

10 July 2008
Helsinki

CIRCULAR NOTE Nr 1

The Ministry for Foreign Affairs of Finland 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 and the Partners for Co-operation, the International Organizations, and the OSCE Secretariat, and has the honour to inform them as follows.

1. VENUE

The 16th Meeting of the OSCE Ministerial Council will be held in Finland on 4 and 5 December 2008. The venue will be the Helsinki Fair Centre (Helsingin Messukeskus), located in Helsinki (Pasila district) at Messuaukio 1., P.O Box 21, FI-00521 Helsinki, Finland. For more information, please see the website <http://www.finnexpo.fi/>

Preparatory meetings will be arranged on 2 and 3 December 2008. The conference centre is available as from 1 December 2008.

2. FACILITIES

The Helsinki Fair Centre (Helsingin Messukeskus) offers all the facilities required for the Ministerial Council. The delegations of participating States will be provided with a furnished office equipped with a telephone, computer, printer, internet access, as well as a stationery. Photocopiers and fax machines will be made available near offices, meeting rooms and bilateral meeting rooms.

Meeting and bilateral meeting rooms will be in close proximity to one another. Participants will be able to reserve rooms at special desks.

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

The entire compound will be a secured area. Access to the buildings will only be possible with a badge), which is to be issued at the accreditation.

3. ACCREDITATION

3.1. ACCREDITATION OF DELEGATES

Accreditation will take place on the basis of a special accreditation form which will be distributed as an attachment of the following circular note Nr 2 in August 2008. All personal data sent to the organizer of the event will be treated according to the highest security standards. The applicants' personal data will be sent to the Finnish Police for additional security check before the issuing of accreditation.

The deadline for the accreditation is **30 October 2008**.

In addition, a Note Verbale from the Permanent Mission in Vienna should be sent separately to the Ministry of Foreign Affairs of Finland, together with a list of delegates to ensure that all delegates issued with accreditation forms have been given permission by their authorities to attend the

Ministerial Council. If changes are made to the list, an updated list in Note Verbal is required as soon as possible. Accreditation will not be possible for persons who will not appear on the list of members of the delegation in the Note Verbal.

For further information concerning accreditation, please contact:

Ms Irina Sirén
Finnish OSCE Chairmanship Task Force 2008
P.O Box 176
FI-00161
Tel: +358 9 160 56658
Fax: + 358 9 56168
E-mail: irina.siren@formin.fi

3.2. ACCREDITATION OF HEADS OF DELEGATION

The accreditation procedure for Heads of Delegation is slightly different; they will not receive a badge, but a pin. Heads of Delegation shall also submit their booking form.

3.3. ACCREDITATION OF SECURITY PERSONNEL

If the Minister of Foreign Affairs heading a delegation is to be accompanied by national security officers, delegations are requested to complete and submit a special accreditation form for security personnel, accompanied by two colour photos of each security officer. The same accreditation procedure as outlined above will apply. Security officers should also be listed in a separate Note Verbal from the Permanent Mission in Vienna to the Finnish OSCE Chairmanship Task Force in Helsinki.

Weapons and radiofrequencies

Security personnel can bring only semiautomatic small arms into Finland. Application for a user permit for weapons and radio equipment used during the visit is necessary. An alternative frequency should also be indicated in the application for frequency permits. Permits for weapons and frequencies are applied, using a diplomatic note, from the Ministry for Foreign Affairs. The Finnish Security Police will inform each delegation on permits granted and frequencies to be used.

If security officers intend to carry firearms during their stay in Finland (only one armed officer per delegation is allowed), delegations should send an application by Note Verbal to the Finnish OSCE Chairmanship Task Force in Helsinki, not later than 7 days before arrival, stating the following:

- Type and serial number of the firearm (s)
- Quantity of ammunition
- Additional security equipment
- Name of the person who will carry the firearm , date and place of birth and passport number
- Date and time of arrival and departure
- Flight numbers on arrival and departure

The application to carry firearms will be forwarded to the Finnish Police for approval, the delegation will be informed about eventual approval prior to their arrival, and the permission will be given upon their arrival at Helsinki-Vantaa Airport.

