



**CONVENTION ON  
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CBD CLEARING-HOUSE MECHANISM AND EC  
CLEARING-HOUSE MECHANISM JOINT  
REGIONAL MEETING FOR CENTRAL AND  
EASTERN EUROPE  
Tallinn, Estonia, 13-15 December 2005

**INFORMATION NOTE FOR PARTICIPANTS**

**1. Opening and registration**

The CBD Clearing-House Mechanism and the EC Clearing-House Mechanism Joint Regional Meeting for Central and Eastern Europe will be held in Tallinn, Estonia from Tuesday, 13 to Thursday, 15 December 2005.

The Meeting will start at 9 a.m. on Tuesday, 13 December, and registration will take place at the venue of the meeting at 8 a.m. the same day.

**2. Venue**

Meeting will be held at Sokos Hotel Viru Conference Centre ([www.viru.ee](http://www.viru.ee))

Viru square 4, Tallinn, Estonia  
Phone: +372 680 9380  
Fax: +372 680 9236  
E-mail: [viru.reservation@sok.fi](mailto:viru.reservation@sok.fi)

Sokos Hotel Viru is located in the very heart of Tallinn. It has 513 guestrooms, conference centre, restaurants, bars and nightclub. The hotel is connected with the most modern and versatile commercial and service centre in Estonia. The wide range of international branded goods, restaurants, bars and fast food restaurants will cater to all tastes.

**3. Working language**

The Meeting will be held in English only.

#### **4. Documents**

Participants are kindly reminded to bring their copies of the pre-session documents.

#### **5. General information on access to Tallinn, Estonia**

Tallinn is easily accessible, with direct flights from 15 cities, frequent ferry connection to Helsinki and Stockholm, bus and train lines. It is easy and convenient to travel to Estonia by using the following means of transport:

##### **By air**

##### **Airport**

Convenient air services make it simple to visit Estonia. The Tallinn Airport, located less than 4 km from the city centre, was reopened in 1999 after thorough renovations bringing it up to modern standards in safety and comfort. The largest airport in Estonia and in the whole Baltics has regular direct connections with 15 cities, having connections to Europe's major cities.

National airlines Estonian Air have direct flights to and from Amsterdam, Berlin, Brussels, Dublin, Frankfurt, Kiev, Hamburg, Copenhagen, London, Manchester, Milan, Oslo, Stockholm, Moscow, and Vilnius.

For further information please see [www.estonian-air.ee](http://www.estonian-air.ee)

Estonian Air has scheduled flights to several major airports in Europe (London, Frankfurt, etc.), which make it is easy to travel to Estonia from all around the Europe by combining different airlines, if necessary.

Many other airlines operate in Estonia besides the national airlines, for example Aero Airlines, Air Baltic, Airest, Avies, City Airline, CSA Czech Airlines, Finnair, flynordic, KLM Royal Dutch Airlines, LOT Polish Airlines, Lufthansa, SAS, etc. easyJet, which is a good option for travellers with a more moderate budget, is also operating in Estonia since 2004.

For further information please see [www.tallinn-airport.ee](http://www.tallinn-airport.ee).

##### **Helicopter flights**

There are also daily copter flights between Helsinki-Tallinn. Copterline flies with 12-seated helicopters on route Helsinki-Tallinn 28 daily scheduled flights on weekdays, 18 on Saturdays and 12 on Sundays. Flight time is 18 minutes.

For further information please see [www.copterline.ee](http://www.copterline.ee) .

##### **By sea**

##### **Ferries and High Speed Vessels**

Tallinn is situated nearby the sea and it makes it possible to reach Estonia by a ferry. The Old Harbour, with four modern passenger terminals, is located at a ten-minute walking distance from the Old Town. There is an excellent sea connection between Finland, Sweden and Germany. Different Estonian and Scandinavian ferry operators like Tallink, Silja Line, NordicJetLine,

Eckerö Line, Viking Line, Seawind Line, etc. offer a wide choice of different ferries and high speed crafts with different prices.

