



Organization for Security
and Co-operation in Europe



Vienna, 16 November 2009

Eastern Europe Expert's Workshop on the Security of Energy Infrastructures

Minsk, 10-11 December 2009

Organizational Modalities

Workshop Venue:

**Conference Hall of the Ministry of Foreign Affairs of Belarus
19 Lenin str.**

Participants will have at their disposal a conference room for the Workshop sessions.

Technical equipment for presentation of audio-visual materials will be provided during the Workshop (TV screen, power point, overhead).

1. PARTICIPATION

The Workshop, which aims at enhancing regional co-operation in the field of security of energy infrastructures, will bring together representatives from Eastern European countries, international experts and private sector representatives and provide the opportunity to exchange expertise and best practices on the themes discussed.

The Workshop should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. Participants are kindly requested to submit written materials in advance for circulation by the OSCE Secretariat. **No fee for participation is requested.**

2. WORKING MODUS OF THE SESSIONS

The Sessions will have presentations of expert speakers followed by a discussion. A moderator will facilitate the discussion.

3. REGISTRATION: Deadline – 2 December 2009

Please return the attached workshop “REGISTRATION FORM” (ANNEX 1) to:
Ms. Jeni Dimitrova, OSCE Secretariat, Tel: +43 1 514 36 6941, Fax: +43 1 514 36 6251,
Email: jeni.dimitrova@osce.org
completed with your precise arrival and departure time and the hotel booked

4. REGISTRATION AT THE WORKSHOP

Registration at the Workshop Venue – Conference Hall of the Ministry of Foreign Affairs of Belarus, 19 Lenin str. - will start at the conference venue

- on Thursday, 10 December 2009, as from 08:45 to 9:30

Participants are kindly requested to contact the registration desk, where on-site registration and distribution of meeting badges will take place. Please note that workshop badges are required for access to the Workshop. They will be issued upon presentation of the participants' passport or ID.

5. DOCUMENT REGISTRATION & DISTRIBUTION

Participants are welcome to distribute documents related to their Organization and/or to the theme of the Workshop.

In view of protecting the environment the Organizers wish to limit to the extent possible the printing of documents. The Organizers kindly request the participants to send their documents in electronic format well in advance to the email addresses indicated herewith: Mr. Patrice Dreiski email: patrice.dreiski@osce.org and/or Ms. Jeni Dimitrova, email: jeni.dimitrova@osce.org, Tel: +43 1 514 36 6941

Speakers are kindly requested to submit the electronic version of their presentations to the email indicated above **no later than 6 December 2009**.

Speakers are kindly requested to take an electronic copy of their presentation (on a USB stick) *as back-up*, when travelling to the Conference.

All documents will be published on the Conference website:

<http://www.osce.org/conferences/>

6. TRANSLATION SERVICES

Simultaneous interpretation will be provided during the plenary sessions of the Workshop in English and Russian.

7. HOTEL BOOKING: Deadline - 30 November 2009

Participants are kindly requested to make their own accommodation arrangements, which will not be paid for by the OSCE or the host country.

25 *single rooms* have been pre-booked for the conference participants at hotel “Crowne Plaza Minsk” at a preferential rate of **120 Euro** (incl. continental breakfast, VAT).

Please send the attached "HOTEL BOOKING FORM" directly to hotel “Crowne Plaza Minsk” (ANNEX 2).

When making the booking, please write to reservation@cpmink.by and mention “OSCE booking”

Kindly note that the hotel booking deadline for hotel “Crowne Plaza Minsk” is **30 November 2009. The Organizers cannot guarantee availability of rooms in this hotel or in Minsk after the deadline.**

Hotel “Crowne Plaza” *****

www.cpmink.com

Address: 13, Kirova Street, Minsk, Belarus, 220040

Tel. + +375 17 218 34 00 Fax. +375 17 200 80 60

The hotel is located in the Minsk city centre, 15 min walk to the place of the Workshop venue.

