council purposes only, as from the time of the delegation's arrival (not before 3 December) at Vilnius International Airport until departure (no later than 8 December). The mini-van will offer seven seats per delegation including the security personnel. The Chairmanship will not provide transportation for any extra security personnel.

A shuttle service will also be available between Vilnius International Airport, hotels, Litexpo Complex and side events taking place elsewhere.

A waiting room/area will be established for all accredited drivers at the Litexpo Complex.

6. SECURITY AT THE LITEXPO COMPLEX, VILNIUS

To gain entry permission to the Litexpo Complex center and while inside the building, a valid personal badge must be visible at all times. In addition, delegates are requested to cooperate in security check points. Security staff will ensure that visitors only enter areas they are entitled to enter. Heads of Delegations are kindly requested to wear pins in clear and visible manner at all times.

7. VISAS

Visa requirements must be met before arrival in Lithuania. In order to be able to arrive on time, it is advisable to apply for visas at the earliest possible opportunity. Please note that **only in exceptional cases** will be possible to have visa issued at the Vilnius International Airport upon arrival and only when the applicant arrives to Vilnius directly from outside the Schengen area. Participants must be in possession of appropriate identity documents for travel to Lithuania.

More information about visas is available at <http://www.urm.lt/index.php?-72757974>.

Participants requiring visa to enter the Schengen area are requested to make their own arrangements to secure a visa entry to Lithuania. The application for the Schengen visa may take up to three weeks.

Please refer to Annex 1 for a detailed list of countries requiring visa for Lithuania in each of the three different passport categories.

Visa Procedures

Please contact the Lithuanian Consular authority which serves your country in a timely manner and inquire about free-of-charge visa. Please find a list of countries/cities where Lithuanian embassies/consulates in charge and their contact information: <http://www.urm.lt/index.php?1366094069>.

The following documents are usually required (please refer to consular authorities websites for more precise information):

For the members of the official delegations:

- A completed application in the prescribed form;
- A valid travel document (its period of validity must exceed the validity period of the requested visa by at least three months);
- One 35 x 45 mm color photograph;
- An invitation from the organizers of the conference;
- A Note Verbale from the Ministry of Foreign Affairs of the respective state, received through the diplomatic channels;
- A valid health insurance policy (only for holders of non-diplomatic passports);
- The requirement of personal attendance is lifted for the members of official delegations listed in the Note Verbale.

Participants, bearing a valid multiple-entry Schengen visa, do not have to apply for a single-entry Schengen visa to Lithuania.

In case of visa problems, please contact:

Ms. Dina Giliasevičienė
Schengen Division, Consular Department
Ministry of Foreign Affairs of the Republic of Lithuania
Phone: + 370 5 236 2617, E-mail: dina.giliaseviciene@urm.lt

8. AIRCRAFT

Vilnius can be reached by daily regular flights from a large number of European capitals. Delegations are advised to arrange their arrivals to Vilnius International Airport by regular commercial flights.

Heads of Delegations traveling by the government or private aircraft may use the facilities at Vilnius International Airport. Flight clearance may be obtained following the usual procedure. This means that a request in the form of a Note Verbale must be submitted to the Ministry of Foreign Affairs of Lithuania no later than 7 days before arrival. More information on flight protocols can be found at the Lithuanian MFA: <http://www.urm.lt/index.php?-415326267>.

9. CONTACT INFORMATION

This circular note covers initial information and further details will be provided at a later stage. Should you have questions at this stage please contact the liaison person for Vilnius Ministerial at the Permanent Representation of the Republic of Lithuania to the OSCE Ms. Eglė Janeliūnaitė at egle.janeliunaite@urm.lt, or by phone +43 (0) 1 710 978022, +43 69913665650.

10. FURTHER INFORMATION

In due course, the Lithuanian OSCE Chairmanship will provide the following information:

- Accreditation and Hotel Room Reservation forms;
- Participation and accreditation of journalists and NGOs;
- Organization and services provided at the 18th OSCE Ministerial Council;
- Information on other issues, including media, will also be distributed at a later stage.

The Ministry of Foreign Affairs of the Republic of Lithuania avails itself of this opportunity to renew to the Missions and Delegations accredited to the Organization for Security and Co-operation

in Europe, the Mediterranean Partners for Co-operation and the Asian Partners for Cooperation, the OSCE Secretariat and International Organizations, and the assurances of its highest consideration.

