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ENGLISH only

17 July 2009 Athens

CIRCULAR NOTE Nr 1

The Ministry of Foreign Affairs of Greece 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 and the Asian Partners for Co-operation, the International Organizations, and the OSCE Secretariat, and has the honour to inform them as follows.

1. VENUE

The 17th Meeting of the OSCE Ministerial Council will be held in Athens on 1 and 2 December 2009. The venue will be the Olympic Centre of Fencing ([Hellinikon Complex](#)), located in 8-10 Tzireon Str. at the area of Hellinikon, GR-117 42 Athens - Greece. For more information, please visit the website www.olympicproperties.gr

Preparatory meetings will be arranged on 28, 29 and 30 November 2009. The conference centre is available as from 28 November 2009.

2. FACILITIES

The Hellinikon Complex offers all the facilities required for the Ministerial Council. The delegations of participating States will be provided with a furnished office equipped with a telephone, computer, printer, internet access, as well as stationery. Photocopiers and fax machines will be made 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 special desks.

The media will be provided with a fully equipped press centre at the Hellinikon complex. The press centre 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 is to 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 distributed as an attachment to circular note Nr 2 in August 2009. All personal data sent to the organizer of the event will be treated according to the highest security standards. The applicants' personal data will be sent to the Greek Police for additional security check before the issuing of accreditation.

In addition, a Note Verbale from the Permanent Mission in Vienna should be sent separately to the Ministry of Foreign Affairs of Greece, together with a list of delegates to ensure that all delegates that have applied for accreditation, have been given permission by their authorities to attend the Ministerial Council. If changes are made to the list, an updated list in Note Verbale is required as soon as possible. Accreditation will not be possible for persons who will not appear on the list of members of the delegation in the Note Verbale.

3.2. ACCREDITATION OF HEADS OF DELEGATION

The accreditation procedure for Heads of Delegation is different; they will not receive a badge, but a pin. Heads of Delegation shall also submit their registration form.

3.3. ACCREDITATION OF SECURITY PERSONNEL

If the Minister of Foreign Affairs heading a delegation is to be accompanied by national security officers, delegations are requested to complete and submit a special accreditation form for security personnel, accompanied by two colour photos of each security officer. The same accreditation procedure as outlined above will apply. Security officers should also be listed in a separate Note Verbale from the Permanent Mission in Vienna to the Greek OSCE Chairmanship Task Force in Athens.

Weapons and radiofrequencies

Security personnel can bring only semiautomatic small arms into Greece. 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 Greek Security Police will inform each delegation on permits granted and frequencies to be used.

If security officers intend to carry firearms during their stay in Greece (only one armed officer per delegation is allowed), delegations should send an application by Note Verbale to the Greek OSCE Chairmanship Task Force in Athens, no later than 7 days before arrival, stating the following: – Type and serial number of the firearm (s) – Quantity of ammunition – Additional security equipment – Name of the person who will carry the firearm, date and place of birth and passport number – Date and time of arrival and departure – Flight numbers on arrival and departure

The application to carry firearms will be forwarded to the Greek Police for approval, the delegation will be informed about eventual approval prior to their arrival, and the permission will be given upon their arrival at Athens-Eleftherios Venizelos Airport.

3.4. ACCREDITATION OF DRIVERS

Since the Hellinikon complex compound will be a secured area, Embassy drivers should also be accredited. If a delegation is also to be accompanied by its own driver(s), delegations are requested to complete and submit a special accreditation form for drivers and cars, accompanied by two colour photos of each driver/license number. The same accreditation procedure as outlined above will apply. Drivers should also be listed in a separate Note Verbale from the Permanent Mission in Vienna to the Greek OSCE Chairmanship Task Force in Athens.

4. HOTEL RESERVATIONS

Arrangements have been made with a hotel reservation bureau that will provide a choice of hotels in several price categories. Bookings will have to be made through this hotel reservation bureau.

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

According to the OSCE standards, Greece will cover accommodation expenses for Heads of Delegation who shall also submit their booking form. Other hotel facilities used by delegations should be paid directly to the reservation office by delegations and/or their respective Embassies in Greece.

5. TRANSPORT

OSCE Heads of Delegations will be offered a chauffeur-driven limousine, exclusively for use at the Ministerial Council, which will be available to them from the time of their arrival (not before 30 November) at Athens International Airport-Eleftherios Venizelos (<http://www.aia.gr/>) until their departure (no later than 3 December). This limousine is for the exclusive use of the Head of Delegation, accompanied by 2 persons at most.