Other hotels in Minsk:

1. Hotel “IBB”

<http://www.ibbhotel.by/en/>

Address: 11 Prospekt Gazety “Pravda”

Tel. 375 17 270-59-59

10 single rooms have been pre-booked at a room rate of **65 Euro** (inc. continental breakfast, VAT) until 30 November. **When emailing, please write to korbut@ibb.by and mention “OSCE booking”**

The hotel is located next to OSCE Office in Minsk, which is around 30 minutes drive by bus and 10 minutes by taxi to the city centre.

2. Hotel Complex “Oktyabrsky”

<http://en.hotel-oktyabr.by/>

Address: 13 Engels str., Minsk, Belarus

Tel. + 375 17 222 32 89

Fax. +375 17 227 33 14

Room rate: 165000 Br (around 40 EUR)

No pre-booking is available at this hotel. Workshop participants should directly pre-book their rooms.

The hotel is just 5 min walking distance from the workshop venue.

8. VISA REQUIREMENTS

Participants, if required under the Belarusian law, are asked to make their own arrangements for securing a visa for entry into Belarus. In order to facilitate the procedure, a letter of invitation will be issued by the OSCE/OCEEA.

Participants must be in possession of the appropriate identity documents for travel to Belarus. Further details can be found and downloaded from the MFA website, under the following link: <http://mfa.gov.by/en/consular/>

In compliance with the Belarusian legislation, free of charge visas may only be issued to the owners of diplomatic passports.

In order to receive a free of charge visa, participants can apply to the consular section of the respective Belarus Embassy by submitting the following documents (no difference between regular, service or diplomatic passports).

The following documents are required for visa applications:

- visa application form: <http://mfa.gov.by/en/consular> (ANNEX 3)
- travel insurance
- 2 pictures
- copy of passport
- a letter of invitation

In case of visa problems, please contact:

Dr. Francois-Vadim de Hartingh, Program Manager, or Dr. Nadia Sharko, Language and Media Assistant. Contacts: 220116, Minsk, Prospekt Gazety Pravda 11. Tel. (+375-17) 272-3497, 272-3396. Fax (+375-17) 272-3498. E-mail: office-by@osce.org

9. TRAVEL INFORMATION

A) FLIGHTS

Participants are kindly requested to make their own travel arrangements, which will not be paid for by the OSCE or the host country.

Kindly note that an obligatory medical insurance of foreigners and persons without citizenship staying or temporarily living in the Republic of Belarus is required by the Belarusian authorities. The insurance will be issued at the airport in Minsk upon arrival and costs from 2 to 5 EUR depending on the period of stay in the Republic of Belarus.

B) TRANSFERS IN MINSK

Participants are kindly requested to make their own transfer arrangements.

TRANSPORTATION FROM THE AIRPORT TO THE HOTELS:

Taxis

The taxi journey from the airport to the centre of Minsk takes about 40 minutes and costs about 20-25 € There are taxis available at the airport.

Bus service

There is a regular, though not very frequent, bus service, connecting the airport and the city centre. The bus stop is located just outside the main airport entrance and the ticket costs around 2 Euro to get to the city centre.

10. LUNCHESES

Lunches and coffee breaks will be provided free of charge to the participants on both days of the conference. Lunches will be offered in Hotel “Oktiabrsky” which is in 5 minutes walking distance from the workshop venue.

11. SOCIAL EVENTS:

Thursday, 10 December 2009

18:30 RECEPTION

All participants are cordially invited to attend the Reception, which will be hosted by the OSCE Office in Minsk in the “King Hall”, Crowne Plaza Hotel.

GENERAL INFORMATION:

Currency: The national currency is Belarusian ruble (Br). 1 Euro is approx 4000 Br.

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 Minsk is 220 V. Electric plugs may not correspond to plugs of your electric appliance; therefore the use of an adapter might be necessary.

Insurance: The organizers are not responsible for the loss of property and personal injury, including insurance certificates for such cases.

Time: Minsk time differs from Greenwich time by + 2 hours.

