



铁路合作组织委员会  
波兰共和国  
00-681 华沙  
霍扎街63/67号

КОМИТЕТ ОРГАНИЗАЦИИ  
СОТРУДНИЧЕСТВА  
ЖЕЛЕЗНЫХ ДОРОГ  
ул. Хожа 63/67  
00-681 Варшава  
Республика Польша

KOMITEE DER ORGANISATION  
FÜR DIE ZUSAMMENARBEIT  
DER EISENBAHNEN  
ul. Hoża 63/67  
00-681 Warszawa  
Republik Polen

COMMITTEE OF THE ORGANISATION  
FOR CO-OPERATION  
BETWEEN RAILWAYS  
ul. Hoża 63/67  
00-681 Warsaw  
Republic of Poland

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[www.osjd.org](http://www.osjd.org)

CT7/10/18

Warsaw, 14 September 2018

**Ministers of Foreign Affairs  
of Member States of the Organization  
for Co-operation of Railways**

**OSJD Members**

**Federal Republic of Germany,  
UNECE ITC, UNESCAP,  
DG MOVE,  
Eurasian Economic Commission,  
OTIF, ECO,  
CIT, UIC, CCTT,**

*For information:*

**Members of Conference of General Directors  
(Plenipotentiary representatives) of OSJD Railways**

**Honourable Ministers!  
Ladies and Gentlemen!**

Pursuant to article 10, paragraph 1 of the Rules of Procedure of the International Conference on adopting the text of the Convention on Direct International Railway Traffic and following the decision taken by the first session of the Conference and in accordance with the decision of the IV Session of the Conference, I hereby **convene the V Session of the Conference from 19 to 23 November 2018 in the city of Warsaw** (Republic of Poland) in the "Marriott" Hotel. The Session begins at 09.00 a.m. Please find attached draft agenda and work procedure for the Conference.

The Conference participants with the right to vote must have their required credentials in accordance with article 2, paragraph 2 of the Rules of Procedure of the Conference, i.e. the credentials must be issued either by the Head of State or Government or by the Minister of Foreign Affairs.

The Conference participants will be accommodated in the "Marriott" Hotel with which an agreement has been concluded on comprehensive services. The hotel is located in the heart of the city near the central railway station "Warszawa Centralna".

The agreed reduced price for a single room is equal to 530 Polish zloty (about 123 Euros according to the current exchange rate), for a double room - 575 Polish zloty (about 134 Euros according to the current exchange rate), for an apartment – 907 Polish zloty (about 211 Euros according to the current exchange rate), including VAT.

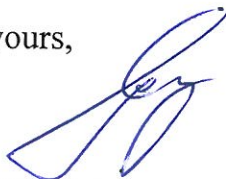
The Conference participants that require visa must have personal invitations from OSJD Committee to show them in the Embassies of the Republic of Poland. Visas are not issued at the Warsaw airport.

Please find attached Applicant Form for a Conference participant, which we kindly request you to complete and send it to the OSJD Committee **before 24 October 2018** by e-mail as follows: [osjd@osjd.org.pl](mailto:osjd@osjd.org.pl) and by fax: +4822 621 94 17 or +4822 657 36 55. If Applicant Forms have not been submitted before the indicated deadline, the hotel will not guarantee the said prices and available rooms. An uncanceled reservation of a hotel room entails the obligation to pay for the entire period.

For further information on organizational matters please contact OSJD Committee's representatives as follows:

- Mr. B. Szczerbinski – Head of Administration Office (incl. visa-related issues)  
Tel. (+4822) 657 36 33 or 657 36 34  
E-mail: [szczerbinski@osjd.org.pl](mailto:szczerbinski@osjd.org.pl)
- Mr. S. Car – Committee Legal Officer  
Tel. (+4822) 657 36 22  
E-mail: [car@osjd.org.pl](mailto:car@osjd.org.pl)

Sincerely yours,



Tadeusz SZOZDA  
Chairman of OSJD Committee

Attachments to letter No. CT7/10/18 dated 14 September 2018:

1. Draft agenda of the Conference
2. Draft Work Procedure of the Conference
3. Applicant Form for Conference participants

**AGENDA**  
**V Session**  
**International Conference on Adopting the Text of the Convention**  
**on Direct International Railway Traffic**  
*(19-23 November 2018, Warsaw, Republic of Poland)*

1. Adoption of the agenda of the V Session.
2. Election of the Deputy Chair of the Conference from the Republic of Poland.
3. Organization of work of the Working Group established at the IV Session of the Conference.
4. Discussion of the text of the Convention on Direct International Railway Traffic.
5. Date and agenda of the VI Session of the Conference.

