



Vienna, 24 August 2020

28TH OSCE ECONOMIC AND ENVIRONMENTAL FORUM

“Promoting security, stability and economic growth in the OSCE area by preventing and combating corruption through innovation, increased transparency and digitalization”

CONCLUDING MEETING

Prague, 10-11 September 2020

Venue: Czernin Palace, Loretánské nám: 5, 118 00 Prague

LOGISTICAL MODALITIES

VENUE

CZERNIN PALACE, Ministry of Foreign Affairs of the Czech Republic, Loretánské nám. 5, 118 00 Prague 1

AGENDA

The conference will be opened in the morning of 10 September and closed at noon of 11 September. The draft agenda has been circulated to delegations with the reference **EEF.GAL/8/20** on the **24 July 2020**.

The Meeting will be run in a blended modus with physical presence at the venue and virtual participation via zoom.

INTERPRETATION

Simultaneous interpretation will be provided into the six OSCE languages (English, French, German, Italian, Russian and Spanish).

PARTICIPANTS' PROFILE

High-level and senior officials from participating States, responsible for shaping international economic and environmental policy in the OSCE area, representatives of the OSCE Parliamentary Assembly and the Partners for Co-operation as well as OSCE Field Operations are invited to participate.

Representatives of international organizations, expert academics and business representatives, non-governmental organizations with relevant experience in the area under discussion will participate in the meeting, according to the Decision of the OSCE Permanent Council (PC.DEC/1358/19).

The OSCE is committed to gender equality. To this end, the OSCE encourages participating States to also identify female experts to participate in the Economic and Environmental Forum.

No fee for participation is requested.

PARTICIPATION IN THE FORUM

In line with the current regulations of the Czech Republic due to the COVID-19 crises and in consultation with the 2020 Albanian OSCE Chairmanship, the Concluding Meeting of the 28th OSCE Economic and Environmental Forum will be organized with **reduced physical participation at the Czernin Palace in Prague**, restricted to members of delegations accredited to the OSCE in Vienna or their representatives from the capital 1+1 for participating States and 1 for Partners for Co-operation, representatives from OSCE Field Operations and experts invited to address the Forum Meeting (IOs, NGOs, Civil Society). The total number of participants authorized to access the venue in Prague will be limited to 200.

Representatives of other organizations, International Organizations, NGOs, Civil Society Organizations will be invited to **join the conference via VTC (Zoom)**.

The audience and the speakers present in the hall or joining via zoom will be respectively visible on screens.

PARTICIPATION VIA ZOOM

The **Zoom link** to access the different sessions will be sent after the registration deadline to all participants who have registered online.

Participants will need to log in into the Zoom session with their country or organization name, followed by a functional identifier and/or name (e.g. DEU Hans-Christian Andersen, PermRep).

Participants are encouraged to use a cabled (ethernet) connection to their computer when joining the meeting and **wear a USB headset with in-built microphone when making their statements**. This will significantly enhance the audio quality of the meeting and help facilitate interpretation into all official OSCE languages.

A guide on how to follow meetings via Zoom is annexed hereto.

The different sessions can be joined 15 minutes before the indicated starting time. Delegates are encouraged to log in early in order for their credentials and connectivity to be checked prior to the start of the respective session.

All participants should ensure that their microphone is muted and their camera disabled at all times, except when taking the floor.

The Chairperson will deliver brief introductory remarks at the beginning of each session. Following this intervention, the Chairperson will invite keynote speakers to deliver their presentations present in the hall or via zoom.

Following the presentations of the keynote speakers, the Chairperson opens the floor for contributions by participants. They will announce the name of the delegation or organization to which the floor will be given, according to the speakers' list (see related paragraph below). The delegation or organization should then proceed to unmute itself and activate its camera if applicable.

Following the intervention, the delegation or organization should mute itself and hand the floor back to the Chairperson. This process is repeated for each delegation or organization that is given the floor.

In case of technical problems (e.g. unmuting function not working for a delegate who wishes to intervene, etc.), participants should email all three e-mail addresses: Christian.ruehrig@osce.org, Juergen.weilguny@osce.org, Gerald.kosobud@osce.org, so necessary action can be taken.

PHYSICAL ATTENDANCE

The meeting will be held in Plenary Hall of the Czernin Palace, 1st floor (see floor map attached).

The format will be 1+1 for each OSCE delegation, with additional seating space in the lobby of the Plenary hall. The detailed floor map will be available in Prague.

In addition to the main hall, the Gallery Hall (1st floor) will accommodate additional participants.

Participants are requested to use the headsets provided at their seat to access the audio, the microphone and the interpretations channels.

Full audio and visual access is provided in all halls, as well as a stand with microphone in both overflow areas (next to Plenary Hall and in Gallery Hall) to allow interventions from the floor during discussion times.

