



GENERAL INFORMATION

16th Annual Session of the OSCE Parliamentary Assembly

Information concerning the 16th Annual Session of the OSCE Parliamentary Assembly

Venue of the Session

Verkhovna Rada of Ukraine
5, Hrushevskogo str.
01008 Kyiv
Ukraine

tel.: (+380 44) 255 2742, 255 2796, 255 2115
fax: (+380 44) 253 3217
e-mail: vidmz@rada.gov.ua, umz@rada.gov.ua
http: www.rada.gov.ua

All meetings will be held at the Verkhovna Rada of Ukraine, in the centre of Kyiv, at the historic Pechersk Hills where all the central authorities of Ukraine are concentrated. Public transport (bus, trolleybus and route taxis) is within walking distance from the Verkhovna Rada building. The nearest metro stations (“Khreshchatyk”, “Maidan Nezalezhnosti”, “Arsenalna”) are all within a 5 to 10 minute walk. You can find tourist information about Kyiv and its environs at the official site of the Kyiv City State Administration <http://kmv.gov.ua>

Verkhovna Rada of Ukraine

Verkhovna Rada of Ukraine will make the arrangements for the Annual Session. For information please contact the staff listed below:

Verkhovna Rada of Ukraine
5, Hrushevskogo str.
01008 Kyiv
Ukraine

Kyiv Annual Session Working Group

Mr. Vyacheslav Lokshyn, Group First Deputy Head

tel.: (+380 44) 255 2742
fax: (+380 44) 253 3217
e-mail: vidmz@rada.gov.ua

Mr. Andriy Korniychuk, Group member (links with national parliaments)

tel.: (+380 44) 255 2796
fax: (+380 44) 255 3394
e-mail: korniych@rada.gov.ua

Mr. Bohdan Krylovetskyi, Group member (welcoming service)

tel.: (+380 44) 255 2079
fax: (+380 44) 253 3217
e-mail: krilovetskiy@rada.gov.ua

Ms. Zoya Kleshch (accommodation coordination)

fax : (+38 044) 255 2380
e-mail: kleshch@rada.gov.ua

OSCE PA International Secretariat

Mrs. Odile Lelarge, Conference Co-ordinator

tel.: (+45) 333 78034
fax: (+45) 333 78030
e-mail: odile@oscepa.dk

Hotel Accommodations

Hotels for the Annual Session are listed in **Appendix A**. All reservations should be made using the appropriate Hotel Reservation Form (**Appendix B**), which should be filled in and sent by fax or e-mail directly to the hotel.

Copies also need to be sent to Mrs. Odile Lelarge at the the OSCE PA International Secretariat and to the Verkhovna Rada of Ukraine Accommodation Coordination Cell to the attention of Ms. Zoya Kleshch.

Delegation Secretaries who wish to reserve rooms by making a block booking should fill out a form for each individual attending. Reservations should be made by **1st of June 2007**, after which time it will not be possible to guarantee room availability. As the number of rooms in some of the hotels is limited, the reservation requests will be treated on first-come, first-serve basis.

For further information on amenities in the individual hotels, please consult the hotels' individual websites or call the contact person at the hotel.

An information desk will be located in the lobby of each hotel throughout the session. Parking is available at all of the hotels, at request.

Travel to Kyiv

Participants are kindly requested to indicate their Flight Numbers or Train Schedules, as well as dates of arrival to and departure from Kyiv on both the Registration Form and Hotel Reservation Form in order to facilitate their welcome and appropriate transfer.

Kyiv International Airport "Boryspil" is located 35 km to the east of the centre of Kyiv. Transportation will be provided upon arrival and for departure to and from the hotels. For participants arriving at the Kyiv Railway Station, there will also be transportation provided upon arrival and for departure.

