



MLA Diplomatic Conference
Ljubljana, 15–26 May 2023

DIPLOMATIC CONFERENCE

for the Adoption of The Convention on International Cooperation in the
Investigation and Prosecution of the Crime of Genocide,
Crimes against Humanity, War Crimes and other International Crimes

HANDBOOK FOR PARTICIPANTS

15–26 May 2023
Ljubljana, Slovenia

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1 INTRODUCTION

The States leading the MLA Initiative, Argentina, Belgium, Mongolia, The Netherlands, Senegal and Slovenia, decided to convene the Diplomatic Conference for the Adoption of The Convention on International Cooperation in the Investigation and Prosecution of the Crime of Genocide, Crimes against Humanity, War Crimes and other International Crimes in Ljubljana, Slovenia, from 15 to 26 May 2023.

The Conference represents the culmination of efforts invested in the MLA Initiative since its launch in 2011. For more information on the MLA Initiative and related documents, including for the Conference, please visit [following website](#).

2 VENUE AND DATES

The Conference will be held from 15 to 26 May 2023 at the Grand Hotel Union Eurostars, Miklošičeva cesta 1, Ljubljana.

3 REGISTRATION AND CONFERENCE PASSES

Participants are requested to confirm their attendance by registering via following registration forms:

| |
|---|
| <p>REGISTRATION FORM FOR REPRESENTATIVES OF STATES</p> <p>REGISTRATION FORM FOR REPRESENTATIVES OF INTERNATIONAL ORGANISATION AND CIVIL SOCIETY</p> |
|---|

Deadline for registration is **21 April 2023**. Participants with a visa obligation are advised to register no later than by **28 March 2023**. Participants are requested to state their personal email addresses in the registration

form, which will ensure that they receive additional information related to the Conference.

Delegates may collect their conference passes on 14 May 2023, from 16.00 to 18.00, at the registration desk located in the lobby in front of the plenary room at the Grand Hotel Union Eurostars. On 15 May 2023, the registration desk will be available at the same location from 8.00 to 18.00. Thereafter, registration desk will be open from 9.45 to 18.00.

Please be advised that conference passes will be issued upon presentation of a valid personal identification, preferably a passport.

Embassies may collect conference passes for Delegates by prior arrangement on 12 May 2023 at the premises of the Ministry of Foreign and European Affairs of the Republic of Slovenia.

4 PARTICIPATION

Participation at the Conference is subject to an invitation from the Ministry of Foreign and European Affairs of the Republic of Slovenia issued on behalf of the Core Group of States leading the MLA Initiative. The invitations were sent out in February and March 2023.

MLA Initiative Supporting States may participate in the Conference. UN Member States that have not expressed formal support for the MLA Initiative, UN Permanent Observers, international organisations or institutions, and regional organisations, as well as civil society, invited by the Core Group, may attend the Conference as Observers.

States are cordially invited to send a maximum of two representatives – experts in the field of international treaty negotiations and international legal cooperation in criminal matters. Other observers may be represented

by one representative. Should delegations wish to send more representatives, they are kindly requested to contact the organisers.

5 REPRESENTATION AND CREDENTIALS

The delegation of each State participating in or attending the Conference shall consist of a head of delegation and any other accredited representative.

To participate actively in formal negotiations, all States, both Supporting States and States that have not expressed formal support for the MLA Initiative, are required to submit a scanned copy of credentials well in advance of the Conference to the following e-mail address: mla-initiative.mzz@gov.si.

The originals should be submitted to the Secretariat of the Conference at the venue, if possible, no later than 24 hours after the beginning of the Conference. The credentials shall be issued by the Head of State or Government or by the Minister of Foreign Affairs of the issuing State.

Any later change in the composition of delegations shall also be submitted to the Secretary-General of the Conference and to: mla-initiative.mzz@gov.si.

6 OPENING OF THE CONFERENCE

The formal opening of the Conference will take place in the plenary room at the Grand Hotel Union Eurostars on 15 May 2023 at 9.00. Participants are requested to be seated by 8.45.

7 COSTS

Travel and accommodation should be arranged at the participants' own expense. The Ministry of Foreign and European Affairs of the Republic of Slovenia has negotiated exclusive hotel room rates, which will be available for booking until 15 April 2023. On working days of the Conference, lunch will be provided for all participants.