Further specific provisions of the Czech Ministry of Foreign Affairs for social distancing at the Czernin Palace will be provided by an updated version of the Logistical Modalities ahead of the Forum Meeting in September 2020.

LIST OF SPEAKERS/PARTICIPATING IN DISCUSSION TIMES

Physical participants at the Czernin Palace and remote participants will have full audio&video access and be able to request the floor and deliver their statements.

Participants are kindly requested to register to the speaker's list in advance by sending their request to MAU@osce.org until the 8 September CoB. Participants should indicate whether their statement will be delivered from the venue in Prague or via Zoom.

Ad hoc request to take the floor during the Forum should be made:

- For physical participants *in the Plenary Hall* by informing the meeting assistance at the head table ahead of the session or by raising their hand.
- For physical participants *in the overflow areas*, by informing the conference clerk next to the microphone.
- For *remote participants* by using the **Chat** function in Zoom. If using the Chat function, *please clearly indicate* „Country /FO /Institution, name, wishes to take the floor“.

DOCUMENT DISTRIBUTION

The Organizers invite participants to kindly submit any written contributions they may have to Conference Services (documents@osce.org). This should not hinder the ad hoc discussion during the different sessions but contribute to enhanced communication. Written statements should be circulated in advance to the interpreters in order to facilitate translation.

When submitting the documents, attendees should specify whether they can be circulated as OSCE+ (for the participants in the meeting only) or OPEN (which may be published for the OSCE public website too).

All documents, will be published on the OSCE Forum Meeting website:
http://www.osce.org/event/28th_eef_2020.

In view of meeting sustainability standards, the Organizers aim at a *paperless event* by digitalizing the document distribution. Hard copies of the documents will only be made available at request through the **Document Distribution Desk**.

ONLINE REGISTRATION & ACCREDITATION IN PRAGUE

Please note that access to the Forum Meeting **will only be granted to registered participants**, either **through physical presence** of delegation members accredited to the OSCE or **virtual attendance** (via zoom).

In case you wish to participate, please send your request to: eef-oceea@osce.org.

Deadline for registrations: **Wednesday, 26 August 2020**

If you login for the first time with this OSCE online events tool, you need to create an account with your email and a password first and then login again to undertake the actual registration.

Accreditation at the Forum venue, Czernin Palace (Czech MFA), in Prague.

The access to the venue will **only be authorized for registered participants**. **No ad hoc accreditation will be possible.**

Participants authorized to access will receive a badge at the entrance of the building and are kindly requested to observe the sanitation measures related to COVID-19 and requested on the spot.

The accreditation area will be open at the entrance of the Czernin Palace on:

- Thursday, 10 September 2020, as of 08.00 a.m.
- Friday, 11 September 2020, as of 08.00 a.m.

DEADLINES

We kindly draw the participants' attention to the **following deadlines**:

- ⇒ **ONLINE REGISTRATION** to the Forum: as early as possible, **at the latest by Wednesday, 26 August 2020**.
- ⇒ **VISA APPLICATION** for the Czech Republic: **NOT LATER THAN 15 DAYS** prior to the date of the travel to Prague
- ⇒ **HOTEL BOOKING** in Prague: **Hotel Savoy Prague: 7th August 2020**

TECHNICAL SUPPORT FOR SPEAKERS

Detailed guidelines for speakers are provided by individual correspondence.

Speakers are kindly requested to send a **short bio** (with photo) and an **electronic copy of their presentation in advance** to the Office of the Co-ordinator of OSCE Economic and Environmental Activities **no later than 1 September 2020** (Ms. Brigitte Krech, E-mail: brigitte.krech@osce.org, tel. +43 1 514 36 6619) and to bring **an electronic copy of their presentation** (on a USB stick) *as back-up* to the Meeting.

Requests for technical support should be addressed **well in advance** to the above-named contact. The Plenary Hall at the venue is equipped with technical facilities for multi-format presentations, including power point, a large screen, projector, and laptop. The speakers joining via zoom will be invited for a test run ahead of the Forum Meeting to test connectivity, audio and presentation.

It is highly recommended to the speakers to contact the technician in the Plenary Hall well ahead of their session, in order to cross-check the upload of their presentations, as well as the audio-visual equipment in place.

VISA

Participants, if stipulated under the Czech law, are asked to make their own arrangements for securing a **Schengen (short-term) visa** for entry into the Czech Republic. It is recommended to cross-check the **most recent visa regulations** at the Czech Embassy/Consulate in your country or on the MFA website.

Contacts of Czech Missions abroad, as well as visa forms, can be found on the official **Czech Foreign Ministry website** (English): http://www.mzv.cz/jnp/en/information_for_alien/index.html. Section: Entry & Residence

The OSCE Documentation Centre in Prague (Ms. Iveta Dzurikova, email: iveta.dzurikova@osce.org tel: +420 224 186 450) stands ready to support participants.

