



## Organization for Security and Co-operation in Europe

Office of the Secretary General  
*Section for external Co-operation*

*Vienna, 4 May 2015*

To: **Delegations of the OSCE participating States, Asian Partners for Co-operation, Mediterranean Partners for Co-operation, and International Organizations**

Subject: **Practical arrangements for the 2015 OSCE Asian Conference on the Changing Global Security Environment and Vision of Multilateral Security Co-operation in Asia, to be held in Seoul, Korea, 1-2 June 2015**

---

### **I. PRACTICAL ARRANGEMENTS**

With reference to Permanent Council Decision No. 1154, the Section for External Co-operation would like to inform all participants in the 2015 OSCE Asian Conference, to be held in Seoul, Korea, 1-2 June 2015, about the following:

#### **I.1 Venue**

The Conference will be held at the Crystal Ballroom, Lotte Hotel Seoul. The address is as follows:

**Lotte Hotel Seoul**  
30, Eulji-ro, Jung-gu,  
Seoul, 100-721 Korea

#### **I.2 Registration form for participants in the conference**

The attached registration form should be completed and sent to the OSCE Secretariat as indicated in the form, **not later than by Tuesday, 26 May 2015, end of business.**

#### **I.3 Hotel accommodation and reservation form**

The host country has agreed on special corporate rates with Lotte Hotel Seoul, the venue of the conference. To make a reservation, participants are kindly requested to fill in the attached hotel reservation form and to forward it directly to the hotel manager by email or fax, as indicated on the hotel registration form. **Room rates are shown on the hotel reservation forms.**

#### **Lotte Hotel Seoul**

Reservation Department: Manager Sung-Jun Kim

Tel: +82-2-759-7536

Fax: +82-2-756-8049

Email: [sjkimc@lotte.net](mailto:sjkimc@lotte.net)

Address: 30, Eulji-ro, Jung-gu, Seoul, 100-721 Korea

Homepage: <http://www.lottehotel.com/seoul/en/Default.asp>

## II TRAVEL

### II.1 Visa Requirement

Participants are kindly requested to make their own visa arrangements with the local Embassy or Consulate of the Republic of Korea prior to their arrival. Visas will be issued free of charge to participants. Currently, the Republic of Korea has Visa-Exemption Agreements with 102 countries. For detailed information on the visa regime please refer the website of the Ministry of Foreign Affairs of the Republic of Korea:  
[http://www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m\\_40\\_10](http://www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m_40_10)

Participants representing countries requiring visa for the Republic of Korea are kindly requested to contact the OSCE Secretariat for further assistance – please see para V. *Point of contact in the OSCE Secretariat.*

### II.2 Travel arrangements

Participants are responsible for making their own travel arrangements.

### II.3 Arrival/ Departure

#### II.3.1 Transportation from and to the airport

##### A) *KAL shuttle service*

The *Lotte Hotel Seoul* is on the route of the Korean Air (KAL) airport shuttle service from the Incheon Airport to the city of Seoul.

Route	Seoul City Hall Area (6701): Incheon Airport → Koreana Hotel → Seoul Plaza Hotel → Westin Choseon Hotel → <b>Lotte Hotel Seoul</b> → Koreana Hotel → Seosomun KAL Building → Best Western Seoul Garden Hotel
Boarding	Gate Number 4B/11A at Arrival level (1F)
Fare	KRW 16,000 (Adult, One Way)
Travel Time/Interval	About 70 minutes / 20 minutes
Ticket Office	◇ KAL desk at Incheon International Airport ◇ <i>Tickets are sold at the front desk of Lotte Hotel Seoul</i>
Operating Hours	Airport → Hotel (04:45 ~ 22:44) Hotel → Airport (05:08 ~ 18:43)

##### B) *Pickup Service*

The Lotte Hotel Seoul offers airport pickup service and return service (Fare: Luxurious Sedan KRW 150,000, Mini Van KRW 140,000 / per one way). If you have any inquiries, please contact to the hotel reservation department (+82-2-759-7311~2).

