LOGISTICAL NOTE

EUWI EECCA Working Group Meeting
24-25 October 2013, Helsinki, Finland

MEETING TIME AND VENUE

The next meeting of the EUWI Eastern Europe, Caucasus and Central Asia Working Group will start at 09.00 a.m. on 24 October and will end before 13:00 p.m. on 25 October. It will be held in the meeting room “STATE” of Hilton Helsinki Kalastajatorppa Hotel (address: Kalastajatorpantie 1, 00330 Helsinki, telephone: +358 94 58 11, website: www.hilton.com).

VISA

Citizens of the European Union, Norway, and Switzerland do not require a Finnish entry visa if they intend to stay in Finland for less than 90 days. Citizens of other countries should obtain an entry visa at the nearest Consulate of Finland prior to their travel. The Ministry of Environment of Finland will provide individual invitation letters to support visa applications. Details of visa applications and the location of Finnish Consulate as well as the visa application form itself can be found at: http://formin.finland.fi/public

AIRPORT TRANSFERS

If you are travelling alone or in a small group, a shared taxi service is an alternative to a traditional taxi. You can coordinate your trip with one or more passengers who are travelling on the same flight to the same area. The conditions for a shared taxi are the fixed pick-up times and the fixed prices. From the airport you can get a taxi without advance booking, http://www.airporttaxi.fi/hinnasto_en.html

The regular taxi costs about 50 € one way. A lump sum of EUR 110 to cover the terminal charges is included in per diem of all EECCA participants.

HOTEL ACCOMMODATION

The OECD Secretariat has made reservations for invited EECCA participants at the Hilton Helsinki Kalastajatorppa Hotel in accordance with their arrival and departure dates. Their hotel accommodation has already been paid by the Secretariat. Other registered participants should make their own hotel bookings, except those who requested hotel accommodation in the Hilton Hotel through the EAP TF Secretariat.
REIMBURSEMENT OF TRAVEL EXPENSES

The Secretariat will provide financial support to invited participants from EECCA region. It covers an economy class air ticket, meals and accommodation during the meeting, as well as incidental expenses related to participation in the meeting. The Secretariat will provide pre-paid e-tickets to the participants eligible for financial support. To get the support, please submit original invoices for other expenses to the Secretariat representative during the meeting. **Travel expenses will be reimbursed by bank transfer upon your return home.** Please note that the EAP Task Force Secretariat will not be in a position to reimburse any expenses related to travel to Helsinki and back to one’s home country that are not notified in advance.

MEETING DOCUMENTS

Relevant documents will be e-mailed to the participants in advance, as well as posted on a website at: www.oecd.org/env/eap. A limited number of hard copies of the documents will be available in the meeting room. **Participants are strongly advised to bring their own copies of the meeting documents.**

TECHNICAL EQUIPMENT AND OTHER FACILITIES DURING THE CONFERENCE

Simultaneous interpretation from English to Russian will be provided, as well as a Power Point multimedia projector. The Secretariat will not be able to arrange for copies of documents provided by other organisations or meeting participants, so countries/institutions should ensure that they bring with them a sufficient number of copies, in English and Russian. It is estimated that the total number of participants will be approximately 50, of which 25 will be English speaking, and 25 Russian speaking.

MEALS

The Finnish Ministry of Foreign Affairs will provide all participants with lunch in the “Oceana” restaurant of the Hilton hotel on 24-25 October. All participants will be invited to a dinner hosted by the Finnish Ministry of Foreign Affairs on 24 October. It will be held in the restaurant “Siirtomaasali II” of the Hilton hotel and will start at 19:00.

GENERAL INFORMATION

Local currency is Euro. Current exchange rate is approximately 1 EUR = 1.35 USD. Currency exchange offices are available in the city centre.

The weather in October is usually rainy and is about 5 degrees centigrade.

LIABILITY AND INSURANCE

The OECD/EAP Task Force Secretariat will not take any responsibility for injuries or damages involving persons or property during the above-mentioned meeting. Participants are advised to take their own personal insurance prior to coming to Helsinki.

CONTACT INFORMATION

For any additional information on meeting logistics, or any other assistance please contact:

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**WE ARE LOOKING FORWARD TO SEEING YOU IN HELSINKI!**