

PROGRAM

Thursday, 5 December 2013

7.50 – 9.10 Ceremonial arrival of Heads of Delegations (cameras only)

9.20 Family photo (cameras only)

9.30 Opening session (cameras only)

- Formal opening and adoption of the agenda
- Address by a representative of the host country
- Address by the OSCE Chairperson-in-Office
- Address by the President of the OSCE Parliamentary Assembly
- Report by the OSCE Secretary General

First plenary session (cameras only)

- Statements by Heads of Delegations

13.00 Working luncheon for Ministers for Foreign Affairs/Heads of Delegations (L7, HoD restaurant)

15:00–18:00 Second plenary session (cameras only)

- Statements by Heads of Delegations

19:30 Official dinner for Ministers for Foreign Affairs/ Heads of Delegations (Fairmont Grand Hotel Kyiv)

19:30 Reception for members of delegations and the media (Mystetskyi Arsenal)



Friday, 6 December 2013

9.30 Third plenary session (cameras only for statements)

- Statements by Heads of Delegations
- Adoption of Ministerial Council decisions and documents
- Any other business

Closing session (cameras only)

- Address by a representative of the host country
- Formal closure (statements by the current and incoming Chairpersons-in-Office)

13:30 Final press conference (fully open to media)



All participants of the 20th OSCE Ministerial Council Meeting in Kyiv are invited to the reception to be held on 5 December 19:30 - 21:30 in the premises of the National Culture Art and Museum Complex “Mystetskyi Arsenal” (10-12 Lavrska St., Kyiv).

Mystetskyi Arsenal is a conceptual art-project aimed at presenting Ukrainian historical and artistic heritage and its contribution to world cultural heritage. Old Arsenal building was erected in 1783-1801 as a part of the Old Pechersk Fortress.

All guests will also have the opportunity to discover modern Ukrainian art, presented within the Art Kyiv Contemporary 2013 Exhibition.

Another unique exhibition is devoted to the Ukrainian ornamental painting of Petrykivka, which is nominated for inscription on UNESCO's Intangible Cultural Heritage of Humanity list. The participants will have the opportunity to learn Petrykivka painting techniques.

The musical highlight of the event will be a special performance of the Kyiv Symphony Orchestra and Chorus directed by Roger McMurrin.



GENERAL INFORMATION

Venue

The 20th Meeting of the OSCE Ministerial Council takes place in Kyiv at the International Exhibition Centre (IEC), located at 15 Brovarskiy Ave, Kyiv, 02660. The IEC website can be found at <http://mvc-expo.com.ua/en/>.

Media Centre

A fully equipped Media Centre is incorporated into the venue. The entire venue will be a secure area, with access only possible with an accreditation badge.

The media centre will have the following facilities:

- a working area for journalists and NGOs;
- strong wireless connection;
- TV and radio booths cabled for receiving TV feed, audio splitters for audio feed (advance reservation of these booths can be made by e-mail to osce.accreditation@gmail.com, contact person: Olena Vashchenko);
- rooms for interviews and press briefings.

Opening hours

The media centre will be open as follows:

Wednesday, 4 December 10:00 hrs – 18:00 hrs

Thursday, 5 December 6:00 hrs – 22:00 hrs

***Please note that no entry through the media entrance will be permitted between 07.30-09.20 on the 5th of December. All journalists wishing to take part in the handshake and family photo pools must be in the media centre before 7:30.**

Friday 6 December 8:00 hrs – 20:00 hrs

(closing hour will be adjusted to the duration of the MC meeting)



Accreditation

Journalists must keep the accreditation confirmation letter received as a result of online registration for the whole period of stay in Ukraine. Accredited media representatives will be requested to present the letter together with a valid passport to obtain the badge. Accreditation badges can be picked up from 2 to 4 December at the Media Information Desk at the lobby of the media hotel “Bratislava” (www.bratislava.com.ua, address: Kyiv, 1, A.Malyshka St.).

Lost accreditation badges

Any loss of accreditation badges should be reported immediately to the Press and NGO Accreditation Desk (DS 7) at the Media Centre either in person or by phone:

277-04-99, 277-05-00,
277-05-01, +38 066 5984026.

Email: osce.accreditation@gmail.com

In order to obtain a new badge, please visit the **Registration Office** at the following address: 5 Mykilsko-Slobidska St. (located close to the venue).

A new badge can only be issued to the registered holder of a lost badge upon presenting the confirmation letter and valid ID card or passport.



