



OSCE PARLIAMENTARY ASSEMBLY FALL MEETINGS

TIRANA, 5 – 7 OCTOBER 2012

VENUE OF THE MEETINGS

All meetings will take place at:

Sheraton Hotel

Sheshi Italia
Tirana, Albania
Tel: +355 42 2274707
Fax: +355 42 2274711

DRAFT PROGRAMME (*)

Thursday, 4 October 2012	Arrival of participants - Accommodation - Registration
Friday, 5 October 2012	Opening of the OSCE PA 2012 Fall Meetings (morning) Parliamentary Conference (morning & afternoon)
Saturday, 6 October 2012	Parliamentary Conference (continuation; morning) Meeting of the Standing Committee (afternoon)
Sunday, 7 October 2012	Cultural Programme / Half day Excursion - Departure of participants

()Please note that this preliminary draft is subject to changes. A detailed programme will be distributed to all participants in due time.*

CONTACT PERSONS

ALBANIAN PARLIAMENT-TIRANA FALL MEETINGS SECRETARIAT

Mr. Dritan Delija, Expert, Foreign Relations Department, Albanian Parliament

Tel: +355 42 232578 / Fax: +355 42 227949

Email: foreignservice@parlament.al

Ms. Irena Çobani, Director Multilateral Relations, Albanian Parliament

Tel: +355 42 232578 / Fax: +355 42 227949

Email: foreign@parlament.al

OSCE PA INTERNATIONAL SECRETARIAT

Ms. Odile Lelarge, Conference Coordinator

OSCE Parliamentary Assembly

Tel: +45 33 37 80 34 / Fax: +45 33 37 80 30

Email: odile@oscepa.dk

HOTEL ACCOMMODATION

A block booking at preferential rates for participants has been made at the ***Tirana International Hotel (5*)***, ***Sheraton Hotel (5*)***, ***Hotel Boutique Kotoni (4*)***, ***Hotel Sky (4*)***, and the ***Hotel Xheko Imperial (4*)***.

For details, please consult the websites of the hotels.

Tirana International Hotel

Scanderbeg Sq. Build. 8
Tirana, Albania
Tel: +355 42 234185
Fax: +355 42 234188
E-mail: hotel@hoteltirana.com.al
www.tiranahotel.com

Xheko Imperial Hotel

Rr. "Ibrahim Rugova" Nd. 56 H. 2
Tirana, Albania
Tel: + 355 42 259 574/75
Fax: + 355 42 246 852
Cel: + 00 355 68 20 24 233
E-mail: contact@xheko-imperial.com
www.xheko-imperial.com

Hotel Boutique Kotoni

Rruga Donika Kastrioti, 4
Tirana, Albania
E-mail: info@hotelkotoni.com
Tel: + 355 (0)4 2274888
Skype: hotelkotoni
www.hotelkotoni.com

Sheraton Hotel

Sheshi Italia
Tirana, Albania
Tel: +355 42 2274707
Fax: +355 42 2274711
Email: reservations.tirana@sheraton.com
www.starwoodhotels.com

Sky Tower Hotel

Rr. "Deshmoret e 4 Shkurtit" Nr.5/1
Tirana, Albania
Tel.: +355 4 2415995
Fax: +355 4 2415992
E-mail: info@skyhotel-al.com
Web: <http://www.skyhotel-al.com/>

All reservations should be made using the appropriate Hotel Reservation Form (Appendix A1 to A5) which should be filled in and sent by fax or e-mail directly to the respective hotels no later than 24 August 2012

With copy to Mr. Dritan Delija, Foreign Relations Department, Albanian Parliament (Tel: +355 42 232578 /Fax: +355 42 227949 / Email: foreignservice@parlament.al)

A copy should be also forwarded to the International Secretariat of the OSCE PA in Copenhagen to the attention of **Ms. Odile Lelarge**, Conference Co-ordinator, by email at odile@oscepa.dk or fax: +45 33 37 80 30.

Booking received after the deadline will be subject to availability.

Secretaries of Delegations who wish to reserve rooms by making a block booking should fill out a form for each individual attending.

