

Circular Note No. 4

The Ministry of Foreign and European Affairs of the Slovak Republic would like to provide the following information on logistical modalities for participation of Non-Governmental Organizations (NGOs) in the 26th Meeting of the OSCE Ministerial Council in Bratislava on 5 and 6 December 2019.

I. VENUE

The 26th Meeting of the OSCE Ministerial Council will be held at the INCHEBA Expo Bratislava, on 5 and 6 December 2019. Meetings of the Preparatory Committee and other OSCE bodies will take place at the same venue starting on 3 December 2019.

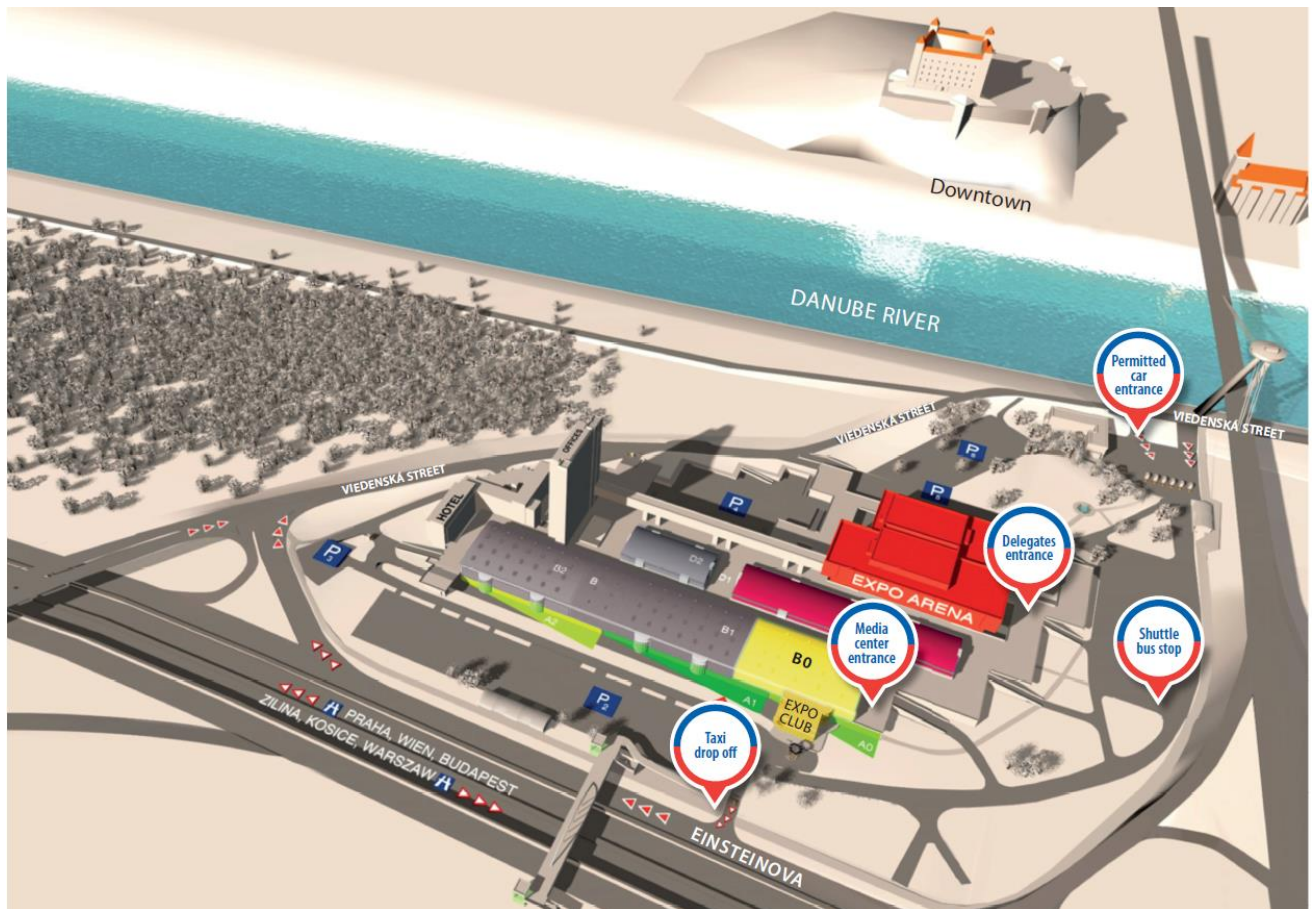
NGO representatives will be able to follow the proceedings of the Ministerial Council meeting according to the provisions of the Rules of Procedure of the OSCE, IV.2 (B) paragraph 6 (MC.DOC/1/06 of 1 November 2006): *“Only the opening and closing sessions shall be open to the press and public, unless the meeting decides to make other session open. Unless otherwise decided, all sessions, except for those taking up agenda items which are subject to discussion and possible decision shall be broadcast live in all the working languages to the media centre and NGO centre by closed-circuit television.”*

Not more than 20 NGO representatives may be present in the Main Plenary Hall during the opening and closing sessions.

