

Council of Europe  
European Commission



Conseil de l'Europe  
Commission européenne

Project: Development of Reliable and Functioning Policing Systems  
and Enhancing of Combating Main Criminal Activities  
and Police Co-operation

**Focus: Strengthening police capacities  
against serious crime in South-eastern Europe**

**SEMINAR ON STRATEGIES FOR THE RATIFICATION AND  
IMPLEMENTATION OF THE 2<sup>ND</sup> ADDITIONAL PROTOCOL TO THE  
EUROPEAN CONVENTION ON MUTUAL ASSISTANCE IN CRIMINAL  
MATTERS (ETS 182)**

**Practical information**

**24-25 February 2005  
Belgrade (Serbia and Montenegro)**

## Venue

Hotel Metropol \*\*\*\*  
Bulevar Kralja Aleksandra 69  
11000 Belgrade  
Serbia and Montenegro  
Tel : +381 11 3290 911  
Fax: +381 11 3232 991  
[www.hoteli-srbije.co.yu/hoteli-beograda/metropol.htm](http://www.hoteli-srbije.co.yu/hoteli-beograda/metropol.htm)

## Visa

Travellers to Serbia and Montenegro 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 and taxes:  
<http://www.mfa.gov.yu/Consularaffairs.htm>

Visa and tax expenses will be reimbursed in cash in the course of the meeting upon presentation of the relevant receipts:

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

No additional money transfers will be made after the activity, therefore participants failing to produce the supporting documents, will not receive any further reimbursement.

## Accommodation & meals

A room is booked for each participant by the organisers at Hotel Metropol, Bulevar Kralja Aleksandra 69. The Council of Europe will cover the cost of accommodation and meals for national experts whose participation is covered by the project's budget. 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

A driver (travel agency Miross) will pick up the participants arriving by plane.  
The participants travelling by car will be reimbursed in cash in the course of the

meeting. Only one person per delegation is entitled to such a reimbursement (car owner/driver). He/she is entitled for the reimbursement of the amount stated in his/her convocation letter. Parking space will be reserved by the hotel for the participants travelling by car.

## Insurance

Participants whose costs are borne by the Council of Europe are covered for travel related risks by a CHUBB insurance policy (number 6600-10-34), which provides worldwide cover for persons up to their 76th birthday. The following help line can be called in case of need: + 32 2 773 61 84.

## Working languages

The working language of the regional seminar will be in English, interpretation in local languages will be provided.

## Documentation

Working documents and additional information will be available on the Council of Europe website at: [www.coe.int/cards-police](http://www.coe.int/cards-police) under output 1.5.

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

### ***For overall co-ordination***

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### ***For logistics & reimbursements***

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### ***Contact person in Belgrade***

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