



GENERAL INFORMATION

**15th Annual Session
of the OSCE Parliamentary Assembly**

Information concerning the 15th Annual Session of the OSCE Parliamentary Assembly

Venue of the Session

European Parliament
Rue Wiertz,
1047 Brussels
Belgium

Reception Altiero Spinelli
T: +32 (0)2 284 26 64
+32 (0)2 284 39 55
Reception Paul Henri Spaak
T: +32 (0)2 284 87 35

W: www.europarl.eu.int

All meetings will be held at the European Parliament, which is situated near the city centre of Brussels. Public transport (bus and metro) is within walking distance from the European Parliament and brings you in 5 minutes to the city centre with its historic areas, shops, bars, restaurants. All session hotels are within walking distance from the European Parliament, except for one hotel, Crowne Plaza Brussels Europe. You can find tourist information about Brussels and its environs at www.brusselsdiscovery.com

The Belgian Federal Parliament

The Belgian Federal Parliament will make the arrangements for the Session. Please contact the staff below if you have any questions or queries.

Belgian Federal Parliament
Palais de la Nation
1000 Brussels
Belgium

OSCE Co-ordination cell
Mr Philip Tans, Director of the Secretariat General of the House of representatives
T: +32 (0)2 549 82 59
F: +32 (0)2 512 65 33

Mrs. Christine De Jonge, Director of the Protocol service of the Senate
T: +32 (0)2 501 73 33
F: +32 (0)2 501 74 14

Mrs. Liesbeth Van Ryckeghem, Co-ordinator
T: +32 (0)2 549 82 56
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Session hotels

A list of hotels is given in Appendix A. All reservations should be made using the reservation form in Appendix B. Those delegation secretaries who have reserved rooms by making block booking should fill out the form for each individual attending. Reservations should be made by the 28th of April 2006, after which it will not be possible to guarantee room availability.

An information desk will be located near the entrance of each hotel throughout the session. Parking is available (at extra cost) at all of the hotels.

For further information on the hotels please contact the contact person for each hotel or visit their website (see list of hotels).

Travel to Brussels

There is one major airport servicing Brussels from which transportation will be provided upon arrival and departure. For participants arriving in the railway station of Brussels Midi, there will also be transportation provided upon arrival and departure.

Brussels International Airport is at Zaventem, 14 km from the city centre. Information can be obtained by phone:

T: +32 (0)2 753 42 21 or +32 (0)2 723 31 11

Flight information: T: +32 (0)900 70 000 (7 a.m. - 10 p.m.) or website:

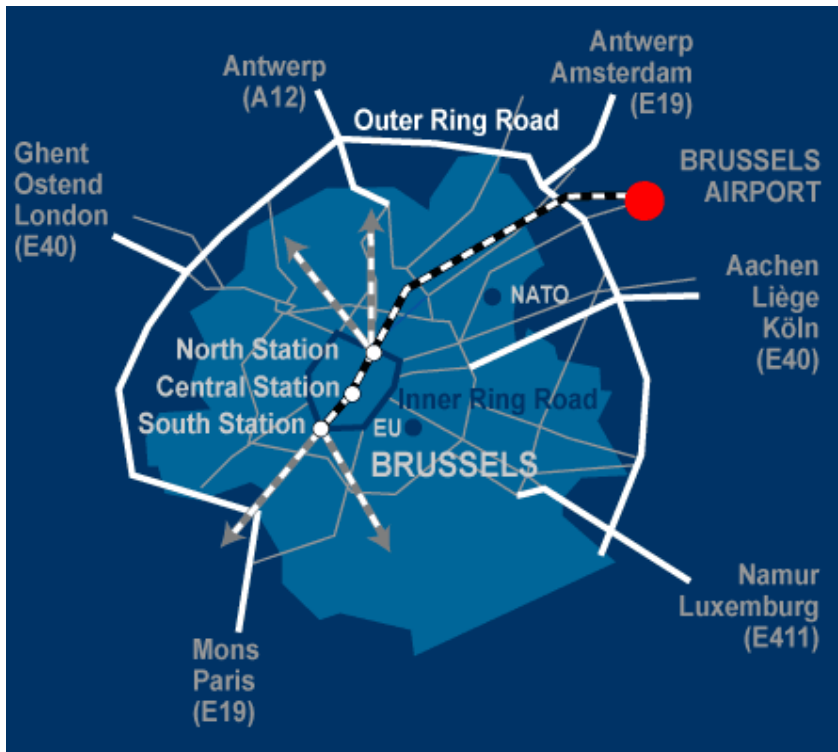
www.brusselsairport.be

Airport maps terminal available on <http://www.brusselsairport.be/maps/>

Services of the airport available on <http://www.brusselsairport.be/services/>

Departures of flights available on <http://www.brusselsairport.be/departures/>

Traveller's info available on http://www.brusselsairport.be/travellers_info/



Arrival in Brussels

Delegates will be met at Brussels National airport and the railway station Bruxelles-Midi on Sunday, July 2 and Monday, July 3, where a shuttle coach service will run all day on Sunday and Monday from the airport to the conference hotels. There will be a welcome desk in the exclusive customs hall of Brussels National Airport to greet the delegates in the best possible conditions and to avoid unpleasant situations.

Participants arriving on other days should make their own arrangements for transport to hotels.

How to reach the hotels from Brussels national airport?

- By Train

By train, Brussels Airport is less than twenty minutes from the city centre. From 05:30 till nearly midnight, the Airport City Express links the airport with Brussels Midi, Central and North four times an hour. In Brussels Midi and Brussels North you can step over to the train to the Luxemburg station which is at walking distance from the conference hotels.

A one-way ticket to Brussels costs **2.60 €** second class and **4.10 €** first class.

A one-way ticket to Leuven costs **2.90 €** second class and **4.80 €** first class.

A round trip ticket from anywhere in Belgium and back, costs maximum **20.00 €**

The train station is located in the basement (level -1) of the terminal building itself.

Timetable information for the **Airport City Express** is available on the Belgian Railways (SNCB/NMBS , website: www.b-rail.be; enter **Zaventem Airport** as the departure or destination station).



- By Bus

Brussels-Luxemburg is your end station, which is at walking distance from the conference hotels.

The bus station is located below the Arrivals Hall, and can be reached by escalators and lifts through the Diamond Area. In addition to local bus services (De Lijn and MIVB/STIB) and hotel shuttles, scheduled coach services for Antwerp are available.

Useful numbers:

Local buses from the airport (De Lijn) +32 (0)70 220 200

Trams, metro and buses in Brussels (STIB/MIVB) +32 (0)2 515 20 00

The Brussels bus company MIVB/STIB operates a bus link between the railway station Brussels-Luxemburg and the Brussels Airport. The number of stops on this new "Airport Line" is limited to five: - Schuman - Diamant - Genève - Germinal and

NATO. This line operates on working days between 7.00 a.m. and 8.00 p.m., three times per hour. Beyond these hours, Schuman is the terminus.

A single ticket costs 3 € (validity 1 hour on MIVB/STIB network). For season tickets (45.00 €/month) please contact MIVB/STIB.

This line is operated by means of comfortable articulated buses providing space for luggage storage.

For a timetable, please visit <http://www.stib.irisnet.be/FR/40000Fre/B/40012F.htm>

- By Taxi

Taxis (metered) are **only** available outside the Arrivals Hall. The fare between the airport and the centre of Brussels is normally around **29,75 €**

Licensed taxis can be identified by the yellow and blue licence emblem. **ALWAYS AVOID UNLICENSED TAXIS!**

Taxi for wheelchair users:

Taxi Hendriks

Tel: +32 2 752 98 00

Fax: +32 2 752 98 01

E-mail: info.melsbroek@hendriks.be

<http://www.hendriks.be/taxi/taxi.htm>

Immigration and Customs Checks

Every visitor needs a valid passport to enter Belgium. The rights of foreign nationals to enter, reside in and settle in Belgium are governed by the Law of 15 December 1980 and the Royal Decree of 8 October 1981 on the entry, residence, settlement and expulsion of foreign nationals, and by numerous amendments to both the law and the Royal Decree. A list of countries whose nationals require visas is given in appendix D of this guide. However, we urge you to check current requirements before your departure. If you require a visa you should contact the Belgian Embassy or Consulate in your country for further information.

