

OSCE Chairmanship Workshop on Post-Conflict Rehabilitation: Stabilization, Reconstruction and Peacebuilding

Vienna, 2 – 3 May 2011

Information Circular

1. Venue

The meeting will take place in the Ratsaal, location on 5th floor of the
Hofburg Congress Centre
Heldenplatz 1
1010 Vienna
Austria

2. Language

Interpretation between English and Russian language will be provided at the workshop.

3. Programme Outline

2 May:

- | | |
|---------------|---|
| 12.00 – 14.00 | Registration |
| 14.00 – 15.00 | Opening Session
Welcome and opening address by the OSCE Chairmanship
Keynote address |
| 15.00 – 17:30 | Working Session 1
The Role of Regional/Multilateral Organizations in Support of
Stabilization, Reconstruction and Peacebuilding |
| 18.00 – 19:30 | Reception (hosted) |

3 May:

- | | |
|---------------|--|
| 09:00 – 12:30 | Working Session 2
Strengthening Local Ownership of Non-Military Confidence Building
Measures (CBMs) |
| 14:30 – 16:30 | Working Session 3
Taking Stock of Lessons Learned, Recruitment & Rosters and Training in
Peacebuilding with a View Toward Recent Initiatives of OSCE
participating States |
| 16:30 – 17:00 | Closing Session |

^{*)} Re-circulation due to change of distribution status, text remains unchanged

4. Organizational Modalities

The opening and the closing sessions will be chaired by the Lithuanian OSCE Chairmanship.

Each working session will have a moderator selected by the OSCE Chairmanship and a rapporteur drawn from the Conflict Prevention Centre's Operation Service. The Rules of Procedure of the OSCE will apply to this workshop.

Keynote statements and a report from the workshop will be distributed to participants after the workshop.

The workshop will not be open to the media.

5. Participation

The participating States are encouraged to be represented at expert-level as well as senior experts responsible for stabilization, reconstruction and peacebuilding.

The OSCE Institutions, the Parliamentary Assembly, Partners for Co-operation, thematic units of the OSCE Secretariat and OSCE field operations will also be invited. In addition, international and other regional organizations and individual subject experts, including from think-tanks and Non-governmental Organizations, will be able to attend.

No fee for participation is requested.

6. Guidelines for speakers

To facilitate discussion within time constraints, keynote presentations should not be longer than 10 – 15 minutes and interventions/questions from the floor should not exceed five minutes.

In their contributions, keynote speakers should set the scene for discussion in the sessions and stimulate debate among delegations by raising appropriate questions and suggesting potential recommendations

The intention is to develop a free-flowing discussion based on keynote speeches, background information and written statements circulated in advance or during the meeting.

All contributions should be submitted in advance for circulation in electronic format to Mr. John Crosby of the CPC/Operations Service (john.crosby@osce.org) by 27 April 2011. It is intended to upload documents to the OSCE public website (<http://www.osce.org/cio/75597>) unless otherwise advised by the originator when submitting the contribution.

Advanced copies for interpreters would be highly appreciated and treated as confidential.

7. Guidelines for moderators and rapporteurs

The moderator chairs the session and should facilitate and focus the dialogue among participants. The moderator should stimulate the debate by introducing items related to the subjects covered by the working session, as appropriate, in order to broaden or focus the

scope of the discussion. In addition, the moderator should provide concise closing remarks focusing on recommendations and suggestions for concrete follow-up action.

The rapporteurs' written reports will address issues raised during the session concerned and will cover problem areas, improvements, suggestions and recommendations made at the session and other relevant information.

8. Guidelines for participants

Each presentation will be followed by discussions on any number of relevant subtopics that participants may wish to raise, mindful that a main goal of the workshop is to identify recommendations on concrete deliverables for further development that can improve joint work on post-conflict rehabilitation, stabilization, reconstruction and peacebuilding.

To promote interactive discussion, participants are requested to provide formal statements in writing only. Participants are further requested to limit the length of their oral interventions to five minutes, covering only substantive issues related to the focus of the session. Moreover, they are requested not to introduce at length the entities they represent – the moderators will rigorously enforce this point.

9. Registration/Accreditation

Permanently accredited delegation members

A note verbale from delegations in Vienna detailing all participants from delegations in descending order of seniority showing, names, functions and e-mail address should be sent to elke.lidarik@osce.org, fax: +43-1-531 37 577. Those members of OSCE delegations in Vienna who take part in the workshop will have access to the conference area with their regular OSCE badges.

