



UNOCT



OSCE



HIGH-LEVEL CONFERENCE

International and Regional Border Security and
Management Cooperation to Counter Terrorism and
Prevent the Movement of Terrorists

DUSHANBE, TAJIKISTAN • 18-19 OCTOBER 2022

LOGISTICS NOTE

This Note addresses administrative and logistical matters related to the High-Level Conference on “International and Regional Border Security and Management Cooperation to Counter Terrorism and Prevent the Movement of Terrorists”, to be convened by the Government of the Republic of Tajikistan and the United Nations Office of Counter-Terrorism (UNOCT) on 18 – 19 October 2022 in Dushanbe, Tajikistan.

The Conference is also jointly organized with the Organization for Security and Co-operation in Europe (OSCE), the European Union (EU), the United Nations Regional Centre for Preventive Diplomacy for Central Asia (UNRCCA), the Kingdom of Saudi Arabia, and the State of Qatar.

I. Programme

The High-level Conference will bring together Member States, United Nations Global Counter-Terrorism Coordination Compact entities, international and regional organizations, civil society actors, border security and criminal justice experts, and other stakeholders, for a practical exchange of views on how best to strengthen international and regional border security and management cooperation to counter terrorism and prevent the movement of terrorists, including foreign terrorist fighters (FTFs). It will also analyse new and emerging threats and risks in border security management, drawing on national, regional and global experiences, best practices, and lessons learned, relevant policies, measures, and innovative tools, as well as rule of law-based ‘whole-of-society’ solutions.

The programme will include:

- a) A High-Level Opening Session;
- b) A Ministerial Segment;
- c) Four Thematic Working Sessions focusing on: (I) Regional Border Security Challenges: Identifying Threats, Risks and Avenues for Improvement; (II) The Phenomenon of FTFs and Its Implications for the Central Asian Region and Beyond and Addressing Related Border Security Funding Needs through the support of the International Community;

- (III) Towards Effective Rule of Law Based Border Security Management Strategies and Whole-of-Society Solutions; (IV) Strengthening Regional and International Cooperation on Border Security and Management in the Counter-Terrorism Context: The Way Forward
d) A Closing Session.

For more information on the expected outcomes of the Conference, kindly refer to the **Concept Note** and **Programme**. Also, for all substantive questions, please contact the substantive focal points listed below.

II. Time, Venue and Format

The event will be held on **18 – 19 October 2022 as an in-person Conference**.

The Conference will be held at the State Guest House - “**Kokhi Somon**”.

The address of the venue is:

*122 Rudaki Avenue
Dushanbe, Tajikistan*

III. Registration and Accreditation

Registration procedure:

Official delegations and Participants are asked to register using the [online registration link](#) or visiting the Conference website (www.dushanbectprocess.org) and provide the relevant information.

For any queries regarding Registration, please contact Mr. George Kostakis (kostakis@un.org).

Information on the composition of the delegations and registration maybe be submitted through diplomatic channels by sending the applicable official note to the following e-mails: secretariat@dushanbectprocess.org, dushanbectprocess@mfa.tj, protocol@mfa.tj

However all conference participants must register through the online registration link.

The application deadline is **Friday, 14 October 2022 (close-of-business, New York Time)**.

The organizers of the Conference will prepare ID **badges** based on the information provided by participants through the registration form.

Access to all Conference premises shall be limited to those persons having the corresponding **ID badges** issued by the Conference Secretariat.

IV. Translation and interpretation:

The working languages of the High-Level Conference will be English and Russian.

We kindly ask that all interventions during the Conference be made in one of these languages.

V. Travel Arrangements

Member States, international and regional organizations and United Nations entities are kindly requested to arrange and cover the costs of travel and accommodation for their respective delegations.

Travel support (economy airfare and daily subsistence allowance) is available upon request on a first come-first served basis for a limited number of invited speakers in the programme from Least Developed Countries (LDCs) and civil society organizations to support their in-person participation in the High-level Conference.

