

Useful Information

Application

The RCC Members are kindly requested to fill in enclosed application forms and return them both to the Secretariat of Moldovan SEECOP Chairmanship-in-Office and the Regional Cooperation Council Secretariat at the latest by **26 May 2009**.

Contact persons:

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Diplomatic Protocol

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Ms. Natasa MITROVIC

Regional Cooperation Council

Tel: +387 33 561 708

Fax: +387 33 561 725

e-mail: front.office@rcc.int

Visa requirements

Members of the delegations, accompanying personnel and journalists coming from the countries for which visa issuing is required, should contact the most convenient Moldovan Embassy. Visa will be issued free of charge.

Arrival

Arrival is expected at the Chisinau International Airport.

Delegations participating at the Regional Cooperation Council Annual Meeting will be welcomed at the Official Delegation Hall and VIP Lounge of the Chisinau International Airport. The Diplomatic Protocol arranges technical welcome at the airport upon arrival of each delegation.

For arrivals of special planes, respective Embassies are kindly asked to submit over flight requests to the Moldovan authorities. Crew members are kindly requested to organize their own lodging and visas if necessary.

Transportation

Local transportation for the participants of the RCC Annual Meeting will be provided by the host country for all delegations.

Accommodation

The Moldovan side recommends several hotels located nearby the venue of the RCC Annual Meeting.

Liaison officers

Liaison officers from the Ministry of Foreign Affairs and European Integration will be at the disposal of the delegations before and during the meeting. The list with names and contact details of the liaison officers will be available on the website: www.chairmanship.mfa.md.

Conference passes (accreditation)

The host will provide conference passes for the participants. Each participant of the Meeting will be issued a pass granting access to the Meeting Hall.

Heads of delegations will be provided with a lapel pin.

Members of delegations will receive conference passes from their liaison officers upon arrival to the Republic of Moldova.

Language and Interpretation

The working language of the Meeting is English.

Bilateral Meetings

Special rooms nearby the Meeting Hall will be provided for bilateral meetings. Embassies are kindly requested to use the assistance of their liaison officers if they wish to have any bilateral meetings arranged. The organizer will determine the time and place upon receiving information of the agreed bilateral meeting through the liaison officers of the parties.

Interventions of the Participants

Participants are invited to express readiness to address the Annual Meeting by 3 June 2009 noon at front.office@rcc.int in order to allow for drawing up of the list of speakers. Due to the number of participants, interventions should not exceed 4 minutes. All Participants are welcome to submit their interventions in written form at front.office@rcc.int.

Secretariat

The Regional Cooperation Council Annual Meeting Secretariat will be set up in the **Leogrand Hotel** at **Rose Hall** and will become functional on 26 May 2009.

Press Centre

Press Center located on a ground floor of the **Leogrand Hotel** at **Begonia Hall** will be available, starting 4 June 2009.

The accreditation of the international press members will be made through the **Mass Media and Public Relations Directorate of the Ministry of Foreign Affairs and European Integration**.

Contact person:

Ms. Dorina ROMAN,
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Fax: +373 22 232 302
e-mail: massmedi@mfa.md

For information related to the RCC Annual Meeting please contact Dinka Zivalj, Spokeswoman, Regional Cooperation Council, tel: +387 33 561 700, fax: +387 33 561 725, mob: +387 62 341 881, e-mail: dinka.zivalj@rcc.int, press@rcc.int.

Medical Service

Medical service will be provided during the stay of guest delegations. Embassies are kindly requested to notify the Diplomatic Protocol of possible special medical requirements.

Security

The Security measures will be taken by the competent authorities of the Republic of Moldova. The list of the Security Personnel accompanying the Official Delegations and the information concerning the types and serial numbers of their side arms, the amount of ammunition and numbers, types and frequencies of the communication equipment should be provided to the Ministry of Foreign Affairs and European Integration beforehand.