Not permanently accredited participants

Participants not permanently accredited to the OSCE are kindly requested to fill out the attached registration form (see annex 1) and to send it to elke.lidarik@osce.org, fax: +43-1-531 37 577 not later than 15 April 2011.

Badges for not permanently accredited delegation members may be obtained at the accreditation counter located in the Segmentgalerie, first floor (open daily from 8:30 a.m. to 5 p.m. during the meeting) upon presentation of appropriate photo identification.

On the basis of registration, Conference Services will issue a list of participants prior to the workshop and regular up-dates during the workshop. The deadline for submitting changes to list of participants will be 2 May, 2011 at 1 p.m..

10. Technical equipment:

The Ratsaal will be equipped with technical facilities for power point presentations. The equipment consists of large screens, projectors, laptop (Microsoft windows XP, office XP) with remote control, VCR (VHS, S-VHS, PAL), mini DV and DVD (PAL) player, CD-player, floppy disk station and USB-port.

Please note that presenters wishing to test audio/visual equipment may do so one hour prior to the workshop on the days the workshop is taking place.

11. Travel Arrangements

Participants are requested to arrange individually for their travel, accommodation, transport, etc. All costs related to the participation in this workshop must be covered by the participants or their agencies.

11.1. Visa modalities

Participants, if required under Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria.

Please be aware that it could take up to 14 days to get the requested Shengen visa. Therefore applicants are strongly advised to apply for visa well in advance.

Please note that it is NOT possible to have your visa issued at the Vienna International Airport upon arrival. Participants must be in possession of the appropriate identity documents for travel to Austria and medical insurance for the full duration of the intended stay.

Further details can be found on the Austrian MFA website www.bmeia.gv.at.

In case assistance from the OSCE is needed to support your visa application, please refer to Ms. Elke Lidarik (elke.lidarik@osce.org).

11.2. Transportation

The **journey time** from the Vienna International Airport to Vienna is approx. **15 - 30 min.** depending on the means of transport (train, bus or taxi) and traffic conditions. Further information on the transfers Vienna Airport – Vienna city centre can be found on www.viennaairport.com.

Taxis

Taxis are waiting in front of the arrival building of the airport. The fare depends on the destination in Vienna and is approx. € 40.00-50.00. Otherwise taxis for a pick up at the airport can be booked in advance at a more moderate price from the company C&K (www.ck-airportservice.at tel: +43 1 44444 - price: €33.00 one way).

Trains from/to airport in Vienna:

a) City Airport Train (CAT) www.cityairporttrain.at

The City Airport Train is the nonstop connection between the station Wien Mitte/Landstraße and Vienna International Airport. The ride takes approx. 16 min. From the station Wien Mitte/Landstraße you have **access** to the underground (U-Bahn) lines U3 and U4 and to taxis. If you are using the CAT you can **check in your luggage** at the **City Air Terminal** at the station Wien Mitte/Landstraße.

Timetable CAT

from Wien Mitte **to the airport**: from 05.38 a.m. to 11.08 p.m. every 30 minutes

from the airport to Wien Mitte: from 06.05 a.m. to 11.35 p.m. every 30 minutes

Fare

one way ticket for one adult: €9.00

return ticket for one adult: €16.00

Note: The CAT is not a member of the public transport network and you need an appropriate ticket if you change to or from public means of transport.

b) Schnellbahn (S1, S2 or S7)

The S7 is the regional railroad connection of the Austrian Federal Railways ÖBB between the Vienna International Airport and Vienna. The journey time between the airport and the station Wien Mitte/Landstraße is about 24 min, because the S7 stops at several stations along the way. You have good access to the public transport network of Vienna at the stations Wien Mitte/Landstraße (underground lines U3 and U4), Wien Nord/Praterstern (underground line U1) and Handelskai (underground line U6).

Timetable S7

from Wien Mitte **to the airport**: from 04.56 a.m. to 09.56 p.m. every 30 minutes

from the airport to Vienna: from 05.39 a.m. to 10.39 p.m. every 30 minutes

Note: Your ticket is also valid in the public means of transport of Vienna.

