

23rd COUNCIL OF EUROPE CONFERENCE OF DIRECTORS OF PRISON AND PROBATION SERVICES 19-20 June 2018, Jõhvi, Estonia



PRACTICAL INFORMATION

- **DATE AND VENUE:** the 23rd Council of Europe Conference of Directors of Prison and Probation Services will take place at the Jõhvi Concert Hall in Jõhvi, Estonia, starting at 9.30 a.m. on Tuesday 19th June, and closing at 4.00 p.m. on Wednesday 20st June 2017. On Thursday the 21st there will be optional visits to prisons.
- **WORKING LANGUAGES:** the working languages of the Conference will be English and French with simultaneous interpretation during the plenary sessions and in one of the three workshops. In the remaining two workshops the working language will be English only.
- **REGISTRATION:** the Conference is open to invited participants only. Each participant in the Conference has to register using the online registration form available on the Conference website (www.coe.int/cdpss2018).
- **WORKING DOCUMENTS:** all working documents for the Conference will be posted on the Conference website which will be regularly updated. Please note that no working documents will be printed out and distributed during the Conference.
- **ACCOMMODATION:** a restricted number of rooms have been pre-booked at Noorus SPA Hotel and Liivarand Hotel for 3 nights (18, 19 and 20 June 2018); participants are invited to reserve their room at their earliest convenience by using the specially provided links on the Conference website (<https://booking.noorusspahotel.com/V8Client/Inquiry.aspx?culture=EN> and <http://booking.liivarand.ee/V8Client/Inquiry.aspx?culture=EN>), the booking links will be active until the 4th of June 2018.
- **A WELCOME RECEPTION** will be held on Monday 18th June, at 7.30 p.m., in the Noorus SPA Hotel Conference Centre. The reception will be hosted by Director General Priit Kama.
- **TRANSPORT:**




At the Tallinn airport

There will be an information desk in the arrival hall, next to the information services at the Tallinn airport (<https://www.tallinn-airport.ee/en/>) to direct participants to the transport that is organised by the Estonian Prison Service.

Participants who arrive with earlier flights can enjoy a short guided tour of Tallinn Old Town with coffee and snacks, before the organised bus leaves from Tallinn for the conference hotels.

All the airport transfers to the town of Jõhvi and transportation between the hotels and the Conference venues are organised by the Estonian Prison Service.

- **VISAS:** participants are invited to check on the Estonian Ministry of Foreign Affairs webpage (<http://vm.ee/en/taxonomy/term/41>) whether they need a visa during their stay in Estonia. Participants who do need a visa should contact the Secretariat of the Council of Europe to request a support letter and fill in the « *Experts' Visa* » form. Please note that you will still need to follow the procedure indicated by the Estonian Consulate in your country.
- **INSURANCE:** certain specific travel risks are covered by the Council of Europe's travel insurance policy CHARTIS (number 2.004.761), which offers cover to people until their 76th birthday. In order to obtain a visa it is not necessary to take out an additional insurance and the price paid for such insurance will not be reimbursed by the Council of Europe.
- **CURRENCY EXCHANGE:** local currency is Euro. Currency exchange points are located at Tallinn Airport both in the public area and in the secure zone located near the gate number 3. The airport also has a number of cash dispensers (ATMs).
- **WEATHER:** June Weather Averages

 27	<u>Max Daytime Temperature (°C)</u>	26,5°C (80°F)
 14	<u>Min Night-time Temperature (°C)</u>	1,1°C (34°F)
 9	<u>Hours of Sunshine (Daily)</u>	19 Hours per day

➤ **USEFUL TO KNOW:**

Local time: EET - Eastern Europe Time; Time zone: GMT+2h in winter and GMT+3h in summer.

Electric appliances: Plug socket: type F, with voltage of 230V and frequency of 50Hz.

Emergency numbers in Estonia:

The emergency number for **police, ambulance and fire** is **112**.

Police in Estonia: the non-emergency number is **+372 612 3000**.

If your passport has been stolen, contact your embassy immediately for instructions as to what to do next. You generally need to make a statement at a police station to start any kind of official procedure (insurance, applying for a new passport etc.).

Health emergencies in Estonia:

Calling an **ambulance**

➤ In emergency medical situations you can call an ambulance. You can also visit the local emergency room for acute illness or injury. For non-threatening issues, you should first contact your local doctor or find your closest out-of-hours medical clinic.

Emergency doctor's services

➤ Nearest to the Conference site: 24h Emergency Room: **+372 331 1074**.
Erakorralise Meditsiini Osakond - Ilmajaama 12, Ahtme.

➤ Nearest to the hotels: 24h Emergency Room: **+372 357 1336**.
Erakorralise Meditsiini Kliinik - Haigla 1, Narva.

Hospitals ➤ A hospital is "haigla" in Estonian.

Nearby hospitals:

➤ Nearest to the Conference site: Ida-Viru Keskhaigla - Ilmajaama 12, Ahtme; +372 331 1074.

- ➡ Nearest to the hotels: Narva Haigla - Haigla 1, Narva; +372 35 718 35.

Nearby Pharmacies:

- ➡ Nearest to the Conference site: Apotheka - Keskväljak 4, Jõhvi
- ➡ Nearest to the hotels: Narva Jõesuu Apteek - Koidu 25, Narva-Jõesuu

Useful phrases in Estonian in case of emergencies:

- ➡ Call an ambulance: Kutsuge kiirabi
- ➡ Call the police: Kutsuge politsei
- ➡ Call the fire brigade: Kutsuge tuletõrje
- ➡ Get/call a doctor: Kutsuge arst
- ➡ I am ill: Ma olen haige

➤ PLACES TO SEE AND VISIT:

- ❖ Tallinn Old Town: (<https://www.visitestonia.com/en/where-to-go/tallinn/tallinn-old-town>)
- ❖ Narva River Promenade: (<https://www.visitestonia.com/en/narva-river-promenade-1>)
- ❖ Estonian Mining Museum: (<https://www.visitestonia.com/en/estonian-mining-museum>)