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ENGLISH only



## **2010 OSCE SUMMIT**

**ASTANA  
1-2 December 2010**

# **LOGISTICAL MODALITIES PRACTICAL ARRANGEMENTS FOR NONGOVERNMENTAL ORGANIZATIONS (NGOs)**

**Information circular No. 3**

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## INTRODUCTION

On July 29, 2010 the OSCE Permanent Council adopted a decision on the agenda, organizational framework, timetable and other modalities of the OSCE Summit (PC.DEC/951). Pursuant to the given decision the Summit of Heads of States and Governments of the OSCE participating States will be held in Astana on December 1-2, 2010. NGOs willing to observe the work of the Summit will be allowed in accordance with the provisions, contained in Chapter IV, Paragraphs 15 and 16 of the 1992 Helsinki Document (Annex 1).

## 1. PROGRAMME OF THE OSCE SUMMIT 2010

### DRAFT PROGRAMME

#### Summit of Heads of States and Governments of the OSCE Participating States

1-2 December, 2010  
Astana

#### December 1 (Wednesday)

- |                    |          |  |
|--------------------|----------|--|
| <b>10.00-10.15</b> | <b>-</b> | <b>Opening Ceremony of the 7<sup>th</sup> Summit</b> |
| <b>10.15-12.45</b> | <b>-</b> | <b>First Session</b>                                 |
| <b>13.00-14.30</b> | <b>-</b> | <b>Lunch</b>   |
| <b>14.45-18.00</b> | <b>-</b> | <b>Second Session</b>                                |

#### December 2 (Thursday)

- |                    |          |  |
|--------------------|----------|--|
| <b>10.00-12.30</b> | <b>-</b> | <b>Third session. Closing Ceremony of the Summit</b> |
|--------------------|----------|--|

## 2. REGISTRATION

On-line registration system was established in order to simplify the registration process. NGOs are kindly requested to refer to the following link: [www.osce2010summit.kz/registration](http://www.osce2010summit.kz/registration). The respective form should be filled in and submitted together with a photo, which should comply with the following requirements:

- resolution 300 dpi, size 3,5 x 4,5 cm, format JPEG;
- black-and-white photograph is not acceptable;
- picture should be without shadows;
- full-face photograph should be strictly taken, face features should not be distorted, photo should be taken without any head-dress.

**The deadline for registration is 1 November, 2010.**

**NOTE! NGOs should note that after November 1, 2010, the NGOs will not have an opportunity to register for participation in the OSCE Summit 2010.**

### 3. ACCREDITATION

Accreditation will be made according to the tentative list of participants prepared on the basis of registration.

Access of NGOs to the NGO Centre will be granted according to badges. Badges will be issued according to the earlier prepared list.

Accreditation desk for NGOs will be opened in the Ministry of Foreign Affairs of the Republic of Kazakhstan (entrance from the left hand side). Address: left bank of the Ishim River, Kunayev 31.

Accreditation will be open from November 30 till December 2 from 10 AM to 1 PM and from 3 PM to 6 PM.

### 4. NGO CENTRE

NGO Centre will be located in the Palace of Peace and Accord (Pyramid). Proceedings of the Summit Meeting will be broadcast live (in all six languages of the OSCE) to the NGO Centre by closed-circuit television, including all statements by Heads of State or Government.

NGO Centre working hours:

from 9 AM to 6 PM on December 1

from 9 AM to 4 PM on December 2.

#### 4.1. Interpretation/languages

Broadcasting of the OSCE Summit in the NGO Centre will be accompanied by a simultaneous translation into OSCE languages (English, French, German, Italian, Russian and Spanish).

#### 4.2. Technical equipment

NGO Centre will be equipped with desks for distribution of the official documents of the Summit. Computers with Internet access will be installed in the NGO Centre.

#### 4.3. Organization of bilateral meetings in the NGO Centre

NGOs can arrange bilateral meetings with OSCE participating States delegations in the NGO Centre.

NGO liaison officer Ms. Aida Balganova (e-mail: [a.balganova@mfa.kz](mailto:a.balganova@mfa.kz), tel.: + 7 7172 72 00 54; fax: +7 7172 72 05 35) will assist NGOs in arranging of meetings between NGOs and delegations.

