



Organization for Security and Co-operation in Europe
PARLIAMENTARY ASSEMBLY

To: Members of the OSCE PA
Secretaries of Delegations

Copenhagen, 9 December 2004

WINTER MEETING

In accordance with Rule 13 of the Rules of Procedure, the Winter Meeting of the OSCE Parliamentary Assembly will be held on Thursday, 24 February and Friday, 25 February 2005 in the Congress Center Hofburg in Vienna. The Rules of Procedure prescribe that "The Winter Meeting shall consist of meetings of the Standing Committee and the General Committees of the Assembly" (Rule 13.3).

Please find attached the Draft Programme for the Fourth Winter Meeting. It is suggested that as before, the Winter Meeting start and end with a joint session of the three General Committees, where the OSCE Chair-in-Office and the OSCE Secretary General will be invited to brief the Assembly's members on the latest developments and activities of the OSCE, followed by a question/answer session. Senior OSCE Officials will do the same in the General Committees, according to their areas of responsibility. In addition, it is expected that the Rapporteurs of the three General Committees will share with other members of the Committees their ideas about Reports and Draft Resolutions to be presented to the Annual Session in Washington. The OSCE PA Special Representative will also present a report on the gender issue.

The OSCE Headquarters in Vienna will be able to provide the OSCE PA with two meeting rooms. Interpretation in all six official OSCE languages will be provided, but no written translation facilities will be available.

The International Secretariat has blocked rooms in the Hotels Intercontinental, Marriott, de France, Europa and Astoria. The participants will be directly responsible for their hotel reservations, using the Hotel Reservation Forms sent out in November. A copy of the Hotel Reservation Form should be also sent to the International Secretariat in Copenhagen for information. A Registration Form should be filled out and sent to the International Secretariat in Copenhagen, as soon as possible.

If you have further questions, please do not hesitate to contact Mrs. Connie Mathiesen from the International Secretariat or Mr. Vitaly Evseyev, Deputy Secretary General.

I look forward to seeing you in Vienna.

Faithfully yours,

A handwritten signature in black ink, appearing to read 'Spencer Oliver', written over a vertical line.

R. Spencer Oliver
Secretary General