



**Representation of the Secretary-General at the Summit of Heads of State
and Government of the South East European Cooperation Process,
Cetinje, Montenegro, 30 June 2011**

Rommel Maranan to: Andrew Gilmour
Cc: Janet Bradshaw, Alexandra Barahona Posada

23/06/2011 04:59 PM

Dear Mr. Gilmour,

Please find attached a note from the Chef de Cabinet on your representation of the Secretary-General at the Summit of Heads of State and Government of the South East European Cooperation Process, to be held in Cetinje, Montenegro on 30 June 2011.

The original copy has been sent via pouch.

Also, please note that our office has submitted your contact information to the Permanent Mission of Montenegro to the United Nations. They will be in touch with you on all the logistical details of your participation in this event.

Thank you.

Yours sincerely,

Rommel

Rommel Christopher Maranan
Scheduling Office of the Secretary-General
Executive Office of the Secretary-General
United Nations
Room NL-3015AB
Tel: 917-367-4726
e-mail: maranan@un.org



CdC Note to Mr. Gilmour.pdf

11-04765

SCH/08/002



**Response to the Invitation to the Summit of Heads of State and
Government of the South East European Cooperation Process, Cetinje, 30
June 2011**

Rommel Maranan to: un.newyork
Cc: Alexandra Barahona Posada

23/06/2011 04:57 PM

Dear Dragana,

Further to our phone conversation, please find attached the formal communication from the Executive Office of the Secretary-General to H.E. Mr. Milorad Šćepanović, Permanent Representative of Montenegro to the United Nations, in regard to the representation of the Secretary-General to the Summit of Heads of State and Government of the South East European Cooperation Process, to be held in Cetinje on 30 June 2011.

The original letter has been sent via special mail.

As requested, please find below the contact information of Mr. Andrew Gilmour, for your direct communication with him and his office for all the logistical details regarding his participation in this event.

--

Andrew Gilmour

Director of the United Nations Office in Belgrade

Tel: 381 (0) 11 363 9804

email: gilmour@un.org

Assistant: Ms. Janet Bradshaw

email: bradshaw@un.org

Yours Sincerely,

Rommel

Rommel Christopher Maranan

Scheduling Office of the Secretary-General

Executive Office of the Secretary-General

United Nations

Room NL-3015AB

Tel: 917-367-4726

e-mail: maranan@un.org



Response to Invitation to Summit of Heads of State and Government of the South East European Cooperation Process, Cetinje,

THE SECRETARY-GENERAL

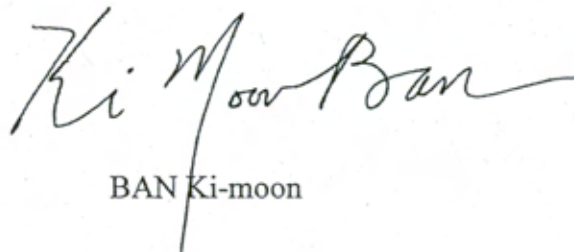
22 June 2011

Excellency,

In reference to my letter dated 10 June 2011, I would like to advise you that Mr. Lamberto Zannier will unfortunately no longer be able to travel to Cetinje to attend the Summit of Heads of State and Government of the South East European Cooperation Process, to be held on 30 June 2011.

I have therefore designated Mr. Andrew Gilmour, the Director of the United Nations Office in Belgrade, to represent me at this important event and deliver a message to participants on my behalf.

Please accept, Excellency, the assurances of my highest consideration.



BAN Ki-moon

His Excellency
Mr. Filip Vujanović
President of Montenegro
Podgorica

11-04765

SCH108/002

Col 11-04765

UNITED NATIONS



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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE:

22 June 2011

Excellency,

I would be grateful if you could kindly forward the enclosed letter to
His Excellency Mr. Filip Vujanović, President of Montenegro.

A copy of the letter is attached for your information.

Please accept, Excellency, the assurances of my highest consideration.

A handwritten signature in black ink, appearing to read "Vijay Nambiar".

Vijay Nambiar
Chef de Cabinet

His Excellency
Mr. Milorad Šćepanović
Permanent Representative of Montenegro
to the United Nations
New York

Requested Date/Time :

6/23/2011 5:21:22 PM

MESSENGER

Envelope

Pick-Up:1

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Z900000079242

**Pickup From :**

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Floor: 11

Sender Info :

Rommel MARANAN

EOSG/SOSG

Tel:

Email: maranan@un.org

Receiver Info :

LOCAL TRANSPORTATION

Tel: 2125551234

Email: ppp268

Charge Account Info:

eosg

specials

405 EAST 42nd Street S
NEW YORK, NY 10017
US**Description:****Weight :**

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Form (1 of 1)



Re: Fw: Representation of the Secretary-General at the Summit of Heads of State and Government of the South East European Cooperation Process, Cetinje, Montenegro, 30 June 2011

Stephen Paparo to: Alexandra Barahona Posada, Rommel Maranan

22/06/2011 12:00 PM

Cc: "Roselyn Akombe", "Suman Pradhan", "Jessica Serraris"

Dear Ms. Barahona Posada,

Please find attached the revised transmittal and letter, now proposing Mr. Andrew Gilmour, the Director of the UN Office in Belgrade, to represent the SG, as approved by the Director Europe Division, Ms. Elizabeth Spehar and upon consultation with OASGII.

Best,



110622 Transmittal Letter VN to PR Montenegro South East European Cooperation Process Summit.doc



110622 SG Letter Vujanovic re South East Cooperation Process Summit.doc

Stephen G. Paparo

212-963-1134

Office of the Under Secretary-General

Department of Political Affairs

*Related Corlog 10
11-04765*



Alexandra Barahona Posada

Dear Roselyn, Grateful for DPA's adv...

22/06/2011 10:23:10 AM

From: Alexandra Barahona Posada/NY/UNO
To: "Roselyn Akombe" <akombe@un.org>, "Jessica Serraris" <serraris@un.org>
Cc: "Stephen Paparo" <paparo@un.org>, "Suman Pradhan" <pradhan1@un.org>
Date: 22/06/2011 10:23 AM
Subject: Fw: Representation of the Secretary-General at the Summit of Heads of State and Government of the South East European Cooperation Process, Cetinje, Montenegro, 30 June 2011

Dear Roselyn,

Grateful for DPA's advice on the next representative in line (as per the proposal outlined by Mr Zannier in his email below) at the earliest convenience.

Regards and thank you in advance, Alex
Alexandra Barahona Posada

----- Original Message -----

From: Alexandra Barahona Posada

Sent: 06/22/2011 10:02 AM EDT

To: Lamberto Zannier/UNMIK@UNMIK@UNMIK@UNITED NATIONS LOGISTICS
BASE@UN-MAILHUB

Cc: Alain Le Roy/United Nations@UNHQ-DPKO; Farid Zarif/United Nations@UNHQ-DPKO; Vijay Nambiar; Andrew Gilmour/UNMIK@UNMIK; Rommel Maranan; Roselyn Akombe; Jessica Serraris; Stephen Paparo; Yeocheol Yoon; Suman Pradhan

Subject: Re: Representation of the Secretary-General at the Summit of Heads of State and Government of the South East European Cooperation Process, Cetinje, Montenegro, 30 June 2011
Thank you, Mr Zannier.

We have taken note of the issues outlined in your below email. We will consult internally and revert as appropriate.

Regards,

Alexandra
Political Affairs Officer
Executive Office of the Secretary-General
Phone: 1(917)3679284
Blackberry: 1(347)7490720
Email: barahonaposada@un.org

Lamberto Zannier

Dear Sir, I have now received the original copy...

06/22/2011 09:43 AM EDT

From: Lamberto Zannier
To: Rommel Maranan/NY/UNO@UNHQ@UN-MAILHUB@UNITED NATIONS LOGISTICS BASE
Cc: Alexandra Barahona Posada; Alain Le Roy/United Nations@UNHQ-DPKO; Farid Zarif/United Nations@UNHQ-D
Date: 06/22/2011 09:43 AM EDT
Subject: Re: Representation of the Secretary-General at the Summit of Heads of State and Government of the South Eas

Dear Sir,

I have now received the original copy of the Note.

However, I still do not know how the situation will develop on the issue of my candidature for the position of Secretary-General of the OSCE. If I receive a last-minute request to start in Vienna as of July 1st, assuming that this would be agreed between the UN and the OSCE, it would not be possible for me to attend the SEECP Summit on 30 June. Accordingly, I have alerted Andrew Gilmour, Representative of the SG in Belgrade, to be ready to step in at the last minute, if needed.

Obviously, under any other scenario I will be more than happy to attend personally and represent the Secretary General as agreed.

Best regards,

Lamberto Zannier

Note to Mr. Gilmour

Summit of Heads of State and Government
of the South East European Cooperation Process

I would like to thank you for agreeing to represent the Secretary-General at the Summit of Heads of State and Government of the South East European Cooperation Process, to be held in Cetinje, Montenegro on 30 June 2011.

Please find attached the relevant correspondence.

Best regards.