The office will be open as follows:

Tuesday 3 December	08.00 – 20.00
Wednesday 4 December	07.00 – 20.00
Thursday 5 December	06.30 – 18.00
Friday 6 December	08.00 – 13.00

Tel: 541-03-60
Email: osce.accreditation@gmail.com;

Please note that the phone numbers and the email address will be operational only on 3 – 6 December.

Media access

Media representatives will access the venue via the Press and NGO Entrance (**2C**). Access will only be permitted to media in possession of their accreditation badge, which must be worn and visible at all times. Media are requested to follow the instructions of security and protocol staff at all times. Security Staff will only allow media representatives to access the Delegates' area if they are accompanied by a representative of the Ukrainian Foreign Ministry's official, OSCE Press and Public Information Staff, or other Conference officials.

Journalists should be aware that airport-style x-ray screening will be used at the security check points at the venue.

WLAN

Password free Wireless Local Area Network is available in the Media Centre.

First Aid

There are First Aid rooms, please see the venue map to locate these areas

Tel: 277-02-02, 201-11-41.

Lost property

Please contact the Press Information Desk (Ds 8).

Tel: 277-05-03, 277-05-04.

Smoking

Smoking is not permitted in the media center, as well as anywhere indoors in the IEC. A designated smoking area is located nearby. Please see the venue map for the location of this area.

In Ukraine smoking is prohibited inside the premises (including in restaurants, cafes and hotels), in parks and at public transport stops.

Prayer room

There is a prayer room (R) to the left at the Delegates entrance, please see the map for its location.

Liability

The organizers are not liable for personal accidents or for the loss of or damage to the personal property of attendees at the Meeting. Attendees should make their own arrangements with respect to personal insurance.



INFORMATION DESK AND CONTACTS

The **Press Information Desk (Ds8)** at the media centre will provide additional information and assistance to journalists, including general information on the venue, transportation, etc.

Tel. 277-05-03, 277-05-04

Email: osce.ukraine@gmail.com

At the **Pool Desk (Ds10)** journalists can apply for pool cards to cover elements of the program.

Tel. 277-04-92

Accreditation- **Olena Vashchenko**

Tel. +38 066 598 40 26

Email: osce.accreditation@gmail.com

Interview/Briefing requests - **Vasyl Zvarych**

Tel. +38 066 598 40 37

Email: osce.interview@gmail.com

Spokesperson of OSCE Chairperson-in-Office – **Yevhen Perebynis**

Tel: +38 066 598 40 39

Email: cio.spokesman@gmail.com



OSCE Press and Public Information Section (Pr 5)

press@osce.org

Tel: 277-04-93 277-04-94 277-04-95
277-04-96 277-04-97 277-04-98

Head of Press and Public Information/ OSCE Spokesperson - Cathie Burton

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**OSCE Office in Yerevan –
National Public Information Officer - Gohar Avagyan**

Tel. +38 066 598-39-94

**OSCE Office in Baku - National Press and Public Information
Officer -Rashad Huseynov**

Tel. +38 066 598-41-93

OSCE Centre in Bishkek Spokesperson - Svetlana Levina

Tel. +38 066 598-41-98

Document distribution

Hard copies of the MC documents including statements and press releases will be made available at the Press Information Desk and online on the OSCE website: http://www.osce.org/event/mc_2013

TV Broadcast Desk (Ds 9)

Tel. 277-05-05

**Representative of the Host Broadcaster
Multilateral satellite broadcast officer – Anna Starkova**

Tel. +38 050 310 45 62

Email: astarkova@ukr.net

Press IT Desk (Ds11)

Tel. 277-01-48

PUBLIC TRANSPORTATION

Boryspil International Airport

www.kbp.aero/en/
Tel: +38 044 393 43 71

Sky Bus operates between Boryspil International Airport and the South Railway Station via Kharkivska metro station. To get to the Railway Station please take a train at the Darnytsia or Livoberezhna metro-station to the Vokzalna station of the same Red Line. To get to the Kharkivska metro station – change the Red Line for the Green Line at the Teatralna metro-station.

Sky Bus fare is 40 UAH. Tickets can be purchased straight from the driver or at the ticket office of Terminals B, F and D of the Boryspil International Airport.

The Sky Bus schedule is available at:
<http://kbp.aero/en/transport/sky-bus/>



Kyiv International Airport

www.airport.kiev.ua/en/

Tel: +38 044 585-72-54

Trolleybus route 22 operates from 6 am to 10 pm every 15-20 minutes between the Kyiv International Airport and the Shuliavska metro station, which can easily be reached from the Livoberezhna or the Darnytsia metro stations (the Red Line).

