



# **Border Management Staff College Dushanbe, Tajikistan**

Staff Courses in 2012  
Administrative and Logistical Information



# WELCOME TO DUSHANBE!

Dear Participant,

We are delighted to welcome you as a participant of BMSC events! We look forward to welcome you to Dushanbe. We hope this information proves helpful to you.

Please take a moment to read the following administrative and logistical information concerning your participation, which will offer you brief information about the College itself as well as some useful details about the venue and some administrative, logistical and financial issues.

Below you will find information on the following:

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In case you require further assistance please do not hesitate to contact BMSC Management (See details below under Chapter 2).

## **1. BRIEF INFORMATION ON THE BMSC**

The guiding philosophy of the OSCE Border Management Staff College is the creation of open but secure borders. By bringing together knowledge and experience from the 56 participating States of the OSCE and their Partners for Co-operation, the College provides specialized training for senior management of border security agencies. Utilizing the OSCE network to disseminate knowledge and experience, it offers opportunities for in-depth analysis of international standards in border management, and exchange of the latest techniques, technologies and best practices. It is also a nucleus for cooperation and information exchange among border professionals.

The College was inaugurated on 27 May 2009 following almost two years of planning. Financial support for the College so far has been provided by 13 OSCE participating States.

The College's work is divided into three areas:

- Border security and management staff courses for up to 25 senior managers from OSCE participating States or Partners for Co-operation are held three times per year;
- The Research and Development Centre links the College to border management training and research institutes elsewhere in the OSCE area. The Centre has an extensive reference and training library and an on-demand research capacity on border security and management; and
- Outreach workshops and seminars in Central Asia promote and support cross-border and interagency co-operation through the exchange of information, lessons learned and the identification and development of border management best practices.

The OSCE Border Management Staff College (BMSC) is the first international centre for the specialized training of senior border officials.

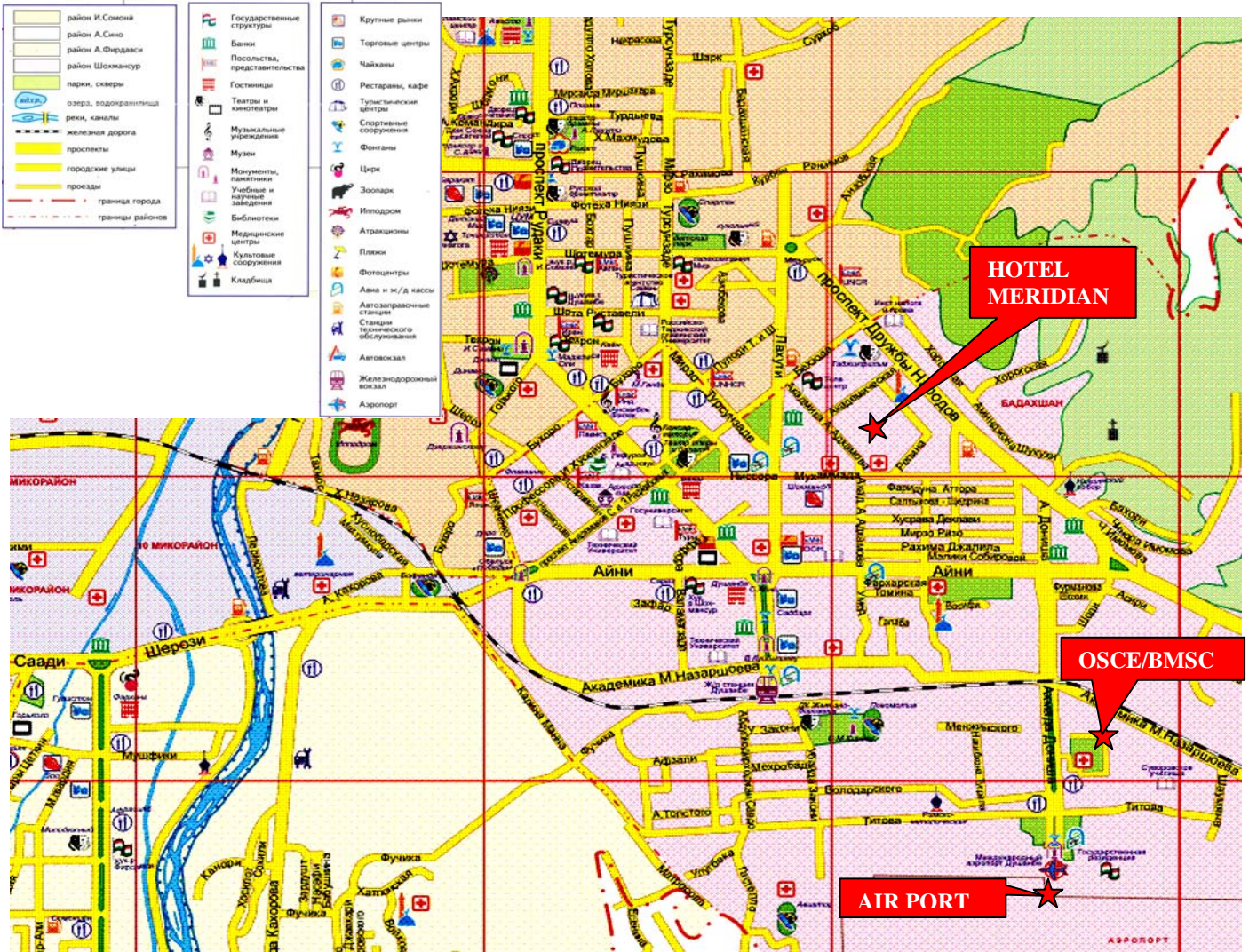
### **OSCE Border Management Staff College (BMSC)**