##### C) *Subway*

The Lotte Hotel Seoul is located on the **subway line # 2 (green line), at the Euljiro 1(il)-ga Station (exit 8).**

##### D) *Taxi*

Taxis are available at the airport but are relatively expensive (Fare: KRW 70,000 for Regular taxi, KRW 100,000 for Deluxe taxi).

## **II.4 Excursion**

At the discretion of MOFA, an excursion to the Demilitarized Zone (DMZ) will be organized after concluding of the conference, in the afternoon of 2<sup>nd</sup> June. It will provide an invaluable opportunity to experience the reality of the division of the Korean Peninsula.

Date: June 2 2015, 15:00~19:00

Venue: DMZ

Cost: Free

Main Program: A tour on the DMZ. DMZ is a buffer zone to prevent an armed conflict established on 27 July, 1953 in accordance with 'The Armistice Agreement about military truce of Korea.' It is 248 km long and 2 km wide on each side, south and north.

The detailed programme of the excursion will be announced closer to the date.

**Interested participants are kindly requested to indicate it on the registration form.**

## **III. INFORMATION**

### **III.1 Rate of Exchange**

The unit of Korean currency is Won.

○ 1 US Dollar = 1,078.9 Won (as of 24 April 2015)

○ 1 Euro = 1,164.3 Won (as of 24 April 2015)

### **III.2 Time Difference**

Korea's standard time zone is UTC/GMT +9 hours.

What time is it in Korea now? [Click here](#)

### **III.3 Seoul in June**

June is characterized by gradually rising daily high temperatures from 25°C to 27°C. [Click here](#) to find out current weather in Seoul.

### **III.4 Electricity**

The standard electricity supply is 220-volts AC at 60Hz.

### **III.5 Mobile phone**

Foreign mobile phones are operational in Korea. For information about the roaming tariffs, please contact your provider.

### **III.6 Tourist information**

Tourist information on Korea, and other practical information, can be obtained on:

<http://kto.visitkorea.or.kr/eng.kto>

#### **IV. Side Event: Special Session on NAPCI**

A Special Session on NAPCI (Northeast Asia Peace and Cooperation Initiative) will be held on the margins of 2015 OSCE Asian Conference as a side event. All participants attending the Conference are kindly requested to take part in this Special Session.

Time: 1 June 2015, 17:30 ~ 19:00

Venue: Same venue (Lotte Hotel Crystal Ballroom)

Theme: “Northeast Asia Peace and Cooperation Initiative (NAPCI) and OSCE’s Experience in Confidence and Security Building Measures (CSBMs)”

This Special Session will serve as an opportunity to increase understanding and consensus on NAPCI, an initiative inspired by the OSCE’s experience in multilateral security cooperation including the Helsinki Process, which celebrates its 40<sup>th</sup> anniversary this year.

For further information, see the attached concept paper, provided by the organizer.

#### **V. POINT OF CONTACT IN THE OSCE SECRETARIAT:**

For further information or assistance, please contact:

Ms. Aldona Szymanski  
Senior External Co-operation Assistant  
External Co-operation Section  
OSCE Secretariat  
Wallnerstrasse 6  
A-1010 Vienna, Austria

Tel.: (+43-1) 514 36 – 6190  
Fax: (+43-1) 514 36 – 6250  
Mobile: +43 664 859 0 959  
E-mail: [aldona.szymanski@osce.org](mailto:aldona.szymanski@osce.org)  
or [pm-ext-coop@osce.org](mailto:pm-ext-coop@osce.org)

**A Concept Paper on the Special Session  
of the 2015 OSCE-Asian Conference:  
Northeast Asia Peace and Cooperation Initiative**