Bus route 565 operates from 6 am to 12 pm every 6-10 minutes between the Kyiv International Airport and Petrivka the metro station (the Blue Line). To get to the Petrivka metro station please change the Red Line at the Khreshchatyk station to the Maidan Nezalezhnosti into the direction of the Petrivka metro-station.

The subway fare is 2 UAH, the bus and trolleybus fare is 2 – 2.50 UAH.



Hand baggage regulations

Aviation security regulations prohibit all passengers from carrying any liquid, gels or pastes of more than 100mls through security screening. Containers of 100mls or less of liquids, gels, pastes, lotions and cosmetics may be brought through the passenger security screening points at all airports. In addition, these items must be presented at the passenger security screening point in a transparent re-sealable bag of no more than one litre capacity, 20cm x 20cm. The rules apply to all liquids such as water and beverages, aerosol cans and toiletries such as toothpaste, shaving cream, hair gel, lip gloss and creams. There is a limit of one transparent plastic bag per person.

Medicines required during the flight are exempt from this rule, but must be placed in a separate transparent re-sealable bag and presented separately at the passenger screening area.



Getting to the MC Venue by public transport

The easiest way to get to from the IEC to the city center is by metro (subway). The nearest metro station to the IEC is Livoberezhna metro-station of the Sviatoshynsko-Brovarska (Red) Line. To get to the heart of Kyiv city center please take a train to the Khreshchatyk metro-station.

Taxi

To call a taxi please contact the Press Information Desk or use the numbers of Taxi companies in Kyiv below:

+38 044 201-05-01

+38 044 238-8-238

+38 044 249-40-40

+38 067 249-40-40

+38 044 239-15-15

+38 050 239-15-15

+38 063 239-15-15

The list of telephone numbers is not exhaustive and was taken from the open sources. Taxi companies are privately owned business. The OSCE Chairmanship bears no responsibility for the taxi tariffs and services provided by the companies.

When calling a taxi please clearly specify if you want a car with a taximeter and/or POS terminal. The taxi tariffs around the city range between 30 to 150 UAH depending on the company and the length of the route.

Shuttle service

A shuttle service for the media will be provided from **Bratislava Hotel** to the media centre at IEC on all days of the work of the media centre.

Bratislava

1, A.Malyshka's street

www.bratislava.com.ua

Tel: +38 044 537 39 99

The shuttles will operate along the following routes:

From Tuesday, 3 December to Friday, 6 December

Bratislava Hotel – IEC – Bratislava Hotel

Additional route for Thursday, 5 December

IEC - Mystetskyi Arsenal (venue of the reception for media representatives and delegates) - **Bratislava Hotel**

The schedule of shuttles will be available at the media hotel Bratislava and at the Press Information Desk at the Media Centre.







3A

Drivers lounge room
1st floor (conference hall #14)

Smoking area

Luncheon area

Tech. zone

M 4.1 Informal Meeting Room EAST 1

M 4.2 Informal Meeting Room EAST 2

M 4.3 Informal Meeting Room EAST 3

M 4.4 Informal Meeting Room EAST 4

M 5 Meeting Room SOUTH

M 6 Meeting Room WEST

M 7 Meeting Room NORTH

DL 1 Delegates Lounge

DL 2 Delegates Lounge

DL 3 Delegates Lounge

D 3 US

D 1 AL DE DE DE
D 19.2 D 19.1 D 17 D 16
FR FR EE ES

D 4 AD AM AT AZ
D 15 D 14 D 13 D 12
DK HR CY CA

D 8 BY BE
D 11 D 10
BG BA

S 4.8 PA

D 18 D 20 D 21.1 D 21.2
FI GE UK UK

D 22.1 D 22.2 D 23 D 25
GR GR HU IS

D 24.1 D 24.2 D 26 D 27
IE IE IT KZ

D 28 D 29
KG LV

S 4.9 FOM

D 36 D 35 D 34.3 D 34.2
MD MT LU LU

D 34.1 D 33.3 D 33.2
LU EU EU

D 33.1 D 32.2 D 32.1
EU Mtg LT/EU LT/EU

Ds 5 L5 Snack-bar

Pr 2.4 Pr 2.5 Pr 2.6 Pr 2.7 Pr 2.8 Pr 2.9 Pr 2.10 Pr 2.11 Pr 2.12 Pr 2.13 Pr 2.14 Pr 2.15

