



Dublin, 9 November 2012

CIRCULAR NOTE NO. 6

ON NON-GOVERNMENTAL ORGANISATIONS' ACCREDITATION AND FOLLOWING OF THE 19TH OSCE MINISTERIAL COUNCIL MEETING

1. VENUE

The 19th Meeting of the OSCE Ministerial Council will be held at the Royal Dublin Society (RDS) Simmonscourt Complex, located at Simmonscourt Road, Dublin, on 6-7 December 2012.

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 RDS media centre.

2. FACILITIES FOR NGOS

Representatives of NGOs will have full use of the media centre at the RDS. There will be dedicated IT facilities, including a high-capacity wireless connection. A meeting room will also be made available for use by representatives of NGOs.

3. REGISTRATION AND ACCREDITATION OF NGOS FOR THE MINISTERIAL COUNCIL MEETING

The entire RDS venue will be a secure area, permitting access only with an accreditation badge. Advance registration is mandatory and will take place via a dedicated online registration system at <https://delegation.osceministerial2012.ie/php/self/login.php>

The deadline for registration is close of business on Friday 16 November.

When you visit the above weblink, please proceed as follows:

- On your first visit, please click “Create new account” to register your e-mail address.
- You will then receive an e-mail providing a password.
- When logging-in to the registration site, please insert your e-mail address into the “Enter Username” field. For “Password”, please use the password provided in the e-mail received.
- You will also be required to input a unique verification code in the field marked “Delegation Code”. **The code for NGOs is OSCEMC.NGOrg** (Please note that the code is case sensitive).
- After login, you may change your password by clicking on the “Password” icon on the top right-hand corner.
- If you have any technical enquiries, please e-mail OSCEadmin@dfa.ie or click on “help” on the top right-hand side of the registration site.

A colour photograph of each NGO representative should be submitted in .jpg format as part of the online registration process. All personal data sent to the Department of Foreign Affairs and Trade will be treated in accordance with the highest security and national and international data protection standards.

Confirmation of successful accreditation will be sent by e-mail after the deadline for registration (16 November). Details regarding collection of accreditation badges will also be sent at that time.

4. HOTEL RESERVATIONS

Arrangements have been made for accommodation of representatives of NGOs in the Burlington Hotel in Dublin, which is in the security and transport zone for the OSCE Ministerial. Reservations must be made via the following link, operated by Conference Partners:

https://events.conferencepartners.ie/ei/getdemo.ei?id=102&s=_4OK0RTTLD

In case of any specific queries, the hotel reservations bureau may be contacted by email at the following address: osceministerial2012@conferencepartners.ie

5. TRANSPORT

A free shuttle service will operate between the Burlington Hotel and the RDS on 6 and 7 December.

6. VISAS

Nationals of the following countries require a visa for entry to Ireland:

Afghanistan, Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Egypt, the former Yugoslav Republic of Macedonia, Georgia, Jordan, Kazakhstan, Kyrgyzstan, Moldova, Mongolia, Montenegro, Morocco, Russian Federation, Serbia, Tajikistan, Thailand, Turkey, Tunisia, Turkmenistan, Ukraine and Uzbekistan.

Visa-required delegates should note that Ireland is **not** in the Schengen zone, so a Schengen visa is not sufficient to enter Ireland.

Visa applicants are encouraged to submit their applications in order to ensure the timely processing of all visas – **an application can take up to four weeks to process**. The visa fee will be waived. However, applicants will be responsible for courier charges where applicable.

Submitting a Visa Application

Visa applications should first be made on-line at:

<https://www.visas.inis.gov.ie/avats/OnlineHome.aspx>

When processing the registration for the visa application

- a) select the link “Short Stay”
- b) and after that, when replying to “What is the reason for travel”, select: conference.

Applicants are reminded that completing the on-line application form is only the first step in the visa application process. An application can only be processed when the on-line form is completed AND the required backing documentation and passport photograph are received by the relevant office as indicated by the on-line system. This will usually be the Irish Embassy or Consulate in, or accredited to, the country in which you normally reside.

For attendance at OSCE events in Ireland, special arrangements have been put in place to process visa applications. If you are directed by the online system to forward your application to Dublin, please disregard this request and send your documentation to your nearest Irish Embassy or Consulate, or the Irish Embassy in Vienna, which is authorised to process your application in a timely manner.