3.4. ACCREDITATION OF DRIVERS

Since the Fair Centre compound will be a secured area, Embassy drivers should also be accredited. If a delegation is also to be accompanied by its own driver(s), delegations are requested to complete and submit a special accreditation form for drivers and cars, accompanied by two colour photos of each driver/licence number. The same accreditation procedure as outlined above will apply. Drivers

should also be listed in a separate Note Verbal from the Permanent Mission in Vienna to the Finnish OSCE Chairmanship Task Force in Helsinki.

4. HOTEL RESERVATIONS

Arrangements have been made with a hotel reservation bureau that will provide a choice of hotels in several price categories. Bookings will have to be made through this hotel reservation bureau.

Please find enclosed a list of selected hotels (annex 1/map). Hotel rooms and suites will be allocated on a first come and first serve basis. Hotel reservations will be made by a separate hotel room booking form that will be sent you later. The completed forms should be sent by **October 30, 2008**.

For further information concerning hotel reservations, please contact:

Congreszon
Aleksanterinkatu 44 A
00100 Helsinki, Finland
Phone: + 358 9 5840 9350
Fax: + 358 9 5840 9555
E-mail: osce2008@congreszon.fi
<http://www.congreszon.fi>

Cc: Finnish OSCE Chairmanship Task Force
Ms Tarja von Lüders
Kanavakatu 4 A
P.O.Box 176
FI - 00161 Helsinki
Tel: +358 9 160 56656
Fax: + 358 9 160 55168
E-mail: Tarja.vonLueders@formin.fi

Delegates should submit these forms, that will be distributed as attachments of the following circular note before **October 30, 2008** so that their wishes regarding accommodation can be met as far as possible. Every effort will be made to accommodate delegates whose forms are received after that date in an appropriate way.

According to the OSCE standards Finland will cover accommodation expenses for Heads of Delegation who shall also submit their booking form. Other hotel facilities used by delegations should be paid for directly to the reservation office by delegations and/or their respective embassies in Finland.

5. TRANSPORT

OSCE Heads of Delegations will be offered a chauffeur-driven limousine, exclusively for use at the Ministerial Council, which will be available to them from the time of their arrival (not before 2 December) at Helsinki-Vantaa Airport until their departure (no later than 6 December). This limousine is for the exclusive use of the Head of Delegation, accompanied by 1 person at most.

Each delegation with over 3 persons will have a chauffeur-driven mini-van. This mini-van is to be used exclusively for OSCE Ministerial Council purposes, as from the time of the delegation's arrival (not before 2 December) at Helsinki-Vantaa Airport until their departure (no later than 6 December). The mini-van will offer room for a maximum of 5 people per delegation, security personnel included. Finland will not provide transportation for any extra security personnel.

A shuttle service will be made available between the airport, the hotels and the Fair Centre as well as for side events taking place elsewhere.

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 Fair Centre.

For further information concerning arrangements for transport please contact:

Mr Jarmo Nojonen
Finnish OSCE Chairmanship Task Force
Kanavakatu 4 A
P.O.BOX 176
FI - 00176
Tel: +358 9 160 55059
Fax: + 358 9 160 56522
E-mail: jarmo.nojonen@formin.fi

6. SECURITY AT THE FAIR CENTRE, HELSINKI

To gain entry to the Fair Centre compound and when inside the building, a valid badge must be visibly worn at all times. In addition, delegates are requested to cooperate in security checks. Security staff will ensure that visitors only enter areas they are entitled to enter. Heads of Delegation are kindly requested to wear their pin so that it is clearly visible at all times.

