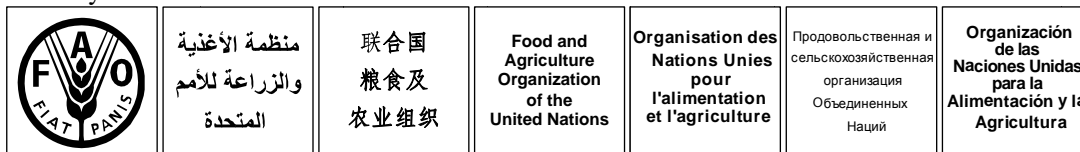


February 2014



Regional Conference for Europe

TWENTY-NINTH SESSION
THIRTY-EIGHTTH SESSION OF THE EUROPEAN COMMISSION ON AGRICULTURE
Bucharest, Romania, 1 –4 April 2014
INFORMATION NOTE

Conference Arrangements

1. The 29th FAO Regional Conference for Europe (ERC) and the 38th Session of the European Commission on Agriculture (ECA) will be held at the [Palace of the Parliament \(str. Izvor nr. 2-4, Bucharest\)](#)¹ from 1-4 April 2014.
2. The Session of the ECA will be held from 1-2 April 2014 starting on Tuesday, 1 April at 09.00 hours.
3. The Session of the ERC will be held from 2-4 April 2014 starting on Wednesday, 2 April, at 14.00 hours.
4. An Order of the Day will be issued with detailed information on conference business, the schedule and items to be discussed, as well as other information of general interest, which will be made available on the Regional Conference website.
5. The name and functions of the ERC Conference Secretariat and all other staff assisting the Conference will be provided on the first day of the ECA and ERC.

Working Languages

6. Simultaneous interpretation will be provided in English, French, Russian, Spanish and Romanian² both for the ECA and the ERC. The documentation for both sessions will be available in English, French, Spanish and Russian.

Press liaison and information

¹www.cdep.ro/pls/dic/site.page?id=10&idl=2

² Romanian interpretation will be provided only during the Inauguration ceremony of the ERC

*This document can be accessed using the Quick Response Code on this page;
a FAO initiative to minimize its environmental impact and promote greener communications.
Other documents can be consulted at <http://www.fao.org/>*



7. For the duration of the Conference, the Communications Officer of the Regional Office for Europe and Central Asia will, in cooperation with a Press Officer of the Government of Romania, be responsible for relations with the press and all matters concerning information to the public.

8. Advance accreditation is a requirement for all journalists attending the week's events. Journalists should register for the event on-line at <https://www.regonline.com/builder/site/?eventid=1430147> and should upload during the registration process a letter of assignment from their editor or employer.

Documentation

9. All the pre-session documents will be accessible on the [Regional Conference website](#)³. Printed copies of the pre-session documents will also be made available on the spot, but only upon request and in limited quantities as an effort to achieve a paperless Conference. In addition, all documents will be made available to participants on pen-drives when registering. Participants are encouraged to carry personal lap-tops in order to access the pre session documents online and thus reduce the need for hard copy documents. Complimentary Wi-Fi service will be available at the Conference venue.

10. In-session documents are grouped into three categories: LIM documents, statements and daily journals (Order of the Day), and will be made available through the Regional Conference website and at the Document Distribution Desk located in front of the conference hall, where staff will also deliver mail and messages and deal with general enquiries.

Draft recommendations and amendments

11. Participants wishing to submit draft recommendations or other documents requiring a decision by the Conference, are requested to send their texts to the Conference Secretary, in English, French, Spanish or Russian in electronic form by e-mail, and if possible in five printed copies.

12. Participants wishing to distribute other written material related to the Conference agenda are requested to deliver 100 copies in English, 50 in French, 40 in Russian and 20 in Spanish to the Secretariat for distribution.

Advance communication of the texts of speeches and statements

13. To facilitate the Secretariat's task and ensure accuracy of interpretation, prepared speeches or statements should be handed in advance to the Conference Secretary, in electronic form by e-mail to ERC-ECA-Secretary@fao.org. Delegates are also kindly requested to provide their speeches as delivered, to facilitate media coverage.

