SUPPLEMENTARY
M E E T I N G

SUPPLEMENTARY HUMAN DIMENSION MEETING

"ROLE OF DEFENCE LAWYERS IN GUARANTEEING A FAIR TRIAL"

3-4 November 2005
Tbilisi, Georgia

GENERAL GUIDELINES

The modalities for this meeting are set out in accordance with the decision of the Permanent Council (PC.DEC/476, as of 23 May 2002) available on the website.

The Meeting will be held in the Sheraton Metechi Place Hotel, 20 Telavi St, Tbilisi 0103, Georgia, Tel: +995 32 77 20 20, Fax: +995 32 77 21 20, www.sheraton.com/tbilisi or www.sheraton-metechi.com

I. AIM OF THE MEETING

OVERVIEW

The meeting will focus on three main areas:

- Access to Legal Counsel
- Admission to and Regulation of the Bar
- Equality of Parties in Criminal Proceedings

Recommendations may be addressed to the OSCE as a whole, the participating States, OSCE institutions including the Office for Democratic Institutions and Human Rights and to the OSCE field operations.

II. LANGUAGES

Translation will be provided by the host country (Georgia) in the six working languages of the OSCE.

III. PARTICIPATION

Representatives of the OSCE participating States, OSCE institutions and OSCE field operations, representatives of international organizations and representatives of non-governmental organizations and other civil society actors will participate in the Meeting.

The 'partners for co-operation' and the 'Mediterranean partners for co-operation' are invited to attend and contribute with respect to their co-operation and links with the OSCE in the field.

IV. GUIDELINES FOR THE DEBATES

The intention is to develop a free-flowing discussion based on the keynote speeches, introductory remarks, background information and written statements circulated in advance or during the Meeting. To this end, **formal interventions in the form of prepared statements are not envisaged in the course of the Meeting and are discouraged.**

Prepared statements, background documentation, comments or other written materials may be submitted in advance for circulation by the Documents Distribution Centre (elke.lidarik@osce.org), as well as advanced copies for interpreters only.

V. ORGANIZATION

On-line registration for all participants is available at http://meetings.odihr.pl. In case of any questions, please contact Ms. Anna Sierant at Anna.Sierant@odihr.pl or at tel.: +48 22 520 06 00, ext. 4121.

In addition, advance registration will be available on Wednesday, 2 November, from 15:00 till 19:00 in the Sheraton Metechi Palace Hotel, 20 Telavi St, Tbilisi 0103, Georgia.

Due to the early start of the opening plenary (09.00 on Thursday, 03 November), all participants are strongly urged to take advantage of this advance registration, at which they will receive their passes for the meeting venue.

Registration during the Meeting is available at the same place.

VI. SIDE EVENTS

Side events may be held in the course of the two days. Additional information on the content and objectives of any side event, as well as timing and duration will be made available shortly on the website of the Meeting.

VII. VISA MODALITIES

List of countries, having visa-free movement regime with Georgia:

Germany, United States of America, Armenia, Austria, Azerbaijan, Belarus, Belgium, Canada, Cyprus, Denmark, Spain, Estonia, Finland, France, United Kingdom, Greece,

Ireland, Italy, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Luxembourg, Malta, Moldova, Uzbekistan, Netherlands, Poland, Portugal, Slovenia, Sweden, Switzerland, Tajikistan, Czech Republic, Ukraine, Japan, Israel,
Bulgaria (applies to holders of diplomatic passports),
Hungary (applies to holders of diplomatic and service passports),
Romania (applies to holders of diplomatic and service passports),
Slovakia (applies to holders of diplomatic and service passports),
Turkmenistan (applies to holders of diplomatic and service passports),
Turkey (applies to holders of diplomatic, service and special passports),
Egypt (applies to holders of diplomatic, service and special passports);

All other delegation members will be able to obtain visas free of charge at the Tbilisi Airport. Please note that visas can only be provided for those, who have duly and timely registered through **on-line registration at http://meetings.odihr.pl.**

VIII. TRANSPORTATION

Transportation from the airport to the hotels and from hotels to the conference venue will be provided by the host country. Please be informed that fares for taxis from the airport to the hotels will be approximately 30 Georgian Lari (14 .1 EUR) and from the various hotels to the conference venue around 5 Georgian Lari (2.35 EUR). Schedules of the exact departure and arrival times of the shuttle buses will be available in the hotels and at the transportation/information desk in the Sheraton Metechi Palace hotel.

IX. CATERING

Lunch during the first day of the meeting and coffee breaks on both days will be provided.

X. WORKING AREAS

Computers, printers and fax machines for all participants will be set-up in the Piano Bar, located on the 10th floor of the Sheraton Metechi hotel.

