

**CIRCULAR NOTE No.5**

Please find attached the notes of the informal briefing on practicalities for the 16th Ministerial Council in Helsinki, 4 - 5 December 2008, which was held on 20 October 2008.



SUOMI **08** FINLAND

**16th  
MINISTERIAL COUNCIL  
HELSINKI  
4.-5.12.2008**

**Practicalities in Helsinki MC  
4.-5.12.2008**

**Briefing in Vienna 20.10.2008**

Ministerial Council Meeting 4.-5.12.2008

Preparatory Meetings 2.-3.12.2008

Conference venue: Helsinki Fair Centre



- in use the total surface of the Fair Centre 90 000 m<sup>2</sup>



**1 HOTEL KÄMP**  
Pohjoisesplanadi 29, FI-00100 Helsinki  
[www.hotelkamp.fi](http://www.hotelkamp.fi)

**2 HOTEL GLO**  
Kluuvikatu 4, FI-00100 Helsinki  
[www.palacecamp.fi](http://www.palacecamp.fi)

**3 CROWN PLAZA HELSINKI**  
Mannerheimintie 50, FI-00260 Helsinki  
[www.restel.fi](http://www.restel.fi)

**4 HOLIDAY INN HELSINKI**  
Messuaukio 1, FI-00520 Helsinki  
[www.restel.fi](http://www.restel.fi)

**5 HOLIDAY INN CITY CENTRE**  
Elielinaukio 5, FI-00100 Helsinki  
[www.restel.fi](http://www.restel.fi)

**6 HOTEL SEURAHUONE**  
Kaiivokatu 12, FI-00100 Helsinki  
[www.restel.fi](http://www.restel.fi)

**7 HILTON HELSINKI STRAND**  
John Stenbergin rantaa 4, FI-00530 Helsinki  
[www.hiltonhotels.fi](http://www.hiltonhotels.fi)

**8 HILTON HELSINKI KALASTAJATORPPA**  
Kalastajatorpantie 1, FI-00330 Helsinki  
[www.hiltonhotels.fi](http://www.hiltonhotels.fi)

**9 SCANDIC CONTINENTAL**  
Mannerheimintie 46, FI-00260 Helsinki  
[www.scandic.fi](http://www.scandic.fi)

**10 SCANDIC GRAND MARINA**  
Katajanokanlaituri 7, FI-00160 Helsinki  
[www.scandic.fi](http://www.scandic.fi)

**11 SCANDIC SIMONKENTTÄ**  
Simonkatu 9, FI-00100 Helsinki  
[www.scandic.fi](http://www.scandic.fi)

**12 SCANDIC MARSKI**  
Mannerheimintie 10, FI-00100 Helsinki  
[www.scandic.fi](http://www.scandic.fi)

**13 KLAUS K**  
Bulevardi 2, FI-00120 Helsinki  
[www.klausshotel.com](http://www.klausshotel.com)

**14 RADISSON SAS PLAZA**  
Mikonkatu 23, FI-00100 Helsinki  
[www.radissonsas.fi](http://www.radissonsas.fi)

**15 RADISSON SAS ROYAL**  
Runeberginkatu 2, FI-00100 Helsinki  
[www.radissonsas.fi](http://www.radissonsas.fi)

**16 RADISSON SAS SEASIDE**  
Ruoholahdenranta 3, 00180 Helsinki  
[www.radissonsas.fi](http://www.radissonsas.fi)

**17 SOKOS HOTEL HELSINKI**  
Kluuvikatu 8, FI-00100 Helsinki  
[www.sokoshotels.fi](http://www.sokoshotels.fi)

**18 SOKOS HOTEL PRESIDENTTI**  
Eteläinen Rautatiekatu 4, FI-00100 Helsinki  
[www.sokoshotels.fi](http://www.sokoshotels.fi)