The live broadcast by closed-circuit television will be provided at the media centre of the venue.

For more information on INCHEBA Expo Bratislava, see <https://www.incheba.sk/en>

NGO representatives can access the site of the Ministerial Council through Media Center entrance **Gate B0 only**.



II. NGO ACCREDITATION

Access to the Ministerial Council is only possible with a valid conference badge. Badges must be worn visibly at all times and are non-transferable.

NGO representatives wishing to attend the Ministerial Council are required to register online at <https://delegate.mzv.sk> before **20 November 2019**. During the registration process please enter the following credentials:

Unique registration code: **NGODEL9**, Position: **Non-governmental organization**.

For the detailed registration procedure, [please see annex](#).

NGO representatives must indicate their full name, place and date of birth, passport number and nationality, postal address, e-mail address, name of the organization as well as a photo.

NGO representatives will be informed once the process is completed through the registration system. Please be advised to regularly check your personal registration page.

All personal information provided during registration will be processed in accordance with

the GDPR. The Ministry of the Interior of the Slovak Republic is involved in the accreditation process in order to ensure that the necessary security standards are met.

Conference badges can be collected upon presentation of a valid photo ID at the media & NGO accreditation desk on:

Wednesday, 4 December 2019	12:00 – 18:00
Thursday, 5 December 2019	07:00 – 18:00
Friday, 6 December 2019	07:00 – 12:00

For questions related to the accreditation please contact registration.osce@mzv.sk

III. NGO AREA

A fully equipped NGO Area will be available at the OSCE Ministerial Council venue. The NGO Area centre will be located in EXPO CLUB of the Ministerial Council venue.

The entire Conference venue will be restricted and secured, with access possible only by visibly wearing a valid conference badge at all times.

The following facilities are available in the media centre:

- Sufficient workplaces, some equipped with desktop computers
- Photo copy machines and printers can be used in the media centre
- Wireless internet access
- CCTV screen broadcasting the plenary sessions and announcements in the media centre
- Catering and lounge area of the media centre is accessible

IV. TRANSPORT

ARRIVAL BY PLANE

NGO representatives are advised to make early arrangements for their flight connections to one of the airports in the area close to Bratislava (Letisko M. R. Štefánika - Airport Bratislava, a. s. (BTS) or Vienna (Vienna International Airport - Austria).

For more information on Bratislava and Vienna Airports, see more at:

Airport Bratislava (<https://www.bts.aero/en/>)

Vienna Schwechat International Airport (<https://www.viennaairport.com/en/>)

Due to excellent connection possibilities and the convenient distance, Vienna International

Airport is often used while travelling to Bratislava. There is a good offer of bus transport directly from the airport to Bratislava. A variety of shuttle car services can also be found online.

ARRIVAL BY TRAIN

Bratislava has two main train stations. There are regular hourly trains from Vienna Central station to both stations in Bratislava.

- If you arrive at Bratislava Petržalka, please take the bus no. 80 direction “Kollárovo nám.” and get off at the stop “Einsteinova”. The bus runs every 12 minutes.
- If you arrive at Bratislava Hlavná stanica, please take the bus no. 93 direction “Vyšehradská” and change at the stop “Zochova” to the bus no. 80 direction “Kollárovo nám.” and get off at the stop “Einsteinova”.

Bus tickets can be bought at the bus stops.

App-based car services, such as Uber or Bolt, are available in Bratislava and cost roughly between 4 and 9 EUR from either station.

TRANSPORTATION TO/FROM THE VENUE

There is a shuttle bus service organized by the Chairmanship. The shuttle bus service is provided for all accredited participants from the train stations and the appointed hotels to/from the venue of the MC. It will be accessible upon a presentation of a valid badge. The detailed information, detailed transportation plans as well as graphics will be circulated prior the conference.

V. VISA REQUIREMENTS

Visa requirements must be met before arrival to Slovakia.

Participants are responsible for making their own visa arrangements. Please be aware that in some regions, one Slovak Embassy is covering more than one country. Therefore, NGO representatives requiring an entry visa are strongly advised to submit their request to the competent authorities well in advance as it may take at least 15 days to receive a Schengen visa.

Representatives of NGO from the following countries within the OSCE area need a valid visa: Afghanistan, Albania*, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina*, Kazakhstan, Kyrgyzstan, Moldova*, Monaco, Mongolia, Montenegro*, Russian Federation, Serbia*,

Tajikistan, North Macedonia*, Turkey, Turkmenistan, Uzbekistan.*

Holders of biometric passports from Albania, Bosnia and Herzegovina, North Macedonia, Moldova, Montenegro and Serbia do not need a visa.

