

**CIRCULAR NOTE No.6**

The Ministry of Foreign Affairs of the Republic of Serbia presents its compliments to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe, the Mediterranean Partners for Co-operation, the Asian Partners for Co-operation, the OSCE Secretariat and International Organizations, and has the honour to provide information on logistical modalities for MEDIA representatives in relation to the the 22<sup>nd</sup> Meeting of the OSCE Ministerial Council in Belgrade on 3 and 4 December 2015.

**1. Venue**

The 22<sup>nd</sup> Meeting of the OSCE Ministerial Council will be held in Belgrade **on 3 and 4 December 2015** at the “Kombank Arena”, entry EAST, located at Bld. Arsenija Čarnojevića 58, 11070 Novi Beograd, Serbia. The official website of the “Kombank Arena” is [www.kombankarena.rs](http://www.kombankarena.rs).

**2. Facilities**

“Kombank Arena” possesses all facilities required for the Ministerial Council. The media will be provided with a fully equipped press center at the premises. The press center will have a separate entrance – EAST.

The entire venue will be a secured area, with access only possible with a badge.

**3. Accreditation**

Please note that journalists accredited to OSCE locations still need special accreditation for the Ministerial Council.

Accreditation on a self-registration basis will take place via a dedicated online registration platform which is available from 6 October 2015 at [www.mc2015.rs](http://www.mc2015.rs).

**Advance registration of all media representatives for the Ministerial Council is mandatory. The deadline for registration is Tuesday, 10 November 2015.**

To complete the accreditation process with ease, media representatives are kindly requested to have their passport details ready in order to provide all the necessary information. Furthermore, they will be asked to upload a colour photograph which will be used for the badge onsite.

When visiting the platform media representatives are kindly asked to choose an option **PRESS** to submit details. Please use Latin alphabet to fulfil requested fields.

All personal data sent to the organizer of the event will be treated in accordance with the highest security and national and international data protection standards.

After all required fields have been filled in properly the media representative will be notified via email that the accreditation application has been received.

After this step, a copy of the Letter of the editor needs to be sent to [mcpress@mfa.rs](mailto:mcpress@mfa.rs) in order to proceed with verification of media representative application. **Only applications that are followed with letter of the editor will receive the badge.**

Once the accreditation application has been processed and approved, a confirmation will be sent to the media representative's email address.

Vehicles for live broadcasting from event must be accredited using provided Annex I. Also drivers of these vehicles have to be accredited through web site [www.mc2015.rs](http://www.mc2015.rs), option **PRESS**.

Any queries in relation to the online registration platform may be addressed to the following email address: [mcaccreditation@mfa.rs](mailto:mcaccreditation@mfa.rs).

Accreditations will be issued on Monday, 30 November and Tuesday, 1 December, from 09:00 – 18:00 at the Ministry of Foreign Affairs – st. Kneza Miloša 24.

#### **4. Accommodation**

**Booking of hotels should be made directly with the hotels, using application form which can be found at [www.mc2015.rs](http://www.mc2015.rs).** Deadline for booking at the specially created privileged rates provided by the hotels is Saturday, **31<sup>st</sup> October 2015**. The list of the hotels you may find in Accommodation Annex II hereby enclosed.

#### **5. Visa**

All the information about Visa requirements for Republic of Serbia for the MC 2015 you may find attached in Annex III. Visa applicants are encouraged to submit their applications in order to ensure the timely processing of all visas.

#### **General Information**

- **Currency**

Serbia's official currency is the Serbian dinar (RSD). The smallest coin in use is 1 RSD.

Dinar Exchange Rate can be found at

[http://www.nbs.rs/export/sites/default/internet/english/scripts/kl\\_srednji.html](http://www.nbs.rs/export/sites/default/internet/english/scripts/kl_srednji.html).

- **Business hours**

Shops are open from Monday to Saturday from 8:00 am to 8:00 pm, on Sundays most shops are working from 8:00 am to 4:00 pm.

- **Banks and credit cards**

Banks are open from Monday to Friday 8:30 am to 5:00 pm. Almost all banks have automated teller machines (ATMs) that accept overseas bank cards and are accessible from outside (look for "Bancomat"). Please check with your local bank before departure whether your bank card is valid in Serbia.

Credit cards, such as Maestro, Master Card, Visa and American Express are generally accepted in Serbia.

- **Electricity supply**

The electric current used throughout Serbia is 230 Volts AC, 50 Hz (continental European standard).

This two-wire plug is ungrounded and has two round prongs. It is popularly known as the Europlug. The plug has two 4 mm round pins, measuring 19 mm in length on centers spaced 18.6 mm apart at the base and 17.5 mm apart at the tip. The two pins have 10 mm long insulated sleeves. They converge slightly, but they are relatively flexible which allows the plug to mate with any socket that accepts 4.0 – 4.8 mm round contacts on 17.5 – 19 mm centers. The plug is generally limited for use in class II applications that require 2.5 amps or less. It is commonly used in all countries of Europe except in the United Kingdom, Ireland, Cyprus and Malta.

Adaptors for other plugs are available in most hotels. Please note that German / French / Austrian plugs with thick pins (diameter 4.8 mm [1/5 inch]) and Italian plugs with three thin pins in a row are not compatible with Serbian wall outlets, despite the equal distance of their two main pins.

- **Transport**

All media representatives with accreditation / badge will be able to use public transport free of charge.

- **Climate**

In December, the average minimum temperature in Belgrade is 0°C and the average maximum temperature is 6°C.

- **Time**

UTC/GMT +1 hour

## **CONTACTS AT MINISTRY OF FOREIGN AFFAIRS OF THE REPUBLIC OF SERBIA**

### **OSCE Ministerial Council 2015 Secretariat / Press**

Tel. +381 11 306 81 01

### **Press service of the MFA**

Tel. +381 11 306 86 64

Cell +381 66 806 61 95

*(Only for urgent and out of office hours requests)*

### **The media center will be run as follows:**

- Wednesday, 2 December (the prior to the arrival of the Heads of Delegation): 10:00 – 18:00 hrs
- Thursday, 3. December: 07:00 – 22:00 hrs
- Friday, 4 December: 07:00 – 22:00 hrs

The Ministry of Foreign Affairs of the Republic of Serbia avails itself of this opportunity to renew to the Missions and Delegations accredited to the Organization for Security and Cooperation in Europe, the Mediterranean Partners for Co-operation and the Asian Partners for Co-operation, the OSCE Secretariat and International Organizations, the assurances of its highest consideration.