7. VISAS

Visa requirements must be met before arrival in the Finland. In order to be able to arrive on time, it is advisable to apply for visas at the earliest possible opportunity. Please note that it is NOT possible to have your visa issued at the Helsinki-Vantaa airport upon arrival. Participants must be in possession of the appropriate identity documents for travel to Finland.

More information can be found on the web page of the Ministry of Foreign Affairs of Finland, <http://www.formin.fi> under the heading "Foreign nationals arriving in Finland information".

In order to receive a visa free of charge, participants can apply to the consular section of the Respective Finnish Embassy by submitting the following documents (no difference between regular, service or diplomatic passports). Free-of-charge visas may not be assured in countries where another EU Embassy is tasked with the issuance of Schengen visas.

The following documents are required for visa applications:

- Visa application form
- Invitation for the conference, issued by the Finnish Chairmanship,
- Travel insurance
- 2 pictures
- Copy of passport
- In some cases Embassies may ask for further documents

For your convenience, please find annexed (annex 2) a list of countries whose citizens (with all categories of passports) will need a visa to enter into Finland, a list of countries whose citizens enjoy a visa-free regime upon entry to Finland, as well as a list of Finnish Embassies abroad.

For queries related to visa issues: Ministry for Foreign Affairs of Finland, Passport and Visa Unit, e-mail: visas.passports@formin.fi, tel. +358-9-160 05, fax. +358-9-160 55 228.

8. AIRCRAFT

The City of Helsinki (Helsinki-Vantaa Airport) can be reached by daily regular flights from a large number of European capitals. Delegations are advised to arrange their arrival in Helsinki-Vantaa Airport by regular commercial flights.

Heads of Delegation travelling by a government or private aircraft may use the facilities at Helsinki-Vantaa Airport. Flight clearance may be obtained following the usual procedure. This means that a request in the form of a Note Verbal must be submitted to the xx Ministry of Foreign Affairs of Finland/Finnish OSCE Task Force 2008 not later than 7 days before arrival. More information can be found on the website <http://www.finavia.fi>

9. FURTHER INFORMATION

In due course, Missions and Delegations will receive further information regarding:

- Accreditation and Hotel Room Reservation forms
- Participation and accreditation of journalists and NGOs
- Organization and services provided at the 16th OSCE Ministerial Council.

Various circular notes on other issues, including on media, will be distributed at a later Stage.

10. GENERAL INFORMATION

For further information concerning arrangements for delegations please contact:

Ms Annikka Alanko

Finnish OSCE Chairmanship Task Force

Kanavakatu 4 A

P.O.BOX 176

FI - 00176

Tel: +358 9 160 55 686

Fax: + 358 9 160 56 168

E-mail: annikka.alanko@formin.fi

The Ministry of Foreign Affairs of Finland avails itself of this opportunity to renew to the Missions and Delegations accredited to the Organization for Security and Co-operation 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.