VI. Hotel Accommodation

Depending on the level of participation of delegations, the Government of the Republic of Tajikistan will provide hospitality (accommodation, meals and local transport) in the following format:

- Minister/Head of international organizations – **1+1**
- Deputy Minister/Deputy Head of international organizations – **1**
- Other Head of delegation – **1**

Invited guests suited to the categories mentioned above **will be accommodated free of charge** during their official stay in Tajikistan from **17 to 19 October 2022**. The cost of the hotel before and after the official days of stay must be paid by the delegations themselves.

International calls, faxes, dry cleaning, mini-bar and other services are paid by the participants themselves.

*All other conference participants may book their accommodation directly using the list of hotels with negotiated prices as outlined in **Annex I** to this note.*

VII. Arrival and departure

To obtain permission through diplomatic channels to use the airspace of the Republic of Tajikistan and land at Dushanbe International Airport, you must send a diplomatic note with a completed application (<https://mfa.tj/en/main/view/2087/state-protocol>) to the State Protocol Department of the Ministry Foreign Affairs of the Republic of Tajikistan (protocol@mfa.tj) **no later than ten working days before the visit.**

VIII. Information about visas

Visa requirements:

To travel to Tajikistan, participants need to obtain entry visa, exception is citizens of those countries which on the basis of bilateral and multilateral agreements are allowed to enter Tajikistan without visa (<https://www.consular.tj/visa-system-with-foreign-countries.aspx>).

If an entry visa is required, the Secretariat of the Conference will issue a letter of obtaining visa upon request. Then, participants need to fill in an application form on the website www.visa.gov.tj.

Citizens of some countries listed on the website of the Ministry of Foreign Affairs of Tajikistan (<https://www.consular.tj/visa-system-with-foreign-countries.aspx>) can obtain visa in a simplified manner at Dushanbe International Airport upon presenting a Visa Support Letter or an official invitation that should be obtained from the organizers in advance. A Visa Support Letter and invitation will be sent to participants upon their request.

Citizens of all other countries need to obtain a visa before departure at the Embassy, Consulate of the Republic of Tajikistan abroad or to request the Conference Secretariat to facilitate visa issuance upon arrival.

Only citizens of those countries where there are no Embassies and Consular Departments of Tajikistan can obtain a visa upon arrival in Dushanbe. The procedure is the same as described above but they need to choose "Visa on Arrival" from the options in the "Application type" of the Visa Form.

Once the application form is completed participant will get an Application ID number that needs to be sent to visa@consular.tj. Later, participant will receive an additional email- Visa Approval in a couple of days. That means they can receive a visa in the Embassies or Consular Departments of Tajikistan located in their respective countries.

The visa for participants of the Conference is **free of charge**.

Further detailed information is available on the following website sections of the Main Consular Department, Ministry of Foreign Affairs of the Republic of Tajikistan (<https://www.consular.tj>):

1. [The list of foreign countries whose citizens are eligible for visas of the Republic of Tajikistan in a simplified procedure.](#)
2. [List of countries whose nationals require an Evisa or Visa on arrival.](#)
- 2.2. [Instruction for applying for the E-visa](#)
- 2.3. [Instruction for applying for the Visa on arrival](#) (choose "Visa on Arrival" from the options in the "Application type" of the Visa Form).
3. Conference participants are encouraged to obtain visas at the nearest [diplomatic missions and consulates](#).

If you require any further information/assistance, please feel free to contact visa@consular.tj.

IX. COVID-19 Health and Safety Requirements

Due to the situation with the COVID-19 pandemic, the organizers of the Conference will take certain restrictive measures and activities.

A group of medical workers from the Ministry of Health and Social Protection of the Republic of Tajikistan will be constantly present both at the airport and in the meeting rooms, as well as in places of residence to carry out measures to combat COVID-19.

Below are the steps to be taken during the event:

- All conference participants are requested to provide the results of a valid PCR test no more than 48 hours prior to arrival;
- All conference participants, upon arrival at the International Airport of Dushanbe, will take PCR tests free of charge;
- COVID-19 protection measures will be strictly observed at the airport in Dushanbe;
- All vehicles will be disinfected after each use;
- Hand sanitizers will be available at various locations in conference rooms and accommodations;
- Guests having positive test results are not allowed into the meeting rooms;
- If your test result is positive, you will be isolated in a hotel and will be under the supervision of a team of doctors from the Ministry of Health and Social Protection of the Republic of Tajikistan.

