



DELEGATE HANDBOOK

MEETING OF THE MINISTERS OF FOREIGN AFFAIRS OF THE CENTRAL EUROPEAN INITIATIVE

*BUDVA (BEČIĆI), MONTENEGRO
15 JUNE 2010*

MEETING OF THE COMMITTEE OF CEI NATIONAL COORDINATORS

*BUDVA (BEČIĆI), MONTENEGRO
14 JUNE 2010*

- Hotel Splendid -

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1. CEI MEMBER STATES

- 1. ALBANIA**
- 2. AUSTRIA**
- 3. BELARUS**
- 4. BOSNIA AND HERZEGOVINA**
- 5. BULGARIA**
- 6. CROATIA**
- 7. CZECH REPUBLIC**
- 8. HUNGARY**
- 9. ITALY**
- 10. MACEDONIA**
- 11. MOLDOVA**
- 12. MONTENEGRO**
- 13. POLAND**
- 14. ROMANIA**
- 15. SERBIA**
- 16. SLOVAKIA**
- 17. SLOVENIA**
- 18. UKRAINE**

2. SPECIAL GUESTS

1. EUROPEAN COMISSION (EC)

2. EUROPEAN BANK FOR RECONSTRUCTION AND DEVELOPMENT (EBRD)

3. DRAFT PROGRAMME

1. MEETING OF THE CEI MINISTERS OF FOREIGN AFFAIRS, 14-15 JUNE 2010, BUDVA (BEČIĆI)

MONDAY, 14 JUNE 2010

- 16.00 **Arrival and Accommodation** of the Delegations in Budva (Bečići)
- 20.00 **Cocktail** Hosted by the Deputy Minister of Foreign Affairs of Montenegro, Ambassador Nebojša Kaluđerović
Venue: Conference Terrace, III floor
- Participants: *All Members of Delegation*

TUESDAY, 15 JUNE 2010

- 10.00 Registration of the participants
- 10.30 – 13.00 **Plenary Session** of the CEI Ministers of Foreign Affairs
Venue: Hall of Dynasties, III floor
- Working language: English. The time limit for speeches for Heads of Delegations is up to 7 minutes; for Heads of Delegations of International Organisations is up to 5 minutes.
- 13.00 **Family Photo** of the CEI Ministers of Foreign Affairs
Venue: Conference lounge, III floor
- Participants: *Heads of Delegations and Heads of International Organisations*
- 13.30 – 14.00 **Press Conference**
Venue: Glass Room, V floor
Participants: **CEI Enlarged Troika¹ + CEI Secretary General**
- 14.30 – 16.00 **Lunch** Hosted by the Minister of Foreign Affairs of Montenegro, H.E. Mr. Milan Roćen
Venue: Restaurant Galion, Kotor
- Participants: *Heads of Delegation of the CEI Member States; Heads of Delegation of International Organisations*
- 14.30 - 16.00 Buffet Lunch for other Members of Delegation
Venue: Restaurant Galion, Kotor

¹ Minister of Foreign Affairs of Montenegro (Presidency), Minister of Foreign Affairs of Romania (previous Presidency), Minister of Foreign Affairs of Serbia (next Presidency), Minister of Foreign Affairs of Italy (member of Enlarged Troika).

16.00 – 16.30	Tour to Kotor (Saint Tripun Cathedral)
16.30 - 17.30	Tour to Boka Kotorska Bay
18.00	Departure of the Delegations from Budva (Bečići)

2. MEETING OF THE COMMITTEE OF CEI NATIONAL COORDINATORS (CNC), 13-14 JUNE 2010, BUDVA (BEČIĆI)

SUNDAY, 13 JUNE 2010

13.00 **Arrival and Accommodation** of the National Coordinators (NCs) in
Budva (Bečići)

20.00 **Buffet Dinner**
Venue: Main Restaurant, II floor

MONDAY, 14 JUNE 2010

09.30 – 11.00 **Meeting** of the Committee of CEI National Coordinators (CNC)
Venue: Glass Room, V floor

11.00 – 11.30 Coffee break
Venue: Conference lounge, III floor

11.30 – 13.00 **Meeting** of the Committee of CEI National Coordinators (CNC)

13.00 – 14.30 **Buffet Lunch**
Venue: Main Restaurant, II floor

14.30 – 16.00 **Meeting** of the Committee of CEI National Coordinators (CNC)

