



2010 OSCE REVIEW CONFERENCE

**ASTANA PART
26 - 28 November 2010**

LOGISTICAL MODALITIES PRACTICAL ARRANGEMENTS



Palace of Peace and Accord (Pyramid)

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INTRODUCTION

The *1992 Helsinki Document and the 1994 Budapest Document* mandate the OSCE with organizing review conferences before meetings of the OSCE Heads of State or Government (Summits). On 3 August 2010, the OSCE Ministerial Council adopted the decision on the time and venue of the next OSCE Summit and Review Conference (MC.DEC/3/10, see Annex 1). In accordance with this decision, an OSCE summit will be held in Astana on 1-2 December 2010, and the OSCE Review Conference will be held in three parts: in Warsaw from 30 September to 8 October 2010, in Vienna from 18 to 26 October 2010 and in Astana from 26 to 28 November 2010. The agenda, organizational framework, timetable and other modalities of the 2010 Review Conference were adopted by the Permanent Council in its Decision No. 952 of 29 July 2010 (see Annex 1). The modalities of the annual Human Dimension Implementation Meetings (HDIMs), as set out in PC.DEC/476 (see Annex 1), will be, *mutatis mutandis*, reflected in the human dimension parts of the Review Conference in Warsaw and Astana as outlined in PC.DEC/952. In case of contradiction between provisions of PC.DEC/476 and provisions of PC.DEC/952, the latter shall take precedence.

This Information Package contains information on logistical modalities and practical arrangements for the Astana Part of the Review Conference only.

1. AGENDA AND SCHEDULE OF SESSIONS

1.1. Agenda in Astana

1. Formal opening by a representative of the OSCE Chairperson-in-Office and a high representative of the host country
2. Working sessions for review of implementation of OSCE principles and commitments, including a focus on recommendations for future action and greater co-operation among participating States:
 - Forward-looking discussion of the three topics specifically selected by PC.DEC/933 (HDF)
3. Reports by the rapporteurs and the Chairperson's Summary
4. Formal closure of the entire Review Conference

1.2. Indicative Work Programme of the Astana Part of the Review Conference

All items of the agenda, except for item 2 of the agenda in Astana, will be dealt with in plenary sessions. Item 2 of the agenda in Astana will be dealt with in parallel working sessions. The working hours of the entire Review Conference: from 10 a.m. to 1 p.m. and from 3 to 6 p.m. Additional information circular will be issued following the adoption of the Indicative Work Programme of the entire Review Conference.

1.3. Schedule of Sessions in Astana

	MORNING	AFTERNOON
FRIDAY 26 November	10.00 Civil Society Forum	3.00 HDF 4
SATURDAY 27 November	10.00 HDF 5	3.00 HDF 6
SUNDAY 28 November	10.00 Reinforced Plenary	

HD = Human dimension

Agenda item 6(a): Review of the implementation of all OSCE principles and commitments in the human dimension (HDR)

Chairs: representative of the CiO; plenary on 7 October – Director of the ODIHR, as per PC.DEC/476; working sessions – moderators, as per PC.DEC/476

Agenda item 6(b) (agenda item 2 in Astana): Forward-looking discussion of the three topics specifically selected by PC.DEC/933 (HDF)

Chair: moderators as per PC.DEC/476

2. PARTICIPATION IN THE ASTANA PART OF THE REVIEW CONFERENCE

Representatives of OSCE participating States, Partners for Co-operation, OSCE Institutions, representatives of international organizations and representatives of non-governmental organizations (NGOs) will participate in the meeting. The plenary sessions of the Review Conference will be open unless otherwise agreed upon by the participating States at a plenary session. For more details on the modalities of participation of various categories of participants please see PC.DEC/952 (Annex 1). No fee for participants is requested. Please note that participation of representatives of NGOs shall be governed by the modalities set out in paragraph 6 and in the Annex of PC.DEC/952.

3. REGISTRATION/ACCREDITATION FOR THE ASTANA PART OF THE REVIEW CONFERENCE

All Participants are kindly requested to fill in the attached registration form (see Annex 4) and to send it to elke.lidarik@osce.org, fax: +43-1-531 37 577. The deadline for registration **for the Astana Part – 19 November 2010** (later applications will be accepted, including weekdays until 25 November 2010, but immediate processing cannot be guaranteed).

In addition, a list of all delegation members who will attend the conference should be sent from the Permanent Missions in Vienna to elke.lidarik@osce.org. Such a list would facilitate the accreditation process and would ensure that all delegation members are listed in accordance with their respective rank and seniority.

Please note that all NGOs wishing to attend the working sessions of the Review Conference will be admitted subject to the provisions contained in Chapter IV, paragraphs 15 and 16 of the Helsinki Document 1992 and on the basis of the procedures set out in the Annex to PC.DEC/952 (attached).

Note: registration for the Astana part of the Review Conference does not grant access to the 2010 OSCE Summit. Registration for the OSCE Summit must be done separately according to appropriate information circular for NGOs.

3.1. Badges

Access to the Conference area will be permitted only with badges. We kindly ask participants to contact the Conference's accreditation desk at the Palace of Peace and Accord (Pyramid) in order to obtain the badges. By using the opportunity of advanced registration delays in issuing the conference badges before the opening of the conference could be avoided.

The accreditation desk will be open
on Thursday, **25 November**, from 10 a.m. until 4 p.m.
on the following days, from 9 a.m. until the end of the meetings

4. CONTRIBUTIONS AND DOCUMENTS DISTRIBUTION

Those making reports or contributions under any agenda item are encouraged to submit them in writing. Oral presentations under any agenda item should not exceed five minutes.

Prepared statements, background documentation, comments or other written materials may be submitted in advance for circulation by the Documents Distribution Centre (documents@osce.org), as well as advanced copies for interpreters only. Please be informed that the Documents Distribution Centre in Astana will be located in the Palace of Peace and Accord (Pyramid).

5. INTERPRETATION/LANGUAGES

During the plenary sessions, simultaneous interpretation will be provided between the six official OSCE languages (English, French, German, Italian, Russian and Spanish).

6. SIDE EVENTS

Side events may be held in the course of the Review Conference. Additional information on the content and objectives of any side event, as well as timing and duration will be made available at a later stage. Rooms for side events will be located in the Palace of Peace and Accord (Pyramid).

In order to guarantee efficient use of resources you are kindly requested to address your intentions to organize a side event in the course of the meeting to Ms. Aida Balganova: (e-mail: a.balganova@mfa.kz; tel: +7 7172 72 00 54, fax: +7 7172 72 05 35, mobile: +7 701 242 55 06).

Rooms for side events:	Room 1	Room 2
Location	1st floor	1st floor
Seating Capacity	50 seats	60 seats
Room lay-out	Square table	Theatre style
Microphones	Yes	Yes
Technical equipment for presentation	Upon request	Upon request
Interpretation equipment	Upon request	Upon request

Please be informed that interpretation for side events will NOT be provided by the OSCE.

For interpretation services please contact “Intera LLC”

Tel/fax: + 7 7172 41 83 96

Tel.: + 7 7172 97 10 87 / 88 / 89

E-mail: info2@intera.kz

Website: www.intera.kz

Organizers of side events wishing to offer refreshments may contact “Baiterek Orleu Company”

Tel.: + 7 7172 79 22 65

Fax: + 7 7172 79 18 93

E-mail: info@bro.kz

Website: www.bro.kz

Please note that all expenses have to be borne by the organizers of the side events.

A detailed check-list for organizers of side events can be found annexed hereto (Annex 3).

7. DISPLAY OF BACKGROUND/INFORMATION MATERIAL

Relevant information and documentation will be distributed and displayed at the conference venue. Should the originators wish to make their contributions public, the documents will also be posted on to the OSCE public website (<http://www.osce.org>).

8. TECHNICAL EQUIPMENT

The Plenary room as well as the room foreseen for side events will be equipped with technical facilities for power point presentations. The equipment consists of screens, 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.

9. WORKING AREAS

Appropriate working facilities for participants of the Conference will be arranged on level 1. This area will be accessible from 26 – 28 November and will be equipped with desks, computers (Microsoft windows XP and office XP), printers, phones and fax machine.

10. ACCOMMODATION

Host country made block reservation and identified a list of hotels in Astana for participants of the Astana part of the Review Conference (Annex 2).

For booking hotel rooms participating States, partners for cooperation and international organizations need to refer to the respective hotel list (Annex 2.1.) and fill in a special reservation form (Annex 2.2) and send it to hotelbooking@mfa.kz specifying the choice of hotel including alternative choices.

NGOs need to refer to the respective hotel list (Annex 2.3) and fill in a special reservation form (Annex 2.4) and send it to ngo.hotels@mfa.kz

For additional information please contact Kazakhstan OSCE Chairmanship Task Force:

For delegations reservation:

Ms. Assel Yerdenova
Tel: +7 7172 72 03 17
Mobile: +7 701 779 77 11
E-mail: hotelbooking@mfa.kz

For NGOs reservation:

Mr. Anuar Kalkamanov
Tel: +7 7172 72 00 54
Fax: +7 7172 72 05 35
E-mail: ngo.hotels@mfa.kz

11. TRANSPORTATION

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

Transportation of participants during the Astana part of the Review Conference from and to the airport **only** from selected hotels (Annex 2) will be provided by the host country. Transportation to the venue of the conference and back will also be organized by the host country **only** from selected hotels (Annex 2).