The following information should be sent to the Embassy listed below by visa-required applicants:

- Passport, valid for six months after your scheduled departure date
- Printed and signed copy of the summary of the online visa registration;
- A printout of this note;
- Two passport photos;

- One letter from the applicant's employer which confirms the following:
 - Attendance at the conference;
 - Evidence of who will be responsible for all costs including travel, accommodation and expenses;
 - Evidence of the applicant's date of expected return.

For further information on visa requirements and visa applications:

<http://www.dfa.ie/home/index.aspx?id=8605>

For further information on applying for your visa:

<http://www.dfa.ie/home/index.aspx?id=37633>

For further information on your nearest Irish Embassy or Consulate:

<http://www.dfa.ie/home/index.aspx?id=285#T>

7. QUERIES

Any queries in relation to NGO participation in the 19th OSCE Ministerial Council may be addressed to the following e-mail address: OSCE-NGO@dfa.ie

Annex – Visa Procedures

Participating States

Country	Passports	Accredited Embassy
Albania	Visa required	Embassy of Ireland to Greece www.embassyofireland.gr
Andorra	No visa required	
Armenia	Visa required	Embassy of Ireland to Bulgaria www.embassyofireland.bg
Austria	No visa required	
Azerbaijan	Visa required	Embassy of Ireland to Turkey www.embassyofireland.org.tr
Belarus	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru
Belgium	No visa required	
Bosnia and Herzegovina	Visa required	Embassy of Ireland in Slovenia www.embassyofireland.si
Bulgaria	No visa required	
Canada	No visa required	
Croatia	No visa required	
Cyprus	No visa required	
Czech Republic	No visa required	
Denmark	No visa required	
Estonia	No visa required	
Finland	No visa required	
France	No visa required	
Georgia	Visa required	Embassy of Ireland to Bulgaria www.embassyofireland.bg

Germany	No visa required	
Greece	No visa required	
Holy See	No visa required	
Hungary	No visa required	
Iceland	No visa required	
Italy	No visa required	
Kazakhstan	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru
Kyrgyzstan	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru
Latvia	No visa required	
Liechtenstein	No visa required	
Lithuania	No visa required	
Luxembourg	No visa required	
Malta	No visa required	
Moldova	Visa required	Embassy of Ireland to Romania www.embassyofireland.ro
Monaco	No visa required	
Montenegro	Visa required	Embassy of Ireland to Hungary www.embassyofireland.hu
Netherlands	No visa required	
Norway	No visa required	
Poland	No visa required	
Portugal	No visa required	
Romania	No visa required	
Russian Federation	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru

San Marino	No visa required	
Serbia	Visa required	Embassy of Ireland to Greece www.embassyofireland.gr
Slovakia	No visa required	
Slovenia	No visa required	
Spain	No visa required	
Sweden	No visa required	
Switzerland	No visa required	
Tajikistan	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru
the former Yugoslav Republic of Macedonia	Visa required	Embassy of Ireland to Romania www.embassyofireland.ro
Turkey	Visa required	Embassy of Ireland to Turkey www.embassyofireland.org.tr
Turkmenistan	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru
Ukraine	Visa required	Honorary Consulate of Ireland to Ukraine www.irishconsulate.kiev.ua
United Kingdom	No visa required	
United States of America	No visa required	
Uzbekistan	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru

Partners for Cooperation

Country	Passports	Accredited Embassy
Algeria	Visa required	Embassy of Ireland to the United Arab Emirates http://www.embassyofireland.ae
	Visa required	Embassy of Ireland to the

Afghanistan		United Arab Emirates http://www.embassyofireland.ae
Australia	No visa required	
Egypt	Visa required	Embassy of Ireland to Egypt www.embassyofireland.org.eg
Israel	No visa required	
Japan	No visa required	
Jordan	Visa required	Embassy of Ireland to the United Arab Emirates http://www.embassyofireland.ae
Mongolia	Visa required	Embassy of Ireland to China www.embassyofireland.cn
Morocco	Visa required	Embassy of Ireland to Portugal www.embassyofireland.pt
Republic of Korea	No visa required	
Thailand	Visa required	Consulate of Ireland in Thailand http://www.irelandinthailand.com
Tunisia	Visa required	Embassy of Ireland to Spain www.embassyofireland.es