

MC.INF/1/05
27 July 2005

ENGLISH only



CIRCULAR NOTE No. 1

The Ministry of Foreign Affairs of the Republic of Slovenia 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 and the Partners for Co-operation, the International Organizations, and the OSCE Secretariat, and has the honour to inform them as follows.

1. VENUE

According to the Ministerial Council Decision No. 19/04 of 7 December 2004, the 13th Meeting of the OSCE Ministerial Council will be held in Slovenia on 5 and 6 December 2005. The venue will be the Commercial Fairground (Gospodarsko razstavišče), located in Ljubljana at Dunajska c. 18, 1000 Ljubljana, Slovenia. For more information see <http://www.ljubljanafair.com/>.

Preparatory meetings can be arranged on 3 and 4 December 2005. The conference centre is available as from 3 December 2005.

2. FACILITIES

The Commercial Fairground (Gospodarsko razstavišče) offers all the facilities required for the Ministerial Council. The delegations of participating States will be provided with a furnished office equipped with a telephone, computer, printer, internet access, as well as stationery. Photocopiers and fax machines will be made available near offices and meeting rooms and bilateral meeting rooms. Meeting and bilateral meeting rooms will be in close proximity to one another. Participants will be able to reserve rooms at special desks.

The entire compound will be a secured area. Access to the buildings will only be possible with a valid visible badge, to be issued via accreditation.

3. ACCREDITATION

3.1. ACCREDITATION OF DELEGATES

Accreditation will take place on the basis of a special accreditation form (Annex 1). All personal data sent to the organizer of the event will be treated according to the highest security standards. The applicants' personal data will be sent to the Slovenian Police for additional security check before the issuing of accreditation.

Please send two colour photos or a digital picture in .jpg- or .gif-format with the completed forms to the following address:

Ministry of Foreign Affairs of the Republic of Slovenia
Diplomatic Protocol - Ministerial Council OSCE 2005
Prešernova c. 25
1000 Ljubljana
Republic of Slovenia
Tel: +386 1 478 2064; + 386 1 478 2235
Fax: + 386 1 478 1279
E-mail: osce-mc2005.mzz@gov.si

In addition, a Note Verbale from the Permanent Mission in Vienna should be sent separately to the Ministry of Foreign Affairs of the Republic of Slovenia, together with a list of delegates to ensure that all delegates issued with accreditation forms have been given permission by their authorities to attend the Ministerial Council. If changes are made to the list, an updated list in Note Verbale is required as soon as possible. Accreditation will not be possible for persons who will not appear on the list of members of the delegation in the Note Verbale.

Delegates are strongly recommended to return the accreditation forms together with photos and the Note Verbale by 1 October 2005, so that their badges can be prepared before arrival and issued on the spot.

Accreditation will be valid only together with the corresponding identity document (e.g. passport). The issuing of accreditation will be possible only upon the presentation of a corresponding identity document.

3.2. ACCREDITATION OF HEADS OF DELEGATION

The accreditation procedure for Heads of Delegation is slightly different; they will not receive a badge, but a pin.

3.3. ACCREDITATION OF SECURITY PERSONNEL

If the Minister of Foreign Affairs heading a delegation is to be accompanied by national security officers, delegations are requested to complete and submit a special accreditation form (Annex 2) for security personnel, accompanied by two colour photos of each security officer. The same accreditation procedure as outlined above will apply. Security officers should also be listed in a separate Note Verbale from the Permanent Mission in Vienna to the Ministry of Foreign Affairs of the Republic of Slovenia in Ljubljana.

If security officers intend to carry firearms during their stay in Slovenia (only one armed officer per delegation is allowed), delegations should send an application by Note Verbale to the Ministry of Foreign Affairs of the Republic of Slovenia/Diplomatic Protocol - Ministerial Council OSCE 2005, not later than 7 days before arrival, stating the following:

- type and serial number of the firearm (s)
- quantity of ammunition
- additional security equipment
- name of the person (s) who will carry the firearm (s), their date and place of birth and passport number
- date and time of arrival and departure
- flight numbers on arrival and departure.

