



Conference Services

**OSCE MEETING TO REVIEW THE OSCE DOCUMENT ON
SMALL ARMS AND LIGHT WEAPONS AND ITS
SUPPLEMENTARY DECISIONS**

Vienna, 22–23 September 2009

OSCE Conference Services presents its compliments to the delegations in Vienna and has the honour to inform them about the following organizational modalities for *the OSCE Meeting to Review the OSCE Document on Small Arms and Light Weapons and its Supplementary Decisions* to be held in Vienna on 22 and 23 September 2009:

1. Venue:

All meetings will take place in the "Neuer Saal" of the Hofburg Congress Centre. Interpretation will be provided between the six official languages of the Meeting.

Bilateral meeting rooms will be available for participants on the 2nd floor (maximum booking duration of 45 minutes):

Room 204, 2nd floor, Office for co-ordinators, rapporteurs, introducers, note takers
Room 207, 2nd floor, bi-lateral meeting room, capacity: 12 seats at the table
Room 210, 2nd floor, bi-lateral meeting room, capacity: 20 seats at the table

Please book the rooms for bi-lateral meetings at the Information Desk, Mrs. Micky Kröll, micky.kroell@osce.org, phone: +43 1 51436 6585. As the number of rooms is limited you are kindly requested to keep Mrs. Kröll informed of any changes to your requirements.

2. Program/Agenda:

The agenda, program and the organizational modalities of the meeting can be found in Annex 2. An annotated agenda will be circulated at a later stage.

3. Media

OSCE Press and Public Information Section will provide appropriate media coverage by inviting and informing press. An official webpage has been created containing relevant information on the meeting and can be found under the following address:

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

4. Accreditation:

Permanently accredited delegation members:

A note verbale from delegations in Vienna detailing all participants from delegations in descending order of seniority showing, names, functions and e-mail address should be sent to elke.lidarik@osce.org , fax: +43-1-531 37 577. Those members of OSCE delegations in Vienna who take part in the meeting will have access to the meeting area with their regular OSCE badges.

On the basis of these notifications a list of participants will be issued by Conference Services during the meeting

Not permanently accredited participants:

Participants not permanently accredited to the OSCE are kindly requested to fill in the attached registration form (see Annex 1) and to send it to elke.lidarik@osce.org , fax: +43-1-531 37 577 not later than 9 September 2009.

Badges for not permanently accredited delegation members may be obtained at the accreditation counter located in the Segmentgalerie, first floor (open daily from 8:30 a.m. to 5 p.m. during the meeting) upon presentation of an appropriate picture identification.

5. Technical equipment:

The Neuer Saal will be equipped with technical facilities for power point presentations. The equipment consists of a large screen, projector, laptop (Microsoft Windows XP, office XP) with remote control, VCR (VHS, S-VHS), mini DV and DVD player, CD-player, floppy disk station and USB-port.

Please note that presenters wishing to test audio/visual equipment may do so from 9 a.m. to 10 a.m. on all days of the meeting.

6. Statements and guidelines for debate:

The intention is to develop a free-flowing discussion based on the keynote speeches of the opening session and short, introductory panel discussions in the beginning of each session.

To facilitate discussion within the time constraints, the keynote presentation will be limited to 15–20 minutes, introductions and presentations in the working sessions to 5–10 minutes, and interventions/questions from the floor to five minutes.

In their contributions, the speakers at the opening and working sessions should set the scene for the discussion and stimulate debate among delegations by raising appropriate questions and suggesting potential recommendations, and should concentrate on the highlights of their contributions. Speakers should remain present during the entire session they are addressing and should be ready to engage in the debate following their presentation.

Speakers should submit their written contributions to the meeting moderators no later than 11 September 2009.

By 16 September 2009, participating States and other participants in the meeting are invited to submit any written contributions they may have.

By 16 September 2009, international and regional organizations are invited to submit in writing factual information on their organizations that would be useful for the participants. Such information should not be brought to the attention of participants during the meeting.

Statements and contributions for distribution as well as advanced copies for interpreters only, should be sent to Conference Services, preferably by e-mail to elke.lidarik@osce.org. Please note that advanced copies would facilitate the work of interpreters.

7. Visa:

Participants, if required 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 refer to elke.lidarik@osce.org.

8. Transportation:

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

The **journey time** from the Vienna International Airport to Vienna is approx. **15 - 30 min.** depending on the means of transport (train, bus or taxi) and traffic conditions.

Transportation from the Airport to Vienna city centre:

Further information on the transfers Vienna Airport – Vienna city centre can be found on www.viennaairport.com.