In summer, Tallinn-Helsinki-Tallinn is one of Europe's most frequently travelled sea routes, at 25 trips a day. The duration of a trip to/from Helsinki varies from 1 hour 40 minutes with a high-speed craft to 3 hours with a ferryboat. There are also daily scheduled ferryboat trips to/from Stockholm with modern ferries, which have very convenient conditions as well as interesting entertainment opportunities. Silja Line also operates between Estonia and Germany, there is a scheduled ferry going between Tallinn and Rostock twice in a week.

For further information please see [www.tallink.ee](http://www.tallink.ee), [www.silja.com](http://www.silja.com)

### **By rail**

A scheduled train is going between Moscow and Tallinn. Tallinn railway station is situated in the city centre, next to the beautiful medieval old town and near all major hotels.

For further information please see [www.evrekspress.ee](http://www.evrekspress.ee).

### **By bus and car**

Estonia may also be visited by a coach or car from all around the Europe. Good infrastructure and beautiful nature makes bus and car travel to Estonia through Baltic States also a good experience.

Eurolines Express Coach Network offers scheduled trips from Russia, Latvia, Lithuania and Germany with very reasonable prices. Eurolines connects over 500 destinations, which makes possible to travel to Estonia by bus from almost anywhere. For further information please see [www.eurolines.com](http://www.eurolines.com) and [www.eurolines.ee](http://www.eurolines.ee).

Bus station is also located in the city centre within a walking distance from all major hotels.

### **Local transport**

#### **Public transport**

Buses, trolley buses, trams and minibuses operate regularly from 6 to 23. Tickets can be purchased at news-stands or from the driver.

Taxis can be hailed on the streets or ordered by phone. Taxi ranks are located at major intersections and in front of the larger hotels.

Payment in taxi can be made only in Estonian currency (please use currency exchange at Tallinn Airport, Bus Station or Harbour). Payment by credit card is not acceptable in most taxis, ask before.

Information and ordering at short number 1200, for foreign mobile phones +372 6 120 000. Average price: 1 km 8 EEK.

## **6. Visa/customs**

Participants from countries listed in **Annex A** below require an entry visa for Estonia and are strongly advised to approach the nearest Estonian diplomatic or consular mission in order to secure the required entry visa prior to departure.

Information on visa procedures, including a list of relevant Estonian diplomatic/consular missions abroad, is available on the website of the Estonian Ministry of Foreign Affairs at: [http://www.vm.ee/eng/kat\\_132/2649.html](http://www.vm.ee/eng/kat_132/2649.html).

For the citizens of most of the European countries, a valid passport is all that is required to enter Estonia. Nevertheless, we recommend that you consult the homepage of the Estonian Ministry of Foreign Affairs ([www.vm.ee/eng](http://www.vm.ee/eng)) or contact your local Estonian consulate to ensure that visa is not required. It is each participant's responsibility to acquire the necessary traveling documents. Please make sure that your passport is valid until at least 3 months after your departure date from Estonia. The official invitations needed for a visa will be delivered by the Secretariat at the participant's request.

## **7. Hotel information**

Attached, as **Annex B**, is an indicative list of hotels located in the vicinity of the meeting venue. Further information on hotels in Tallinn Estonia is available at: [www.tallinn.ee](http://www.tallinn.ee)

Participants are kindly reminded that they have to make their own hotel reservations **as early as possible**. To benefit from the special room rates some hotels may be offering, please indicate that you will be attending a CBD meeting when you make your reservation.

## **8. Official languages in Estonia**

Estonian is the official language of Estonia. However, English is widely spoken in Tallinn, as well as Russian.

## **9 Weather and time zone information**

In December, daytime temperatures in Tallinn range between a maximum of -3 and a minimum of - 8°C . You can get full information about climatic conditions from the Estonian Meteorological Institute [www.emhi.ee](http://www.emhi.ee)

Estonia is in the Eastern European Time Zone: GMT + 2 hours.