For further information, please visit:

https://www.mzv.sk/web/en/consular_info/visa_centres

VI. ACCOMODATION

The Slovak Chairmanship strongly recommends to make your hotel reservations as soon as possible. Information about the recommended hotels is available on the booking platform <https://www.visitbratislava.com/osce/>. The selection on the booking platform takes into account security considerations, transport arrangements and several price categories.

Terms and conditions of booking, rates, cancellation policies, additional services, etc. are the sole responsibility of the hotels. We kindly advise you to carefully read the respective hotel's terms and conditions, as well as the reservation and cancellation policy.

VII. GENERAL INFORMATION

CURRENCY

The official currency in Slovakia is the Euro. For more information about ECB foreign exchange reference rates, see:

<https://www.nbs.sk/en/statistics/exchange-rates/ecb-foreign-exchange-reference-rates>

Automated teller machines (ATMs) are available at the airport as well as e.g. at the OSCE Ministerial Council premises.

ELECTRICITY

The electric current used is 220/230 volts, 50 Hz (continental European standard).

CLIMATE

In December, the average temperatures in Bratislava are usually around -1, 7°C to 2, 8°C.

TIME

UTC/GMT +1 hour

GENERAL INFORMATION ABOUT BRATISLAVA

Information on Bratislava can be found on the following websites:
<https://www.visitbratislava.com/> or <http://slovakia.travel/en/bratislava>.

VIII. CONTACT INFORMATION

Permanent Mission of the Slovak Republic to the Organization for Security and Co-operation in Europe in Vienna

Opernring 3-5, Vienna, Austria

Tel.: +43 13689433300

Fax: +43 13689433333

Email: pm.vienna@mzv.sk

ANNEX

Registration Manual – NGO

2019 OSCE Ministerial Council

5. - 6. December 2019, Bratislava Slovakia

Before the registration, please have a passport style photo ready

1. Click on the website <https://delegate.mzv.sk>
2. Change the language of the page to English and click on **[Register]**.

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Please login in

Email *

Delegation code *

Position *

Password *

SIGN IN REGISTER FORGOTTEN PASSWORD

EN

3. Fill in all the mandatory fields
DELEGATION CODE: NGODEL9
POSITION: Non-governmental organization
4. When you have completed all necessary data click on the button **[Register]** and after that close the web page.

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Position *
Delegát

Name * Surname *
Jan Example

Verification *
PHR1
Rewrite the content of captcha image

Confirmation of the processing of personal data

I am aware that the personal data provided to me in this form are processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of persons of these persons, which repealed Directive 95/46 / EC (GDPR) and the provisions of Act No. 18/2018 Z.z. on the Protection of Personal Data and on Amendments to Certain Acts. The system operator is the Ministry of Foreign and European Affairs of the Slovak Republic, Hlboká cesta 2, 833 36 Bratislava, Slovak Republic, which is for security reasons authorized to provide processed personal data to the security services of the Slovak Republic (we can mention A§ 13, paragraph 1, letter d.) the processing of personal data is necessary to protect the life, health or property of the person concerned or another natural person, or the processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of public authority entrusted to the operator. The compliance with

I agree

BACK REGISTER

5. You will obtain an activation link to your email address. **Please note that the activation link will only be active for 10 minutes!**
6. After clicking on the activation link you will be redirected to the registration page where you can finish the registration process.
7. Fill in the Email, Delegation code, Position (This time DELEGATE!) and your Password and click on **[Sign in]**
8. Click on **[Fill in profile]**

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Jan Example - SLOVAKIA

Meeting

2019 OSCE Ministerial Council Bratislava

Duration: 5. 12. 2019, 0:01:00 - 6. 12. 2019, 23:59:00

Accreditation

Type: Ministerská rada

Place: Bratislava, Slovakia

Contact: Registration OSCE
@ registration.osce@mzv.sk

Process of signing-in for the meeting:

Fill in profile >> Approval >> Accreditation

Fill in profile

It is necessary to complete the registration by filling in the mandatory data of the delegate. To fill in and complete a delegate profile, select the Fill in profile button.

Compliance

Waiting for registration to complete

Accreditation

Accreditation is not running

Fill in profile

9. Fill in all the mandatory fields (marked with an orange star) and click on **[Save changes]**. It is ok if the field "Position" shows "Non-governmental organization" (as you have put this position during the first step of the registration)
Please note that it is necessary to finish the registration process!
10. After you have finished your registration do not forget to log out

In case of any question or problem with the registration, please do not hesitate to contact us at: registration.osce@mzv.sk