### 5. ACCOMODATION

Host country made block reservation and indentified a list of hotels in Astana (Annex 2) for accommodation of NGOs, participating in the Summit. For hotel bookings NGOs are required to fill in a **special hotel reservation form** (Annex 3) and send it to [ngo.hotels@mfa.kz](mailto:ngo.hotels@mfa.kz)

For additional information NGOs may contact:

Mr. Anuar Kalkamanov

Kazakh OSCE Task Force

Tel: +7 7172 72 00 54

Fax: +7 7172 72 05 35

E-mail: [ngo.hotels@mfa.kz](mailto:ngo.hotels@mfa.kz)

### 6. TRANSPORTATION

NGOs must cover their own travel expenses to Kazakhstan and back.

NGOs will be provided with shuttle bus service from Astana airport **only** to the selected hotels (Annex 2) and back after the OSCE Summit.

During the Summit the NGOs will be provided with shuttle bus service **only** from the selected hotels (Annex 2) to the NGO Centre and back after the end of the Summit sessions.

**For transportation issues, please contact:**

Mr. Vitaliy Shatskov, Kazakh OSCE Task Force,

Tel.: + 7 7172 72 00 40

E-mail: [v.shatskov@mfa.kz](mailto:v.shatskov@mfa.kz)

## 7. CATERING

The host country will organize coffee-breaks and lunches for NGOs for the period of the OSCE Summit.

## 8. SECURITY

NGOs are requested to cooperate in case of security checks. At the entrance all packages and personal belongings will be subjected to security checks.

For security purposes the baggage is not allowed in the NGO Centre.

## 9. VISAS

Please note that the application for a Kazakh visa may take up to 2 weeks. Visa applications should be addressed to the respective Embassy/Consulate in a timely manner.

**Entry visa will be free-of-charge** for the participants of the conference.

**No entry visa is required for nationals of the following countries and types of passports:**

- **For holders of ordinary passports** of the following countries:

Russian Federation, Belarus, Kyrgyzstan, Tajikistan, Armenia, Georgia, Moldova, Uzbekistan, Azerbaijan, Ukraine, Mongolia, Turkey

- **For holders of service and diplomatic passports** of the following countries:

Russian Federation, Belarus, Kyrgyzstan, Tajikistan, Armenia, Georgia, Moldova, Uzbekistan, Azerbaijan, Ukraine, Turkmenistan, Hungary, Slovakia, Romania, Croatia, Serbia, Bulgaria, Mongolia, Turkey, Republic of Korea, Israel.

- **For holders of diplomatic passports** of the following countries:

Russian Federation, Belarus, Kyrgyzstan, Tajikistan, Armenia, Georgia, Moldova, Uzbekistan, Azerbaijan, Ukraine, Turkmenistan, Hungary, Slovakia, Romania, Poland, Croatia, Estonia, France, Spain, Serbia, Italy, Slovenia, Bulgaria, Denmark, Mongolia, Turkey, Egypt, Republic of Korea, Israel.

More information on: [www.mfa.kz](http://www.mfa.kz)

**Following documents are required** (please consult with Kazakhstan consular to representations for more precise information):

- valid passport. The passport should still be valid for another 6 months from the last date of visa validity period.

- **visa application form** (available on-line)

- two photographs (format 3,5 x 4,5 cm).

**In case of visa problems, please contact:**

Mr. Anuar Kalkamanov

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 Fax: +7 7172 72 04 78 / + 7 7172 72 04 60  
 Mobile: + 7 701 331 5152

Ms. Aina Bekisheva  
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 Tel: +7 7172 720470 / +7172 7204171  
 Fax:+7 7172 72048 / +7 7172 720460  
 Mobile: +7 701 382 0013