As the number of rooms in the hotels is limited, the reservation requests will be treated on first-come, first-serve basis. Hotels will send a confirmation of the reservation to the email address specified by the guest on the hotel reservation form or by fax to the fax number specified by the guest on the hotel reservation form.

Parking is available at hotels, on request.

All payments for accommodation and personal costs should be made directly to Hotels upon departure. Credit card details are required for securing the bookings.

Participants are asked to read carefully the terms of the cancellation policy of the hotel of their choice. Cancellations must be made in written by fax or email directly to the hotel.

REGISTRATION

The registration form (Appendix B) should be sent to **Ms. Odile Lelarge at the OSCE PA International Secretariat** (fax: +45 33 37 80 30; email: odile@oscepa.dk) by **5 September 2012**. Please also send a copy to **Mr. Dritan Delija at the Albanian Parliament** (fax: +355 42 227949; email: foreignservice@parlament.al)

TRAVEL TO TIRANA - TRANSPORTATION

Participants are kindly requested to indicate their flight numbers, as well as dates of arrival to and departure from Tirana on both the Registration Form and Hotel Reservation Form in order to facilitate their welcome and appropriate transfer.

Mother Tereza Airport (Tirana) is located approximately 15 km away from Tirana city center and is served by major international airlines.

Transportation to and from the Mother Tereza Airport, as well as for social events, the cultural programme / sightseeing excursion and for accompanying persons' programme, will be provided by the Albanian Parliament. A coach service will be provided during the meetings between the hotels and the Sheraton.

There will be a welcome desk at Mother Tereza Airport with the OSCE PA logo to greet the delegates and accompanying persons. Staff will be on hand to direct participants to cars, vans and buses, which will run all day to the hotels.

Please note that transportation will be available only on the arrival dates of 4 and 5 October, as well as on the departure dates of 7 and 8 October.

REGISTRATION AND INFORMATION DESKS

The registration and information desks will be open at the Sheraton **on Thursday, 4 October, from 14:00 to 20:00, on Friday, 5 October, from 09:00 on and during the rest of the session.**

All participants are kindly requested to register as soon as possible after their arrival in Tirana at the registration desk where they will receive their access badges. Participants will be required to show official identification when registering (a passport or identity card).

All participants will be able to collect bags, handbooks and other conference literature upon registration.

A provisional List of Participants will be distributed. In order to enable the OSCE PA International Secretariat to issue the final list and to ensure the accuracy of its contents, national delegations are kindly requested to indicate any corrections to the provisional list at the Registration Desk.

IDENTIFICATION

For security purposes, all participants, including accompanying persons, observers, delegation staff, and members of the press are requested to wear their identity badges at all meetings and social functions. Name badges will be needed for access to all conference events.

Loss of identity badges should be reported immediately to the conference staff.

PASSPORTS AND VISAS

Every visitor needs a valid passport to enter the Republic of Albania.

Delegates, including parliamentarians, staff, and accompanying persons attending the OSCE PA 2012 Fall Meetings from countries outside of the European Union are advised to check on the website of the Ministry of Foreign Affairs of the Republic of Albania (www.mfa.gov.al) if they need an entry visa and contact, if necessary, their nearest Albanian Embassy or Albanian Consulate for further assistance.

Please note: In some OSCE participating States there is no diplomatic or consular mission of the Republic of Albania. In this case, consular functions are performed by Albanian embassies in other countries. The full list of the diplomatic missions of the Republic of Albania is available on the MFA website at www.mfa.gov.al

Delegates must clearly state that they are attending the OSCE PA 2012 Fall Meetings on their application form.

DOCUMENTATION / PHOTOCOPYING SERVICES

The International Secretariat will send by email to all delegations electronic documentation folders in PDF format. Most of the documents related to the Fall Meetings can also be downloaded from the OSCE PA website: www.oscepa.org. Additional printed material related to all meetings will be given out at registration.

The Albanian Parliament will assist delegates in photocopying their speeches and documents. Delegations are strongly advised to have their speeches reproduced in six copies and transmitted in advance through the secretariat to the interpreter's booths.