**1. Background**

- The Northeast Asia Peace and Cooperation Initiative (NAPCI) is one of a series of future-oriented efforts being made by the ROK Government to replace the structure of conflict and discord in Northeast Asia with an order of dialogue and cooperation. It is also a key element of *Trustpolitik*, a diplomatic strategy being pursued by the Park Geun-hye administration to address the lack of trust in the region.
  - Northeast Asia continues to suffer from the so-called Asian Paradox: the discrepancy between the growing economic interdependence and relatively underdeveloped political and security cooperation in the region. Moreover, Northeast Asia is the only region that lacks an effective multilateral cooperation mechanism to deal with inter-state conflicts.
  - As a multilateral dialogue process, the goal of NAPCI is to gradually build trust among nations in Northeast Asia by cultivating a habit of dialogue and cooperation in soft security areas and then progressively expanding the scope of cooperation to a wider range of areas.
- NAPCI is an initiative inspired by the OSCE's experience in multilateral security cooperation. Through the Helsinki Process, the OSCE helped to ease the tension between the West and the East during the Cold War period and contributed in achieving reconciliation and cooperation in Europe.
  - Both NAPCI and the Helsinki Process bear much resemblance in that they put emphasis on complementing the existing mechanisms; building consensus among participants; and pursuing a process-oriented approach through dialogues, etc.
  - For the success of NAPCI, the ROK Government would like to learn from the OSCE's experience and expertise by strengthening its partnership with the OSCE – which is regarded as the most successful multilateral mechanism for regional security cooperation in history.
- Since 2015 marks the 40th anniversary of the Helsinki Process, the ROK Government hopes that the OSCE participating States and Partners for Co-operation will take more interest in its efforts to build a similar mechanism in Northeast Asia. In this light, the ROK Government expects that this Special Session of the 2015 OSCE-Asian Conference will serve as an opportunity to increase understanding and consensus on NAPCI.

## 2. Theme and Program

- Date and Time: 1 June 2015, 5.30-7 p.m. (After Session 2)
- Theme: “Northeast Asia Peace and Cooperation Initiative (NAPCI) and OSCE’s Experience in Confidence and Security Building Measures (CSBMs)”
- Participants: those attending the 2015 OSCE-Asian Conference (Track I)
  - Invitations will also be sent to the People’s Republic of China (a NAPCI participant) and Malaysia (current chair of ASEAN).
  - The Special Session will be open to public, but the floor will be open only to the Participants above.
- Discussion Agenda
  - The situation in Northeast Asia and the need for a multilateral cooperation mechanism in the region
  - The significance of NAPCI and how it compares with the Helsinki Process
  - The role of middle powers (including the ROK) in encouraging regional powers to participate in multilateral cooperation
  - The OSCE’s experience in implementing CSBMs through multilateral cooperation and ways to strengthen the cooperation between the ROK and the OSCE in regard to NAPCI
- Program
  - 5:30-5.35 p.m.            *Opening Remarks by the Moderator*  
  
Moderator: **H.E. KIM Hong-kyun**, Deputy Foreign Minister for Political Affairs, Republic of Korea
  
  - 5:35-5.55 p.m.            *Keynote Speeches*  
  
Speakers
    - **SHIN Beomchul**, Director General for Policy Planning
    - Representative of the OSCE (TBD)
  
  - 5:55-6.55 p.m.            *Discussion (including Q&A)*  
\* Priority will be given to participants from the participating countries of NAPCI (Japan, Mongolia, Russia, the United States, and the People’s Republic of China - 5 min. each) and then to other participants (3 min.)
  