XI. ACCOMODATION

Attached you will find a list of hotels. Please note that all hotels are in 15 minutes driving distance from the Sheraton Metechi hotel. Participants are kindly requested to fill in the attached hotel booking form and to send it not later than 15 October 2005 to

e-mail: tbilisiosce@mfa.gov.ge
fax: +995 32 28 48 27
contact:
Mr. Aghi Devadariani
Ms. Kate Gogolashvili

Please do not forget to indicate a hotel of second choice and the arrival and departure date.

HOTELS IN TBILISI				
HOTEL	**ADDRESS**	**PHONE & FAX EMAIL**	**ROOM RATE**	**CAPACITY**
TBILISI MARRIOTT HOTEL	13 Rustaveli Avenue 0108 Tbilisi, Georgia	Phone: +995 32 779 100 Fax: + 995 32 779 110	$135	50 rooms
HOTEL VARAZI	45 Kostava Street 0179 Tbilisi, Georgia	Phone: +995 32 923 722 (11) Fax: + 995 32 92 72 (11)	$70	40 rooms
VERE PALACE HOTEL	24/8 Kichishvili Street 380079 Tbilisi, Georgia	Phone: +995 32 253 340-42 Fax: + 995 32 221 298	$70	20 rooms
HOTEL PRIMAVERA	8 Kuchishvili 0179 Tbilisi, Georgia	Phone: +995 32 25 11 46 Fax: + 995 32 25 11 47	$70	20 rooms
HOTEL SAKARTVELO	12 Petre Melikishvili Street 380079 Tbilisi, Georgia	Phone: +995 32 221 324 Fax: + 995 32 221 218	$70	12 rooms

SUPPLEMENTARY HUMAN DIMENSION MEETING
"ROLE OF DEFENCE LAWYERS IN GUARANTEEING A FAIR TRIAL"
3-4 NOVEMBER 2005
TBILISI, GEORGIA

LODGING FORM
(FOR ALL PARTICIPANTS, INCLUDING NGOs)

Surname:_____Name:_____

Delegation/OSCE Secretariat, Institution, Field Presence/NGO: _____

_____

Address:_____

Postal Code:_____ City_____ Country_____

Phone number: _____Fax Number:_____

E-mail: _____

REQUESTED HOTEL: _____ROOM TYPE:_____

SECOND OPTION HOTEL: _____

ROOM NUMBERS: _____

ARRIVAL DATE:_____DEPARTURE DATE:_____

CREDIT CARD TYPE (VISA, MASTERCARD, AMERICAN EXPRESS):_____

CREDIT CARD NUMBER: _____VALID TO:_____

WORTH CARDS : VISA, MASTERCARD, AMERICAN EXPRESS

Please send the form to
e-mail: tbilisiosce@mfa.gov.ge
fax: +995 32 28 48 27
contact:
Mr. Aghi Devadariani
Ms. Kate Gogolashvili

NOTES:

- **Participants are requested to send their lodging forms to the following e-mail address:** tbilisiosce@mfa.gov.ge or by fax to +955 32 28 48 27. Mr. Aghi Devadariani and Ms. Kate Gogolashvili will take care of processing the reservations with the hotel of your choice.

- Reception of the filled in forms will be confirmed by fax or electronic mail.

- The payment of the lodging will be carried out by participants directly in each hotel. The requested data of the credit card are only to guarantee the reservation.

- In the event of annulment of the reservation 72 hours before or not showing up at the reserved date, you will be charged the amount of one night.

- To guarantee the lodging readiness, you should carry out your reservation **before 15 October 2005.**

XII. FLIGHT SCHEDULE:

In addition, for your convenience, please find the flight schedule of all the flight to and from Tbilisi:

TO TBILISI

MONDAY			
Destination	**Departure**	**Arrival**	**Company**
Moscow	09.35	12.15	Aeroflot
Paris	11.10	17.50	Georgian Airlines
Prague	12.00	17.30	Georgian Airlines
Moscow	12.40	15.05	Georgian Airlines
Tel Aviv	22.15	01.50	Georgian Airlines
Vienna	22.25	03.50	Austrian Airlines
Istanbul	23.00	02.30	Turkish Airlines
TUESDAY			
Destination	**Departure**	**Arrival**	**Company**
Moscow	09.35	12.15	Aeroflot
Athens	12.00	15.45	Georgian Airlines
Prague	12.00	17.30	Georgian Airlines
Moscow	12.40	15.05	Georgian Airlines
Frankfurt	19.30	01.40	Georgian Airlines
Amsterdam	19.40	02.00	KLM
Munich	21.10	02.55	Lufthansa
Vienna	22.25	03.50	Austrian Airlines
Dubai	23.45	03.15	Georgian Airlines

