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ENGLISH only

Vilnius 9 November, 2011

CIRCULAR NOTE No. 8

ON NON-GOVERNMENTAL ORGANIZATIONS ACCREDITATION AND FOLLOWING OF THE MINISTERIAL COUNCIL MEETING INFORMATION ON CIVIL SOCIETY FORUMS

The Lithuanian OSCE Chairmanship has the pleasure to invite the representatives of Non-Governmental Organizations (NGO) to follow the 18th Ministerial Council Meeting of the Organization for Security and Co-operation in Europe (OSCE). The OSCE Ministerial Council Meeting will be held in Vilnius on 6 and 7 December 2011.

The venue will be the Lithuanian Exhibition and Congress Center LITEXPO (Litexpo Complex), located at Laisvės Avenue No. 5, LT-04215 Vilnius, Lithuania. The official website of the Litexpo Complex is www.litexpo.lt/en.

Representatives of NGOs will be able to follow the proceedings of the Ministerial Council meeting according to the provisions of the Rules of procedure of the OSCE (MC.DOC/1/06 of 1 November 2006) part IV., IV.2 (B) paragraph 6: "Only the opening and closing sessions shall be open to the press and the public, unless the meeting decides to make the other sessions open. Unless otherwise decided, all sessions, except for those taking up agenda items which are subject to discussion and possible decision shall be broadcast live in all working languages to the media centre and NGO centre by closed-circuit television."

The live broadcast through closed-circuit television will be provided at the Media Center in the Litexpo Complex (the main entrance).

The opening hours of the NGO/Media Accreditation Desk at the Litexpo Complex (the main entrance) are the following:

Monday, 5 December – 08.00-20.00
Tuesday, 6 December – 07.00-22.00
Wednesday, 7 December – 07.00-15.00

Advance accreditation is mandatory. Interested representatives of NGOs should complete an online registration form only, which is available at http://www.osce-ministerial2011.mfa.lt/index.php?2042491766 by the end of business **21 November 2011**.

To submit the registration form please takes the following steps:

-Complete all the fields;
-Upload the passport-style photo (resolution at least 500*600 pixels and maximum size of 1 MB);
-Click "submit" to send the form in;
-E-mail confirmation will follow shortly.

Please also submit your hotel reservation form prior to online registration at http://www.osce-ministerial2011.mfa.lt/index.php?1312884018.

Representatives of NGOs should consult the nearest Lithuanian Embassy to check if they need an entry visa prior to their arrival in the country. Visa requirements must be met before arrival in Lithuania. Please note that **only in exceptional cases it** 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. For details on visa requirements, please see the website of the Ministry for Foreign Affairs of Lithuania 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. Unfortunately, the Lithuanian Chairmanship is not in a position to provide any financial assistance for NGOs for their travel arrangements.

The Lithuanian Chairmanship would like to draw the attention of the representatives of NGOs to the NGO Forums in the Margins of the Ministerial Council:

OSCE Parallel Conference which will be held **4 and 5 December 2011** at Crown Plaza Hotel, located at M.K. Čiurlionio str. 84, in Vilnius. For further information please contact Ms. Asta Svirinavičiūtė Asta.Svirinaviciute@praktika.urm.lt or Ms. Rita Kvajauskaitė Rita.Kvajauskaite@praktika.urm.lt.

and

OSCE Mediterranean Partner Countries Civil Society Conference to be held **3 and 5 December 2011** at Crown Plaza Hotel, located at M.K. Čiurlionio str. 84, in Vilnius. Please find further information at http://www.odihr.pl/. Representatives of the NGOs interested in attending should email medcivilsociety2011@odihr.pl for more information.

ENCLOSED: List of hotels;
Information on visa requirements.