Helsinki, 10 July 2008



- 1 HOTEL KLÄMP**
Pohjoissplanadi 29, FI-00100 Helsinki
www.hotelklamp.fi
- 2 HOTEL GLO**
Kluuvikatu 4, FI-00100 Helsinki
www.palacekamp.fi
- 3 CROWNE PLAZA HELSINKI**
Mannerheimintie 50, FI-00260 Helsinki
www.restel.fi
- 4 HOLIDAY INN HELSINKI**
Messuaukio 1, FI-00520 Helsinki
www.restel.fi
- 5 HOLIDAY INN CITY CENTRE**
Elielinaukio 5, FI-00100 Helsinki
www.restel.fi
- 6 HOLIDAY INN CITY WEST**
Sulhasenkujä 3, FI-00180 Helsinki
www.restel.fi
- 7 HOTEL SEURAHUONE**
Kaivokatu 12, FI-00100 Helsinki
www.restel.fi
- 8 HILTON HELSINKI STRAND**
John Stenbergin ranta 4, FI-00530 Helsinki
www.hiltonhotels.fi
- 9 HILTON HELSINKI KALASTAJATORPPA**
Kalastajatorpantie 1, FI-00330 Helsinki
www.hiltonhotels.fi
- 10 SCANDIC CONTINENTAL**
Mannerheimintie 46, FI-00260 Helsinki
www.scandic.fi
- 11 SCANDIC GRAND MARINA**
Katajanokanlaituri 7, FI-00160 Helsinki
www.scandic.fi
- 12 SCANDIC SIMONKENTTÄ**
Simonkatu 9, FI-00100 Helsinki
www.scandic.fi
- 13 SCANDIC MARSKI**
Mannerheimintie 10, FI-00100 Helsinki
www.scandic.fi
- 14 KLAUS K**
Bulevardi 2, FI-00120 Helsinki
www.klaushotel.com
- 15 RADISSON SAS PLAZA**
Mikonkatu 23, FI-00100 Helsinki
www.radissonsas.fi
- 16 RADISSON SAS ROYAL**
Runeberginkatu 2, 00100 Helsinki
www.radissonsas.fi
- 17 SOKOS HOTEL HELSINKI**
Kluuvikatu 8, FI-00100 Helsinki
www.sokoshotels.fi
- 18 SOKOS HOTEL PRESIDENTTI**
Eteläisen Rautatiekatu 4, FI-00100 Helsinki
www.sokoshotels.fi
- 19 SOKOS HOTEL TORNI**
Yrjökatu 26, FI-00100 Helsinki
www.sokoshotels.fi
- 20 SOKOS HOTEL VAAKUNA**
Asema-aukio 2, FI-00100 Helsinki
www.sokoshotels.fi
- 21 HOTEL HELKA**
Pohjoisen rautatiekatu 23, FI-00100 Helsinki
www.helka.fi
- 22 HOTEL ANNA**
Annankatu 1, FI-00120 Helsinki
www.hotelanna.fi
- 23 HELSINKI FAIR CENTRE**
Messuaukio 1, FI-00520 Helsinki

VISA PROCEDURES FOR FINLAND

1) List of countries whose citizens (with all categories of passports) will need a visa to enter into Finland

The general rule is that applicants should apply for visas in the country in which they live.

Country	Visa required for nationals of	Embassy of Finland to (*)	Competent Embassy of Finland to (**)	Finland represented in the Country by a Schengen State (***)
Albania	X (diplomatic passports are exempted from visa obligation)			Denmark
Armenia	X			Italy
Azerbaijan	X			Norway
Belarus	X			Estonia
Bosnia and Herzegovina	X (diplomatic passports are exempted from visa obligation)			Denmark
Georgia	X			Germany
Kazakhstan	X			The Netherlands
Kyrgyzstan	X			Germany
The former Yugoslav Republic of Macedonia	X (diplomatic passports are exempted from visa obligation)		Serbia or Bulgaria	
Moldova	X (diplomatic passports are exempted from visa obligation)		Romania	
Montenegro	X (diplomatic passports are exempted from visa obligation)		Serbia or Bulgaria	
Russian Federation	X (diplomatic passports are exempted from visa obligation)	Russia		
Serbia	X (diplomatic passports are exempted from visa obligation)	Serbia		
Tajikistan	X			Germany
Turkey	X	Turkey		
Turkmenistan	X			Germany
Ukraine	X (diplomatic	Ukraine		

	passports are exempted from visa obligation)			
Uzbekistan	X			Germany

(*) The third column is listing the countries in which Finnish Embassies represented.

(**) The fourth column represents the countries in which the Finnish Embassy issues visas for nationals of the considered country (e.g. the Finnish Embassy to Lithuania can deliver visas for Belarus nationals who live in Belarus).

(***) The fifth column indicates the Embassies of Schengen countries, having an agreement with Finland and which are entitled to issue Schengen visas (e.g. Norwegian Embassy to Azerbaijan can deliver visas for citizens of Azerbaijan travelling to Finland).