Vilnius, 26 July 2011

Annex 1 to the section on Visa procedures

Country	Diplomatic passports	Service/special passports	Ordinary passports	Embassy responsible
Albania	no	visa is required only for holders of non-biometric passports	visa is required only for holders of non-biometric passports	any Embassy of Lithuania http://www.urm.lt/index.php?1366094069
Andorra	no	no	no	
Armenia	no	visa is required	visa is required	Embassy of Lithuania in Armenia http://www.urm.lt/popup2.php?tmpl_name=m_urm_lt_embassy&m_urm_country_id=74
Austria	no	no	no	
Azerbaijan	visa is required	visa is required	visa is required	Embassy of Lithuania in Azerbaijan http://www.urm.lt/popup2.php?tmpl_name=m_urm_lt_embassy&m_urm_country_id=72
Belarus	visa is required	visa is required	visa is required	Embassy of Lithuania in Belarus http://by.mfa.lt
Belgium	no	no	no	
Bosnia and Herzegovina	no	visa is required only for holders of non-biometric passports	visa is required only for holders of non-biometric passports	Embassy of Hungary in Bosnia and Herzegovina http://www.mfa.gov.hu/emb/sarajev0
Bulgaria	no	no	no	
Canada	no	no	no	
Croatia	no	no	no	

Cyprus	no	no	no	
Czech Republic	no	no	no	
Denmark	no	no	no	
Estonia	no	no	no	
Finland	no	no	no	
France	no	no	no	
Georgia	no	visa is required	visa is required	Embassy of Lithuania in Georgia http://ge.mfa.lt
Germany	no	no	no	
Greece	no	no	no	
Holy See	no	no	no	
Hungary	no	no	no	
Iceland	no	no	no	
Ireland	no	no	no	
Italy	no	no	no	
Kazakhstan	visa is required	visa is required	visa is required	Embassy of Lithuania in Kazakhstan http://kz.mfa.lt
Kyrgyzstan	visa is required	visa is required	visa is required	Embassy of Lithuania in Kazakhstan http://kz.mfa.lt
Latvia	no	no	no	
Liechtenstein	no	no	no	
Luxembourg	no	no	no	
Malta	no	no	no	
Moldova	no	visa is required	visa is required	Embassy of Lithuania in Moldova http://md.mfa.lt
Monaco	no	no	no	

Montenegro	no	visa is required only for holders of non-biometric passports	visa is required only for holders of non-biometric passports	Embassy of Slovenia in Montenegro http://www.mzz.gov.si/si/predstavništva_po_svetu/evropa/crna_gora/
Netherlands	no	no	no	
Norway	no	no	no	
Poland	no	no	no	
Portugal	no	no	no	
Romania	no	no	no	
Russian Federation	no	visa is required	visa is required	Embassy of Lithuania in Russian Federation http://ru.mfa.lt
San Marino	no	no	no	
Serbia	no	visa is required only for holders of non-biometric passports holders of Serbian passports issued by the Serbian Coordination Directorate (in Serbian <i>Koordinaciona uprava</i>) need visas	visa is required only for holders of non-biometric passports holders of Serbian passports issued by the Serbian Coordination Directorate (in Serbian <i>Koordinaciona uprava</i>) need visas	Embassy of Hungary in Serbia http://www.mfa.gov.hu/emb/belgrade
Slovakia	no	no	no	
Slovenia	no	no	no	
Spain	no	no	no	
Sweden	no	no	no	
Switzerland	no	no	no	
Tajikistan	visa is required	visa is required	visa is required	Embassy of Lithuania in Kazakhstan http://kz.mfa.lt

the former Yugoslav Republic of Macedonia	no	visa is required only for holders of non-biometric passports	visa is required only for holders of non-biometric passports	Embassy of Hungary in the former Yugoslav Republic of Macedonia http://www.mfa.gov.hu/emb/skopje
Turkey	no	no	visa is required	Embassy of Lithuania in Turkey http://tr.mfa.lt
Turkmenistan	visa is required	visa is required	visa is required	Embassy of Lithuania in Azerbaijan http://www.urm.lt/popup2.php?tmpl_name=m_urm_lt_embassy&m_urm_country_id=72
Ukraine	no	no	visa is required	Embassy of Lithuania in Ukraine http://ua.mfa.lt
United Kingdom	no	no	no	
United States	no	no	no	
Uzbekistan	visa is required	visa is required	visa is required	Embassy of Latvia in Uzbekistan http://www.am.gov.lv/en/ministry/mission/?lv=1&org=UZB

ADDRESSES OF EMBASSIES/CONSULATES OF LITHUANIA Please consult the website of the Ministry of Foreign Affairs of Lithuania: <http://www.urm.lt/>