8 PROVISIONAL AGENDA, PROGRAMME OF WORK

A provisional agenda, which is subject to change, is available a [on the following website](#).

The provisional programme of work will be shared at the above-mentioned website and Conference portal close to the beginning of the Conference. The programme of work will be adjusted during the Conference.

9 SEATING ARRANGEMENTS

Supporting States will be seated first in English alphabetical order, starting with the letter "A", and based on States' short names. Observer States will be seated in alphabetical order behind the Supporting States. International, regional organisations and representatives from civil society will be seated in designated areas.

10 LANGUAGES AT THE CONFERENCE

The working language of the Conference will be English. Simultaneous interpretation will be provided in English, French and Spanish during plenary sessions.

11 RULES OF PROCEDURE

The Rules of Procedure for the Conference will be adopted at the opening session of the Conference. The draft text of the Rules of Procedure is available [on the following website](#).

12 GENERAL COMMENTS SEGMENT AND THE LIST OF SPEAKERS

On the first day of the Conference (15 May 2023) participants will be able to take part in the general comments segment, which is planned to take place from 11.00 to 13.00 and from 15.00 to 18.00. The primary aim of the segment is to share participants' general comments regarding the draft MLA Convention; it is thus meant to be more substantive than the format of a general debate.

We kindly invite delegations to limit their statements to 3 minutes.

Representatives are requested to provide their statements for distribution to the President, Secretariat and interpreters to mla-initiative.mzz@gov.si. Delegations wishing to circulate their statements to all the participants should communicate this in this email as well.

Delegations are invited to inscribe themselves on the list of speakers on the first day of the Conference at the Secretariat desk in the plenary room. The list of speakers will be made available on 15 May 2023 in the plenary room.

The plenary will hear statements from Supporting States in accordance with an established list of speakers prepared on a first-come, first-served basis, followed first by Observer States and then by other Observers, also on a first-come, first-served basis.

13 INTERNET FACILITIES

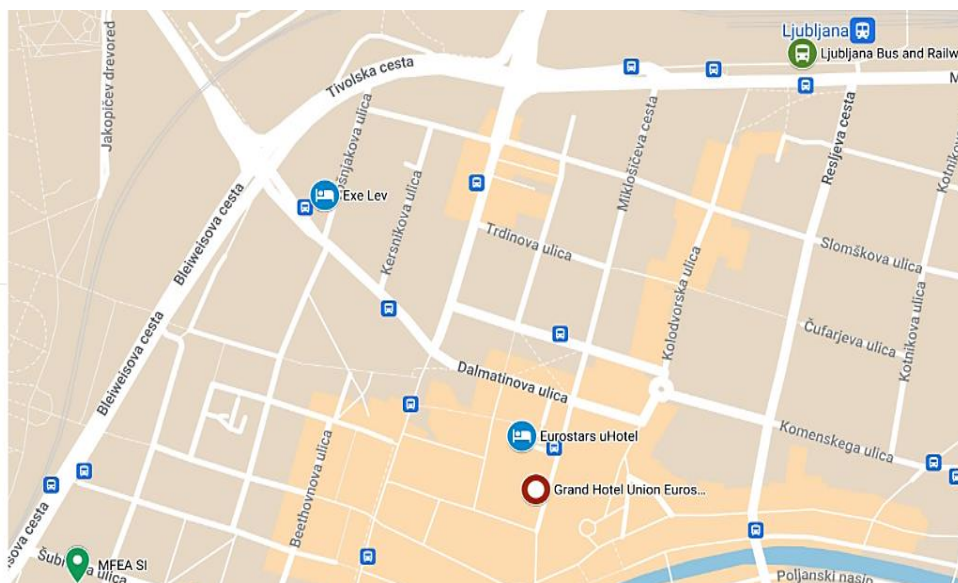
Free Wi-Fi will be available at the venue for the purpose of the Conference.

14 ACCOMMODATION

Please note that participants bear the costs for their accommodation and are requested to make their own booking arrangements. However, the Ministry of Foreign and European Affairs of the Republic of Slovenia has negotiated exclusive room rates for the following hotels: Grand Hotel Union Eurostars, Eurostars uHotel, Exe Lev (Hotel). All hotels are located in the vicinity of the Conference venue, in the centre of Ljubljana, as marked on the map below.

