

INFORMATION NOTE

9th Annual Meeting of the REPIN Network, 13 March 2007
International multi-stakeholder workshop “Environmental Policies, Instruments, and
Institutions in EECCA: The Emerging Agenda”, 13-14 March 2007
5th joint meeting of the EAP Task Force and the PPC, 15-16 March 2007
Brussels, Belgium

MEETING VENUE

All three meetings (The 5th Joint Meeting of the EAP Task Force and the PPC) will be held in the **Best Western County House of Brussels** (Address: Square des Héros 2-4, B-1180 Brussels, phone: +32 (0) 23 75 44 20, fax: +32 (0) 23 75 31 22, Web-page: <http://www.bestwestern.be/overview.asp?hotelid=59>).

ACCESS FROM THE AIRPORT TO THE MEETING VENUE

The information below will help you to get from Brussels airport to the meeting venue.

Airport >> EAP Task Force Conference Location/Hotel :

- *By train – metro and tram (+- 1h15)*

The airport train station is located below the terminal (basement level-1). Up to 4 trains an hour connect the airport to Brussels North, Brussels Central and Brussels Midi stations.

Please take the **train** to the **Central Station**. At the Central Station please take the **metro** line **1A**, direction '**Hermann Debroux**' or line **1B**, direction '**Stockel**' and get off at the stop 'Parc'. There, take the **tram 92** direction '**Fort Jaco**' and get off at '**Helden/Héros**' which is just across the hotel.

Best Western County House

Square des Héros, 2-4
1180 Brussels
00-32-2- 375 4420

EAP Task Force Conference Location/Hotel >> Airport :

Take the **tram 92** at the stop 'Helden/Héros' at the square just across the hotel, direction 'Schaerbeek' and get off at the stop 'Parc'. There, take the **metro line 1A** direction '**Roi Baudoin**' or line 1B direction 'Bizet'. Get off at the following stop 'Central Station'. At the Central Station take the train to the airport.

- *By shuttle service (+- 45 min. best case scenario)*

The shuttle bus can be arranged with Best Western hotel at the cost of EUR 47 airport - hotel and EUR 42 hotel -airport. Should you be a small group arriving with the same flight this option might be the best option for you. If you would like to use this service please contact EAP TF Secretariat at your earliest convenience but not later than **8 March 2007**. The driver will wait for you at the meeting point (next to kiosk) with **OECD** sign. The shuttle will be arranged in accordance with flight details indicated in your registration form.

REGISTRATION FOR THE MEETINGS

The Registration Desk will be located at the entrance to the meeting room. The hours for the registration are:

Monday, 12 March from 16:00 to 19:00.

Tuesday – Friday, 13-16 March from 08:30 to 17:00

The meeting premises are open only for holders of the badges that will be issued at the registration. For security reasons, you are requested to keep your badge clearly visible.

MEETING DOCUMENTATION, TECHNICAL EQUIPMENT AND OTHER FACILITIES DURING THE MEETINGS

In order to save paper and be more environmentally friendly, the Secretariat will not provide hard copies of documents in the meeting room. Exceptions will be made for documents that were not made available on the web-site in advance of the meeting and/or prepared during the meetings.

The Secretariat will not arrange copies of documents provided by other organisations or meeting participants, so delegates should ensure that they bring with them sufficient number of copies, in English and Russian. It is estimated that the total number of participants will be approximately 70, of which 40 will be English speaking, and 30 Russian speaking.

The simultaneous interpretation from English to Russian will be provided, as well as a Power Point multimedia projector.

COCKTAIL

All participants are invited to a cocktail to mark the closure of the International multi-stakeholder workshop “Environmental Policies, Instruments, and Institutions in EECCA: The Emerging Agenda” and the opening of 5th joint meeting of the EAP Task Force and the PPC. The cocktail will take place on Wednesday, 14 March at 18:30 at the meeting venue.

HOTEL ACCOMMODATION FOR EECCA DELEGATES

The EAP Task Force Secretariat made reservations for EECCA participants in the same hotel that provides a venue for the meetings - **Best Western County House of Brussels**, according to the information provided in the registration forms.

REIMBURSEMENT OF TRAVEL EXPENSES OF EECCA DELEGATES

EAP Task Force Secretariat (OECD) will cover travel cost of three delegates (member of REPIN, participant of the International Workshop, and a member of the EAP Task Force) from each EECCA country. All EECCA participants are requested to make their own travel arrangements and inform the OECD Secretariat about the exact price of the travel by **2 March at the latest**. All expenses of EECCA participants will be paid through Western Union in Brussels. You are requested to provide the Secretariat representative with a photocopy of your train/air ticket and respective invoices in original at the time of the meeting. **The EAP Task Force Secretariat will not be in a position to reimburse any expenses related to travel to Brussels and back to the home country, which are not notified in advance.** Please note that representatives of EAP Task Force Secretariat will organise a visit to the local branch of Western Union on Monday afternoon, 12th March (exact time to be confirmed later). Please contact Mr. Shukhrat Ziyaviddinov upon your arrival to the hotel. The hotel accommodation will be arranged and paid by EAP Task Force Secretariat.

LIABILITY AND INSURANCE

OECD/EAP Task Force and PPC Secretariats will not take any responsibility for injuries or damages involving persons or property during the conferences on 13-16 March organised by the EAP Task Force and PPC. Participants are advised to get their own personal insurance prior to coming to Brussels.

For any additional information on logistic arrangements,
or any other assistance please contact:

The OECD/EAP Task Force Secretariat in Paris:

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WE ARE LOOKING FORWARD TO WELCOMING YOU IN BRUSSELS!