D 37 D 38 D 39
MC MN ME

D 40 D 41 D 42 D 43
NO UZ NL PL

D 44 D 45
PT RO

Pr 1 Press working area

D 49.1 D 48 D 47
RS VA SM

D 46.6 D 46.5 D 46.4 D 46.3
RU RU RU RU Mtg

D 46.2 D 46.1
RU RU

D 49.2 D 49.3 D 50
RS RS SK

D 51 D 52 D 53.1 D 53.2
SI SE CH CH

D 53.3 D 53.4
CH CH

D 57.2 D 57.1 D 56
TR TR TK

D 55 D 54
CZ TJ

L 4.5 hot drinks

Exhibition area

B 1 B 2 B 3 B 4

B 5 B 6 B 7 B 8

B 16 B 15 B 14 B 13

B 12 B 11 B 10 B 9

WC

HODs drivers lounge room

-1 floor entrance: -WC

2C

Explication of zones:

- Ch  Chairmanship
- S  OSCE Secretariat and Insitutions
- CS  Conference Services
- D  Delegations
- P  Partners for Co-operation
- O  International Organisations
- LO  Liaison officers area
- M  Meeting rooms
- Bi  Bilateral rooms
- R  Prayer room
- Pr  Press area
- N  NGO area
- L  Luncheon area
- Ds  Desks
- H  HOD
- Dr  Drivers lounge rooms
- T  Technical area

Explication of rooms:

Ch Ch 1 OSCE Chairperson
 Ch 1.1 OSCE Chairperson Meeting Room
 Ch 2 Chairmanship Offices
 Ch 3 Chairmanship Offices (TF)

S S 1 OSCE Secretary General
 S 1.1 Meeting Room of the Secretary General
 S 2 Secretary and OSCE Secretary General Advisers Offices
 S 3 OSCE Secretariat
 S 4 OSCE Institutions

CS CS 1 OSCE Conference Services
 CS 2 Documents Distribution and Meeting Logistic Unit
 CS 3 Interpreters lounge
 CS 4 Copy-centre

D D Delegations offices

P P Partners for Co-operation

O O International Organisations

M M 1 Plenary Hall
 M 2 FSC Meeting Room
 M 3 Preparatory Meeting Room / Permanent Council Room
 M 4 Informal Meeting Room EAST
 M 5 Meeting Room SOUTH
 M 6 Meeting Room WEST
 M 7 Meeting Room NORTH

B B Bilateral Meeting Rooms

DL Delegates lounge

LO LO Liaison officers area

H H 1 HoDs lounge
 H 1.1 Room for security personnel

R R Prayer room

Dr Dr 1 HoDs drivers lounge room
 Dr 2 Drivers lounge room

Pr Pr 1 Press working area
 Pr 2 TV and radio booths
 Pr 3 Briefings room
 Pr 4 Personal interview rooms
 Pr 5 PPIS office
 Pr 6 PPIS meetings room
 Pr 7 Interview area
 Pr 8 Live broadcast area
 Pr 9 Press lounge area
 Pr 10 Final Press Conference Hall

