



Kyiv, 27 September 2013

## **CIRCULAR NOTE No.1**

The Ukrainian Chairmanship 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, the Asian Partners for Co-operation, the OSCE Secretariat and International Organizations, and has the honour to provide the information on logistical modalities for delegations' participation at the 20th Meeting of the OSCE Ministerial Council.

### **1. VENUE**

The 20th Meeting of the OSCE Ministerial Council will be held in Kyiv on 5 and 6 December 2013 at the International Exhibition Centre (IEC), located at the following address: 15 Brovarskiy Ave, Kyiv, 02660. The IEC website can be found at <http://mvc-expo.com.ua/en/>.

Meetings of the Preparatory Committee will take place at the same location on 3 and 4 December 2013.

### **2. FACILITIES**

The International Exhibition Centre possesses all facilities required for the Ministerial Council. All delegations (including participating States, partners for Co-operation and International Organizations) will be provided with furnished offices equipped with: a telephone, computers with internet access, a printer as well as stationary. Photocopiers and fax machines will be available in the areas close to offices, meeting rooms and bilateral meeting rooms.

Regular meeting and bilateral meeting rooms will be located in close proximity to one another.

The media will be provided with a fully equipped press center at the International Exhibition Centre.

The entire venue will be a secure area, with access only possible with a badge or a pin.

### **3. ACCREDITATION**

#### **3.1. ACCREDITATION OF DELEGATES**

Accreditation takes place on the basis of a special accreditation form which will be available online at [www.osceministerial2013.org.ua](http://www.osceministerial2013.org.ua) starting from **11 October 2013**. A colour photograph of each delegate will be required to be submitted in .jpg format as part of the online registration process. Details as to accreditation will follow shortly. All personal data sent to the organizer of the event will be treated in accordance with the highest security and international data protection standards.

In addition, a Note Verbale from the Mission/Delegation to the OSCE in Vienna with the names and titles of the delegation members, including the Head of Delegation, **in protocol order**, should be sent to the OSCE Task Force of the Ministry of Foreign Affairs of Ukraine (e-mail: [oscemc2013delegations@mfa.gov.ua](mailto:oscemc2013delegations@mfa.gov.ua) Fax: + 38 044 279 38 49), **no later than 8 November 2013**, to ensure that all delegates who have applied for accreditation, have been permitted by their authorities to attend the Ministerial Council.

Should there be any changes in the list of delegates a Note Verbale with an updated list is to be submitted to the OSCE Task Force of the Ministry of Foreign Affairs of Ukraine as soon as possible. The accreditation will not be granted to persons who do not appear on the list of members of the delegation in the Note Verbale.

#### **3.2. ACCREDITATION OF HEADS OF DELEGATIONS**

Heads of Delegations shall submit their registration form online. A pin will be issued for each Head of Delegation. The Heads of Delegations are kindly requested to wear the pin while in the conference premises as well as at any other venues during the MC meeting, such as the Heads of Delegations' dinner on 5 December 2013.

#### **3.3. ACCREDITATION OF SECURITY PERSONNEL**

If a Minister for Foreign Affairs/Head of Delegation is accompanied by a national security officer (officers), respective delegations are requested to complete and submit a special accreditation form online for security personnel, accompanied by a colour photo (in .jpg format) for each security officer. Security officers should be listed in a separate Note Verbale from the Mission/Delegation in Vienna to the Ministry of Foreign Affairs of Ukraine.

The same accreditation procedure as outlined in 3.1 above applies.

## **Weapons and Radiofrequencies**

Obtaining a permit for weapons and radio equipment to be used during the visit is mandatory.

Participating delegations intending to apply for permits for weapons and radio equipment have to submit respective applications to the Ministry of Foreign Affairs of Ukraine as per established practice via diplomatic channels (respective diplomatic missions accredited in Ukraine).

If security officers intend to carry firearms during the Ministerial Council Meeting, a respective Mission/Delegation should send an application through its Embassy accredited in Ukraine to the Ministry of Foreign Affairs of Ukraine for approval **by 8 November 2013**.