The application to carry firearms will be forwarded to the Slovenian Police for approval, the delegation will be informed about eventual approval prior to their arrival, and the permission will be given upon their arrival at Ljubljana Airport.

3.4. ACCREDITATION OF DRIVERS

Since the Commercial Fairground compound will be a secured area, drivers should also be accredited.

If a delegation is also to be accompanied by its own driver(s), delegations are requested to complete and submit a special accreditation form (Annex 3) for drivers, accompanied by two colour photos of each driver. The same accreditation procedure as outlined above will apply. Drivers should also be listed in a separate Note Verbale from the Permanent Mission in Vienna to the Ministry of Foreign Affairs of the Republic of Slovenia.

4. TRANSPORT

OSCE Heads of Delegations will be offered a chauffeur-driven limousine, exclusively for use at the Ministerial Council, which will be available to them from the time of their arrival at Ljubljana Airport until their departure. This limousine is for the exclusive use of the Head of Delegation, accompanied by 1 person at most.

Each delegation with over 3 persons will have a chauffeur-driven mini-van. This mini-van is to be used exclusively for OSCE Ministerial Council purposes, as from the time of the delegation's arrival at Ljubljana Airport until their departure. The mini-van will offer room for a maximum of 5 people per delegation, security personnel included. Slovenia will not provide transportation for any extra security personnel.

A shuttle service will be made available between the airport, the hotels and the Commercial Fairground as well as for side events taking place elsewhere.

Delegations intending to use privately owned vehicles and/or official Embassy cars for the Ministerial Council are requested to provide the licence numbers of these cars and the name of the driver along with the accreditation. In any case, we recommend the use of the shuttle service since all the hotels have their own parking and garage where privately owned vehicles can be parked during the whole duration of the conference.

5. SECURITY AT THE COMMERCIAL FAIRGROUND, LJUBLJANA

To gain entry to the Commercial Fairground compound and when inside the building, a valid badge must be visibly worn at all times. In addition, delegates are requested to cooperate in security checks. Security staff will ensure that visitors only enter areas they are entitled to enter. Heads of Delegation are kindly requested to wear their pin so that it is clearly visible at all times.

6. HOTEL RESERVATIONS

Please find enclosed the list of selected hotels and the hotel reservation form for members of official delegations (Annex 4). Hotel rooms and suites will be allocated on a first come and first serve basis. The completed forms should be sent by October 1, 2005 preferably by E-mail to:

KOMPAS d.d.
Pražakova 4
1514 Ljubljana, Slovenia
Phone: + 386 1 2006 313
Fax: + 386 1 2006 436
E-mail: osce2005@kompas.si,
<http://www.kompas-online.net>

Cc: Ministry of Foreign Affairs of the Republic of Slovenia
Diplomatic Protocol - Ministerial Council OSCE 2005
Prešernova 25
1000 Ljubljana
Republic of Slovenia
Tel: +386 1 478 2064; + 386 1 478 2235
Fax: + 386 1 478 1279
E-mail: osce-mc2005.mzz@gov.si

Delegates should submit these forms before October 1, 2005 so that their wishes regarding accommodation can be met as far as possible. Every effort will be made to accommodate delegates whose forms are received after that date in an appropriate way.

According to the OSCE standards Slovenia will cover accommodation expenses for Heads of Delegation who shall also submit their booking form.

8. VISAS

Visa requirements must be met before arrival in the Republic of Slovenia. In order to be able to arrive on time, it is advisable to apply for visas at the earliest possible opportunity.

Participants requiring entry visas should submit their applications to the nearest diplomatic mission of the Republic of Slovenia. More information can be found on the web page of the Ministry of Foreign Affairs of the Republic of Slovenia, <http://www.gov.si/mzz/eng/index.html> under the heading "useful information/visa information".

9. AIRCRAFT

Delegations are advised to arrange their arrival in Ljubljana by regular commercial flights.

Heads of Delegation travelling by a government or private aircraft may use the facilities at Ljubljana Airport.