## **WORK PROCEDURE**

### **V Session**

#### **International Conference on Adopting the Text of the Convention on Direct International Railway Traffic**

*(19-23 November 2018, Warsaw, Republic of Poland)*

#### **19 November, Monday**

- |               |  |
|---------------|--|
| 09:00 – 10:00 | Registration of participants to the Conference at the entrance to the Hall “Grand Ballroom”, “Marriott” Hotel; submitting the credentials to the Secretariat of the Conference |
| 10:00 – 11:00 | Opening the Session of the Conference, discussion of organisational and procedural issues ( <i>Hall “Grand Ballroom”, “Marriott” Hotel</i> )                                   |
| 11:00 – 11:30 | Coffee-break   |
| 11:30 – 13:00 | Session of the Conference ( <i>Hall “Grand Ballroom”, “Marriott” Hotel</i> )   |
| 13:00 – 14:30 | Lunch ( <i>Restaurant “Lilla Weneda”, “Marriott” Hotel</i> )   |
| 14:30 – 16:00 | Session of the Conference ( <i>Hall “Grand Ballroom”, “Marriott” Hotel</i> )   |
| 16:00 – 16:30 | Coffee-break   |
| 16:30 – 18:00 | Session of the Conference ( <i>Hall “Grand Ballroom”, “Marriott” Hotel</i> )   |

#### **20 November, Tuesday**

- |               |  |
|---------------|--|
| 09:00 – 11:00 | Session of the Conference ( <i>Hall “Grand Ballroom”, “Marriott” Hotel</i> ) |
| 11:00 – 11:30 | Coffee-break   |
| 11:30 – 13:00 | Session of the Conference ( <i>Hall “Grand Ballroom”, “Marriott” Hotel</i> ) |
| 13:00 – 14:30 | Lunch ( <i>Restaurant “Lilla Weneda”, “Marriott” Hotel</i> )                 |
| 14:30 – 16:00 | Session of the Conference ( <i>Hall “Grand Ballroom”, “Marriott” Hotel</i> ) |
| 16:00 – 16:30 | Coffee-break   |
| 16:30 – 18:00 | Session of the Conference ( <i>Hall “Grand Ballroom”, “Marriott” Hotel</i> ) |



### 21 November, Wednesday

09:00 – 11:00	Session of the Conference (Hall “Grand Ballroom”, “Marriott” Hotel)
11:00 – 11:30	Coffee-break
11:30 – 13:00	Session of the Conference (Hall “Grand Ballroom”, “Marriott” Hotel)
13:00 – 14:30	Lunch (Restaurant “Lilla Weneda”, “Marriott” Hotel)
14:30 - 16:00	Session of the Conference (Hall “Grand Ballroom”, “Marriott” Hotel)
16:00 - 16:30	Coffee-break
16:30 – 18:00	Session of the Conference (Hall “Grand Ballroom”, “Marriott” Hotel)

### 22 November, Thursday

09:00 – 11:00	Session of the Conference (Hall “Grand Ballroom”, “Marriott” Hotel)
11:00 – 11:30	Coffee-break
11:30 – 13:00	Session of the Conference (Hall “Grand Ballroom”, “Marriott” Hotel)
13:00 – 14:30	Lunch (Restaurant “Lilla Weneda”, “Marriott” Hotel)
14:30 - 16:00	Session of the Conference (Hall “Grand Ballroom”, “Marriott” Hotel)
16:00 - 16:30	Coffee-break
16:30 – 18:00	Considering the text of the Minutes of the Conference (Hall “Grand Ballroom”, “Marriott” Hotel)

### 23 November, Friday

09:00 – 10:30	Considering the text of the Minutes of the Conference (Hall “Grand Ballroom”, “Marriott” Hotel)
11:00 – 12:00	Signing of the Minutes of the Conference (Hall “Grand Ballroom”, “Marriott” Hotel)

**APPLICANT FORM**  
**International Conference on adopting the text of the Convention**  
**on Direct International Railway Traffic**

(Warsaw, Republic of Poland, 19-23 November 2018)

Country \_\_\_\_\_

Sir Name, Name \_\_\_\_\_  
(in Latin letters as well)

Place of work, position \_\_\_\_\_

Telephone, fax, e-mail \_\_\_\_\_

Passport No & Series \_\_\_\_\_

Date & time of arrival in Warsaw \_\_\_\_\_

Train No. \_\_\_\_\_ Flight No. \_\_\_\_\_

Date & time of departure from Warsaw \_\_\_\_\_

Train No. \_\_\_\_\_ Flight No. \_\_\_\_\_

Do you require invitation for visa?

Yes ☐

No ☐

If yes, then:

Date & place of birth \_\_\_\_\_

Nationality \_\_\_\_\_ Sex M ☐ F ☐

Home address \_\_\_\_\_

Place of visa issue \_\_\_\_\_

Request to book from \_\_\_\_ November to \_\_\_\_ November 2018 a room in Marriott hotel:

Room	Single room	Double room	Apartments
Price	530 PLN	575 PLN	907 PLN

\_\_\_\_\_  
Signature