A handwritten signature in black ink, appearing to read 'Vijay Nambiar', followed by a long horizontal flourish.

Vijay Nambiar
22 June 2011

THE SECRETARY-GENERAL

10 June 2011

Excellency,

I would like to thank you for your letter dated 23 February 2011, inviting me to attend the upcoming Summit of Heads of State and Government of the South East European Cooperation Process, to be held in Cetinje, Montenegro on 30 June 2011.

While I regret that my schedule will not permit me to attend, I have asked Mr. Lamberto Zannier, my Special Representative for Kosovo and Head of the UN Interim Administration Mission in Kosovo, to attend on my behalf. I believe this Summit will represent an important opportunity to continue to strengthen the position of the South East European region on the international stage, and to further improve the overall regional cooperation. It will also mark the notable achievements of the Montenegrin Presidency of the South East European Cooperation Process.

I trust that our participation at the upcoming Summit will provide a further opportunity to strengthen the existing close cooperation between the United Nations and the South East European Cooperation Process.

Please accept, Excellency, the assurances of my highest consideration.

Ki Moon Ban
BAN Ki-moon

His Excellency
Mr. Filip Vujanović
President of Montenegro
Podgorica



11-04765 / 11-05168

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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE:

10 June 2011

Excellency,

I would be grateful if you could kindly forward the enclosed letter to His Excellency Mr. Filip Vujanović, President of Montenegro.

A copy of the letter is attached for your information.

Please accept, Excellency, the assurances of my highest consideration.


Vijay Nambiar
Chef de Cabinet

His Excellency
Mr. Milorad Scepánovic
Permanent Representative of Montenegro
to the United Nations
New York

Requested Date/Time :

6/13/2011 3:32:32 PM

MESSENGER

Envelope

Pick-Up:1

UN Internal Delivery Form

Z900000071347

**Pickup From :**

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Floor: 01

Room: NL-03015AB

Sender Info :

Rommel MARANAN

EOSG/SOSG

Tel:

Email: maranan@un.org

Charge Account Info:

eosg

specials

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Site: UNHQ

Bldg: NYCXS

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Room: S-3B24

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Email: ppp268

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Form (1 of 1)

Note to Mr. Zannier

Summit of Heads of State and Government
of the South East European Cooperation Process

I would like to thank you for agreeing to represent the Secretary-General at the Summit of Heads of State and Government of the South East European Cooperation Process, to be held in Cetinje, Montenegro on 30 June 2011.

Please find attached the relevant correspondence.

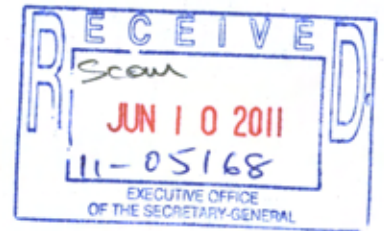
Best regards.



Vijay Nambiar
10 June 2011

ACTION
COPY

44c (w. encl)
v



Note to Mr. Nambiar

Invitation to the Summit of Heads of State and Government of the South East European Cooperation Process

Cetinje, Montenegro, 30 June 2011

Related
CoLog
#11-04765

1. The EOSG received an invitation through the Permanent Representative of Montenegro, and asked for DPA's advice on appropriate representation.
2. This was an invitation from the President of Montenegro, Mr. Filip Vujanovic, to the Secretary-General to attend the Summit of Heads of State and Government of the South East European Cooperation Process (SEECF) to be held in Cetinje, Montenegro on 30 June 2011. A copy of the letter is attached.
3. Bearing in mind the topic and nature of the Summit, it is recommended that Mr. Lamberto Zannier, the Secretary-General's Special Representative for Kosovo and the Head of the UN Interim Administration Mission in Kosovo, as the highest-ranking UN official in the region, represent the Secretary-General at the Summit.
4. Please find attached, for the Secretary-General's signature, a letter of reply, informing the President of Montenegro of his decision. Also, attached is a transmittal letter to the Permanent Representative of Montenegro, requesting the transmittal of the Secretary-General's reply.

B. Lynn Pascoe
10 June 2011

SCH/08/002



**For Advice on Representation and Draft Response: Summit of HoS and HoG
of the South East European Cooperation Process_Sveti Stefan, 30 June 2011**

Alexandra Barahona Posada to: Roselyn Akombe

01/06/2011 06:57 PM

Cc: Yeocheol Yoon, Sebastien Lawson, Jessica Serraris, Stephen
Paparo, Suman Pradhan, Rommel Maranan

Dear Roselyn,

The Secretary-General will not be able to participate in the above mentioned summit (invitation attached for ease of reference -- a copy which was also sent to Mr. Pascoe's Office). We would be grateful if DPA could provide and advice on the following:

- (1) Advice on the need of representation (i.e. name and confirmed availability of senior level official who would be available to attend on SG's behalf)
- (2) Draft Note Verbale for the signature of Mr. Nambiar
- (3) Advice on whether the Secretary-General should send a message to the Summit

I would be most grateful to receive the above by latest cob Friday 17 June 2011.

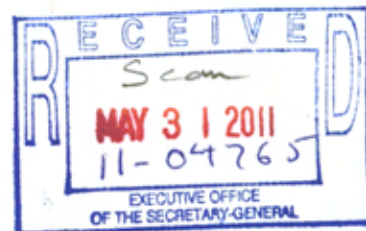
Thank you,
Alex



SDOC7506.pdf



STALNA MISIJA CRNE GORE PRI UJEDINJENIM NACIJAMA
PERMANENT MISSION OF MONTENEGRO TO THE UNITED NATIONS
801 Second Avenue, 7th Floor, New York, NY 10017
Phone: (212) 661-3700 Fax: (212) 661-3755



No. 736 /2011

ACTION
COPY

YVC ✓
VN
Mr. Pasarewsky
NH

The Permanent Mission of Montenegro to the United Nations presents its compliments to the Executive Office of the Secretary-General of the United Nations and has the honour to refer to the letter of H.E. Mr. Filip Vujanović, President of Montenegro to H.E. Mr. Ban Ki-moon, Secretary-General of the United Nations, conveying the invitation for the upcoming Summit of Heads of State and Government of the South East European Cooperation Process, to be held on 30 June 2011 in Sveti Stefan, Montenegro.

not seen
in Centre

The Permanent Mission of Montenegro has further honour to enclose herewith additional information and handbook for the Summit of Heads of State and Government of the South East European Cooperation Process, to be held on 30 June 2011 in Sveti Stefan, Montenegro.

The Permanent Mission of Montenegro to the United Nations avails itself of this opportunity to renew to the Executive Office of the Secretary-General of the United Nations the assurances of its highest consideration.



New York, 31 May 2011

The Executive Office of the
Secretary-General of the United Nations
New York



DELEGATE HANDBOOK

SUMMIT OF THE SEECP HEADS OF STATE/GOVERNMENT
SVETI STEFAN, 30 JUNE 2011

MEETING OF THE SEECP MINISTERS OF FOREIGN AFFAIRS
BEČIĆI, 29 JUNE 2011

RCC ANNUAL MEETING
BEČIĆI, 28 JUNE 2011

MEETING OF THE SEECP POLITICAL DIRECTORS
BEČIĆI, 27 JUNE 2011

SUMMIT OF THE SEECP HEADS OF STATE/GOVERNMENT

VENUE: ISLAND SVETI STEFAN, 85310 BUDVA

1. DRAFT PROGRAMME

WEDNESDAY, 29 JUNE, 2011

ARRIVAL OF HEADS OF STATE/GOVERNMENT OF THE SEECP PARTICIPATING STATES
ACCOMMODATION IN HOTEL „AMAN SVETI STEFAN“

20.00 INFORMAL DINNER HOSTED BY H.E. FILIP VUJANOVIĆ, PRESIDENT OF MONTENEGRO
(VENUE AND FORMAT TBC)

THURSDAY, 30 JUNE 2011

10.00-13.00 MEETING OF THE HEADS OF STATE/GOVERNMENT OF THE SEECP PARTICIPATING STATES

13.00-13.25 PRESS CONFERENCE
(POSSIBILITY FOR BILATERAL MEETINGS)

13.30 FAMILY PHOTO

14.00-15.30 OFFICIAL LUNCH HOSTED BY H.E. FILIP VUJANOVIĆ, PRESIDENT OF MONTENEGRO
(VENUE AND FORMAT TBC)

2. GENERAL INFORMATION

2.1. LOCATION

SUMMIT OF THE SEECP HEADS OF STATE/GOVERNMENT WILL TAKE PLACE AT THE MAIN SQUARE OF THE ISLAND SVETI STEFAN ([HTTP://WWW.AMANRESORTS.COM/AMANSVETISTEFAN/HOME.ASPX](http://www.amanresorts.com/amansvetistefan/home.aspx))



AMAN SVETI STEFAN IS LOCATED IN THE CENTRE OF MONTENEGRO'S ADRIATIC COASTLINE, SOUTH OF BUDVA AND BETWEEN THE VILLAGES OF PRZNO AND SVETI STEFAN. THE SITE INCORPORATES TWO KILOMETRES OF COASTLINE INCLUDING THE PINK SANDY BEACHES OF SVETI STEFAN, MILOČER BEACH AND THE FAMOUS QUEEN'S BEACH. AMAN SVETI STEFAN ENJOYS BREATHTAKING VIEWS OUT TO SEA, ACROSS THE BAY AND ALONG MONTENEGRO'S MOST RENOWNED STRETCH OF COASTLINE. THE ISLAND ITSELF MEASURES 12,400 SQUARE METRES, AND WHILE ITS HISTORIC EXTERIOR REMAINS LARGELY UNCHANGED, THE RESORT'S INTERIORS HAVE BEEN RESTORED AND UPDATED TO MEET CONTEMPORARY EXPECTATIONS.