Flight clearance may be obtained following the usual procedure. This means that a request in the form of a Note Verbale must be submitted to the Ministry of Foreign Affairs of the Republic of Slovenia/Diplomatic Protocol - Ministerial Council OSCE 2005 not later than 7 days before arrival.

10. FURTHER INFORMATION

In due course, Missions and Delegations will receive further information regarding:

- participation and accreditation of journalists and NGOs
- organization and services provided at the 13th OSCE Ministerial Council.

11. GENERAL INFORMATION

For further information concerning arrangements for delegations please contact:

Mrs Alenka Goljar, Diplomatic Protocol - Ministerial Council OSCE 2005
Ministry of Foreign Affairs of the Republic of Slovenia
Diplomatic Protocol
Prešernova c. 25
1000 Ljubljana
Republic of Slovenia
Tel: +386 1 478 2064; + 386 1 478 2235
Fax: + 386 1 478 1279
E-mail: osce-mc2005.mzz@gov.si

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

Ljubljana, 27 July 2005

ANNEX 1

**13th Meeting of the OSCE Ministerial Council
Ljubljana, Slovenia, 5-6 December 2005**

ACCREDITATION FORM
DELEGATES

The completed accreditation form with two photos (size 3 x 4 cm) or a digital picture in .jpg- or .gif-format must be returned to the Ministry of Foreign Affairs of the Republic of Slovenia **before 1 October 2005**. It is preferable that the completed accreditation form and the photo be sent by e-mail.

Please write your name (in pencil) on the back of each photo.

FIRST NAME:	
SURNAME:	
DELEGATION:	
TITLE:	
DATE AND PLACE OF BIRTH:	
NATIONALITY:	
PASSPORT NUMBER, PLACE AND DATE OF ISSUE:	
BLOOD TYPE (only for Foreign Ministers and possibly their spouses):	

Date

Signature

Please send the accreditation form, together with two colour photos, to:

By post: Ministry of Foreign Affairs of the Republic of Slovenia
Diplomatic Protocol - Ministerial Council OSCE 2005
Prešernova c. 25
1000 Ljubljana
Republic of Slovenia
Tel: +386 1 478 2064; +386 1 478 2235
Fax: +386 1 478 1279

By e-mail: osce-mc2005.mzz@gov.si

Please indicate "Delegation accreditation to the 13th Ministerial Council"

ANNEX 2

**13th Meeting of the OSCE Ministerial Council
Ljubljana, Slovenia, 5 – 6 December 2005**

**ACCREDITATION FORM
SECURITY PERSONNEL**

The completed accreditation form with two photos (size 3 x 4 cm) or a digital picture in .jpg- or .gif-format must be returned to the Ministry of Foreign Affairs of the Republic of Slovenia **before 1 October 2005**. It is preferable that the completed accreditation form and the photo be sent by e-mail.

Please write your name (in pencil) on the back of each photo.

FIRST NAME:	
SURNAME:	
DELEGATION:	
TITLE:	
DATE AND PLACE OF BIRTH:	
NATIONALITY:	
PASSPORT NUMBER, PLACE AND DATE OF ISSUE:	
TYPE OF FIREARM(S):	
SERIAL NUMBER(S):	
QUANTITY OF AMMUNITION	
ADDITIONAL SECURITY EQUIPMENT:	

Date

Signature

<p align="center">Please send the accreditation form, together with two colour photos, to:</p> <p>By post: Ministry of Foreign Affairs of the Republic of Slovenia Diplomatic Protocol - Ministerial Council OSCE 2005 Prešernova 25 1000 Ljubljana Republic of Slovenia Tel: +386 1 478 2064; +386 1 478 2235 Fax: +386 1 478 1279</p> <p>By e-mail: osce-mc2005.mzz@gov.si Please indicate "Security Personnel accreditation to the 13th Ministerial Council"</p>
--

**13th Meeting of the OSCE Ministerial Council
Ljubljana, Slovenia, 5 – 6 December 2004**

**ACCREDITATION FORM
DRIVERS (DELEGATION)**

The completed accreditation form with two photos (size 3 x 4 cm) or a digital picture in .jpg- or .gif-format must be returned to the Ministry of Foreign Affairs of the Republic of Slovenia **before 1 October 2005**. It is preferable that the completed accreditation form and the photo be sent by email.