Delegations can use official Embassy cars for the Astana part of the Review Conference.

Contact:

Mr. Vitaliy Shatskov, Kazakh OSCE Chairmanship, Ministry of Foreign Affairs,
Mobile: +7 701 533 16 36, e-mail: v.shatskov@mfa.kz
Mr. Anuar Zhainakov, Kazakh OSCE Chairmanship, Ministry of Foreign Affairs,
Mobile: +7 701 203 1833, e-mail: transport@mfa.kz

Please note that smooth transport procedures for each individual can only be ensured when indicating the date and time of arrival and departure as well as flight numbers in the hotel booking form and the accreditation forms.

11.1. Taxis

Taxi service within Astana should generally be ordered by telephone. For popular taxi services dial:

1. “Virazh Taxi”: Tel: +7 (7172) 1-58-58, +7 (7172) 37-90-90
2. “Pegas-XXI”: Tel: +7 (7172) 158-63, 37-18-18, 37-24-24
3. “Riksha”: Tel: +7 (7172) 62 72 60, 8 701 441 7557
4. “Kazbek”: Tel: +7 (7172) 352-222, 359-999
5. “Capital Taxi”: Tel: +7 (7172) 066, 320220, +77017855737
6. “Dinara”: Tel: +7 (7172) 062, 217-178
7. “Avenue”: Tel: +7 (7172) 067, 317-020
8. “Altay”: Tel: +7 (7172) 321-212, 327-723
9. “Zarya Astany”: Tel: +7 (7172) 057, 322-828
10. “Salem”: Tel: +7 (7172) 39 79 79, 34 49 49

11. "Allur": Tel: +7 (7172) 068, 353-333
12. "Zelenoglazoe Taxi": Tel: +7 (7172) 069, 324-288
13. "Mimino": Tel: +7 (7172) 059, 315-610
14. "Arba": Tel: +7 (7172) 065, 390-099
15. "Samal": Tel: +7 (7172) 222222, 221882

11.2. Public transport

Public transportation information is available at: www.astana.kz

12. CATERING

Participants in the Astana part of the Review Conference will be provided with coffee-breaks and lunches on 27 and 28 November. Participants are kindly requested to arrange dinner themselves.

Catering for Side Events (SE) participants is available at the cost of the SE organizers.

13. SOCIAL EVENTS

Participants in the Astana part of the Review Conference will be offered tours of the hosting city during the Conference. *Annex on detailed info will be produced at a later stage.*

14. LUGGAGE STORAGE

Please take note that for security reasons, luggage cannot be stored at the conference venue (inclusive the closing day of the Conference).

15. GENERAL INFORMATION ABOUT KAZAKHSTAN

15.1. Visa modalities

Please note that the application for a Kazakh visa may take up to 2 weeks. Visa applications should be addressed to the respective Embassy/Consulate in a timely manner.

The entry visa will be free-of-charge for the participants of the conference.

No entry visa is required for nationals of the following countries and types of passports:

- For Holders of general passports of the following countries:

Russian Federation, Belarus, Kyrgyzstan, Tajikistan, Armenia, Georgia, Moldova, Uzbekistan, Azerbaijan, Ukraine, Mongolia, Turkey

- For holders of service and diplomatic passports of the following countries:

Russian Federation, Belarus, Kyrgyzstan, Tajikistan, Armenia, Georgia, Moldova, Uzbekistan, Azerbaijan, Ukraine, Turkmenistan, Hungary, Slovakia, Romania, Croatia, Serbia, Bulgaria, Mongolia, Turkey, South Korea, Israel.

- For holders of diplomatic passports of the following countries:

Russian Federation, Belarus, Kyrgyzstan, Tajikistan, Armenia, Georgia, Moldova, Uzbekistan, Azerbaijan, Ukraine, Turkmenistan, Hungary, Slovakia, Romania, Poland, Croatia, Estonia, France, Spain, Serbia, Italy, Slovenia, Bulgaria, Denmark, Mongolia, Turkey, Egypt, Republic of Korea, Israel.

For further information, please check the website of the Ministry of Foreign Affairs of Kazakhstan: www.mfa.kz

Following documents are required (please consult with Kazakhstan consular to representations for more precise information):

- valid passport. The passport should still be valid for another 6 months from the last date of visa validity period.
- **visa application form** duly filled out and signed (**Annex 5**)
- two photographs (format 3,5 x 4,5 cm).

In case of visa problems, please contact:

Mr. Kadyr Kayupov, Ministry of Foreign Affairs of Kazakhstan.

Email: dks-astana@mfa.kz, tel: +7 7172 720470,+7 7172 7204171 Fax: +7 7172 720478, + 7 7172 720460, mobile: + 7 701 331 5152.

Ms. Aina Bekisheva, Ministry of Foreign Affairs of Kazakhstan.

Email: dks-astana@mfa.kz, tel: +7 7172 720470, +7172 7204171, Fax:+7 7172 72048, +7 7172 720460, mobile: +7 701 382 0013.

15.2. Climate

The climate in Kazakhstan is continental with cold winters and hot summers. Precipitation varies between arid and semi-arid conditions. Temperature in Astana during November-December varies from –10 to –25 °C.

15.3. Time

West/East ([UTC](#)+3/+4; +5/+6)

15.4. Emergencies and first aid

First aid will be provided at the Conference venue.

In case of emergence please dial 101 for fire accidents, 102 for police and 103 for ambulance services.

16. LIABILITY

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 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.

17. POINTS OF CONTACTS

17.1. Substantial issues

Kazakh OSCE Chairmanship

Mr. Usen Suleimenov, Deputy Permanent Representative to the OSCE,
usensus@kazakhstan.at, tel: +43 1 890 800 814, mobile: +43 676 757 11 26

Mr. Didar Temenov, Kazakh OSCE Chairmanship, Permanent Mission to the OSCE
didar@kazakhstan.at, tel: +43 1 890 80 09 17, mobile: +43 676 604 77 14

Ms. Sayagul Konakbayeva, Head of Division, Ministry of Foreign Affairs
s.konakbayeva@mfa.kz, tel: +7 7172 72 05 40, mobile: +7 701 529 04 27

17.2. Protocol Issues and Logistical Modalities

Ms. Elke Lidarik, OSCE Conference Services,
elke.lidarik@osce.org, tel: +43 1 51436 6392, mobile: +43 664 141 88 67

Mr. Azamat Ayap, Kazakh OSCE Chairmanship, Ministry of Foreign Affairs
a.ayap@mfa.kz, tel: +7 7172 72 00 41, mobile: +7 701 533 67 83

MC.DEC/3/10



Organization for Security and Co-operation in Europe
Ministerial Council

MC.DEC/3/10
3 August 2010

Original: ENGLISH

DECISION No. 3/10
TIME AND VENUE OF THE NEXT OSCE SUMMIT
AND REVIEW CONFERENCE

The Ministerial Council,

Recalling the Ministerial Declaration on the OSCE Corfu Process of 2 December 2009 (MC.DOC/1/09) and the Ministerial Council Decision on the time and place of the next meeting of the OSCE Ministerial Council of 2 December 2009 (MC.DEC/14/09),

Recalling the 1994 Budapest Summit decision that the review meeting before each Summit will be held in Vienna, and taking into account the practice of holding parts of the 1999 Review Conference in other venues,

Pursuant to the OSCE Rules of Procedure (MC.DOC/1/06), and recalling Permanent Council Decision No. 476 on the modalities for OSCE meetings on human dimension issues,

Taking into account Permanent Council Decision No. 932 on the dates of the 2010 Human Dimension Implementation Meeting (HDIM) and Permanent Council Decision No. 933 on the topics for the second part of the 2010 HDIM,

Noting that the Annual Security Review Conference, the Annual Implementation Assessment Meeting and the Economic and Environmental Forum were already held in 2010,

Decides that:

1. The next OSCE Summit will take place in Astana on 1 and 2 December 2010;
2. The Eighteenth Meeting of the OSCE Ministerial Council will be held in 2011;
3. The Review Conference before the next OSCE Summit will take place in three parts, with distribution of working sessions between dimensions as indicated below:
 - (a) The first part will be held in Warsaw from 30 September to 8 October 2010;

- (b) The second part will be held in Vienna from 18 to 26 October 2010, with focus (i) on the full range of OSCE commitments in the politico-military dimension, (ii) on the full range of OSCE commitments in the economic and environmental dimension, and (iii) on OSCE structures and activities; and will be arranged in parallel working sessions;
- (c) The third part will be held in Astana from 26 to 28 November 2010;

The Warsaw and Astana parts of the Review Conference will focus on the full range of OSCE commitments in the human dimension, including the topics selected by PC.DEC/933, and will be arranged in consecutive working sessions. The modalities of the annual HDIMs as set out in PC.DEC/476, will be, *mutatis mutandis*, reflected in the human dimension parts of the Review Conference. The 2010 HDIM shall be cancelled.

