

## **Practical Information for participants of the 3<sup>rd</sup> Global Forum on Migration and Development: Government Meeting, 4 - 5 November 2009**

### **General**

The Global Forum on Migration and Development is a State-led process. Governments are encouraged to send delegations comprised of high-ranking officials with responsibility for migration, development, external relations, employment, planning and/or other associated policies in their respective capitals.

The participation of high-level policy makers responsible for either or both of the two major policy areas under discussion -migration and development- would be greatly appreciated.

### **1. Venue**

The GFMD Athens 2009 Government Meeting will take place at Megaron Athens International Conference Centre ([www.megaron.gr](http://www.megaron.gr)) on Vasilissis Sofias Avenue & Kokkali street, (Megaro Mousikis metro station), Athens.

### **2. Delegation Composition**

#### **a. Government Delegations**

Member State delegations are limited to a maximum of 5 delegates (including the Head of delegation).

The registration of the delegation should be arranged through the focal point of each Member State.

Governments are encouraged to ensure, to the extent possible, that their delegation composition is gender-balanced.

All members of the delegation will receive a nominative badge (country and name) that will enable them to have access to the venue and attend the opening and closing plenary sessions of the Athens GFMD 2009.

Each delegation will receive 3 (three) badges that will enable them to have access to the Roundtable sessions. Delegations will determine themselves how to distribute these badges among their members. Please note that, for logistical purposes, delegations still have to indicate their session preferences upon registration.

#### **b. International Organizations and Other Observers Delegations**

International Organizations and other Observer delegations are limited to a maximum of 2 delegates (including the Head of delegation).

The registration of the delegation should be arranged through the focal point of each Observer.

#### **Panelists**

Please note that panelists of the Roundtable sessions, who are not a member of the official delegation, should contact us by email at: [registrations@gfmdathens2009.org](mailto:registrations@gfmdathens2009.org), under the SUBJECT: **PANELIST REGISTRATION**.

Panelists (i.e. co-chair, rapporteur, general rapporteur, speaker or note-taker) from a particular country will count as being a member of that country's delegation within the quota of 5 (five) and will receive a nominative badge. The GFMD office will contact them directly by e-mail to (a) give them instructions on registration and (b) arrange their travel and accommodation only if financial assistance is applicable. Please note that the Chair will cover travel and accommodation expenses of panelists coming from countries of the entire DAC list of ODA Recipients and/or from the list of Belgian Development Cooperation Partner countries, and that travel arrangements have to be made by the GFMD office directly (no reimbursement of tickets purchased by panelists themselves will be possible).

### 3. Financial Assistance

Participants of a number of developing countries are entitled to financial assistance to facilitate their participation at the GFMD Athens 2009.

Please find below the criteria for eligibility:

- a. Delegates of **least developed countries and other low income countries listed on the DAC (Development assistance Committee) List of ODA Recipients of OECD** are entitled to request financial assistance. **Please note that only ONE (1) delegate per delegation** can qualify for this assistance. This assistance includes:

- One (1) economy class ticket
- Accommodation for three (3) nights (November 3,4,5)
- Daily allowance of 60 Euros for the 3 day stay

As a rule, tickets will be booked and paid by a travel agency in Athens appointed by the Chair-in-Office.

In order to request financial assistance, the focal point must indicate the delegate's name on the online registration form in the appropriate fields.

For any inquiries regarding financial assistance for **least developed countries and other low income countries listed on the DAC (Development Assistance Committee)** please contact:

Mr. Albert Moses

Tel +30-213-214-2422; Fax +30-213-214-2438

E-mail: [assistance@gfmdathens2009.org](mailto:assistance@gfmdathens2009.org)

- b. Delegates of the **African, Caribbean and Pacific (ACP) Group of Countries** are entitled to request financial assistance. **Please note that only ONE (1) delegate per delegation** can qualify for this assistance.

This assistance includes:

- One (1) economy class ticket
- Daily allowance of 222 Euros for each day spent in Athens for the GFMD Athens 2009, with a maximum of 4 nights

- Hotel reservation and payment will have to be made directly to the hotel by the recipient of the financial assistance

Focal points are requested to transmit contact details of the delegate to be funded by the ACP Secretariat directly to:

Ms Patricia Seglar, Project Manager  
B&S Europe  
Tel: +34-958-536-207; Fax: +34-958-535-515  
E-mail: [acp@gfmdathens2009.org](mailto:acp@gfmdathens2009.org)

- c. Delegates of the partner countries of the **Belgian Development Cooperation** are entitled to request financial assistance. **Please note that only ONE (1) delegate per delegation** can qualify for this assistance.