Bus Services Vienna Airport Lines

The Vienna Airport Lines operate several bus lines between Vienna and the Vienna International Airport. The two lines that go to the city centre are the lines to Morzinplatz/Schwedenplatz or to Südbahnhof/Westbahnhof (access to the Underground at both places). Please check the line carefully before taking the bus.

Morzinplatz/Schwedenplatz – Vienna International Airport

The trip takes approx. 20 min. From Schwedenplatz you have **access** to the underground lines U1 and U4.

to the airport: from 05.00 a.m. to 11.30 p.m. every 30 minutes

from the airport: from 06.20 a.m. to 00.20 a.m. every 30 minutes

Südbahnhof/Westbahnhof – Vienna International Airport

The trip takes approx. 45 min. From Südbahnhof/Westbahnhof you have **access** to the underground lines U3 and U6.

to the airport: from 05.00 a.m. to 07.00 p.m. every 20 minutes, from 07.00 p.m. to 11.00 p.m. every 30 minutes

from the airport: from 06.00 a.m. to 08.00 p.m. every 20 minutes, from 08.00 a.m. to 11.59 p.m. every 30 minutes

www.postbus.at – Tel: +43 1 7007 32300

To get around in Vienna

For taxi service within Vienna, please call +43 1 31300 or +43 1 40100

Public transportation information is available at:

<http://www.wienerlinien.at/wl/ep/home.do?tabId=0>

11.3. Accommodation

In order to assist participants with accommodation in Vienna, an overview of hotels as well as contact information is attached (annex 2). Participants are kindly requested to arrange for rooms directly with the hotels.

We strongly recommend that hotel and travel bookings are made as early as possible.

11.4. General information

Currency: The national currency is the Euro.

Bank facilities: Bank services and exchange operations can be done at the banks or exchange offices situated in the city.

Electric current: The standard voltage in the electric circuit of Vienna is 220 V.

Time: Central European Time (CET) + 0200 UTC.

Weather: The weather in Vienna in May is expected to be sunny and warm, relatively little rain; the daily temperature is usually 15 - 20 C but actual weather conditions should be checked before departure on the website of the Austrian Central Institute for Meteorology and Geodynamics <http://www.zamg.ac.at/weather>.

Emergencies and first aid: First aid will be provided at the workshop venue. In case of major emergencies please dial 112 (no international dialing code required even if you are dialing from a non-Austrian mobile phone).

Liability: 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 participation in this conference. This is a comprehensive limitation of liability that applies to damages of any kind, including, without limitation, personal injury, loss of or damage to property and claims of third parties.

12. Social programme

A reception will be hosted by the Lithuanian OSCE Chairmanship on 2 May from 6 p.m. to 7.30 p.m. in the Ratsaal Foyer. Coffee/tea will be served for participants in the workshop during announced coffee breaks. Lunch will be provided on 3 May also in the Ratsaal Foyer at 12.30 p.m. to 2.30 p.m.

13. Point of Contacts for Logistical Arrangements:

Substance and General Questions

Mr. John Crosby

Operational Support Officer

Conflict Prevention Centre/Operations Service,

Tel +43 1 514 366766, John.Crosby@osce.org

Ms. Gudrun Van Pottelbergh,

Operational Support Officer

Conflict Prevention Centre/Operations Service

Tel +43 1 514 366771, Gudrun.VanPottelbergh@osce.org

Visa and Registration

Ms. Elke Lidarik

Conference Services,

Tel: + 43 (0) 664 141 88 67, elke.lidarik@osce.org

**OSCE Chairmanship Workshop on Post-Conflict Rehabilitation:
Stabilization, Reconstruction and Peacebuilding
2 – 3 May 2011**

REGISTRATION FORM

Deadline: 15 April 2011

*Please send this registration form to Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org;
Fax + 43 1 531 37 577; (Please fill in using capital letters)*

1. Country:	
2. Name of the Organization (if not participating State or Partners for Co-operation)	
2. Category: (Please indicate the category you register in <input checked="" type="checkbox"/>)	<input type="checkbox"/> International Organization Government Official: <input type="checkbox"/> Non Governmental Organization <input type="checkbox"/> OSCE Delegation in Vienna <input type="checkbox"/> Academic Community <input type="checkbox"/> Ministry of Foreign Affairs <input type="checkbox"/> Business Community <input type="checkbox"/> other Ministry or public Institution <input type="checkbox"/> OSCE Institution <input type="checkbox"/> OSCE Secretariat <input type="checkbox"/> OSCE Field Presence
3.	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. :
4.	First Name: Family/Last Name:
5. Position/Title:	
6. Department	
7. Postal Address:	
8. Email	
9. TRAVEL INFORMATION: please indicate below your precise travel schedule	
Arrival to Vienna	Date: Time: Flight Number:
Departure from Vienna	Date: Time: Flight Number:
Hotel in Vienna (Name, address, phone)	

