



CENTRE FOR SECURITY COOPERATION

- RACVIAC ADMINISTRATIVE INFORMATION -

Annex D

Event Title	Security Sector Reform, the Good Governance concept (Basics of SSR, introducing the Good Governance principle) 27-29 February 2012, Rakitje-Bestovje, HR
Classification and Type of the Event	SSR-01-S Seminar
Application Procedure	In order to ensure problem-free administration of the entire event, participants are kindly requested to timely and fully complete the Registration form contained in the Annex C and e-mail it to the designated point of contact. Please return completed registration form/s <u>NLT 17th February 2012.</u>
Transportation	The participants are expected to <u>arrive to Zagreb, Croatia on Monday 27th February 2012.</u> RACVIAC will provide transportation from/to Zagreb airport and the Main bus/railway station. A driver with the RACVIAC sign will be waiting for the participants at the exit. The above services will be provided in accordance with the data contained in the submitted Registration forms.
Accommodation	All participants will be accommodated at the Hotel 'Rakitje', Rakitje-Bestovje, HR.
Meals	During the event RACVIAC will provide meals (breakfast, lunch, dinner) and coffee breaks for all participants and lecturers free of charge. <u>The restaurant can provide special dietary food due to religious or medical reasons if it is timely requested for in the Registration form.</u> Participants should note that the Welcome dinner will commence on Monday, 27 th February 2012 at 1930 Hrs.
Finances	Reimbursement of <u>international travel costs from/to respective country to Zagreb</u> for RACVIAC supported countries (AL, BA, ME, MK, RS) will be covered as per individually submitted travel tickets. The participants from those countries are kindly requested that during registration session fill-in the Payment travel expenses form and deliver it to the RACVIAC staff personnel responsible for the Seminar. They will be reimbursed after that at the Finance Office. In case of <u>medical emergencies</u> , costs should be covered by the participant's medical insurance provided by the originating country.
Administrative Services	Regular administrative services will be provided by RACVIAC. <u>Internet access/gym usage:</u> During the breaks or after the working day, Seminar participants can use the computers in the Library room for Internet access. After working hours they can use also the gym. The keys can be collected at the hotel "Rakitje" reception. Any additional administrative requirements must be arranged prior the arrival.
Visas	It is not anticipated that participants will need a visa for entering Croatia. For all information regarding visa requirements for Republic of Croatia please visit the Ministry of Foreign Affairs and European Integration official web site www.mfa.hr .
Point of Contact	Lt Col Neven BAJIC SSR Pillar SME, Activity Coordinator Tel. 00385 1 333 0 853 E-mail Address: nbajic@racviac.org