Correspondence and inquiries

14. All correspondence concerning the Regional Conference for Europe should be addressed to the Conference Secretariat at the FAO Regional Office for Europe and Central Asia and to the Government Liaison Officer in Romania, at the addresses below:

Mr Raimund Jehle
Conference Secretary
FAO Regional Office for Europe and Central Asia
Benczur utca 34
1068 Budapest, Hungary
Tel: +36 1 4612037, Fax: +36 1 3517029
Mob: +36 30 5170436
E-mail: ERC-ECA-Secretary@fao.org

Mr Goran Stavrik
Conference Affairs Officer
FAO Regional Office for Europe and Central Asia
Benczur utca 34
1068 Budapest, Hungary
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Mob: +36 30 4732187
E-mail: ERC-ECA-Secretary@fao.org

Mr Teodor Dosa

Ms Beata Somogyi

³www.fao.org/europe/regional-conference/cw2014/en/

Government Liaison Officer
Counsellor for European Affairs
Ministry of Agriculture and Rural Development
Blvd. Carol I, no. 2-4, district 3,
020921 Bucharest, Romania
Mob: + 40 757 537505, Fax: +40 21 3078554
E-mail: teodor.dosa@madr.ro

Conference Assistant
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Benczur utca 34
1068 Budapest, Hungary
Tel: +36 1 8141252, Fax: + 36 1 3517029
E-mail: ERC-ECA-Secretary@fao.org

CSF Multi-Stakeholder consultation

15. The involvement of the Committee on World Food Security (CFS) at the Regional Conference is intended to foster ownership through a multi-stakeholder dialogue (on Monday, 31 March 2014). More details will be made available on the Regional Conference website and the CFS website: www.fao.org/cfs/cfs-home/en/.

Director-General's Working Meeting with Heads of Delegations

16. The FAO Director-General will have a working meeting with Ministers and Heads of Delegations on Wednesday, 2 April 2014, from 17.30 to 19.30 hours at the Conference venue, in the Human Right's Hall.

Side events

17. During the conference week a number of side events will take place. Details on the side events and their schedule can be found on the [Regional Conference website](#).

Formalities for entry into Romania

18. All delegates and observers who attend the **FAO Regional Conference** are required to hold a valid travel document, recognized by Romania, the expiration date of which, must be more than 3 months after the date of the end of the Conference (or after the date of expiry of the visa). Romania applies EU regulations, for which reason visa issuance at airports and other border crossing points is not applicable to Conference participants. Visa information may be subject to change in the near future, so for updated information, please contact the nearest Romanian embassy/consulate and the Conference Secretariat or visit the website of the Ministry of Foreign Affairs of Romania at www.mae.ro/en/node/2035.

19. Annex B of this Information Note lists all countries whose nationals, holders of ordinary passport, are exempt from the Romanian visa requirement.

20. Annex C lists the countries whose nationals, holders of diplomatic passports (D), service passports (S), official passports (O) and of the seaman's book (SM), are exempt from Romanian visa requirements.

21. Annex D lists the countries whose nationals must be in possession of visas when entering the territory of Romania, unless they are in a possession of a travel document which is exempt from the visa requirement listed in Annex C.

22. Annex E explains in detail the procedure for applying for a Romanian visa for those participants that need to obtain one.

23. The authorities of Romania will make special arrangements for participants upon their arrival, assist them with entry formalities if needed and provide them with transport to their respective hotels. Similar arrangements will be made at the end of the conference.

24. Upon arrival in Romania, participants are advised to contact the info desk at the Conference premises for the reconfirmation of their departure date and time.

On-site check-in

25. Check-in for the ECA session and the CFS Multi-stakeholder consultation will be on Monday, 31 March 2014 between 12.00 and 17.00 hours. Check-in for the ECA session will be extended on Tuesday, 1 April 2014 between 08.00 and 09.00 hours, at the Conference site.

26. Check-in for the ERC session will be on Wednesday, 2 April 2014 between 12.00 and 14.00 hours, as well as on Thursday, 3 April 2014 between 08.00 and 09.00 hours, at the Conference site.

27. The Conference Secretariat will prepare a provisional list of participants on the first day of the Conference and should be notified of any corrections or additions needed, with all relevant information provided at the Check-in Desk.

Catering Services

28. Catering services, generously offered by the Government of Romania, will be provided throughout the Conference week. In addition, the Palace of the Parliament has a coffee bar available for the delegates.

Study tour and spouse programme

29. At the invitation of the Host Government, there will be a study tour for participants on the morning of Friday, 4 April 2014. Participants wishing to take part are kindly requested to inform staff at the Registration or the Document Distribution Desk not later than Thursday, 3 April, 13.00 hours, so that the Host Government can make the necessary arrangements. More details will be made available on arrival and relevant information will be included in the Order of the Day.