- 4. The Permanent Council shall adopt decisions:
 - On the agenda, organizational framework, timetable and other modalities of the 2010 OSCE Summit in Astana;
 - On the agenda, organizational framework, timetable and other modalities of the 2010 OSCE Review Conference;
 - On the budget for the 2010 Summit and Review Conference.

825th Plenary Meeting

PC Journal No. 825, Agenda item 6

**DECISION No. 952
AGENDA, ORGANIZATIONAL FRAMEWORK, TIMETABLE AND
OTHER MODALITIES OF THE 2010 REVIEW CONFERENCE**

I. Agenda

(A) Review Conference in Warsaw (30 September–8 October 2010)

1. Formal opening
2. Statement by Mr. Kanat Saudabayev, OSCE Chairperson-in-Office
Statement by a high representative of the host country
Statement by the President of the OSCE Parliamentary Assembly
Statement by the OSCE Secretary General
3. Reports by:
 - (a) Director of the ODIHR
 - (b) OSCE High Commissioner on National Minorities
 - (c) OSCE Representative on Freedom of the Media
 - (d) President of the Court of Conciliation and Arbitration
 - (e) Chairperson of the Human Dimension Committee of the Permanent Council
4. General debate among the participating States
5. Contributions by:
 - (a) OSCE Partners for Co-operation
 - (b) United Nations

- (c) Other international organizations, institutions and entities
- 6. Working sessions for review of implementation of OSCE principles and commitments, including a focus on recommendations for future action and greater co-operation among participating States:
 - (a) Review of the implementation of all OSCE principles and commitments in the human dimension (HDR)
 - (b) Forward-looking discussion of the three topics specifically selected by PC.DEC/933 (HDF)
- 7. Reports by the rapporteurs and the Chairperson's summary
- 8. Formal closure

(B) Review Conference in Vienna (18 October–26 October 2010)

- 1. Formal opening
- 2. Statement by a representative of the OSCE Chairperson-in-Office
Statement by the President of the OSCE Parliamentary Assembly
Statement by the OSCE Secretary General
- 3. Reports by:
 - (a) OSCE High Commissioner on National Minorities
 - (b) Chairperson of the Forum for Security Co-operation
 - (c) Chairperson of the Security Committee of the Permanent Council
 - (d) Chairperson of the Economic and Environmental Committee of the Permanent Council
 - (e) Director of the Conflict Prevention Centre
- 4. General debate among the participating States
- 5. Contributions by:
 - (a) OSCE Partners for Co-operation
 - (b) United Nations
 - (c) Other international organizations, institutions and entities

6. Working sessions for review of implementation of OSCE principles and commitments, including a focus on recommendations for future action and greater co-operation among participating States:
 - (c) Review of the implementation of all OSCE principles and commitments in the politico-military dimension (PMS)
 - (d) Review of the implementation of all OSCE principles and commitments in the economic and environmental dimension (EED)
 - (e) Review of OSCE structures and their activities, including consideration of proposals designed to enhance the role of the OSCE and further strengthen its capabilities (OSA)
7. Reports by the rapporteurs and the Chairperson's Summary
8. Formal closure

(C) Review Conference in Astana (26–28 November 2010)

1. Formal opening by a representative of the OSCE Chairperson-in-Office and a high representative of the host country
2. Working sessions for review of implementation of OSCE principles and commitments, including a focus on recommendations for future action and greater co-operation among participating States:
 - Forward-looking discussion of the three topics specifically selected by PC.DEC/933 (HDF)
3. Reports by the rapporteurs and the Chairperson's Summary
4. Formal closure of the entire Review Conference

II. Organizational framework, timetable and other modalities

1. The Review Conference shall be held in accordance with the OSCE Rules of Procedure (MC.DOC/1/06 of 1 November 2006), in particular its Section (A) OSCE meetings, and will be governed by the following provisions. The modalities of annual Human Dimension Implementation Meetings (HDIMs), as set out in PC.DEC/476, will be, *mutatis mutandis*, reflected in the human dimension parts of the Review Conference in Warsaw and Astana as outlined below. In case of contradiction between provisions of PC.DEC/476 and provisions of this decision, the latter shall take precedence.

Under agenda item 3, at the Review Conference in Vienna, the Chairperson of the Joint Consultative Group (JCG) and the Chairperson of the Open Skies Consultative Commission (OSCC) may provide information on the functioning of the CFE regime and the

functioning of the Open Skies Treaty, respectively. Similarly, the Chairperson of the Forum for Security Co-operation (FSC) will be invited to report to the plenary on Monday, 18 October 2010.

2. All items of the agenda of the Review Conference, except for item 6 of the agenda in Warsaw and Vienna and item 2 of the agenda in Astana, will be dealt with in plenary sessions. Item 6 of the agenda in Warsaw and Vienna and item 2 of the agenda in Astana will be dealt with in working sessions, arranged in parallel working sessions in Vienna and in consecutive working sessions in Warsaw and Astana. The working hours of the Review Conference: from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

Those making reports or contributions under any agenda item are encouraged to submit them in writing. Oral presentations under any agenda item should not exceed five minutes.

3. The OSCE Parliamentary Assembly and the OSCE Partners for Co-operation may attend all sessions of the Review Conference and make both oral and written contributions under item 6 in Warsaw and Vienna and item 2 in Astana. All OSCE executive structures, in particular field operations, are encouraged to designate representatives to participate in the Review Conference.

4. An indicative work programme for the working sessions under item 6 in Warsaw and Vienna and item 2 in Astana will be agreed upon by the participating States before, if possible, or at the first plenary session of the Review Conference in Warsaw, after open-ended informal consultations among the participating States in Vienna that are to be concluded prior to the opening of the Review Conference. For practical and organizational reasons, the deliberations at the Review Conference will be organized according to the three traditional areas of OSCE activity; at the same time, sessions will be organized in such a way as to permit a discussion of OSCE structures and their activities:

Politico-military dimension

Agenda item 6(c): Review of the implementation of all OSCE principles and commitments relating to the politico-military and non-military aspects of security (PMS)

Chair: Representative of Greece
(8 sessions)

Economic and environmental dimension

Agenda item 6(d): Review of the implementation of all OSCE principles and commitments in the economic and environmental dimension (EED)

Chair: Representative of Lithuania
(7 sessions)

Human dimension

Agenda item 6(a): Review of the implementation of all OSCE principles and commitments in the human dimension (HDR)

Chair: moderators, as per PC.DEC/476
(8 sessions)

Agenda item 6(b) (agenda item 2 in Astana): Forward-looking discussion of the three topics specifically selected by PC.DEC/933 (HDF)

Chair: moderators, as per PC.DEC/476
(6 sessions)

OSCE structures and their activities

Agenda item 6(e): Review of OSCE structures and their activities, including consideration of proposals designed to enhance the role of the OSCE and further strengthen its capabilities, of OSCE co-operation with the Partners for Co-operation and international organizations and initiatives and of lessons learned from field activities (OSA)

Chair: Representative of the Chairperson-in-Office
(7 sessions)

5. The plenary sessions of the Review Conference will provide direction to the deliberations in the working sessions and will conclude each part of the Review Conference.
6. In keeping with the increasing openness of OSCE activities, representatives of non-governmental organizations (NGOs) with relevant experience in the area under discussion are free, on the basis of the procedures set out in the Annex, to attend and contribute to the working sessions of the Review Conference dealing with the human and the economic and environmental dimensions (EED, HDR and HDF) and the part of working sessions on OSCE structures and their activities dealing with lessons learnt from field activities (part of OSA).
7. The plenary sessions of the Review Conference will be open unless otherwise agreed upon by the participating States at a plenary session.
8. The plenary sessions and working sessions of the Review Conference will be held in accordance with the schedule of sessions contained in this document. This schedule will be subject to constant review and possible readjustment by the participating States at a plenary session.
9. The following international organizations, institutions and initiatives will be invited to attend and make written contributions at all sessions of the Review Conference: Adriatic-Ionian Initiative; African Union; Asian Development Bank; Association of Southeast Asian Nations (ASEAN); ASEAN Regional Forum; Barents Euro-Arctic Council; Central Asian Regional Information and Coordination Centre for Combating Illicit Trafficking of Narcotic Drugs, Psychotropic Substances and their Precursors; Central European Initiative;

Collective Security Treaty Organization; Commonwealth of Independent States; Commonwealth of Nations; Community of Democracies; Community of Portuguese Speaking Countries; Conference on Interaction and Confidence-Building Measures in Asia; Council of the Baltic Sea States; Council of Europe; Economic Cooperation Organization; Energy Charter Secretariat; Eurasian Economic Community; European Bank for Reconstruction and Development; European Investment Bank; Europol; Financial Action Task Force; International Atomic Energy Agency; International Committee of the Red Cross; International Criminal Court; International Criminal Police Organization; International Criminal Tribunal for the former Yugoslavia; International Energy Agency; International Fund for Saving the Aral Sea, International Labour Organization; International Monetary Fund; International Organization for Migration; League of Arab States; North Atlantic Treaty Organization; Non-Aligned Movement; Organization of American States; Office of the United Nations High Commissioner for Human Rights; Office of the United Nations High Commissioner for Refugees; Organisation for Economic Co-operation and Development; Organization for Democracy and Economic Development – GUAM; Organisation internationale de la Francophonie; Organization of the Black Sea Economic Cooperation; Organization of the Islamic Conference; Organization for the Prohibition of Chemical Weapons; Preparatory Commission for the Comprehensive Nuclear-Test-Ban; Regional Cooperation Council; Shanghai Cooperation Organisation; South-East European Cooperation Process; Southeast European Cooperative Initiative; Union for the Mediterranean; United Nations Alliance of Civilizations; United Nations Children’s Fund; United Nations Conference on Trade and Development; United Nations Development Fund for Women; United Nations Development Programme; United Nations Economic and Social Commission for Asia and the Pacific; United Nations Economic Commission for Europe; United Nations Educational, Scientific and Cultural Organization; United Nations Environment Programme; United Nations Institute for Disarmament Research; United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States; United Nations Office on Drugs and Crime; United Nations Regional Centre for Preventive Diplomacy for Central Asia; World Bank and the World Customs Organization.

