



Regional Seminar on Promoting Good Governance and Sound Financial Management at Local Level

**Kyiv, Ukraine
7-8 December 2011**

Logistical Modalities

I. VENUE

Vozdvyzhensky Hotel, 60 a,b Vozdvyzhneska Str, Kyiv 01025, Ukraine

II. REGISTRATION – DEADLINE 24 NOVEMBER 2011

In order to allow for timely arrangements, the organizers kindly request all participants to send the attached registration form latest by 24 November 2011, preferably by e-mail, completed with all necessary details to:

Ms. Olga Shevchuk

Council of Europe Office in Ukraine (CoE Programme “Strengthening Local Democracy and Support for Local Government Reforms in Ukraine”)

Tel: + 38 044 303 9916 – ext. 114

Email: olga.shevchuk@coe.int

and

Ms. Aneta Baranowska

OSCE Secretariat/OCEEA

Tel: +43 1 514 36 6220

Email: aneta.baranowska@osce.org

III. ACCREDITATION

Accreditation will take place at Vozdvyzhensky Hotel, floor 5 (foyer), on Wednesday, 7 December 2011, between 9:00 and 10:00 am. Presentation of a valid ID/Passport is required for accreditation. Please note that a badge will be required to access the meeting room.

IV. INTERPRETATION

Simultaneous interpretation will be provided into English, Russian and Ukrainian.

V. VISA

For national passport holders please verify your entry status before making travelling arrangements. The link to the information page on visas for foreigners is: <http://www.mfa.gov.ua/mfa/en/publication/content/1865.htm>

VI. TRAVEL ARRANGEMENTS

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

SPONSORED PARTICIPANTS

The nominated representatives should contact by e-mail Ms. Olga Shevchuk, (olga.shevchuk@coe.int), CoE, or Ms. Aneta Baranowska, OSCE Secretariat (aneta.baranowska@osce.org) to coordinate the travel arrangements (flight booking, reimbursement of the travel costs). Please note that no reimbursement can be made without presenting original invoices/receipts (boarding passes)!

VII. ACCOMMODATION

Accommodation: participants are kindly requested to make their own accommodation arrangements.

Hotel rooms can be booked at venue of the seminar: **Hotel Vozdvyhensky** (<http://vozdvzhensky.com/en/room.htm>, address: 60 a,b Vozdvyzhneska Str, Kyiv 01025, Ukraine, tel. +38 044/531-99-00/31, fax +38 044/462-58-43) at the following special rates (incl. breakfast and taxes):

6-9 December 2011:

- 10 suite rooms 136 euro
- 2 single standard rooms 124 euro
- 4 suite TWIN rooms(2 beds) 157 euro
- 2 lux rooms EXCLUSIVE 218,3 euro
- 2 lux rooms (2-rooms) 230 euro

7-9 December 2011:

- 3 single standard rooms 124 euro

Please note that the BOOKING DEADLINE IS 28 NOVEMBER and that reservations should be prepaid in full by bank account transfer or guaranteed by credit card. Please contact the hotel directly for details. After this deadline the standard rates will apply.

Alternatively, participants can book other hotels in Kyiv (e.g. Hotel Kozatskiy, <http://www.kozatskiy.kiev.ua/ru/rooms.aspx>, address: 1/3 Myhailivska Street, Kyiv, 01001, Ukraine, located close to the Independence Square, approx. 20 min walk from the venue, tel.: +380 44 279 49 14, +380 44 279 03 41 fax: +380 44 279 27 09, email: reservation@kozatskiy.kiev.ua).

VIII. TRANSFERS AIRPORT - CITY:

The taxi services may arranged by the organisers for the transportation from the airport to the hotel (20 EUR + parking bill (approximately 1-3 EUR).

For more information on this service please contact Ms. Olga Shevchuk, (olga.shevchuk@coe.int).

The airport shuttle bus services can be used, more information on this service may be found at the following web site: <http://old.kbp.com.ua/english/transport/2.html>

IX. CONTACTS

COUNCIL OF EUROPE

vul. Illinska, 8, entrance 7, Kyiv, Ukraine, 04070

For substantial issues: **Ms. Olena Lytvynenko**, Programme Manager, CoE Programme “Strengthening Local Democracy and Support for Local Government Reforms in Ukraine”,
Tel. + 38 044 303 9916 – ext. 113, email: olena.lytvynenko@coe.int

For logistical issues: Ms. Olga Shevchuk, Administrative Assistant
Tel: + 38 044 303 9916 – ext. 114, email: olga.shevchuk@coe.int

OCEEA/OSCE Secretariat

Wallnerstrasse 6
A-1010 Vienna, Austria

For substantial issues: **Mr. Roel Janssens**, Economic Adviser, Economic Governance Unit,
Tel: +43 1 514 36 6221, email: roel.janssens@osce.org.

For logistical queries: **Ms. Aneta Baranowska**, Administrative Assistant
Tel: +43 1 514 36 6220, e-mail: aneta.baranowska@osce.org.



REGISTRATION FORM

Seminar on Promoting Good Governance at the Local/Municipal level

**Kyiv, Ukraine
7-8 December 2011**

Please return this form to: Ms. Olga Shevchuk: olga.shevchuk@coe.int, Fax: + 38 044 425 60 01 and Ms. Aneta Baranowska: aneta.baranowska@osce.org; Fax: +43 1 514 36 6251 by **24 November 2011**

1. Country				
2. Title				
3. First Name				
4. Family/Last Name				
5. Position/Title				
6. Organization				
7. Department				
8. Postal Address				
9. E-mail				
10. Phone				Fax:
Mobile:				
12. TRAVEL INFORMATION				
Arrival	Date:	Time:	Flight Number:	Train:
Departure	Date:	Time:	Flight Number:	Train:
Hotel in Kyiv				
13. FOR SPONSORED PARTICIPANTS ONLY				
<input type="checkbox"/> I agree to reimburse the OSCE any expenditures or bills paid in advance or to be paid in connection with my participation in the event planned by OCEEA, should I be unable to travel or to fully participate in the event, with the exception of a personal emergency situation or <i>force majeure</i> for which I would have to provide proof.				
DateSignature				