



PRACTICAL INFORMATION
REGIONAL MEETING OF HEADS OF POLICE AND SENIOR OFFICIALS FROM SOUTH-EASTERN EUROPE
(SARAJEVO, BOSNIA AND HERZEGOVINA, 21 SEPTEMBER 2006)

Meeting location

Holiday Inn Hotel ****

Zmaja od Bosne 4
Telephone / fax: ++ 387 33 288 000
www.holiday-inn.com/sarajevo

Visa

Travellers to Bosnia and Herzegovina from other countries may be required to obtain a **valid entry visa** which must be obtained prior to the arrival. Visa requirements are subject to change. All participants should ascertain with the Embassy or Consulate in their home jurisdiction whether or not a visa is required and make the necessary formalities as early as possible. The official invitation letter should be used for visa application purposes.

You may also consult the official Internet site of the Ministry of Foreign Affairs for additional information regarding visas:

http://www.mvp.gov.ba/index_eng.htm

Accommodation and meals

A room is booked for each participant by the organisers at Holiday Inn hotel according to their travel schedule.

The Council of Europe will cover the cost of accommodation and meals for experts according to the information in their invitation letter. No daily allowances will be given to the participants. Any extra hotel expenses (e.g. phone calls, dry-cleaning, drinks from the minibar and snacks) must be settled directly with the hotel during checkout.

Transport

Transfers from the airport to the hotel in Sarajevo and vice-versa will be arranged by organisers by minivan or small bus. The distance is about 10 km.

Upon arrival, a driver with a "Council of Europe" sign will pick up the participants arriving by plane.

Participants travelling by plane will be informed in Sarajevo about the time of departure to Sarajevo airport.

Insurance

Specific travel related risks are covered by an **AIG EUROPE** insurance policy (number 2.004.761), which provides cover for persons up to their 76th birthday. The following help line AIG EUROPE Assistance 24 Hours can be called in case of need : +32 3 253 69 16.

Reimbursements

The participants travelling by car will be reimbursed by bank transfer only **after the meeting** as specified in the invitation letter. Only the car owner/driver is entitled to such a reimbursement. The reimbursement is calculated by the Directorate of Finances of the Council of Europe on the basis of 1 class train ticket. The Council of Europe does not reimburse any car insurance or toll-road. Parking space will be reserved by the hotel for the participants travelling by car.

Visa and tax expenses will be reimbursed by bank transfer **after the meeting upon presentation of the relevant receipts:**

- ✓ Visa - copy of the first page of passport, copy of the visa and a visa receipt from the Consulate that shows the amount paid;
- ✓ Exit tax receipt

Participants failing to produce the supporting documents on time will not receive any reimbursement.

For any further information, please contact the Council of Europe secretariat:

For overall co-ordination

Mr Jean-Charles de CORDES

Directorate General of Legal Affairs
☎ +33 3 90 21 5305, Fax: +33 3 88 41 20 52
✉ jean-charles.decordes@coe.int

For logistics & reimbursements

Ms Tanya PESHOVSKA

Directorate General I, Legal Affairs,
☎ +33 3 88 41 3027, fax +33 3 8841 2052
✉ tanya.peshovska@coe.int

Ms Prisca BARTHEL

Directorate General I, Legal Affairs,
☎ Tel. : + 33 (0)3 88 41 51 18, fax : + 33 (0)3 88 41
Email: prisca.barthel@coe.int

Contact person in Sarajevo

Ms Jasmina OBARCANIN

Council of Europe-Sarajevo
Trg Fra Grge Martica 2/III
71000 Sarajevo
Bosnia and Herzegovina
☎: + 387 33 26 43 60 (ext.107)/ Fax: + 387 33 23 39 37
✉ Jasmina.OBARCANIN@coe.int