X. Local Transportation:

Depending on the level of participation of delegations, the Government of the Republic of Tajikistan will provide the vehicles for local transportation of delegations from 17-19 October 2022 based on the following provisions:

Ministerial/ Head of international organizations level

- *One car (VIP) for the Head of delegation;*
- *One car for protocol;*
- *One car for members of delegation (minibus);*

Deputy Minister/ Deputy Head of international organizations level

- *One car for the Head of the delegation.*

Transport will be organized for delegations upon arrival/departure from/to the airport. Shuttle buses will be provided to transport other delegates from the hotels to the Conference venue and back to the hotels.

If necessary, the diplomatic mission of the relevant state in the Republic of Tajikistan can submit an application to the State Protocol Department of the Ministry of Foreign Affairs of the Republic of Tajikistan to rent the required number of additional vehicles.

A diplomatic mission can also use up to 2 of its own vehicles. In this case, it is necessary to provide the state protocol department of the Ministry of Foreign Affairs of the Republic of

Tajikistan in advance with the following information: car make and model, state number plate, full name of driver.

XI. Statements and Speakers List

Speakers in the programme are kindly invited to deliver remarks within the time limit indicated in the programme. In order to facilitate the work of the interpreters, speakers are requested to provide a copy of their statement in advance. **Please send the statement to Ms. Saule Mektepbayeva (saule.mektepbayeva@un.org) by 14 October 2022.** Speakers should also indicate if their statement may be posted on the UNOCT Conference website after the delivery of the statement.

All participants (Member States, international and regional organizations, UN entities and CSOs) are also invited to provide maximum three-minute remarks during the thematic working sessions of the Conference. The three-minute time limit will be strictly enforced. An opportunity to speak for a second time during the Conference will be provided if all the first-time speaking requests are exhausted.

A list of pre-established speakers will be maintained strictly on the principle of seniority and on a “first come, first served” basis.

Participants interested in making an intervention during the thematic sessions are kindly requested to register for inscription on the speakers list through **this [link](#)** or visit the Conference website (<https://www.dushanbectprocess.org/>) **by close of business (COB) NY time 14 October 2022** indicating the session in which they would like to make an intervention. Upon inscription, delegations are kindly requested to indicate if their statements, if written, may be posted on the UNOCT website after the delivery of the statement.

XII. Side Events

There will be an opportunity for limited number of side-events on the margins of the Conference. Delegations wishing to organize side-events during the Conference should contact UNOCT and host country focal points. Regarding side-events, please contact Ms. Kamila Nazirmadova from the Ministry of Foreign Affairs of Tajikistan (k.nazirmadova@mfa.tj) and Ms. Saule Mektepbayeva from UNOCT (saule.mektepbayeva@un.org).

XIII. Bilateral Meetings

If necessary, informal consultations (bilateral meetings) can be organized on the margins of the Conference. Due to the limited number of rooms, delegations are required to notify the organizers in advance and send relevant requests to secretariat@dushanbectprocess.org, dushanbectprocess@mfa.tj.

XIV. Security

As for every UNOCT co-organized event, the Government of Tajikistan in its role of Host Country is the main responsible entity for guaranteeing the security of the event. For that reason, Specific Security Measures and accreditation will be in place for the Conference and participants to ensure a smooth safe and secure access control to the venue. UNOCT and its

Security team will assist the security coordination with the Host country and United Nations Security Management System (UNSMS) participants. **UN personnel** will be required to follow UNSMS policies and procedures, including UNSMS Travel advisories (TRIP travel clearances must be requested **no later than seven days before the trip, detailing hotels and flights**).