## 10. USEFUL INFORMATION

### Taxi

- |  |                                   |
|--|-----------------------------------|
| 1. "Virazh Taxi"                           | 9. "Zarya Astany"                 |
| Tel: +7 (7172) 1-58-58, +7 (7172) 37-90-90 | Tel: +7 (7172) 057, 322-828       |
| 2. "Pegas-XXI"                             | 10. "Salem"                       |
| Tel: +7 (7172) 158-63, 37-18-18, 37-24-24  | Tel: +7 (7172) 39 79 79, 34 49 49 |
| 3. "Riksha"                                | 11. "Allur"                       |
| Tel: +7 (7172) 62 72 60, 8 701 441 7557    | Tel: +7 (7172) 068, 353-333       |
| 4. "Kazbek"                                | 12. "Zelenoglazoe Taxi"           |
| Tel: +7 (7172) 352-222, 359-999            | Tel: +7 (7172) 069, 324-288       |
| 5. "Capital Taxi"                          | 13. "Mimino"                      |
| Tel: +7 (7172) 066, 320220, +77017855737   | Tel: +7 (7172) 059, 315-610       |
| 6. "Dinara"                                | 14. "Arba"                        |
| Tel: +7 (7172) 062, 217-178                | Tel: +7 (7172) 065, 390-099       |
| 7. "Avenue"                                | 15. "Samal"                       |
| Tel: +7 (7172) 067, 317-020                | Tel: +7 (7172) 222222, 221882     |
| 8. "Altay"                                 |                                   |
| Tel: +7 (7172) 321-212, 327-723            |                                   |

### Climate

The climate in Kazakhstan is continental with cold winters and hot summers. Precipitation varies between arid and semi-arid conditions. Temperature in Astana in December varies from –10 to –25 °C.

### Time

West/East (UTC+3/+4; +5/+6)

### Emergencies and first aid

First aid will be provided at the NGO Centre.

### Smoking

In accordance with the law of Kazakhstan smoking in public places is prohibited.

### Banking Services

ATMs are available in hotels.

### Currency

Kazakhstan's currency is "Tenge". To get information about exchange rates, please, visit [www.nationalbank.kz](http://www.nationalbank.kz). Most hotels, shops, etc., accept all types of credit cards.

### **International Calls**

For international calls, please dial: 8 + 10 + country code + dialled number.

### **Emergency Numbers**

101- Fire emergency

102- Police

103- Ambulance service

### **Electric appliances**

Voltage of the alternating current comprises 220 V with 50 Hz frequency; sockets according to the European standards have two round pin contacts.

### **For further information please contact representatives of Kazakh OSCE Chairmanship:**

Ms. Sayagul Konakbayeva (coordinator for the NGO issues)

E-mail: [s.konakbayeva@mfa.kz](mailto:s.konakbayeva@mfa.kz)

Tel.: +7 7172 72 05 40

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Mr. Artem Kuzmin (registration issues)

E-mail: [ngo.registration@mfa.kz](mailto:ngo.registration@mfa.kz)

Tel.: +7 7172 72 00 51

Fax.: +7 7172 72 05 35

Mr. Anuar Kalkamanov (accommodation and visa issues)

E-mail: [ngo.hotels@mfa.kz](mailto:ngo.hotels@mfa.kz)

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Mr. Vitaliy Shatskov (transportation)

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**HELSINKI DOCUMENT 1992**  
**CHAPTER IV**

**Increasing openness of CSCE activities, promoting understanding  
of the CSCE, expanding the role of NGOs**

(12) The participating States will increase the openness of the CSCE institutions and structures and ensure wide dissemination of information on the CSCE.

(13) To this end:

- the Chairman-in-Office assisted by the CSCE Secretariat will arrange briefings on the political consultation process;
- the CSCE institutions will, within existing budgets, provide information to the public and organize public briefings on their activities;
- the Secretariat will facilitate the flow of information to and contacts with the media, bearing in mind that CSCE policy issues remain the responsibility of participating States.

(14) The participating States will provide opportunities for the increased involvement of non-governmental organizations in CSCE activities.

(15) They will, accordingly:

- apply to all CSCE meetings the guidelines previously agreed for NGO access to certain CSCE meetings;
- make open to NGOs all plenary meetings of review conferences, ODIHR seminars, workshops and meetings, the CSO when meeting as the Economic Forum, and human rights implementation meetings, as well as other expert meetings. In addition each meeting may decide to open some other sessions to attendance by NGOs;
- instruct Directors of CSCE institutions and Executive Secretaries of CSCE meetings to designate an "NGO liaison person" from among their staff;
- designate, as appropriate, one member of their Foreign Ministries and a member of their delegations to CSCE meetings to be responsible for NGO liaison;
- promote contacts and exchanges of views between NGOs and relevant national authorities and governmental institutions between CSCE meetings;
- facilitate during CSCE meetings informal discussion meetings between representatives of participating States and of NGOs;



- encourage written presentations by NGOs to CSCE institutions and meetings, titles of which may be kept and provided to the participating States upon request;
- provide encouragement to NGOs organizing seminars on CSCE-related issues;
  
- notify NGOs through the CSCE institutions of the dates of future CSCE meetings, together with an indication, when possible, of the subjects to be addressed, as well as, upon request, the activations of CSCE mechanisms which have been made known to all participating States.