OSCE Office in Tajikistan  
18 A, Akhmadi Donish Street  
734012 Dushanbe  
TAJIKISTAN  
Phone: 00992 37 226 29 94  
Fax: 00992 37 226 50 19  
e-mail: [BMSC@osce.org](mailto:BMSC@osce.org)

## 2. LOCATION OF THE BMSC

The BMSC is located within the secure and well-protected OSCE Office in Tajikistan Compound near the Dushanbe Airport.

The map below provides an overview of the main part of Dushanbe City with the locations of the BMSC and your accommodation at Hotel Meridian indicated.



### 3. THE OSCE OFFICE IN TAJIKISTAN AND THE BMSC

This aerial photograph gives you a layout of the OSCE Office in Tajikistan campus, with the BMSC indicated within it.



### 4. VISA

If visa support is needed to obtain a visa for Tajikistan, please provide us with a copy of your passport as early as possible prior to your travel.

**NOTE:**

Your passport **MUST** be valid for a period of 6 months after your arrival in Tajikistan.

## **5. TRAVEL ARRANGEMENTS AND TRANSPORTATION**

### **Travel from your home country to Dushanbe**

The following airlines are most frequently used to reach Dushanbe:

Turkish Airlines (Istanbul): Twice a week (Sunday, Wednesday)

Somon Air (Frankfurt): Once a week (Saturday)

Baltic Air (Riga): Twice a week (Saturday, Tuesday)

Connections via Moscow are more frequent although this often requires a transfer between airports (and in some cases you might need a transit visa).

Some CIS airlines operate outdated Soviet planes. Some flights are dependent on weather conditions.

The BMSC Admin Team will assist in arranging your travel itinerary and ticket booking.

Tickets will be provided either by the BMSC by submitting an electronic ticket or by an OSCE Field Office in your home country.

According to OSCE Rules and Regulations the most economic air fare has to be applied.

Please keep the BMSC Admin Team informed of any changes in your flight itinerary.

**NOTE: All itinerary changes within 72 hours prior to arrival must be reported to the emergency numbers listed at the end of this document.**

### **Travel from Dushanbe Airport to the Hotel MERIDIAN**

The BMSC will take care of your transportation from/to Dushanbe Airport and from/to the Hotel MERIDIAN upon your arrival and your departure as well as throughout the event duration from the hotel to the venue (BMSC) and return.