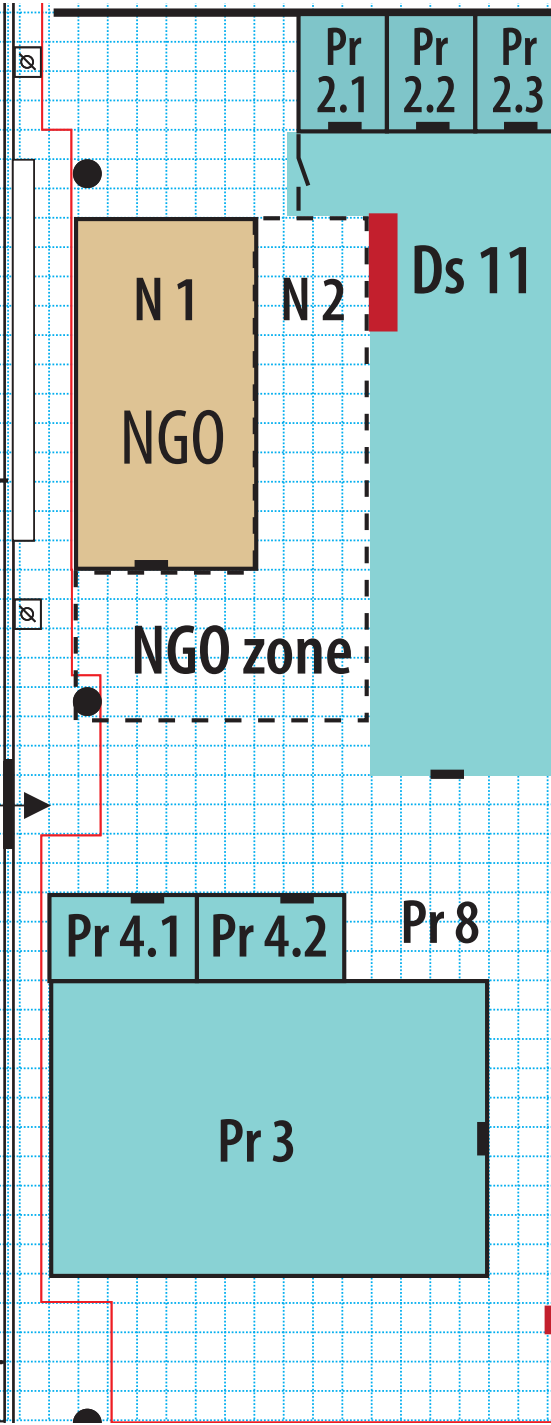
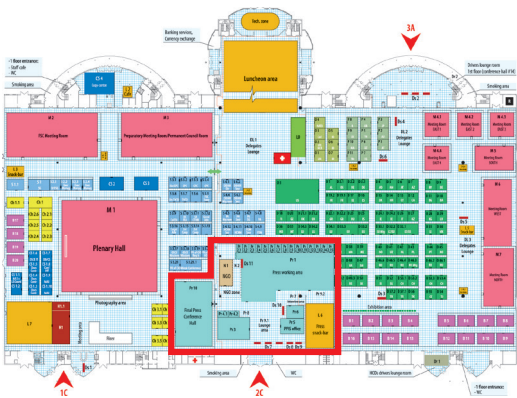
N N 1 NGO
 N 2 NGO zone

L L 1 Luncheon area
 L 2 Café
 L 3 Snack-bar
 L 4 Hot drinks service point
 L 5 Snack-bar
 L 6 Press snack-bar
 L 7 HoDs restaurant

Ds Ds 1 HoDs registration desk
 Ds 2 Delegations registration desk
 Ds 3 Bilateral meeting rooms desk
 Ds 4 Transport and hotels desk
 Ds 5 Information desk
 Ds 6 IT Helpdesk
 Ds 7 Press and NGO accreditation desk
 Ds 8 Press information desk
 Ds 9 TV broadcast desk
 Ds 10 Pool desk
 Ds 11 Press IT desk

Explication of Entrances:

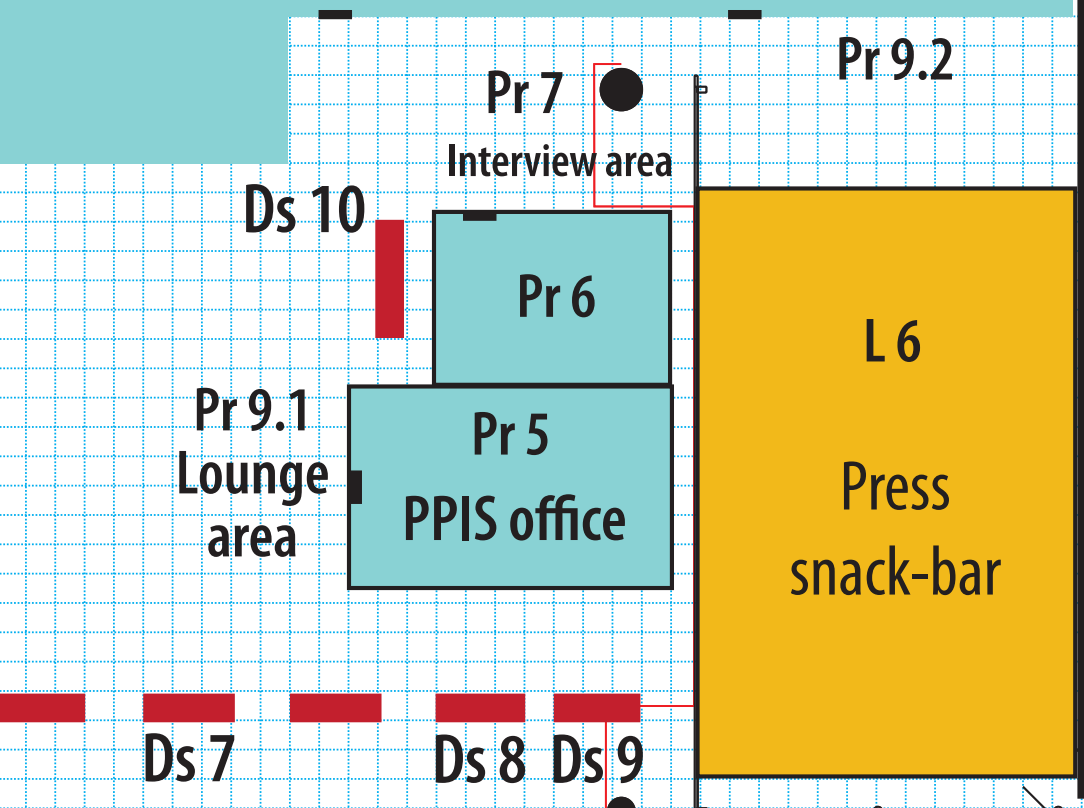
1C HozzDs entrance
 3A Delegates entrance
 2C Press and NGO entrance