Information can be obtained:

Services of the airport available on <http://kbp.kiev.ua>

Arrivals info available on <http://kbp.kiev.ua/timetable/arrival.html>

Departures info available on <http://kbp.kiev.ua/timetable/departure.html>

Arrival in Kyiv

Delegates and accompanying persons will be met at the Kyiv International Airport "Boryspil" or the Kyiv Central Railway Station from Tuesday, July 3 through Thursday, July 5, where a shuttle coach service will run all day to the conference hotels. There will be a welcome desk in an exclusive customs hall of the Kyiv International Airport "Boryspil" to greet the delegates in the best possible manner.

Special Needs

The Secretaries of Delegations should inform the Annual Session Working Group of guests with special needs in order to make the necessary transportation and other arrangements in advance.

Immigration Check

Every visitor needs a valid passport to enter Ukraine. The Rules of Entry and Exit for Ukraine are available on the website of the Ministry of Foreign Affairs of Ukraine at <http://www.mfa.gov.ua/mfa/en/publication/content/1865.htm>

A list of countries whose nationals require entry visas can be found in **Appendix D** of this guide. However, we urge you to check current requirements before your departure. If you require a visa, you should contact the Ukrainian Embassy or Consulate in your country for further information.

* Please note: In some OSCE Member Countries there is no diplomatic or consular mission of Ukraine. In this case, consular functions are performed by Ukrainian embassies in other countries. The full list of the diplomatic missions of Ukraine is available on the MFA web-site at <http://www.mfa.gov.ua/mfa/en/304.htm>

Customs

Customs and Excise regulations of Ukraine ban or restrict the import and export of certain goods. To avoid misunderstandings, please check the relevant Customs Rules and Regulations of Ukraine, which can be found on the Kyiv International Airport website at http://kbp.kiev.ua/custom_supervision/ (English) or http://kbp.kiev.ua/rus/custom_supervision/ (Russian).

Transportation during the Session

Coach transport will be provided to and from all social functions and for the accompanying persons' programme. A shuttle coach service will be provided during the session for all of the session hotels, except the "Natsionalny", which is located within walking distance of the Verkhovna Rada of Ukraine.

Registration and Information desk

The Registration Form (**Appendix C**) should be sent to Mrs. Odile Lelarge at the OSCE PA International Secretariat (Fax: + 45 33 37 80 30; Email: odile@oscepa.dk) before June 1st, 2007. Please send a copy to Mr. Andriy Korniychuk (korniych@rada.gov.ua) and Mr. Borys Kolisnychenko (kolisnychenko@rada.gov.ua)

A Registration Desk will be open in the main lobby of the principal Verkhovna Rada of Ukraine building (ground floor) from 12:00 to 19:00 on Wednesday, July 4th, and from 08:00 on Thursday, July 5th. An information desk will be open in the Verkhovna Rada main building throughout the Annual Session to assist delegates. There will also be an information desk open during conference hours in each hotel.

Please register as soon as possible after your arrival in Kyiv. All participants will be able to collect identity badges, handbooks, and further conference literature upon registration.

Security

All participants, including accompanying persons, observers, accompanying staff and members of the press, will be required to wear **identity badges** at all meetings and social functions, as well as for all transport organized for the session.

There will be no admittance to any programme functions without the appropriate identity badge. In case of loss of your personal badge, please report to the Registration Desk immediately.

For security reasons, participants should also be in possession of some other means of identification and be prepared for identity checks.

Translation

During the session, simultaneous interpretation will be provided in the six official OSCE languages (English, French, German, Italian, Russian and Spanish), as well as in Ukrainian.

Insurance

Personal and medical insurance is the responsibility of individual participants. Verkhovna Rada of Ukraine will not be responsible for any loss of luggage, currency or personal effects, or any medical costs.

Embassies and Consulates

A list of foreign embassies and consulates in Kyiv is available on the MFA web-site at <http://www.mfa.gov.ua/mfa/en/1232.htm>

All foreign embassies and consulates have been informed of the Session by the Working Group, and the evening of Sunday, July 8th has been reserved for hospitality by the diplomatic missions.

Accompanying Persons

A programme for accompanying persons has been arranged while delegates are engaged in conference sessions. Accompanying persons will also be welcomed on the Kyiv city tour on Friday, 6th July. The accompanying persons programme will be open to orange badge holders. Accompanying persons will be asked to wear their badges during participation in any part of the programme.

