



**AUTUMN MEETING
OF THE OSCE PARLIAMENTARY ASSEMBLY**

GENERAL INFORMATION

**SKOPJE
29 September – 2 October 2016**

VENUE OF THE MEETINGS

All meetings will take place at:

Hotel Holiday Inn

Filip Vtori Makedonski no.5

1000 Skopje

Tel: +389 2 329 29 29 ; fax: +389 2 311 55 03

E-mail: hiskopje@holiday-inn.com.mk

Web page: www.holiday-inn.com/skopje

DRAFT PROGRAMME*

Thursday, 29 September 2016	Arrival of participants - Accommodation – Registration Welcome Reception (evening)
Friday, 30 September 2016	Mediterranean Forum (morning) Opening of the OSCE PA 2016 Autumn Meeting and Parliamentary Conference, 1 st Session (afternoon) Official Dinner (evening)
Saturday, 1 October 2016	Parliamentary Conference, 2nd Session (morning) Meeting of the Standing Committee (afternoon) Gala Concert and Reception (evening)
Sunday, 2 October 2016	Parliamentary Conference, 3 rd Session (morning) Closing of the OSCE PA 2016 Autumn Meeting Cultural programme (afternoon) Departure of participants (evening)
Monday, 3 October 2016	Departure of participants (continuation)

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

CONTACTS

ASSEMBLY OF THE REPUBLIC OF MACEDONIA – SKOPJE AUTUMN MEETING SECRETARIAT

Ms. Biljana Ognenovska, Secretary of the Delegation to the OSCE PA

Tel.: +389 2 3119 825; fax: +389 2 3135 401; e-mail: b.ognenovska@sobranie.mk

Mr. Liman Avdiu, State Advisor for International Co-operation

Tel.: +389 2 3113 422; email: l.avdiu@sobranie.mk

OSCE PA INTERNATIONAL SECRETARIAT

Ms. Odile Lelarge, Head of Conference Services

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: **Skopje Marriott (5*), Holiday Inn (4*), Best Western Hotel Turist (4*) and Ibis Hotel Skopje City Center (4*)**. For booking information, see the Hotel Reservation Forms (Appendix A) and for more details about the hotels' amenities, please consult the websites of the hotels.

Skopje Marriott*****

Plostad Makedonija 7
1000 Skopje
Tel. : +389 2 510 2510
Fax : +389 2 510 2511
E-mail: skopje.reservations@marriott-hotels.com
Web site: www.marriott-hotels.com

Holiday Inn** (SOLD OUT)**

Filip Vtori Makedonski no.5
1000 Skopje
Tel: +389 2 329 29 29
Fax : +389 2 311 55 03
E-mail: hiskopje@holiday-inn.com.mk
Web page: www.holiday-inn.com/skopje

Best Western Hotel Turist*****

Guro Strugar no. 11
1000 Skopje
Tel : +389 2 328 9111
Fax : +389 2 328 9100
E-mail: bestwestern@hotel-turist.com.mk
Web site: www.bestwestern-ce.com/turist

Ibis Hotel Skopje City Center*****

Ul. Orce Nikolov no. 55
1000 Skopje
Tel : +389 2 3123 700
Fax : +389 2 312 3701
E-mail: H9672@accor.com
Web site: www.ibishotel.com

*All reservations should be made using the appropriate Hotel Reservation Forms (Appendix A) which should be filled in and sent by e-mail (or fax) directly to the hotels, **no later than 9 September 2016**, after which time it will not be possible to guarantee neither room availability, nor rates.*

Bookings received after the deadline will be subject to availability.

A copy – first page only - should be also forwarded to the International Secretariat of the OSCE PA in Copenhagen to the attention of **Ms. Odile Lelarge**, Head of Conference Services, by e-mail at odile@oscepa.dk or fax: +45 33 37 80 30.

Secretaries of Delegation who wish to reserve more than one room 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.

The preferential room rates are valid from 29 September to 3 October 2016. They are offered two days before and two days after the dates of the OSCE PA Autumn Meeting 2016, subject to availability.

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 carefully read the terms of the cancellation policy.

REGISTRATION FOR THE AUTUMN MEETING

The registration form (Appendix B) should be sent to **Ms. Odile Lelarge** (fax: +45 33 37 80 30; e-mail: odile@oscepa.dk) by **26 August 2016**. Please also send a copy to **Ms. Biljana Ognenovska** (e-mail: b.ognenovska@sobranie.mk; fax: +389 2 3135 401).

PASSPORTS AND VISAS

Entering and staying in the country is subject to holding a valid passport (or identity card for certain countries only).

Citizens of **EU Member States, the USA and Canada**, as well as holders of multiple entry short stay **Schengen visa type C** valid at least 5 (five) days beyond the intended stay **do not require a visa**. Delegates, including parliamentarians, staff and accompanying persons attending the OSCE PA 2016 Autumn Meeting from the other countries are advised to check the website of the Ministry of Foreign Affairs (<http://mfa.gov.mk/index.php/en/consular-services/for-foreign-nationals/information-about-macedonian-entry-visas>) to find out if they need an entry visa, and contact, if necessary, their nearest Macedonian Embassy or Consulate for further assistance.

