



DDLGN F2F Event 2018 – Logistics Note for Participants

Kyiv / Ukraine, 14 - 17 May 2018

Location

The F2F will take place in the Ukrainian capital of Kyiv, at the Radisson Blu Hotel (<https://www.radissonblu.com/en/hotel-kiiev>), located on Yaroslaviv Val Street in the historic heart of the city.

Flights

There are two airports in Kyiv – Boryspil and Zhuliany. Most international flights operate to and from Boryspil International Airport (KBP; <https://kbp.aero/en/>), located some 29 km outside of Kyiv. The International Airport Kyiv (IEV; <http://iev.aero/en/>), close to the city center, is mainly used by low-cost airlines. Kyiv is well connected with most European cities such as Paris, Amsterdam, Brussels, Vienna, London, Frankfurt as well as Zurich and Geneva. There are also direct flights to Istanbul, Tel Aviv, Dubai, Cairo, Baku, Almaty, Beijing, New York and other cosmopolitan cities. Most direct flights are operated by Ukrainian International Airlines (UIA), but international airlines such as Air France, KLM, Lufthansa, Austrian Airlines, British Airways and Turkish Airlines also operate in Ukraine.

Visa

Citizens of the European Union, Switzerland, the USA and Canada do not require a visa to enter Ukraine. The complete list of visa requirements for Ukraine can be found here: <http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners>. If you need a visa to travel to Ukraine, please contact the Ukrainian Embassy in your country well in advance.

Participants who do not have the possibility to get a Ukrainian visa in their country will be able to send their passport and visa application to the competent Ukrainian Embassy in a neighboring country. In such cases the following information has to be provided:

1. *Name and surname*
2. *Gender*
3. *Citizenship*
4. *Date of birth*
5. *Passport number and expiry date*
6. *Country where the visa can be issued (in some cases there might be two countries with UA Embassies where visa issuance is possible, please indicate which one is more suitable)*
7. *Name of the Swiss representation (Embassy/Cooperation Office) you work for*
8. *Contact information (e-mail, landline or mobile number)*

Kindly provide the above data together with the registration form by the end of January 2018.

This information will be forwarded by the Swiss Embassy in Kyiv to the Ukrainian Ministry of Foreign Affairs which will then inform the concerned Ukrainian diplomatic representations. After that you can contact the respective Ukrainian Embassy and apply for a visa by post.

Costs

The **DDLGN will cover all costs related to the workshop itself** (conference rooms, documentation, field visit, transfer to/from the airport etc.), incl. all lunches and coffee breaks as well as one welcome reception and one joint dinner between 14 and 17 May 2018.

Kindly let us know in advance if you have **any dietary restrictions**. Please note that one of the main ingredients of Ukrainian traditional cuisine is meat (incl. pork).

All **remaining costs** should be covered by the budget of your respective Swiss Representation, like for any other duty trip. Such costs include:

- Accommodation (including breakfast) of EUR 90/night. This is a special rate offered by the hotel to the FDFA
- Dinners, except one joint dinner as mentioned above
- Other meals and drinks (eg minibar) not directly related to the workshop
- Laundry services, phone calls, faxes etc.
- Any other costs or costs occurred outside the above-mentioned dates

Registration

Please register for the event by filling in the separate **Registration Form** and sending it **at the latest by 31 January 2018** to:

Ms. Christa ROMAGNINI (RRC)
Assistant to the Focal Point DDLGN
SDC Headquarters, Berne, Switzerland
christa.romagnini@eda.admin.ch
Phone: +41 58 462 12 50

After registration all participants will receive an **invitation/support letter from the Swiss Embassy in Kyiv**.

Security

The security situation in Kyiv is **generally good**, despite the ongoing armed conflict in the east of the country. Please note that the conflict zone is more than 500 kilometers away and hence is not affecting the daily life in the capital. As in any international city, however, it is recommended to follow basic precaution rules to avoid pickpocketing and other petty crime, especially in crowded areas such as the metro.

To get a general briefing on the security situation in Ukraine, please check the **FDFA travel advice**: <https://www.eda.admin.ch/countries/ukraine/en/home/travel-advice/current-situation.html>

Money

The country's currency is the **Ukrainian Hryvnia** (UAH). In general, restaurants and hotels accept credit cards. US dollars or euros can easily be exchanged at one of the numerous exchange offices, banks or bigger hotels. It is recommended to choose an ATM within a building or an ATM which is permanently built into the wall of a bank (as cases of fraud are quite common).

Approximate exchange rates (as of January 2018):

1 CHF = 28 UAH

1 USD = 28 UAH

1 Euro = 33 UAH

Taxis

There are usually taxis waiting at the sidewalks for customers. Taximeters are still not standard, the price should therefore be negotiated before entering a taxi. Common prices are UAH 80-100 for a trip within the city center.

It is also possible to call taxis in advance, however, the call centers usually answer only in Ukrainian or Russian. Examples of taxi companies in Kyiv include Elite Taxi: (044) 248 8 248 (English speaking operators available) and Oxi Taxi (electric cars only): (044) 323 48 48. The transfer from/to the airport costs about UAH 500. Uber is operating in Ukraine as well.

Tourism

The capital Kyiv is well known for its rich cultural life. Recommended are plays at the beautiful Opera (50, Volodymyrska Street; <http://www.opera.com.ua/en>) as well as concerts at the National Philharmonic (2, Volodymyrsky Decent; <http://www.filarmonia.com.ua/en>) or at the House of Organs (77, Velyka Vasylkyvska Street; <http://www.organhall.kiev.ua/>). Usually, performances start at 19:00 hrs.

For more information about Kyiv please check: https://www.inyourpocket.com/kyiv/Tourist-Information_70348f

Participants who would like to stay in Kyiv and/or the rest of Ukraine on a private basis before or after the event are kindly asked to make travel arrangements on their own.

There are plenty of tourism websites and travel agencies about Ukraine/Kyiv, for example:

<https://www.mysteriouskiev.com/>

www.enjoy-ukraine.com

<https://www.tourkiev.com/>