4. GENERAL INFORMATION

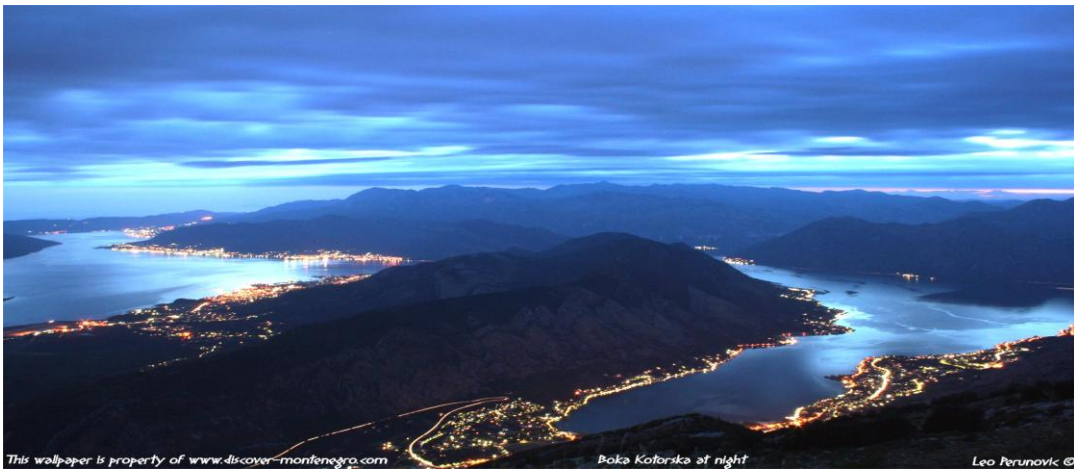
4.1. LOCATION

The CEI Meetings (the Meeting of the CEI Ministers of Foreign Affairs and the Meeting of the Committee of CEI National Coordinators) will take place in the Hotel Splendid - Conference & Spa Resort***** (<http://www.montenegrostars.com/web/indexspl.html>).



Situated the edge of the pristine waters of the Adriatic Sea in Bečići, the Hotel Splendid is an exquisite melding of natural beauty with sophisticated comfort.

TOUR TO KOTOR AND BOKA KOTORSKA BAY



4.2. MEETING ROOMS

The Plenary Session of the CEI Ministers of Foreign Affairs will be held in the Hotel Splendid, *Hall of Dynasties*. The Meeting of the Committee of CEI National Coordinators will be held in the Hotel Splendid, *Glass Hall*.

The seating arrangement of the Plenary Session will have the following format:

Main Table: *Heads of Delegation of the CEI Member States + 1
Heads of Delegation of International Organisations*

Room arrangement: 5 side chairs for other members of delegation

For the bilateral meetings additional 2 Meeting rooms in Conference area will be available in the Hotel Splendid.

Delegations are kindly requested to indicate their interest in bilateral meetings in the accreditation forms annexed here-to no later than **4 June 2010** to the Ministry of Foreign Affairs of Montenegro, Address:

Ms. Vana Vojinović

Tel.: +382 20 22 49 89

Fax: +382 20 22 57 02

E-mail: vana.vojinovic@gov.me

The Press Conferences will take place in Hotel Splendid, *Glass Room, V floor*.

4.3. OFFICES

Office will be provided for the Presidency, CEI Secretariat, delegates and press.

Office will be equipped with a telephone line, internet access, computers, printers, fax machines and photocopiers.

4.4. INTERPRETATION

The working language of the Meeting of the CEI Ministers of Foreign Affairs is English. Heads of Delegation, Heads of International Organisations requiring interpretation are requested to bring their own interpreters and cover the relevant costs. Interpretation booths will be provided by the Presidency for meetings upon a request of delegations in the Accreditation form, however not in rooms for bilateral meetings.

The language of the Press Conference of the Minister of Foreign Affairs of Montenegro will be Montenegrin; however, translation into English will be provided and vice versa.

The language of the Press Conference of the CEI Enlarged Troika and CEI-ES Secretary General will be English, with translation into Montenegrin and vice versa.

4.5. ACCOMMODATION

The delegations will be accommodated in the Hotel Splendid. The costs incurred for the accommodation of Heads of Delegation + 1 security officer, Heads of Delegation of International Organisations, shall be borne by the host country.

