



CIO.GAL/72/09
5 June 2009

ENGLISH only

Vienna, 5 June 2009

Dear colleagues,

It is a pleasure to invite participating States and Partners for Co-operation to the Chairmanship Expert Seminar on Electoral Management Bodies to be held in Vienna, Hofburg, on 16 - 17 July 2009. The event will be held under the auspices of the Chairmanship.

Dialogue on election related issues has been ongoing in different forums of the OSCE. The Greek OSCE Chairmanship offers to continue the broad dialogue on election related issues by focusing on the role of electoral management bodies in ensuring that an election process is conducted in accordance with OSCE commitments.

The 2009 Expert Seminar organized by the Greek OSCE Chairmanship will give an opportunity to focus on the experiences of OSCE participating States with different models of electoral management bodies as well as on the challenges that the latter have faced in ensuring their independence and impartiality and in building public confidence.

The issues to be discussed at the seminar will include the structure and composition of electoral management bodies, the role of electoral management bodies in improving election legislation and practice and in maximizing the utility of international and domestic observer findings and recommendations as well as ways to ensure the conduct of elections in line with OSCE commitments and national legislation.

The agenda of the seminar is attached. The Chairmanship encourages delegations to distribute the agenda to national election experts as well as to domestic election observers groups.

The ODIHR has been involved in the preparations for this seminar. The Chairmanship will also invite parliamentary assemblies, relevant international organizations and institutions engaged in election observation and technical assistance as well as relevant non-governmental organizations with experience in the field of elections.

Registration will take place online (will be available at <http://www.osce.org/cio/>) and participants are encouraged to register as early as possible.

Yours Sincerely,

Mara Marinaki
Chairperson of the Permanent Council

To: All OSCE Delegations
All OSCE Institutions
OSCE Secretariat
OSCE Missions and Other Field Activities
OSCE Parliamentary Assembly
All Partners for Co-operation

discuss the ways in which election commissions, government bodies, courts, or other bodies enforce election rules and resolve disputes.

Issues to be discussed:

- Effective election dispute resolution mechanisms for pre- and post-election complaints
- Ensuring honest vote counting and reporting of results
- Ensuring respect for media related commitments in an election process
- Enforcement of campaign finance regulations
- Promoting transparency through domestic and international election observation
- Accountability of election officials

Discussion

13:00 - 15:00

Lunch

15:00 - 17:30

WORKING SESSION III: Role of Electoral Management Bodies in follow up

A number of participating States have taken measures to strengthen their election processes. These steps often address OSCE/ODIHR recommendations or concerns arising from domestic participants in the election process. This session could address the methods used by electoral management bodies to improve the election process.

Issues to be discussed:

- Role of electoral management bodies in proposing electoral reform
- Role of domestic actors, including non-party observers and political party observers
- Relationship between election management bodies and international and domestic observers
- Follow up to OSCE/ODIHR findings and recommendations (Istanbul Summit Declaration 1999)
- Audits and reviews by electoral management bodies
- Role of electoral management bodies in making proposals to the legislature

Discussion

17:30 - 18:00

CLOSING REMARKS

Representative of the OSCE Chairmanship
Director of the OSCE/ODIHR



**Chairmanship Expert Seminar on Electoral Management Bodies
16 - 17 July 2009**

Information Package

Vienna, 5 June 2009

1. Venue and Date

The ***Chairmanship Expert Seminar on Electoral Management Bodies*** will be held on 16 - 17 July 2009 in Vienna. Sessions will convene at the Hofburg Congress Center (Neuer Saal, 2nd floor, Heldenplatz, A-1010 Vienna).

2. Registration and Accreditation

Registration will take place online at <http://www.osce.org/cio/> and participants are encouraged to register as early as possible. In case of any questions, please contact Ms. Anna Sierant at Anna.Sierant@odihr.pl or at tel.: +48 22 520 0627

Registration and collection of badges for access to the seminar premises will be available on Thursday, 16 July 2009, from 9.00 a.m. and throughout the seminar in the Hofburg Congress Centre, in the main entrance hall.

