



Republic of Serbia  
MINISTRY OF INTERIOR  
Sector for Emergency Management



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

**Seminar on „*Intervention on the occurrence of accidents and fires in tunnels, roads and railway traffic*“**

***Serbia, Belgrade 12-13 April, 2018***

**Administrative Information**

**VENUE AND ACCOMMODATION**

The seminar on “Intervention on the occurrence of accidents and fires in tunnels, roads and railway traffic” will be held in Serbia, Belgrade from 12 to 13 of April 2018.

The venue of the seminar will be Hotel “M” – Best Western Hotels, 56a Bulevar Oslobođenja, Belgrade, phone: +38111 309 0401. The accommodation will be arranged at the same hotel and only upon timely registration.

**TRAVEL**

Arrival by plane: Belgrade Airport “Nikola Tesla”

By bus: Belgrade Bus Station

Arrival by car: The Hotel “M” – Best Western Hotels, 56a Bulevar Oslobođenja, Belgrade, (parking space available)

GPS coordinates: The Hotel “M” – Best Western Hotels: Latitude: 44.76874, Longitude: 20.47663

Note: The participants are expected **to arrive on 11 April and depart on 13 April in the afternoon**. Serbian authorities will arrange pick-up from/ to the point of arrival/ departure in accordance with the information provided in the registration form.

**FINANCIAL ARRANGEMENTS**

The travel expenses, accommodation and meals for 2 participant of each DPPI SEE Party shall be covered by DPPI SEE budget upon request addressed to the DPPI SEE Secretariat ([vildana.bijedic@dppi.info](mailto:vildana.bijedic@dppi.info)).

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

## **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- Costs reimbursement**

Costs 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 costs 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**

Serbian Sector for Emergency Management will upon participants' request provide an official letter of invitation to the participants that need visa to the Republic of Serbia. Should you have any questions in that respect, please address it to the Sector's point of contact (see below).

## **SOCIAL ACTIVITIES**

Welcome reception will take place on Wednesday, 11 April 2018, at 19:00 hours and official dinner on Thursday, 12 April 2018.

## **LANGUAGE**

The working language of the seminar will be English. Translation into Serbian will be provided.

## **POINTS OF CONTACT:**

### **Sector for Emergency Management**

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### **DPPI SEE Secretariat**

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