

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**

PC-TC-C035-d(2004)/1.5 inf  
Draft EN  
19 July 2004

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

**SEMINAR ON THE OPPORTUNITIES OFFERED BY THE 2<sup>ND</sup> ADDITIONAL  
PROTOCOL TO THE EUROPEAN CONVENTION ON MUTUAL ASSISTANCE  
IN CRIMINAL MATTERS (ETS 182)**

## **Practical information**

Organised by the Council of Europe  
in co-operation with  
the United Nations Interim Administration Mission in Kosovo

**2-3 September 2004  
Pristina, Kosovo**

## **Place, date and time**

The seminar will be held at the UNMIK HQ, SRSR's Building, Main Conference Room, 6<sup>th</sup> floor, from 2 to 3 September 2004, beginning at 9h30.

## **Registration**

The registration of participants will take place between 9h10 and 9h25. Participants are invited to present themselves at the main entrance of the UNMIK HQ with their invitation letter and passport on the day of a meeting, at least 20 minutes before the opening of the meeting, in order to receive their badge.

## **Transportation to and from the airport**

Local transportation will be arranged by the organizers free of charge for national experts whose participation is covered by the project's budget. You will be met at the airport by a representative of the Council of Europe upon arrival.

Participants who will purchase their flight tickets are requested to send to the Secretariat in due time their arrival and departure dates and time, so that transportation can be arranged for them.

Observers are expected to arrange their own transportation to and from the Airport.

## **Travel, accommodation and catering**

Conditions for coverage of travelling and subsistence expenses are specified in the invitation letters.

In principle, the following applies for national experts whose participation is covered by the project's budget.

=> **Travel:** Travelling expenses (plane, train or bus tickets, travel by car) of participants whose expenses are covered by the Council of Europe will be reimbursed to them, in accordance with the financial rules for 2004, by **bank transfer only** following the reception of the documentary evidence. Journeys should be arranged using the most economical route, making use, wherever possible, of any available reduced fares (Pex, excursion, etc.). Travel expenses will only be reimbursed upon presentation of documentary evidence of the sum actually paid (original invoice, copy of credit card slip, etc.). This evidence of the expenditure should be attached to the claim form for reimbursement together with a copy of the relevant travel tickets (plane, train, etc.). Participants are advised to bring a copy of their entire travel ticket to the meeting to facilitate the reimbursement process.

=> **Accommodation and catering** will be provided free of charge by the organisers. Accommodation will be arranged in:

Hotel: Grand Hotel, Pristina.

Hotel Gracanica, Gracanica (at the end of the enclosing walls of the Gracanica's Monastery).

Observers are requested to make their own travel and hotel arrangements.

## **Insurance**

For participants whose costs are borne by the Council of Europe, specific travel related risks are covered 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 language**

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

### **Documentation**

Documentation will be electronically available at the Internet page of the CARDS Police project and could be accessed through the following address:

[http://www.coe.int/T/E/Legal\\_affairs/Legal\\_co-operation/Combating\\_economic\\_crime/Regional\\_project\\_CARDS\\_Police/CARDS\\_Police.asp](http://www.coe.int/T/E/Legal_affairs/Legal_co-operation/Combating_economic_crime/Regional_project_CARDS_Police/CARDS_Police.asp)

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

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

**Ms Livia STOICA-BECHT**

Deputy project manager

Directorate General I, Legal Affairs, Department of Crime Problems

Council of Europe

F-67075 STRASBOURG CEDEX

☎ +33 3 90 21 4260, fax : +33 3 88 41 20 52

✉ livia.stoica@coe.int

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

**Ms Svetlana ANISIMOVA**

Directorate General I, Legal Affairs, Department of Crime Problems

Council of Europe

F-67075 STRASBOURG CEDEX

☎ +33 3 9021 5287, fax +33 3 8841 2052

✉ svetlana.anisimova@coe.int

#### ***Contact point in Kosovo***

**Mr. Fitim VERTOPI**

Local project officer

Council of Europe Secretariat- Pristina Office

UNHCR HQ Building, 6th Floor

Kragujevci 8

38000 Pristina, Kosovo

Serbia and Montenegro

☎: + 381 38 243 749

Mobile: + 377 0 44 307 194

Fax: + 381 38 243 752

✉: fitim.vertopi@coe.int