The above international organizations, institutions and initiatives will be invited to make their contributions to plenary sessions and at appropriate working sessions of the Review Conference in the context of relevant agenda items.

10. The Chair at the plenary sessions of the Review Conference will be a representative of the Chairperson-in-Office, except for the plenary session in Warsaw to conclude discussion of agenda item 6(a), which will be chaired by the Director of the ODIHR, in accordance with PC Decision No. 476. The discussions during the working sessions in Vienna will be chaired by representatives of the other two OSCE Troika countries: Greece and Lithuania. The discussions during the working sessions in Warsaw and Astana will be chaired by moderators as stipulated in PC Decision No. 476, who will be appointed by the Chairmanship.

The representative of the Chairperson-in-Office will, after consultations with the participating States, appoint appropriate number of rapporteurs for the working sessions. The reports of the rapporteurs, which will not be regarded as binding documents, will be presented in the last plenary meeting of each part of the Review Conference, and will serve as a basis for subsequent deliberations at the Astana part of the Review Conference.

11. This decision will enter into effect as from the date of adoption of the Ministerial Council decision on the time and venue of the next OSCE Summit and Review Conference.

Schedule of sessions

1. Warsaw

Week 1	Thursday 30 September	Friday 1 October
Morning	Plenary	HDR 1
Afternoon	Plenary	HDR 2

Week 2	Monday 4 October	Tuesday 5 October	Wednesday 6 October	Thursday 7 October	Friday 8 October
Morning	HDR 3	HDR 5	HDR 7	Plenary*	HDF 2
Afternoon	HDR 4	HDR 6	HDR 8	HDF 1	HDF 3

2. Vienna

Week 3	Monday 18 October	Tuesday 19 October	Wednesday 20 October	Thursday 21 October	Friday 22 October
Morning		PMS 1 EED 1	PMS 3 EED 3	PMS 5 OSA 1	PMS 7 OSA 3
Afternoon	Plenary	PMS 2 EED 2	PMS 4 EED 4	PMS 6 OSA 2	PMS 8 OSA 4

Week 4	Monday 25 October	Tuesday 26 October
Morning	EED 5 OSA 5	EED 7 OSA 7
Afternoon	EED 6 OSA 6	Plenary

3. Astana

Week 4	Friday 26 November	Saturday 27 November	Sunday 28 November
Morning		HDF 5	Reinforced plenary
Afternoon	HDF 4	HDF 6	

PMS	Agenda item 6(c)	8 sessions
EED	Agenda item 6(d)	7 sessions
OSA	Agenda item 6(e)	7 sessions
HDR	Agenda item 6(a)	8 sessions
HDF	Agenda item 6(b) (item 2 in Astana)	6 sessions
*	Session chaired by the D/ODIHR	

Concerning Section II, paragraph 6:

Representatives of NGOs are invited to make written presentations through the OSCE Secretariat in close co-operation with the ODIHR, on the basis of which they may address specific questions orally as appropriate. NGOs will have equal access to the list of speakers to allow them to make their contributions under each agenda item addressed by the meeting as specified below. Contributions should not exceed five minutes each.

All NGOs wishing to attend the working sessions of the Review Conference dealing with the agenda items 6(d) – EED, 6(a) - HDR, 6(b) – HDF (item 2 in Astana) and the part of working sessions dealing with lessons learnt from field activities under agenda item 6(e) – OSA will be admitted subject to the provisions contained in Chapter IV, paragraphs 15 and 16 of the Helsinki Document 1992. Prior to the meetings, the OSCE Secretary General, in consultation with the ODIHR, will distribute to all participating States a list of the NGOs intending to participate. The Secretary General, in close co-operation with the ODIHR, will keep participating States regularly informed of additional NGOs wishing to attend the working sessions and plenary meetings. Should questions arise concerning the application of Chapter IV, paragraph 16 of the Helsinki Document 1992, the Secretary General, assisted by the ODIHR, will undertake consultations to ensure that any decision on the matter is in conformity with the said provisions and is based on the views of the interested participating States.



395th Plenary Meeting
PC Journal No. 395, Agenda item 4

DECISION No. 476
MODALITIES FOR OSCE MEETINGS ON
HUMAN DIMENSION ISSUES

The Permanent Council,

Recalling Decision No. 4 of the Bucharest Ministerial Council (MC(9).DEC/4), which tasked the Permanent Council with further reviewing the modalities of the human dimension meetings by 30 June 2002,

Further recalling the provisions of the Helsinki Document 1992, Chapter I and Chapter VI, paragraph (9),

Decides to adopt the modalities for the OSCE meetings on human dimension issues set out in the annexes to this Decision.

The modalities for the human dimension implementation meetings will, *mutatis mutandis*, be reflected in the human dimension segment of the Review Conference.

The Permanent Council may, in light of the experience gained, decide to make additional adjustments to the arrangements set out in the annexes, with a view to strengthening the effectiveness and attraction of the human dimension meetings further.

MODALITIES FOR OSCE MEETINGS ON HUMAN DIMENSION ISSUES.

I. Human Dimension Implementation Meetings

The following modalities amend and complement the provisions of Chapter VI, paragraph (9), of the Helsinki Document 1992.

1. During each year in which a Review Conference does not take place, the ODIHR will organize a Human Dimension Implementation Meeting (HDIM) of all the participating States, at its seat, to discuss implementation of OSCE human dimension commitments. The HDIM will last 10 working days, unless otherwise decided by the participating States. The HDIM will be concluded by a Reinforced Plenary Session, in accordance with paragraph 10, below.

2. The participating States will endeavour to be represented at the Human Dimension Implementation Meetings at an appropriately high level, both from their OSCE delegations/missions and by those responsible in their Foreign Ministries for their policies regarding human dimension issues. The High Commissioner on National Minorities (HCNM), the Representative on Freedom of the Media (RFOM) and the Director of the ODIHR, as well as their representatives, will also participate. The OSCE Parliamentary Assembly will be invited to participate. The ODIHR will be responsible for the distribution of written contributions and information material made available before the HDIM, and will endeavour to circulate such contributions and material well in advance for consideration by the participants.

3. The Human Dimension Implementation Meetings will consist of two parts. Each HDIM will start with an opening Plenary Session. The opening Plenary Session will, as a rule, be addressed by the Chairman-in-Office, a high representative of the host country, the Director of the ODIHR, the HCNM and the RFOM. The President of the OSCE Parliamentary Assembly will be invited to address this Plenary Session. A prominent international personality in the field of the human dimension may also be invited to address the opening Plenary Session.

4. The opening Plenary Session will be followed by eight Working Sessions to review the implementation of commitments. An experienced and particularly qualified moderator will be appointed to chair Working Sessions. Rapporteurs will also be appointed for the Working Sessions. The Working Sessions will be thematically organized and will together cover the full range of OSCE commitments in the human dimension. This will be reflected in the agreed agenda. Unless otherwise decided by the Permanent Council, the Working Sessions will be devoted to the following themes: Democratic Institutions; Rule of Law I; Rule of Law II; Tolerance and Non-Discrimination I; Tolerance and Non-Discrimination II; Fundamental Freedoms I; Fundamental Freedoms II; Humanitarian Issues and Other Commitments. (The HCNM or a senior representative of the HCNM will speak under

Working Session Tolerance and Non-Discrimination I. The RFOM or a senior representative of the RFOM will speak under Working Session Fundamental Freedoms I.)

5. Where appropriate, Working Sessions may be opened with an overview presented by an expert from within the OSCE. The participating States, international organizations and NGOs are encouraged to make recommendations during the Working Sessions. The participants are requested to circulate their recommendations in writing immediately to ensure an accurate record of the HDIM and to facilitate follow-up. Written recommendations will be compiled, collated and circulated to the participants by the ODIHR well in advance of the Reinforced Plenary Session at the end of the second part of the HDIM. The participating States are also encouraged to circulate written statements in advance in order to stimulate a more lively debate during the Working Sessions.

