



Republic of Bulgaria
MINISTRY OF INTERIOR
General Directorate Fire Safety and Civil Protection



Disaster Preparedness and
Prevention Initiative for
South-Eastern Europe (DPPI SEE)

EU MODEX exercises – opportunity for enhancement disaster response preparedness

VIP visit program for EU MODEX Montana 2018 exercise

BULGARIA, Montana 20-22 March 2018

Administrative arrangements

VENUE AND ACCOMMODATION

The accommodation will be arranged in Sofia on 20 and 21 March 2018 in **Vitosha Park Hotel** (<http://www.vitoshaparkhotel.com/>). The accommodation will be arranged by the Host country/ DG Fire Safety and Civil Protection – MoI only upon receipt of timely registrations (submitted to all PoCs indicated **not later than 2nd March 2018**). Host country/hotel will provide transportation from Sofia International Airport to the hotel and back to the airport as well as transport to Montana and way back.

Please note: The participants are expected **to arrive on 20 March and to depart on 22 March** in the morning.

TRAVEL

Arrival point by air: Sofia International Airport: www.sofia-airport.bg

Arrival by car*: Vitosha Park Hotel: 1 Rosario str., 1700 Sofia, Bulgaria

* Participants arriving by car, please indicate in the registration form type of the car and plate number in order to facilitate your border-crossing.

FINANCIAL ARRANGEMENTS

In accordance to DPPI SEE Reimbursement policy, travel, accommodation and meals for 2 participants per DPPI SEE signatory country will be covered by the DPPI SEE budget.

If a participant from any DPPI SEE signatory country will not be able to attend the event, his or her sending authority will have to reimburse any advanced amounts to the DPPI SEE sub-account.

TRAVEL ARRANGEMENTS

TRAVELING BY PLANE

The sending authority is obliged to timely make booking of the flight ticket upon receipt of the Invitation to the event or otherwise, address the booking request to the DPPI SEE Secretariat who will arrange the ticket with the local travel agency in BiH. For bookings arranged by the sending authority, request for payment of the ticket, i.e. reimbursement of costs, should be addressed via email to the DPPI SEE Secretariat while attaching the invoice issued by the respective travel agency and the beneficiary's bank account details (the DPPI SEE Secretariat shall timely provide a relevant Bank Transfer Form to be completed by the beneficiary).

TRAVELING BY CAR

Reimbursement for car travel shall be made based on original and reasonably priced fuel bills (**please note that issue dates on the bills must match those of travel to/ from the venue of the event**). To request cost reimbursement upon the event, the following documents should be submitted to the DPPI SEE Secretariat via email: scanned copies of the bills, the specification of the costs based on the fuel bills and the beneficiary's bank account details (the DPPI SEE Secretariat shall timely provide a relevant forms to be completed by the beneficiary).

The above-mentioned documents need to be sent to the DPPI SEE Secretariat via regular postal service to the address: DPPI SEE Secretariat, Branilaca Sarajeva 34 Str, 71000 Sarajevo, Bosnia and Herzegovina (please do not send it via reference mail).

VISA ARRANGEMENTS

Participants are requested to make their own arrangements with regard to valid travel documents. The participants who need an official letter of invitation for obtaining visa for Bulgaria, please indicate this in the registration form and at least 15 days before travel, contact Host country (DG Fire Safety and Civil Protection - MoI, Ms. Evgeniya Vladimirova, e-mail EVladimirova@mvr.bg, Mrs. Antoaneta Peneva, e-mail: appeneva@mvr.bg).

INTERNET ACCES

Wireless Internet is available free of charge in the hotel and course room.

SOCIAL ACTIVITIES

An official dinner will take place on Wednesday, 21 March, at 20.00 hours at the Restaurant of Vitosha Park Hotel.

LANGUAGE

The official language of the workshop will be English and no translation will be provided.

Points of Contacts:

DPPI SEE Secretariat

Mrs.Vildana Bijedic

Phone: +387 33 218 558

Mob: +387 63 892 486

E-mail: vildana.bijedic@dppi.info

Host country:

Fire Safety and Civil Protection Chief Directorate

– MoI

Ms. Evgeniya Vladimirova

Phone: +3592 960 10 243

E-mail: EVladimirova@mvr.bg

Mrs. Antoaneta Peneva

Phone: + 3592 960 10 293

E-mail: appeneva@mvr.bg