HOTELS IN VIENNA

OSCE Special Rate
No Special Rate Offered

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>Telephone +43 1</i>	<i>Fax +43 1</i>	<i>sg/db rate</i>
Vienna MARRIOTT Hotel	vienna.marriott.reservations@marriotthotels.com www.marriott.de (booking code: OSXC PPLUS NO 036544)	Parkring 12a, 1010 Wien	515 18 53	515 18 6736	€155 breakfast from €17.50
INTER- CONTINENTAL Wien	vienna@interconti.com www.intercontinental.at	Johannesgasse 28, 1037 Wien	711 22 26	711 22 344	€120 deluxe €185 incl. breakfast
Hotel DE FRANCE	defrance@austria-hotels.at www.hoteldefrance.at	Sschottenring 3 1010 Wien	313 68-0	319 59 69	€132/€152 incl breakfast
Hotel HERRENHOF	nadine.berschig@herrenhof-wien.steigenberger.at www.herrenhof-wien.steigenberger.at	Herrengasse 10, 1010 Wien	534 04	534 04 100	€139 deluxe €169 breakfast €26
RADISSON SAS STYLE Hotel Vienna	sales.vienna@radissonsas.com www.radissonsas.com	Herrengasse 12, 1010 Wien	22 78 00	512 22 16	from € 199 excl. breakfast
HILTON VIENNA PLAZA	info_vienna-plaza@hilton.com www.hilton.at	Schottenring 11, 1010 Wien	313 90	313 90 160	from € 169 excl. breakfast
VIENNA HILTON	rm_vienna@hilton.com www.hilton.de/wien	Am Stadtpark, 1030 Wien	717 00 344	713 06 91	from € 151 excl. breakfast
HOTEL SACHER	wien@sacher.com	Philharmonikerstrasse 4	51 456 0	51456810	€191 Buffet breakfast from €30

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sg/db rate</i>
Best Western Hotel KAISERHOF Vienna	reservation@hotel-kaiserhof.at www.hotel-kaiserhof.at	Frankenberggasse 10, 1040 Wien	505 17 01 81	505 88 75 88	€109 superior €132 incl. 1 breakf
Hotel AM PARKRING Wien (Schick Hotels)	parkring@schick-hotels.com www.schick-hotels.com	Parkring 12, 1010 Wien	514 80	514 80 40	€117/€160 incl. breakfast
Best Western Hotel ERZHERZOG RAINER (Schick Hotels)	rainer@schick-hotels.com www.schick-hotels.com	Wiedner Haupstr. 27-29, 1040 Wien	22 111	22 111 350	€96/€134 incl. breakfast
Hotel CAPRICORNO Wien (Schick Hotels)	capricorno@schick-hotels.com www.schick-hotels.com	Schwedenplatz 3-4, 1010 Wien	533 31 04	533 76 714	€99/€136 incl. breakfast
Hotel CITY CENTRAL Wien (Schick Hotels)	city.central@schick-hotels.com www.schick-hotels.com	Taborstrasse 8, 1020 Wien	211 05	211 05 140	€95/€129 incl. breakfast
Hotel STEFANIE Wien (Schick Hotels)	sabine.pollak@schick-hotels.com www.schick-hotels.com	Taborstrasse 12, 1020 Wien	211 50	211 50 160	€157/€208 incl. breakfast
Hotel AMADEUS	office@hotel-amadeus.at www.hotel-amadeus.at	Wildpretmarkt 5, 1010 Wien	533 87 38	533 87 38 38	€90-126/€ 53- 161 incl. breakf
Hotel ASTORIA (Austria Trend Hotels & Resorts)	astoria@austria-trend.at www.austria-trend.at	Kärntnerstraße 32-34, 1010 Wien	515 77	515 77 82	€118/€158 incl. breakfast
Hotel JOHANN STRAUSS	info@hotel-johann-strauss.at www.hotel-johann-strauss.at	Favoriten Strasse 12, 1040 Wien	505 76 24	505 76 28	€88/€125 incl. breakfast
Das TYROL	reception@hotel-tyrol-vienna.com www.das-tyrol.at	Mariahilferstraße 15, 1060 Wien	587 54 15	587 54 15 9	€129/€165 incl. breakfast