30. The Host Government will also be organizing a programme for delegates' spouses.

31. More details on both the study tour and the spouse programme will be provided on the [Regional Conference website](#).

Social events

32. An evening reception for the ERC/ECA participants on Thursday, 3 April 2014 is planned to be hosted by His Excellency Daniel Constantin, Minister for Agriculture and Rural Development of Romania.

Hotel accommodation

33. The Conference Secretariat and the Host Government are facilitating the booking of a hotel for all participants of the ERC/ECA. The list of hotels that have been booked for the Conference period (at special rates) is provided in Annex A of this Information Note. Participants are requested to indicate their preference for accommodation (a choice of two hotels in order of preference) while completing the online registration on the Regional Conference website. The participants will then be contacted by the Conference Secretariat, with additional info on the booking formalities which will be done through a local Travel Agency selected by the Host Government. The contact persons for the online registrations and hotel bookings are:

- Mr Gabor Feher (ERC-ECA-Secretary@fao.org) from the FAO Regional Office, and
- Mr Eduard Mazilu (fao-accommodation@gamaproconsult.ro) from the travel agency Gama Proconsult in Romania.

Local Transportation

34. Transportation services will be provided to all delegates upon arrival to, and departure from Bucharest. In addition, transportation will be provided from the hotels included in Annex A and the conference venue in the mornings and afternoons of the conference week. The contact person for transportation issues is:

- Mr El-Fatih Abu-Samra
Counsellor for European Affairs
Ministry of Agriculture and Rural Development
Tel: +40 21 3078587
Mob: +40 744 547250
E-mail: el.fatih@madr.ro

Medical services and first aid

35. Medical and first aid services will be available on the Conference premises. Medical services could also be provided by hotels.

Foreign exchange and banking

36. Romanian Customs regulations are in line with those of most European countries, meaning that travellers can enter and leave Romania with up to 10,000 Euros in cash or traveller's checks. Romania's currency is Leu (plural "Lei") and its abbreviation is RON.

37. The banknote denominations are: 1, 5, 10, 50, 100, 200 and 500 lei; the coins are: 1, 5, 10 and 50 bani (1 leu = 100 bani).

38. Foreign currencies may be exchanged at banks or authorized exchange offices (called: "casa de schimb" or "birou de schimb valutar"). International airports and larger hotels also offer currency exchange services. The exchange rates offered by the exchange offices at the airport are significantly lower than the official rates. The exchange rates for foreign currencies, valid on 7 January 2014:

- one US dollar = 3.30 Lei
- one British Pound = 5.40 Lei
- one Euro = 4.49 Lei

39. ATM machines are available at the main banks, at airports, shopping centres and at the Conference facilities. Major credit cards including American Express, Mastercard and Visa are accepted at large hotels, car rental companies and stores in the main cities.

Weather and time

40. Romania is located 46° degrees north of the Equator and 25° degrees east of the Greenwich meridian. Romania has a temperate climate, with four distinct seasons. The average temperature in Bucharest in March is about 5° Celsius and in April it is about 11° Celsius. Romania is in Eastern European Time Zone (CET+01:00).

Electricity

41. Romania's electrical current is 220 V. Sockets take the standard continental European dual round-pronged plugs. A plug adaptor is required for non-European appliances.

Communications

42. Internet, telephone and fax facilities will be available on the Conference premises. An international direct dialling service is available throughout Romania. Most public telephones require the use of a telephone card. Dialling rules:

Dialling within Bucharest: 0 + 21 + seven digit telephone # or 0 + 31 + seven digit telephone #

International dialling from Romania: 00 + country code + area code + telephone #

Dialling from a foreign country directly to Bucharest: International Access Code +40 (country code) + 21 or 31 + seven digit telephone #

