

## CIRCULAR NOTE No.1

The Spanish Ministry of Foreign Affairs and Cooperation presents its compliments to the Missions and Delegations accredited to the Organization for Security and Cooperation in Europe, the Mediterranean Partners for Co-operation, the Partners for Cooperation, the International Organizations, and the OSCE Secretariat, and has the honour to inform them as follows.

### 1. VENUE

The 15th Meeting of the OSCE Ministerial Council will be held in Madrid on November 29 and 30, 2007. Preparatory meetings can be organized from November, 27<sup>th</sup> 2007.

The meeting will take place at Municipal Conference Centre of Madrid, Palacio Municipal de Congresos located in Avda de la Capital de España Madrid, s/n, 28042 Madrid, Spain. For more information on the conference centre, please visit their website [http://www.madridespaciosycongresos.com/palacio/index\\_e.cfm](http://www.madridespaciosycongresos.com/palacio/index_e.cfm)

### 2. FACILITIES

The Municipal Conference Centre offers all the facilities required for the Ministerial Council. The delegations of participating States will be provided with a furnished delegation office equipped with telephone, computer with internet access, printer, as well as stationery. Photocopiers will be made available near the offices and the meeting rooms. The plenary meeting room will be in close proximity to the bilateral meeting rooms. Delegations will be able to book bilateral meeting rooms at a special desk.

The media will be provided with a fully equipped press centre at the Conference Centre. The press centre will have a separated entrance.

All premises of the Ministerial Council will be in a secured area. Access to the buildings will only be possible with a visibly-worn valid identification badge, to be issued via the accreditation process.

### **3. HOTELS**

Arrangements have been made with a hotel reservation bureau that will provide a choice of hotels in several price categories. A list of hotels, as well as reservation forms, will be circulated to Missions and Delegations. An online booking facility will be available. Bookings will have to be made through this hotel reservation bureau.

The Heads of Delegations will be offered a suite courtesy of the Chairmanship for the duration of the Ministerial Council and up to a maximum of three nights.

Other hotel facilities used by delegations should be paid for directly to the reservation office by delegations and/or their respective embassies in Spain.

### **4. TRANSPORT**

OSCE Heads of Delegations will be offered a chauffeur-driven limousine, exclusively for use at the Ministerial Council, from their arrival at Madrid Barajas Airport (not before November 28, 2007) until their departure (no later than December 1, 2007). The limousine is for the exclusive use of the Head of Delegation, accompanied by a maximum of 2 persons.

Each delegation with over 3 persons will have a chauffeur-driven mini-van with a maximum capacity of 7 passengers at their disposal. This mini-van is to be used exclusively for OSCE Ministerial Council purposes, beginning from the delegation's arrival at Madrid's airports (not before November 28<sup>th</sup>) until their departure (no later than December 1<sup>st</sup> 2007).

A shuttle service will be made available between the airport Madrid Barajas and the hotels and, the hotels and the Madrid Conference Centre. The Municipal Centre is also easily reachable by underground (line 8, station Campo de las Naciones).

Delegations intending to use privately owned vehicles and/or official Embassy cars for the Ministerial Council will be requested to provide the licence 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 conference Centre.

### **5. AIR/RAIL CONNECTIONS**

Madrid can be reached by daily regular flights from a large number of European capitals and other cities, as well as by train from Paris.



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## **6. FURTHER INFORMATION**

By the end of August 2007, Missions and Delegations will receive further details on accreditation, hotels, security, as well as registration and hotel reservation forms. Various circular notes on other issues, including on media, will be distributed at a later stage.

## **7. CONTACTS**

The names and telephone numbers of persons to contact will be announced in the next circular note.

The Spanish Ministry of Foreign Affairs and Cooperation avails itself this opportunity to renew to the Missions and Delegations accredited to the Organization for Security and Cooperation in Europe, the Mediterranean Partners for Co-operation and the Partners for Co-operation, the International Organizations, and the OSCE Secretariat the assurances of its highest consideration.

Madrid, July 11<sup>th</sup> 2007