## **10 Electricity (Voltage)**

The electricity supply is 220 volts AC, 50 Hz. European-style 2-pin plugs are in use

## **11 Currency, banking, credit cards and traveller's cheques**

National currency is Estonian kroon (EEK). Fixed exchange rate: 1 EUR= 15.65 EEK. There are plenty of banks in Tallinn. All banks offer currency exchange services. Currency

exchanges can also be found in the larger hotels, the airport, harbour, railroad station and major shopping centers.

Bank of Estonia: daily fixings [http://www.eestipank.info/dynamic/erp/erp\\_en.jsp](http://www.eestipank.info/dynamic/erp/erp_en.jsp)

### **11.1 Credit cards**

Most hotels, shops and restaurants accept Visa, Mastercard, Eurocard, Diner's Club and American Express. Automated teller machines accepting international credit cards are plentiful. Check with the credit card company for further details before travelling.

### **11.2 Traveller's Cheques**

Traveller's cheques can be exchanged in most banks, but are less likely to be accepted in shops. The most widely accepted traveller's cheques in Estonia are Amex, Thomas Cook and Eurocheque.

### **11.3 Banking Hours**

Banks are open from Monday to Friday between 9.00 and 16.00. Most banks are closed on Saturdays and Sundays. Currency exchange offices are open from Monday to Friday from 09.00 to 18.00 hours; on Saturdays from 09.00 to 15.00 hours. Some are also open on Sundays.

## **12 Disclaimer**

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical insurance for the period of participation prior to departure.

## Annex A

### COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER ESTONIA AS VISITORS

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Citizens of the following countries and territories require a Visa to **VISIT** Estonia

#### **A**

Afghanistan  
Albania  
Algeria  
Angola  
Armenia  
Azerbaijan

#### **B**

Bahrain  
Bangladesh  
Belarus  
Belize  
Benin  
Bhutan  
Bosnia-Herzegovina  
Burkina Faso  
Burundi

#### **C**

Cambodia  
Cameroon  
Cape Verde  
Central African Rep.  
Chad  
China  
Colombia  
Comoros  
Congo, Democratic Republic of the  
Congo, Republic of the  
Côte d'Ivoire  
Cuba  
Cyprus

#### **D**

Djibouti  
Dominica  
Dominican Rep.

#### **E**

East Timor  
Ecuador  
Egypt

#### **E (cont'd)**

Equatorial Guinea  
Eritrea  
Ethiopia

#### **F**

Fiji

#### **G**

Gabon  
Gambia  
Georgia  
Ghana  
Grenada  
Guinea  
Guinea-Bissau  
Guyana

#### **H**

Haiti

#### **I**

India  
Indonesia  
Iran  
Iraq

#### **J**

Jamaica  
Jordan

#### **K**

Kazakhstan  
Kenya  
Kiribati  
Korea, North  
Kuwait  
Kyrgyzstan

#### **L**

Laos  
Lebanon  
Lesotho  
Liberia  
Libya

## **M**

Macedonia  
Madagascar  
Malawi  
Maldives Islands  
Mali  
Marshall Islands  
Mauritania  
Mauritius  
Micronesia, Fed. States  
Moldova  
Mongolia  
Morocco  
Mozambique  
Myanmar (Burma)

## **N**

Nauru  
Nepal  
Niger  
Nigeria

## **O**

Oman

## **P**

Pakistan  
Palau  
Palestinian Authority  
Peru  
Philippines

## **Q**

Qatar

## **R**

Russian Federation  
Rwanda

## **S**

Sao Tomé e Príncipe  
Saudi Arabia  
Senegal  
Serbia and Montenegro  
Seychelles

## **S (cont'd)**

Sierra Leone  
Somalia  
South Africa  
Sri Lanka  
Sudan  
Surinam  
Syria

## **T**

Tajikistan  
Tanzania  
Thailand  
Togo  
Tonga  
Trinidad and Tobago  
Tunisia  
Turkey  
Turkmenistan  
Tuvalu

## **U**

Uganda  
Ukraine  
United Arab Emirates  
Uzbekistan

## **V**

Vanuatu  
Vietnam

## **Y**

Yemen

## **Z**

Zambia  
Zimbabwe

## **Annex B**

### **LIST OF HOTELS WITH INDICATIVE ROOM RATES IN EUROS**

**Note:** Participants should make their bookings **as soon as possible** and indicate that they are attending CBD meetings when making their reservations.