Venue, hotels and transportation map

-  Grand Hotel Union Eurostars
-  Eurostars uHotel
-  MFEA SI
-  Exe Lev
-  Ljubljana Bus and Railway station



Attached below you will find booking links, containing cancellation and other terms, prices and booking deadlines. Please note that a limited number of rooms have been reserved for delegates, who are encouraged to book early, since bookings will be made on a first come, first served basis. The deadline for reservation is 15 April 2023. After the deadline, rooms will be confirmed upon availability and special room rates will no longer apply. Please be advised that early booking is essential since the month of May is a busy month for hotels in Ljubljana.

Special prices¹ have been negotiated at the following hotels for the period between 13 and 27 May:

Grand Hotel Union Eurostars, Miklošičeva cesta 1, Ljubljana 4* (venue of the Conference)

Miklošičeva 1, SI-1000 Ljubljana

E: reservations@grandhotelunioneurostars.com
<https://www.eurostarshotels.co.uk/grand-hotel-union-eurostars.html>

Prices:

Double room (single use) – EUR 150.00 per night

Double room (double use) – EUR 164.00 per night

REGISTRATION DEADLINE: 29 April 2023

[REGISTRATION LINK](#)

Eurostars uHotel 4*

Miklošičeva 3, SI-1000 Ljubljana

E: reservations@eurostarsuhotel.com
<https://www.eurostarshotels.co.uk/eurostars-uhotel.html>

Prices:

Double Room (single use) – EUR 131.00 per night

Double Room (double use) – EUR 143.00 per night

REGISTRATION DEADLINE: 29 April 2023

[REGISTRATION LINK](#)

Exe Lev 4*

Vošnjakova ulica 1, SI-1000 Ljubljana

E: reservations@exelev.com
<https://www.eurostarshotels.co.uk/exe-lev.html>

Prices:

Double room (single use) – EUR 125.00 per night

Double room (double use) – EUR 136.00 per night

REGISTRATION DEADLINE: 29 April 2023

[REGISTRATION LINK](#)

¹ The prices per night include VAT, WIFI, full buffet breakfast, access to swimming pool and sauna, water in the room on arrival, coffee/tea in the room. The prices exclude city tax in the amount of 3.13 EUR per person per night.

15 VISA INFORMATION

The Republic of Slovenia is a Schengen member.

Nationals of third countries with the visa obligation have to apply for a visa at earliest convenience (at least 45 days before the intended trip). Since the waiting time for the appointment at some Embassies and Consulates is long, please check their websites for the procedural details immediately and follow the instructions (how to apply, if you need an appointment or not, list of the documents required etc.).

15.1 Visa obligation

Visa is required for the nationals of the following third countries (for exceptions to the visa obligation please see the heading "Exemptions from the visa requirement"):

Afghanistan, Algeria, Angola, Armenia, Azerbaijan, Bangladesh, Bahrain, Belarus, Belize, Benin, Bhutan, Bolivia, Botswana, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, China, Chad, Central African Republic, Comoros, Congo, Côte d'Ivoire, Cuba, Djibouti, Dominican Republic, Ecuador, Egypt, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Fiji, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Guyana, Haiti, India, Indonesia, Iran, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Kosovo, Kyrgyzstan, Kuwait, Laos, Lebanon, Lesotho, Liberia, Libya, Madagascar, Mali, Maldives, Malawi, Mauritania, Mongolia, Morocco, Mozambique, Myanmar, Namibia, Nepal, Niger, Nigeria, North Korea, Oman, Pakistan, Papua New Guinea, Philippines, Qatar, Russia, Rwanda, São Tomé and Príncipe, Saudi Arabia, Sierra Leone, Senegal, Somalia, South Africa, South Sudan, Sri Lanka, Sudan, Suriname, Syria, Tajikistan, Tanzania, Thailand, Togo, Tunisia, Turkey, Turkmenistan, Uganda,

Uzbekistan, Vietnam, Yemen, Zambia, Zimbabwe.