2.2. FORMAT FOR PARTICIPATION AT THE CONFERENCE

THE PLENARY SESSION OF THE SUMMIT OF THE SEECP HEADS OF STATE/GOVERNMENT WILL BE HELD AT THE MAIN SQUARE OF THE ISLAND. OFFICIAL DELEGATION FORMAT IS 1 + 4, PLUS 3 MEMBERS OF THE ACCOMPANYING DELEGATION.

DELEGATIONS ARE KINDLY REQUESTED TO INDICATE THEIR INTEREST IN BILATERAL MEETINGS (FORMAT TBC) IN THE ACCREDIATTION FORMS ANNEXED HERE-TO NO LATER THAN **03 JUNE 2011** TO THE RESPECTIVE LIAISON OFFICER.

2.3. OFFICES

SECRETARIAT OF THE SEECP SUMMIT WILL BE EQUIPPED WITH A TELEPHONE LINE, INTERNET ACCESS, COMPUTERS, PRINTERS, FAX MACHINES AND PHOTOCOPIERS.

2.4. INTERPRETATION

THE WORKING LANGUAGE OF THE MEETING OF THE SUMMIT IS ENGLISH. DELEGATIONS REQUIRING INTERPRETATION FROM ENGLISH INTO THEIR RESPECTIVE LANGUAGES AND VICE VERSA ARE KINDLY REQUESTED TO PROVIDE THEIR OWN INTERPRETERS AND INFORM THE HOST TIMELY SO THAT

INTERPRETATION BOOTHS AND TECHNICAL FACILITIES CAN BE PROVIDED FOR INTERPRETERS ACCOMPANYING THE DELEGATIONS.

2.5. ACCOMMODATION

THE HEADS OF STATE/GOVERNMENT WILL BE ACCOMMODATED IN HOTEL AMAN SVETI STEFAN (FORMAT 1+1). OTHER MEMBERS OF THE DELEGATION WILL BE ACCOMMODATED IN HOTEL AVALA RESORT & VILLAS, BUDVA (WWW.AVALARESORT.COM)

2.6. COST COVERAGE

THE HOST WILL COVER COSTS FOR THE HEADS OF STATE/GOVERNMENT STAYING IN HOTEL AMAN SVETI STEFAN (1+1) AND ACCOMMODATION COSTS FOR TWO MEMBERS OF THE DELEGATION STAYING IN HOTEL AVALA RESORT & VILLAS, EXCLUDING EXTRA COSTS. THE DELEGATIONS ARE KINDLY ASKED TO INDICATE THE MEMBERS OF THE DELEGATION INCLUDED IN FORMAT 1+2 IN THE ENCLOSED REGISTRATION FORM.

THE ROOM RATES IN HOTEL AVALA RESORT & VILLAS ARE: STANDARD SINGLE ROOM: 120 EUR PER PERSON, BREAKFAST INCLUDED; STANDARD SINGLE ROOM SEA VIEW: 132 EUR, PER PERSON, BREAKFAST INCLUDED, STANDARD DOUBLE ROOM: 78EUR PER PERSON, BREAKFAST INCLUDED, STANDARD DOUBLE ROOM SEA VIEW: 90EUR PER PERSON, BREAKFAST INCLUDED (TAX IS NOT INCLUDED, 1.5 EUR PER PERSON).

2.7. Press

CONTACT PERSON FOR THE MEDIA ACCREDITATION FOR THE EVENT IS MRS. ZAGORKA DUDA RABRENOVIĆ, ADVISOR TO THE PRESIDENT FOR PUBLIC RELATIONS. MEDIA ACCREDITATION FORM WHICH IS INCLUDED IN THE QUESTIONNAIRE SHOULD BE FILLED IN AND RETURNED TO THE FOLLOWING E-MAIL ADDRESS: ZAGORKA.RABRENOVIC@PREDSJEDNIK.ME, OR FAX: +382 20 248 601. ANY FURTHER INFORMATION CONCERNING TRANSPORTATION AND ACCOMMODATION OF THE MEDIA REPRESENTATIVES COVERING THE SUMMIT MAY BE OBTAINED AT THE ABOVE ADDRESS.

2.8. VISAS

MEMBERS OF DELEGATION REQUIRING ENTRY VISAS FOR MONTENEGRO ARE REQUESTED TO ACQUIRE THE VISAS PRIOR TO ENTRY AT THE DIPLOMATIC REPRESENTATIONS OF MONTENEGRO IN THEIR COUNTRIES OR TO CONTACT MINISTRY OF FOREIGN AFFAIRS AND EUROPEAN INTEGRATION OF MONTENEGRO, CONSULAR DEPARTMENT (+382 20 225 954).

2.9. INFORMATION & ACCREDITATION DESK

INFORMATION & ACCREDITATION DESK WILL BE LOCATED AT HOTEL AMAN SVETI STEFAN AND HOTEL AVALA RESORT & VILLAS DURING THE SUMMIT.

ACCREDITATIONS FOR HEADS OF DELEGATION AND THEIR DELEGATIONS WILL BE GIVEN UPON THEIR ARRIVAL TO MONTENEGRO BY THEIR LIAISON OFFICERS.

DELEGATION MEMBERS SHOULD WEAR THE ID BADGES ALL THE TIME.

2.10. ACCREDITATION OF DELEGATIONS

THE HOST COUNTRY WILL PROVIDE ACCREDITATIONS FOR EACH MEMBER OF THE DELEGATION ENTERING THE ISLAND SVETI STEFAN. DETAILS ON TYPES OF ACCREDITATIONS WILL BE SENT TIMELY.

2.11. TRANSPORTATION

THERE ARE TWO INTERNATIONAL AIRPORTS IN MONTENEGRO: TIVAT AND PODGORICA. AIRPORT GOLUBOVCI - PODGORICA 12KM FROM THE CENTER OF PODGORICA, 75 KM FROM BUDVA. AIRPORT TIVAT - 4 KM FROM THE CENTER OF TIVAT, 20 KM FROM BUDVA, 20 KM FROM HERCEG - NOVI, 58 KM FROM BAR, 73 KM FROM ULCINJ AND 80 KM FROM PODGORICA.

FOR HEADS OF DELEGATION / SPECIAL GUESTS, THE SEECF PRESIDENCY WILL PROVIDE THE TRANSPORT FROM PODGORICA/TIVAT AIRPORT TO HOTEL SVETI STEFAN/HOTEL AVALA RESORT & VILLAS AND BACK. A CAR WITH POLICE ESCORT WILL BE PROVIDED FOR EACH HEAD OF DELEGATION. ONLY THE CAR OF THE AMBASSADOR OF EACH SEECF PARTICIPATING STATE ACCREDITED TO MONTENEGRO MAY BE INCLUDED IN THE MOTORCADE. FOR ARRIVAL AT A BORDER CROSSING A POLICE ESCORT WILL BE ALSO PROVIDED FOR EACH HEAD OF DELEGATION ARRIVING BY CAR.

SHUTTLE BUSES WILL BE PROVIDED FOR THE MEMBERS OF THE DELEGATION WHO PARTICIPATE AT THE CONFERENCE FROM HOTEL AVALA RESORT & VILLAS TO THE VENUE OF THE CONFERENCE.

2. 12. LIAISON OFFICERS

A LIAISON OFFICER WILL BE ATTACHED TO EACH DELEGATION, WHO WILL BE RESPONSIBLE FOR LIAISING WITH THE ORGANISERS FROM THE HOST COUNTRY (LIST OF LIAISON OFFICERS IS ATTACHED).

2.13. ADVANCE TEAMS MEETING

DATE OF THE ADVANCE TEAMS MEETING WILL BE TIMELY SENT.

3. TELEPHONE NUMBERS

RANKA MITROVIĆ, CHIEF OF PROTOCOL, ADVISOR

TEL/FAX: +382 20 244 723

CELL.: +382 67 28 58 58

E-MAIL: RANKA.MITROVIC@PREDSJEDNIK.ME

DRAGIŠA BURZAN, FOREIGN POLICY ADVISOR

TEL/FAX.: + 382 20 242 266, +382 20 242 780

E-MAIL: DRAGISA.BURZAN@PREDSJEDNIK.ME

ZAGORKA DUDA RABRENOVIĆ, PUBLIC RELATIONS ADVISOR

TEL/FAX: +382 20 248 611, +382 20 248 601

CELL: +382 67 259 990

E-MAIL: ZAGORKA.RABRENOVIC@PREDSJEDNIK.ME

4. MAPS

Montenegro Maps



APPLICATION/ACCREDITATION FORMS

PLEASE, FILL IN THE REGISTRATION FORM BELOW AND RETURN IT BY 03 JUNE 2011, AT THE FOLLOWING
E-MAIL ADDRESS: RANKA.MITROVIC@PREDSJEDNIK.ME OR FAX: +382 20 244 723

COUNTRY: _____

FOR HEAD OF THE DELEGATION

H.E.	President of	
Spouse:		
Arrival	Date:	Time:
Departure	Date:	Time:
Special flight: Type and registry number of the official airplane		
Scheduled flight:	Arrival (flight number and time)	
	Departure (flight number and time)	
Official vehicle: Name of border crossing	Arrival	Departure
Information about the President:	Blood Type:	Special dietary requirements/ Food limitations:
	Special health care related needs:	
Contact person:	Telephone/fax:	E-mail address

FOR MEMBERS OF THE OFFICIAL DELEGATION FOR PLENARY SESSION

<i>No.</i>	<i>NAME AND SURNAME</i>	<i>OFFICE</i>	<i>DATE AND PLACE OF BIRTH</i>	<i>TYPE AND NUMBER OF PASSPORT</i>	<i>EXPENSES COVERED BY THE HOST - FORMAT 1+2 YES/NO</i>
1					
2					
3					
4					

FOR MEMBERS OF THE ACCOMPANYING DELEGATION

<i>No.</i>	<i>NAME AND SURNAME</i>	<i>OFFICE</i>	<i>DATE AND PLACE OF BIRTH</i>	<i>TYPE AND NUMBER OF PASSPORT</i>
1				
2				
3				

INFORMATION ABOUT THE SECURITY OFFICERS

<i>No.</i>	<i>NAME AND SURNAME</i>	<i>OFFICE</i>	<i>DATE AND PLACE OF BIRTH</i>	<i>TYPE AND NUMBER OF PASSPORT/VALID UNTIL</i>	<i>TYPE OF ARMS, SERIAL NUMBER, CALIBER AND NUMBER OF AMMUNITION ROUNDS</i>
1					
2					
3					
4					

RADIO EQUIPMENT FREQUENCY REQUEST:

MEDIA ACCREDITATION FORM

PLEASE FORWARD THIS MEDIA ACCREDITATION FORM AT THE FOLLOWING E-MAIL:
ZAGORKA.RABRENOVIC@PREDSJEDNIK.ME OR
FAX: +382 20 248 601

FIRST AND LAST NAME: _____

PRESS ID: _____

DATE, YEAR AND PLACE OF BIRTH: _____

PASSPORT NO: _____

TEL: _____ FAX: _____

E-MAIL: _____

NAME OF THE MEDIA: _____

ADDRESS: _____

TEL: _____ FAX: _____

E-MAIL: _____

JOURNALIST ☐

CAMERAMAN ☐

PHOTOGRAPHER ☐

OTHER ☐

MEETING OF THE SEECP MINISTERS OF FOREIGN AFFAIRS

VENUE: HOTEL "SPLENDID CONFERENCE AND SPA RESORT", BEČIĆI BB, 85310 BUDVA

DRAFT PROGRAMME

TUESDAY, 28 JUNE 2011

- 20.00 **ART EXHIBITION** (OPENING CEREMONY)
(CETINJE, VENUE: TBC)
- OPENING REMARKS BY MINISTER OF FOREIGN AFFAIRS AND EUROPEAN
INTEGRATION OF MONTENEGRO H.E. MILAN ROĆEN
- 20.30 **COCKTAIL** (VENUE: TBC)

WEDNESDAY, 29 JUNE 2011

- 10.00 – 13.00 **PLENARY SESSION** OF THE MEETING OF THE SEECP MINISTERS OF FOREIGN
AFFAIRS
- INTRODUCARY REMARKS** BY MINISTER OF FOREIGN AFFAIRS AND EUROPEAN
INTEGRATION OF MONTENEGRO H.E. MR. MILAN ROĆEN
- STATEMENTS** OF THE MINISTERS OF FOREIGN AFFAIRS OF THE SEECP AND
SPECIAL GUESTS (TOUR-DE-TABLE)
- 11:30 – 11:45 **COFFEE BREAK**
- 11:45 – 13:00 **CONTINUATION** OF THE MEETING
- 13:05 – 13:15 **FAMILY PHOTO**
- 13:30 – 15:00 **LUNCH** HOSTED BY THE MINISTER OF FOREIGN AFFAIRS AND EUROPEAN
INTEGRATION OF MONTENEGRO, H.E. MR. MILAN ROĆEN

(MINISTERS WHO WILL ATTEND THE SEECP SUMMIT FOLLOW THE PROGRAMME FOR 30 JUNE)

DRAFT AGENDA

- ADOPTION OF THE AGENDA
- INTRODUCARY REMARKS BY THE MINISTER OF FOREIGN AFFAIRS AND EUROPEAN INTEGRATION OF MONTENEGRO H.E. MR. MILAN ROĆEN

- REPORT OF THE MONTENEGRIN CHAIRMANSHIP-IN-OFFICE OF THE SEECP ON MEETINGS AND ACTIVITIES
- OVERVIEW OF THE CURRENT SITUATION IN THE REGION (TOUR-DE-TABLE)
- APPROVAL OF THE ANNUAL REPORT OF THE RCC SECRETARY GENERAL ON REGIONAL COOPERATION IN SOUTH-EAST EUROPE 2010-2011
- APPROVAL OF THE SEECP SUMMIT DECLARATION
- ANY OTHER BUSINESS

MEETING OF THE SEECP POLITICAL DIRECTORS

VENUE: HOTEL "SPLENDID CONFERENCE AND SPA RESORT", BEČIĆI BB, 85310 BUDVA

DRAFT PROGRAMME

SUNDAY, 26 JUNE 2011

ARRIVAL AND ACCOMMODATION OF DELEGATIONS

MONDAY, 27 JUNE 2011

10.00 - 11.30	MEETING OF THE SEECP POLITICAL DIRECTORS - 1 ST SESSION
11.30 - 11.45	COFFEE BREAK
11.45 - 13.00	CONTINUATION OF THE MEETING
13.00 - 14.30	OFFICIAL LUNCH HOSTED BY THE MONTENEGRIN SEECP NATIONAL COORDINATOR
14.30 - 16.00	MEETING OF THE SEECP POLITICAL DIRECTORS - 2 ND SESSION
16.00 - 16.15	COFFEE BREAK
16.15 - 18.00	MEETING OF THE SEECP POLITICAL DIRECTORS – 3 RD SESSION

(POLITICAL DIRECTORS WHO ARE MEMBERS OF DELEGATION OF MINISTERS OF FOREIGN AFFAIRS OR HEADS OF STATE/GOVERNMENT WILL FOLLOW PROGRAMME FOR 29 AND 30 JUNE 2011)

DRAFT AGENDA

- ADOPTION OF THE AGENDA
- REPORT OF THE MONTENEGRIN CHAIRMANSHIP-IN-OFFICE OF THE SEECP ON MEETINGS AND ACTIVITIES
- OVERVIEW OF THE CURRENT SITUATION IN THE REGION
- DEBATE ON THE DRAFT TEXT OF THE SUMMIT DECLARATION
- ANY OTHER BUSINESS

1. GENERAL INFORMATION

1.1. LOCATION

THE MEETING OF THE SEECP MINISTERS OF FOREIGN AFFAIRS AND MEETING OF SEECP POLITICAL DIRECTORS WILL BE HELD IN THE HOTEL SPLENDID - CONFERENCE & SPA RESORT***** ([HTTP://WWW.MONTENEGROSTARS.COM/WEB/INDEXSPL.HTML](http://www.montenegrostars.com/web/indexspl.html)).



SITUATED THE EDGE OF THE PRISTINE WATERS OF THE ADRIATIC SEA IN BEČIĆI, THE HOTEL SPLENDID IS AN EXQUISITE MELDING OF NATURAL BEAUTY WITH SOPHISTICATED COMFORT.

1.2. MEETING ROOMS

THE PLENARY SESSION OF THE SEECP MINISTERS OF FOREIGN AFFAIRS WILL BE HELD IN THE *HALL OF DYNASTIES (III FLOOR)*. THE MEETING OF THE POLITICAL DIRECTORS WILL BE HELD IN *GLASS HALL (V FLOOR)*.

THE SEATING ARRANGEMENT OF THE PLENARY SESSION WILL HAVE THE FOLLOWING FORMAT:

MAIN TABLE: *HEADS OF DELEGATION OF THE SEECP PARTICIPATING STATES/SPECIAL GUESTS + 1*

ROOM ARRANGEMENT: 5 SIDE CHAIRS FOR OTHER MEMBERS OF DELEGATION

FOR THE BILATERAL MEETINGS ADDITIONAL 2 MEETING ROOMS IN CONFERENCE AREA WILL BE AVAILABLE IN THE HOTEL SPLENDID (III AND V FLOOR).

DELEGATIONS ARE KINDLY REQUESTED TO INDICATE THEIR INTEREST IN BILATERAL MEETINGS IN THE ACCREDITATION FORMS ANNEXED HERE-TO NO LATER THAN **05 JUNE 2011** TO THE MINISTRY OF FOREIGN AFFAIRS AND EUROPEAN INTEGRATION OF MONTENEGRO, BOTH ADDRESSES ARE REQUIRED:

Ms. VANA VOJINOVIĆ

TEL: +382 20 22 49 89

FAX: +382 20 22 57 02

E-MAIL: vana.vojinovic@gov.me

Ms. BORKA TRAJKOVIĆ

TEL: +382 20 24 64 43

FAX: +382 20 22 57 02

E-MAIL: borka.trajkovic@gov.me

1.3. OFFICES

OFFICE WILL BE PROVIDED IN HOTEL SPLENDID FOR THE PRESIDENCY, SEECP SECRETARIAT, DELEGATES AND PRESS.

OFFICE WILL BE EQUIPPED WITH A TELEPHONE LINE, INTERNET ACCESS, COMPUTERS, PRINTERS, FAX MACHINES AND PHOTOCOPIERS (CONFERENCE FLOOR, III FLOOR).

1.4. INTERPRETATION

THE WORKING LANGUAGE OF THE MEETING OF THE SEECP MINISTERS OF FOREIGN AFFAIRS IS ENGLISH. HEADS OF DELEGATIONS REQUIRING INTERPRETATION ARE REQUESTED TO BRING THEIR OWN INTERPRETERS AND COVER THE RELEVANT COSTS. INTERPRETATION BOOTHS WILL BE PROVIDED BY THE PRESIDENCY FOR MEETINGS UPON A REQUEST OF DELEGATIONS IN THE ACCREDITATION FORM, HOWEVER NOT IN ROOMS FOR BILATERAL MEETINGS.

2.5. ACCOMMODATION

THE COSTS INCURRED FOR THE ACCOMMODATION OF HEADS OF DELEGATION/SPECIAL GUESTS + 1 SECURITY OFFICER AND SHALL BE BORNE BY THE HOST COUNTRY.

OTHER MEMBERS OF DELEGATIONS (INCLUDING POLITICAL DIRECTORS) WILL BE RESPONSIBLE FOR FINANCING EXPENSES CONNECTED WITH THEIR ACCOMMODATION.

THE ROOM RATES ARE: SINGLE ROOM: 159 EUR PER NIGHT, BREAKFAST INCLUDED; DOUBLE ROOM: 212 EUR PER NIGHT, BREAKFAST INCLUDED (TAX IS NOT INCLUDED, 1.5 EUR PER PERSON). THE ROOMS ARE AVAILABLE FROM NOON.

DELEGATIONS ARE KINDLY ASKED TO SEND THE ACCOMMODATION FORM ANNEXED HERE-TO NO LATER THAN **05 JUNE 2011** TO THE MINISTRY OF FOREIGN AFFAIRS AND EUROPEAN INTEGRATION OF MONTENEGRO, BOTH ADDRESSES ARE REQUIRED:

Ms. VANA VOJINOVIĆ
TEL: +382 20 22 49 89
FAX: +382 20 22 57 02
E-MAIL: vana.vojinovic@gov.me

Ms. BORKA TRAJKOVIĆ
TEL: +382 20 24 64 43
FAX: +382 20 22 57 02
E-MAIL: borka.trajkovic@gov.me

1.6. DELEGATIONS

THE MINISTRY OF FOREIGN AFFAIRS AND EUROPEAN INTEGRATION OF MONTENEGRO KINDLY REQUESTS THAT DURING THE TIME OF THE PLENARY SESSIONS AND MEETINGS:

THE HEADS OF DELEGATION SHALL BE ACCOMPANIED BY MAXIMUM FIVE MEMBERS OF DELEGATION (AND ADDITIONAL SECURITY PERSON – IF NEEDED) - FORMAT OF THE OFFICIAL DELEGATIONS IS 1 + 5, INCLUDING REPRESENTATIVES OF THE DIPLOMATIC MISSION ACCREDITED TO MONTENEGRO AND THE POLITICAL DIRECTOR.

SPECIAL GUEST SHALL BE ACCOMPANIED BY 1 MEMBER OF DELEGATION.

DELEGATIONS ARE KINDLY REQUESTED TO SUBMIT THE FINAL LIST OF DELEGATES NO LATER THAN **05 JUNE 2011** TO THE MINISTRY OF FOREIGN AFFAIRS AND EUROPEAN INTEGRATION OF MONTENEGRO, BOTH ADDRESSES ARE REQUIRED:

Ms. VANA VOJINOVIĆ
TEL: +382 20 22 49 89
FAX: +382 20 22 57 02
E-MAIL: vana.vojinovic@gov.me

Ms. BORKA TRAJKOVIĆ
TEL: +382 20 24 64 43
FAX: +382 20 22 57 02
E-MAIL: borka.trajkovic@gov.me

1.7. VISAS

MEMBERS OF DELEGATION REQUIRING ENTRY VISAS FOR MONTENEGRO ARE REQUESTED TO ACQUIRE THE VISAS PRIOR TO ENTRY AT THE DIPLOMATIC REPRESENTATIONS OF MONTENEGRO IN THEIR COUNTRIES OR TO CONTACT MINISTRY OF FOREIGN AFFAIRS AND EUROPEAN INTEGRATION OF MONTENEGRO, CONSULAR DEPARTMENT (+382 20 225 954).

1.8. INFORMATION & ACCREDITATION DESK

INFORMATION & ACCREDITATION DESK FOR THE MFA/PD MEETING WILL BE LOCATED AT THE HOTEL SPLENDID AND WILL BE OPENED DURING MEETINGS. IT WILL START ON SUNDAY, 26 JUNE 2011, AT 12:00 AND WILL STAY OPEN UNTIL THE END OF THE SUMMIT OF THE SEECP HEADS OF STATE/GOVERNMENT.

ACCREDITATIONS FOR HEADS OF DELEGATION AND THEIR DELEGATIONS WILL BE GIVEN UPON THEIR ARRIVAL TO MONTENEGRO, BY THEIR LIAISON OFFICERS.

DELEGATION MEMBERS SHOULD WEAR THE ID BADGES ALL THE TIME.

1.9. BADGES

ALL DELEGATES AND OTHER PARTICIPANTS ATTENDING THE SEECP MINISTERIAL MEETING MUST BE ACCREDITED IN ADVANCE THROUGH THE CONTACT PERSON OF THE MFAEI OF MONTENEGRO. THE ACCREDITATION BADGES SHALL CARRY THE LOGO OF THE MONTENEGRIN SEECP PRESIDENCY, THE PERSON'S NAME, SURNAME AND FUNCTION. ALL BADGES WILL BE DISTRIBUTED BY THE LIAISON OFFICERS.

ACCREDITATION BADGES WILL BE PROVIDED FOR:

- 1ST CATEGORY: PIN - HEADS OF DELEGATION/SPECIAL GUESTS,
- 2ND CATEGORY: OTHER MEMBERS OF DELEGATION (INCLUDING POLITICAL DIRECTORS),
- 3RD CATEGORY: ORGANISERS,
- 4TH CATEGORY: SECURITY
- 5TH CATEGORY: PRESS.

1.10. TRANSPORTATION

THERE ARE TWO INTERNATIONAL AIRPORTS IN MONTENEGRO: TIVAT AND PODGORICA. AIRPORT GOLUBOVCI - PODGORICA 12KM FROM THE CENTER OF PODGORICA, 75 KM FROM BUDVA. AIRPORT TIVAT - 4 KM FROM THE CENTER OF TIVAT, 20 KM FROM BUDVA, 20 KM FROM HERCEG - NOVI, 58 KM FROM BAR, 73 KM FROM ULCINJ AND 80 KM FROM PODGORICA.

FOR HEADS OF DELEGATION / SPECIAL GUESTS THE MFAEI OF MONTENEGRO WILL PROVIDE THE TRANSPORT FROM PODGORICA/TIVAT AIRPORT TO HOTEL SPLENDID AND BACK. A CAR WITH POLICE ESCORT WILL BE PROVIDED FOR EACH HEAD OF DELEGATION. ONLY THE CAR OF THE AMBASSADOR OF EACH SEECP MEMBER STATE ACCREDITED TO MONTENEGRO MAY BE INCLUDED IN THE MOTORCADE. FOR ARRIVAL AT A BORDER CROSSING A POLICE ESCORT WILL BE ALSO PROVIDED BY THE MFAEI OF MONTENEGRO FOR EACH HEAD OF DELEGATION ARRIVING BY CAR.

ORGANIZED TRANSPORT WILL BE PROVIDED FOR OTHER MEMBERS OF DELEGATION BY CAR FROM PODGORICA/TIVAT AIRPORT TO HOTEL SPLENDID AND BACK.

ORGANISED TRANSPORTATION WILL BE PROVIDED FOR ONLY 10 PERSONS PER DELEGATION.

DELEGATIONS ARE KINDLY ASKED TO SEND THEIR TRANSPORTATION DETAILS AND NEEDS NO LATER THAN **05 JUNE 2011** TO THE MINISTRY OF FOREIGN AFFAIRS AND EUROPEAN INTEGRATION OF MONTENEGRO, BOTH ADDRESSES ARE REQUIRED:

Ms. VANA VOJINOVIĆ

TEL: +382 20 22 49 89

FAX: +382 20 22 57 02

E-MAIL: vana.vojinovic@gov.me

Ms. BORKA TRAJKOVIĆ

TEL: +382 20 24 64 43

FAX: +382 20 22 57 02

E-MAIL: borka.trajkovic@gov.me

1. 11. LIAISON OFFICERS

A LIAISON OFFICER WILL BE ATTACHED TO EACH DELEGATION, WHO WILL BE RESPONSIBLE FOR LIAISING WITH THE ORGANISERS FROM THE HOST COUNTRY (LIST OF LIAISON OFFICERS IS ATTACHED). TWO LIAISON OFFICERS WILL BE FOR EACH DELEGATION-ONE FOR DELEGATION AT THE MEETING OF THE SEECP MINISTERS OF FOREIGN AFFAIRS AND OTHER FOR DELEGATION AT THE SUMMIT OF THE SEECP HEADS OF STATE/GOVERNMENT).

1.12. SECURITY

SECURITY OFFICERS DURING THE SEECP MINISTERIAL MEETING WILL BE ENSURED BY THE OFFICE FOR THE PROTECTION OF CONSTITUTIONAL OFFICIALS AND DIPLOMATIC MISSIONS OF THE MINISTRY OF INTERIOR OF MONTENEGRO.

2. TELEPHONE NUMBERS

ORGANISATION TEAM:

1. MINISTRY OF FOREIGN AFFAIRS AND EUROPEAN INTEGRATION OF MONTENEGRO

Ms. VANA VOJINOVIĆ

TEL: +382 20 22 49 89

FAX: +382 20 22 57 02

CELL: +382 67 44 92 92

E-MAIL: VANA.VOJINOVIC@GOV.ME

Ms. BORKA TRAJKOVIĆ

TEL: +382 20 24 64 43

FAX: +382 20 22 57 02

CELL: +382 67 60 06 39

E-MAIL: BORKA.TRAJKOVIC@GOV.ME

MR. LJUBOMIR MIŠUROVIĆ

CHIEF OF DIPLOMATIC PROTOCOL

TEL: +382 20 24 38 04

FAX: +382 20 22 57 02

CELL: +382 69 072 198

E-MAIL: LJUBOMIR.MISUROVIC@MFA.GOV.ME

2. STATE PROTOCOL

MR. ALEKSANDAR KLIKOVAC,
CHIEF OF STATE PROTOCOL
CELL: +382 69 022 26

3. USEFUL INFORMATION

CAPITAL: PODGORICA
OFFICIAL LANGUAGE: MONTENEGRIN
CURRENCY: EURO
ELECTRICITY: 220 V, 50 Hz
PHONE: - INTERNATIONAL EXIT CODE: 00
- INTERNATIONAL COUNTRY CODE: 382
- CODE FOR PODGORICA: (0)20
- CODE FOR BUDVA: (0)33

AIRPORTS [HTTP://WWW.MONTENEGROAIRPORTS.COM/ENG/INDEX.PHP?MENU=1](http://www.MONTENEGROAIRPORTS.COM/ENG/INDEX.PHP?MENU=1)

PODGORICA: +382 20 444 244
+382 9804
INFO@APM.CO.ME

TIVAT: +382 32 671 337
+382 32 670 930
+382 9804
INFO.TIVAT@APM.CO.ME

BUS STATIONS

PODGORICA: +382 20 620 430
BUDVA: +382 33 456 000
ULCINJ: +382 30 413 225
BAR: +382 30 346 141
TIVAT: +382 32 672 620
KOTOR: +382 32 325 809
HERCEG NOVI: +382 31 321 225

RAILROAD TRANSPORTATION

THE RAILWAY TERMINUS IN BAR IS 39 KM AWAY FROM BUDVA. THERE ARE DIRECT LINES FROM BAR TO BELGRADE, NOVI SAD, NIŠ AND SUBOTICA. RAILWAY TERMINUS IN PODGORICA IS 65 KM AWAY FROM BUDVA. RESERVATIONS CAN BE DONE AT THE BUS STATION MERCUR IN BUDVA.

PODGORICA: +382 20 633 663
BAR: +382 30 312 210

LOCAL TRANSPORTATION

PRINCIPAL TAXI STATIONS IN BUDVA ARE SITUATED IN SLOVENSKA OBALA, NEAR THE JAT AIRWAYS OFFICE, BUS STATION MERKUR, TOURIST COMPLEX SLOVENSKA BEACH AND HOTEL COMPLEX IN BEČIĆI. BESIDE THE TAXI SERVICES YOU CAN ALSO USE THE LOCAL TRANSPORTATION (BUS) ON RELATIONS BUDVA-BECICI-SVETI STEFAN-PETROVAC-BUDVA (THE TELEPHONE NUMBER OF THE BUS STATION IS PROVIDED ABOVE). THE STARTING POSITION IS AT THE CIRCULAR INTERSECTION.

TAXI STATION IN BUDVA: +382 33 456 777

USEFUL PHONE NUMBERS

HELP ON THE ROAD:	19807
INFORMATION:	1181
EXACT TIME:	125
TELEGRAMS:	126
FIRE-BRIGADE:	123
POLICE:	122
AMBULANCE:	124
WEATHER FORECAST:	044800200

BANKS

THERE ARE 6 BANKS OPERATING IN BUDVA, THOSE ARE:

CRNOGORSKA KOMERCIJALNA BANKA A.D. PODGORICA, BRANCH OFFICE IN BUDVA
MEDITERANSKA 7

NLB MONTENEGROBANKA, BRANCH OFFICE IN BUDVA
MEDITERANSKA 19

PODGORIČKA BANKA A.D. PODGORICA, BRANCH OFFICE IN BUDVA
MEDITERANSKA B.B.

ATLASMONT BANKA A.D. PODGORICA, BRANCH OFFICE IN BUDVA
SLOVENSKA OBALA 13

KOMERCIJALNA BANKA A.D. BUDVA, BRANCH OFFICE IN BUDVA
MEDITERANSKA 17

OPPORTUNITY BANK, BRANCH OFFICE IN BUDVA
NOVEMBRA BB

ACCREDITATION FORM

DEADLINE FOR SENDING THIS FORM IS **05 JUNE 2011**

FOR THE MEETING OF THE SEECP MINISTERS OF FOREIGN AFFAIRS:

Head of Delegation			
Passport number			
Blood Type			
Possible Medical Problems of Head of Delegation			
Food Limitations			
Members of Delegations (name, function, passport number)	1.		
	2.		
	3.		
	4.		
	5.		
Security Officers <i>If more than two, please attach additional list. The licence for carrying weapons may be obtained for one security officer, accompanying the Minister of Foreign Affairs</i>	Name:	Date and Place of birth	Passport (Type and No)
	1.		
	Type of weapon, reg. No., No of ammo & caliber:		
	2.		
Request for Radio - Connection Frequency			
Arrival	Date:		
	Time:		
	(Border crossing – if arriving by car):		
Departure	Date:		
	Time:		
	(Border crossing – if arriving by car):		
Means of Transportation To and From Montenegro	Type and registration no. of aircraft:		
	Does the aircraft remain at the airport until departure of the delegation? : YES NO		
	If NO – Time of Departure: Time of return:		
	Time and registration plates of vehicles (if arriving by car):		
Contact Person at the Embassy	Name:		
	Function:		
	Telephone:		
	Fax:		
	E-mail:		
Request for Bilateral Meetings			

- ☐ LUNCH ON 29 JUNE 2011 ORGANIZED BY THE MINISTER OF FOREIGN AFFAIRS AND EUROPEAN INTEGRATION OF MONTENEGRO (ONLY FOR HEADS OF DELEGATION)
- ☐ OPENING CEREMONY OF ART EXHIBITION ON 28 JUNE 2011

FOR THE MEETING OF THE SEECP POLITICAL DIRECTORS:

PERSONAL DATA:

COUNTRY/ORGANISATION

NAME AND SURNAME

POSITION:

PHONE:

ACCOMPANYING PERSON (S):

	FAX:		E-MAIL:
	NAME:		SURNAME:

I WILL PARTICIPATE IN:

- ☐ SUMMIT OF THE SEECP HEADS OF STATE/GOVERNMENT (30 JUNE 2011)
☐ MEETING OF SEECP MINISTERS OF FOREIGN AFFAIRS (29 JUNE 2011)
☐ RCC ANNUAL MEETING (28 JUNE 2011)
☐ MEETING OF THE SEECP POLITICAL DIRECTORS (27 JUNE 2011)

