



AUTUMN MEETING OF THE OSCE PARLIAMENTARY ASSEMBLY

GENERAL INFORMATION

*Ulaanbaatar, Mongolia
15 – 18 September 2015*

VENUE OF THE MEETINGS

All meetings will take place at:

Shangri-La Ballroom, Shangri-La Hotel

19 Olympic Street, Sukhbaatar District-1,
Ulaanbaatar 14241, Mongolia,
Tel: +976 7702 9999 Fax: +976 7702 7799

DRAFT PROGRAMME*

Tuesday, 15 September 2015	Arrival of participants - Accommodation – Registration Official Opening Reception (evening)
Wednesday, 16 September 2015	Opening of the OSCE PA 2015 Autumn Meeting and Parliamentary Conference (all day)
Thursday, 17 September 2015	Meeting of the Standing Committee (morning) Parliamentary Conference (continuation; afternoon)
Friday, 18 September 2015	Cultural programme
Saturday, 19 September 2015	Departure of participants

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

CONTACTS

STATE GREAT HURAL(PARLIAMENT) OF MONGOLIA

ULAANBAATAR AUTUMN MEETINGS SECRETARIAT

Ms. Narantungalag Tserendorj, Head of the Foreign Relations Department, Secretariat of the State Great Hural (Parliament) of Mongolia,

Tel.: +976 51 26 21 50; fax: +976 11 32 28 66; E-mail: narantungalag@parliament.mn

Ms. Solongo Batsaikhan, Secretary of the Mongolian Delegation to the OSCE PA

Tel.: +976 51 26 26 36; fax: +976 11 32 28 66; E-mail: solongo@parliament.mn

Mr. Lkhamsuren Gongorjav, Senior officer at the Foreign Relations Department

Tel.: +976 51 26 28 66; fax: +976 11 32 28 66; E-mail: lkhamaa@parliament.mn

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; E-mail: odile@oscepa.dk

HOTEL ACCOMMODATION

Block bookings at preferential rates for participants have been made at the following hotels: **Shangri-La; Blue Sky; Best Western Premier Tuushin; and Ulaanbaatar Hotel**. For booking information, see the Hotel Reservation Forms (Appendix A1 to A5) and for more details about the hotels' amenities, please consult the websites of the hotels.

Shangri-La Hotel

19 Olympic street
Ulaanbaatar 14241, Mongolia
Tel: +976 7702 99 99
Fax: +976 7702 77 99
Web site: www.shangri-la.com/ulaanbaatar/shangrila/

Blue Sky Hotel

Peace avenue 17
14240 Ulaanbaatar, Mongolia
Tel: +976 7010 0505
Fax: +976 70100404
Web site: www.hotelbluesky.mn

Ulaanbaatar Hotel

Chinggis Khaan square 14,
Ulaanbaatar 210645, Mongolia
Tel : +976 11 320620
Fax : +976 11 4666
Web site: www.ubhotel.mn

Best Western Premier Tuushin Hotel

Premier Minister Amar's street 15
Ulaanbaatar 14200, Mongolia
Tel: +976 11 32 31 62
Fax: +976 11 32 59 03
Web site: www.bestwesternmongolia.mn

*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 hotels **and to Ms. Solongo Batsaikhan no later than 17 August 2015**, after which time it will not be possible to guarantee neither room availability, nor rates.*

Ms. Solongo Batsaikhan

Advisor at the Foreign Relations Department
Secretariat of the State Great Hural,
Secretary of the Mongolian Delegation to the OSCE PA
Tel : +976 51 26 26 36; Fax : +976 11 32 28 66; E-mail : solongo@parliament.mn

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.

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

Participants are asked to carefully read 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 **17 August 2015**.

Please also send a copy to **Ms. Solongo Batsaikhan, at the Mongolian Parliament** (Fax: +976 11 32 28 66; E-mail: solongo@parliament.mn).

PASSPORTS AND VISAS

Entering and staying in Mongolia is subject to holding a valid passport and visa.

Delegates, including parliamentarians, staff and accompanying persons attending the OSCE PA 2015 Autumn Meeting are advised to check the website of the Ministry of Foreign Affairs of Mongolia to find out if they need an entry visa.

http://mfa.gov.mn/en/index.php?option=com_content&view=section&id=11&Itemid=81&lang=en

For all participants visas will be issued upon arrival at the airport. Therefore, it's kindly requested from delegates, including parliamentarians, staff and accompanying persons to send to Mr. Lkhamsuren Gongorjav, E-mail: lkhamaa@parliament.mn a valid passport copy together with a copy of an application form in advance and at least 10 days prior to arrival. Delegates must clearly state on their application forms that they are attending the 2015 Autumn Meeting of the OSCE PA.