### **3.4. ACCREDITATION OF DRIVERS**

The International Exhibition Centre will be a secured area. If a delegation is also accompanied by an Embassy driver (drivers), delegations are requested: (1) to complete and submit a special accreditation form online for drivers and vehicles; (2) to submit a colour photo for each driver (in .jpg format); 3) to submit a license number of the vehicle; (4) to send to the Ministry of Foreign Affairs of Ukraine a separate Note Verbal no later than **8 November 2013** listing all drivers to be accredited and all vehicles to be used (please include brand, model, license number for each vehicle).

The same accreditation procedure as outlined in 3.1 will apply.

## **4. HOTEL RESERVATIONS**

A variety of hotels in different price categories will be offered to delegations. An official hotel agency will be announced shortly and special rates will be introduced. Meanwhile the bookings could be made directly at the hotels websites.

**A hotel list can be found in Annex 1.**

In accordance with the OSCE established practice, the Ukrainian Chairmanship will cover accommodation expenses only for those Heads of Delegations who will submit their hotel room booking forms. Accommodation expenses will be covered over the period of 4-7 December 2013, but for two (2) nights only.

Other hotel charges should be paid directly to the hotel by delegations and/or their respective Embassies in Ukraine.

## **5. TRANSPORT**

The Heads of Delegations will be offered a car and a driver, exclusively for the use at the Ministerial Council. This service will be available from the time of arrival

(but not earlier than 4 December 2013) at Boryspil International Airport (<http://kbp.aero/en/>) or International Airport Kyiv (<http://www.airport.kiev.ua/en/>) until departure (but not later than 7 December 2013). The service is exclusively reserved for the use by the Head of Delegation and can accommodate a maximum of one more delegation member.

Upon the arrival (but not earlier than 2 December 2013) all delegations will be picked up by mini-vans at Boryspil International Airport or International Airport Kyiv.

Each delegation of more than three persons will have one chauffeur-driven mini-van. The mini-van is to be exclusively used for the OSCE Ministerial Council purposes only, from the time of delegation's arrival (not earlier than December 2, 2013) until departure (not later than 7 December 2013).

A shuttle service will also be available between hotels, the International Exhibition Centre and side events taking place elsewhere.

A waiting room/area will be established for all accredited drivers at the International Exhibition Centre.

## **6. SECURITY AT THE INTERNATIONAL EXHIBITION CENTRE**

To gain entry permission to the IEC center and while inside the building, a valid personal badge must be visible at all times. In addition, delegates are requested to cooperate at security check points. Security staff will ensure that visitors enter only those areas they are entitled to enter. Heads of Delegations are kindly requested to wear pins in clear and visible manner at all times.

## **7. VISAS**

Visa requirements must be met before arrival in Ukraine. In order to be able to arrive on time, it is advisable to apply for visas at the earliest possible opportunity. Participants must have with them appropriate identity documents for travel to Ukraine.

More information about visas is available at: <http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners>

**Please refer to Annex 2** for a detailed list of countries, whose citizens are required to have a visa to enter Ukraine in each of the three different passport categories.

In case of visa problems, please contact:

Mr. V.Moshkivskyy  
Head of Visa Section  
Consular Directorate General  
Ministry of Foreign Affairs of Ukraine  
Email: cons\_vvp@mfa.gov.ua

## **Visa Procedures**

Please be advised to submit visa applications to the Ukrainian consular offices as early as possible, at least 2 (two) weeks prior to traveling to Ukraine to leave ample time to process all visa requests.

The visa fee will be waived for members of official delegations.

The following documents will have to be submitted to the Ukrainian consular offices:

For the members of the official delegations:

- A completed application form;
- A valid travel document (its period of validity must exceed the validity period of the requested visa by at least three months);
- One 35 x 45 mm color photograph;
- A Note Verbale from the Ministry of Foreign Affairs or Delegation/Mission of the respective state, received through the diplomatic channels.

## **8. AIRCRAFT**

Kyiv can be reached by regular commercial flights from all over the world.

Delegations are advised to arrange their arrivals to Boryspil International Airport and International Airport Kyiv by regular commercial flights.

It is envisaged that Heads of Delegations travelling to Ukraine on scheduled commercial flights will use the facilities of the Hall of Official Delegations at Boryspil International Airport and International Airport Kyiv.

Clearance for flights on government or private aircraft have to be obtained through established procedures via diplomatic channels (through respective diplomatic missions accredited in Ukraine), in particular a request in the form of a Note Verbale must be submitted to the Consular Directorate General of the Ministry of Foreign Affairs of Ukraine no later than 7 days before arrival.

