



Information on the Meeting of the Ministers for Foreign Affairs of the SEECP Zagreb, 1 – 2 March 2007

The Ministry of Foreign Affairs and European Integration of the Republic of Croatia is organising a Meeting of Ministers for Foreign Affairs of the SEECP on 1 – 2 March 2007 in Zagreb preceded by the meeting of the Committee of the Political directors on 1 March 2007.

The Meeting will be held behind closed doors, but a press conference of the SEECP Troika (Greece – Croatia – Bulgaria) will be held after the completion of the working part of the Meeting.

Draft programme

Wednesday, 28 February

Arrival of Participants

Hotel Westin

Thursday, 1 March 2007

09:30	Meeting of the Committee of Political Directors – part I	<i>Panorama hall, 17th floor</i>
11:00	Coffee Break	
11:15	Meeting of the Committee of Political Directors – part II	
13:00	Buffet Lunch	<i>Kaptol Restaurant, ground floor</i>
14:30	Free time	
16:00	Meeting of the Committee of Political Directors- part III	

- 17:00 Coffee Break
- 17.15 Meeting of the Committee of Political Directors – part IV

Note: the arrival of Ministers for Foreign Affairs with delegations during the afternoon

- 20:00 Dinner hosted by **Mrs. Kolinda Grabar-Kitarović**, Minister for Foreign Affairs and European Integration
- Opera Restaurant, 17th floor*

Friday, 2 March 2007

- 09:30 Meeting of the Ministers for Foreign Affairs – part I
- Crystal hall, ground floor*
- 11:00 Coffee Break
- 11:15 Meeting of the Ministers for Foreign Affairs – part II
- 12:55 Family photo
- 13:00 Coffee Break
- 13:15 Press conference of the SEECF Troika (Greece, Croatia, Bulgaria)
- Crystal hall, ground floor*
- 14:00 Lunch hosted by **Mrs. Kolinda Grabar-Kitarović**, Minister for Foreign Affairs and European Integration
- Restaurant(tbc)*
- Departure of the delegations

Applications

Delegations are kindly requested to fill in the enclosed application forms and return them by 15 February at the latest to:

Diplomatic Protocol of the Ministry of Foreign Affairs and European Integration of the Republic of Croatia, Trg N. Š. Zrinskog 7-8, 10000 Zagreb, Croatia

Contact person: Mrs. Ivana Blažeković

Tel: + 385 1 4569 807, Fax: + 385 1 4569 975, E-mail: ivana.blazekovic@mvpei.hr

GSM: + 385 99 21 84 021

Any additional information about the protocol and organizational issues can be obtained also from the Diplomatic Protocol.

Visa requirements

Members of the delegations, accompanying personnel and journalists coming from the countries for which visa issuing is requested, should contact the respective Croatian Embassies as soon as possible. Visa fee will be borne by the respective applicants.

Arrival

Arrival is expected on 28 February / 1 March at the Zagreb International Airport or border crossings.

The Diplomatic Protocol arranges welcome at the airport upon arrival of each delegation (for special flights the motorcades will be waiting on the tarmac, while the VIP lounge will be used for arrivals by commercial flights for high ranking VIP delegations (Ministers for Foreign Affairs)).

Due to the expected arrivals of special planes, respective Embassies are asked to submit over flight requests to the Croatian authorities, including arrival and departure times, aircraft type, as well as the information whether the plane will be parked at the Zagreb Airport for the duration of the stay of the delegation (crew members of special aircrafts are expected to organize their own lodging and visas if necessary).

Heads of high ranking VIP delegations (Ministers for Foreign Affairs) arriving by car will be welcomed at the border crossings.

Transportation

Motorcades will be available for high ranking VIP delegations (Ministers for Foreign Affairs) during their stay in Croatia.

For all heads of high ranking VIP delegations (Ministers for Foreign Affairs), a high class car and, if necessary, a mini van for accompanying members of the delegation will be provided.

The respective Embassies are kindly requested to provide transportation for the participants of the Meeting of the Committee of Political Directors.

Accommodation

The Ministry has reserved accommodation in the Westin Hotel Zagreb and is bearing the cost of the invitees' accommodation and stay in Zagreb during the Meeting (minister plus three members of the delegation for the night from 1st to 2nd March 2007, Head of delegation of the Committee of Political Directors plus two members of the delegation and special invitees plus one member of the delegation for the night from 28th of February to 2nd of March 2007) while the travelling expenses and the costs of their potential extended stay in Zagreb (before or after the Formal Meeting) is borne by the participants themselves. The Ministry will also provide

the services of transfer from the airport, as well as other transport services necessary to fulfil the needs of the programme of the Formal Meeting.

Apart from the planned 1+3 / 1+2 / 1+1 format, other delegation members may also be accommodated in the Westin Zagreb Hotel on their own costs. Early reservations are welcome. The host is ready to assist with the hotel reservations.

Flight crews are expected to arrange their accommodation themselves.

Liaison officers

Liaison officers from the Ministry of Foreign Affairs and European Integration will be at the disposal of high ranking VIP delegations (Ministers for Foreign Affairs) before and during the Meeting. Other VIP delegations will have contact persons' telephone numbers in case of need.

Conference passes (accreditations)

The host will provide conference passes for the participants.

Conference passes for high ranking VIP delegations will be distributed through their respective Embassies. For other participants the accreditation desk will be situated in the Lobby of the Westin Hotel starting from 28 February at 12:00.

Language

The working language of the meeting is English, without translation to other languages. Two translation booths for simultaneous translation will be provided for those who wish to deliver their speeches in their mother tongue. The interpreters should be arranged by delegations themselves.

Speeches

At the Meeting of the Ministers for Foreign Affairs of the SEECP, the expected length of each speech of Head of the delegation is 7 minutes.

Bilateral meetings

There is a possibility for bilateral meetings between Guest delegations in the Hotel Westin Zagreb, as well as with the Croatian dignitaries in their respective offices. The respective delegations are kindly asked to arrange the meetings with the respective Embassies of the countries they are interested in having a meeting of.

Medical Service

Medical service will be provided during the stay of guest delegations. Westin will also provide 24 hour medical service. Embassies are kindly requested to notify the Diplomatic Protocol of possible special medical requirements.

Press Room

A Press Room will be set up in the Westin Hotel on the 2 March.

Conference Secretariat

The Conference Secretariat will be set up in the Westin Hotel on the 1 March.

The Office of the Croatian SEECF Chairmanship

Ministry of Foreign Affairs and European Integration
The Croatian SEECF Chairmanship-in-Office Team

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