OSCE Partners for co-operation	Visa required for nationals of	Embassy of Finland to (*)	Competent Embassy of Finland to (**)	Finland represented in the Country by a Schengen State (***)
Algeria	X			Denmark
Egypt	X	Egypt		
Jordan	X			Norway
Morocco	X	Morocco		
Tunisia	X	Tunisia		
Afghanistan	X	Afghanistan		
Mongolia	X			Germany
Thailand	X	Thailand		

2) List of countries whose citizens enjoy a visa-free regime upon entry to Finland

Andorra, Austria, Belgium, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, France, Germany, Greece, Holy See, Hungary, Iceland, Ireland, Israel, Italy, Japan, Republic of Korea, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, the Netherlands, Norway, Poland, Portugal, Romania, San Marino, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, United Kingdom, and the U.S.

EMBASSIES/CONSULATES OF FINLAND

formin.finland.fi (website of the Ministry for Foreign Affairs of Finland)

Afghanistan

Embassy of Finland
Street 10, Lane 1, House 39
Wazir Akbar Khan, Kabul
Afghanistan

Tel +93 (0) 20 210 30 51
Fax: +358 9 160 581504
e-mail: sanomat.kab@formin.fi

Bulgaria

Embassy of Finland
26, Bacho Kiro
1000 Sofia
Bulgaria

Tel. +359-2-810 2110
Fax: +359-2-810 2111 tai 810 2120
E-mail: sanomat.sof@formin.fi

China

Embassy of Finland
Beijing Kerry Centre
Level 26, South Tower
Guanghua Lu 1, Beijing 100020
People's Republic of China

Tel. +86 10 8519 8300
Fax: +86 10 8519 8301
E-mail: sanomat.pek@formin.fi

Egypt

Embassy of Finland
3 Abu El-Feda Street, 13th floor
11211 Zamalek, Cairo
Arab Republic of Egypt

Tel. (0020 2) 2736 3722
Fax: (0020 2) 2737 1376
E-mail: sanomat.kai@formin.fi

Lithuania

Embassy of Finland
Klaipedos gatve 6, 3rd floor
Lt-01117 Vilnius
Lithuania

Tel. +370-5-212 1621, 212 2775 (viisumit)
Fax: +370-5-212 2463, 2122 441
e-mail: sanomat.vil@formin.fi

Morocco

Ambassade de Finlande
B.P. 590, Rabat Chellah
10002 Rabat
Morocco

Visiting address:
145 rue Soufiane Ben Wahb
OLM Souissi Rabat

Tel: + 212-3-765 8788 visas
Fax: +212-3-765 8904
E-mail: sanomat.rab@formin.fi

Romania

Embassy of Finland
Strada Atena 2 bis
Bucuresti 011832
Romania

Tel. +40-21-230 7504
Fax: +40-21-230 7505
E-mail: sanomat.buk@formin.fi

Russian Federation

Posolstvo Finljandii
Kropotkinskij pereulok 15-17
119034 Moskva G-34
Russia

Tel. +7-495-787 4174 (arkisin kello 09.00 - 17.00)
Fax: +7-495-247 3380
E-mail: sanomat.mos@formin.fi

Serbia

Finska Ambasada
Bircaninova 29
11001 Belgrad
Serbia

Tel. +381-11-306 5400
Fax: +381-11-306 5375
E-mail: sanomat.beo@formin.fi

Syria

Visiting address:
Embassy of Finland
Mezzeh, East Villas, Area 3,
Doha Street, Building No. 164 A
Damascus
Syria

Embassy of Finland
P.O.Box 3894
Damascus
Syrian Arab Republic

Tel. +963-11-373 3646, 373 3649, 373 6505, 3736504
Fax: +963-11-373 4740
E-mail: sanomat.dam@formin.fi or finland@scs-net.org