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### LIST OF HOTELS WITH INDICATIVE ROOM RATES IN EUROS

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#### Information about accommodation possibilities

The organisers have pre-reserved some hotel rooms at various rates (see below).

All hotels are located in the centre of Tallinn and are in walking distance from the venue of the meeting. Please note that the rooms at hotels will be held until December 1<sup>st</sup> and after that date accommodation cannot be guaranteed. Reservations will be allocated on a “first-come, first-served” basis.

Please note that a special conference price (except in hotel Lembitu) has been negotiated for your benefit. Price includes breakfast and VAT. This price is valid only if you follow the instructions below.

#### **Sokos Hotel Viru** ([www.viru.ee](http://www.viru.ee))

Phone +372 680 9300

Room type	Special price	Regular rate
Standard single	1250 EEK (80 EUR)	1799 EEK (115 EUR)

Send your request to: [viru.reservation@sok.fi](mailto:viru.reservation@sok.fi)

**NOTE: please use as keyword “KFRE51212”**

Description: Sokos Hotel Viru is located in the very heart of Tallinn. It has 513 guestrooms, conference centre, restaurants, bars and nightclub. The hotel is connected with the most modern and versatile commercial and service centre in Estonia. The wide range of international branded goods, restaurants, bars and fast food restaurants will cater to all tastes.

Location: Meeting venue – meeting is taking place in the same building

Airport 5 km, by taxi 10 minutes

Bus station 2 km, by taxi 5 minutes

Railway station 4 km, by taxi 8 minutes

Harbour 2 km, by taxi 5 minutes

#### **Reval Hotel Central** ([www.revalhotels.com](http://www.revalhotels.com))

Phone +372 6339 800

Room type	Special price	Regular rate
Standard single	931 EEK (60 EUR)	1095 EEK (70 EUR)

Send your request to: [central.sales@revalhotels.com](mailto:central.sales@revalhotels.com)

**NOTE: please use as keyword “Joint meeting”**

Description: Reval Hotel Central is an ideal venue to explore the various attractions on central Tallinn. Located conveniently at the very centre of the city, the hotel is within a short walking distance from the medieval old town, the pulse of Tallinn - the Viru Square, theatres, tourist sights. The hotel has 247 guestrooms, multifunctional studios for meetings, restaurant, bar and coffee shop. The courtyard location guarantees you a peaceful and quiet atmosphere.

Location: Meeting venue – 3 minutes to walk

Airport 7 km, by taxi 15 minutes

Bus station 5 km, by taxi 10 minutes

Railway station 5 km, by taxi 10 minutes

Harbour 1 km, by taxi 5 minutes

#### **Hotel Lembitu** ([www.lembituhotell.ee](http://www.lembituhotell.ee))

Phone. +372 6976 801

## Annex B

### LIST OF HOTELS WITH INDICATIVE ROOM RATES IN EUROS

**Note:** Participants should make their bookings **as soon as possible** and indicate that they are attending CBD meetings when making their reservations.

Room type	Special price	Regular rate
Standard single	not available	650 EEK (42 EUR)

Send your request to [viljam.lembinen@lembituhotell.ee](mailto:viljam.lembinen@lembituhotell.ee)

**NOTE: no pre-reserved rooms**

Description: Hotel Lembitu is located in the city centre of Tallinn. It is a cosy hotel with domestic atmosphere. Hotel has 53 rooms, a bar, a sauna and a chimney hall.

Location: Meeting venue – 6 minutes to walk

Airport 6 km, by taxi 15 minutes

Bus station 2 km, by taxi 10 minutes

Railway station 4 km, by taxi 10 minutes

Harbour 4 km, by taxi 10 minutes