Taxis: Taxis are waiting right in front of the arrival building of the airport. The fare depends on the destination in Vienna and is approx. 30.00 - 40.00 € otherwise taxis - for a pick up at the airport - can be booked in advance at a more moderate price from the company C&K (Tel: +43 1 44444 - price: €29 one way).

Trains:

a) City Airport Train (CAT) – to Vienna "Wien-Mitte" – Landstraße/Hauptstraße with access to the Underground (U-Bahn) and taxis:

www.cityairporttrain.at

The City Airport Train is the nonstop connection between the station Wien Mitte / Landstraße and Vienna International Airport. The ride takes approx. 16 min. From the station Wien Mitte / Landstraße you have **access** to the underground lines U3 and U4.

If you are using the CAT you can **check in your luggage** at the **City Air Terminal** at the station Wien Mitte / Landstraße.

Timetable CAT

- from Wien Mitte **to the airport**: from 05:38 to 23:08 every 30 minutes
- **from the airport** to Wien Mitte: from 06:05 to 23:35 every 30 minutes

Fare

- one way ticket for one adult: from 8.00 €
- round-trip ticket for one adult: from 15.00 €

Note: The CAT is not a member of the public transport network and you need an appropriate ticket if you change to or from public means of transport.

b) Schnellbahn (S1, S2 or S7) – to Vienna “Wien-Mitte-Landstraße Hauptstraße” with direct access to the Underground (Line U-4) and taxis.

The S7 is the regional railroad connection of the Austrian Federal Railways ÖBB between the Vienna International Airport and Vienna. the journey time from and to the station Wien Mitte / Landstraße is about 24 min respectively, because the S7 stops at several stations along the way.

You have good access to the public transport network of Vienna at the stations Wien Mitte / Landstraße (underground lines U3 and U4), Wien Nord / Praterstern (underground line U1) and Handelskai (underground line U6).

Timetable S7

- from Wien Mitte **to the airport**: from 04:56 to 21:56 every 30 minutes
- **from the airport** to Vienna: from 05:39 to 22:39 every 30 minutes

Fare

- one way ticket for one adult: 3.40 €

Note: Your ticket is also valid in the public means of transport of Vienna and you can use it for your trip to and from your hotel in Vienna.

c) Bus Services Vienna Airport Lines (2 lines)

Price :€6 one way; €11 return

Busses go either to Morzzinplatz/Schwedenplatz or to Südbahnhof/Westbahnhof (both having access to the Underground). Please check before taking the bus.

The Vienna Airport Lines operate several bus lines between Vienna and the Vienna International Airport.

Wien Schwedenplatz - Vienna International Airport

The trip takes approx. 20 min. From Schwedenplatz you have **access** to the underground lines U1 and U4.

- to the airport: from 05:00 to 23:30 every 30 minutes
- from the airport: from 06:20 to 00:20 every 30 minutes

www.postbus.at – Tel: +43 (1) 7007-32300

9. Accommodation:

Participants are kindly requested to make their own travel arrangements, which will not be paid for by the OSCE. For your convenience, a list of hotels in Vienna is attached hereto (Annex 3).

Practical information about Vienna can be found at <http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm>.

10. Catering:

- Lunch will be served in the Hofburg, 2nd floor, on 21 September 2009 from 1 p.m. to 3 p.m.

11. Points of Contact:

Overall co-ordination queries should be addressed to Ms. Elke Lidarik (elke.lidarik@osce.org), phone: +43 1 51436 6392.

OSCE Conference Services wishes to thank delegates for their support in the common effort and takes this opportunity to renew to the OSCE Delegations the assurances of its highest consideration.

H. Plut



D

MEETING

**OSCE MEETING TO REVIEW THE OSCE DOCUMENT ON
SALW AND ITS SUPPLEMENTARY DECISIONS
22 – 23 September 2009
Vienna**

**REGISTRATION FORM FOR
DELEGATIONS AND PARTNERS FOR CO-OPERATION**

1. State / Delegation:
2. Surname:
3. First Name(s):
4. Position / Title:
5. Place and Date of birth:
6. Citizenship:
7. Passport No.: Issued by:
8. Sex: F e m a l e O M a l e O
9. Delegation's address:
-
- Phone: Fax:
- E-Mail:
- Arrival Date: Departure Date:
- Date: Signature:

NOTE: You are kindly requested to return this registration form duly completed no later than 9 September 2009 to: elke.lidarik@osce.org or by fax: +43 1 531 37 577



S

MEETING

**OSCE MEETING TO REVIEW THE OSCE DOCUMENT ON
SALW AND ITS SUPPLEMENTARY DECISIONS
22 – 23 September 2009
Vienna**

**REGISTRATION FORM FOR THE SECRETARIAT,
OSCE INSTITUTIONS AND FIELD OPERATIONS**

1. Institution/Mission:

2. Surname:

3. First Name(s):

4. Position / Title:

5. Place and Date of birth:

6. Citizenship:

7. Passport No.:..... Issued by:

8. Sex: F e m a l e O M a l e O

9. Institution/Mission's address:

.....