Please note that in some OSCE participating States there is no Macedonian diplomatic or consular mission. In this case, consular functions are performed by Macedonian Embassies in another country. The full list of the diplomatic missions is available on the website of the Ministry of Foreign Affairs: <http://mfa.gov.mk/index.php/en/diplomatic-network-top/map-of-the-diplomatic-network>

Delegates must clearly state they are attending the OSCE PA 2016 Autumn Meeting on their application form.

Contact person for visa issues:

Ms. Bleta Bilali, Associate, International Cooperation Department of the Assembly of the Republic of Macedonia

E-mail: bletabilalijeti@gmail.com

Phone: +389 2 311 6287

Mobile: +389 70 209 829

ARRIVAL AND DEPARTURE; TRANSPORTATION

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

Skopje "Alexander the Great" International Airport is located approximately 17 km away from Skopje and is served by many major international airlines.

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 Assembly of the Republic of Macedonia. Transportation schedules will be available at the information desks in the hotels.

All the hotels are within walking distance from the venue of the OSCE PA Autumn Meeting 2016. Protocol employees will accompany the participants from other hotels to Hotel Holiday Inn.

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

Please note that transportation will be available to and from the International Airport only on the arrival dates, on 28, 29 and 30 September, as well as on the departure dates, on 2 and 3 October 2016.

For arrivals and departures on other dates, participants are kindly requested to take either a taxi or the airport bus (for more information, timetables and prices, you may consult the website: <http://skp.airports.com.mk/default.aspx?ItemID=491>).

REGISTRATION AND INFORMATION DESKS

The Registration desk in Holiday Inn Hotel will be open on Thursday 29 September from 14:00 to 18:00, on Friday, 30 September from 8:00 and during the rest of the Autumn Meeting.

All participants are kindly requested to register at the Registration desk in Holiday Inn Hotel as soon as possible after their arrival; they will receive their access badges there. Participants will be required to show official identification when registering (passport or identity card).

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

There will be Information desks for the participants in all the hotels of the Autumn Meeting. The Information desks will be open from 8:00 to 23:00 on 29 September, 30 September and 1 October; from 08:00 to 20:00 on 2 October; as well as certain hours on 3 October, depending on departure flights of the participants. All the information concerning the transportation schedules, social events, excursion, accompanying persons' programme and other practical information will be provided at the Information desks.

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 events. Name badges will be needed for access to all conference events.

Loss of identity badges should be reported immediately to the Registration desk.

DIPLOMATIC REPRESENTATIONS

All embassies and consulates in Skopje have been notified of the OSCE PA 2016 Autumn Meeting and will receive a copy of the programme.

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

<http://mfa.gov.mk/index.php/en/ministry/protocol/accredited-dcm-in-macedonia>.

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 Hotel Holiday Inn. 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.

CULTURAL PROGRAMME

On Sunday, 2 October 2016, in the afternoon, participants will be taken on a cultural programme. A detailed programme will be distributed in due time.

ACCOMPANYING PERSONS' PROGRAMME

A programme for accompanying persons has been arranged while delegates are engaged in conference sessions and meetings. Accompanying persons are requested to register for the excursions they would like to participate by 9 September 2016, using the Accompanying persons' programme Registration form (in Annex).

Accompanying persons are also welcome to join the cultural programme on 2 October, as well as the evening events organized by the Assembly of the Republic of Macedonia. They are kindly requested to wear their identity badges during every part of the programme.

WEBSITE OF THE OSCE PA AUTUMN MEETING 2016

The website of the OSCE PA 2016 Autumn Meeting will be updated with information on regular basis: <http://www.sobranie.mk/osce-pa-14th-autumn-meeting-skopje-republic-of-macedonia-1.nsp>

The official photos will be uploaded on daily basis at: <https://www.flickr.com/photos/oscepaskopje>

INSURANCE

Personal and medical insurance is the responsibility of individual participants.

The Host 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 AND TIME ZONE

The climate of Skopje is usually classified as continental sub-Mediterranean. The weather in Skopje at the end of September/beginning of October is mostly variable: sunny periods can alternate with rainy episodes. Temperatures could be as low as 7 degrees Celsius at night and reach 26 degrees during the day.

From the end of March to the end of October, there is Summer time (CET + 1 hour).

CURRENCY AND BANKING

The national currency is the Macedonian Denar (MKD). You will have approximately 61,50 MKD against 1 € and 54 MKD against 1 USD.

Cash can be withdrawn from ATM machines anytime.

Banks are open from Monday to Friday, from 09:00 to 17:30, and from 09:00 to 13:00 on Saturdays. They are closed on Sunday. It is possible to exchange money at currency exchange points, at the airport and in most hotels. Credit cards are accepted everywhere, except for small payments.

ELECTRICITY

The voltage as in most of Europe, is 230V/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

The international code is +389; for Skopje, it is: (0)2

SPECIAL NEEDS

Secretaries of Delegation should inform the Secretariat of the Assembly of the Republic of Macedonia (e-mail: b.ognenovska@sobranie.mk) of guests with special needs in order to make necessary transportation and other arrangements in advance.

SMOKING POLICY

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

TOURIST INFORMATION

Tourist and practical information can be found on the multilingual website www.macedonia-timeless.com.