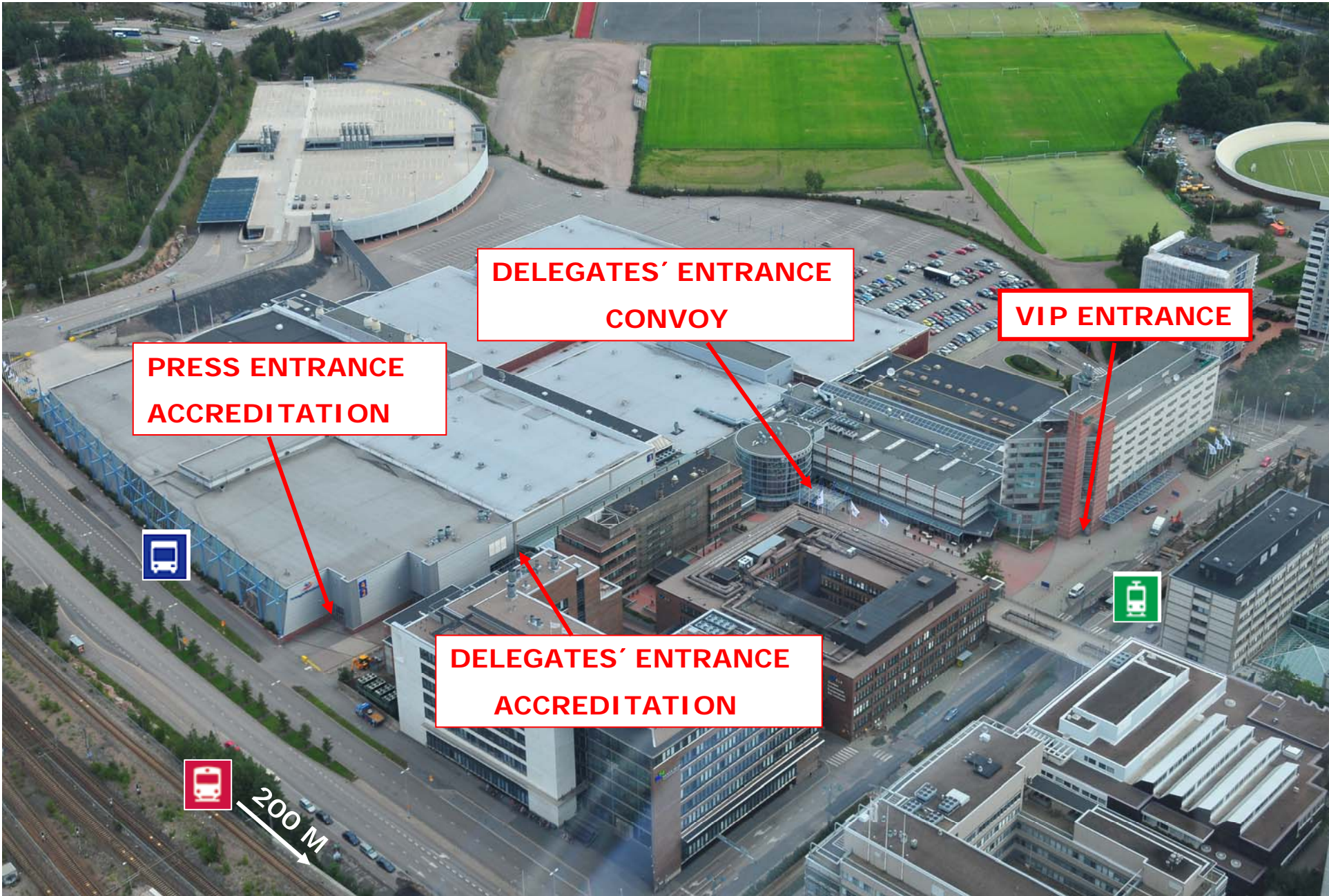
**19 SOKOS HOTEL TORNI**  
Yrjönkatu 26, FI-00100 Helsinki  
[www.sokoshotels.fi](http://www.sokoshotels.fi)