## **9. GENERAL INFORMATION**

Currency: Ukrainian Hryvnia (UAH)

Exchange rate set by the National Bank of Ukraine as of 27 September 2013:

USD 7.99

EUR 10.78

RUB 0.248

Exchange rate at commercial banks may differ from the exchange rate set by the National Bank of Ukraine

**Exchange offices and banks:** available at the airports and throughout the Kyiv city.

**Business hours:** banks are open Monday to Friday from 9:00 till 18:00. Shops open Monday to Saturday from 10:00 till 20:00.

**Credit cards,** such as American Express, Master Card and Visa are generally accepted in Ukraine.

**Electric current:** the standard voltage throughout Ukraine is 220V.

**Insurance:** The organizing committee is not responsible for the loss of property and personal injury, including insurance certificates for such cases.

**Time:** Kyiv time is GMT + 2:00.

**Climate:** For December, the average minimum temperature in Kyiv is -6°C and the average maximum temperature is 0°C.

To check weather conditions in Kyiv for the days of the meeting, see <http://www.gismeteo.com/city/daily/4944/>

## **10. CONTACT INFORMATION**

Inquiries concerning substantial issues should be sent to the OSCE Task Force of the Ministry of Foreign Affairs of Ukraine  
[oscemc2013@mfa.gov.ua](mailto:oscemc2013@mfa.gov.ua)

Inquiries concerning logistical issues should be sent to the OSCE Task Force of the Ministry of Foreign Affairs of Ukraine

[oscemc2013org@mfa.gov.ua](mailto:oscemc2013org@mfa.gov.ua)

This circular note covers initial information and further details will be provided soon.

The Ministry of Foreign Affairs of Ukraine avails itself of 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 Asian Partners for Co-operation the OSCE Secretariat and International Organizations, the assurances of its highest consideration.

**Kyiv, 27 September 2013**

## List of selected Hotels KYIV

<b>HOTELS</b>				
<b>NAME</b>	<b>Stars</b>	<b>tel</b>	<b>address</b>	<b>http://</b>
Hyatt Regency Kiev	*****	+380 44 581 12 34	5, Alla Tarasova Street	<a href="http://www.kiev.regency.hyatt.com/hyatt/hotels-kiev-regency">www.kiev.regency.hyatt.com/hyatt/hotels-kiev-regency</a>
Intercontinental	*****	+380 44 219 19 19	2a, Velyka Zhytomyrska Street	<a href="http://www.intercontinental-kiev.com">www.intercontinental-kiev.com</a>
Fairmont Grand Hotel	*****	+380 44 322 88 88	1, Naberezhno-Khreshchatytska Street	<a href="http://www.fairmont.com/kyiv">www.fairmont.com/kyiv</a>
Premier Palace	*****	+380 44 244 12 01	5-7/29, T. Shevchenka Blvd	<a href="http://www.premier-palace.com">www.premier-palace.com</a>
Opera Hotel	*****	+38 044 581 70 70	53, B. Khmel'nitskogo Street	<a href="http://www.opera-hotel.com">www.opera-hotel.com</a>
Radisson Blu (SAS) Hotel Kiev	****	+380 44 492 2200	22, Yaroslaviv Val Street	<a href="http://www.radissonblu.com.ua/hotel-kiev">www.radissonblu.com.ua/hotel-kiev</a>
Riviera on Podol Hotel	****	+ 380 44 581 28 28	15, Sagaydachnogo Street	<a href="http://www.rivierahotel.com.ua">www.rivierahotel.com.ua</a>

