



Organization for Security and Co-operation in Europe

The Secretariat

Vienna, 21 December 2016

25th OSCE Economic and Environmental Forum

FIRST PREPARATORY MEETING

“Greening the economy and building partnerships”

Vienna, 23 - 24 January 2017

LOGISTICAL MODALITIES

VENUE

OSCE Congress Centre, Hofburg, Heldenplatz, 1010 Vienna (map Annex 1) Neuer Saal, 2nd floor.

PARTICIPANTS' INFORMATION

PARTICIPANTS' PROFILE

High-level and senior officials from participating States, responsible for shaping international economic and environmental policy in the OSCE area, representatives of the OSCE Parliamentary Assembly and the Partners for Co-operation as well as OSCE Field Operations are invited to participate.

Representatives of international organizations, expert academics and business representatives, non-governmental organizations with relevant experience in the area under discussion will participate in the meeting, according to the Decisions of the OSCE Permanent Council (PC.DEC/1217/16) and PC.DEC/1234/16).

No fee for participation is requested.

WORKING MODUS of PLENARY SESSIONS and WORKING GROUPS

The Preparatory Meeting is scheduled in plenary sessions and parallel working groups. It should stimulate a free-flowing discussion out of which recommendations to the OSCE and its participating States should emerge. The recommendations will be taken into consideration during the deliberations of the Forum's Concluding Meeting, taking place in Prague from 6 to 8 September 2017 .

The **PLENARY SESSIONS** (Neuer Saal, 2nd floor) will have presentations of expert speakers followed by discussions. A moderator will facilitate the debates and a rapporteur will summarize the key issues discussed.

In three parallel **WORKING GROUPS (WGs)** on Tuesday, 24 January 2017, from 10:00 - 13:00hrs, participants and experts will, under the guidance of a moderator as well as a facilitator, be actively engaged in a substantial dialogue and discussions. The facilitator will introduce the key issues related to the theme of the respective WG. The organizers highly encourage participants to engage in the debates. Neither statements nor presentations are required. The parallel WGs will take place in : Neuer Saal (2nd floor), Ratsaal and room 533 (both on 5th floor).

The debates should result in recommendations. The conclusions will be presented at the Concluding Session and further evaluated at the Forum's Concluding Meeting in September 2017 in Prague.

For organizational purposes, we kindly request to register for the WG of interest on the attached registration form. Participants will, of course, be free to attend any working group.

DOCUMENT DISTRIBUTION

Participants are welcome to submit written contributions reflecting their views on the issues and topics proposed for discussions.

Please send an electronic copy of the paper in advance to the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Ms. Brigitte Krech, E-mail: brigitte.krech@osce.org, Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6619) to enable a timely distribution to the participants.

All documents will be published on the Forum Website: http://www.osce.org/event/25th_eef_prep1 and a very limited amount of hard copies of the documents made available at the venue. Further copies can be produced ad hoc at the Meeting Venue upon request at the **Document Distribution Desk** (lobby in front of the Neuer Saal). Documents should be provided to this Desk in electronic format (documents@osce.org).

The Consolidated Summary of the Meeting will be published on the OSCE EEForum conference website (http://www.osce.org/event/25th_eef_prep1) shortly after the event.

TECHNICAL SUPPORT FOR SPEAKERS

Speakers are kindly requested to send a **short bio** (with photo) and an **electronic copy of their presentation in advance** to the Office of the Co-ordinator of OSCE Economic and Environmental Activities **no later than 11 January 2017** (Ms. Brigitte Krech, E-mail: brigitte.krech@osce.org, Fax. + 43 1 514 36 6251; Tel. + 43 1 514 36 6619) and to take an electronic copy of their presentation (on a USB stick) *as back-up* to the Meeting.

Requests for technical support should be addressed **well in advance** to the OSCE Conference Services (Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org;).

The Plenary Hall "Neuer Saal" at the venue is equipped with technical facilities for multi-format presentations, including power point, large screen, projectors, and laptops. Presentations may be sent well in advance to elke.lidarik@osce.org for uploading to the presentation equipment. Presenters having their presentations on USB stick are kindly requested to refer to the technician present during the meeting in the meeting room.

INTERPRETATION

Simultaneous interpretation will be provided in English and Russian during the plenary sessions and the working groups.

REGISTRATION & ACCREDITATION

DEADLINE: MONDAY, 16 JANUARY 2017

REGISTRATIONS: only registered participants will be granted access to the venue (Hofburg).

Each participant is requested to send an official registration form by E-mail, completed with all necessary details to the OSCE Conference Services (Ms. Elke Lidarik, E-mail: elke.lidarik@osce.org).