**20 SOKOS HOTEL VAAKUNA**  
Asema-aukio 2, FI-00100 Helsinki  
[www.sokoshotels.fi](http://www.sokoshotels.fi)

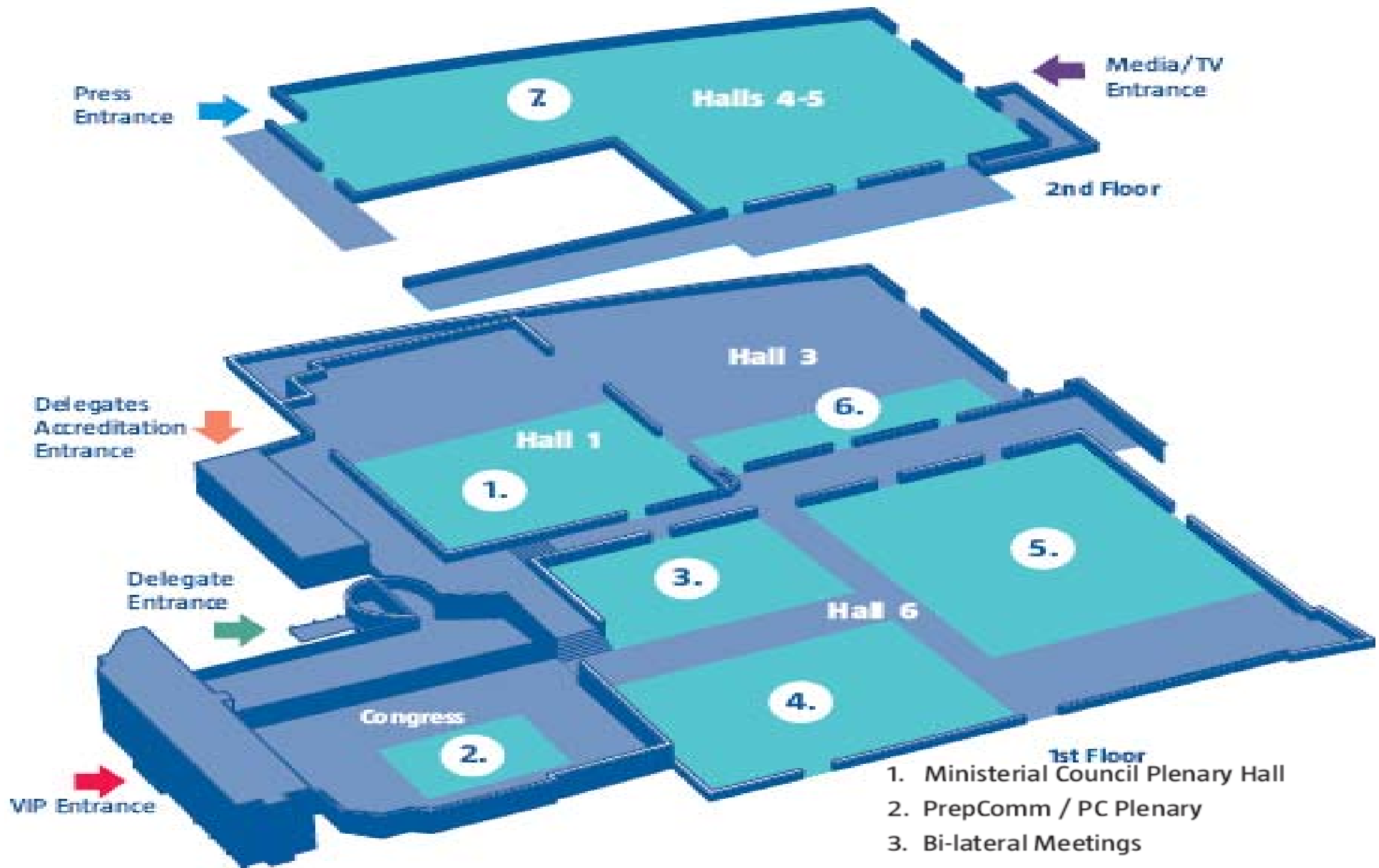
**21 HOTEL HELKA**  
Pohjoinen rautatiekatu 23, FI-00100 Helsinki  
[www.helka.fi](http://www.helka.fi)

**22 HOTEL ANNA**  
Annankatu 1, FI-00120 Helsinki  
[www.hotelanna.fi](http://www.hotelanna.fi)

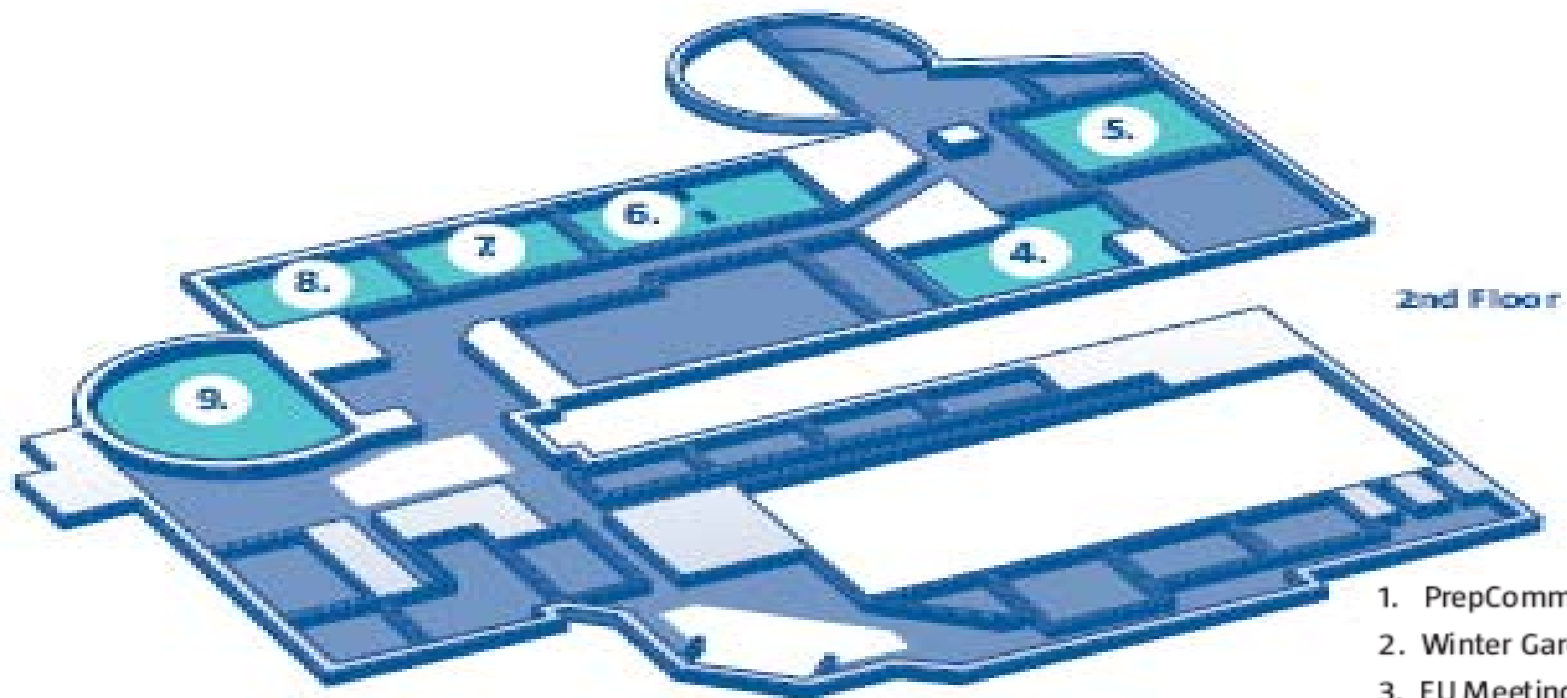
**23 HELSINKI FAIR CENTRE**  
Messuaukio 1, FI-00520 Helsinki



