

Circular Note No. 4

The Office of the Deputy Prime Minister and Ministry for Foreign and European Affairs and Trade of Malta and the Maltese OSCE Chairpersonship present their compliments to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe (OSCE), the Mediterranean and Asian Partners for Co-operation, the OSCE Secretariat, the OSCE Institutions, the Parliamentary Assembly of the OSCE, and NGO representatives, and have the honour to provide information on the logistical modalities for NGO participation in the 31st meeting of the OSCE Ministerial Council, taking place in Malta on 5 and 6 December 2024.

1. Venue

The 31st meeting of the OSCE Ministerial Council will be held at the Malta Fairs and Conventions Centre (MFCC), in Ta' Qali, Malta, on 5 and 6 December 2024.

2. NGO facilities

The NGO/Media Centre will be located on the premises of the MFCC. The opening hours are:

Thursday, 5 December: 07:00-20:00

Friday, 6 December: 07:00-17:00

NGO representatives will have free access throughout the NGO/Media Centre but must be escorted to all other parts of the Ministerial Council premises.

The NGO/Media Centre will offer media representatives services and facilities, including:

- Workspaces
- Printers, copiers
- Wi-Fi connection
- Connections for power supply
- Plenary sessions broadcast live on closed-circuit televisions (CCTV) monitors with interpretation.
- NGO/Media Information Desk
- IT Support Desk
- Catering and lounge area

3. NGO accreditation

Participation is only in-person. The entire venue will be a secured area, and access will require an accreditation badge. Accreditation for NGO representatives is mandatory, and no one will be granted access to the venue or NGO/media facilities without a valid badge. Accreditation badges must be always worn visibly at all times and are non-transferable.

NGO representatives wishing to attend the Ministerial Council must register online no later than **Wednesday, 20 November, at 17:00 hrs**. Due to space limitations, registration will be strictly limited and is first come, first served.

The online NGO registration form can be accessed [HERE](#).

To register, please complete the required information and upload a passport photo. NGO representatives will be notified once the registration process is approved in the system. All personal information provided during registration will be processed in accordance with GDPR regulations.

NGO representatives will be notified by email once their accreditation has been granted. Badges for the MC can be collected upon presentation of a valid photo ID on 4 December from 08:00 to 16:00 at Xara Lodge, Triq it-Tigrija, Rabat, Malta. Any NGO representatives arriving after this time may collect their badges from the Accreditation Desk outside the Ministerial Council venue.

Kindly note that NGO registration for the Ministerial Council is separate from registration for the Civic Solidarity Platform Parallel Conference. NGOs wishing to attend both the Ministerial Council and the Parallel Conference on 4 December 2024 *must register separately* for each event.

For questions related to accreditation to the Ministerial Council, please contact: accred.osce@gov.mt

4. Accommodation

NGO representatives may choose their own accommodation. Confirmation and payment for the rooms should be handled directly with the hotel.

5. Live stream

The open plenary sessions at the Ministerial Council will be available via live stream on the OSCE website at: www.osce.org/live.

More information and additional resources will be provided at the Ministerial Council event page: https://www.osce.org/event/mc_2024.

6. Visa requirements

NGO representatives who require a visa to travel to Malta are required to apply for their visa in a timely manner. Prior to their departure, travellers must ensure that they have a valid passport which expires at least six months after their date of departure.

Visa requirements can be found here: <https://consularplus.gov.mt/visa-advice?lang=en>.

Visa application forms can be found here: <https://foreign.gov.mt/schengen-visa-applications/>

Please refer any visa-related queries to visa.mfet@gov.mt.

7. General information

9.1 Electricity voltage

The electricity supply in Malta is 230 volts. The square-fitting standard three-pin, 13 Amp British plugs and sockets are used. A step-down transformer is needed to convert the current to 110-120V. Participants are advised to bring their own electrical adaptors if required.

9.2 Weather in Malta

The climate in Malta is subtropical Mediterranean, with long, hot, dry and very sunny summers and short, mild and slightly rainy winters. In December, the average temperature in Malta ranges from 15°C (59°F) to 19°C (66 °F).

9.3 Banking services and currency

Malta's official currency is the euro. Banking hours are generally Monday to Friday from 09:00 to 17:00. Some banks are open on Saturday mornings. Most internationally recognised currencies and traveller's cheques can be exchanged at commercial banks and at Malta International Airport. Cash

dispensing machines or ATMs are located throughout the country, and major credit and debit cards are widely accepted. ATMs are also located at some hotels.

9.4 International dialing codes

The international dialling code for Malta is +356. International calls made from Malta should be preceded by 00, followed by the national country code.

9.5 Time zone

Malta is on Central European Time (CET), which is one hour ahead of Greenwich Mean Time (GMT) in December.

9.6 Medical help

A medical team will be on standby at the conference venue. The number 112 can be used for all emergencies.

8. Contact information

Any questions related to the logistical modalities of NGO participation in the 31st Ministerial Council may be addressed to the OSCE Chairpersonship, at oscechair2024@gov.mt, clearly indicating “NGO participation at the MC” in the subject of the e-mail.

The Office of the Deputy Prime Minister and the Ministry for Foreign and European Affairs and Trade of Malta and the Maltese OSCE Chairpersonship avails itself of this opportunity, to renew to the Missions and Delegations accredited to the OSCE, the Mediterranean and Asian Partners for Co-operation, the OSCE Secretariat, the OSCE Institutions, the Parliamentary Assembly of the OSCE, and NGO representatives, the assurances of its highest consideration.