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ENGLISH only

CIRCULAR NOTE No.6

The Italian Ministry of Foreign Affairs and International Cooperation has the pleasure to invite the representatives of Non-Governmental Organizations (NGOs) to follow the proceedings of the 25th Meeting of the Ministerial Council of the Organization for Security and Co-operation in Europe (OSCE), which will be held in Milan on 6 and 7 December 2018.

1. VENUE

The 25th Meeting of the OSCE Ministerial Council will be held at the Milano Conference Centre (MiCo), on 6 and 7 December 2018. The entire venue will be a secure area, and access will require an accreditation badge.

A Media and NGO Registration Center will be set-up outside the MiCo area, at the Enterprise Hotel (Corso Sempione 9, Milan).

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 the public, unless the meeting decides to make other sessions 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.”

The live broadcast by closed-circuit television will be provided at the Media and NGO centre of the venue, on Level -1.

2. FACILITIES FOR NGOS

NGO representatives will have full access to the media and NGO centre. This area will include a dedicated working area for NGOs and free wireless internet access.

The opening hours of the media and NGO centre will be:

- Wednesday, 5 December: 12:00 until 20:00
- Thursday, 6 December: 07:00 until 22:00
- Friday, 7 December: 07:00 until end of conference

3. REGISTRATION AND ACCREDITATION

All NGO representatives will have to be registered. To complete the registration process, all NGO representatives are requested to fill in the accreditation form on the on-line accreditation platform, through the use of the following link: <https://osce-2018.org/mi/Ngohome.aspx>, and password: 8A92-2B59-9F21-C2EA.

The NGO accreditation platform will be available until registration deadline on Monday, 26 November 2018.

As part of the registration process, applicants are requested to provide their personal data as well as a color passport photograph (in .jpg format) for the production of access badges to the Conference venue.

The applicant's personal data will be examined by the Italian security authorities before accreditation is issued. Accreditations may be limited on the basis of the first-come-first-served principle. Each NGO can accredit no more than two representatives.

All personal data sent to the organizer of the event will be treated in accordance with the highest security requirements and national and international data protection standards. By providing their data on the abovementioned on-line platform, applicants will give their consent that the data can be used for accreditation purposes. All data will be deleted after the 2018 OSCE Ministerial Council.

Accredited NGO representatives will receive their badges at the Media and NGO registration Centre (Enterprise Hotel) during the following operating hours:

- Wednesday, 5 December : 10.00- 20.00;
- Thursday, 6 December: 07.00- 20.00.

The issuance of accreditation badges will be possible only upon presentation of an identity document. To be admitted to the conference venue and while inside the venue, the accreditation badge must be worn visibly at all times.

4. TRANSPORT

Accredited NGO representatives may be provided with a 3-day ticket for local public transport, upon registration at the Media and NGO registration Centre. Further, a regular shuttle service linking the registration center (Enterprise Hotel) and the Ministerial Council Conference premises (MiCo) will be available to accredited representatives on 5 and 6 December.

4.1. ARRIVAL BY PLANE

There are daily regular flights to Milano from a large number of European cities. As of Monday, 3 December 2018, there will be an OSCE Ministerial Council welcome desk in the arrival hall of three airports (Milano Linate, Milano Malpensa and Bergamo Orio al Serio), which will also provide information on transfer services to the town area of Milan.

For more information on Milano and Bergamo Airports, please visit: www1.seamilano.eu and www.milanbergamoairport.it/en

5. VISA REQUIREMENTS

If applicable, a valid Schengen visa must be obtained before arrival in Italy. NGO representatives requiring an entry visa must submit their request to the competent Italian authority at least three weeks before their expected travel date. In general, the competent authority is the Italian Embassy or Consulate General in the country of residence of the applicant. An early consultation of the website of the Embassy/Consulate General is recommended.

6. GENERAL INFORMATION

6.1. CURRENCY

The official currency in Italy is the Euro. The Euro exchange rate can be found at:

<https://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

It is recommended to have a small amount of cash on hand upon arrival, or to change money at the airport /railway station for immediate expenses. Automated teller machines (ATMs) are available at all airports and throughout the urban area of Milan.

Credit cards such as American Express, MasterCard and Visa are widely accepted in Italy. Alternatively, it is recommended to check with the issuing bank before departure whether a bank card is valid in Italy.

6.2. ELECTRICITY

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

Wall outlets are compatible with other continental European plugs.

6.3. CLIMATE

In December, the temperatures in Milan are usually around 7°C, with a low overcast prevailing and likelihood for rain.

6.4. TIME

UTC/GMT +1 hour

6.5. GENERAL INFORMATION ABOUT MILAN

More information on Milan can be found on the city's official website:
www.turismo.milano.it/wps/portal/tur/en