Please write your name (in pencil) on the back of each photo.

FIRST NAME:	
SURNAME:	
DELEGATION:	
DATE AND PLACE OF BIRTH:	
NATIONALITY:	
PASSPORT NUMBER, PLACE AND DATE OF ISSUE:	
REGISTRATION NUMBER OF VEHICLE:	

Date

Signature

Please send the accreditation form, together with two colour photos, to:

By post: Ministry of Foreign Affairs of the Republic of Slovenia
Diplomatic protocol - Ministerial Council OSCE 2005
Prešernova c. 25
1000 Ljubljana
Republic of Slovenia
Tel: +386 1 478 2064; +386 1 478 2235
Fax: +386 1 478 1279

By e-mail: osce-mc2005.mzz@gov.si

Please indicate "Drivers accreditation to the 13th Ministerial Council"

ANNEX 4

13th Meeting of the OSCE Ministerial Council
Ljubljana, Slovenia, 5 - 6 December 2005

Please send this booking form to:


Kompas d.d.
Pražakova 4, 1514 Ljubljana
Phone: +386 1 2006 313
Fax: +386 1 2006 436
e-mail: osce2005@kompas.si

Deadline for accommodation:
October 1, 2005


Gospodarsko razstavišče d.o.o.
Dunajska c. 18, 1000 Ljubljana
Phone: (01) 300 26 00
Fax: (01) 300 26 28
e-mail: info@gr-sejem.si

BOOKING FORM

PERSONAL DETAILS:

Mr Mrs Miss

First name: _____ Last name: _____

Position: Head of Delegation Delegate

Title: _____

Ministry or Institution: _____

Address: _____

Postal Code: _____ City: _____ Country: _____

Phone: _____ Fax: _____

e-mail: _____

ACCOMPANYING PERSON:

First name _____ Last name: _____

HOTEL RESERVATION:

Arrival: | | | | | | | | (ddmmyy) Departure: | | | | | | | | (ddmmyy)

Please choose the hotel and the room type. All rates are per room per night, in **EUR**, including breakfast and VAT.
Hotel accommodation can only be guaranteed if reservation form is received before October 1.

Name	Location	Single room	Double room	Double room single use	Executive room	Junior suite	Senior suite
H. LEV ****	500m / 5min	<input type="checkbox"/> 198	<input type="checkbox"/> 220	<input type="checkbox"/> 193		<input type="checkbox"/> 280	
GH UNION Executive ****	1km / 10min	<input type="checkbox"/> 185	<input type="checkbox"/> 239		<input type="checkbox"/> 195		<input type="checkbox"/> 396
GH UNION Business ****	1km / 10min	<input type="checkbox"/> 177	<input type="checkbox"/> 228		<input type="checkbox"/> 190		<input type="checkbox"/> 370
GH UNION Garni ****	800m / 8min	<input type="checkbox"/> 146	<input type="checkbox"/> 196		<input type="checkbox"/> 161		<input type="checkbox"/> 318
CITYHOTEL ***	1km / 10min	<input type="checkbox"/> 93	<input type="checkbox"/> 139	<input type="checkbox"/> 125			
H. SLON ****	700m / 7min	<input type="checkbox"/> 110	<input type="checkbox"/> 161	<input type="checkbox"/> 110		<input type="checkbox"/> 123	<input type="checkbox"/> 187
H. MONS ****	4km / 20min	<input type="checkbox"/> 120		<input type="checkbox"/> 145		<input type="checkbox"/> 215	<input type="checkbox"/> 294
GM DOMINA ****	1km / 10min	<input type="checkbox"/> 181	<input type="checkbox"/> 212			<input type="checkbox"/> 277	<input type="checkbox"/> 313
H. KOKRA **** Brdo pri Kranju	30km / 35min	<input type="checkbox"/> 80		<input type="checkbox"/> 80			<input type="checkbox"/> 185

BOOKING:

