

Meeting of the Permanent
Representatives
(National Secretaries) of the
PS IGC TRACECA



16th Annual Meeting
of the Intergovernmental
Commission TRACECA

9-10 February 2023 | Radisson Blu Iveria Hotel, Tbilisi, Georgia

Version as of 17.01.2023

Information Note

1. Background

TRACECA is an international recognized programme, the members of which are 13 signatories of the Basic Multilateral Agreement on International Transport for Development of the Europe-the Caucasus-Asia (*hereinafter – the MLA*): Armenia, Azerbaijan, Bulgaria, Georgia, Iran, Kazakhstan, Kyrgyzstan, Moldova, Romania, Tajikistan, Türkiye, Uzbekistan and Ukraine.

The Intergovernmental Commission TRACECA (*hereinafter – the IGC*) was established in accordance with the provisions of Article 8 of the MLA to regulate the issues regarding the implementation and the application of provisions of the MLA. The IGC functions as a body of representatives of the high-level government officials of the Parties or their authorized representatives. The purposes of the IGC are to promote the objectives of the MLA, to facilitate the application of its provisions and to supervise their implementation through the Permanent Secretariat.

The IGC is a stable platform for bringing the interests together and finding the optimal ways to build mutually beneficial cooperation, as well as developing solutions in order to give momentum to the further development of TRACECA and close ties between its participants.

The Meeting of the IGC TRACECA is annually organized by the MLA Party assuming the Chairmanship in the IGC TRACECA. In the framework of the Sixteenth Meeting of the IGC TRACECA, the Chairmanship in the IGC will transfer from the Republic of Bulgaria to Georgia.

2. Date and venue

The 16th Annual Meeting of the IGC TRACECA will be held in-person on **February 10, 2023** at **Radisson Blu Iveria Hotel** (*Iveria Ballroom*) in Tbilisi, Georgia.

The Meeting will be preceded by the **Meeting of the Permanent Representatives of the PS IGC TRACECA** (*hereinafter – the PS Meeting*) serving as the Working Meeting of the MLA Parties, which will be held at the same venue on **February 09, 2023**.

For more information, please refer to the Programmes of the PS and IGC Meetings.

3. On-site registration

Registration for the **PS Meeting** starts at **09:30** (GMT+4), for the **16th IGC Meeting** - at **09:00** (GMT+4).

Access to the meeting venue is subject to the presentation of a badge. Badges will be issued at the registration desk located in front of the main entrance to the hall.

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4. Hotel Accommodation¹

Radisson Blu Iveria Hotel, Tbilisi City Centre

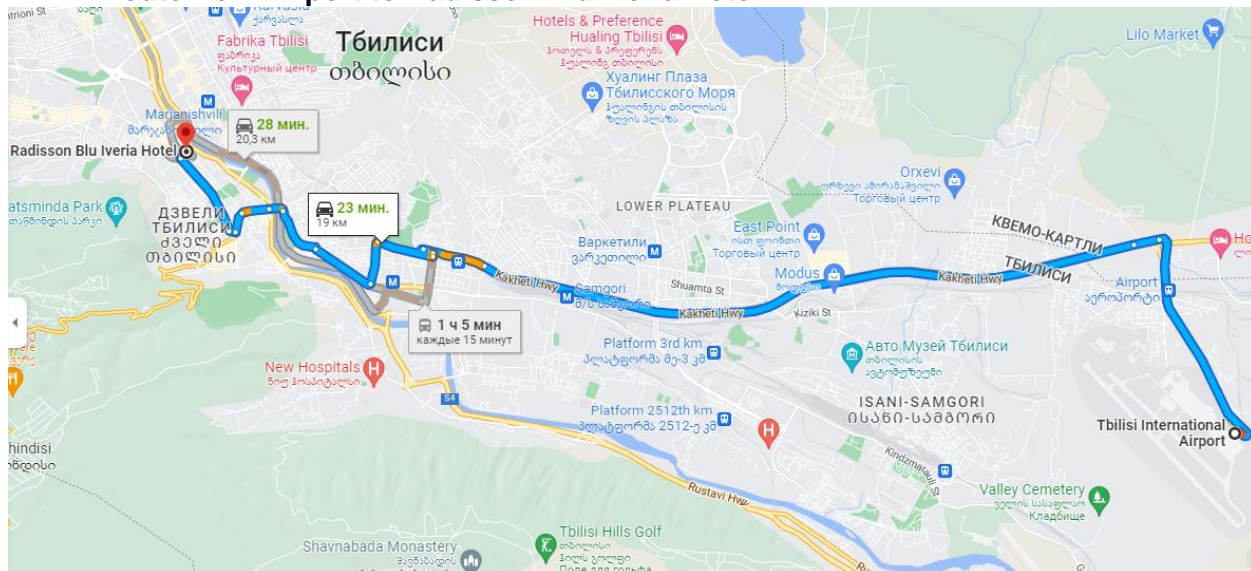
Address: First Republic Square 1, Tbilisi, 108, Georgia

