



REPUBLIC OF ALBANIA
COUNCIL OF MINISTERS



EUROPEAN COMMISSION
DG-ENLARGEMENT

Conference on Donor Co-ordination in the Western Balkans and Turkey 2 – 3 April 2009, Tirana

Administrative arrangements

Secretariat at the European Commission: DG Enlargement, Unit D1

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Council of Ministers of Albania
Department of Strategy and Donor Coordination (DSDC)
Blvd. Deshmoret e Kombit, Nr.1 Tirana, Albania

Location of the Conference

Hotel Sheraton
Sheshi Italia
Tirana, Albania
Tel: +355 (4) 2274707
Fax: +355 (4) 2274711

Timetable (See Agenda for details)



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Thursday 2 April 2009

08.45-09.15	Registration of participants
09.00 – 09:45	Opening Statements
13.00-14.30	Buffet Lunch
17.00	End of the first day

Friday 3 April 2009

09.00	Working group sessions
11.00	Closure and conclusions
13.00 – 14.30	Buffet Lunch
15.00	Trip to Tirana and Kruja

Security/Entry into Conference Center

Each delegate will be issued with a personal badge. For security reasons, participants will be required to wear badges at all times. Access to the conference room will be strictly limited to those participants with badges.

Working Language

The working language of the meeting is English. Interpretation into Albanian and French will be provided.

Participation

Delegations will be limited to **three representatives** per IPA beneficiary. Full contact details of the participants (e-mail address, mailing address, telephone and fax numbers) shall be provided in the attached Registration Form.

The Registration Form should be submitted by e-mail to both Secretariats (**elarg-donor-coordination@ec.europa.eu** and **dsdc@km.gov.al**) latest **by 20 March 2009**. The organisers require this information to ensure that badges can be made up for entry into the room and so that delegates attending the meeting receive notification of documentation in a timely manner.

Services at the conference

At the conference premises, wireless internet will be available and a secretariat will be at your disposal offering internet access, photocopy, scanner, printer and technical assistance.

Documentation and Forms

a) Presentations

Time for statements during the conference will be limited. Speakers are invited to submit their presentations in written form which will be made available during the conference. Statements should be sent **in electronic form** to both Secretariats (**elarg-donor-coordination@ec.europa.eu** and **dsdc@km.gov.al**) **by 27 March 2009**.



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b) Background Documents

The Background Documents for the conference will be posted as soon as available on the webpage of DG Enlargement (http://ec.europa.eu/enlargement/projects-in-focus/donor-conference/index_en.htm) and on DSDC website www.dsdc.gov.al). Some materials, however, may only be available on the day of the meeting. Please, note that delegations wishing to make available other printed background documentation at the meeting should bring the copies directly to the conference.

Accommodation

The meeting organizers have arranged possible accommodation of participants during their stay in Tirana in the hotels below. Please, contact the Secretariat at the Government of Albania (dsdc@km.gov.al) for further information.

Sheraton Hotel and Towers

Sheshi Italia
Tirana
Tel: +355 (4) 2274707
Fax: +355 (4) 2274711
(the conference center)

Rogner Hotel Europapark

Bulevardi Deshmoret e Kombit
Tirana
Tel: +355 (4) 2235035
Fax: +355 (4) 2235050
<http://www.hotel-europapark.com/>
(5 minutes walk from conference center)

Accommodation costs of representatives of donors and international institutions are at their own expense. Accommodation costs of **up to three** representatives per IPA beneficiary will be covered by the European Commission

Dinner

The Government of Albania will host for all participants a dinner with traditional Albanian cuisine that will take place on 2 April 2009 at 19.30 **at Hotel Rogner, Europapark** which is 5 minutes walk from Sheraton Hotel. A folk show with Albanian music and dance will take place during the dinner. The transport to the dinner venue will be arranged by organizers. Two buses will be waiting outside Sheraton Hotel from 19:00-19:20 hrs before dinner and after dinner outside Rogner hotel at the main entrance.

City tour Tirana and Kruja

On the second day, 3 April 2009, after the conference, the participants are invited to join a short trip to visit one of the most historically important Albanian sites, the town of Kruja. The departure for the trip will be at 15.00 h, right after the buffet lunch.

On the way to Kruja the participants will have a quick glance at some of the major historic sites in Tirana as well as its famous colorful buildings. The road trip to the site lasts 1-1.30 h one way (depending on traffic). We plan to spend one hour and a half in Kruja. The trip will take four hours and a half. Information about Kruja Tirana and other Albanian cities will be provided during the conference, materials about business climate and investment opportunities, as well as maps of Tirana and Albania.

Transport

The meeting organizers have arranged transport from and to Airport for participants. Participants are requested to contact Secretariat at the Government of Albania (dsdc@km.gov.al) for further information.