Information on *Customs* can be found on <http://www.brusselsairport.be/customs/>

Customs and Excise regulations restrict the import of certain goods. To avoid problems with your journey, take the time to check allowances and read the advice here on counterfeit goods. If you are exporting goods bought in Belgium to a country outside the EU, you may be entitled to a VAT refund. Contact the Brussels Airport Customs Office on +32 2 753 29 20 between 7:00 AM and 10:00 PM.

Transport during the Session

Coach transport will be provided to and from all social functions and for the accompanying persons' program. No transportation will be provided during the sessions for most of the hotels as they are within walking distance of the European Parliament. For hotels not being located within walking distance, a shuttle coach service will be provided.

Registration and Information desk

A registration desk will be open at the Luxembourg entrance of the European Parliament from 12h00- 19h00 on Sunday, 2nd July and from 08h00 on Monday, 3rd July. Please register as soon as possible after your arrival in Brussels. All participants will be able to collect badges, handbook, and further conference literature upon registration.

For security reasons, all participants, including accompanying persons, observers, accompanying staff and members of the press, will be required to wear identity badges at all meetings and social functions, as well as for all transport organized for the session. **There will be no admittance to any program functions without appropriate identity badge.**

An information desk will be open on the 3rd floor of the European Parliament near the meeting room for the Plenary Session throughout the session to assist delegates.

There will also be an information desk open during conference hours in each hotel.

Insurance

Personal and medical insurance is the responsibility of individual participants. The Belgian Federal Parliament will not be responsible for any loss of luggage, currency or personal effect, or any medical costs.

Embassies and Consulates

A list of foreign embassies and consulates in Brussels is attached in Appendix E. Embassies and Consulates have been informed about the Session and Thursday 6th July, evening has been left free for consular hospitality.

A list of Belgian embassies and consulates in each member state of the OSCE PA is also attached in Appendix F.

Accompanying persons

A program for accompanying persons has been arranged while delegates are engaged in conference sessions. Accompanying persons will also be welcomed on the excursion Tuesday, 4th July. The accompanying persons program will be open to orange badge holders. Accompanying persons will be asked to wear their badges at all times to ensure their participation in any part of the program.

Traveller's Tips and Information

Banking services

Banks are located near the hotels and even in the European Parliament and are generally open between 9 a.m. and 4 p.m. Cash points are available 24 hours a day.

Currency

The local currency is the euro. In hotels and tourist shops, dollars are generally accepted. Traveller's checks and credit cards such as VISA, American Express, and MasterCard are readily accepted.

Climate

Belgium has a varied climate from day to day but that is quite similar across the country. Rainfall is mild and frequent. Summer has the most pleasant conditions with days averaging in the low 20°Cs (low 70°Fs) and a decent amount of sunlight.

Dress code

A lounge suit (or the female equivalent) is appropriate for formal occasions. Casual wear is suitable for the excursion and the accompanying persons program. It is strongly recommended that comfortable shoes be worn for the excursion and the accompanying persons program. There will be a lot of walking required during most of these tours.

Time

Belgium will be on Central European Time which is 1 hour before Greenwich Mean Time.

Medical Facilities

A first aid facility will be available for participants throughout the conference in the European Parliament. Opening hours from Monday till Friday: 8h30 – 20h00, on Saturday and Sunday: 8h30 – 13h00. However, illness requiring medical treatment or hospitalization is the liability of the individual. Delegates taking medicine should bring enough to cover their needs and ensure that they have accurate insurance.

Please do not forget to bring your Health Insurance card or documents. During your stay, these documents will facilitate access to health care, which will be provided in accordance with the legislation of Belgium.

If you have to pay any costs up front, these documents **guarantee reimbursement of health care costs** locally or very soon after your return home.

NB: if you go to a care provider outside the health insurance system (e.g. a private hospital), you will no longer benefit from the advantages of your Health Insurance Card or documents.

Overview of documents:

- E111 and E111B used by tourists,
- E110 used by international haulage companies,
- E128 used by workers posted to another Member State and by students,

For European countries, there is the European Health Insurance Card which replaces above mentioned documents. You can find more information on

http://europa.eu.int/abc/travel/healthy/index_en.htm

You may want to take out travel insurance. Illness or an accident abroad may mean extra travel, accommodation and repatriation costs, for which you would need to be insured.