This assistance includes:

- One (1) economy class ticket
- Accommodation for three (3) nights (November 3,4,5)
- Daily allowance of 60 Euros for the 3 day stay

As a rule, tickets will be booked and paid by a travel agency in Athens appointed by the Chair-in-Office.

In order to request financial assistance, the focal point must indicate the delegate's name on the online registration form in the appropriate fields.

For any inquiries regarding financial assistance for partner countries of the Belgian Development Cooperation please contact:

Mr. Stelios Efthimiou  
Tel +30-213-214-2410; Fax +30-213-214-2439  
E-mail: [assistance@gfmdathens2009.org](mailto:assistance@gfmdathens2009.org)

### **Daily allowance**

You are requested to submit the following documents before receiving payment of the daily allowance:

- Photocopy of passport and visa
- Boarding Pass of incoming travel

- Photocopy of return ticket

**Note:** States that are both members of the ACP Group and/or are listed in the first two columns of the DAC list (Least Developed Countries & Other Low Income Countries) and/or Belgian Development Co-operation may upon request and if necessary, be entitled to coverage of the expenses of up to three members of their delegation, in accordance with the aforementioned rules.

#### **4. Registration/Accreditation**

Registration for the Government Meeting of the Athens GFMD and the Roundtables should be arranged through the Focal Points of each country and organization.

There will be one registration form per delegation.

All online registration forms must be submitted by **15 October 2009**.

The documents required for registration (which have to be uploaded on the registration form) are:

- **Photocopy of each delegates passport in jpeg format**
- **Passport size photo of each delegate in jpeg format**

If you have any further inquiries regarding registration, please contact us at:

[registrations@gfmdathens2009.org](mailto:registrations@gfmdathens2009.org)

Access to the Roundtable sessions is permitted to accredited delegates **only**.

Upon arrival at the Megaron Athens International Conference Centre (with the presentation of the passport of the Head of delegation of the country concerned and the electronic confirmation of the delegation registration form), Official Accreditation badges will be issued.

Given the large number of people expected to participate in the Forum and the need for security checks, we suggest that you arrive:

On 3 November 2009, between 17:00-19:00 or

On 4 November 2009, at the latest at 8:15 am (**45 minutes prior to the opening plenary session**)

A welcome coffee will be served at the conference centre that day. Once the opening plenary is in session (**09:00 am**), entry to the meeting room will not be authorized.

## 5. Liaison Officers

During the 2 days of the Government meeting, each delegation will be assigned a liaison officer, who will be the main point of contact for all queries concerning the 3<sup>rd</sup> GFMD. The focal point of each delegation will receive an e-mail with the name, e-mail and telephone number of the assigned liaison officer one week before the meeting.

## 6. Visa

Greece follows the provisions of the Schengen Agreement and the subsequent acquis concerning the issue of short term visas. Countries applying the Schengen “acquis” in full (***EU countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, plus associated countries: Iceland and Norway***) follow a common visa policy for short-term stays of up to three (3) months in the Schengen area. The citizens of these countries are not subject to border control within the Schengen area (airlines or other carriers require identification - I.D. card or passport or any other piece of identification issued by a public authority).

Please visit the following link for the list of visa requirements by country for entry to Greece according to passport type (regular, official, diplomatic):

<http://www.mfa.gr/www.mfa.gr/en-US/Services/Visas/Visas+for+Foreigners+travelling+to+Greece/Countries+requiring+or+not+requiring+a+Visa/>

**NOTE:** When travelling to Greece on a tourist visa, visitors are required to have travel insurance that covers cases of medical or other emergencies for the duration of the **stay**.

Please refer to the following site for Greek Missions Abroad:

<http://www.ypex.gov.gr/www.mfa.gr/en-US/Services/Directory/Greek+Missions+Abroad>

For nationals of certain countries a mandatory prior consultation amongst Schengen partners is required. Please note that this verification takes an average of fifteen (15) calendar days as from the moment of submission of the application to the Schengen partners. In those

countries where Greece is not represented, the applicant should address the nearest Greek embassy or as the case may be the diplomatic mission representing Greece in the country concerned.

## 7. Accommodation

Below please find a list of hotels located in close proximity to the Megaron Athens International Conference Centre.  
For reservations please contact the hotels directly.