WEDNESDAY			
Destination	**Departure**	**Arrival**	**Company**
Moscow	09.35	12.15	Aeroflot
Amsterdam	10.40	17.10	Georgian Airlines
Moscow	12.40	15.05	Georgian Airlines
Kiev	19.25	22.40	Georgian Airlines
London	21.15	05.20	British Airways
Istanbul	23.00	02.30	Turkish Airlines
THURSDAY			
Destination	**Departure**	**Arrival**	**Company**
Moscow	09.35	12.15	Aeroflot
Vienna	11.10	16.25	Georgian Airlines
Athens	12.00	15.45	Georgian Airlines
Moscow	12.40	15.05	Georgian Airlines
Amsterdam	19.40	02.00	KLM
Munich	21.10	02.55	Lufthansa
Cologne/Bonn	22.15	05.05	Germania
FRIDAY			
Destination	**Departure**	**Arrival**	**Company**
Moscow	09.35	12.15	Aeroflot
Paris	11.10	17.50	Georgian Airlines
Prague	12.00	17.30	Georgian Airlines
Moscow	12.40	15.05	Georgian Airlines
Kiev	19.25	22.40	Georgian Airlines
London	21.15	05.20	British Airways
Tel Aviv	22.15	01.50	Georgian Airlines
Vienna	22.25	03.50	Austrian Airlines
Istanbul	23.00	02.30	Turkish Airlines
SATURDAY			
Destination	**Departure**	**Arrival**	**Company**
Moscow	09.35	12.15	Aeroflot
Amsterdam	10.40	17.10	Georgian Airlines
Prague	12.00	17.30	Georgian Airlines
Moscow	12.40	15.05	Georgian Airlines
Frankfurt	19.30	01.40	Georgian Airlines
Dubai	23.45	03.15	Georgian Airlines
SUNDAY			
Destination	**Departure**	**Arrival**	**Company**
Vienna	11.10	16.25	Georgian Airlines
Moscow	12.40	15.05	Georgian Airlines
Dnepropetrovsk	16.00	19.40	Georgian National
Amsterdam	19.40	02.00	KLM
Munich	21.10	02.55	Lufthansa
London	21.15	05.20	British Airways
Istanbul	23.00	02.30	Turkish Airlines

FROM TBILISI

MONDAY			
Destination	**Departure**	**Arrival**	**Company**
Amsterdam	03.15	06.05	KLM
Munich	03.55	06.00	Lufthansa
Paris	04.45	07.45	Georgian Airlines
Prague	07.00	08.55	Georgian Airlines
Istanbul	05.00	06.35	Turkish Airlines
Moscow	09.00	11.30	Georgian Airlines
London	10.45	13.15	British Airways
Moscow	14.00	16.40	Aeroflot
Tel Aviv	19.00	20.45	Georgian Airlines
TUESDAY			
Destination	**Departure**	**Arrival**	**Company**
Cologne/Bonn	02.30	05.00	Germania
Vienna	04.45	06.20	Austrian Airlines
Istanbul	05.00	06.35	Turkish Airlines
Athens	06.00	08.00	Georgian Airlines
Prague	07.00	08.55	Georgian Airlines
Moscow	09.00	11.30	Georgian Airlines
Moscow	14.00	16.40	Aeroflot
Frankfurt	16.00	17.50	Georgian Airlines
Dubai	19.00	22.20	Georgian Airlines
WEDNESDAY			
Destination	**Departure**	**Arrival**	**Company**
Amsterdam	03.15	06.05	KLM
Munich	03.55	06.00	Lufthansa
Vienna	04.45	06.20	Austrian Airlines
Amsterdam	05.15	07.55	Georgian Airlines
Moscow	09.00	11.30	Georgian Airlines
Moscow	14.00	16.40	Aeroflot
Kiev	17.00	18.15	Georgian Airlines
THURSDAY			
Destination	**Departure**	**Arrival**	**Company**
Istanbul	05.00	06.35	Turkish Airlines
Athens	06.00	08.00	Georgian Airlines
Vienna	06.50	08.30	Austrian Airlines
Moscow	09.00	11.30	Georgian Airlines
London	12.30	15.00	British Airways
Moscow	14.00	16.40	Aeroflot
Tel Aviv	19.00	20.45	Georgian Airlines
FRIDAY			
Destination	**Departure**	**Arrival**	**Company**
Amsterdam	03.15	06.05	KLM
Munich	03.55	06.00	Lufthansa