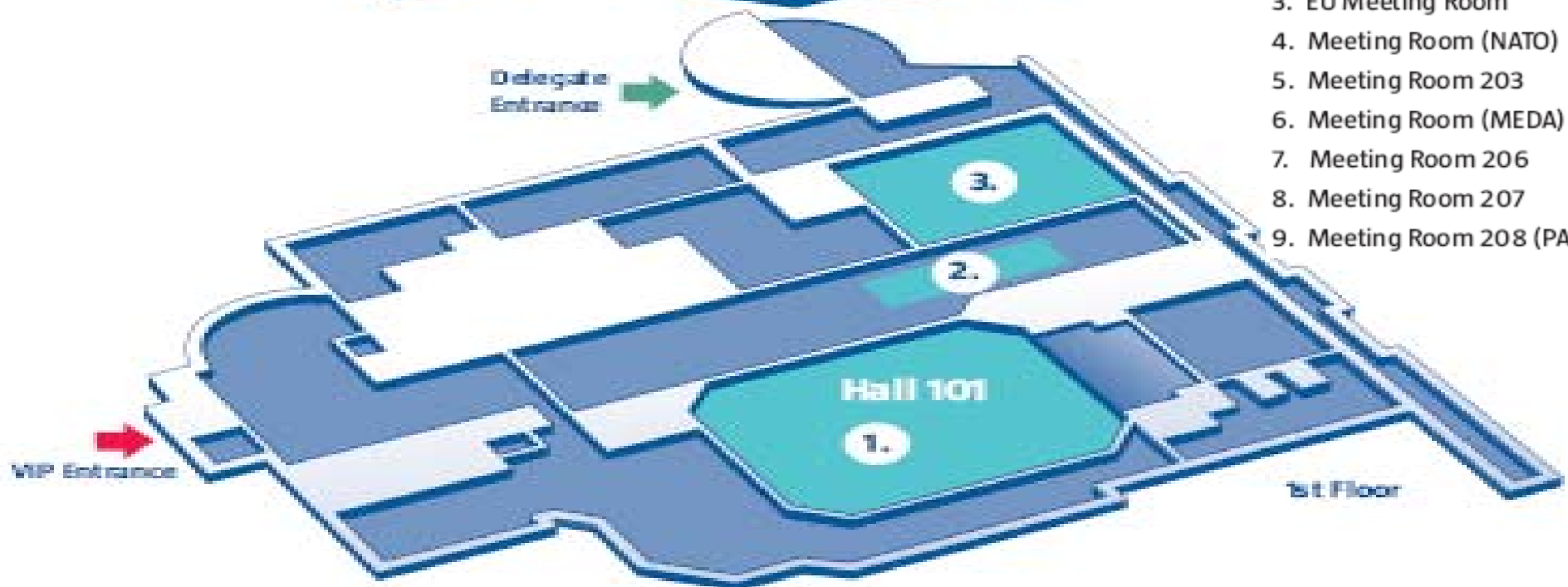




- 1st Floor**
1. Ministerial Council Plenary Hall
  2. PrepComm / PC Plenary
  3. Bi-lateral Meetings
  4. Delegation Luncheon Area
  5. Delegation Offices
  6. Conference Services
  7. Press Center



1. PrepComm / PC Plenary
2. Winter Garden
3. EU Meeting Room
4. Meeting Room (NATO)
5. Meeting Room 203
6. Meeting Room (MEDA)
7. Meeting Room 206
8. Meeting Room 207
9. Meeting Room 208 (PA)