15.2 Exemptions from the visa obligation

The visa exemption for holders of diplomatic, service/official or special passports applies to the following third countries (please note that the exemption applies only to the type(s) of passport(s) listed for each country below and for stays up to 90 days in any 180 days period):

| | |
|-------------------|--|
| ARMENIA | Diplomatic passport |
| AZERBAIJAN | Diplomatic passport Service/Official passport |
| BOLIVIA | Diplomatic passport Service/Official passport |
| CAPE VERDE | Diplomatic passport Service/Official passport |
| CHINA (PR) | Diplomatic passport Service/Official passport |
| CUBA | Diplomatic passport |
| ECUADOR | Diplomatic passport Service/Official passport Special passport |
| EGYPT | Diplomatic passport |
| INDIA | Diplomatic passport Service/Official passport |
| INDONESIA | Diplomatic passport |
| JAMAICA | Diplomatic passport |

| | |
|--------------------|---------------------------|
| KAZAKHSTAN | Diplomatic passport |
| MALDIVES | Diplomatic passport |
| MONGOLIA | Diplomatic passport |
| | Service/Official passport |
| MOROCCO | Diplomatic passport |
| | Service/Official passport |
| PHILIPPINES | Diplomatic passport |
| | Service/Official passport |
| THAILAND | Diplomatic passport |
| | Service/Official passport |
| TUNISIA | Diplomatic passport |
| | Service/Official passport |
| | Special passport |
| TURKEY | Diplomatic passport |
| | Service/Official passport |
| VIETNAM | Diplomatic passport |
| | Service/Official passport |

15.3 Holders of a valid Schengen visa

Foreign nationals holding a valid visa issued by any Schengen country may also enter Slovenia; they only need to take into account the Schengen visa restriction limiting a holder's stay to up to 90 days within a period of 180 days. Third-country nationals who are holders of a valid residence permit or a long-stay visa of any Schengen country are also allowed to enter Slovenia without additional visas.

15.4 Where to apply for a visa?

The Republic of Slovenia is not present in all the countries with a diplomatic mission or a consular post. In many countries, it is represented by other EU Member States. In some instances a visa application can also be submitted to the external service provider.

Please check the [Excel table](#). The relevant column is marked as "SI", and apply for a visa at the institution stated (you apply in the country of your permanent residence listed in the first column from the left side):

In order to assist in reading the Excel table, please find the explanation of the acronyms/symbols used in the table.

X: the letter X throughout the column named "SI" (Slovenia) indicates that a diplomatic mission or a consular post of Slovenia is present in the country (i.e. your country of residence) listed in the first column in the relevant row; the second column from left to right indicates in which city the diplomatic mission or consular post of Slovenia is located in that country (i.e. your country of residence).

Other EU Member States acronyms in the column named "SI" (for example: "IT", "AT", etc.): indicate the EU Member State that is responsible for visa application process on behalf of Slovenia in the country listed in the first column in the relevant row (i.e. your country of residence); the second column from left to right indicates in which city the diplomatic mission or consular post of that EU Member State is located in that country (i.e. your country of residence).

*****: a star indicates that a visa application can be submitted to an external service provider; the second column from left to right indicates in which city the external service provider is located in that country.

A blank space/no acronym: should the "SI" column in the row of your country of residence appear blank, there is currently no institution available for the purpose of submitting a visa application. In such instances, please contact us at mla-initiative-visa.mzz@gov.si in order to find a solution.

With a view to further assist in reading the Excel table a few examples (by alphabetical order of countries exemplifying different possible scenarios) are listed below:

- If your country of residence is Afghanistan, the "SI" column in the Afghanistan row indicates (by acronym "IT") that your visa application will be processed by the Embassy/Consulate of Italy in Kabul.
- If your country of residence is Albania, the "SI" column in the Albania row indicates (by "X") that your visa application will be processed by the Embassy of Slovenia in Tirana.
- If your country of residence is Belarus, the "SI" column indicates (by "*/DE") that your visa application can either be processed by the Embassy/Consulate of Germany in Minsk or via an external service provider located in Minsk.
- If your country of residence is Belize, the "SI" column is blank and contains no acronyms/symbols. This means that there is currently no institution available in your country of residence for the purpose of submitting a visa application. In such instances, please contact us at mla-initiative-visa.mzz@gov.si in order to find a solution.

Information on the visa obligation per country can also be found on the following website: [Slovenia's representations abroad](#).