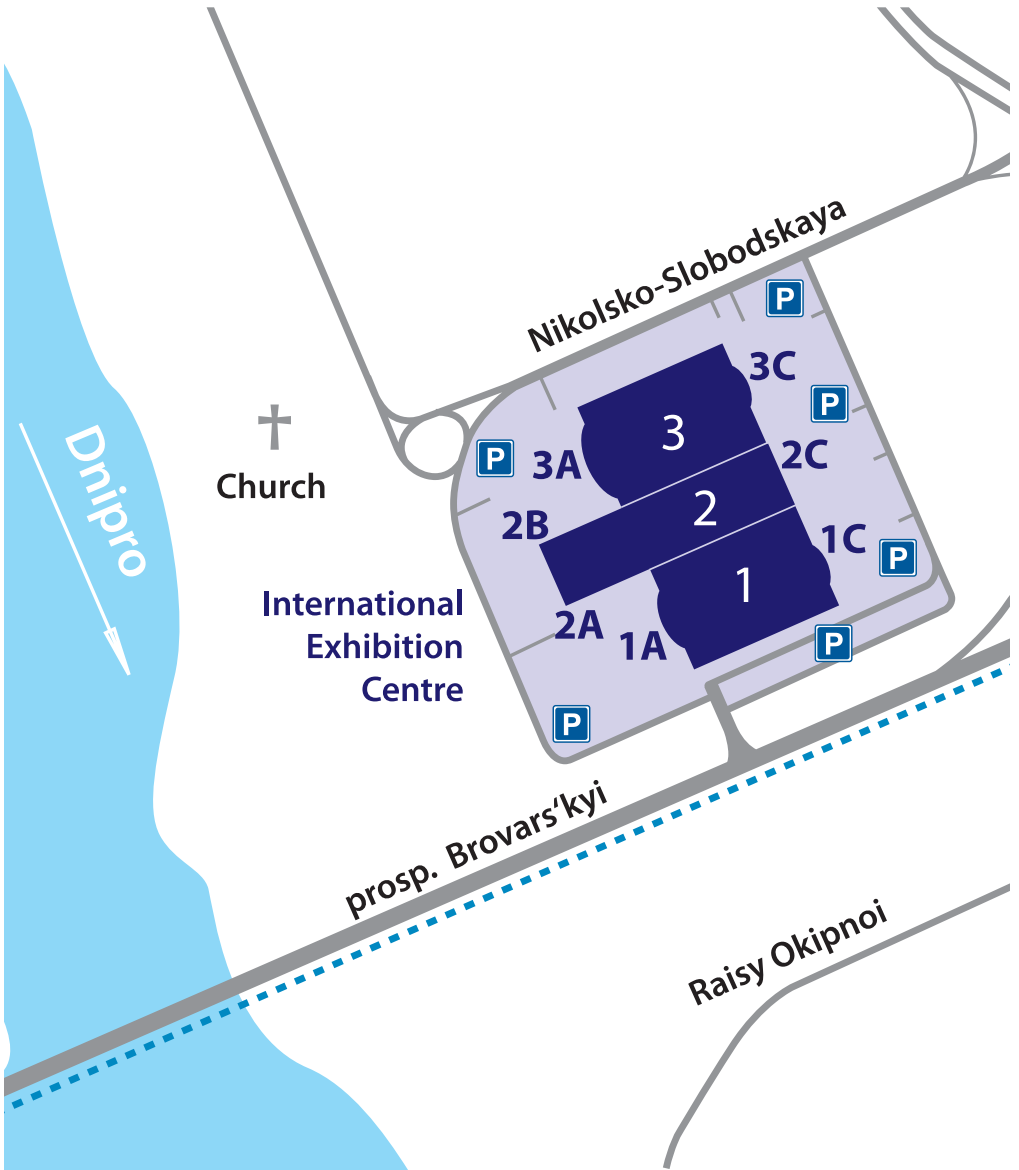


Pr 2.4	Pr 2.5	Pr 2.6	Pr 2.7	Pr 2.8	Pr 2.9	Pr 2.10	Pr 2.11	Pr 2.12	Pr 2.13	Pr 2.14	Pr 2.15
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Pr 1