HOTELS IN PRAGUE

Participants are kindly requested to make their own travel and accommodation arrangements, which will not be paid for by the OSCE.

Hotels in vicinity of the Czernin Palace (Czech MFA and Forum Venue) can be found in Annex 2.

Please consult the following websites for other hotels:

<http://www.hotel.cz/praha/accommodation/>

<http://www.a-prague.com/>

http://www.book-travel-prague.com/?locale=en_GB

⇒ Due to the time period of the conference which is considered high tourist season in Prague, early booking is highly advisable.

SOCIAL EVENTS

Participants are kindly invited to the below social events organized on the occasion of the Forum Meeting.

Wednesday, 9 September 2020, 19:00: Welcoming Reception hosted by the Albanian OSCE Chairmanship. Venue will be confirmed soon.

Thursday, 10 September 2020, 18:15: Reception hosted by the Co-ordinator of OSCE Economic and Environmental Activities

COFFEE/TEA BREAKS & LUNCH

Coffee/tea breaks and a buffet lunch (on Thursday, 10 Sept.) will be provided to the participants during the Forum Meeting.

Various restaurants are located in vicinity of the Czernin Palace.

CONFERENCE FACILITIES

MEETING AREAS (see floor map in Annex 3)

On the 1st Floor:

Plenary Hall: “Velký sál”	All plenary sessions
Mirror Hall: “Zrcadlový”	Side events or informal ad hoc meetings – <i>as scheduled</i>
Gallery Hall: “Galerie”	Overflow area
Oriental Hall: “Orientální”	OSCE Chairmanship Office
Golden Hall: “Zlatý”:	Office of the Co-ordinator of OSCE Economic and Environmental Activities – Meeting Assistance
Blue Hall: “Modrý”:	OSCE Documentation Centre in Prague, Language Services
Musical Hall: “Hudební”	Delegates Working Area

INTERNET WORKING AREA AND TECHNICAL SUPPORT

WiFi is provided in all conference areas.

A working area with IT facilities & Internet access is available in “Musical Hall: “Hudební” near the plenary hall. Telephones in the meeting area can be used free-of-charge for local telephone calls. In case of international calls, please contact the OSCE Documentation Centre in Prague.

A Document Distribution Desk next to the plenary hall will provide assistance to speakers and participants for document registration and distribution, copying of documents and handle requests for technical support.

Technical equipment for presentation of audio-video materials will be provided upon advance request (PowerPoint). Any request on a short notice can be addressed to the Document Distribution Desk or the technician in the hall.

GENERAL INFORMATION

A map of Prague can be found on the Internet: www.mapsofprague.com

Currency: The national currency is Czech Crown. 1 EUR = 26,80 Czech Crown (rate of June 2020). Several exchange offices and cash machines are located nearby the Czernin Palace, as well as in the hotels.

Electric current: the standard voltage throughout the Czech Republic is 220V.

Time: CET Prague time differs from Greenwich time by + 1 hour.

Getting to Prague city by public transfers:

FROM THE AIRPORT:

a) By public bus:

119: Prague Airport - Nádraží Veveslavín (metro line A) - **15 min**

100: Prague Airport - Zličín (metro line B) - **18 min**

191: Prague Airport – Petřiny (metro line A) – Anděl (metro line B) – **50 min**

910 Night Bus Line: Airport Zličín - I.P.Pavlova (metro line C) – Kačerov – Modřany – **80 min** (Night service only 0:00 – 4:00 am)

Bus stop: Terminal 1; Terminal 2 – in front of the Arrival hall

Public Transport Ticket Sale

- Public Transport counters in Arrival Halls of Terminals 1 & 2, Visitor Centre, Terminal 1 (from 7 am to 10 pm),
- Visitor Centre T2 Terminal 2 Arrival Hall (from 8 am to 10 pm),
- Non-stop automats placed at Area of baggage reclaim, Terminal 1 Arrival Hall and Terminal 2 Arrival Hall, directly on bus stops (cash required).

Detailed information on the transfers Prague Ruzyně Airport – Prague City can be found: www.prg.aero/en/parking-transport/transport/public-transit

Information on actual public transportation fares is available here: <http://www.dpp.cz/en/fares-in-prague/>

b) By taxi:

Contact counters of taxi operators are located at the arriving hall of Terminal 1 and 2. Departure points are displayed in front of arriving halls. Taxi services at guaranteed tariffs prices, depending on standard distances:

FIX TAXI +420 722 555 525

<https://fix-taxi.com/>

TAXI PRAHA +420 220 414 414

objednavka@taxi14007.cz

<https://www.taxi14007.cz/>

FROM THE RAILWAY STATION:

Getting from the Railway Station in Prague to your hotel:

a) By metro (metro line C)

b) By taxi: you may contact the taxi companies: PROFITAXI +420 261 314 151 <https://www.profitaxi.cz/>
or AAA TAXI +420 222 333 222 <https://www.aaataxi.cz/>

Please note that the Organizers will not provide any transfers from the airport or the railways station to the hotels or the conference venue.