Thailand

Visiting address:
Amarin Tower, 16th floor
500 Ploenchit Road
Bangkok 10330

Postal address:
Embassy of Finland
G.P.O.Box 295
Bangkok 10501
Thailand

Tel. +66-2-250 8801
Fax: +66-2-250 8802
E-mail: sanomat.ban@formin.fi

Tunisia

Ambassade de Finlande
Dar Nordique
Rue du Lac Neuchâtel
Les Berges du Lac
1053 Tunis
Tunisie

Tel.+216-71861777
Fax:+216-71961080
E-mail: sanomat.tun@formin.fi

Turkey

Embassy of Finland
P.K. 22
06692 Kavaklidere
Ankara
Turkey

Visiting address:
Kader sokak No. 44
Gaziosmanpasa

Tel: +90-312-426 74 22 (visas)
Fax: +90-312-426 74 29 (visas)
E-mail: sanomat.ank@formin.fi

Ukraine

Embassy of Finland
vul. Striletska, 14
01901 Kyiv
Ukraine

Tel. +380-44-278 7049, 278 7551

Fax: +380-44-278 3433

E-mail: sanomat.kio@formin.fi

Full listing of Finnish missions abroad by country can be found at the following link:

<http://213.214.146.178/public/default.aspx?nodeid=15131&contentlan=2&culture=en-US>

Contact information of the Embassies of Schengen countries, having an agreement with Finland and which are entitled to issue Schengen visas:

In Albania:

Royal Danish Embassy
Rr. Nikolla Tupe No. 1
4th Fl Apt 4, Tirana
Tel. +355 4 25 74 22/3/4
e-mail: tiaamb@um.dk

In Armenia:

Embassy of Italy
Viale Italia 5
375010 Jerevan
Tel. +3741 0542336
e-mail: ambitaly@arminco.com

In Azerbaijan:

Royal Norwegian Embassy
ISR Plaza
11th floor 340
Nizami Street
Baku
Tel. +994 12 497 43 25/26

In Bosnia and Herzegovina:

Royal Danish Embassy
Splitska 9
71000 Sarajevo
Tel. +387 33 66 59 01
e-mail: sjjamb@um.dk

In Georgia:

Embassy of the Federal Republic of Germany
c/o Sheraton Metechi Palace Hotel
Telawi Str. 20
0103 Tbilisi
Tel. +995 32 91 03 32, 91 12 63
e-mail: info@tiflis.diplo.de

In Kazakhstan:

Royal Dutch Embassy
Nauryzbai Batyr Street 103
480072 Almaty
Tel. +7 3272 503773
e-mail; alm@minbuza.nl

In Kyrgyzstan:

Embassy of the Federal Republic of Germany
Ul. Razzakova 28
Bischkek
Tel. +996 312 66 66 24, 66 19 75, 90 50 00
e-mail: info@bischkek.diplo.de

In Tadjikistan:

Embassy of the Federal Republic of Germany
Warsobskaja 16
734017 Duschanbe
Tel. +992 372 21 21 89, 21 21 98
e-mail: info@dusc.diplo.de

In Uzbekistan:

Embassy of the Federal Republic of Germany
Scharaf-Raschidow-Kutschassi 15
Taschkent
Tel. +998 71 120 84 40
e-mail: info@taschkent.diplo.de

In Algeria:

Royal Danish Embassy
12 Avenue Emile Marquis
Lot Djenane El-Malik
16035 Hydra
Alger
Tel. +213 21 54 82 28/21 54 97 98
e-mail: algamb@um.dk

In Jordan:

Royal Embassy of Norway
Visiting address:
25 Damascus Street, Abdoun, Amman

Postal address:

P.O. BOX 830510, Amman 11183
Tel: +962 6 593 1646
Fax: +962 6 593 1650
E-mail: emb.ammanfa.no

In Mongolia:

Embassy of Germany
Strasse der Vereinten Nationen
210613 Ulan-Bator
Tel. + 976 11 323325, + 976 11 323915, +976 11 320908