⇒ **To receive the required REGISTRATION FORM** for the OSCE Economic and Environmental Forum Meeting, **please contact** andrea.gredler@osce.org

Participants are kindly requested to register as well to the Working Group of their choice on the attached registration form. In addition to the registration forms, Delegations should notify the ranking and the title of their members by sending an e-mail to elke.lidarik@osce.org.

ACCREDITATION will take place at Segmentgalerie, 1st floor, (Congress Centre Hofburg, Heldenplatz, 1010 Vienna) on:

Monday, 23 January, as of 8.00 am until the end of the meeting

Tuesday, 24 January, as of 9.00 am until the end of the meeting

Advanced registration is kindly requested in order to avoid delays in issuing the badges. Presentation of a valid ID is required for accreditation. The badge will be required to access the Conference Hall.

TECHNICAL INFORMATION

PC WORKING STATIONS & INTERNET ACCESS (Wifi)

will be available for the participants (lobby in front of the Neuer Saal and in the Cafeteria area). Telephones in the meeting area can be used free-of-charge only for local telephone calls within Vienna.

COFFEE & TEA BREAKS will be provided in vicinity of the halls throughout the duration of the conference and a LUNCH hosted by the Co-ordinator of OSCE Economic and Environmental Activities on 23 January 2017.

Several restaurants are located in walking distance of the conference venue.

SOCIAL EVENT

The Austrian Chairmanship will host a reception on Monday, 23 January 2016 at 18:30. Venue (tbc).

VISA

Participants, if stipulated under the Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria. Further details can be found on www.bmeia.gv.at.

In case a letter of confirmation of participation for visa requirements is needed, please arrange for visa appointment and send the for visa support letter together with information on the date as well as a copy of the passport by E-mail to elke.lidarik@osce.org.

HOTELS IN VIENNA

Please consult the list of hotels in Vienna in **Annex 2**

Practical information about Vienna can be found at:

<http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm>

City map with address finder: <http://www.wien.gv.at/stadtplan/suche.asp?lang=en>

GENERAL INFORMATION

Currency: Euro

Electric current: The standard voltage throughout Austria is 220V.

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

Medical help: A first aid room is located on the ground floor of the Hofburg/conference venue.

⇒ **Time:** Vienna time differs from Greenwich time by + 1 hour.

IMPORTANT NOTICE:

Liability - insurance:

To the full extent permitted under applicable law, neither the OSCE or any of its officials, employees or other representatives shall be liable for loss or damage, however caused, arising out of or in connection with the participation in this conference. This is a comprehensive limitation of liability that applies to damages of any kind, including, without limitation, personal injury, loss of, or damage to, property and claims of third parties.

CONTACTS AT THE OSCE SECRETARIAT

Office of the Co-ordinator of OSCE Economic and Environmental Activities

Wallnerstrasse, 6, 1010 Vienna

Fax. + 43 1 514 36 62 51

For substantial issues:

Mr. Lorenzo Rilasciati

Senior Economic and Environmental Officer

Head of the Economic and Environmental Forum Unit

E-mail: lorenzo.rilasciati@osce.org

Tel: +43 1 51436 6717

Ms. Brigitte Krech

Economic and Environmental Affairs Adviser

Economic and Environmental Forum Unit

E-mail: brigitte.krech@osce.org

Tel: +43 1 51436 6619

For logistical queries:

Ms. Andrea Gredler

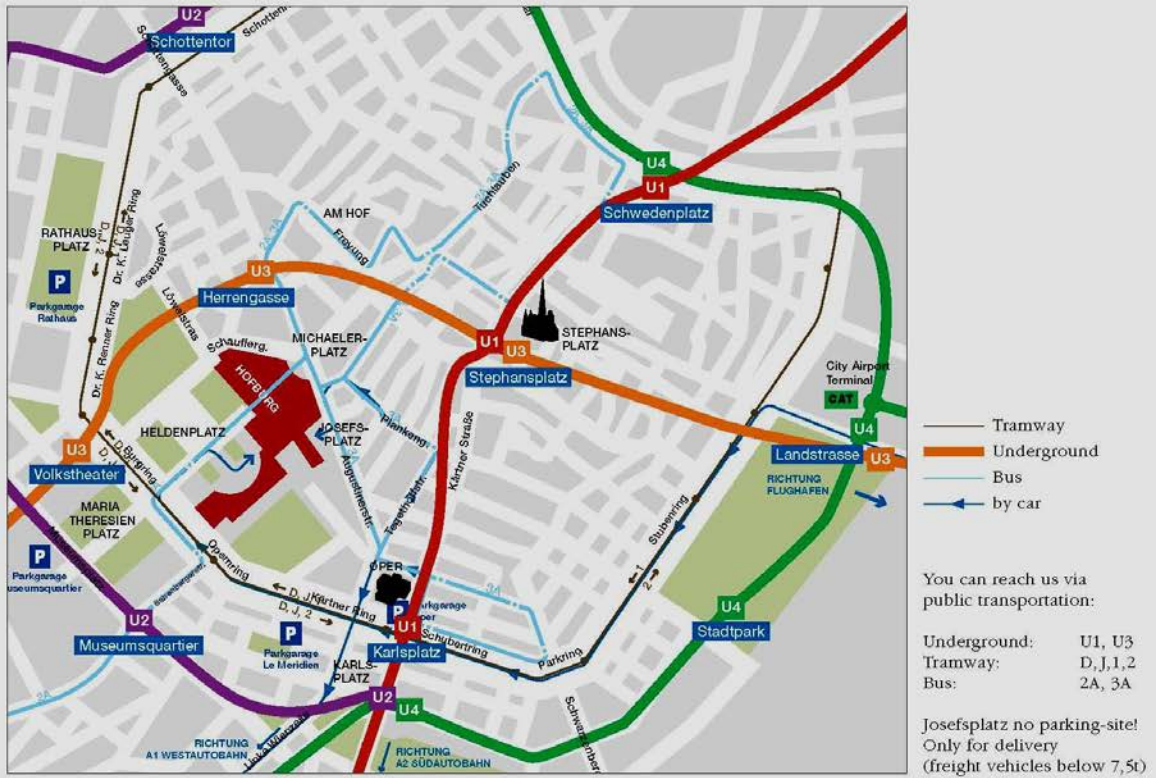
Economic and Environmental Forum Unit

E-mail: andrea.gredler@osce.org

Tel: +43 1 514 36 6675

HOFBURG LOCATION MAP

Map A - Overview



Hofburg Kongresszentrum & Redoutensäle Wien
 Heldenplatz, A-1014 Wien, Tel: 43-1-587 36 66 Fax: 43-1-535 64 26
 E-mail: hofburg.kongresszentrum@hofburg.com, Internet: http://www.hofburg.com

HOTELS IN VIENNA

HOTEL	HOTEL WEBSITE / E-MAIL ADDRESS	RATES (sgl/dbl)
NH BELVEDERE	www.nh-hotels.com	€ 99/€ 119 incl. breakfast
NH DANUBE CITY	www.nh-hotels.com vip.reservierungen@nh-hotels.com Booking code: OSCE 1	€ 99/€ 119 incl. breakfast
NH WIEN	www.nh-hotels.com	€ 83/€ 83 breakfast € 20.00
Hotel AM KONZERTHAUS	h1276-re@accor.com Accor booking code: AS266911	€ 113 / € 134 incl. breakfast
Hotel HERRENHOF	www.herrenhof-wien.steigenberger.at reservation@herrenhof-wien.steigenberger.at	superior € 151/€ 171 deluxe € 166/€ 186 incl. breakfast
Best Western Hotel KAISERHOF Vienna	www.hotel-kaiserhof.at reservation@hotel-kaiserhof.at	€ 122 business € 142 incl. breakfast
Hotel AM PARKRING Wien	www.schick-hotels.com parkring@schick-hotels.com	€ 113-152/€ 160-205 incl. breakfast
Best Western Hotel ERZHERZOG RAINER	www.schick-hotels.com rainer@schick-hotels.com	€ 82-111/€ 118-152 incl. breakfast
Hotel CAPRICORNO Wien	www.schick-hotels.com capricorno@schick-hotels.com	€ 101-139/€ 145-185 incl. breakfast
Hotel CITY CENTRAL Wien	www.schick-hotels.com city.central@schick-hotels.com	€ 82-111/€ 118-152 incl. breakfast
Hotel STEFANIE Wien	www.schick-hotels.com sabine.pollak@schick-hotels.com	€ 97-131/€ 134-177 incl. breakfast
Hotel 25HOURS	www.25hours-hotels.com res.wien@25hours-hotels.com	€ 100-€ 180 incl. breakfast
Hotel REGINA	www.kremsleherhotels.at regina@kremslehnerhotels.at	€ 95-€140 incl. breakfast
Hotel ROYAL	www.kremsleherhotels.at royal@kremslehnerhotels.at	€ 115-€ 140 incl. breakfast
Hotel GRABEN	www.kremsleherhotels.at graben@kremslehnerhotels.at	€ 115-€ 140 incl. breakfast
Hotel JOHANN STRAUSS	www.kremsleherhotels.at js@kremslehnerhotels.at	€ 97-€ 137 incl. breakfast
All Accor hotels (Ibis, Mercure, Novotel, Sofitel) for special offers and lower rates:	http://businesstravel.accorhotels.com/gb/booking/advanced-search.shtml?identification.reserverType=SC&identification.reserverId=AS266911&identification.reserverContract=998690	