



**FALL MEETINGS
OF THE OSCE PARLIAMENTARY ASSEMBLY**

GENERAL INFORMATION

*Budva, Montenegro
13 – 15 October 2013*

VENUE OF THE MEETINGS

All meetings will take place at:
Hotel Splendid Conference & Spa Resort
Bečići bb
85310 Budva, Montenegro
Tel: +382 33 773 777; +382 33 773 444
Fax: +382 33 773 757

DRAFT PROGRAMME (*)

Saturday, 12 October 2013	Arrival of participants - Accommodation – Registration
Sunday, 13 October 2013	Opening of the OSCE PA 2013 Fall Meetings (morning) Parliamentary Conference (morning - afternoon)
Monday, 14 October 2013	Parliamentary Conference (continuation; morning) Meeting of the Standing Committee (afternoon)
Tuesday, 15 October 2013	Mediterranean Forum (morning) Closing of the OSCE PA 2013 Fall Meetings Historical and cultural sites in Budva (afternoon) (TBC)
Wednesday, 16 October 2013	Cultural Programme / Excursion - Departure of participants (TBC)

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

CONTACTS

PARLIAMENT OF MONTENEGRO - BUDVA FALL MEETINGS SECRETARIAT

Ms. Jelena Davidović, Advisor for International Relations to the President of the Parliament, Parliament of Montenegro
Tel: +382 20 404 558 / Fax: + 382 20 242 192
Email: jelenadjurovic@t-com.me

Ms. Anđela Radunović, Secretary of the Delegation of the Parliament of Montenegro to the OSCE PA, Parliament of Montenegro
Tel: +382 20 225 190
Email: andjela.radunovic@skupstina.me

OSCE PA INTERNATIONAL SECRETARIAT

Ms. Odile Lelarge, Conference Co-ordinator
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 **Hotel Splendid (5*)**, **and the Hotel Montenegro Beach Resort (4*)**. For booking information, see the Hotel Reservation Form (Appendix A) and for more details about the hotels' amenities, please consult the websites of the hotels.

Hotel Splendid Conference & Spa Resort

Bečići bb
85310 Budva, Montenegro
Tel: +382 33 773 777; +382 33 773 444
Fax: +382 33 773 757
E-mail: reservations@montenegrostars.com
Website:
<http://www.montenegrostars.com/www/index.php/en/splendid-home-3>

Hotel Montenegro Beach Resort

Bečići bb
85310 Budva, Montenegro
Tel: +382 33 773 777; +382 33 773 444
Fax: +382 33 773 757
E-mail: reservations@montenegrostars.com
Website:
<http://www.montenegrostars.com/www/index.php/en/our-hotels/hotel-montenegro>

*All reservations should be made using the appropriate Hotel Reservation Form (Appendix A) which should be filled in and sent by fax or e-mail directly to the **Montenegro Stars Hotel Group no later than 31 August 2013** after which time it will not be possible to guarantee room availability.*

Montenegro Stars Hotel Group

Attention: Ms Spasenija Purić
Bečići bb, 85310 Budva, Montenegro
Tel:+382 33 773 444 Fax:+382 33 773 757
E mail: events@montenegrostars.com
www.montenegrostars.com

Bookings received after the deadline will be subject to availability.

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.

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 a first-come, first-serve basis.

Parking is available at hotels, on request.

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

Participants are asked to read carefully the terms of the cancellation policy.

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 **6 September 2013**. Please also send a copy to **Ms. Anđela Radunović at the Parliament of Montenegro** (email: andjela.radunovic@skupstina.me).

TRAVEL TO BUDVA - TRANSPORTATION

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

Podgorica Airport is located approximately 70 km away from Budva and is served by many major international airlines, while Tivat Airport is located approximately 20 km away. Transportation to and from the airports, as well as for social events, the cultural programme / sightseeing excursion and the accompanying persons' programme will be provided by the Parliament of Montenegro. A coach service will be provided during the meetings between the two hotels.