Hotel REGINA (Kremslehner Hotels)	office@kremslehnerhotels.at www.kremslehnerhotels.at	Rooseveltplatz 15, 1090 Wien	404 46	408 83 92	€89/€109 incl. breakfast
GRABEN Hotel (Kremslehner Hotels)	office@kremslehnerhotels.at www.kremslehnerhotels.at	Dorotheergasse 3, 1010 Wien	512 15 31	512 15 31 20	€89/€109 incl. breakfast
Hotel ROYAL (Kremslehner Hotels)	office@kremslehnerhotels.at www.kremslehnerhotels.at	Singerstraße 3, 1010 Wien	515 68 96	513 96 98	€89/€109 incl. breakfast
NH Hotels	m-kral@nh-hotels.com	Airport, Belvedere, Mariahilfe strasse	260 20 8110	260 20 8108	€89/€109 incl. breakfast
Mercure Seession	H3532@accor.com	Getreidemarkt 5	58838212	58838	€90/€116 incl. breakfast

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sg/db rate</i>
Best Western Hotel DAS TIGRA	info@hotel-tigra.at www.hotel-tigra.at	Tiefer Graben 14, 1010 Wien	533 96 41	533 96 45	€108 - €167 incl. breakfast
Hotel MAILBERGER HOF	reception@mailbergerhof.at www.mailbergerhof.at	Annagasse 7, 1010 Wien	512 06 41	512 06 41 10	€80 - €95 incl. breakfast
Hotel MARC-AUREL	marcaurel@chello.at www.hotel-marcaurel.com	Marc-Aurel-Straße 8, 1010 Wien	533 36 40	533 00 78	€99 - €159 incl. breakfast

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sg/db rate</i>
Pension NOSSEK & Co	reservation@pension-nossek.at www.pension-nossek.at	Graben 17, 1010 Wien	533 70 41	535 36 46	€73-97/€115 incl. breakfast
Hotel ALPHA	alpha@austria-hotels.at www.hotelalpha.at	Buchfeldgasse 8 1080 Wien	403 52 91	403 52 91-62	€75/€105 incl breakfast
Hotel GTAF STADION	hotel@graf-stadion.com www.graf-stadion.com	Buchfeldgasse 5, 1080 Wien	40 55 284	40 50 111	€60-90/€80-150
Hotel POST	office@hotel-post-wien.at www.hotel-post-wien.at	Fleischmarkt 24, 1010 Wien	515 83	515 83 808	€74/€112
Hotel SCHWEIZERHOF	office@schweizerhof.at www.schweizerhof.at	Bauernmarkt 22, 1010 Wien	533 19 31	533 02 14	€90/€130 incl. breakfast
Hotel zur WIENER STAATSOPER	office@zurwienersstaatsoper.at www.zurwienersstaatsoper.at	Krugerstraße 11, 1010 Wien	513 12 74	513 12 74 15	€80-100/ €113-135
Hotel WANDL	reservation@hotel-wandl.com www.hotel-wandl.com	Petersplatz 9, 1010 Wien	534 550	534 55 77	€92-110/ €143-198
Hotel KÄRTNTNERHOF	karntnerhof@netway.at www.karntnerhof.com	Grashofgasse 4, 1011 Wien	512 19 23	513 22 28 33	€ 68 - € 108 incl. breakfast
Hotel DREI KRONEN	office@hotel3kronen.at www.hotel3kronen.at	Schleifmühlgasse 25, 1040 Wien	587 32 89	587 32 89 11	€ 59 - € 89 excl. breakfast
CLIMA CITY Hotel	reservierung@climacity-hotel.com www.climacity-hotel.com	Theresianumgasse 21a, 1040 Wien	505 16 96	504 35 52	€75/€90
Hotel AUSTRIA Wien	office@hotelaustria-wien.at www.hotelaustria-wien.at	Am Fleischmarkt 20, 1010 Wien	515 23	515 23 506	€ 60 - € 124