Other members of delegations (including National Coordinators) will be responsible for financing expenses connected with their accommodation.

The room rates are: Single Room: 171 EUR per night, breakfast included; Double Room: 228 EUR per night, breakfast included (tax is not included, 1.5 EUR per person). The rooms are available from 14 p.m. until 12 a.m.

Delegations are kindly asked to send the accommodation form annexed here-to no later than **4 June 2010** to the Ministry of Foreign Affairs of Montenegro, Address:

Ms. Vana Vojinović

Tel.: +382 20 22 49 89

Fax: +382 20 22 57 02

E-mail: vana.vojinovic@gov.me

4.6. DELEGATIONS

The Ministry of Foreign Affairs of Montenegro kindly requests that during the time of the Plenary Sessions and meetings:

- the Heads of Delegation shall be accompanied by maximum five members of delegation (and additional security person – if needed) - format of the official delegations is 1 + 5, including representatives of the diplomatic mission accredited in the Montenegro and the National Coordinator,
- the Heads of Delegation of International Organisations shall be accompanied by 1 member of delegation - format for the international Organisations is 1 + 1.

Delegations are kindly requested to submit the final list of delegates no later than **4 June 2010** to the Ministry of Foreign Affairs of Montenegro, Address:

Ms. Vana Vojinović

Tel.: +382 20 22 49 89

Fax: +382 20 22 57 02

E-mail: vana.vojinovic@gov.me

4.7. VISAS

Members of delegation requiring entry visas for Montenegro are requested to acquire the visas prior to entry at the diplomatic representations of Montenegro in their countries or to contact Ministry of Foreign Affairs of Montenegro, Consular Department (+382 20 225 954).

4.8. INFORMATION & ACCREDITATION DESK

Information & Accreditation desk will be located at the Hotel Splendid and will be opened throughout the Meeting of CEI Ministers of Foreign Affairs. It will start on Tuesday, 15 June 2010, at 10:00 and will stay open until the end of the Meeting of the CEI Ministers of Foreign Affairs.

Accreditations for Heads of delegation and their delegations will be given upon their arrival to Montenegro, by their Liaison Officers.

Delegation members should wear the ID badges all the time.

4.9. BADGES

All delegates and other participants attending the CEI Ministerial meeting must be accredited in advance through the Contact Person of the MFA of Montenegro. The accreditation badges shall carry the logo of the Montenegrin CEI Presidency, the person's name, surname and function. All badges will be distributed by the Liaison Officers.

Accreditation badges will be provided for:

1st category: Heads of Delegation/International Organisations and Ambassadors,

2nd category: other members of delegation,

3rd category: organisers,

4th category: security.

4.10. MEALS

Breakfast is served in the hotel separately. The room rates are per bed and breakfast arrangement. Lunches and dinners will be served in the Hotel Splendid in Bečići and Restaurant Galion in Kotor.

The Minister of Foreign Affairs of Montenegro shall host a Cocktail and a lunch for Heads of Delegation / International Organisations and Ambassadors. Entry with invitation cards only.

All other participants of the CEI Ministerial Meeting shall have a buffet dinner and a buffet lunch in the Hotel Splendid in Bečići and Restaurant Galion in Kotor.

Meals will be provided for only 10 persons per delegation.

4.11. TRANSPORTATION

There are two international airports in Montenegro: Tivat and Podgorica. Airport Golubovci - Podgorica 12km from the center of Podgorica, 75 km from Budva. Airport Tivat - 4 km from the center of Tivat, 20 km from Budva, 20 km from Herceg - Novi, 58 km from Bar, 73 km from Ulcinj and 80 km from Podgorica.

For Heads of Delegation / International Organisations and Ambassadors, the MFA of Montenegro will provide the transport from Podgorica/Tivat Airport to Hotel Splendid and back. A car with police escort will be provided for each Head of Delegation. Only the car of the Ambassador of each CEI Member State accredited to Podgorica may be included in the

motorcade. For arrival at a border crossing a police escort will be also provided by the MFA of Montenegro for each Head of Delegation arriving by car.

Organised transport will be provided for other members of delegation by bus from Podgorica Airport to Hotel Splendid and back.

Organised transportation will be provided for only 10 persons per delegation.