TRAVEL /ARRIVAL:

<input type="checkbox"/> SPECIAL FLIGHT	<input type="checkbox"/> PODGORICA AIRPORT	<input type="checkbox"/> TIVAT AIRPORT	
DATE:	TIME:	REGISTRATION No.:	
<input type="checkbox"/> REGULAR FLIGHT	<input type="checkbox"/> PODGORICA AIRPORT	<input type="checkbox"/> TIVAT AIRPORT	
DATE:	TIME:	FLIGHT NUMBER/COMPANY:	
<input type="checkbox"/> OTHER MEANS OF TRANSPORT			
By:	FROM:	To:	

NAME OF BORDER CROSSING/EXPECTED TIME OF BORDER CROSSING (IF TRAVELLING BY CAR OR IF ARRIVING TO AIRPORT OTHER THAN IN MONTENEGRO:

REMARKS:

TRAVEL /DEPARTURE:

<input type="checkbox"/> SPECIAL FLIGHT	<input type="checkbox"/> PODGORICA AIRPORT	<input type="checkbox"/> TIVAT AIRPORT	
DATE:	TIME:	REGISTRATION No.:	
<input type="checkbox"/> REGULAR FLIGHT	<input type="checkbox"/> PODGORICA AIRPORT	<input type="checkbox"/> TIVAT AIRPORT	
DATE:	TIME:	FLIGHT NUMBER/COMPANY:	
<input type="checkbox"/> OTHER MEANS OF TRANSPORT			
By:	To:	FROM	

NAME OF BORDER CROSSING/EXPECTED TIME OF BORDER CROSSING (IF TRAVELLING BY CAR OR IF ARRIVING TO AIRPORT OTHER THAN IN MONTENEGRO:

REMARKS:

TRANSPORTATION:

TRANSPORTATION ARRANGED BY THE PRESIDENCY:

Yes ☐

No ☐

AIRPORT – HOTEL	<input type="checkbox"/>
HOTEL – AIRPORT	<input type="checkbox"/>

OTHER INFORMATION:

- ☐ BUFFET LUNCH ON 27 JUNE 2011
☐ BUFFET LUNCH ON 28 JUNE 2011
☐ BUFFET LUNCH ON 29 JUNE 2011

RETURN THIS FORM TO (BOTH ADDRESSES ARE REQUIRED):

Ms. VANA VOJINOVIĆ, TEL: + 382 20 224 989, FAX : + 382 20 225 702, EMAIL: vana.vojinovic@gov.me
Ms. BORKA TRAJKOVIĆ, TEL: + 382 20 246 443, FAX : + 382 20 225 702, EMAIL: borka.trajkovic@gov.me

ACCOMMODATION FORM

DEADLINE FOR SENDING THIS FORM IS **05 JUNE 2011**.

PERSONAL DATA:

COUNTRY/ORGANISATION

NAME AND SURNAME

POSITION:

PHONE:

ACCOMPANYING PERSON (S):

	FAX:		E-MAIL:
	NAME:		SURNAME:

HOTEL SPLENDID - CONFERENCE & SPA RESORT***:**

SINGLE ROOM

☐ EUR

DOUBLE ROOM

☐ EUR

BREAKFAST IS INCLUDED IN THE PRICE.

TAX FEE IS 1,50 EURO PER PERSON, NOT INCLUDED IN PRICE.

ARRIVAL:

DATE OF ARRIVAL:

TIME:

REMARKS:

DEPARTURE:

DATE OF DEPARTURE:

TIME:

REMARKS:

METHOD OF PAYMENT:

CASH ☐

CREDIT CARD ☐

AMEX ☐

DINERS ☐

MASTER ☐

VISA ☐

OTHER ☐

REMARKS:

RETURN THIS FORM TO (BOTH ADDRESSES ARE REQUIRED):

MS. VANA VOJINOVIĆ, TEL: + 382 20 224 989, FAX : + 382 20 225 702, EMAIL: vana.vojinovic@gov.me

MS. BORKA TRAJKOVIĆ, TEL: + 382 20 246 443, FAX : + 382 20 225 702, EMAIL: borka.trajkovic@gov.me

MEDIA ACCREDITATION FORM

DEADLINE FOR SENDING THIS FORM IS **05 JUNE 2011**

PARTICIPANT'S NAME AND SURNAME: <i>(please print in capital letters)</i>		
COUNTRY:		
PRESS HOUSE - COMPANY:		
TELEPHONE :	FAX:	E-MAIL:

RETURN THIS FORM TO (BOTH ADDRESSES ARE REQUIRED):

MS. VANA VOJINOVIĆ , TEL: + 382 20 224 989, FAX : + 382 20 225 702, EMAIL: vana.vojinovic@gov.me
MS. BORKA TRAJKOVIĆ , TEL: + 382 20 246 443, FAX : + 382 20 225 702, EMAIL: borka.trajkovic@gov.me

LIST OF LIAISON OFFICERS

COUNTRY	NAME	PHONE	E-MAIL ADDRESS
	Ms. Dragana Marković Ms. Ilirijana Cungu	+38267643436 +38267527990	dragana.markovic@gov.me ilirijana.cungu@mfa.gov.me
	Mr. Zdravko Jovović Ms. Milena Kalezić	+38267306820 +38267842312	zdravko.jovovic@gov.me milena.kalezic@gov.me
	Ms. Nikoleta Vojvodić Ms. Milena Šofranac	+38269506208 +38267541206	nikoleta.vojvodic@gov.me milena.sofranac@mfa.gov.me
	Ms. Zorka Kujović Mr. Nikola Ivezaj	+38267643346 +38267421121	zorka.kujovic@gov.me nikola.ivezaj@gov.me
	Mr. Pavle Karanikić Ms. Marija Drašković	+38267609603 +38267608735	pavle.karanikic@gov.me marija.draskovic@mip.gov.me
	Ms. Dragana Kandić Mr. Petar Vojvodić	+38267643444 +38267220989	dragana.kandic@gov.me petar.vojvodic@mip.gov.me
	Ms. Marija Vulević Ms. Bojana Aleksić	+38267254577 +38267634640	marija.vulevic@gov.me bojana.aleksic@mfa.gov.me
	Ms. Maja Simonović Mr. Marko Stevanović	+38269768685 +38267640180	maja.simonovic@mfa.gov.me marko.stevanovic@gov.me
	Ms. Ivana Mučalica Ms. Stanica Andjic	+38267635097 +38267643380	ivana.mucalica@gov.me stanica.andjic@gov.me

	Ms. Irena Prelević Ms. Milica Đuričković	+38269833836 +38267639768	<u>irena.prelevic@gov.me</u> <u>milica.djurickovic@gov.me</u>
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	Ms. Dragana Vešović	+38267274914	<u>dragana.vesovic@gov.me</u>
	Ms. Tatjana Bulajić	+38267219326	<u>tatjana.bulajic@gov.me</u>
	Mr. Predrag Sekulić	+38267393919	<u>pedja.en@t-com.me</u>
	Ms. Isidora Filipović	+38267528604	<u>isidora.filipovic@mfa.gov.me</u>

RCC ANNUAL MEETING

BEČIĆI, 28 JUNE 2011

1. DRAFT PROGRAMME

VENUE: HOTEL "SPLENDID CONFERENCE AND SPA RESORT", BEČIĆI BB, 85310 BUDVA

10:00 – 11:30	REGIONAL COOPERATION COUNCIL (RCC) ANNUAL MEETING VENUE: HOTEL SPLENDID, BEČIĆI, HALL OF DYNASTY, 3RD FLOOR
11:30 – 12:00	COFFEE BREAK/ FAMILY PHOTO VENUE: CONFERENCE LOUNGE, 3RD FLOOR
12:00 – 13:30	CONTINUATION OF THE MEETING
13:30 – 15:00	BUFFET LUNCH FOR THE PARTICIPANTS OF THE RCC ANNUAL MEETING HOSTED BY THE RCC SECRETARY GENERAL, MR. BIŠČEVIĆ VENUE: TERRACE OF THE MAIN RESTAURANT „LA BUSSOLA“, (2ND FLOOR)

2. DRAFT AGENDA

1. ADOPTION OF THE AGENDA
2. INTRODUCTORY REMARKS BY THE MINISTER OF FOREIGN AFFAIRS AND EUROPEAN INTEGRATION OF MONTENEGRO AND THE SECRETARY GENERAL OF THE REGIONAL COOPERATION COUNCIL
3. ANNUAL REPORT OF THE SECRETARY GENERAL OF THE REGIONAL COOPERATION COUNCIL ON REGIONAL COOPERATION IN SOUTH EAST EUROPE, WITH EMPHASIS ON THE RESULTS ACHIEVED IN THE IMPLEMENTATION PROCESS OF THE REGIONAL COOPERATION COUNCIL STRATEGY AND WORK PROGRAMME 2011-2013 – PRESENTATION AND ENDORSEMENT
4. DEVELOPMENTS IN REGIONAL COOPERATION IN SOUTH EAST EUROPE WITHIN THE FRAMEWORK OF THE REGIONAL COOPERATION COUNCIL AND CHALLENGES AHEAD
5. ANY OTHER BUSINESS

3. USEFUL INFORMATION

APPLICATION

THE RCC MEMBERS ARE KINDLY REQUESTED TO FILL IN THE ENCLOSED APPLICATION FORMS AND RETURN THEM BOTH TO THE SECRETARIAT OF SEECF CHAIRMANSHIP-IN-OFFICE AND THE REGIONAL COOPERATION COUNCIL SECRETARIAT AT THE LATEST BY 17 JUNE 2011.