ANNEX A

LIST OF HOTELS

Name of Hotel	Number of rooms held by organizers	Tariff
Radisson Blu 5* Calea Victoriei 63 - 81 Bucharest, 10065 Tel: +40 21 31 19000 www.radissonblu.com/hotel-bucharest	50 rooms	Single room: EUR125 Double room: EUR135 Business room (sgl use): EUR190 Junior suite (sgl use): EUR230
Novotel Bucharest City Centre 4* Calea Victoriei 37B Bucharest 010061 Tel: +40-21-3088500 www.novotel.com/gb/hotel-5558-novotel-bucharest-city-centre/index.shtml	60 rooms	Single room: EUR103 Double room: EUR115 Junior suite (sgl use): EUR185
Ramada Majestic Bucharest 4* Calea Victoriei 38-40 Bucharest 010082 Tel: +40-21-3102715 / 20 / 35 / 46 / 72 www.majestic.ro	40 rooms	Single room: EUR85 Double room: EUR105 Suite (sgl use): EUR115
Ibis Bucharesti Palatul Parlamentului 3* Izvor Street 82-84 Bucharest Tel: +40-21-4011000 www.ibis.com/gb/hotel-5938-ibis-bucuresti-palatul-parlamentului/index.shtml	40 rooms	Single room: EUR65 Double room: EUR75 Deluxe studio (sgl use): EUR100

The above special fixed prices are with all taxes and fees and include breakfast and free internet. The number of rooms and prices are guaranteed until 16 March 2014. More details are provided at the on-line registration page: https://www.regonline.com/FAO_29ERC_38ECA

Transport will be provided for participants only from the above listed hotels to the Conference venue and back, during the whole Conference week from 31 March to 4 April 2014. Detailed information on the departure times will be available at the hotels.

ANNEX B

List of countries whose nationals, holders of ordinary passports, are **exempt** from the Romanian visa requirement:

Albania(*)	Honduras	Seychelles
Andorra	Israel	Singapore
Antigua and Barbuda	Japan	South Korea
Argentina	Malaysia	United States of America
Australia	Mauritius	Uruguay
Bahamas	Mexico	Venezuela
Barbados	Monaco	EU Member States
Bosnia and Herzegovina(*)	Montenegro(*)	
Brazil	New Zealand	
Brunei Darussalam	Nicaragua	
Canada	Panama	
Chile	Paraguay	
Costa Rica	Saint Kitts and Nevis	
Former Yugoslav Republic of Macedonia (*)	Salvador	
Guatemala	San Marino	
Holy See	Serbia [excluding holders of Serbian passports issued by the Serbian Coordination Directorate (in Serbian: Koordinaciona uprava)] (*)	

(*) The visa requirement exemption applies to holders of biometric passports.

ANNEX C

List of countries whose nationals, holders of **diplomatic passports (D)**, **service passports (S)**, **official passports (O)** and of the **seaman's book (SM)**, are exempt from Romanian visa requirements:

No.	State	D	S	O	SM	Period of stay
1.	Albania	X				90days
2.	Algeria	X				90days
3.	Armenia	X	X			90days
4.	Azerbaijan	X	X			90days
5.	Belarus	X	X			30days
6.	Bolivia	X	X			90days
7.	Bosnia and Herzegovina	X	X			30days
8.	Central African Republic	X	X			90days
9.	China	X	X		X	90days
10.	Columbia	X	X			90days
11.	Ecuador	X	X			90days
12.	Congo	X	X	X		90days
13.	Former Yugoslav Republic of Macedonia	X	X	X		90days
14.	Georgia	X	X			90days
15.	Ghana	X	X			90days
16.	Guinea	X	X			90days
17.	India	X				90days
18.	Iran	X				30days
19.	Jordan	X				90days
20.	Kazakhstan	X	X			90days
21.	Kyrgyzstan	X	X			90days
22.	Morocco	X	X			90days
23.	Mauritania	X	X	X		90days
24.	Moldova	X	X	X		90days
25.	Mongolia	X	X			60days
26.	Montenegro	X	X	X		90days
27.	Pakistan	X	X			30days
28.	Peru	X	X			90days
29.	Philippines	X	X	X		90days
30.	Russia	X	X	X		90days
31.	São Tomé and Príncipe	X	X			90days
32.	Serbia	X	X	X		90days
33.	Senegal	X	X			90days
34.	Sierra Leone	X	X			90days
35.	South Africa	X	X	X		90days
36.	Tajikistan	X	X			90days
37.	Tanzania	X	X			90days
38.	Thailand	X	X	X		90days
39.	Tunisia	X	X			90days
40.	Turkey	X	X	X		90days
41.	Turkmenistan	X	X			90days
42.	Ukraine	X	X	X		90days
43.	Uzbekistan	X				90days
44.	Vietnam	X	X	X		90days
45.	Zambia	X	X			90days

ANNEX D

List of countries whose nationals **must be in possession of visas** when entering the territory of Romania, unless they are in a possession of a travel document which is exempt from the visa requirement listed in Annex B above):