3. Hofburg Congress Center

Plane: Vienna International Airport – Schwechat: 15km / 30min via Shuttle; 15min via City Airport Train to Wien Mitte/Landstrasse. Subsequently take the U4 (green line, in the direction of Hutteldorf) to Karlsplatz.

Train: South (Sudbahnhof) and West (Westbahnhof) Railway Station (3 km / 15 min)

Bus/Car: Follow signs towards "Zentrum" (City Center) / Hofburg

Underground: Herrengasse, Stephansplatz or Karlsplatz Stations (walking distance)

City Bus: Michaelerplatz Station (walking distance)

4. Documents and Guidelines for Debate

The intention is to develop a free-flowing discussion based on the keynote speeches of the opening session and short, introductory panel discussions in the beginning of each session. Prepared statements, background documentation, comments or other written materials may be submitted for circulation in advance or during the Seminar by the OSCE Documents Distribution Centre (elke.lidarik@osce.org).

5. Languages

There will be simultaneous interpretation into the six OSCE official languages (English, French, German, Italian, Russian, and Spanish).

6. Technical equipment

The Neuer Saal at the Hofburg Congress Center will be equipped with technical facilities for power point presentations. The equipment consists of a large screen, projector, laptop (Microsoft Windows XP, office XP) with remote control, VCR (VHS, S-VHS), mini DV and DVD player, CD-player, floppy disk station and USB-port.

7. Statements

Conference Services invite participants to kindly submit any written contributions they may have, including those that contain reactions to the keynote speeches, to Conference Services (elke.lidarik@osce.org). This should not hinder the ad hoc discussion during meetings but contribute to better communication.

8. Accommodation

Because hotel rooms are in constant demand in Vienna, it is recommended that the reservations be made as soon as possible. Participants are kindly invited to arrange for hotel rooms directly with the respective hotel. The appendix provides you with a list of hotels within walking distance of the Hofburg Congress Center.

9. Transport

Participants will be required to make their own transport arrangements, at their own expense, both from the airport/train station to their hotels, and for the duration of their stay in Vienna. Taxis are readily available in the entire city. Moreover, Vienna has an excellent public transport network, which consists of the underground (U-Bahn), trams, buses and a fast running local train network (S-Bahn). It is inexpensive and reliable with most services running on a regular 4-10 minute interval. Tickets can be purchased at most main underground stations or in the tobacco shops (TABAK). Please note that daily tickets have to be validated in one of the blue stamp machines (Entwerter). If you are caught traveling on public transport without a ticket/or have forgotten to validate the one you bought, there is an instant cash fine of Euro 60 plus the price of the ticket.

10. Visas

Participants, who require a visa for entry to Austria, can secure those at the nearest Austrian diplomatic or consular office, or any diplomatic or consular authority of any State participating in the Schengen Agreement and acting on behalf of Austria. Those, who require a letter of invitation for visa application should address their requests to elke.lidarik@osce.org.

11. First Aid (In Vienna, dial 144 for an ambulance or "Rettungswagen")

The First Aid Station in the Hofburg is located on the basement floor; about 70m from the main entrance and is open from 9:30 to 17:00. A nurse is available the entire time.

12. Mobile Phones, Laptops and Electrical Current

Participants from non-European countries are advised to check with their mobile phone providers whether their handset is compatible with the Austrian/European standard. Participants are kindly asked to keep their mobile phones switched off inside conference rooms, as they cause radio frequency interferences in the sound system, adversely affecting the quality of interpretation. The use of laptops in conference rooms causes similar problems. Participants are kindly requested not to use laptops next to open microphones. The electrical current in Austria is 220 volts.

13. Points of Contact

All questions regarding logistical and administrative issues should be addressed to Ms. Elke Lidarik (e-mail: elke.lidarik@osce.org; tel.: +43 1 531 37 392).