Khreschatyk City Center Hotel	****	+380 44 596 80 00	14, Khreschatyk Street	<a href="http://www.hotel-khreschatyk.kiev.ua">www.hotel-khreschatyk.kiev.ua</a>
Vozdvyzhensky Hotel Kiev	****	+380 44 531 99 00	60-a,b, Vozdvyzhenska Street	<a href="http://www.en.vozd-hotel.com">www.en.vozd-hotel.com</a>
Dnipro Hotel	****	+380 44 254 67 77	1/2, Khreshchatyk Street	<a href="http://www.dniprohotel.ua">www.dniprohotel.ua</a>
President	****	+380 44 256 38 57	12, Hospitalna Street	<a href="http://www.president-hotel.com.ua">www.president-hotel.com.ua</a>
Alfavito	****	+380 44 220 45 77	35-d, Predslavynska Street	<a href="http://www.alfavito.com.ua">www.alfavito.com.ua</a>
Holiday Inn	****	+380 44 363 30 00	100, Chervonoarmiis'ka Street	<a href="http://www.holidayinn.com/Kiev">www.holidayinn.com/Kiev</a>
Podol Plaza Hotel	****	+380 44 503 92 03	7 A, A' Konstantinovskaya street	<a href="http://www.podolplazahotel.com.ua">www.podolplazahotel.com.ua</a>
RADISSON BLU HOTEL Podil	****	+380 44 3931373	17-19 Bratskaya Street-Podil	<a href="http://www.radissonblu.com/hotel-kyiv-podil">www.radissonblu.com/hotel-kyiv-podil</a>
Dnipro Hotel	****	+380 44 254 67 77	1/2, Khreshchatyk Street	<a href="http://www.dniprohotel.ua">www.dniprohotel.ua</a>
RUS	***	+380 44 256 40 20	4, Hospitalna Street	<a href="http://www.hotelrus.kiev.ua">www.hotelrus.kiev.ua</a>
Tourist	***	+380 44 568 40 17	2, R. Okypnoy Street	<a href="http://www.hotel-tourist.kiev.ua">www.hotel-tourist.kiev.ua</a>



Bratislava	***	+380 44 537 39 75	1, A.Malyshka's street	<a href="http://www.bratislava.com.ua">www.bratislava.com.ua</a>
Ibis	***	+380 44 591 22 22	25, TARAS SHEVCHENKO BOULEVARD	<a href="http://www.ibis.com/hotel-directory/ru/europe/ukraine/kiiev/hotel-kiiev.htm">www.ibis.com/hotel-directory/ru/europe/ukraine/kiiev/hotel-kiiev.htm</a>
Domus Hotel	***	+380 44 490-90-08	19, Yaroslavska street	<a href="http://www.domus-hotel.kiev.ua">www.domus-hotel.kiev.ua</a>
Lybid Hotel	***	+380 44 236 9572	1, Peremohy Square	<a href="http://www.hotellybid.com.ua">www.hotellybid.com.ua</a>
Salute hotel	***	+380 44 494-1420	11-b, Ivana Mazepy street	<a href="http://www.salute.kiev.ua">www.salute.kiev.ua</a>
Slavutych Hotel	***	+38 044 561 11 11	1, Entuziastiv Street	<a href="http://www.slavutych-hotel.com.ua">www.slavutych-hotel.com.ua</a>
Bakkara Art Hotel	***	+380 44 369 32 32	1, Venice Island, Hydropark metro station	<a href="http://www.bakkara-hotel.com.ua">www.bakkara-hotel.com.ua</a>

**Visa Requirements for Entry into Ukraine  
OSCE Participating States**

<b>Country</b>	<b>Ordinary Passports</b>	<b>Service Passports</b>	<b>Diplomatic Passports</b>	<b>Accredited Embassy</b>
<b>Albania</b>	Visa required	No visa required	No visa required	Any Embassy of Ukraine
<b>Andorra</b>	No visa required	No visa required	No visa required	
<b>Armenia</b>	No visa required	No visa required	No visa required	
<b>Austria</b>	No visa required	No visa required	No visa required	
<b>Azerbaijan</b>	No visa required	No visa required	No visa required	
<b>Belarus</b>	No visa required	No visa required	No visa required	
<b>Belgium</b>	No visa required	No visa required	No visa required	
<b>Bosnia and Herzegovina</b>	No visa required	No visa required	No visa required	
<b>Bulgaria</b>	No visa required	No visa required	No visa required	
<b>Canada</b>	No visa required	No visa required	No visa required	
<b>Croatia</b>	No visa required	No visa required	No visa required	
<b>Cyprus</b>	No visa required	No visa required	No visa required	
<b>Czech Republic</b>	No visa required	No visa required	No visa required	
<b>Denmark</b>	No visa	No visa	No visa	