IMPORTANT NOTICE

“To the full extent permitted under applicable law, neither the OSCE or any of its officials, employees or other representatives shall be liable for loss or damage, however caused, arising out of or in connection with the participation in this conference. This is a comprehensive limitation of liability that applies to damages of any kind, including, without limitation, personal injury, loss of, or damage to, property and claims of third parties.

The participant acknowledges that the travel to the Concluding Meeting of the 28th OSCE Economic and Environmental Forum is to a region the WHO has designated as an affected area in light of COVID-19. Prior to the travel, the participant shall confirm to have adequate health insurance and shall acquaint him or herself with the latest information about the level of infection and preventative measures to take by consulting WHO’s website, currently at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019> and relevant guidance from the Czech Ministry of Foreign Affairs and OSCE.

Please be aware that photographs of this event may be taken and used by the OSCE for publication purposes.”

CONTACTS

Office of the Co-ordinator of OSCE Economic and Environmental Activities

Wallnerstrasse, 6, 1010 Vienna

For further information and enquiries,

please contact: eef-oceea@osce.org.

Tel: +43 1 514 36 6675

Updated information regarding the agenda, the social events and other logistical issues for the Concluding Meeting of the 28th OSCE Economic and Environmental Forum will be circulated at a later stage and published on the OSCE Forum website: http://www.osce.org/event/28th_eef_2020.

HOTEL	ADDRESS	WEBSITE	E-mail/tel
***** STARS HOTELS			
Aria Hotel	Tržistě 9 Praha 1	www.ariahotel.net	stay@aria.cz +420 225 334 111
Golden Well Hotel	U Zlaté Studně 166/4 Praha 1	www.goldenwell.cz	hotel@goldenwell.cz +420 257 011 213
**** STARS HOTELS			
Lindner Hotel Prague Castle	Strahovská 128 Praha 1	www.lindner.de/cs/praha-hotel-prague-castle reservations.prague@lindnerhotels.cz	+420 226 080 100
Hotel Questenberk	Úvoz 15/155 Praha 1	www.questenberk.cz	hotel@questenberk.cz +420 220 407 600
Hotel Monastery	Strahovské nádvoří 13 Praha 1	www.hotelmonastery.cz	monastery@avehotels.cz +420 – 233 090 200
Dům u červeného lva	Nerudova 41 Praha 1	www.hotelredlion.cz	redlion@avehotels.cz +420 257 533 832
Biskupský dům	Dražického nám. 6, Praha 1	www.hotelbishopshouse.cz	bh@avehotels.cz +420 257532 320
U páva	U lužického semináře 32 Praha 1	www.hotel-upava.cz	rezervace@hotel-upava.cz +420 257 533 573
U krále Karla	Nerudova – Úvoz 4 Praha 1	http://www.ukralekarla.cz	praguereservation@axxos.co +420 234 614 803
Hotel Pyramida	Bělohorská 24 Praha 6	www.hotelpyramida.cz	pyramida@orea.cz +420 233 102 111
Hotel Constans	Břetislavova 309 Praha 1	www.hotelconstans.cz	reception@hotelconstans.cz +420 234 091 818
Hotel U raka	Černínská 10 Praha 1	www.hoteluraka.cz	info@hoteluraka.cz +420 220 511 100
Domus Henrici	Loretánská 11 Praha 1	www.hidden-places.com	henrici@hidden-places.com +420 220 511 369
Domus Balthasar	Mostecká 5 Praha 1	www.hidden-places.com	balthasar@hidden-places.com +420 257 199 499
Hotel U Tří Pštrošů	Dražického nám. 76/12 Praha 1	www.utripstrosu.cz	reservation@utripstrosu.cz +420 257 288 888
*** STARS HOTELS			
Hotel Jelení dvůr	Jelení 197/7 Praha 1	www.hoteljelenidvur.cz	jelenidvur@eahotels.cz +420 233 028 333
Hotel Adalbert	Markétská 1 Praha 6	www.hoteladalbert.cz	recepce@hoteladalbert.cz +420 220 406 170
Hotel U kříže	Újezd 20 Praha 1	www.ukrize.cz	hotel@ukrize.com +420 257 312 523
Hotel Hormeda	Na Zástřelu 422/15 Praha 6	www.hormeda.cz	rezervace@hormeda.cz +420 220 513 604