6. The first part of the Human Dimension Implementation Meeting will be concluded by a Plenary Session chaired by the Director of the ODIHR. This Plenary Session will be devoted to the presentation of the outcome of the Working Sessions and to a preliminary discussion of the recommendations made during these sessions in order to prepare for the Reinforced Plenary Session, which will take place in accordance with paragraph 1, above, and paragraph 10, below.

7. All participants will have equal access to the list of speakers in order to provide their contributions to each Working Session. Interventions during Working Sessions should not exceed seven minutes. Interventions during the concluding Plenary Session should not exceed five minutes. As a means of facilitating dialogue, delegations intending to raise an issue related to a specific country are encouraged to notify that country in advance. The speakers' list will be opened one hour prior to the opening of each session, with a view to ensuring equal access to the speakers' list. When appropriate, moderators may call on speakers out of order to facilitate a genuine discussion.

8. The second part of the Human Dimension Implementation Meeting will be devoted to forward-looking discussions with a view to fostering implementation of, as well as to refining and - if necessary including in order to meet new risks and challenges - further developing OSCE commitments. This part will be divided into eight Working Sessions. The first two Working Sessions, each with a duration of half a working day, will be devoted to a discussion of human dimension activities, with special emphasis on project work. This discussion will be opened by a senior representative of the ODIHR, who will present key future projects and priorities. Senior representatives of other OSCE institutions and field operations will make similar presentations. International organizations and NGOs are invited to comment on the OSCE presentations and to present their own project priorities. The participants will be given the opportunity to direct questions or comments to the speakers and to present their views on OSCE priorities and project work. With the exception of the introduction presented by the ODIHR, contributions at these sessions should not exceed seven minutes. In summing up the discussion, the moderator of these Working Sessions will strive to identify trends in the discussion and priorities for the future.

9. The following six Working Sessions will be devoted to discussion of, as a rule, three specifically selected topics. These topics will be selected and prepared in advance by the ODIHR, as described in paragraph 12, below. Unless otherwise decided by the Permanent Council, two Working Sessions, each with a duration of half a working day, will be devoted to each topic. The discussion of each of these topics will be opened by a particularly qualified

person who has been closely involved in the preparation of the HDIM concerning the relevant topic. The discussion will be forward-looking and aimed at concrete results. Particular attention should be paid to providing contributions to the preparation of the next OSCE Ministerial Council Meeting. Where relevant, presentation and discussion of concrete projects are also encouraged. For each topic, recommendations will be made with regard to the substance as well as to further follow-up. A moderator with particularly relevant knowledge will be appointed to chair the discussion of each topic. The moderator may propose to conduct parts of the discussion in an informal manner in order to stimulate more open deliberations. NGOs, specifically those with relevant experience, are particularly encouraged to participate in the discussion of the selected topics and to provide their suggestions and recommendations. The moderator of each topic will sum up the discussion and seek common understanding concerning further work required, in particular with a view to preparations for the next OSCE Ministerial Council Meeting.

10. The Human Dimension Implementation Meeting will be concluded by a Plenary Session reinforced by the participation of Human Rights Directors or similar senior officials responsible for human dimension matters in the Foreign Ministries of participating States, as well as OSCE Ambassadors. Heads of OSCE institutions will also participate and present their priorities for the future as well as their preliminary assessment of recommendations made during the HDIM. The Reinforced Plenary Session will receive reports from the work of the HDIM and review results and recommendations from the first and the second week. It will seek to provide direction with regard to follow-up of recommendations presented at the HDIM and with regard to the preparations for the next OSCE Ministerial Council Meeting.

11. The Chairmanship will organize a discussion in the Permanent Council within two weeks after the HDIM in order to discuss further the follow-up to the HDIM. The Director of the ODIHR will present a report from the HDIM. This Permanent Council will provide further direction required with regard to the follow-up to the results of the HDIM and to the recommendations made, in particular with a view to the preparations for the next OSCE Ministerial Council Meeting. It will also provide topics for the next three Supplementary Human Dimension Meetings (SHDMs), to be decided by 1 February. To assist the Permanent Council in its deliberations, the OSCE institutions and field operations will analyse the recommendations of the HDIM relevant to their activities and will present their views in writing prior to the above-mentioned Permanent Council meeting.

12. In January, the Director of the ODIHR will present proposals to the Permanent Council for the specific topics to be prepared for discussions during Working Sessions III - VIII of the second part of the HDIM. These proposals will take into account the results of the previous OSCE Ministerial Council Meeting and of the meeting of the Permanent Council referred to in paragraph 11, above. They will be presented following consultations with the Chairmanship and, as appropriate, with Heads of OSCE institutions. The Permanent Council will decide on the topics by 1 February. By the same date, it will also decide on the date of the HDIM. The Chairmanship will then task the Director of the ODIHR and Heads of other OSCE institutions, as appropriate, with carrying out preparations required to facilitate a result-oriented discussion of these topics at the HDIM. Such preparations may, *inter alia*, include the use of informal open-ended working groups and/or established OSCE human dimension events, including the SHDMs.

13. The agenda for the entire Human Dimension Implementation Meeting will be approved by the Permanent Council at the latest four months prior to the Meeting. An

annotated agenda, including side events, will be prepared by the Chairmanship, in consultation with the ODIHR, the HCNM and the RFOM. This annotated agenda for the Meeting will be distributed at the latest one month prior to it.

14. The Human Dimension Implementation Meeting will be scheduled in such a way as to avoid competition with similar meetings of other international fora and to attract higher-level participation, and to allow time for recommendations to be followed up, discussed and reflected at the next OSCE Ministerial Council Meeting.

15. The Chairmanship will ensure that other regular meetings, with the exception of matters requiring urgent attention, will be suspended for the duration of the HDIM.

16. The remaining provisions of Chapter VI of the Helsinki Document 1992 will continue to apply in their entirety.

17. For the purpose of the Human Dimension Implementation Meeting in 2002 only, the following specific rules and modalities will apply: The six working sessions stipulated in paragraph 9 will be reduced to four working sessions. Consequently, the discussions during these working sessions will be devoted to two specifically selected topics, with two Working Sessions for each topic. These topics will be selected and decided upon no later than 23 May 2002. This decision and the subsequent preparations will take place in accordance with the procedures described in paragraph 12, above. The entire agenda for the HDIM in 2002 will be approved no later than 6 June 2002.

II. Supplementary Human Dimension Meetings

1. During each year, the Chairman-in-Office will, as a rule, organize three informal Supplementary Human Dimension Meetings (SHDMs), each lasting one-and-a-half working days, in the framework of the Permanent Council, in order to discuss key substantive concerns raised at the previous Human Dimension Implementation Meeting or Review Conference and to ensure follow-up for them as well as for the OSCE Human Dimension Seminars. They will be organized in three consecutive Working Sessions.
2. These Meetings will be held in Vienna. With the consent of the host State, they may also be organized elsewhere, provided that their impact would thereby be increased.
3. The dates for the SHDMs will be presented to the Permanent Council by the Chairman-in-Office as early as possible each year, and no later than 1 February.
4. The detailed agenda for each meeting will be made available at least 30 days before it takes place, unless otherwise decided by the participating States.
5. The ODIHR will assist the Chairman-in-Office in preparing the SHDMs. The resources of the Secretariat will be drawn upon for logistical support.
6. The Partners for Co-operation and the Mediterranean Partners for Co-operation will be invited to attend SHDMs. They will be invited to contribute to Meetings with respect to their co-operation and links with the OSCE in the relevant field of the human dimension.
7. International organizations having relevant experience in the field of the human dimension will be invited to participate in the SHDMs.
8. NGOs will be invited to submit in writing their recommendations and suggestions with regard to the structure and concept of the SHDMs. A prominent NGO representative could address the opening session of the SHDMs.
9. In order to prepare the SHDMs, the OSCE institutions will provide, well in advance, food-for-thought papers on the topics to be discussed. In accordance with their mandates and depending on the topic, the OSCE field structures will contribute actively to the preparation process.
10. Delegations are encouraged to circulate written statements in advance in order to stimulate a more lively debate during the working sessions.
11. The Chairman-in-Office will provide the Permanent Council with a presentation on the proceedings of each SHDM.
12. The ODIHR will be tasked with presenting a written report, including statements made at the SHDMs, and distributing them prior to the next Human Dimension Implementation Meeting or Review Conference.