Phone: Fax:

E-Mail:

Date: Signature:

NOTE: You are kindly requested to return this registration form duly completed no later than 9 September 2009 to: elke.lidarik@osce.org or by fax: +43 1 531 37 577



IO

MEETING

**OSCE MEETING TO REVIEW THE OSCE DOCUMENT ON
SALW AND ITS SUPPLEMENTARY DECISIONS
22 – 23 September 2009
Vienna**

**REGISTRATION FORM FOR
INTERNATIONAL ORGANIZATIONS**

1. Organization:

2. Surname:

3. First Name(s):

4. Position / Title:

5. Place and Date of birth:

6. Citizenship:

7. Passport No.:..... Issued by:

8. Sex: F e m a l e O M a l e O

9. Institution/Mission's address:

.....

Phone: Fax:

E-Mail:

Date: Signature:

NOTE: You are kindly requested to return this registration form duly completed no later than 9 September 2009 to: elke.lidarik@osce.org or by fax: +43 1 531 37 577



NGO

MEETING

**OSCE MEETING TO REVIEW THE OSCE DOCUMENT ON
SALW AND ITS SUPPLEMENTARY DECISIONS
22 – 23 September 2009
Vienna**

**REGISTRATION FORM FOR
NON-GOVERNMENTAL ORGANIZATIONS,
BUSINESS AND ACADEMIC CIRCLES**

1. Institution/Mission:

2. Surname:

3. First Name(s):

4. Position / Title:

5. Place and Date of birth:

6. Citizenship:

7. Passport No.:..... Issued by:

8. Sex: F e m a l e O M a l e O

9. Institution/Mission's address:

.....

Phone: Fax:

E-Mail:

Date: Signature:

NOTE: You are kindly requested to return this registration form duly completed no later than 9 September 2009 to: elke.lidarik@osce.org or by fax: +43 1 531 37 577

**OSCE MEETING TO REVIEW THE OSCE DOCUMENT ON
SMALL ARMS AND LIGHT WEAPONS AND ITS
SUPPLEMENTARY DECISIONS**

Vienna, 22–23 September 2009

Programme and indicative timetable

Monday, 21 September 2009

Arrival of external participants

Tuesday, 22 September 2009

- | | |
|-------------------|---|
| 10–11.15 a.m. | Opening session <ul style="list-style-type: none">– Opening statement by the FSC Chairperson– Opening address by the Chairperson of the Permanent Council– Opening address by the OSCE Secretary General– Keynote speech |
| 11.15–11.30 a.m. | Coffee break |
| 11.30 a.m.–1 p.m. | Working session I: International co-operation, assistance and capacity-building including related project activities <ul style="list-style-type: none">– Introductory address by the working session moderator– Presentations on specific aspects of international co-operation– Discussion/assessment of the importance of regional approaches in the implementation of SALW-related arrangements:<ul style="list-style-type: none">– Achievements and outstanding issues– Assessment of the manner in which the OSCE Document on SALW and its supplementary decisions tackle this issue– Assessment of the effectiveness of OSCE assistance |
| 1–1.45 p.m. | Buffet lunch |
| 2–3 p.m. | Side event: Presentations on SALW-related projects in the OSCE region |
| 3–6 p.m. | Working session II: Brokering, export and import controls <ul style="list-style-type: none">– Introductory address by the working session moderator– Presentations on specific aspects of brokering– Discussion on:<ul style="list-style-type: none">– National practices in categorizing SALW– Establishment of appropriate national legislation– End-user certification/end-use monitoring |

- Illicit transport of SALW by air
- Transparency and reporting of import and export data
- Achievements and outstanding issues
- Assessment of the manner in which the OSCE Document on SALW and its supplementary decisions tackle this issue

4.30–5 p.m. Coffee break

Wednesday, 23 September 2009

10 a.m.–1 p.m. Working session III: Stockpile management and surplus disposal

- Introductory address by the working session moderator
- Presentations on specific aspects of stockpile management
- Discussion on:
 - National practices in stockpile management
 - Capacity-building
 - Available resources and expertise
 - Achievements and outstanding issues
 - Assessment of the manner in which the OSCE Document on SALW and its supplementary decisions tackle this issue