Religious Services

Information about times and places of worship will be available at the information desks at the hotels.

Electricity

The electricity in Belgium is 230 volts. Adapters (for appliances that run on 230 volts) will be available at hotels. Voltage transformers for appliances that require less than 230 volts are not easily obtainable and are best brought along.



Telecommunications

The international code for Belgium is +32. International telephone and fax services and internet are available at all hotels.

Smoking

Is prohibited inside all public locations, restaurants, on public transport etc, except in those places explicitly reserved for smoking purposes.

Map of Brussels

Legend

1. Brussels-Luxemburg Railway station
2. Radisson SAS EU hotel
3. Renaissance hotel
4. Stanhope hotel
5. Crowne Plaza Brussels Europe
6. European Parliament
7. Federal Parliament

(SEE PDF-FILE FOR COMPLETE DOCUMENT)

Brussels Hotel Accommodation

Allocations of rooms in several hotels have been reserved for the use of delegates attending this Conference. Please complete and return the accommodation booking form, indicating your preferences as soon as possible. We will attempt to provide you with the accommodation of your choice, although room numbers are restricted so substitution may be necessary. In this event we will book accommodation of similar standard and price range.

Credit card details are required to make a booking. Confirmation will be sent to your home or e-mail address. Payment should be made directly with the hotel at the time of your stay. Prices do include taxes and American buffet breakfast. Rooms reserved which are not cancelled within the cancellation policy, will be subject to charge. Please refer to the terms and conditions of booking.

To discuss your requirements or make a booking please contact the person responsible for the reservations in each hotel:

<p>1) <i>Radisson SAS EU Hotel</i> Rue d'Idalie 35 B-1050 Brussels Belgium</p> <p>Mrs. Femke Van Wetten</p> <p>T: +32 2 626 81 31 F: +32 2 626 81 12 e-mail : Femke.VanWetten@RadissonSAS.com website : www.radissonsas.com</p>	<p>3) <i>Stanhope hotel</i> Rue du Commerce 9 / Square de Meeûs 4 1000 Brussels Belgium</p> <p>Mr Tom Michiels</p> <p>T: + 32 2 506 90 15 F: +32 2 506 90 26 e-mail: reservations@stanhope.be website : www.stanhope.be</p>
<p>2) <i>Renaissance Brussels hotel, Marriott Executive Apartments</i> Rue du Parnasse 15-19 1050 Brussels Belgium</p> <p>Mrs Helene Karvelis Event Coordinator</p> <p>T : +32 2 505 2294 F : +32 2 505 2276 e-mail : helene.karvelis@renaissancehotels.com website : http://marriott.com</p>	<p>4) <i>Crowne Plaza hotel Brussels-Europa</i> Rue de la Loi 107 1040 Brussels Belgium</p> <p>Mr Olivier Wouters</p> <p>T: +32 02 400 48 37 F: +32 02 230 03 26 e-mail : meetings.dir@europahotelbrussels.com website : www.europahotelbrussels.com</p>

Location of the hotels: see map of Brussels on previous page.

Accomodation booking form

Visa Requirements for Belgium

Belgium has strict regulations to enter the country. Therefore we urge you to check with the nearest Belgian embassy or Consulate in your country on current visa requirements at earlier convenience. **Please do not forget to bring the invitation letter with you when you go to the embassy.** All embassies and consulates will have a specimen of its model.

General principles

A. Legal framework and basic principles

Under international law, individual countries - including Belgium - enjoy a large measure of discretion in deciding the rules governing the entry and residence of foreign nationals.

The rights of foreign nationals to enter, reside in and settle in Belgium are governed by the Law of 15 December 1980 and the Royal Decree of 8 October 1981 on the entry, residence, settlement and expulsion of foreign nationals, and by numerous amendments to both the law and the Royal Decree.

Belgium's rules on the entry and residence of foreign nationals take account of its international commitments within the framework of Benelux, the Schengen Agreement, the European Union and the United Nations.