  - 6:55-7.00 p.m.            *Wrap-up and closing remarks by the Moderator/end/*



**2015 OSCE Asian Conference on the Changing  
Global Security Environment and Vision of  
Multilateral Security Co-operation in Asia**  
*Seoul, Republic of Korea, 1 and 2 June 2015*



**REGISTRATION FORM**

*Please complete by typing in the appropriate cells; to tick the check boxes, please double click on them and choose the "checked" option*

Participating State <input type="checkbox"/>   Partner State <input type="checkbox"/>   International Organization <input type="checkbox"/>   OSCE Institution <input type="checkbox"/>   NGO/Academia <input type="checkbox"/>							
Name of State / Institution: <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>							
Family Name:                      Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>				Given Name(s): <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>			
Title / Position as to appear on the list of participants: <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>							
Citizenship: <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>				Dietary restrictions -- please indicate <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>			
Mobile No. <i>with all prefixes, including national code</i> : <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>				E-mail address: <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>			
Fax No. <i>with all prefixes, including national code</i> : <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>				Contact details at home in the event of an emergency: <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>			
<i>Arrival</i>		<i>Flight #:</i>		<i>Departure</i>		<i>Flight #:</i>	
<i>Date:</i>		<i>Time</i>		<i>Date:</i>		<i>Time</i>	
Participation in the excursion to the DMZ in the afternoon of 2 June 2015 (at the discretion of MOFA ) I will participate alone <input type="checkbox"/> I will participate and will be accompanied <input type="checkbox"/> I will not participate <input type="checkbox"/>							
During the Conference, I will stay at the Lotte Hotel Seoul <input type="checkbox"/> and will be accompanied by <input style="width: 50px;" type="text"/> person(s) Alternatively, I can be reached under the following address / tel. / fax #: <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>							

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please submit this form **not later than 26 May 2015** by fax or e-mail  
 Fax: + 4 3 - 1 5 1 4 3 6 - 6 2 5 0                      e-mail: [pm-ext-coop@osce.org](mailto:pm-ext-coop@osce.org)



## APPLICATION FOR HOTEL ACCOMMADATION

**For Participants in the 2015 OSCE Asian Conference**  
*Seoul, Republic of Korea, 1 - 2 June 2015*

♣ Please return this form by 25 May 2015 to: Mr. Sung-Jun KIM  
 Sales Manager, Lotte Hotel  
 Eulji-ro 30, Jung-Gu, Seoul, 100-721 Korea  
 Tel: 822-759-7536, Fax: 822-756-8049  
 E-mail: [sjkimc@lotte.net](mailto:sjkimc@lotte.net)

*Please complete by typing in the appropriate cells; to tick the check boxes, please double click on them and choose the "checked" option*

Name	First:	Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Last:	Title	Mr. <input type="checkbox"/>   Ms. <input type="checkbox"/>   Dr. <input type="checkbox"/>   Prof. <input type="checkbox"/>	
Nationality:				
Tel:		Passport No.:		
Fax:		E-mail:		
Check in date		Check out date		
	Flight No.:		Flight No.:	
Room type <i>(rooms in the main building)</i>	Superior Room (single occupancy) <input type="checkbox"/>	KRW 296,450	USD 287	
	Deluxe Room (single occupancy) <input type="checkbox"/>	KRW 314,600	USD 303	
	Deluxe Room – Club (single occupancy) <input type="checkbox"/>	KRW 332,750	USD 322	
	Junior Suite (single occupancy) <input type="checkbox"/>	KRW 484,000	USD 469	
Single occupancy <input type="checkbox"/>		Double occupancy <input type="checkbox"/>		Smoking <input type="checkbox"/> Non-smoking <input type="checkbox"/>
Name of Credit Card: Visa <input type="checkbox"/> American Express <input type="checkbox"/> Master Card <input type="checkbox"/> Dinners Club <input type="checkbox"/>				
Card Number:				
Expiry Date:			Signature:	

**♣ NOTE:**

1. The rates are including breakfast and taxes.
2. For double occupancy there is an additional charge of 30,000KRW for breakfast (per person), 30,000KRW for extra guest (per person), 40,000KRW for Club privileges (per person), and 70,000KRW for extra bed. (VAT and Service charge will be added)
3. The rates in USD may vary depending on the exchange rate on the day of payment
4. One night room rate will be charged in case of cancellation made 3 days prior to check in date or *No Show*.
5. Reservations after 25 May 2015 will be acceptable only upon space availability.