If a protected person (e.g. high ranked official) is escorted by security officers of a foreign state with firearms, their diplomatic mission should send an official note with a completed application (<https://mfa.tj/en/main/state-protocol>) to the State Protocol Department of the Ministry of Foreign Affairs (protocol@mfa.tj) with a request to ensure the security of the protected person and to issue a permit for the import, carrying and export of weapons by security officers of a foreign state **no later than ten working days before the visit**.

Employees of foreign security services who arrive with weapons must always have with them a permit issued to them to import (export) and carry weapons in the territory of the Republic of Tajikistan.

Please do not hesitate to contact the focal points for security:

- Host Country Security Focal point for the Conference (Member States Coordination):
 - Mr. Shodiev Abubakr +99 237 221 9931; E-mail: protocol@mfa.tj
- UN Event Security Coordinator (UN ESC) / UNOCT Head Security Team (UNOCT and UNSMS Security Coordination):
 - Mr. Jose Miguel Sobron Puelles +1 917 365 7908 E-mail: sobron@un.org

XV. Media

The Conference will be promoted by the Committee on Television and Radio Broadcasting under the Government of the Republic of Tajikistan in close collaboration with UNOCT and the United Nations Department of Global Communications (DGC) through media and social media.

The opening and closing of the event and made available on demand on UN Web TV (<http://webtv.un.org>).

Tajikistan state television channels and UNOCT will record all sessions and may use **screenshots and/or videos taken** from the event for promotional and internal purposes. If you do not wish to appear in these photos online or on social media, please contact our communication focal points in the list below.

More information on the Forum can be found on the:

- Conference website page on www.dushanbectprocess.org;
- Website and social media pages of the Ministry of Foreign Affairs, Republic of Tajikistan:
 - Web (www.mfa.tj),
 - Facebook (facebook.com/mfa.tj);
 - Telegram (t.me/mfa_tj);
 - Twitter (@MID_Tajikistan, @MOFA_Tajikistan)

Instagram (instagram.com/mfa.tajikistan)

- The [UNOCT website](#)
- UNOCT Twitter account (@UN_OCT),
- The official hashtags for the Conference are:
#DushaneCTprocess, #UNiteToCounterTerrorism
- A dedicated Trello Board will be maintained updating material on a regular basis, including a communications guidance note as well as branding and social media assets

Member States and Speakers are responsible for the communications aspects of their respective presentations.

Media Accreditation and Requirements

The representatives of local and foreign media (including personal press representatives of the heads of delegations) are kindly requested to contact the Information and Press Department of the Ministry of Foreign Affairs of Tajikistan in regard to their participation in the media coverage of this event and provide the relevant information to pressaccreditation@mfa.tj e-mail address (Tel: +992-37-221-43-69; +992-37-221-83-95) by **15 September 2022**.

Furthermore, the media representatives are required to go through the registration process on the official Conference website (<https://www.dushanbectprocess.org/>) by **30 September 2022**.

Required information to be provided to Department of Information and Press, MFA Tajikistan:

- Representatives of local and foreign media **accredited** in the Ministry of Foreign Affairs are kindly requested to provide the following data:
 - Full Name of Media Representative;
 - Position;
 - Name of the Media Agency;
 - A photo 3.5x4.5 cm (300 dpic, JPEG).
 - An e-mail address.
- Representatives of foreign media **not accredited** in the Ministry of Foreign Affairs are kindly requested to provide the following data:
 - A note verbal or letter of accreditation request on official letterhead by the head of media outlet enclosed with the list of the media representatives, indicating full names and positions, as well as the list of technical equipment/electronic devices;
 - A photo 3.5x4.5 cm (300 dpic, JPEG);
 - A copy of the passport;
 - Information about the Media Agency;
 - A biography of the correspondent (CV);
 - A filled-in version of the [Media Accreditation Application Form](#);
 - An e-mail address.

The admission of media representatives to official events will be carried out according to the list and an identity document.

For any other query, kindly contact the communications focal points.

XVI. Accompanying persons

Each official Member State delegation will be assigned accompanying persons (Liaison Officers) who will assist the delegations throughout their stay in Tajikistan. Contact details and names of accompanying persons will be additionally presented by the Secretariat.