TRAVEL TO ULAANBAATAR – TRANSPORTATION

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

Chinggis Khaan International Airport is located approximately 18 km away from the city center. Transportation to and from the airport, as well as for social events, the cultural programme, and the accompanying persons' programme will be provided by the Parliament of Mongolia. Official hotels of the Autumn Meeting are located in walking distance to the venue of the meeting (Shangri-La) . There will be no transportation between the Shangri-La hotel and the other hotels for the meetings. Transportation will be provided for all social functions.

There will be a welcome desk (with the OSCE PA logo) at Chinggis Khaan International Airport to greet delegates and accompanying persons. Staffs will be present to direct participants to vans and buses, which will run to the hotels throughout the day.

Please note that transportation will be available to and from Chinggis Khaan International Airport only on the arrival dates, starting morning of 15 September until the evening 16 September, as well as on the departure dates, from 18 September through 20 September 2015.

For arrivals and departures on other dates, participants are kindly requested to take a taxi.

Special direct flights from and to Frankfurt and Berlin have been organized by

Mongolian Airlines (MIAT)

as follows

Monday 14 September 2015: Frankfurt - Ulaanbaatar

Flight number OM1372 – departure from FRA at 14:30 - arrival at ULN at 06:00 (+1) (Local time)

Monday 14 September 2015: Berlin - Ulaanbaatar

Flight number OM1352 – departure from TXL at 16:45 - arrival at ULN at 07:35 (+1) (Local time)

Saturday 19 September 2015: Ulaanbaatar – Frankfurt

Flight number OM1371 – departure from ULN at 11:00 - arrival at FRA at 13:00 (Local time)

Saturday 19 September 2015: Ulaanbaatar – Berlin – via Moscow (SVO)

Flight number OM135 – departure from ULN at 10:15 - arrival at SVO at 10:55 (Local time)

Flight number OM135 – departure from SVO at 11:55 - arrival at TXL at 13:15 (Local time)

For the ticket booking and payment procedures please see the attached **Appendix C**.

REGISTRATION AND INFORMATION DESKS

The registration and information desks will be open in the central lobby of the Shangri-La hotel on Tuesday **15 September from 14:00 to 19:00** on Wednesday 16 September **from 9:00 and during the rest of the session**.

Information desks will be at the disposal of the participants in all conference hotels.

All participants are kindly requested to register at the registration desk in the lobby of the Shangri-La hotel after their arrival, as soon as possible; they will receive their access badges there. Participants will be required to show official identification on registering (passport or identity card).

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

A provisional List of Participants will be distributed. In order to enable the Mongolian Secretariat to OSCE PA and 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 AND SECURITY

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.

Access to the Shangri-La hotel will be secured.

DIPLOMATIC REPRESENTATIONS

All Embassies and Consulates in Mongolia will be notified of the OSCE PA 2015 Autumn Meeting and will receive a copy of the programme.

Participants wishing to reach their diplomatic representatives in Mongolia may consult the list available on the website of the Ministry of Foreign Affairs of Mongolia at:

http://mfa.gov.mn/en/index.php?option=com_content&view=category&layout=blog&id=67&Itemid=90&lang=en

DOCUMENTATION AND COPYING SERVICES

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

Photocopying machines will be at the disposal in the Shangri-La hotel. 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.

No translation service will be available.

WEBSITE OF THE OSCE PA 2015 AUTUMN MEETING

The website of the OSCEPA 2015 Autumn Meeting will be updated with information about the meeting: www.oscepa2015.parliament.mn.

CULTURAL PROGRAMME

More details will be provided in due time.

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 events organized by the Mongolian Parliament. 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 Mongolian 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.

DRESS CODE

Business attire is required for formal occasions and most social events. Casual dress (jacket, no tie) is suitable for the cultural and for the accompanying persons' programme.

CLIMATE

The weather in Ulaanbaatar in the middle of September is mostly variable: sunny periods can alternate with rainy episodes. Temperatures could be as low as 6 degrees Celsius at night and reach 20 degrees during the day.

CURRENCY AND BANKING

The national currency is the Mongolian tugrug (MNT). You will have approximately 2167 MNT against 1 € and 1953 MNT against 1 USD (as of 30 June 2015).

Cash can be withdrawn from ATM machines anytime.

Banks are open from Monday to Friday, from 09:00 to 18:00. It is possible to exchange money at Currency exchange points, the airport and in most hotels. Credit cards are accepted everywhere, except for small purchases.

ELECTRICITY

The voltage in Mongolia is 220V/50 Hz.

Mongolia uses Type C and Type E plugs. (Type C 2-pin plugs also fit J sockets.)

TELECOMMUNICATIONS

The international code for Mongolia is +976; for Ulaanbaatar, it is: 11 for land line

SPECIAL NEEDS

Secretaries of Delegations should inform the Mongolian Secretariat (e-mail: solongo@parliament.mn) of guests with special needs in order to make necessary arrangements in advance.

SMOKE-FREE POLICY

Smoking is forbidden in all public places, restaurants, bars, public transport and etc.