HOTEL NAME	CATEGORY	WEBSITE	TEL.
Airotel Alexandros	A' / 4****	<a href="http://www.airotel.gr">http://www.airotel.gr</a>	+30-210-643-0464
Airotel Stratos Vassilikos	A' / 4****	<a href="http://www.airotel.gr">http://www.airotel.gr</a>	+30-210-770-6611
Athinais Hotel	B' / 3***	<a href="http://www.athinais.com.gr">http://www.athinais.com.gr</a>	+30-210-643-1133
Best Western Ilisia	A' / 4****	<a href="http://www.ilisiahotel.gr">http://www.ilisiahotel.gr</a>	+30-210-724-4051
Crowne Plaza	De Luxe	<a href="http://www.cpathens.com">http://www.cpathens.com</a>	+30-210-727-8000
Divani Caravel	De Luxe	<a href="http://www.divanis.com/caravel">http://www.divanis.com/caravel</a>	+30-210-720-7000
Esperia	A' / 4****	<a href="http://www.esperiahotel.com.gr">http://www.esperiahotel.com.gr</a>	+30-210-323-8001
Hilton	De Luxe	<a href="http://www.hilton.com">http://www.hilton.com</a>	+30-210-728-1000
Holiday Suites	A' / 4****	<a href="http://www.holiday-suites.com">http://www.holiday-suites.com</a>	+30-210-727-8690
President	A' / 4****	<a href="http://www.president.gr">http://www.president.gr</a>	+30-210-698-9000

Should you have any difficulties with the reservations, please contact:

Mr. Stelios Efthimiou

Tel +30-213-214-2410; Fax +30-213-214-2438

E-mail: [sefthimiou@gfmdathens2009.org](mailto:sefthimiou@gfmdathens2009.org)

## **8. Transportation**

Shuttle buses will be operating between Eleftherios Venizelos International Airport and the hotels and vice versa on 3, 4, 5 and 6 November 2009.

Shuttle buses will be operating between hotels and the venue 4 and 5 November 2009.

The shuttle bus schedule will be available on the website one week before the meeting.

## **9. Meals**

Coffee breaks and a light lunch will be served at the venue during breaks.

All delegates are invited to a farewell dinner hosted by the Greek Government. The dinner will take place on 5 November 2009, between 19:00-21:00 pm

The name and location of the dinner venue will be announced at a later stage.

Shuttle buses will transport delegates from Megaron Athens International Conference Centre to the dinner venue and back.

## **10. Rules of Procedure and Comments**

The Forum is an informal, interactive, non-decision making process. It is governed by the Chatham House rules. Therefore, comments will not be attributed and will be informal.

Strict guidelines will be given to the chairpersons of the Roundtable sessions to discourage and avoid general statements prepared in advance by participants. The intention is to promote interactive discussion and debate, the Forum's main objective.

Time permitting, general statements may be made at the opening plenary session, but these should be limited to 5 minutes. An interactive debate will also be encouraged in the plenary session.

To promote exchanges between states, observers are asked to exercise a certain restraint in their comments, which must be limited in time.

## 11. Roundtable Panelists

Most panelists (Co-Chair, Speaker and Rapporteur) are likely to be part of the official delegation of their country. Those panelists, who are not part of their 5-member country delegation registered by the focal point, should register separately for the Government Meeting.

If requested, some panelists of the Roundtable sessions may be entitled to financial assistance consisting of:

- One (1) economy class ticket
- Accommodation for two (2) nights out of the following dates: November 3,4,5, depending on their session
- Daily allowance of 60 Euros for the 3 day stay

To register and to apply for financial assistance please send an e-mail to: [registrations@gfmdathens2009.org](mailto:registrations@gfmdathens2009.org) indicating on the subject box: PANELIST REGISTRATION.

A working dinner will take place at the Hilton Hotel on 3 November 2009 at 20:00 hrs: all Co-Chairs and Rapporteurs are invited.

For further queries please contact:

Roundtable 1

Mr Romeo Matsas

E-mail: [rmatsas@gmail.com](mailto:rmatsas@gmail.com)

Roundtable 2

Dr. Irena Omelaniuk

E-mail: [iomelaniuk@gfmdathens2009.org](mailto:iomelaniuk@gfmdathens2009.org)

Roundtable 3

Dr. Rolph K. Jenny

E-mail : [rkjenny@gcim.org](mailto:rkjenny@gcim.org)

## 12. Languages

Government Meeting:

- Simultaneous interpretation will be available in English, French, Spanish and Greek.
- All official documents will be available in English, French, Spanish and Greek.
- Discussion notes will **not** be translated.

Civil Society Days:

- Simultaneous interpretation will be available in English, French, Spanish and Greek.
- All official documents will be available in English, French, Spanish and Greek.
- Discussion notes will **not** be translated.

## 13. Maps

Please view our on-line map or visit: [www.ploigos.gr](http://www.ploigos.gr)  
[www.driveme.gr](http://www.driveme.gr)

## 14. Website

The GFMD Athens 2009 official website is: [www.gfmdathens2009.org](http://www.gfmdathens2009.org)

## 15. Civil Society Days

The GFMD Athens 2009 CSD official website is: [www.gfmd2009.org](http://www.gfmd2009.org)

**We look forward to welcoming you in Athens!**



**GFMD Athens 2009**  
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