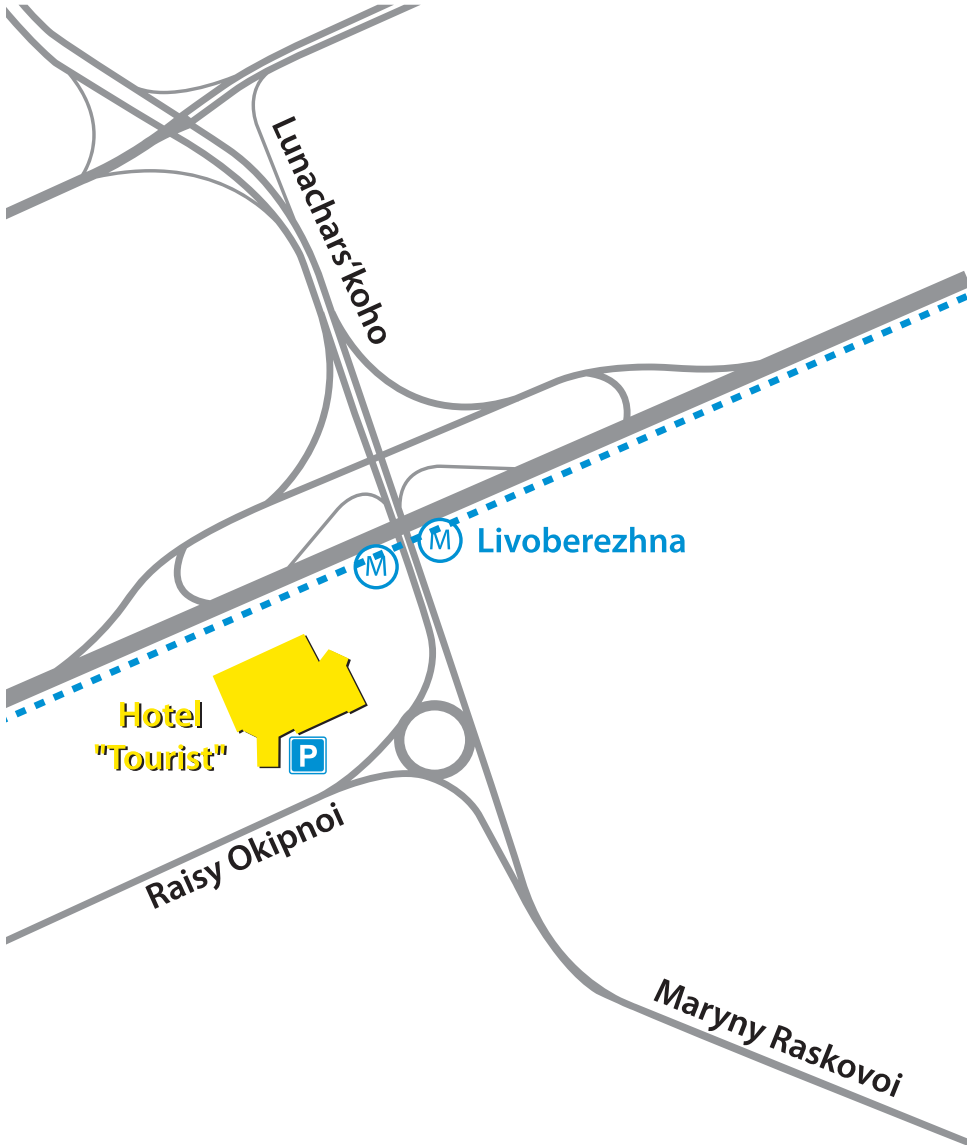
Press working area





Location map

Kyiv, Brovarskyi prosp., 15



SECURITY

To gain entry to the IEC and while inside the building, a valid badge must be worn and visible at all times. Media representatives are requested to co-operate with security checkpoints personnel and to follow the instructions of security officers and protocol staff at all times.

Security staff will ensure that visitors only enter areas that they are entitled to enter.

Media representatives should be aware that airport-style x-ray screening will be used at the IEC.