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

Please note that transportation will be available to and from Podgorica and Tivat airports only on the arrival dates of 12 and 13 October, as well as on the departure dates of 14 (afternoon), 15 and 16 October.

REGISTRATION AND INFORMATION DESKS

The registration and information desks will be open in the central lobby of the Hotel Splendid **on Saturday, 12 October from 14:00 to 20:00, on Sunday, 13 October from 09:00 and during the rest of the session.**

All participants are kindly requested to register at this desk as soon as possible after their arrival where they will receive their access badges. Participants will be required to show official identification when registering (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 content, 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

Entering and staying in Montenegro is subject to holding a valid passport or other forms of travel documents.

Delegates, including parliamentarians, staff and accompanying persons attending the OSCE PA 2013 Fall Meetings from countries outside of the European Union are advised to check the website of the Ministry of Foreign Affairs and European Integration of Montenegro (www.mip.gov.me) to find out if they need an entry visa and contact, if necessary, their nearest Montenegrin Embassy or Montenegrin Consulate for further assistance.

Please note: In some OSCE participating States there is no diplomatic or consular mission of Montenegro. In this case, consular functions are performed by Montenegrin embassies in other countries, or, in some cases, by Serbian or Bulgarian embassies. The full list of the diplomatic missions of Montenegro is available on the MFAEI website at www.mip.gov.me.

In **Annex C**, you will find the visa regimes for the OSCE PA participating states and partners for co-operation for entering Montenegro, along with contact information of the embassies responsible for issuing visas.

Delegates must clearly state that they are attending the OSCE PA 2013 Fall Meetings on their application form. Visas will be issued free of charge by Montenegrin embassies.

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 Parliament of Montenegro 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 interpreters' 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 Montenegrin.

No translation service will be available.

DIPLOMATIC REPRESENTATION

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

Participants wishing to reach their diplomatic representatives in Montenegro may consult the lists available on the Ministry of Foreign Affairs and European Integration website at www.mip.gov.me.

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 course.

Accompanying persons may participate in all lunches and dinners organized by the Parliament of Montenegro. Accompanying persons are kindly requested to wear their identity badges during every part of the programme.

INSURANCE

Personal and medical insurance is the responsibility of individual participants.

The Parliament of Montenegro 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.

EXCURSION

TBC

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 Hotel Splendid, 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 Montenegro is the *Euro*, which is the only currency acceptable for payment.

Most major international currencies can be exchanged at banks, airports 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 are widely accepted in hotels, restaurants, pubs and supermarkets, but cannot be used for making payment in smaller retail trade outlets. Cash can be withdrawn from cash machines or obtained at the nearest currency exchange point or bank.

CLIMATE

The climate along the Budva Region is typically Mediterranean, with mild, rainy winters and hot and dry summers. The weather in Budva is generally sunny this time of the year with an average daily air temperature of around 20-23°C. Sea temperature in mid-October is around 20-22°C.

ELECTRICITY SERVICE

The standard electricity voltage in Montenegro 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 Montenegro is: +382, for Budva: 033. If you wish to make a call to Budva from another country please dial +382 33 then a 6-digit city number.

Mobile phones: Only digital phones with GSM subscriptions and a roaming agreement will work in Montenegro. Visitors should consult with their supplier before leaving. If you make a call on a mobile phone from abroad please dial +382 then the 2-digit code of one of the mobile operators, and then a 6/7-digit phone number. The most widely used mobile operators utilize the following codes: 67, 68, 69.

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

SMOKE-FREE POLICY

Montenegro has implemented a smoking ban in the workplace. This means that smoking is forbidden in enclosed places of work in Montenegro, 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 Budva Fall Meetings Secretariat of guests with special needs in order to make necessary transportation and other arrangements in advance.

PHOTOGRAPHS

Photographs taken during the meetings will be distributed by the Parliament of Montenegro, upon request by delegations.