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## **CIRCULAR NOTE NO.1**

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

### **1. VENUE**

The 14th Meeting of the OSCE Ministerial Council will be held in Brussels on 4 and 5 December 2006. Preparatory meetings can be accommodated from 1 December 2006

The meeting will be held at the Brussels Exhibition Centre (Heyzel) at Place de Belgique 1 1020, Brussels, Belgium. For more information on the conference centre, please see the website <http://www.bruexpo.be>

### **2. FACILITIES**

The Brussels Exhibition 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 a telephone, computer and printer, as well as stationery. Photocopiers will be made available near the offices and the meeting rooms. Plenary meeting room and bilateral meeting rooms will be in close proximity to one another. Delegations will be able to reserve rooms at a special desk.

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

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

### **3. HOTELS**

Arrangements have been made with a hotel reservation bureau that will provide a choice of hotels in several price categories. Missions and Delegations will be provided with a list of hotels and reservation forms.

The Heads of Delegations will be offered a suite by courtesy of the Chair. Other hotel facilities used by delegations should be paid for directly to the reservation office by delegations and/or their respective embassies in the Belgium.

### **4. TRANSPORT**

OSCE Heads of Delegations will be offered a chauffeur-driven limousine, exclusively for use at the Ministerial Council, from their arrival at Brussels National Airport (not before 2 December 2006) until their departure (no later than 6 December 2006). This 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 8 passengers at their disposal. This mini-van is to be used exclusively for OSCE Ministerial Council purposes, beginning from the delegation's arrival at Brussels National Airport (not before 2 December) until their departure (no later than 6 December 2006).

A shuttle service will be made available between the hotels and the Brussels Exhibition Centre. The Exhibition Centre is also easily reachable with the extended Brussels Subway. A shuttle bus will take delegates from the subway station to the exhibition centre.

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 Brussels Exhibition Centre.

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

Brussels can be reached by daily regular flights from a large number of European Capitals and other cities as well as by train from Paris, Amsterdam and London and other cities.

### **6. FURTHER INFORMATION**

By the end of August 2006, Missions and Delegations will receive further details of accreditation, hotels, security, as well as registration and hotel reservation forms. Various circular notes on other issues concerning delegations and media will be distributed at a later stage.

## **7. CONTACTS**

Initially, OSCE Missions and Delegations are advised to consult the circular notes that will be distributed. The names and telephone numbers of persons to contact will be announced in the next circular note.

The Belgian Ministry of Foreign Affairs 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.

Brussels, 20 July 2006