Dress Code

Business attire (or an appropriate equivalent for ladies) is required for formal occasions. Casual wear is suitable for the city tour and the accompanying persons program. It is recommended that comfortable shoes be worn for the excursion and the accompanying persons programme. There will be some walking required during most of these tours.

Medical Facilities

A first aid facility will be available for participants throughout the session in the Verkhovna Rada and in the conference hotels. Opening hours on 4-10 July: 08:00 – 22:00. However, illness requiring medical treatment or hospitalisation is the responsibility of the individual. Delegates taking medicine should bring enough to cover their needs and ensure that they have accurate insurance.

Please do not forget to bring your Health Insurance card or documents. If you have to pay any costs up front, these documents should **guarantee reimbursement of health care costs** after your return home.

Climate

Climate in Kyiv is moderate continental. The average day temperature in July is 19°C. It is mostly sunny but rainfalls occur. The day time temperature may reach +28-32°C.

Time

During the session the “summer time” will be effective in Ukraine, which is 2 hours ahead of GMT.

Currency

The local currency is hryvnia, which is the only currency acceptable for payment. Credit cards such as VISA, American Express, and MasterCard are readily accepted in all the hotels, some restaurants, pubs and supermarkets, but cannot be used for making payment in smaller retail trade points. Cash can be obtained from Cash machines or at the nearest currency exchange point or bank.

Banking Services

Banks are located inside or near the hotels, and are generally open between 09:00 and 19:00. Cash points are available 24 hours a day.

Electricity

The electricity in Ukraine is 220 volts (50 Hz). Connectors are European type. Voltage transformers for appliances that require less than 220 volts are not easily obtainable and are best brought along.

Telecommunications

The international code for Ukraine is: +380, for Kyiv: 44. If you wish to make a call to Kyiv from another country please dial +38044 then a 7-digit city number. If you make a call on the mobile phone from abroad please dial +380 then the 2-digit code of one of the mobile operators, and then a 7-digit phone number. The most widely-spread mobile operators have the following codes: 50, 67, 97, 95, 66.

For availability of fax services and Internet, see information on hotels amenities on the hotels' websites.

Smoking

Smoking is prohibited inside all public locations, restaurants, on public transport etc., except in designated smoking areas.

Kyiv Centre Map



Legend:

- Direction to the Kyiv International Airport «Boryspil» is marked with the **BROWN** arrow.
- Kyiv Central Railway Station is marked with the **BLUE** dot.
- Session hotels are marked with the **RED** dots and numbers:
 - 1) Hotel Premier-Palace
 - 2) Hotel President-Hotel «Kyivskyi»
 - 3) Hotel Natsionalny
 - 4) Hotel Dnipro
 - 5) Hotel Rus
- Metro stations are marked with **GREEN** dots.

Session Hotels

Rooms have been reserved in several hotels for the use of delegates attending this Conference. Please complete and return the **Hotel Reservation Form** for the hotel of your choice, indicating your preferences as soon as possible.

Please send a copy of this form to Mrs. Odile LELARGE, OSCE PA International Secretariat at odile@oscepa.dk or fax: (+45) 3337 8030 **and** to Mrs. Zoya KLESHCH, Verkhovna Rada of Ukraine by fax : (+38 044) 255 2380.

We will attempt to provide you with the accommodation of your choice, although there are a limited number of rooms in some of the hotels, so substitution may be necessary. In this event we will book accommodation according to your priorities.

Credit card details are required to make a booking. Confirmation will be sent to your e-mail address or fax number. Payment should be made directly with the hotel at the time of your stay. Prices include taxes and breakfast.

Room reservations which are not cancelled within the terms of the hotels' cancellation policy will be subject to charge. Please refer to the terms and conditions of booking. Cancellation of reservations 24 hours before arrival is free of charge. The hotel will charge a fee of one night for any rooms cancelled less than 24 hours before arrival.