11.15–11.45 a.m. Coffee break

1–3 p.m. Lunch break

3–4.50 p.m. Working session IV: Marking and tracing of SALW

- Introductory address by the working session moderator
- Presentations on specific aspects of marking and tracing
- Discussion on:
 - National practices in marking and tracing of SALW
 - OSCE support for the International Instrument to Enable States to Identify and Trace, in a Timely and Reliable Manner, Illicit SALW (International Tracing Instrument (ITI))
 - Achievements and outstanding issues
 - Assessment of the manner in which the OSCE Document on SALW and its supplementary decisions tackle this issue

4.50–5.10 p.m. Coffee break

5.10–6 p.m. Closing session

- Discussion to explore possible further actions to be taken by the OSCE in the context of SALW-related activities
- Chairperson's closing remarks

HOTELS IN VIENNA

Hotel	Address		Tel/Fax (+43-1)	e-mail/website

RATHAUS €118 - €138 – incl. breakfast	Lange Gasse 13	1080 Vienna	Tel: 407 43 02 Fax: 409 42 72	www.hotel-rathaus-wien.at office@hotel-rathaus-wien.at
ROYAL €79 – incl. breakfast	Singerstraße 3	1010 Vienna	Tel: 515 68-96 Fax: 513 96 98	www.kremslehnerhotels.at royal@kremslehnerhotels.at
KAISERHOF €109 – incl. breakfast	Frankenberggasse 10	1040 Vienna	Tel: 505 17 01-81 Fax: 505 88 75 88	www.hotel-kaiserhof.at reservation@hotel-kaiserhof.at
TIGRA €108 - €176 – incl. breakfast	Tiefer Graben 14	1010 Vienna	Tel: 533 96 41 Fax: 533 9645	www.hotel-tigra.at info@hotel-tigra.at
AMADEUS €87 - €126 incl. breakfast	Wildpretmarkt 5	1010 Vienna	Tel: 533 87 38 Fax: 533 87 38/38	www.hotel-amadeus.at office@hotel-amadeus.at

WANDL €96,30 – €114,30 – incl. breakfast	Petersplatz 9	1010 Vienna	Tel: 534 550 Fax: 534 55 77	www.hotel-wandl.com reservation@hotel-wandl.com
WIENER STAATSOPER €82 - € 96 – incl. breakfast	Krugerstraße 11	1010 Vienna	Tel: 513 12 74 Fax: 513 12 74-15	www.zurwienerstaatsoper.at office@zurwienerstaatsoper.at
Pension NOSSEK €76 - €98 – incl. breakfast	Graben 17	1010 Vienna	Tel: 533 70 41 Fax: 535 36 46	www.pension-nossek.at reservation@pension-nossek.at
AUSTRIA €80 – incl. breakfast	Wolfengasse 3	1010 Vienna	Tel: 515 23 Fax: 515 23-507	www.hotelaustria-wien.at office@hotelaustria-wien.at
KÄRNTNERHOF €76 - €99 – incl. breakfast	Grashofgasse 4	1011 Vienna	Tel: 512 19 23 Fax: 513 22 28/33	www.karntnerhof.com info@karntnerhof.com
POST €73 - €87 – incl. breakfast	Fleischmarkt 24	1010 Vienna	Tel: 515 83/0 Fax: 515 83/809	www.hotel-post-wien.at office@hotel-post-wien.at
SCHWEIZERHOF €85 - €95 – incl. breakfast	Bauernmarkt 22	1010 Vienna	Tel: 533 19 31 Fax: 533 02 14	www.schweizerhof.at office@schweizerhof.at
CLIMA CITYHOTEL €140 – incl. breakfast	Theresianumgasse 21a	1040 Vienna	Tel: 505 16 96 Fax: 504 35 52	www.climacity-hotel.com reservierung@climacity-hotel.com
CARLTON OPERA €89 – incl. breakfast	Schikanedergasse 4	1040 Vienna	Tel: 587 53 02-0 Fax: 581 25 11	www.carlton.at carlton@eunet.at
DREI KRONEN €49 – €119	Schleifmühlgaße 25	1040 Vienna	Tel: 587 32 89-0 Fax: 587 32 89-11	www.hotel3kronen.at office@hotel3kronen.at
NH HOTEL MARIAHILF No special rates	Mariahilferstraße 32-34	1070 Vienna	Tel: 521 72-0 Fax: 521 72-15	www.nh-hotels.de nhwien@nh-hotels.com
NH HOTEL ATTERSEEHAUS No special rates	Mariahilferstraße 78	1070 Vienna	Tel: 524 56 00-0 Fax: 524 56 00-15	www.nh-hotels.de nhatterseehaus@nh-hotels.com