Delegations are kindly asked to send their transportation details and needs no later than **4 June 2010** to the Ministry of Foreign Affairs of Montenegro:

Ms. Vana Vojinović

Tel.: +382 20 22 49 89

Fax: +382 20 22 57 02

E-mail: vana.vojinovic@gov.me

4.12. LIAISON OFFICERS

A Liaison Officer will be attached to each delegation, who will be responsible for liaising with the organisers from the host country. The list of Liaison Officers and their telephone numbers can be found in section 5.

4.13. SECURITY

Security officers during the CEI Ministerial Meeting will be ensured by the Office for the Protection of Constitutional Officials and Diplomatic Missions of the Ministry of Interior of the SR.

4.14. TOUR

All Members of delegation will have the possibility to go on an organized tour to Kotor and Boka Kotorska Bay **on 15 June 2010**, starting at 16.00 (1:30 hours).

4.15. USEFUL INFORMATION

Capital:	Podgorica
Official language:	Montenegrin
Currency:	Euro
Electricity:	220 V, 50 Hz
Phone:	- International exit code: 00
	- International country code: 382
	- Code for Podgorica: (0)20
	- Code for Budva: (0)33

AIRPORTS

<http://www.montenegroairports.com/eng/index.php?menu=1>

Podgorica: +382 20 444 244
+382 9804
info@apm.co.me
Tivat: +382 32 671 337
+382 32 670 930
+382 9804
info.tivat@apm.co.me

BUS STATIONS

Podgorica: +382 20 620 430
Budva: +382 33 456 000
Ulcinj: +382 30 413 225
Bar: +382 30 346 141
Tivat: +382 32 672 620
Kotor: +382 32 325 809
Herceg Novi: +382 31 321 225

RAILROAD TRANSPORTATION

The railway terminus in Bar is 39 km away from Budva. There are direct lines from Bar to Belgrade, Novi Sad, Niš and Subotica. Railway terminus in Podgorica is 65 km away from Budva. Reservations can be done at the bus station Mercur in Budva.

Podgorica: +382 20 633 663
Bar: +382 30 312 210

LOCAL TRANSPORTATION

Principal taxi stations in Budva are situated in Slovenska Obala, near the Jat Airways office, bus station Merkur, tourist complex Slovenska beach and hotel complex in Bečići. Beside the taxi services you can also use the local transportation (bus) on relations Budva-Becici-Sveti Stefan-Petrovac-Budva (the telephone number of the bus station is provided above). The starting position is at the circular intersection.

Taxi Station in Budva: +382 33 456 777

USEFUL PHONE NUMBERS

Help on the road: 19807
Information: 1181
Exact time: 125
Telegrams: 126
Fire-brigade: 123
Police: 122
Ambulance: 124
Weather forecast: 044800200

BANKS

There are 6 banks operating in Budva. Those are:

Crnogorska komercijalna banka a.d. Podgorica, branch office in Budva
Meditranska 7

NLB Montenegro banka, branch office in Budva
Meditranska 19

Podgorička banka a.d. Podgorica, branch office in Budva
Meditranska b.b.

Atlasmont banka a.d. Podgorica, branch office in Budva
Slovenska Obala 13

Komercijalna banka a.d. Budva, branch office in Budva
Meditranska 17

Opportunity bank, branch office in Budva
Novembra bb

5. TELEPHONE NUMBERS

1. MINISTRY OF FOREIGN AFFAIRS OF MONTENEGRO

ADDRESS

St. Stanka Dragojevića 2
20000 Podgorica
Montenegro

CONTACTS

Organisation:

Ambassador Nebojša Kaludjerović +382 20 224 989
Deputy Minister, MFA ceklicn@gmail.com

Ms. Vana Vojinović office: +382 20 224 989
III Secretary, MFA cell: +382 67 44 92 92
vana.vojinovic@gov.me

State Protocol:

Mr. Veselin Lakić +382 69 013 089
Advisor

Mr. Miodrag Bajić +382 69 022 263
Advisor

2. LIAISON OFFICERS (RESPONSIBLE FOR) – NAMES TBC

6. MAPS

Montenegro Map



ACCREDITATION FORM

DEADLINE FOR SENDING THIS FORM IS **4 JUNE 2010**.