1. The BMSC driver will be waiting for you outside the airport facilities at the arrival section with an OSCE sign.
2. Transportation will be by Minibus Toyota Hiace or Nissan Patrol by BMSC Driver.
3. The drive from the airport to the hotel will take approximately 20 minutes, depending on the traffic.

**NOTE: Please make sure that you look for the person with the OSCE sign when you leave the arrival hall of Dushanbe Airport after baggage pick-up.**

### **Travel within Dushanbe**

The BMSC does not provide transportation other than mentioned above while you are in Dushanbe, except in emergency situations. Transportation within the city of Dushanbe is possible by using the public transportation system and taxis. One such private taxi company can be reached at telephone number 233-33-33. The prices may be negotiated on a personal basis.

## 6. ACCOMMODATION / HOTEL AMENITIES

Accommodation will be provided at the Hotel MERIDIAN, located in the vicinity of the center Dushanbe, Republic of Tajikistan (see city map on pg 4).

### HOTEL “MERIDIAN”

Repina Str., 1st driveway, 28

Dushanbe, Tajikistan 734000

Tel: + (992 44) 620 33 99/ 620 44 99

Mob: + (992) 988 81 88 88

**Email:** [info@hotel-meridian.tj](mailto:info@hotel-meridian.tj)

**Website:** [www.hotel-meridian.tj](http://www.hotel-meridian.tj)

Each room is equipped with an individually controlled air conditioning system, TV and telephone with international service. Laundry services are available upon request, and for a cost.

The hotel includes the free use of the fitness center (gym) and sauna as well as additional outdoor sporting facilities. There is also a Business Center with computers, internet, a printer, a scanner and a copy machine available.

A restaurant serves national and European choices round-the-clock.

**NOTE: Following services are included in the hotel rate paid by the BMSC (All other costs are paid by you.):**

- **Daily turndown service**
- **Buffet breakfast**
- **In-room Tea / coffee making facility**
- **Internet is included free of charge.**

## 7. MEALS

Breakfast is included in the hotel price. This is the only meal included.

Dinner meals are not provided by the BMSC. Participants are responsible for choosing their own meals and there are restaurants for having lunch in the close vicinity of the OSCE BMSC.

Coffee/tea breaks during the event will be provided by the BMSC.

## **8. HEALTH INSURANCE**

Health insurance is obligatory for each participant/expert/guest coming to Dushanbe/Tajikistan attending BMSC events.

OSCE BMSC won't issue health insurance on its own expenses and hence won't take any responsibility.

## **9. FIRST DAY - COURSE/SEMINAR REGISTRATION**

Upon your arrival on the first day of the event you will receive your welcome package including important and useful information on the event sessions and your personal name badge.

**Please wear your name badge during all event sessions.**

A table name plate with each participant's name and country flag will be posted on the table in the BMSC Conference Hall marking your place for easy reference.

A briefing on administrative, logistical and financial issues will take place after the welcome and introductory remarks. All necessary assistance for filling in the relevant OSCE forms, making copies or printing documents, along with technical support requests will be provided by the BMSC staff.

## **10. EVENT LANGUAGE/INTERPRETATION**

The BMSC offers simultaneous translation in Russian and English and course materials are provided in these two languages.

## **11. EVENT TRAINING MATERIALS**

Event-related training materials will be provided on a DVD after each BMSC event.

## **12. INTERNET WORKING AREA & TECHNICAL SUPPORT**

A working area with computers, printers and internet access is available in the BMSC Computer Room.

Technical equipment for the presentation of video materials, as well as other relevant office equipment such as copy machines and printers, is available as well.

## **13. ATTIRE AND CODE OF CONDUCT**

The dress code for the first and the last day of the events/sessions is Business Attire (*suit and tie*) or national agency uniform. For the rest of the days the dress code could be Neat Casual or Casual Dress Duty Uniform.

For study/field visits to the border as well as cultural and site visits, the dress code is casual/informal.

Violent crime is infrequent in Tajikistan and violence directed against foreigners is very rare. It is usually safe to walk in the centre of Dushanbe city and along well-lit streets.



The BMSC is not responsible for the loss of property and personal injury, including insurance certificates for such cases.