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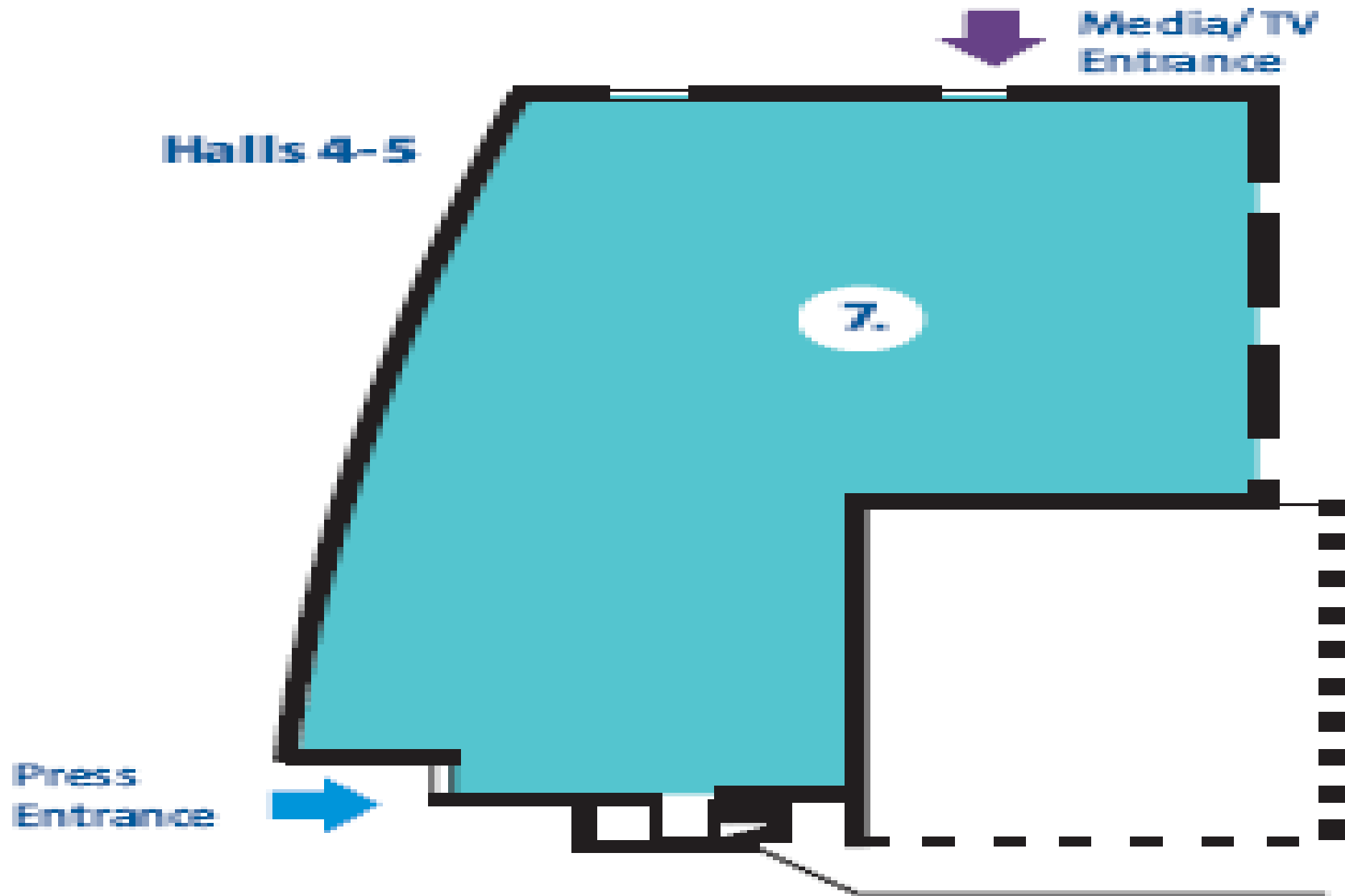
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1. Albania
2. Germany
3. Andorra
4. Armenia
5. Austria
6. Azerbaijan
7. Belarus
8. Belgium
9. Bosnia and Herzegovina
10. Bulgaria
11. Canada
12. Cyprus
13. Croatia
14. Denmark
15. Spain
16. Estonia
- 17,18. Finland
- 19,20. France/EU
22. Georgia
23. United Kingdom
- 24,31. Greece
25. Hungary
26. Ireland
27. Iceland
28. Italy
- 29,30. Kazakhstan
32. Kyrgyzstan
33. Latvia
35. the former Yugoslav Republic of Macedonia
36. Liechtenstein
- 37,38. Lithuania
39. Luxembourg
40. Malta
41. Moldova
42. Monaco
43. Montenegro
44. Norway
45. Uzbekistan
46. Netherlands
47. Poland
48. Portugal
49. Romania
- 50,51. Russian Federation
52. San Marino
53. Holy See
54. Serbia
55. Slovakia
56. Slovenia
57. Sweden
58. Switzerland
59. Tajikistan
60. Czech Republic
61. Turkmenistan
62. Turkey
63. Ukraine
64. Afghanistan
65. Japan
66. Mongolia
67. Republic of Korea
68. Thailand
69. Algeria
70. Egypt
71. Israel
72. Jordan
73. Morocco
74. Tunisia
81. United Nations
82. UNHCR
83. NATO
84. SPSEE
85. CoE
- 86,87. International Organizations
88. Personal Representatives, Regional Issues
89. Personal Representatives, Human Dimension Issues
- 90,91. Personal Representative of the OSCE Chairman-in-Office on the Conflict Dealt with by the OSCE Minsk Conference
92. Office to the OSCE Secretary General
93. OSCE Secretary General
94. Secretariat to the OSCE Secretary General
95. Meeting Room of the OSCE Secretary General
96. Director, Management and Finance
- 97,115. OSCE
98. CPC
99. Director, Conflict Prevention Centre
100. President, OSCE Parliamentary Assembly
101. Secretary General, OSCE Parliamentary Assembly
102. OSCE PA
103. Meeting Room PA
104. Meeting Room ODIHR
105. HCMN
106. ODIHR
107. Director, ODIHR
108. FOM
109. OCEEA
110. ATU
111. SPMU
- 112,113. OSCE Mission and Field Activities
114. External Co-operation Section
116. SRCTHB