III. General issues

1. By 15 February at the latest, the Chairmanship will distribute an over-all annual calendar of OSCE human dimension events, including the HDIMs, the SHDMs, the Human Dimension Seminar and other relevant events, in order to facilitate planning and participation by the participating States, OSCE institutions and field structures, other international organizations and NGOs. The participating States will make every effort to ensure appropriate participation in OSCE meetings devoted to human dimension issues, including by the NGO community. The topics for the second week of the HDIMs, the SHDMs and the Human Dimension Seminar will be chosen with the aim of ensuring that they complement and reinforce each other and in order to stimulate further progress. Particular attention will be given to providing inputs to the Permanent Council meeting referred to in Annex 1, above, and to the next OSCE Ministerial Council Meeting.
2. The participating States are entitled to exercise their right of reply in accordance with the provisions of paragraph 87 (Chapter 6) of the Final Recommendations of the Helsinki Consultations.
3. All non-governmental organizations having relevant experience in the field of the human dimension will be invited to participate, subject to the provisions contained in Chapter IV, paragraph (16), of the Helsinki Document 1992, following registration with the ODIHR.
4. The Partners for Co-operation, the Mediterranean Partners for Co-operation, international organizations and institutions, as well as non-governmental organizations, are invited to ensure appropriate participation in OSCE meetings devoted to human dimension issues.
5. The moderators of the human dimension meetings are encouraged to adopt a proactive attitude to help ensure that the participants engage in a constructive debate aimed at improving the implementation of OSCE commitments and formulating recommendations, thereby reinforcing the relevance of the human dimension meetings.
6. Further contributions to the Voluntary Fund to Foster the Integration of Recently Admitted Participating States are encouraged in order to promote appropriate participation in OSCE meetings devoted to the human dimension.

**INTERPRETATIVE STATEMENT
UNDER PARAGRAPH 79 (CHAPTER 6) OF THE FINAL
RECOMMENDATIONS OF THE HELSINKI CONSULTATIONS**

By the Delegation of the United States of America:

“The United States is pleased to have been able to join consensus on this decision to adopt the revised modalities for the Human Dimension Implementation Review Meeting (HDIRM). We however, would like to make the following interpretative statement.

First, regarding the language in Annex III, paragraph 5, concerning the role of moderators of human dimension meetings, this language should not be construed as allowing a moderator to prevent any participant from speaking.

Second, regarding the language in Annex I, paragraph 17, concerning the number of specifically selected topics for the second part of the HDIRM this year, we highlight the point that in years after 2002 there is agreement that there will be three specifically selected topics.

We reiterate that real cases and situations can be discussed in every session of the HDIRM. The key goal of the HDIRM is to resolve or ameliorate actual cases and situations.

This must be an integral element of the forward-looking discussions, as well as of the working sessions to review implementation of commitments.

Another overarching goal of the reform process was to link the HDIRM directly with the Permanent Council (PC). We have accomplished this goal. We hope that the Chairman-in-Office will interpret Annex 1, paragraph 11, as organizing a separate PC devoted to the HDIRM two weeks after the meeting to give this the attention it deserves. We believe that this, combined with the reinforced plenary session at the end of the meeting in Warsaw, should ensure that we address the necessary issues and take the required decisions on follow-up.

It is thus essential that we take maximum advantage of the HDIRM’s concluding reinforced plenary session. It is also essential that we use the PC effectively, two weeks after the HDIRM to carry forward the work and recommendations coming out of the review meeting.

Finally, it is also extremely important to have non-governmental participation in the human dimension meetings. We believe that these new modalities will attract individual NGOs. We note that Annex III, paragraph 3, invites all non-governmental organizations having relevant experience in the field of the human dimension to participate. This should apply to the Human Dimension Implementation Review Meeting and its supplementary meetings. We look forward to implementing the new modalities in September and encourage the Ambassadors here to attend.

Mr. Chairman, we request that this statement be attached to the journal of the day.”

Helsinki Document 1992, Chapter IV

Increasing openness of CSCE activities, promoting understanding of the CSCE, expanding the role of NGOs

(12) The participating States will increase the openness of the CSCE institutions and structures and ensure wide dissemination of information on the CSCE.

(13) To this end:

- the Chairman-in-Office assisted by the CSCE Secretariat will arrange briefings on the political consultation process;
- the CSCE institutions will, within existing budgets, provide information to the public and organize public briefings on their activities;
- the Secretariat will facilitate the flow of information to and contacts with the media, bearing in mind that CSCE policy issues remain the responsibility of participating States.

(14) The participating States will provide opportunities for the increased involvement of non-governmental organizations in CSCE activities.

(15) They will, accordingly:

- apply to all CSCE meetings the guidelines previously agreed for NGO access to certain CSCE meetings;
- make open to NGOs all plenary meetings of review conferences, ODIHR seminars, workshops and meetings, the CSO when meeting as the Economic Forum, and human rights implementation meetings, as well as other expert meetings. In addition each meeting may decide to open some other sessions to attendance by NGOs;
- instruct Directors of CSCE institutions and Executive Secretaries of CSCE meetings to designate an "NGO liaison person" from among their staff;
- designate, as appropriate, one member of their Foreign Ministries and a member of their delegations to CSCE meetings to be responsible for NGO liaison;
- promote contacts and exchanges of views between NGOs and relevant national authorities and governmental institutions between CSCE meetings;
- facilitate during CSCE meetings informal discussion meetings between representatives of participating States and of NGOs;
- encourage written presentations by NGOs to CSCE institutions and meetings, titles of which may be kept and provided to the participating States upon request;
- provide encouragement to NGOs organizing seminars on CSCE-related issues;
- notify NGOs through the CSCE institutions of the dates of future CSCE meetings, together with an indication, when possible, of the subjects to be addressed, as well as, upon request, the activations of CSCE mechanisms which have been made known to all participating States.

(16) The above provisions will not be applied to persons or organizations which resort to the use of violence or publicly condone terrorism or the use of violence.

2.1. List of hotels for participating States, partners for cooperation, international organizations

1 USD is approximately 150 KZT
1 EUR is approximately 200 KZT

1.	Imperia G (4 Stars)	Standard Single – 42800 KZT Standard Double – 53800 KZT Business – 49800 KZT Business Double – 67800 KZT Deluxe – 53800 KZT Junior Suite – 67800 KZT Senior Suite – 81800 KZT
2.	Aka (3 Stars)	Standard Single – 5000 KZT Standard Double – 9000 KZT Business Single – 7000 KZT Deluxe – 10000 KZT
3.	Ak Sunkar	Standard Single – 6000 KZT Business Single – 13000 KZT Deluxe – 15000 KZT
4.	Altyn Adam (3 Stars)	Standard Single – 8500 KZT Business Single – 12000 – 14000 KZT Standard Double – 14000 KZT Deluxe – 16000 KZT Suite – 20000 KZT
5.	Altyn Orda (3 Stars)	Standard Single – 8000 KZT Business Single – 12000 – 14000 KZT Deluxe – 20000 KZT
6.	Botagoz (3 Stars)	Standard Single – 10000 KZT Business Single – 13000 KZT Deluxe – 15000 KZT Suite – 17000 KZT
7.	Caspil (3 Stars)	Standard Single – 10000 KZT Business Single – 12000 KZT Suite – 25000 KZT
8.	Capital (3 Stars)	Standard Single – 8000 KZT Standard Double – 12000 KZT Business Single – 10000 KZT Deluxe – 13000 KZT

9.	Everest (3 Stars)	Standard Single – 7800 KZT Business Single – 10000 KZT Junior Suite – 20000 KZT Senior Suite – 30000 KZT
10.	Olimp (3 Stars)	Moderate – 7000 KZT Standard Single – 10000 KZT Deluxe – 12000 KZT Suite – 14000 KZT
11.	Orion (3 Stars)	Standard Single – 10000 KZT Business Single – 14000 KZT Deluxe – 18500 KZT
12.	Sunkar (3 Stars)	Standard Single – 8000 KZT Business Single – 8800 KZT Deluxe – 10320 KZT Deluxe Double – 14250 KZT Suite – 30000 KZT
13.	Torgay (3 Stars)	Standard Single – 8000 KZT Standard Double – 10000 KZT Deluxe – 14000 KZT
14.	Zhas Amir (3 Stars)	Standard Single – 8000 KZT Standard Double – 17000 KZT Business Single – 10000 KZT Business Double – 17000 KZT Deluxe – 30000 KZT
15.	Zhibek Zholy (3 Stars)	Standard Single – 7500 – 9500 KZT Standard Double – 10000 – 13000 KZT Business Single – 11000 – 15000 KZT
16.	Aksu	Standard Single – 6500 KZT Standard Double – 7000 KZT Deluxe – 11000 KZT
17.	Almaly	Standard Single – 8000 KZT Business Single – 12000 KZT Premium – 14000 KZT Deluxe – 20000 KZT Suite - 30000 KZT
18.	Arman Kala	Standard Single – 20000 KZT Standard Double – 30000 KZT Deluxe – 30000 KZT Deluxe Double – 40000 KZT