Paris	04.45	07.45	Georgian Airlines
Cologne/Bonn	05.45	08.35	Germania
Prague	07.00	08.55	Georgian Airlines
Moscow	09.00	11.30	Georgian Airlines
Moscow	14.00	16.40	Aeroflot
Kiev	17.00	18.15	Georgian Airlines
SATURDAY			
Destination	**Departure**	**Arrival**	**Company**
Vienna	04.45	06.20	Austrian Airlines
Istanbul	05.00	06.35	Turkish Airlines
Amsterdam	05.15	07.55	Georgian Airlines
Prague	07.00	08.55	Georgian Airlines
London	08.05	10.35	British Airways
Moscow	09.00	11.30	Georgian Airlines
Moscow	14.00	16.40	Aeroflot
Frankfurt	16.00	17.50	Georgian Airlines
Dubai	22.00	01.30	Georgian Airlines
SUNDAY			
Destination	**Departure**	**Arrival**	**Company**
Vienna	06.50	08.30	Austrian Airlines
Moscow	09.00	11.30	Georgian Airlines
Dnepropetrovsk	13.20	15.00	Georgian National

OSCE
SUPPLEMENTARY
M E E T I N G

SUPPLEMENTARY HUMAN DIMENSION MEETING

"ROLE OF DEFENCE LAWYERS IN GUARANTEEING A FAIR TRIAL"

3-4 November 2005
Tbilisi, Georgia

To non-governmental organisations

Please find attached the agenda, the annotated agenda and general guidelines relating to the upcoming OSCE Supplementary Human Dimension Meeting on "Role of Defence Lawyers in Guranteeing a Fair Trial " to be held at the Sheraton Metechi Palace Hotel in Tbilisi on 3 – 4 November 2005. The documents are also available on the ODIHR web-site at http://www.osce.org/odihr.

The main objective of this Supplementary Human Dimension Meeting is to discuss and make recommendations how to better protect defence lawyers in the role in guaranteeing a fair trial.

NGOs whose activities directly relate to the topic of the Meeting and wish to attend are requested to register on-line for this event by Friday, **14 October 2005.** We encourage NGOs to register on-line at **http://meetings.odihr.pl** if at all possible. Alternatively, you may return a completed NGO registration form by fax at + 48 22 250 06 03.

NGOs are invited to forward this information to other relevant actors in the given field.

Please note that participants can **pick up their passes** for the meeting venue in advance on, Wednesday, 2 November, from 15:00 till 19:00 in the Sheraton Metechi Palace Hotel, 20 Telavi St, Tbilisi 0103, Georgia, Tel: +995 32 77 20 20, Fax: +995 32 77 21 20, www.sheraton.com/tbilisi or www.sheraton-metechi.com, in the main entrance hall.

NGOs may display information materials about their organization on the tables in the lobby of the main meeting room. NGOs may also distribute documents during the Meeting by giving one copy of each document (maximum 3 pages in length) to staff of the Document Distribution Centre. NGOs are encouraged to participate actively in the Working Sessions while limiting their interventions to the specific issues at hand thereby contributing to a genuine discussion.

Unfortunately, the ODIHR is not in a position to provide any financial assistance for NGOs to participate in this Meeting. For your convenience please find attached a list of hotels in Tbilisi. NGOs are kindly requested to make their own hotel arrangements.

For further information please do not hesitate to contact Ms. Anna Sierant, Administrative Assistant, tel: +48 22 520 06 00, ext. 4121 Anna.Sierant@odihr.pl or office@odihr.pl

OSCE

SUPPLEMENTARY
M E E T I N G

NGO

SUPPLEMENTARY HUMAN DIMENSION MEETING
on
ROLE OF DEFENCE LAWYERS IN GUARANTEEING A FAIR TRIAL

Tbilisi, 3 – 4 November 2005

R E G I S T R A T I O N F O R M

(You are encouraged to register via internet: http://meetings.odihr.pl)

Deadline for registration: Friday, 14 October 2005

1. Organization: ……

……

2. Surname: …… **3. First Name (s):** ……

4. Position / Title: ……

5. Date of birth: …… **6. Citizenship:** ……

7. Passport No.: …… **Issued by:** ……

8. Sex: **F e m a l e** **M a l e**

9. Organization address: ……

……

Phone: …… **Fax:** ……

E–Mail: ……

Date: …… **Signature:** ……

NOTE: You are kindly requested to send this registration form duly completed to

OSCE Office for Democratic Institutions and Human Rights
Aleje Ujazdowskie 19, 00-557 Warsaw, POLAND
Fax: (48-22) 520 06 03 Phone: (48-22) 520 06 00
E-mail: Anna.Sierant@odihr.pl

by Friday, 14 October 2005