MEALS

Wednesday, 4 December

Buffet lunch is available in the Media Center's Snack-bar at approximately 50-60 UAH per person from 12.00 to 15.00

Thursday, 5 December and Friday, 6 December

Buffet lunch is available for media representatives free of charge in the Media Center's Snack-bar from 12.00 to 15.00.



GENERAL INFORMATION ABOUT UKRAINE

Area: 603 700 km²

Climate: for weather forecasts, see <http://meteo.gov.ua/en/>

Time zone: GMT+2 (UTC+2)

Internet top-level domain: ua

International phone code: 380

Government

Ukraine is a unitary state, consisting of the Crimean Autonomous Republic and 24 regions (oblasts). The legislative branch is represented by the unicameral parliament, Verkhovna Rada, consisting of 450 People's Deputies (members of parliament). The 7th convocation of the Verkhovna Rada was elected for the next five-year period on October 28, 2012.

The executive branch is represented by the Government – the Cabinet of Ministers of Ukraine, chaired by the Prime Minister.

The judicial branch has two independent court systems such as constitutional, the Constitutional Court of Ukraine, and general, the Supreme Court of Ukraine.



President of Ukraine – Viktor Yanukovych

Chairman of the Verkhovna Rada – Volodymyr Rybak

Prime Minister – Mykola Azarov

First Vice Prime Minister – Serhiy Arbuzov

Vice Prime Minister – Yuriy Boyko

Vice Prime Minister – Oleksandr Vilkul

Vice Prime Minister – Kostyantyn Gryshchenko

**Minister for Foreign Affairs, OSCE Chairperson-in-Office –
Leonid Kozhara**

Currency

Hryvnia (letter code UAH, digital code 980) is the currency of Ukraine. Any credit cards that bear the Visa, MasterCard or American Express symbol will be widely accepted in Ukraine. Visitors with other cards should ask in advance or check if that card is on display where they want to use it.

There are no limits on the amount of foreign currency which non-resident individuals may sell through authorized banks, authorized financial institutions and exchange offices. Please note that presenting a passport is obligatory during currency exchange operations for both residents and non-residents. Please demand and keep the transaction receipt and a certificate, issued by a bank, authorized financial institution or exchange office, during the whole stay in Ukraine. Both the check and the certificate will be demanded for the exchange of hryvnias for cash foreign currency

Banks

Banking hours are generally 9.00 to 18.00, Monday through Friday. Some banks are open on Saturday. ATM (cash) machines are located at most banks and accept MasterCard, VISA and American Express.

Electric appliances

The electric supply in Ukraine is 220-240v. European standard plugs and sockets are generally used in Ukraine and are different from those used in the USA. Europlug and Schuko are primary socket types.

International calls to and from Ukraine

To make a call abroad you should dial “00” first and then a destination number.
The international dialing code for Ukraine is +380.

Smoking

In Ukraine smoking is forbidden inside the premises (including in restaurants, cafes and hotels), in parks and at public transport stops.



Medical Treatment

Providing medical assistance to the foreigners who temporarily stay in Ukraine is based on the general insurance policy of a foreign insurance company and it is secured by a relevant Ukrainian partner assistance company.

If you have health insurance and fell ill, please contact a medical assistance company by the phone numbers indicated in your insurance policy.

In case of no health insurance coverage, the foreigner will be obliged to cover the cost of the medical treatment provided directly in the medical establishment that renders such treatment in accordance with the established tariffs within the treatment cost.

Non-residents may perform the payments for the received medical service with a credit card or in cash, at the Cash Office of the medical institution.



Residents of the countries which entered into the relevant international contracts with Ukraine are entitled to free emergency medical care. From the moment the life threatening emergency for the patient has been removed, or it ceased to endanger the people around, and transportation appears possible, further medical service is provided on fee basis.

In case you have a chronic disease, it is advisable to consult your doctor before the trip and take the necessary reserve of medications.

If necessary, you can purchase medicines at the developed network of pharmacies on the territory of Ukraine.

On the territory of Ukraine, the foreigners have the right to request emergency medical assistance from any public health protection institution.

Emergency telephone number for rescue service

In case of emergency please dial **101**. This number is free of charge but should only be used in case of genuine emergency.





USEFUL WEBSITES

**Organization for Security and
Cooperation in Europe**

www.osce.org

Ministry of Foreign Affairs of Ukraine

mfa.gov.ua/en

President of Ukraine

www.president.gov.ua/en

Cabinet of Ministers

www.kmu.gov.ua/control/en

Verkhovna Rada of Ukraine

iportal.rada.gov.ua/en

For further information about Ukraine

ukraineallaboutu.com



NOTES

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