(16) The above provisions will not be applied to persons or organizations which resort to the use of violence or publicly condone terrorism or the use of violence.

### LIST OF HOTELS FOR NGOs

1 USD is approximately 150 KZT

1 EUR is approximately 200 KZT

1.	<b>Business Hotel</b> (4 Stars)	Standard Single – 16000 KZT Business –18000 KZT Premium – 20000 KZT Deluxe – 25000 KZT Suite – 35000 KZT
2.	<b>Mukkamal</b> (4 Stars)	Standard Single – 12000 KZT Standard Double – 20000 KZT Business Single – 17500 KZT Deluxe – 10000 KZT
3.	<b>ABV</b>	Standard Double – 10000 KZT Standard Triple – 14000 KZT Business Single – 12000 KZT Business Double – 14000 KZT Deluxe – 25000 KZT
4.	<b>Ak Bulak</b>	Standard Single – 12000 KZT Standard Double – 18000 KZT Business Single – 15000 KZT Business Double – 22000 KZT Deluxe – 24000 KZT
5.	<b>Altyn Dala</b>	Standard Single – 18000 KZT Standard Double – 30000 KZT Business Single – 20000 KZT Deluxe – 30000 KZT
6.	<b>Art Astana</b>	Standard Single – 11000 KZT Business Single – 17500 KZT Deluxe – 33000 KZT
7.	<b>Daniyar</b>	Standard Double – 10000 KZT Business Single – 12000 KZT Business Double – 12000 KZT Business Triple – 15000 KZT Business Quadruple – 17000 KZT Premium – 15000 KZT Deluxe – 18000 KZT
8.	<b>Korsar</b>	Standard Single – 10000 KZT Business Single – 12000 KZT Standard Double – 16000 KZT

<b>9.</b>	<b>Oasis</b>	Standard Single – 18000 KZT Luxe Single – 20000 KZT Standard King– 24000 KZT Twin Bed – 26000 KZT Luxe King – 28000 KZT Suite – 38000 KZT
<b>10.</b>	<b>Residence</b>	Standard Single – 9500 KZT Standard Double – 11000 KZT Family – 12000 KZT Deluxe – 13000 KZT



# NGO

## 2010 OSCE SUMMIT IN ASTANA

### HOTEL RESERVATION FORM FOR NON-GOVERNMENTAL ORGANIZATIONS

Organisation : \_\_\_\_\_  
 Full name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Country: \_\_\_\_\_ Postal / Zip Code: \_\_\_\_\_  
 Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

**HOTEL RESERVATION 1<sup>st</sup> Choice:** \_\_\_\_\_

Check-in date	Check-out date	Room types * Please consult the enclosed list for room types	Number of rooms		Number of nights
			Single	Double	

- In case of unavailability in your first choice, please mention alternative hotels:  
**2<sup>nd</sup> Choice :** \_\_\_\_\_ **3<sup>d</sup> Choice :** \_\_\_\_\_

#### TO SECURE YOUR HOTEL BOOKING:

Name of credit card holder: \_\_\_\_\_  
 No: \_\_\_\_\_ Expiration Date: \_\_\_/\_\_\_  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_

- Please complete and return this form no later than **01 November, 2010** to:

OSCE Department, Ministry of Foreign Affairs  
 31, Konayev Str., 010000 Astana  
 Tel/Fax: +7 7172 720054/ + 7 7172 72 05 35  
 E-mail: [ngo.hotels@mfa.kz](mailto:ngo.hotels@mfa.kz)

- All requests will be treated on a first-come first-serve basis.
- Room cannot be guaranteed for Reservation Forms received after 01 November, 2010.