19.	Astana Plaza	Standard Single – 7000 - 10000 KZT Business Single – 15000 KZT
20.	Baian Sulu	Standard Single – 10500 KZT Standard Double – 13500 KZT Business Single – 15000 KZT Deluxe – 18000 KZT
21.	Bozok	Standard Single – 12000 KZT Standard Double – 12000 KZT Deluxe 18000 KZT
22.	Delight Hotel	Standard Single – 7000 KZT Standard Double – 11000 KZT Business Single – 10000 KZT Premium – 12000 KZT Deluxe – 22000 KZT
23.	Edem	Standard Single – 9500 KZT Standard Double – 12000 KZT Deluxe – 14000 KZT
24.	Efendi	Standard Single – 10000 KZT Standard Double – 16000 KZT Business Single – 12000 KZT Deluxe – 15000 KZT Suite - 18000 KZT
25.	Izumrud	Standard Single – 15000 KZT Standard Double – 25000 KZT Deluxe – 25000 KZT Suite – 35000 KZT
26.	Interia	Business Single – 10000 KZT Deluxe – 12000 KZT Suite – 15000 KZT
27.	Katon Karagai	Standard Single – 15000 KZT Deluxe – 25000 KZT Suite – 50000 KZT
28.	Kokshetau	Standard Single – 6000 KZT Standard Double – 8000 KZT Standard Triple – 9000 KZT Deluxe – 12000 KZT
29.	Lucky	Standard Single – 15000 KZT Standard Double – 22500 KZT Deluxe – 27000 KZT Suite – 30000 KZT

30.	Milan	Standard Single – 15000 KZT Business Single – 18000 KZT Deluxe – 20000 KZT
31.	Nestay	Standard Single – 12000 KZT Standard Double – 19000 KZT Deluxe – 25000 KZT
32.	Prestige	Standard Single – 30000 KZT Standard Double – 38000 KZT Deluxe – 45000 KZT
33.	Shanyrak	Standard Single – 7000 KZT Business Single – 8000 KZT Deluxe – 11000 KZT
34.	Skif	Standard Single – 13000 KZT Business – 15000 KZT (EXB + 5000 KZT) Deluxe – 17000 KZT (EXB + 5000 KZT) Suite - 20000 KZT (EXB + 5000 KZT)
35.	Sofia	Standard Single – 6000 KZT Standard Double – 6000 KZT Standard Triple – 9000 KZT Standard Quadruple – 12000 KZT Business Single – 7000 KZT Deluxe – 10000 KZT
36.	Triumph Astana	Standard Single – 16000 KZT Deluxe – 25000 KZT Suite – 35000 KZT
37.	Windy Weather	Standard Single – 6500 KZT Standard Double – 10500 KZT Standard Triple – 12000 KZT Business Single – 12000 KZT
38.	Zeid	Business Single – 10000 KZT Business Double – 12000 KZT Deluxe – 17000 KZT

2.2. Hotel reservation form for participating States, partners for cooperation, international organizations



**2010 OSCE REVIEW CONFERENCE
ASTANA PART**

**HOTEL RESERVATION FORM FOR PARTICIPATING STATES, PARTNERS FOR
COOPERATION, INTERNATIONAL ORGANIZATIONS**

Delegation/Organization: _____
 Full name: _____
 Address: _____
 City: _____ Country: _____ Postal / Zip Code: _____
 Telephone: _____ Fax: _____ E-mail: _____
 Contact Person: _____ Date: _____

HOTEL (see Annex 2.1): _____

C/in date	C/out date	Room types * Please consult the enclosed list for room types	Number of rooms		Number of nights
			Single	Double	

2nd choice: _____ **3rd choice:** _____

TO SECURE YOUR HOTEL BOOKING:

Name of credit card holder: _____
 No: _____ Expiration Date: ___/___
 Date: _____ Signature: _____

Please complete and return this form no later than **1 November, 2010** to:
 State Protocol Department, Ministry of Foreign Affairs
 31, Konayev Str., 010000 Astana
 E-mail: hotelbooking@mfa.kz

- All requests will be treated on a first-come first-serve basis.
- Room cannot be guaranteed for Reservation Forms received after 01 November, 2010.

2.3. List of hotels for NGOs

1 USD is approximately 150 KZT
1 EUR is approximately 200 KZT

1.	Business Hotel (4 Stars)	Standard Single – 16000 KZT Business – 18000 KZT Premium – 20000 KZT Deluxe – 25000 KZT Suite – 35000 KZT
2.	Mukkamal (4 Stars)	Standard Single – 12000 KZT Standard Double – 20000 KZT Business Single – 17500 KZT Deluxe – 10000 KZT
3.	ABV	Standard Double – 10000 KZT Standard Triple – 14000 KZT Business Single – 12000 KZT Business Double – 14000 KZT Deluxe – 25000 KZT
4.	Ak Bulak	Standard Single – 12000 KZT Standard Double – 18000 KZT Business Single – 15000 KZT Business Double – 22000 KZT Deluxe – 24000 KZT
5.	Altyn Dala	Standard Single – 18000 KZT Standard Double – 30000 KZT Business Single – 20000 KZT Deluxe – 30000 KZT
6.	Art Astana	Standard Single – 11000 KZT Business Single – 17500 KZT Deluxe – 33000 KZT
7.	Daniyar	Standard Double – 10000 KZT Business Single – 12000 KZT Business Double – 12000 KZT Business Triple – 15000 KZT Business Quadruple – 17000 KZT Premium – 15000 KZT Deluxe – 18000 KZT
8.	Korsar	Standard Single – 10000 KZT Business Single – 12000 KZT Standard Double – 16000 KZT

9.	Oasis	Standard Single – 18000 KZT Luxe Single – 20000 KZT Standard King– 24000 KZT Twin Bed – 26000 KZT Luxe King – 28000 KZT Suite – 38000 KZT
10.	Residence	Standard Single – 9500 KZT Standard Double – 11000 KZT Family – 12000 KZT Deluxe – 13000 KZT



**2010 OSCE REVIEW CONFERENCE
ASTANA PART**

**HOTEL RESERVATION FORM FOR
NON-GOVERNMENTAL ORGANIZATIONS**

Organisation : _____
 Full name: _____
 Address: _____ City: _____
 Country: _____ Postal / Zip Code: _____
 Telephone : _____ Fax: _____ E-mail: _____
 Contact Person: _____ Date: _____

HOTEL RESERVATION 1st Choice: _____

C/in date	C/out date	Room types * Please consult the enclosed list for room types	Number of rooms		Number of nights
			Single	Double	

• In case of unavailability in your first choice, please mention alternative hotels:
2nd Choice : _____ **3rd Choice :** _____

TO SECURE YOUR HOTEL BOOKING:

Name of credit card holder: _____
 No: _____ Expiration Date: ___/___
 Date: _____ Signature: _____

• Please complete and return this form no later than **01 November, 2010** to:

OSCE Department, Ministry of Foreign Affairs
 31, Konayev Str., 010000 Astana
 Tel/Fax: +7 7172 720054/ + 7 7172 72 05 35
 E-mail: ngo.hotels@mfa.kz

- All requests will be treated on a first-come first-served basis.
- Room cannot be guaranteed for Reservation Forms received after 01 November, 2010.

Information for Organizers of Side Events in Astana

CHECK-LIST FOR ORGANIZERS OF SIDE EVENTS

Your name, organization. & website	
Your preferences on date and time of the event	
Number of participants.	
Venue/Room layout (pls. see the setting: roundtable, theatre).	
Title of your event.	
Name of conveying organization(s).	
One, two paragraph description of your event – no more than half A4 page (<i>Please note, this text will be included into the Annotated Agenda of Side Events to be distributed among the participants of the RC</i>).	
Working languages.	
Do you need technical equipment. If yes, please specify your needs.	
Do you wish to offer lunch/refreshments. For how many people?	
Special catering	
Name of contact person (incl. tel/fax/e-mail)? PR/PRs nr./nrs. for equipment & catering orders (only OSCE Field Operations & Institutions)	
Any other information that might be useful. Who will make necessary payments (if applicable), etc.	

Registration Form for Delegations and Partners for Co-operation



D

2010 OSCE REVIEW CONFERENCE

REGISTRATION FORM FOR DELEGATIONS AND PARTNERS FOR CO-OPERATION

SECTION 1 (TO BE FILLED IN BY ALL PARTICIPANTS)

- 1. State / Delegation:.....
2. Surname: Ms [] Mr [].....
3. First Name(s):
4. Position / Title:
5. Delegation's address:
6 Phone: E-Mail:.....
7. Part(s) of the Review Conference to attend (tick one, two or all three boxes):
Warsaw [] Vienna [] Astana []

SECTION 2 (not applicable to the registration for the Vienna Part by delegation members permanently accredited in Vienna)

- 8. Place and Date of birth:
9. Citizenship:
10. Passport No.: Issued by:
11. Issued on :..... Expiry date:.....
12(a) (Warsaw) Arrival Date:Departure Date:
12(b) (Vienna) Arrival Date:Departure Date:
12(c) (Astana) Arrival Date:Departure Date:

NOTE: You are kindly requested to return this registration form duly completed no later than the respective deadline to: elke.lidarik@osce.org or by fax: +43153137577



2010 OSCE REVIEW CONFERENCE

REGISTRATION FORM FOR INTERNATIONAL ORGANIZATIONS

SECTION 1 (obligatory):

- 1. Name of IO:.....
2. Surname: Ms [] Mr [].....
3. First Name(s):
4. Position / Title:
5. Delegation's address:
6 Phone: E-Mail:.....
7. Part(s) of the Review Conference to attend (tick one, two or all three boxes):
Warsaw [] Vienna [] Astana []

SECTION 2 (obligatory):

- 8. Place and Date of birth:
9. Citizenship:
10. Passport No.: Issued by:
11. Issued on :..... Expiry date:.....
12. Arrival Date:Departure Date:

NOTE: You are kindly requested to return this registration form duly completed no later than the respective deadline to: elke.lidarik@osce.org or by fax: +43153137577



NGO

2010 OSCE REVIEW CONFERENCE

REGISTRATION FORM FOR NON-GOVERNMENTAL ORGANIZATIONS

SECTION 1 (obligatory):

1. Name of the NGO:.....

Country the NGO is based:

2. Surname: Ms Mr

3. First Name(s):

4. Position / Title:

5. Delegation's address:

.....