## **14. TELEPHONE SERVICES**

Telephones (landline) are available at the BMSC premises and can be used free-of-charge for local telephone calls within Dushanbe. In case you would need to make official international calls, please contact the BMSC Management.

## **15. LOCAL CURRENCY AND MONEY EXCHANGE**

Local currency is the Tajik Somoni (TJS) with division into 100 diram.

The exchange rate as of 06 January 2012 is 1\$ = 4.7585 TJS and 1€= 6.1104 TJS.

For information on the exact exchange rate you may visit the web site of National Bank of Tajikistan

<http://nbt.tj/?lang=en>.

**NOTE: The official bank exchange rate is slightly different from the one offered at the Exchange Offices.**

Most exchange offices and ATMs are located along the central Rudaki Avenue. US Dollars, Euros, Russian Rubles can be easily exchanged at the various Exchange Offices. The exchange procedure is simple, with no documentation or identification required.

There are some ATMs in Dushanbe, which accept major credit cards as Visa and Master Card and dispense both TJS and USD.

**Note: Most hotels, restaurants, shops and super-markets do not accept credit cards and cheques, therefore it is recommended to have cash in local currency to pay the bill/expenses.**

## **16. RESTAURANTS AND BARS**

In the “BMSC Welcome Brochure” which you will receive on the first day, you will find a variety of restaurants with national and international menus. Many of them are located in the center of the city, within walking distance of your hotel.

## **17. SHOPPING**

Most of the shops are normally open during day-time from 08.00 am to 05.00 pm on weekdays including Saturdays. Quite a number of supermarkets are even open in the evening hours and on Sundays as well. They offer a variety of food stuff and goods which you may also find in your home country. More information can be found in the “BMSC Welcome Brochure” which you receive on the first day at the BMSC.

## **18. THINGS TO DO**

Cultural sites and museums located in the city of Dushanbe, as well as out of the town, may be found in the “BMSC Welcome Brochure” that will be handed out to each participant on the first day of the event.

Cultural/site visits and outdoor activities, e.g. to Varzob Valley may be organized by the BMSC staff upon request.

Outdoor activities/adventures on weekends may be also arranged and booked via local travel agencies.

## **19. ADMINISTRATIVE/LOGISTICAL CONTACT POINT**

For all administrative and logistical issues relating to the BMSC event or matters of general assistance, please do not hesitate to contact:

**Mr. Mustafó MAMADNAZAROV**

National Administrative Officer

Mobile: (+992) 918 67-70-41

E-mail: [mustafó.mamadnazarov@osce.org](mailto:mustafó.mamadnazarov@osce.org)

## **20. EMERGENCY NUMBERS**

### **EMERGENCY NUMBER FOR ALL ISSUES**

**+992 918 67-70-41**

**Mr. Mustafó Mamadnazarov  
National Administrative Officer**

Depending on the nature of the emergency, you may wish to contact the following numbers:

#### **OSCE Dushanbe/Tajikistan:**

Mission Security Officer	+992 918 677 346
Assistant to Mission Security Officer	+992 918 641 013
Security Guard	+992 918 670 367

#### **Others:**

Russian Military Hospital	+992 372 247 935
Fire Emergency	01 (landline)      101 (from mobile in Dushanbe)
Militia	02 (landline)      102 (from mobile in Dushanbe)
Local Ambulance	03 (landline)      103 (from mobile in Dushanbe)

**BMSC Team hopes this event provides a wealth of knowledge and practical applications for your future.**

***Thank you for your interest and your partnership in advance !***

## 21. EMERGENCY CONTACT DETAILS

**Event Organizer:** OSCE Border Management Staff College (BMSC)  
**BMSC Management:** Julia Klaus – Director, BMSC  
Alexander Eliseev – Chief of Education, BMSC  
**Address:** 18A, Akhmadi Donish Street, 734012 Dushanbe, TAJIKISTAN  
**Phone:** +992 (37) 226 29 94  
**Fax:** +992 (37) 226 50 19  
**Mobile:** +992 98 509 1476 (Director, BMSC)  
+992 98 509 1479 (Chief of Education, BMSC)  
**E-mail:** [BMSC@osce.org](mailto:BMSC@osce.org)