HOTELS IN VIENNA

Hotel	Address		Tel/Fax (+43-1)	e-mail/website

RATHAUS €118 - €138 – incl. breakfast	Lange Gasse 13	1080 Vienna	Tel: 407 43 02 Fax: 409 42 72	www.hotel-rathaus-wien.at office@hotel-rathaus-wien.at
ROYAL €79 – incl. breakfast	Singerstraße 3	1010 Vienna	Tel: 515 68-96 Fax: 513 96 98	www.kremslehnerhotels.at royal@kremslehnerhotels.at
KAISERHOF €109 – incl. breakfast	Frankenberggasse 10	1040 Vienna	Tel: 505 17 01-81 Fax: 505 88 75 88	www.hotel-kaiserhof.at reservation@hotel-kaiserhof.at
TIGRA €108 - €176 – incl. breakfast	Tiefer Graben 14	1010 Vienna	Tel: 533 96 41 Fax: 533 9645	www.hotel-tigra.at info@hotel-tigra.at
AMADEUS €87 - €126 incl. breakfast	Wildpretmarkt 5	1010 Vienna	Tel: 533 87 38 Fax: 533 87 38/38	www.hotel-amadeus.at office@hotel-amadeus.at

WANDL €96,30 – €114,30 – incl. breakfast	Petersplatz 9	1010 Vienna	Tel: 534 550 Fax: 534 55 77	www.hotel-wandl.com reservation@hotel-wandl.com
WIENER STAATSOPER €82 - € 96 – incl. breakfast	Krugerstraße 11	1010 Vienna	Tel: 513 12 74 Fax: 513 12 74-15	www.zurwienerschauspielhaus.at office@zurwienerschauspielhaus.at
Pension NOSSEK €76 - €98 – incl. breakfast	Graben 17	1010 Vienna	Tel: 533 70 41 Fax: 535 36 46	www.pension-nossek.at reservation@pension-nossek.at
AUSTRIA €80 – incl. breakfast	Wolfengasse 3	1010 Vienna	Tel: 515 23 Fax: 515 23-507	www.hotelaustria-wien.at office@hotelaustria-wien.at
KÄRNTNERHOF €76 - €99 – incl. breakfast	Grashofgasse 4	1011 Vienna	Tel: 512 19 23 Fax: 513 22 28/33	www.karntnerhof.com info@karntnerhof.com
POST €73 - €87 – incl. breakfast	Fleischmarkt 24	1010 Vienna	Tel: 515 83/0 Fax: 515 83/809	www.hotel-post-wien.at office@hotel-post-wien.at
SCHWEIZERHOF €85 - €95 – incl. breakfast	Bauernmarkt 22	1010 Vienna	Tel: 533 19 31 Fax: 533 02 14	www.schweizerhof.at office@schweizerhof.at
CLIMA CITYHOTEL €140 – incl. breakfast	Theresianumgasse 21a	1040 Vienna	Tel: 505 16 96 Fax: 504 35 52	www.climacity-hotel.com reservierung@climacity-hotel.com
CARLTON OPERA €89 – incl. breakfast	Schikanedergasse 4	1040 Vienna	Tel: 587 53 02-0 Fax: 581 25 11	www.carlton.at carlton@eunet.at
DREI KRONEN €49 – €119	Schleifmühlgaße 25	1040 Vienna	Tel: 587 32 89-0 Fax: 587 32 89-11	www.hotel3kronen.at office@hotel3kronen.at
NH HOTEL MARIAHILF No special rates	Mariahilferstraße 32-34	1070 Vienna	Tel: 521 72-0 Fax: 521 72-15	www.nh-hotels.de nhwien@nh-hotels.com
NH HOTEL ATTERSEEHAUS No special rates	Mariahilferstraße 78	1070 Vienna	Tel: 524 56 00-0 Fax: 524 56 00-15	www.nh-hotels.de nhatterseehaus@nh-hotels.com