CONTACTS:

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SEECF CHAIRMANSHIP-IN-OFFICE
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MS. NATAŠA MITROVIĆ
REGIONAL COOPERATION COUNCIL SECRETARIAT
TEL: +387 33 561 708
FAX: +387 33 561 725
E-MAIL: FRONT.OFFICE@RCC.INT

VISA REQUIREMENTS

MEMBERS OF THE DELEGATIONS, ACCOMPANYING PERSONNEL AND JOURNALISTS COMING FROM COUNTRIES REQUIRING ENTRY VISAS FOR MONTENEGRO, SHOULD CONTACT THE MOST CONVENIENT DIPLOMATIC REPRESENTATIONS OF MONTENEGRO.

ARRIVAL/ TRANSPORTATION

ARRIVALS ARE EXPECTED AT TWO INTERNATIONAL AIRPORTS, PODGORICA AND TIVAT. AIRPORT GOLUBOVCI, PODGORICA IS LOCATED 12 KM FROM THE CENTER OF PODGORICA AND 75 KM FROM BUDVA. AIRPORT TIVAT IS LOCATED 4 KM FROM THE CENTER OF TIVAT AND 20 KM FROM BUDVA.

TRANSFER FROM AND TO THE AIRPORT FOR THE PARTICIPANTS OF THE RCC ANNUAL MEETING WILL BE PROVIDED BY THE HOST COUNTRY FOR ALL DELEGATIONS, PROVIDED THAT EACH DELEGATION INDICATES THEIR TRAVEL DETAILS IN THE RCC ANNUAL MEETING REGISTRATION FORM ON TIME.

FOR ARRIVALS OF SPECIAL PLANES, RESPECTIVE EMBASSIES ARE KINDLY ASKED TO SUBMIT OVER FLIGHT REQUESTS TO THE AUTHORITIES OF MONTENEGRO. THE CREW MEMBERS ARE KINDLY REQUESTED TO ORGANIZE THEIR OWN LODGING AND VISAS IF NECESSARY.

ACCOMMODATION

THE MONTENEGRIN SEECF CHAIRMANSHIP-IN-OFFICE RECOMMENDS HOTEL SPLENDID IN BEČIĆI. THE ACCOMMODATION ARRANGEMENTS SHALL BE MADE DIRECTLY WITH THE HOTEL.

DELEGATIONS ARE SUGGESTED TO MAKE THEIR ACCOMMODATION ARRANGEMENTS ON TIME, HAVING IN MIND THE BEGGINING OF THE SUMMER SEASON ON THE MONTENEGRIN COAST.

CONFERENCE CENTER

THE RCC ANNUAL MEETING WILL BE HELD AT HOTEL SPLENDID, BEČIĆI (BUDVA) IN THE HALL OF DYNASTY, LOCATED ON THE 3RD FLOOR OF THE HOTEL.

CONFERENCE PASSES (ACCREDITATION)

THE HOST WILL PROVIDE CONFERENCE PASSES (BADGES) FOR THE PARTICIPANTS. EACH PARTICIPANT OF THE MEETING WILL BE ISSUED A BADGE GRANTING ACCESS TO THE MEETING HALL. REGISTRATION DESK WILL BE OPENED AT THE ENTRANCE OF THE MEETING ROOM ON 28 JUNE 2011 AT 9:00 HOURS

LANGUAGE AND INTERPRETATION

THE WORKING LANGUAGE OF THE RCC ANNUAL MEETING IS ENGLISH.

INTERVENTIONS OF THE PARTICIPANTS

PARTICIPANTS ARE INVITED TO EXPRESS READINESS TO ADDRESS THE ANNUAL MEETING BY 21 JUNE 2010 NOON AT FRONT.OFFICE@RCC.INT IN ORDER TO ALLOW FOR DRAWING UP OF THE LIST OF SPEAKERS. DUE TO THE NUMBER OF PARTICIPANTS, INTERVENTIONS SHOULD NOT EXCEED FOUR MINUTES. ALL PARTICIPANTS ARE WELCOMED TO SUBMIT THEIR INTERVENTIONS IN WRITTEN FORM AT FRONT.OFFICE@RCC.INT. THE REQUESTS FOR INTERVENTIONS COULD ALSO BE ADDRESSED TO THE REPRESENTATIVES OF THE RCC SECRETARIAT DIRECTLY AT THE MEETING.

PRESS CENTRE

FOR INFORMATION RELATED TO THE RCC ANNUAL MEETING PLEASE CONTACT DINKA ZIVALJ, SPOKESWOMAN, REGIONAL COOPERATION COUNCIL, TEL: +387 33 561 700, FAX: +387 33 561 725, MOB: +387 62 341 881, E-MAIL: DINKA.ZIVALJ@RCC.INT, PRESS@RCC.INT.

SECURITY

THE SECURITY MEASURES WILL BE TAKEN BY THE COMPETENT AUTHORITIES OF MONTENEGRO.

**ANNUAL MEETING OF THE REGIONAL COOPERATION COUNCIL
Bečići (Budva), 28 June 2011**

REGISTRATION FORM	Deadline: 17 June 2011
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a) COUNTRY, MINISTRY *			
b) ORGANISATION			
NAME		FIRST NAME	
POSITION/TITLE			
HEAD OF DELEGATION			
ADDRESS:			
PHONE:		FAX:	
E-MAIL:			

*** BE REMINDED TO PLEASE CHECK FOR VISA REQUIREMENTS!**

ATTENTION: delegation format: 1+2 (to be coordinated with your respective National Coordinator)

Arrival and departure arrangements:

DATE AND PLACE OF ARRIVAL:		FLIGHT NUMBER:		TIME:	
DATE AND PLACE OF DEPARTURE:		FLIGHT NUMBER:		TIME:	
Booked in Hotel					
REMARKS:					

PLEASE RETURN THIS FORM BY FAX OR E-MAIL UNTIL 17 June 2011 TO BOTH:

**Regional Cooperation Council Secretariat
Sarajevo, Bosnia and Herzegovina**

**Fax: +387 33 561 725
e-mail: front.office@rcc.int**

***Secretariat of the SEECP CiO
MFAEI Montenegro***

**Fax : +382 20 225 702
e-mail: borka.trajkovic@gov.me**

Permanent Representative of Montenegro to the United Nations

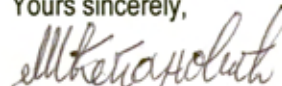
2 March 2011

Excellency,

I have the honour to enclose herewith the original letter from H.E. Mr. Filip Vujanović, President of Montenegro, conveying the invitation for the upcoming Summit of Heads of State and Government of the South East European Cooperation Process, to be held on 30 June 2011 in Cetinje, Montenegro.

Please accept, Excellency, the assurances of my highest consideration.

Yours sincerely,



Milorad Šćepanović
Ambassador

**Secretary-General
of the United Nations
New York**



President of Montenegro

Podgorica, February 23, 2011

H.E.

Mr. BAN KI-MOON

Secretary-General of the United Nations

New York

Excellency,

I am honored to invite you, on behalf of the Montenegrin Presidency of the South East European Cooperation Process (SEECP) to participate at the SEECP Summit of Heads of State and Government, which will be held on June 30 in Cetinje.

Montenegro took over the Presidency of the SEECP, a year ago in Istanbul. In accordance with the motto of our presidency "Common goals through Regional cooperation", we have put the focus of our activities on the promotion of the SEECP, at national and international level, as a unique voice of the region and a reliable partner of the international community.

The forthcoming Summit, I am convinced, will provide a new impetus to the strengthening of the position of our region at international stage, as well as to the improvement of the overall regional cooperation, strengthening of mutual trust and joint action of all of us towards creating our common European and Euro-Atlantic future. At the Summit, we will, after discussing the political situation in the region, adopt Joint Declaration and hand over the Presidency to the Republic of Serbia.

According to the regular practice, our meeting will be preceded by the Meeting of the SEECP Ministers of Foreign Affairs. Also, in accordance with the agreement reached at the Informal Ministerial Meeting in Budva, on 28 January 2011, an exhibition of the renowned painters from our countries will be arranged during the Summit in Cetinje.

Looking forward to continued development of relations between Montenegro and United Nations, and strengthening of the SEECP, as a political forum and unique voice of the region, please, dear Secretary General, accept the assurances of my highest consideration.

Filip Vujanović