Each delegation with over 3 persons will have a chauffeur-driven mini-van. This mini-van is to be used exclusively for OSCE Ministerial Council purposes, as from the time of the delegation's arrival (not before 30 November) at Athens-Eleftherios Venizelos Airport until their departure (no later than 3 December). The mini-van will offer room for a maximum of 5 people per delegation, security personnel included. The Chairmanship will not provide transportation for any extra security personnel.

A shuttle service will be made available between the airport, the hotels and the Fencing Centre as well as for side events taking place elsewhere.

Delegations intending to use privately owned vehicles and/or official Embassy cars for the Ministerial Council will be requested to provide the license numbers of these cars along with the accreditation. Drivers of these vehicles also need to be accredited. A waiting room/area will be established at the Fencing Centre.

6. SECURITY AT THE HELLINIKON COMPLEX, ATHENS

To gain entry to the Fencing Centre compound and when inside the building, a valid badge must be visibly worn at all times. In addition, delegates are requested to cooperate in security checks. Security staff will ensure that visitors only enter areas they are entitled to. Heads of Delegation are kindly requested to wear their pin so that it is clearly visible at all times.

7. VISAS

Visa requirements must be met before arrival in Greece. In order to be able to arrive on time, it is advisable to apply for visas at the earliest possible opportunity. Please note that it is NOT possible to have your visa issued at the Athens-Eleftherios Venizelos Airport upon arrival. Participants must be in possession of the appropriate identity documents for traveling to Greece.

More information can be found on the web page of the Ministry of Foreign Affairs of Greece, www.mfa.gr under the heading "services".

Participants needing a visa to enter the Schengen area are asked to make their own arrangements for securing a visa for entry into Greece. Please note that the application for a Schengen visa may take up to 3 weeks.

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

Visa procedures: Please apply to the Greek Consular authority which serves your country in a timely manner and inquire about a visa free-of-charge. The countries/cities in which the Greek Embassies/consulates in charge are located, as well as their respective addresses can be found at the Greek MFA website: <http://www.mfa.gr>

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

- valid passport
- visa application form duly filled out and signed
- invitation letter to the Conference by the OSCE or the registration form to the Conference
- two photographs (format 4x6cm).

In case of visa problems, please contact:

Mr. Nikolaos Bardis

Ministry of Foreign Affairs, Greece

Phone +302103684178, Fax +302103684180, Email go4@mfa.gr

8. AIRCRAFT

The City of Athens can be reached by daily regular flights from a large number of European capitals. Delegations are advised to arrange their arrival in Athens-Eleftherios Venizelos Airport by regular commercial flights.

Heads of Delegation traveling by a governmental or private aircraft may use the facilities at Athens-Eleftherios Venizelos 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 Greece/Greek OSCE Task Force 2009 no later than 7 days before arrival. More information can be found at the website: <http://www.aia.gr/>

9. FURTHER INFORMATION

In due course, Missions and Delegations will receive further information regarding:

- Accreditation and Hotel Room Reservation forms
- Participation and accreditation of journalists and NGOs
- Organization and services provided at the 17th OSCE Ministerial Council.

Various circular notes on other issues, including media, shall also be distributed at a later stage.

The Ministry of Foreign Affairs of Greece 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 Co-operation, the International Organizations, and the OSCE Secretariat the assurances of its highest consideration.

Athens, 17 July 2009

Annex 1 to the section on Visa procedures

COUNTRY	ORDINARY PASSPORT	DIPLOMATIC PASSPORT	SERVICE PASSPORT
Countries with Greek embassies			
AFGHANISTAN	VISA	VISA	VISA
ALBANIA	VISA	VISA - FREE	VISA - FREE
ALGERIA	VISA	VISA - FREE	VISA - FREE
ANDORRA	VISA - FREE	VISA - FREE	VISA - FREE
ARMENIA	VISA	VISA	VISA
AUSTRIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
AZERBAIJAN (AZERBAIJANI REPUBLIC)	VISA	VISA	VISA
BELGIUM, KINGDOM OF	VISA - FREE	VISA - FREE	VISA - FREE
BOSNIA AND HERZEGOVINA	VISA	VISA - FREE	VISA
BULGARIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
CANADA	VISA - FREE	VISA - FREE	VISA - FREE
CROATIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
CYPRUS, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
CZECH REPUBLIC	VISA - FREE	VISA - FREE	VISA - FREE
DENMARK, KINGDOM OF	VISA - FREE	VISA - FREE	VISA - FREE
EGYPT, ARAB REPUBLIC OF	VISA	VISA	VISA
ESTONIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
FINLAND, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
FRANCE (FRENCH REPUBLIC)	VISA - FREE	VISA - FREE	VISA - FREE
GEORGIA	VISA	VISA	VISA
GERMANY (FEDERAL REPUBLIC OF)	VISA - FREE	VISA - FREE	VISA - FREE
HOLY SEE (STATE OF THE VATICAN CITY)	VISA - FREE	VISA - FREE	VISA - FREE
HUNGARY, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE

ICELAND, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
IRELAND	VISA - FREE	VISA - FREE	VISA - FREE
ISRAEL, STATE OF	VISA - FREE	VISA - FREE	VISA - FREE
ITALY (ITALIAN REPUBLIC)	VISA - FREE	VISA - FREE	VISA - FREE
JAPAN	VISA - FREE	VISA - FREE	VISA - FREE
JORDAN, HASHEMITE KINGDOM OF	VISA	VISA	VISA
KAZAKHSTAN, REPUBLIC OF	VISA	VISA	VISA
KOREA, SOUTH (REPUBLIC OF KOREA)	VISA - FREE	VISA - FREE	VISA - FREE
LATVIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
LIECHTENSTEIN, PRINCIPALITY OF	VISA - FREE	VISA - FREE	VISA - FREE
LITHUANIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
LUXEMBOURG, GRAND DUCHY OF	VISA - FREE	VISA - FREE	VISA - FREE
MALTA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
MONACO, PRINCIPALITY OF	VISA - FREE	VISA - FREE	VISA - FREE
MONGOLIA	VISA	VISA	VISA
MONTENEGRO	VISA	VISA - FREE	VISA - FREE
MOROCCO, KINGDOM OF	VISA	VISA - FREE	VISA - FREE
NETHERLANDS, KINGDOM OF THE	VISA - FREE	VISA - FREE	VISA - FREE
NORWAY, KINGDOM OF	VISA - FREE	VISA - FREE	VISA - FREE
POLAND, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
PORTUGAL (PORTUGUESE REPUBLIC)	VISA - FREE	VISA - FREE	VISA - FREE
ROMANIA	VISA - FREE	VISA - FREE	VISA - FREE
RUSSIA (RUSSIAN FEDERATION)	VISA	VISA - FREE	VISA
SLOVAKIA (SLOVAK REPUBLIC)	VISA - FREE	VISA - FREE	VISA - FREE
SLOVENIA, REPUBLIC OF	VISA - FREE	VISA - FREE	VISA - FREE
SPAIN, KINGDOM OF	VISA - FREE	VISA - FREE	VISA - FREE
SWEDEN, KINGDOM OF	VISA - FREE	VISA - FREE	VISA - FREE
SWITZERLAND (SWISS CONFEDERATION)	VISA - FREE	VISA - FREE	VISA - FREE

THAILAND, KINGDOM OF	VISA	VISA	VISA
THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA	VISA	VISA - FREE	VISA - FREE
TUNISIA, REPUBLIC OF	VISA	VISA - FREE	VISA - FREE
TURKEY, REPUBLIC OF	VISA	VISA - FREE	VISA - FREE
UKRAINE	VISA	VISA - FREE	VISA
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND	VISA - FREE	VISA - FREE	VISA - FREE
UNITED STATES OF AMERICA	VISA - FREE	VISA	VISA
Country that is served by the Greek Embassy in Kiev			
MOLDOVA, REPUBLIC OF	VISA	VISA - FREE	VISA
Country that is served by the Greek Embassy in Moscow			
BELARUS, REPUBLIC OF	VISA	VISA	VISA
Countries that are served by German Embassies on behalf of Greece			
KYRGYZSTAN (KYRGYZ REPUBLIC)	VISA	VISA	VISA
TAJIKISTAN, REPUBLIC OF	VISA	VISA	VISA
TURKMENISTAN	VISA	VISA	VISA
Country that are served by the Italian Embassy on behalf of Greece			
UZBEKISTAN, REPUBLIC OF	VISA	VISA	VISA

ADDRESSES OF EMBASSIES/CONSULATES OF GREECE Please consult the website of the Ministry of Foreign Affairs of Greece: <http://www.mfa.gr>