Afghanistan	Egypt	Marshall Islands	Sri Lanka
Algeria*	Equatorial Guinea	Mauritania	Sudan
Angola	Eritrea	Micronesia	Surinam
Armenia	Ethiopia	Moldova	Swaziland
Azerbaijan	Fiji	Mongolia	Syria
Bahrain	Gabon	Morocco	Tajikistan
Bangladesh	Gambia	Mozambique	Tanzania
Belarus	Georgia	Namibia	Thailand
Belize	Ghana	Nauru	Timor-Leste
Benin	Grenada	Nepal	The Comoros
Bhutan	Guinea	Niger	Togo
Bolivia	Guinea-Bissau	Nigeria	Tonga
Botswana	Guyana	North Korea	Trinidad and Tobago
Burkina Faso	Haiti	Oman	Tunisia
Burma/ Myanmar	India*	Pakistan	Turkey
Burundi	Indonesia	Palau	Turkmenistan
Cambodia	Iran	Papua New Guinea	Tuvalu
Cameroon	Iraq	Peru	Uganda
Cape Verde	Jamaica	Philippines	Ukraine
Central African Republic	Jordan	Qatar	United Arab Emirates
Chad	Kazakhstan	Russia	Uzbekistan
China	Kenya	Rwanda	Vanuatu
Colombia	Kiribati	Saint Lucia	Vietnam
Congo	Kuwait	Saint Vincent and the Grenadines	Yemen
Côte d'Ivoire	Kyrgyzstan	Samoa	Zambia
Cuba	Laos	São Tomé and Príncipe	Zimbabwe
Democratic Republic of the Congo	Lebanon*	Saudi Arabia	UN LP
Djibouti	Lesotho	Senegal	
Dominica	Liberia	Sierra Leone	
Dominican Republic	Libya	Solomon Islands	
Ecuador	Madagascar	Somalia	
	Malawi	South Africa	

ANNEX E

Procedure for obtaining a Romanian visa

The duration of the visa granted depends on the citizenship of the applicant, or on the personal circumstances of the applicant. However, the period for the granting of any short-stay visa cannot exceed 14 days. The National Visa Centre of the Romanian Ministry of Foreign Affairs will send instructions to their Embassies and Consulates to ensure that visa application requests from event participants are received and treated as priorities.

Participants who hold office within government, public administrations or international organizations, and whose presence in Romania is in line with interests for the foreign relations of Romania would need to apply for a “*short-stay official visa*” (marked C/M).

Any other participants who do not fall within the category mentioned above, should apply for a “*short-stay visa for other activities - cultural, scientific and humanitarian activities, short-term medical treatment or any other activities that do not breach Romanian laws*” (marked C/ZA).

When registering online for the ERC/ECA to indicate based on the above if they need a visa, the participants are requested to insert the passport details in the registration form and to also upload a scanned copy of their passport. The ERC Secretariat will make the necessary arrangements with the Romanian Government for informing the relevant embassies and consulates and for issuing the relevant invitation letter or note verbale.

When applying for **C/M type of visa**, the following documents need to be submitted at the local Embassy or Consulate:

1. A note verbale from FAO
2. Visa application form -
www.mae.ro/sites/default/files/file/mae_old/poze_editare/2008.11.14_Formular_Viza_ABC.pdf
3. Two recent colour 3X4 photos
4. A passport that expires at least three months after the intended date of departure from Romania, and that has been issued within the last 10 years
5. Visa fee: this type of visa is free of charge

When applying for **C/ZA type of visa**, the following documents need to be submitted at the local Embassy or Consulate:

1. Invitation letter (will be issued by the Romanian Ministry of Agriculture and Rural Development as a justification document that proves the purpose of the visit. Visa holders will also need this invitation / document of justification, in order to be able to cross the border.)
2. Short-stay visa application form from the website -
www.mae.ro/sites/default/files/file/mae_old/poze_editare/2008.11.14_Formular_Viza_ABC.pdf
3. Travel ticket
4. Proof of financial means of EUR 50 per day for the entire duration, but no less than EUR 500
5. Travel medical insurance
6. Proof of accommodation
7. Plus two recent colour 3X4 photos
8. Visa fee: the invitation letter will specify that the invited participant is an “official guest”. However, in accordance with Romanian legislation, the decision with regard to the visa fee waiver belongs solely to the head of the consular section.