To discuss your requirements or make a booking please contact the person responsible for the reservations in each hotel.

Premier-Palace (1)

5-7/29, Shevchenko blvd. / Pushkinska str.
01004 Kyiv, Ukraine

Mr. Andriy BAIDIKOV

phone: (+380 44) 244 1211

fax: (+38 044) 279 8772

e-mail: baidikov@premier-palace.com

www.premier-palace.com

President-Hotel «Kyivskyi» (2)

12, Hospitalna str.

01023 Kyiv, Ukraine

Mr. Maksym KRAVCHENKO

phone: (+380 44) 256 3558

fax: (+38 044) 256 3253

e-mail: maxim@president-hotel.com.ua

www.president-hotel.com.ua

Natsionalny (3)

5, Lypska str.

01021 Kyiv, Ukraine

Mrs. Tetiana DEMYDENKO

phone: (+380 44) 255 8905

fax: (+38 044) 255 8997

e-mail: hotel@natsionalny.kiev.ua

www.natsionalny.kiev.ua

Dnipro (4)

1 / 2, Khreshchatyk str.

01001 Kyiv, Ukraine

Mrs. Inna NEROZNAK

phone: (+380 44) 254 67 93

fax: (+38 044) 279 6949

e-mail: inna.neroznak@dniprohotel.kiev.ua

www.dniprohotel.com.ua

Rus (5)

4, Hospitalna str.

01601 Kyiv, Ukraine

Mrs. Olha SOKOLENKO

phone: (+380 44) 256 4082

fax: (+38 044) 289 4396

e-mail: reservation@hotelrus.kiev.ua

www.hotelrus.kiev.ua

List of countries whose nationals require entry visas to Ukraine

The following OSCE Member Countries require a visa for entry into Ukraine: Albania, Bulgaria, Bosnia-Herzegovina, Croatia, Macedonia, Montenegro, Romania, Serbia, Turkey and Turkmenistan.

Entry visas are not required for all bearers of Diplomatic or Service Passports.

The list of respective Embassies of Ukraine is as follows:

Albania

The Embassy of Ukraine in Athens

2-4, Stephanou Delta Str.,
Filothei, 152 37,
Athens, Greece
tel.: (030210) 6800230, 6831554
fax: (030210) 6854154
www.ukrembas.gr

Romania

The Embassy of Ukraine in Bucharest

Calea Dorobanților, 16, Sector 1,
București, Romania
tel.: (04021) 2116986
fax: (04021) 2116949
www.ucraina.ro

Bulgaria

The Embassy of Ukraine in Sophia

1618, Sophia
“Ovcha Kupel”, 29 Boryana Str.
tel.: (03592) 9559478
fax: (03592) 9559478
www.ukrembassy.com

Serbia (covering Montenegro)

The Embassy of Ukraine in Belgrad

Bulevar Oslobođenja 87, 11000,
g. Beograd, Republika Srbija
tel.: (038111) 3978987, 3978997
fax: (038111) 3978998
www.ukrembassy.org.yu

Croatia (covering Bosnia and Herzegovina)

The Embassy of Ukraine in Zagreb

Voćarska cesta 52,
10000, Zagreb, Hrvatska
tel.: (03851) 4616296
fax: (03851) 4633726
www.ukrembassy.htnet.hr

Turkey

The Embassy of Ukraine in Ankara

Sancak Mahallesi 206,
Sokak № 17, Yildiz, Çankaya,
Ankara, 06550, Turkey
tel.: (090312) 4415499, 4405289, 4408611
fax: (090312) 4406815
www.ukrembtr.com

Macedonia

The Embassy of Ukraine in Skopje

1000, Skopje
3 Pitu Guli Str.
tel.: (03892) 3178120
fax: (03892) 3178068
http://ukremb.org.mk

Turkmenistan

The Embassy of Ukraine in Ashghabat

744001, Turkmenistan
Ashghabat, 49 Azady Str.
tel.: (099312) 391373, 391240
fax: (099312) 391028