Tel: +995 (322) 402 222

E-mail: tbilisi.ots@radissonblu.com

Website: <https://www.radissonhotels.com/en-us/hotels/radisson-blu-tbilisi>

✓ Route from Airport to Radisson Blu Iveria Hotel



✓ Check-in / check-out information:

Check-In - 15:00

Early arrival after 09:00 till 15:00 –

50% fee of previous day

Early arrival before 09:00 –

100% fee of previous day

Check-Out - 12:00

Late Check-Out till 18:00 –

50% fee of next day

Late Check-Out from 18:00 till 23:00 –

100% fee of next day

Accommodation for Heads of Delegations

- 2 (two) nights from 09 (check-in on Thursday) to 11 February (check-out on Saturday).

Accommodation for National Secretaries and one expert from each MLA Party

- 3 (three) nights from 08 (check-in on Wednesday) to 11 February (check-out on Saturday).

¹ The Permanent Secretariat covers the expenses (accommodation + flight tickets) **only** of representatives of MLA member-states and the signatories of the Agreement on Joint Financing (Head of Delegation, National Secretary and one expert). Nevertheless, the Permanent Secretariat is able to make assistance in booking hotel rooms (in case of availability) for self-payers as well.

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The accommodation package includes

- Super Buffet Breakfast
- Free access to Anne Semonin spa center from 6:00am till 11:00pm daily (indoor & outdoor pool, sauna, steam room, fitness center)
- Complimentary unlimited wireless internet throughout the hotel
- Tea and coffee making facilities in all rooms
- 24-hour room service
- In-room safe.

Please, note that the PS IGC TRACECA provides payments of the rooms only for Heads of Delegations, National Secretary and one expert from each MLA Party within the period indicated in the letter of invitation.

Note: All incidental expenses incurred, such as international telephone calls, drinks, snacks, minibar, etc., are not included in the room rate and will be paid by participants themselves upon check-out.

5. Food

Breakfast is included into the room rate.

Please note that the organizers provide **coffee breaks, lunch** and **dinner** according to the Programme.

6. Visa Application

For visa issues, participants should read carefully information published at the official website of the [Ministry of Foreign Affairs of Georgia](#) or contact the nearest Consular Office of Georgia in their country.

Please inform the Permanent Secretariat of the IGC TRACECA beforehand if visa support is required.

7. COVID-19 requirements

Citizens of any foreign countries, traveling to Georgia via any route (by air, land and sea) **are no longer obliged** to present either Covid-vaccination certificate or PCR-examination negative result report from June 15, 2022.

This information is available on the official website of the [Ministry of Foreign Affairs of Georgia](#).

8. Flights

Flight tickets will be forwarded personally to every participant.

Please keep your boarding passes! They should be transmitted to the PS representatives at the first opportunity.

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9. Airport Reception and Transfer

Transfers will be organised **only** for participants from MLA member states, who had provided their arrival and departure information.

Arrival: Please note that meeting of the **Heads of the Delegation** (level of Minister/Deputy Minister) will be arranged through the VIP-entrance.

All other participants will be waited with “TRACECA” tag in the international arrival hall of the airport.

Departure: The transfer from the hotel to the airport is also organized. A car will be waiting for you 2 hours prior to your departure time.

The exact schedule of airport transfers will be communicated to delegates in advance.

10. Currency, and Foreign Exchange

Georgia's official currency is the Lari (GEL). The current exchange rate is approximately 1USD=2.66 GEL, 1 EUR=2.80 GEL. You can exchange foreign currencies in airport, banks and specialized exchange offices.

11. Dress Code

Business Attire. A group photo will be taken upon First and Closing Sessions according to the Programme.

12. Language

The event will be held in Russian and English. Simultaneous translation will be provided during event.

13. Weather

The average temperature in Tbilisi in February for a typical day ranges from a high of 46°F (8°C) and a low of 26°F (-3°C). Some would describe it as really cold with a gentle breeze. January and February, with an average relative humidity of 71%, are the most humid months in Tbilisi.

14. Local time

Time in Tbilisi: Georgia corresponds to Greenwich (GMT) +04:00.

15. Health Emergency

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Please contact the organizers or hotel reception for any emergency. However, it is advised that participants take necessary precautions before, during, and after travel to the Conference.

16. Contact information

For assistance on all matters concerning the IGC Meeting, you can contact the organizers of the event:

From the PS IGC TRACECA:

Ms. Samira Rafizade

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of International and Internal Affairs Division
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From the Georgian Party:

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