



Permanent Mission of
Finland to the OSCE

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ENGLISH only



MC Circular Note No. 8

Vienna, 11 November 2025

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Ministerial Council Circular Note No. 8

Excellencies,
Dear Colleagues,

Kindly find attached Circular Note No. 8 with information on the logistical modalities for participation of civil society in the 32nd Meeting of the Ministerial Council, taking place on 4 and 5 December 2025 in Vienna.

Sincerely,

Vesa Häkkinen
Permanent Representative of Finland to the OSCE
Chairperson of the Permanent Council

To:

All Delegations of the OSCE participating States and Partners for Co-operation
OSCE Secretariat
OSCE Institutions
OSCE Parliamentary Assembly

Ministerial Council Circular Note No. 8

The Ministry for Foreign Affairs of Finland and the Finnish Chairpersonship present their compliments to the Missions and Delegations accredited to the Organization for Security and Cooperation in Europe (OSCE), the Mediterranean and Asian Partners for Co-operation, the OSCE Secretariat, the OSCE Institutions and the Parliamentary Assembly of the OSCE, and have the honour to provide information on the logistical modalities for participation of civil society in the 32nd meeting of the OSCE Ministerial Council, taking place in Vienna on 4 and 5 December 2025.

1. Venue

The 32nd OSCE Ministerial Council will be held at the Hofburg Palace in Vienna on 4 and 5 December 2025.

Civil society representatives will access the Ministerial Council venue via the Media/NGO entrance at Tor Heldenplatz 2, where a security screening will take place. All bags and personal items are subject to security checks. Please note that the use of metal detectors and x-ray screening may cause delays.

2. Facilities for civil society representatives

The Media and NGO Centre will be located within the Ministerial Council venue. The opening hours are as follows:

Thursday, 4 December 2025: 7:00 – 20:00

Friday, 5 December 2025: 8:00 – 17:00

On Thursday, 4 December, it is recommended to arrive before 8:00. Between 8:00 and 10:00, access may be hindered or delayed due to motorcade arrivals of heads of delegation.

Civil society representatives will have free access to all areas of the Media and NGO Centre but must be escorted by Media and NGO Centre personnel to all other parts of the Ministerial Council premises.

Civil society representatives will have access to the following services and facilities:

- Workspaces

- Wi-Fi connection
- Press conference rooms
- Connections for power supply
- CCTV-screens broadcasting the plenary sessions and announcements for media representatives
- Information desk
- Catering area

At the Information Desk, civil society representatives will receive guidance on how to access events, such as pools for plenary sessions, bilateral meetings and side events.

Complimentary coffee/tea with light refreshments available during opening hours of the venue at the Media and NGO Centre. Complimentary lunch will be served on Thursday, 4 December.

3. Registration and accreditation

Participation is only in-person. The entire venue will be a secure area, and access will require a Ministerial Council accreditation badge. Accreditation for civil society representatives is mandatory, and the Chairpersonship emphasizes that no access to the venue will be provided to anyone not registered for and accredited to the event.

Kindly note that Ministerial Council badges will not enable participation in the Civic Solidarity Platform parallel conference on 3 December – or vice versa.

Badges are not transferable and must be worn visibly at all times when in the venue.

Civil society representatives wishing to attend the Ministerial Council must register online no later than Monday, 24 November, at 17:00. Due to space limitations, registration will be limited and is first come, first served.

The online registration form can be accessed here: [32nd Ministerial Council NGOs and CIVIL SOCIETY - OSCE](#)

To register, please complete the required information and upload a passport photo. Civil society representatives will be notified once the registration process is approved in the system. All personal information provided during registration will be processed in accordance with GDPR regulations.

Civil society representatives will be notified by email once their accreditation has been granted. Badges for the Ministerial Council can be collected at the registration desk located in the Austrian National Library, Josefsplatz 1, 1010 Vienna, Van Swieten room located on 1st floor. Photo ID will be required for collection.