INTERPRETATION

During the meetings, simultaneous interpretation will be provided in all six official languages of the OSCE (English, French, German, Italian, Russian and Spanish), as well as in Albanian.

No translation service will be available.

DIPLOMATIC REPRESENTATION

All Embassies and Consulates in the Republic of Albania will be notified of the meetings and will receive a copy of the programme.

Participants wishing to reach their diplomatic representatives in Albania may consult the listing available on the Ministry of Foreign Affairs website at www.mfa.gov.al.

ACCOMPANYING PERSONS' PROGRAMME

A programme for accompanying persons has been arranged while delegates are engaged in conference sessions and meetings. A detailed programme will be announced in due time.

Accompanying persons may participate in all lunches and dinners organized by the Albanian Parliament. Accompanying persons are kindly requested to wear their identity badges at all times.

INSURANCE

Personal and medical insurance is the responsibility of individual participants.

The Albanian Parliament will not be responsible for any lost luggage, currency or personal effects, or any medical costs.

MEDICAL FACILITIES

Medical assistance will be available throughout the meetings. However, illness requiring medical treatment or hospitalization is the responsibility of the individual. Participants taking medicine should bring enough to cover their needs.

CULTURAL PROGRAMME

On, 7 October 2012, participants will be taken on a half-day cultural programme / sightseeing excursion. A detailed programme will be distributed to all participants in due time.

OTHER SERVICES

Telephone, fax and internet facilities will be available for the participants and press.

A travel and tourist information desk will be available to participants at the Sheraton, outside the Conference Hall.

DRESS CODE

Business attire is required for formal occasions and most social events. Casual dress (jacket, no tie) is suitable for the city tour, sightseeing excursion and the accompanying persons' programme. Comfortable shoes are recommended for the excursion and the accompanying persons' programme. There will be some walking required during most of these tours.

CURRENCY AND BANKING

The national currency unit in Albania is the Albanian **Lek (ALL)** (1 Euro = 140 Lek), which is the only currency acceptable for payment.

Most major international currencies can be exchanged at banks, airport and in hotels. Banking hours are generally between 09:00-16:30 from Monday to Friday. Credit cards such as Visa, American Express, MasterCard and Diners Club are widely accepted in hotels, restaurants, pubs and supermarkets, but cannot be used for making payment in smaller retail trade points. Cash can be withdrawn from cash machines or obtained at the nearest currency exchange point or bank.

CLIMATE

The climate along Tirana Region is typically Mediterranean, with mild, rainy winters and hot and dry summers. The weather in Tirana is generally sunny this time of the year with average daily air temperature around 20-23°C.

ELECTRICITY SERVICE

The standard electricity voltage in Albania is 220 Volts, at 50 Hz. Connectors are European type, with plugs being of the 2 pin type. A transformer and plug adaptor (to convert 3-pin plugs to the standard 2-pin plug) may be required.

TELECOMMUNICATIONS

Telephones: The international code for Albania is: +355, for Tirana: 042. If you wish to make a call to Tirana from another country please dial +355 42 then a 6-digit city number.

Mobile phones: Only digital phones with GSM subscriptions and a roaming agreement will work in Albania. Visitors should consult with their supplier before leaving. If you make a call on the mobile phone from abroad please dial +355 then the 2-digit code of one of the mobile operators, and then a 7-digit phone number. The most widely used mobile operators utilize the following codes: 66, 67, 68, 69.

Pay phones: Easy-to-use country calling cards are widely available.

SMOKING POLICY

The Republic of Albania has implemented a smoking ban in the workplace. This means that smoking is forbidden in enclosed places of work in Albania, except in designated smoking areas. This includes office blocks, various buildings, public houses, restaurants / bars, public transport and company vehicles (cars and vans).

SPECIAL NEEDS

Secretaries of Delegations should inform the Tirana Fall Meetings Secretariat of guests with special needs in order to make the necessary transportation and other arrangements in advance.

PHOTOGRAPHS

Photographs taken during the meetings will be sent from the Albanian Parliament, after request by the Delegation