PERSONAL DATA:

COUNTRY/ORGANISATION

NAME AND SURNAME

POSITION:

PHONE:

ACCOMPANYING PERSON (S):

	FAX:		E-MAIL:
	NAME:		SURNAME:

I WILL PARTICIPATE IN:

- MEETING OF CEI MINISTERS OF FOREIGN AFFAIRS (14-15 JUNE 2010)
 MEETING OF THE COMMITTEE OF CEI NATIONAL COORDINATORS (13-14 JUNE 2010)

TRAVEL /ARRIVAL:

SPECIAL FLIGHT PODGORICA AIRPORT TIVAT AIRPORT
DATE: TIME: REGISTRATION No.:

REGULAR FLIGHT PODGORICA AIRPORT TIVAT AIRPORT
DATE: TIME: FLIGHT NUMBER/COMPANY:

OTHER MEANS OF TRANSPORT
By: FROM: To:

NAME OF BORDER CROSSING/EXPECTED TIME OF BORDER CROSSING (IF TRAVELLING BY CAR OR IF ARRIVING TO AIRPORT OTHER THAN IN MONTENEGRO):

REMARKS:

TRAVEL /DEPARTURE:

SPECIAL FLIGHT PODGORICA AIRPORT TIVAT AIRPORT
DATE: TIME: REGISTRATION No.:

REGULAR FLIGHT PODGORICA AIRPORT TIVAT AIRPORT
DATE: TIME: FLIGHT NUMBER/COMPANY:

OTHER MEANS OF TRANSPORT
By: To: FROM

NAME OF BORDER CROSSING/EXPECTED TIME OF BORDER CROSSING (IF TRAVELLING BY CAR OR IF ARRIVING TO AIRPORT OTHER THAN IN MONTENEGRO):

REMARKS:

TRANSPORTATION:

TRANSPORTATION ARRANGED BY THE PRESIDENCY:

Yes

No

AIRPORT – HOTEL	<input type="checkbox"/>
HOTEL – AIRPORT	<input type="checkbox"/>

OTHER INFORMATION:

BILATERAL MEETINGS

REMARKS:

ORGANISED TOUR TO KOTOR AND BOKA BAY ON 15 JUNE 2010

COCTAIL ON 14 JUNE 2010

LUNCH ON 15 JUNE 2010 ORGANISED BY THE MINISTER OF FOREIGN AFFAIRS OF MONTENEGRO (ONLY FOR HEADS OF DELEGATION)

BUFFER LUNCH ON 15 JUNE 2010 (FOR OTHER MEMBERS OF DELEGATION)

ACCOMMODATION FORM

DEADLINE FOR SENDING THIS FORM IS **4 JUNE 2010**.

PERSONAL DATA:

COUNTRY/ORGANISATION

NAME AND SURNAME

POSITION:

PHONE:

ACCOMPANYING PERSON (S):

	FAX:		E-MAIL:
	NAME:		SURNAME:

HOTEL SPLENDID - CONFERENCE & SPA RESORT***:**

SINGLE ROOM 171 EUR

DOUBLE ROOM 228 EUR

BREAKFAST IS INCLUDED IN THE PRICE.

TAX FEE IS 1,50 EURO PER PERSON, NOT INCLUDED IN PRICE.

ARRIVAL:

DATE OF ARRIVAL:

TIME:

REMARKS:

DEPARTURE:

DATE OF DEPARTURE:

TIME:

REMARKS:

METHOD OF PAYMENT:

CASH

CREDIT CARD

AMEX

DINERS

MASTER

VISA

OTHER

REMARKS:

RETURN THIS FORM TO:

Ms. VANA VOJINOVIĆ, TEL.: + 382 20 224 989, FAX : + 382 20 225 702, EMAIL: vana.vojinovic@gov.me

MEDIA ACCREDITATION FORM

DEADLINE FOR SENDING THIS FORM IS **4 JUNE 2010**

PARTICIPANT'S NAME AND SURNAME: <i>(please print in capital letters)</i>		
COUNTRY:		
PRESS HOUSE - COMPANY:		
TELEPHONE :	FAX:	E-MAIL:

RETURN THIS FORM TO:

Ms. VANA VOJINOVIĆ , TEL.: + 382 20 224 989, FAX : + 382 20 225 702, EMAIL: vana.vojinovic@gov.me