# REGISTRATION FORM FOR DELEGATIONS HOTEL RESERVATION FORM

PLEASE RETURN THE COMPLETED FORM BY MAIL TO: Congresson, Aleksanterinkatu 44, 00100 Helsinki, Finland  
OR BY FAX TO: +358 9 5840 9555 OR BY EMAIL TO: osce2008@congresson.fi



## REGISTRATION FORM FOR DELEGATIONS

# D

Please make sure to fill out all fields using clear capital letters or typing.

Delegation   
 Delegation contact person   
 Contact person's telephone   
 Mobile phone   
 Fax   
 Email

### DELEGATE DETAILS

Surname   
 First name   
 Title   
 Function  Head of Delegation  
Mark here if you are attending the meeting as head of Delegation.  
 Date and place of birth   
 Nationality  Blood type   
 Passport number & date and place of issue   
 Special needs & dietary requirements

### TRAVEL DETAILS

Arrival date  Time  Flight number   
 Departure date  Time  Flight number   
 Other transport, please specify

### SOCIAL EVENT

The City of Helsinki will host a networking reception & buffet dinner for Delegates and the media at the City Hall on Thursday December 4, 2008 at 19.30 hrs. If you tentatively wish to participate, please tick the box on the right.

PLEASE NOTE that your registration form must be accompanied by a passport size face photo in .jpg format.

Date:  Signature:

## HOTEL RESERVATION FORM



Surname  First name

Hotel options & room types can be seen in a separate hotel listing.  
 Hotel rooms will be reserved on 'first come, first served' basis.

The organisers reserve the right to place delegations in any of the official hotels according to availability.

### Hotel preference

Check-in date  Check-out date

Number of nights

Room type

Price per night

Total amount to pay

Special requirements regarding accommodation

### PAYMENT

The credit card number will be used as guarantee for the reservation.  
 The total sum will be charged at the hotel upon check-out.

Credit card:  Visa  Master Card  American Express  Diners Club

Card number

Cardholder's name

Expiry date

CVC number (three last digits on the back of your credit card)

### CANCELLATION

All cancellations must be made in writing to osce2008@congresson.fi.

For cancellations received after October 31, 2008 the deposit of one night's room rate will be charged.

Also in case of no-shows one night's room rate will be charged.

Date:  Signature:

PLEASE RETURN THE COMPLETED FORM BY MAIL TO: Congresson, Aleksanterinkatu 44, 00100 Helsinki, Finland  
OR BY FAX TO: +358 9 5840 9555 OR BY EMAIL TO: osce2008@congresson.fi

- The registration form is an open pdf that can be filled on the computer, saved and printed or emailed as an attachment.
- The hotel reservation form is on the other side of the registration form
- Please make sure to fill out both pages.
  
- D = Delegations **GREEN BADGE**
- IO = International Organisation **GREEN BADGE**
- C = Drivers **ORANGE BADGE**
- S = Security **RED BADGE**



➤ Example of a Delegate badge

## REMEMBER

1. Both **registration** and **hotel reservation forms** **together** with a **jpg colour photo** are to be sent to

Congreszon  
Aleksanterinkatu 44 A  
FI-00100 Helsinki, Finland  
Phone: + 358 9 5840 9350  
Fax: + 358 9 5840 9555  
E-mail: [osce2008@congreszon.fi](mailto:osce2008@congreszon.fi)  
<http://www.congreszon.fi>

c/c Ms Tarja von Lüders  
Finnish OSCE Chairmanship Task Force 2008  
P.O Box 514  
FI-00023 GOVERNMENT  
Tel: +358 9 160 56656  
Fax: + 358 9 160 56168  
E-mail: [tarja.vonlueders@formin.fi](mailto:tarja.vonlueders@formin.fi)