Opening hours of the accreditation desk:

Monday, 1 December 13.00 – 18.00
 Tuesday, 2 December 09.00 – 18.00
 Wednesday, 3 December 09.00 – 19.00
 Thursday, 4 December 07.00 – 17.00
 Friday, 5 December 07.00 – 11.00

Should any participant lose or misplace a badge, they should immediately inform the staff at the Information Desk. They will be required to obtain a replacement from the accreditation desk located in the Austrian National Library.

4. Pool opportunities

A separate “pool badge” is required for participation in media pool opportunities at the Ministerial Council. The pool badges can be collected exclusively from the Media Information Desk at the Hofburg at least 30 minutes prior the departure of the pool.

Civil society representatives attending a specific pool must be present 20 minutes prior to a pool event at the meeting point next to the Information Desk, from where the group will be escorted to and from the pool opportunity. Late arrivals at the meeting point will lose their access to the pool.

Civil society representatives can apply for pools for the official programme they wish to attend by sending an email to MC2025@gov.fi by no later than 28 November at 17.00 (Vienna time). Civil society representatives will be notified via email on Wednesday, 3 December, whether their pool preferences can be fulfilled.

Thursday, 4 December 2025

Pool 1: 10:00 Opening Plenary Session

Friday, 5 December 2025

Pool 2: 12:00 Closing Plenary Session (Exact timing will be announced at the Media and NGO Centre on the day)

13:30 Final Press Conference by OSCE Chairperson-in-Office, Minister for Foreign Affairs Elina Valtonen and the OSCE Secretary General Feridun H. Sinirlioğlu (Open attendance – no pool)

5. Livestream

The open plenary sessions at the Ministerial Council will be available via live stream on the OSCE website at: www.osce.org/live.

Video recordings of the open and closing sessions, as well as the final press conference, will be made available on the OSCE's YouTube channel.

More information and additional resources will be provided at the Ministerial Council event page: https://www.osce.org/event/mc_2025.

6. Visa requirements

Civil society representatives who require visas to travel to Austria are required to apply in a timely manner. Prior to their travel to Austria, travelers are required to ensure that they have a valid passport which expires at least six months after their date of departure.

Visa requirements can be found [here](#).

To ensure that visas are issued on time and in line with Schengen regulations, media representatives should file their visa application with the Austrian Embassy or the embassy representing Austria in Schengen issues as soon as possible – at the very latest 15 calendar days before the intended date of departure.

Civil society representatives are asked to make their own arrangements for securing a visa, if required under Austrian law, for entry into Austria.

Visa application forms can be found [here](#).

For any visa-related inquiries, please contact [the relevant Austrian Consulate](#) or [the Federal Ministry of European and International Affairs](#) of Austria.

7. General Information

7.1. Weather

In December, the average high temperature in Vienna is around 3 to 5°C, with an average low temperature of minus 3 to 0°C.

7.2. Business hours

Shops are generally open from Monday to Saturday from 9.00 to 18.00, although times may vary. Most shops are closed on Sundays and public holidays.

7.3. Banking services and currency

Banking hours are generally Monday to Friday from 9:00 to 16:00. Almost all banks have automated teller machines (ATMs) that accept overseas bank cards and are accessible from outside (look for the “Bankomat” sign). It is recommended to check with the issuing bank before departure whether a particular bank card is valid in Austria. Credit cards such as American Express, MasterCard and Visa are widely accepted in Austria.

The official currency in Austria is the euro. The euro exchange rate can be found at: <https://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>.

7.4. International dialing code

The international dialing code for Austria is +43.

7.5. Time zone

Vienna is in the CET time zone (GMT +1).

7.6. Electricity supply

The electric current used throughout Austria is 230 volts AC, 50 Hz (continental European standard). Wall outlets are compatible with other continental European plugs.

7.7. Medical assistance

A medical team will be on standby at the Ministerial Council venue. The number 112 can be used for all emergencies.

7.8. Transport

Public transportation options from Vienna International Airport to the city centre by train or bus can be found at: <https://www.wien.info/en/travel-info/arrival-departure/airport-to-center>.

Further information about Vienna’s extensive public transportation network can be found online at: <https://www.wienerlinien.at/web/wl-en>.

For any questions concerning civil society participation in the Ministerial Council, please contact the Finnish Chairpersonship at MC2025@gov.fi.