Weather: The weather in Minsk in December is expected to be -5 -10 C; the daily temperature is usually within these boundaries, but the actual weather conditions should be checked before departure.

For further information please check the official website for the City of Minsk:
http://www.inyourpocket.com/static/download/downloads_main.html
<http://wikitravel.org/en/Minsk> .

CONTACTS OF ORGANIZERS:

OSCE SECRETARIAT, VIENNA:

For substantial issues: Mr. Patrice Dreiski, Tel: +43 1 514 36 6206, Fax: +43 1 514 36 6251, Email: patrice.dreiski@osce.org

For logistical queries: Ms. Jeni Dimitrova, Tel: +43 1 514 36 6941, Fax: +43 1 514 36 6251, Email: jeni.dimitrova@osce.org

BELARUSIAN EXPERTS/GUESTS SHOULD ADDRESS THEIR QUESTIONS RELATED TO THE WORKSHOP TO THE MINISTRY OF FOREIGN AFFAIRS OF THE REPUBLIC OF BELARUS.

Updated information regarding social events and last logistical issues for Conference as well as updated versions of the Conference agenda will be published on the Conference Web site:
<http://www.osce.org/conferences>



Organization for Security and Co-operation in Europe
The Secretariat
Office of the Co-ordinator of OSCE Economic and Environmental Activities

**Eastern Europe Expert's Workshop on the Security of Energy Infrastructures,
Minsk, 10-11 December 2009**

REGISTRATION FORM (deadline: 2 December 2009)

Please return the Registration Form to: **Ms. Jeni Dimitrova, OSCE Secretariat**
Email: jeni.dimitrova@osce.org, Tel: +43 1 514 36 6941, Fax: +43 1 514 36 6251

Country:		
<input type="checkbox"/> Delegation (Please indicate the category you register in <input checked="" type="checkbox"/>) <input type="checkbox"/> International Organization <input type="checkbox"/> Business <input type="checkbox"/> NGO <input type="checkbox"/> Academic <input type="checkbox"/> OSCE (Secretariat or Field Presence)		
Title (Amb, Mr, Ms, Dr)	First Name:	Family Name:
Position:		
Department:		
Mailing Address/Postal Address:		
Phone (with country code)	Fax:	E-Mail:
Participant:	Title of presentation:	
Speaker:		
TRAVEL INFORMATION:		
Arrival Date:	Arrival time:	Flight Number:
Departure Date:	Departure time:	Flight Number:
HOTEL Hotel "Crown Plaza Minsk" Other Hotel (<i>please indicate name of hotel & address</i>):		
SOCIAL EVENTS: I confirm my participation at the following event reception offered by the OSCE Office in Minsk, 10 December 2009, 18:30		

Eastern Europe Expert's Workshop on the Security of Energy Infrastructures
Minsk, 10-11 December 2009

Hotel "Crowne Plaza Minsk"
HOTEL BOOKING FORM

(this is not the registration form for the workshop!)

Please return this hotel booking form by e-mail or by Fax to the Hotel "Crowne Plaza Minsk"
Deadline: 30 November 2009

First Name:

Last Name:

Organization:.....

Address:.....

Email:.....

Fax:.....

Tel:.....

Arrival date: time:.....Flight number:.....

Departure date:.....time:.....Flight number:.....

In order to guarantee your reservation the hotel will need your **credit card information**:

Credit card holder name:

Credit card number:..... The card expiry date:

Contacts

Crowne Plaza Hotel Minsk *****

www.cpminsk.com

Tel: +375 17 218 34 00

Fax: +375 17 200 80 60

E-mail: reservation@cpminsk.by

Room category and price

Single room **120 Euro** including Breakfast and VAT

Cancellation fee

An individual reservation from the block can be cancelled 48 hours before arrival without any cancellation fee. After this and in case of a no-show there will be a charge of minimum one night.