**BY 31.10.2008**

**2. A Verbal Note** with the names and titles of the delegation including the Head of Delegation in a protocol order, should be sent to

Ms Irina Sirén  
Finnish OSCE Chairmanship Task Force 2008  
P.O Box 514  
FI-00023 GOVERNMENT  
Tel: +358 9 160 56658  
Fax: + 358 9 160 56168  
E-mail: [irina.siren@formin.fi](mailto:irina.siren@formin.fi)

**BY 31.10.2008**

➤ **IN CASE OF ANY CHANGES, A REVISED VERBAL NOTE MUST BE SENT AS SOON AS POSSIBLE**

## SECURITY PERSONNEL

- **ACCREDITATION FORM**
  
- **FIRE ARMS AND RADIO FREQUENCIES APPLICATION FORM - VERBAL NOTE:**
  - Type and serial number
  - Amount of Ammunition
  - Radio equipment used during the visit
  - Arrival and Departure information

### DEPARTMENT OF DIPLOMATIC SECURITY

Mr Teemu Kruskopf, Chief Inspector  
Phone + 358(0)40 500 8322  
E-mail: [teemu.kruskopf@poliisi.fi](mailto:teemu.kruskopf@poliisi.fi)

Mr Teemu Isoaho, Super Intendant  
Phone + 358 (0)50 402 7183  
E-mail: [teemu.isoaho@poliisi.fi](mailto:teemu.isoaho@poliisi.fi)



## DELEGATIONS

FAIR CENTRE  
Entrance: 4.4

### Opening hours:

Monday, 1 Dec.	10-20
Tuesday, 2 Dec.	7-22
Wednesday, 3 Dec.	7-22
Thursday, 4 Dec.	7-20
Friday, 5 Dec.	8-15

## MEDIA

FAIR CENTRE  
Entrance: 4.2

### Opening hours:

Tuesday, 2 Dec.	8-20
Wednesday, 3 Dec.	8-20
Thursday, 4 Dec.	7-22
Friday, 5 Dec.	8-15

- Each Delegation will be allocated a Liaison officer
- HoD and Delegates accompanied HoD will be met by a Liaison officer upon arrival at Helsinki-Vantaa Airport
- Liaison officer will pass pin and badges for HoD and the Delegates accompanied HoD
- Liaison officer will be assisting the delegation with all kinds of practical arrangements throughout the whole Ministerial Council
- Delegations will be informed of their Liaison officers name and contact details in due time

### BILATERAL MEETING ROOMS

- 15 equal bilateral meeting rooms, seats for max. 15 persons each
- Duration for each meeting is max. 30 minutes
- Reservations are to be made in advance through the Permanent Mission of Finland to the OSCE in Vienna, [Bilateralmeeting.UM@formin.fi](mailto:Bilateralmeeting.UM@formin.fi) and/or at an ad hoc basis the Helsinki Fair Centre
- Please notify that the bilateral meeting rooms between 4-5 December are only in use for bilateral meetings between Heads of Delegations

- Each delegation will have its own delegation office at the Hall 6
- Delegation offices will be equipped with:
  - Two desks with PC's with an internet access
  - Negotiation table with four chairs
  - Telephone, printer, shredder and office supplies
- Copy and fax machines are available at the corridors
- IT support throughout the MC

- Several coffee shops and restaurants
- Two cash points
- A small souvenir shop
- Prayer room
- First aid
- Helsinki Info

## **Delegate Handbook** consists of

- Programme
- Maps of the Venue
- Contact information
- Country information
- Transport information

The Handbook will be delivered to the Delegates electronically in beforehand and as a paper version at the Helsinki Fair Centre

- Delegations are requested to inform Congresson about their flight details as soon as possible.
- However, the flight clearance requests must be submitted to the Protocol Services at the Ministry for Foreign Affairs.
- Contact details:  
**Ministry for Foreign Affairs**  
**Protocol Services**  
**P.O.Box 411**  
**FI-00023 GOVERNMENT**  
**Telefax: +358 9 160 56522**

## ARRIVALS BY PRIVATE FLIGHT

- Delegations arriving by private flight are welcomed at the VIP President terminal.
- The Head of Delegation and the accompanying delegation are welcomed at the plane by a protocol officer and the liaison officer of the country.
- The Embassy can send a representative to greet the delegation upon arrival.
- The motorcade will depart from the plane and will continue directly to the hotel/conference venue.
- Private airline should contact a local handling agent  
[http://www.finavia.fi/files/finavia/pdf/HEL\\_Ground\\_Service\\_providers\\_OCT\\_2008.pdf](http://www.finavia.fi/files/finavia/pdf/HEL_Ground_Service_providers_OCT_2008.pdf)



## ARRIVALS BY COMMERCIAL FLIGHT

- Head of Delegation and the accompanying delegation arriving by commercial flight are welcomed at the plane by protocol officer and liaison officer.
- They are escorted to the VIP Centre premises from where the motorcades will transport the delegations to the hotel/conference venue.