B. Access to Belgium with or without a visa

When submitting a visa application at an embassy or consulate, upon entry into Belgium or if subject to a check in Belgium, all foreign nationals (who are not EU citizens) wishing to come to Belgium (whether or not they require a visa) must, prior to entry to Belgium and any short stay in the country, meet the following conditions:

1. Be in possession of identity or travel documents (passport) that are recognised by Belgium and remain valid for at least three months subsequent to their planned period of stay in Belgium. The fact that the passport remains valid means that its holder can return to the country in which the passport was issued and gives the country being visited some guarantee that the foreign national will not be prevented from leaving its territory.

2. Be able to produce documents justifying the purpose and conditions of their planned stay.

3. Have adequate means of subsistence, both for the duration of the planned stay and for the return trip to their country of origin or transit to another country. Foreign nationals must provide evidence that they are able to bear the cost of their stay, any medical costs and the cost of the return journey, so that the Belgian authorities will not have to cover these costs should problems arise.

Examples of documents that can be used as proof that the individual concerned has sufficient means of subsistence are: cash, cheques and credit cards accepted in Belgium, an original copy of a pledge of financial support, a work contract, bank statements, proof of enrolment on the trade register and proof of professional activity.

Only the holders of diplomatic, official and service passports, citizens of EU countries, are not required to prove that they have sufficient means of subsistence.

4. Not have been flagged for non-admission to Belgium.
5. Not be considered a threat to public order, national security or the international relations of Belgium or the other Schengen countries.

Further information about visa requirements can be found on the following websites:

<http://www.diplomatie.be/en/travel/visa/default.asp> (NL-FR-DE-EN)

<http://www.dofi.fgov.be> (NL-FR)

<http://www.eurovisa.info> (EN)

A list of countries whose nationals require visas is given in appendix D of this guide.

For some countries, Belgium is not represented by an embassy or consulate. You will have to go to the embassy of a country which has taken over this consular role for persons wanting to travel to Belgium. The list below informs you which embassy guarantees this service for Belgium:

Albania: Dutch embassy
Armenia: German embassy
Azerbaijan: German embassy
Belarus: German embassy
Bosnia and Herzegovina: Dutch embassy
Georgia: French embassy.
Kazakhstan: Dutch embassy
Kyrgyzstan: German embassy
Former Yugoslav Republic of Macedonia: Dutch embassy
Republic of Moldova: Belgian embassy in Bukarest (Romania)
Tajikistan: German embassy
Turkmenistan: German embassy
Uzbekistan: French embassy

APPENDIX D

Visa Information per country

	Country	VISA required?
1	Albania	YES
2	Andorra	NO
3	Armenia	YES
4	Austria	NO
5	Azerbaijan	YES
6	Belarus	YES
7	Bosnia and Herzegovina	YES
8	Bulgaria	NO
9	Canada	NO
10	Croatia	NO
11	Cyprus	NO
12	Czech Republic	NO
13	Denmark	NO
14	Estonia	NO
15	Finland	NO
16	Former Yugoslav Republic of Macedonia	YES
17	France	NO
18	Georgia	YES
19	Germany	NO
20	Greece	NO
21	Holy See	NO
22	Hungary	NO
23	Iceland	NO
24	Ireland	NO
25	Italy	NO
26	Kazakhstan	YES
27	Kyrgyzstan	YES
28	Latvia	NO
29	Liechtenstein	NO
30	Lithuania	NO
31	Luxembourg	NO
32	Malta	NO
33	Monaco	NO
34	Netherlands	NO
35	Norway	NO
36	Poland	NO
37	Portugal	NO
38	Republic of Moldova	YES

39	Romania	NO
40	Russian Federation	YES
41	San Marino	NO
42	Serbia & Montenegro	YES
43	Slovak Republic	NO
44	Slovenia	NO
45	Spain	NO
46	Sweden	NO
47	Switzerland	NO
48	Tajikistan	YES
49	Turkey	YES
50	Turkmenistan	YES
51	Ukraine	YES
52	United Kingdom	NO
53	United States of America	NO
54	Uzbekistan	YES

Foreign Embassies and Consulates in Brussels

Belgian Embassies and Consulates in the 55 OSCE Member States