6 Phone: E-Mail:.....

7. Part(s) of the Review Conference to attend (tick one, two or all three boxes):

Warsaw

Vienna

Astana

SECTION 2 (obligatory):

8. Place and Date of birth:

9. Citizenship:

10. Passport No.: Issued by:

11. Issued on :..... Expiry date:.....

12. Arrival Date:Departure Date:

NOTE: You are kindly requested to return this registration form duly completed no later than the respective deadline to: elke.lidarik@osce.org or by fax: +43153137577



2010 OSCE REVIEW CONFERENCE

REGISTRATION FORM FOR OSCE SECRETARIAT, OSCE INSTITUTIONS

SECTION 1:

1. Department/Mission:.....
2. Surname: Ms Mr
3. First Name(s):
4. Position / Title:
5. Delegation's address:
-
- 6 Phone: E-Mail:.....
7. Part(s) of the Review Conference to attend (tick one, two or all three boxes):
Warsaw Vienna Astana

SECTION 2 (to be filled in by those requesting invitation letters)

8. Place and Date of birth:
9. Citizenship:
10. Passport No.: Issued by:
11. Issued on :..... Expiry date:.....
12. Arrival Date:Departure Date:

NOTE: You are kindly requested to return this registration form duly completed no later than the respective deadline to: elke.lidarik@osce.org or by fax: +43153137577

Visa Application Form

ҚАЗАҚСТАН РЕСПУБЛИКАСЫ
ВИЗАЛЫҚ САУАЛНАМА



The Republic of Kazakhstan
VISA APPLICATION FORM

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Фото сурет
Photo

Ескертпе!

Сауалнама баспалық әріптермен толық және ұқыпты түрде толтырылуы тиіс.
Дұрыс толтырылмаған сауалнама кіру визасын беруден бас тартуға себеп болуы мүмкін.

Attention!

Application form should be filled in fully and accurately, in block letters.
Wrong filling of application form can become a cause of refuse in issue of entry visa.

1. Тегі/Surname(s): _____
2. Аты/First names: _____
3. Өзге де тегі мен аты/Other names and surnames: _____
4. Жынысы/Sex: Ер/Male Әйел/Female
5. Туған күні/Date of birth: күні/day айы/month жылы/year
6. Туған жері (қала және ел)/Place of birth (city and country): _____
7. Азаматтығы/Nationality: _____
- Туған кезіндегі азаматтығы/Nationality by birth: _____
8. Отбасы жағдайы/Marital status:
 - бойдақ/single
 - ажырасқан/divorced
 - үйленген (күйеуде)/married
 - тұл ер (жесір)/widow(er)
9. Егер үйленген (күйеуде) болсаңыз жұбайыңыздың (зайыбыңыздың) аты-жөнін және азаматтығын көрсетіңіз/If you are married, please, inform your spouse's full name and nationality: _____
10. Тұрақты тұратын мекен-жайы/Your permanent home address: _____ тел/tel. _____
11. Мамандығы және лауазымы/Occupation (educational background and position): _____
12. Жұмыс орны/Place of work: _____ мекен-жайы/address: _____ тел/tel. _____
13. Паспорт түрі/Type of passport:
 - дипломаттық/diplomatic
 - ұлттық/ordinary
 - қызметтік/service
 - басқа құжат түрі/other type of document
 Нөмірі/Number: _____ берілген күні/date of issue: _____ берілген жері/issued by: _____ қолданыс мерзімі/valid till: _____
14. Туған елінен тыс тұратын адамдар үшін: тұратын мемлекетіне қайтуға рұқсаты бар ма?/For person who lives outside of the country of origin: have you got a permission to return to the country of living?:
Жоқ/No Бар/Yes
- Рұқсаты болған жағдайда, құжат нөмірін және қолданыс мерзімін көрсетіңіз/If yes, please indicate the number of this document and its validity: _____
15. Бұрын Қазақстанда болғансыз ба?/Have you visited the Republic of Kazakhstan before?: Жоқ/No Иә/Yes
- Болған жағдайда, бұрынғы сапарларыңыздың күндерін және мақсатын көрсетіңіз/If yes, indicate the date and purpose of the visit(s): _____
16. Сіздің Қазақстан Республикасына келуіңізге бұрын рұқсат берілмеген жағдай болды ма?/Have you ever been refused entry to the Republic of Kazakhstan?: Жоқ/No Иә/Yes **Бас тартылған жағдайда, себептерін жазыңыз (қашан және кім рұқсатты берген жоқ)/If yes, please give details below (when and by whom):** _____
17. Сапардың мақсаты/Purpose of travel: _____

18. Қабылдайтын тарап (мекен-жайы, тел.)/Inviting organization (address, tel.):

_____ **нем**
есе жауапты тұлға туралы мәлімет (толық аты-жөні, мекен-жайы, тел.)/or person, arranging your visit to, Kazakhstan (full name, address tel.): _____

19. Қазақстан Республикасында болатын пункттері/Places of destination in the Republic of Kazakhstan:

_____ 20. Қазақстан Республикасындағы келетін бастапқы пункті/The first place of entry into the Republic of Kazakhstan: _____

_____ 21. Қазақстандағы уақытша тұратын мекен-жайы/Temporary address in Kazakhstan: _____

_____ 22. Сіздің сапарыңызды және Қазақстанда болу мерзімінде тұру шығыстарыңызды кім қаржыландырады?/Who is paying for your cost of travelling and for your costs of living during your stay in Kazakhstan?: _____

_____ 23. Қазақстанда болу мерзіміне сақтандыруыңыз бар ма?/Have you got an insurance for the period of your stay in Kazakhstan?: Жоқ/No Бар/Yes. Сақтандыру болған жағдайда, оның қолданыс мерзімін және сақтандыру компаниясының атауын көрсетіңіз/If yes, please indicate its validity and the name of insurance company: _____

_____ 24. Қазақстан арқылы транзитпен өткен жағдайда, негізгі баратын мемлекеттің визасы немесе тұруға ықтиярхаты бар ма?/In case of transit through Kazakhstan, have you got an entry visa or residence permit for your destination?:

Жоқ/No Бар/Yes. Болған жағдайда, баратын мемлекетті/if yes, indicate the country of destination: _____ кіру жоспарланған шекара пунктін/border point through which entry is planned: _____ транзиттің бағытын көрсетіңіз/route of transit _____

_____ 25. Сұрау салынатын визаның мерзімі/Period of requested visa: from _____ бастап _____ to _____ дейін

_____ 26. Сұрау салынатын визаның мәртебесі/Number of entries requested: 1 3 көп мәрте /multiple

_____ 27. Балалары (сімен бірге жүрген балалар паспортыңызға енгізілген жағдайда ғана толтырылады)/Children (please indicate whether they are traveling with you and are entered in your passport): _____

№	Тегі, аты/ Surname, First names	Туған жері мен күні/ Date and place of birth	Азаматтығы/Nationality

Мен жоғарыда көрсетілген мәліметтердің толық және дұрыс екенін растаймын. Жалған мәліметтер беріліп қойған визаны жоюға немесе оны беруден бас тартуға себеп болуы мүмкін екендігі маған мәлім. Маған берілген визаның іске асу мерзімі аяқталуына дейін Қазақстан Республикасының аумағынан шығып кетуге міндеттімін.

Мен 2001 жылғы 12 маусымдағы Қазақстан Республикасының «Салық және бюджетке төленетін басқа да міндетті төлемдер туралы» № 209-II Кодексінің (Салық Кодексі) 514-бабына сәйкес төленген консулдық алымдар сомасының қайтарылмайтыны; берілген виза Қазақстанға кіруге толық кепілдік бермейтіні және Қазақстан Республикасының құзыретті органдары менің Қазақстан аумағына кіруіме келісім беруден бас тартқан жағдайда өтемақыға құқық бермейтіні туралы хабардармын.

I undertake that the above mentioned personal data are full and correct. I am aware, that wrong data can cause refuse and canceling of already issued visa. I am obliged to leave the territory of the Republic of Kazakhstan before visa expiration.

I am told, that in accordance with the article 514 of the Tax Code of the Republic of Kazakhstan № 209-II of the 12 of June 2001 the sum of money paid as consular fee is not subject for return; the issued visa does not fully guarantee entry into Kazakhstan and will not serve as basis for compensation in case the authorized bodies of the Republic of Kazakhstan refuse entry for the owner of visa into territory of Kazakhstan.

Күні және жері/
Place and date: _____

Қолы/Signature: _____

Қызметтік жазбалар үшін