- Motorcades of delegations departing by private flight arrive directly at the plane at the VIP President terminal.
- The Head of Delegation is bid farewell by a protocol officer and the liaison officer.
- The Embassy can send a representative to bid farewell to the HoD.

- Delegations departing by commercial flights must arrive at the VIP Centre terminal **1 hour before** departure.
- Members of delegations (except the HoD and security) are required by the Finnish regulations to pass through the security checks.
- The Head of Delegation and the accompanying delegation are bid farewell at the plane by a protocol officer and the liaison officer.

- Delegations are requested to mark their luggage with special OSCE tags (distributed via Ms Elke Lidarik).
- Upon arrival, the luggage are loaded into the motorcade or transported to the hotels by a separate van
- Upon departure, the luggage can be transported to the airport and checked in beforehand.
- The luggage can also be loaded into the motorcade and checked in when arriving at the airport

- As of 8.45 am the Chairman in Office, Mr Alexander Stubb, Minister for Foreign Affairs of Finland, will welcome the Heads of Delegations. Photo opportunity.
- The limousine carrying the Head of Delegation will stop at the VIP entrance. Other members of the delegation will continue by car to the delegation entrance.
- At the VIP entrance, the HoD will be met by the Chief of Protocol.
- The Chief of Protocol escorts the HoD to the main lobby from where the HoD is escorted to the Chairman in Office by protocol officers.

- After greeting the Chairman-in-Office, protocol officers escort the HoD to the holding area.
- From the holding area, the liaison officers escort the HoDs to the Plenary Hall.
- After the 1st Plenary Session, a family photo is taken. The HoDs are escorted to their places by liaison officers and protocol officers.

## WORKING LUNCH FOR THE HEADS OF DELEGATIONS

- Thursday 4 December at 13.00 at the Fair Centre, restaurant Winter Garden  
Format:
  - HoD
  - Liaison and protocol officers escort the participants to the luncheon.
  
- A separate lunch for delegates is served in Hall 6.
  
- Friday 5 December a separate lunch for delegates is served in Hall 6.

- Official Dinner for the Heads of Delegations hosted by Tarja Halonen, President of the Republic, is held at the Finlandia Hall on Thursday 4 December 2008 at 20.00. Format:
  - Head of Delegation only (interpreter may accompany)
- A Buffet Reception for the delegates and members of the press hosted by Mr Jussi Pajunen, Mayor of Helsinki, and Mr Pertti Torstila, Secretary of State, Ministry for Foreign Affairs, is held at the City Hall on Thursday 4 December 2008 at 19.30.
- There will NOT be a separate dinner for delegates at the Fair Centre on the 4 December



- Third Plenary Session on Friday 5 December 2008 at 9.30 am:

Heads and members of Delegations will arrive at the delegation entrance

- After the Formal Closure the liaison officers will organize the departure to the airport.

- Will operate **between Hotels and the Fair Centre** from 2 to 5 December
- Will be organized **from the Fair Centre and Hotels to the City Hall** for a Buffet Reception on 4 December
- Will operate from **Hotels and the Fair Centre to the airport** on 5 December
- More **detailed timetable will be distributed later** via Circular Note in early November

- Each official delegation will be provided with two cars.
- **One chauffeur driven limousine** for the use of HoD **and a minivan** for the rest of the official delegation (seating 6 persons). However additional cars are added to the motorcade when travelling to or from the airport
- Embassy drivers should also be accredited and only **ONE (1) Embassy car is allowed**

- Further transports of limousine and minivan will be arranged directly through the liaison officers
- Public transportation free of charge with OSCE badges (trams, buses and trains - stops close to the Fair Centre)
- Shuttle service and reserve cars available at night-time until 03.00 am during the meeting

For further information concerning transportation, please do not hesitate contacting

Mr Jarmo Nojonen  
Ministry for Foreign Affairs  
Protocol Services  
P.O.Box 411  
FI-00023 GOVERNMENT  
Telefax: +358 9 160 56522  
E-mail: [jarmo.nojonen@formin.fi](mailto:jarmo.nojonen@formin.fi)

For further general information, please do not hesitate contacting

Ms Annikka Alanko  
Finnish OSCE Chairmanship Task Force 2008  
P.O. Box 514  
FI-00023 GOVERNMENT  
Tel: +358 9 160 55686  
Fax: + 358 9 56168  
E-mail: [annikka.alanko@formin.fi](mailto:annikka.alanko@formin.fi)

KIITOS - THANK YOU  
and see you in  
HELSINKI