APPLICATION FOR ENTRANCE TO THE REPUBLIC OF BELARUS

1. / Family name			4. / Sex			/ Photo
2. / First name			<input type="checkbox"/> / male			
3. / Other names or maiden name			<input type="checkbox"/> / female			
5. / Date of birth		6. / Place of birth				For official use /
/ day/month/year		/ country..... / city..... () / region				
7. ()/ Current citizenship(s)		If you changed your citizenship(s), please specify citizenship(s) you held previously () / Dates of acquiring a new citizenship(s)				
8. / Type of passport		9. / Passport number		10. / Date of issue		
<input type="checkbox"/> / ordinary <input type="checkbox"/> / diplomatic <input type="checkbox"/> / official <input type="checkbox"/> / other document		11. / Issuing authority		/ (day/month/year)		
		13. / Place of issue		12. / Valid until		
				/ (day/month/year)		
14. / Place of work		/ Position / employer				
15. / Work address		/ house / street () / city (town) () / region..... / state / phone e-mail				
16. / Type of visa requested		<input type="checkbox"/> / transit <input type="checkbox"/> / short-term <input type="checkbox"/> / long-term		17. / Visa <input type="checkbox"/> / group <input type="checkbox"/> / individual		
18. / Number of entries requested		<input type="checkbox"/> / single <input type="checkbox"/> / double <input type="checkbox"/> / multiple		19. / Period of stay requested / days		
20. / Visa requested		/ from		/ till		
		(day/month/year)		(day/month/year)		
21. / Name of inviting organisation or person						
22. / Address of inviting organisation or person		() / house (apartment)..... / street () / city (town) () / region..... / phone e-mail				
23. / Address of stay in Belarus		() / house (apartment) / street () / city (town) () / region..... / hotel.....				

24. () Purpose of visit (in details)		
25. Home address	()/ house (apartment)..... / street	
	()/ city (town)	
	()/ region / State	
	/ phone e-mail	BLR

PTO ↓

26. Have you ever been to the Republic of Belarus <input type="checkbox"/> yes/ <input type="checkbox"/> no/ / If yes, please specify dates, places and purpose of your previous visit	/ when..... / where..... / purpose of visit.....											
27. ()/ Previous stays in the Republic of Belarus (within a current year)												
28. Have you ever been refused a Belarusian visa or your visa was cancelled <input type="checkbox"/> / No <input type="checkbox"/> / yes / when												
29. Have you ever been charged with violating the Belarusian law while in Belarus? <input type="checkbox"/> / no <input type="checkbox"/> / yes / when / where												
/ Positive answer will not necessarily affect negatively the consideration of a visa request, but in this case your presence is requested for an interview with a consular officer												
30. Have you ever been deported from any country <input type="checkbox"/> / no <input type="checkbox"/> / yes	/ when / which country											
31. Means of transport available for your travel to the Republic of Belarus	32. M / Itinerary											
33. Means available for stay in the Republic of Belarus <input type="checkbox"/> / cash <input type="checkbox"/> / credit cards <input type="checkbox"/> / travel cheques <input type="checkbox"/> / tickets <input type="checkbox"/> / accommodation	34. / Medical insurance organization / Insurance policy number Insurance certificate valid until											
35. Marital status	<input type="checkbox"/> / married <input type="checkbox"/> ()/ divorced <input type="checkbox"/> / single <input type="checkbox"/> ()/ widow(er)											
36. ()/ Spouse's family name	37. ()/ Spouse's maiden name											
38. ()/ Spouse's first and other names	39. ()/ Spouse's citizenship/	40. ()/ Spouse's date of birth <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> (day/month/year)										
41. ()/ Spouse's place of birth												
42. If you are accompanied by children and they are included in your passport fill in the table below												
family name	/ name	date and place of birth										

43. _____

_____./

Declaration: I declare that information in this application is true and correct. I am aware that any false statements or refusal to submit the necessary documents may lead to withholding a leave to enter Belarus. I am also warned that if this information is found to be incorrect, the visa may be cancelled at any time. On arrival to the Republic of Belarus I will register according to the established procedure and leave the territory of the Republic of Belarus before my visa expires.

44. _____ / Signature	45. _____ / Date
-----------------------	------------------