	required	required	required	
<b>Estonia</b>	No visa required	No visa required	No visa required	
<b>Finland</b>	No visa required	No visa required	No visa required	
<b>France</b>	No visa required	No visa required	No visa required	
<b>Georgia</b>	No visa required	No visa required	No visa required	
<b>Germany</b>	No visa required	No visa required	No visa required	
<b>Greece</b>	No visa required	No visa required	No visa required	
<b>Holy See</b>	No visa required	No visa required	No visa required	
<b>Hungary</b>	No visa required	No visa required	No visa required	
<b>Iceland</b>	No visa required	No visa required	No visa required	
<b>Italy</b>	No visa required	No visa required	No visa required	
<b>Kazakhstan</b>	No visa required	No visa required	No visa required	
<b>Kyrgyzstan</b>	No visa required	No visa required	No visa required	
<b>Latvia</b>	No visa required	No visa required	No visa required	
<b>Liechtenstein</b>	No visa required	No visa required	No visa required	
<b>Lithuania</b>	No visa required	No visa required	No visa required	
<b>Luxembourg</b>	No visa	No visa	No visa	

	required	required	required	
<b>Malta</b>	No visa required	No visa required	No visa required	
<b>Moldova</b>	No visa required	No visa required	No visa required	
<b>Monaco</b>	No visa required	No visa required	No visa required	
<b>Mongolia</b>	No visa required	No visa required	No visa required	
<b>Montenegro</b>	No visa required	No visa required	No visa required	
<b>Netherlands</b>	No visa required	No visa required	No visa required	
<b>Norway</b>	No visa required	No visa required	No visa required	
<b>Poland</b>	No visa required	No visa required	No visa required	
<b>Portugal</b>	No visa required	No visa required	No visa required	
<b>Romania</b>	No visa required	No visa required	No visa required	
<b>Russian Federation</b>	No visa required	No visa required	No visa required	
<b>San Marino</b>	No visa required	No visa required	No visa required	
<b>Serbia</b>	No visa required	No visa required	No visa required	
<b>Slovakia</b>	No visa required	No visa required	No visa required	
<b>Slovenia</b>	No visa required	No visa required	No visa required	
<b>Spain</b>	No visa	No visa	No visa	

	required	required	required	
<b>Sweden</b>	No visa required	No visa required	No visa required	
<b>Switzerland</b>	No visa required	No visa required	No visa required	
<b>Tajikistan</b>	No visa required	No visa required	No visa required	
<b>the former Yugoslav Republic of Macedonia</b>	No visa required	No visa required	No visa required	
<b>Turkey</b>	No visa required	No visa required	No visa required	
<b>Turkmenistan</b>	Visa required	No visa required	No visa required	<a href="http://turkmenistan.mfa.gov.ua">http://turkmenistan.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)
<b>United Kingdom</b>	No visa required	No visa required	No visa required	
<b>United States of America</b>	No visa required	No visa required	No visa required	
<b>Uzbekistan</b>	No visa required	No visa required	No visa required	

### **OSCE Partners for Co-operation**

<b>Country</b>	<b>Ordinary Passports</b>	<b>Service Passports</b>	<b>Diplomatic Passports</b>	<b>Accredited Embassy</b>
<b>Algeria</b>	Visa required	Visa required	Visa required	<a href="http://algeria.mfa.gov.ua">http://algeria.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)
<b>Afghanistan</b>	Visa required	Visa required	Visa required	<a href="http://tajikistan.mfa.gov.ua">http://tajikistan.mfa.gov.ua</a> or any other Embassy of Ukraine

				(by request)
<b>Australia</b>	Visa required	Visa required	Visa required	Any Embassy of Ukraine
<b>Egypt</b>	Visa required	No visa required	No visa required	<a href="http://egypt.mfa.gov.ua">http://egypt.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)
<b>Israel</b>	No visa required	No visa required	No visa required	
<b>Japan</b>	No visa required	No visa required	No visa required	
<b>Jordan</b>	Visa required	Visa required	Visa required	<a href="http://jordan.mfa.gov.ua">http://jordan.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)
<b>Morocco</b>	Visa required	No visa required	No visa required	<a href="http://morocco.mfa.gov.ua">http://morocco.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)
<b>Republic of Korea</b>	No visa required	No visa required	No visa required	
<b>Thailand</b>	Visa required	No visa required	No visa required	<a href="http://thailand.mfa.gov.ua">http://thailand.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)
<b>Tunisia</b>	Visa required	Visa required	Visa required	<a href="http://tunis.mfa.gov.ua">http://tunis.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)