XVII. General Information

Currency

The unit of currency in the Republic of Tajikistan is the Tajikistan Somoni (TJS). Information on exchange rates is available on the website of the National Bank of Tajikistan (www.nbt.tj). Currency exchange points are available in banks, hotels and at the airport. ATMs are available in most banks, hotels and shopping malls. Hotels accept credit cards.

Airlines

Regular international flights are carried out to Dushanbe International Airport from the following major cities: Almaty, Dubai, Istanbul, Mashhad, Moscow, New Delhi, Novosibirsk, St. Petersburg, Tehran, Tashkent, München etc. More detailed information on international flights is available on the website of the Dushanbe International Airport at: <http://airport.tj/into/en/>.

Air transportation is carried out by both national and international carriers.

Communication

International code for Tajikistan: +992

Emergency services: 01 for Fire, 02 for Police and 03 for Ambulance Services.

Time Zone

Dushanbe is located on the GMT+5 time zone.

Electric supply

The standard voltage is 220 V and the frequency is 50 Hz. Plug points are the same as in Europe.

Important Information

While staying in Tajikistan, participants are expected to respect the laws and regulations of the country. The organizers will not be responsible for legal support of any misconduct or illegal acts of meeting participants during their stay.

XVIII. Focal Points

	United Nations	Republic of Tajikistan	
Event Coordination and Substantive Questions	<p>Mr. Muhammad Rafiuddin Shah E-mail: Shah4@un.org</p> <p>Mr. Rajiv Ramlal E-mail: ramlalr@un.org</p> <p>Ms. Saule Mektepbayeva E-mail: saule.mektepbayeva@un.org</p>	<p>Mr. Hotam Qurbonov E-mail: khotam88@gmail.com</p> <p>Mr. Sahobiddin Sadriddinzod E-mail: s.sadriddinzod@mfa.tj</p> <p>Mr. Gholibjon Gulov E-mail: Gholibjon.Gulov@gmail.com</p>	
Protocol-related issues	<p>Mr. Rajiv Ramlal E-mail: ramlalr@un.org</p> <p>Ms. Saule Mektepbayeva E-mail: saule.mektepbayeva@un.org</p>	<p>Protocol coordination: Mr. Mirzoev Iskandar +992372219935</p> <p>Hotel accommodation: Mr. Gadoev Sadriddin Mr. Sohibov Zafar +992372219931</p> <p>Vehicles: Mr. Akhmedov Abdulhaq +992372216105</p> <p>Flight clearance: Mr. Rahmonov Firuz Mr. Sanginov Firdavs +992372271907</p> <p>Security/permits to carry weapons: Mr. Shodiev Abubakr +992372219931</p>	<p>State Protocol Department, Ministry of Foreign Affairs of the Republic of Tajikistan</p> <p>E-mail: protocol@mfa.tj</p>
Logistical and technical coordination	<p>Mr. Rajiv Ramlal E-mail: ramlalr@un.org</p> <p>Ms. Saule Mektepbayeva E-mail: saule.mektepbayeva@un.org</p>	<p>Conference Secretariat E-mail: dushanbectprocess@mfa.tj</p> <p>Mr. Firuz Kosimov E-mail: firuz.kosimov@mfa.tj</p> <p>Mr. Mehrobjon Yoqubi</p>	

	Mr. George Kostakis Email: kostakis@un.org	E-mail: mehrobjon@mfa.tj
Media and Public Information	Ms. Laurence Gerard E-mail: gerardl@un.org Ms. Helen Lai E-mail : helen.lai@un.org Ms. Anna Fritzsche E-mail : fritzsche@un.org	Conference Secretariat E-mail: dushanbectprocess@mfa.tj Department of Information and Press, Ministry of Foreign Affairs of the Republic of Tajikistan E-mails: Informdepartment@mfa.tj pressaccreditation@mfa.tj
Security	Mr. Jose Miguel Sobron Puelles E-mail: sobron@un.org	Mr. Shodiev Abubakr +992372219931; E-mail: protocol@mfa.tj