15.5 Visa application procedure, required documents and other formalities

In your application, you will need to present, among others, an official invitation letter to the MLA Conference, addressed to you personally, that we will send to you upon request (this will serve as a letter of guarantee). We will send you a scan of the original official invitation letter; if the official asks you for the original, please let us know immediately.

For the explanation of the visa application procedure and the required documentation, please visit the following websites, where you will find information on following website: [Entry and residence](#).

The cost of the visa is 80 EUR. In some cases, visa fee can be waived.

IMPORTANT NOTICE

Slovenia cannot guarantee the issuance of visas.

For any additional information needed, please contact us at the email address: mla-visa.mzz@gov.si. If you encounter any problem or delay in the visa procedure, please inform us rapidly.

16 PRACTICAL INFORMATION

Slovenia lies at the intersection of the Alps, the Mediterranean, the Pannonian Plain and the Dinaric Alps. Consequently, despite its size, Slovenia is one of the most bio-diverse countries in the world with a third of the territory under nature-preservation protection. Slovenia can be crossed in a day; one can hit the ski slopes of the Alps in the morning and drive off to take a dip in the sea in the afternoon.

More than 60% of the country is covered with forest, making it the third most forested country in Europe. Slovenia was the first country in the world to be declared a green destination based on the Green Destinations Criteria (2016), while Slovenia's capital, Ljubljana, was named Europe's Green Capital 2016 by the European Commission.

According to the OECD'S SIGI (2019) index, Slovenia is placed 8th in terms of gender equality among 120 countries. The Global Peace Report (2022) has ranked Slovenia as the 7th safest country among 163 countries worldwide.

With 293,000 residents, Ljubljana is a compact and relaxed city, built to a human scale. It features a wealth of history, style, arts and culture, although more than 50,000 university students give it a youthful appeal. The atmosphere in the city is a unique blend of Central Europe and the Mediterranean. Ljubljana is described as a safe, green, multilingual and hospitable city.

Time Zone and Climate

Slovenia is in the Central European Time Zone (CET: GMT+1).

The climate of Slovenia is mostly continental, influenced by the Alps and the Mediterranean. The average temperature in Ljubljana in May is around 20°C.

Currency

The currency in Slovenia is the Euro (€). Major credit cards are accepted at most points of sale.

Electricity

The electricity supply in Slovenia is 220–240V.

Tourist information

Tourist information about Ljubljana is available at www.ljubljana.si/en and at the Ljubljana Tourist Information Centre (TIC), Adamič-Lundrovo nabrežje 2, Ljubljana.

More information about Slovenia can be found at www.slovenia.si and <https://www.slovenia.info/en> or at the Slovenia Tourist Information Centre (STIC), Krekov trg 10, Ljubljana.

The **Ljubljana Card** is a combined ticket to Ljubljana's main sights, public transport and other benefits. For more information visit: <https://www.visitljubljana.com/en/visitors/travel-information/ljubljana-card/>.

See a list of useful mobile apps at: <https://www.visitljubljana.com/en/visitors/travel-information/useful-mobile-apps/>.

Useful addresses and links

Ljubljana Airport

Aerodrom Ljubljana
Zg. Brnik 130 a,
SI-4210
T: +386 4 206 1981 (passenger information)
E: info@fraport-slovenija.si
Website: <https://www.lju-airport.si/en/>

Ljubljana Bus Station

Avtobusna postaja Ljubljana

Trg OF 4,

SI-1000 Ljubljana

E: narocanje@ap-ljubljana.si

Website: <https://www.ap-ljubljana.si/en/>

Ljubljana Railway Station

Slovenske železnice

Kolodvorska 11, SI-1506 Ljubljana

T: +386 80 81 11

E: potnik.info@slo-zeleznice.si

Website: <https://www.slo-zeleznice.si/en/>

To and from the airport

Ljubljana's Jože Pučnik Airport is located 26 km from the city centre. Transfer from the airport to the centre of Ljubljana takes approximately 30 minutes. Participants are requested to make their own travel arrangements. Shuttle service, local bus and taxi stands are located in front of the airport terminal. Shuttles charge approximately EUR 15.00 for the transfer, taxis approximately EUR 40.00; both can take passengers directly to their hotel. Bus tickets are priced at EUR 4.10 and can be purchased on the bus. The bus takes passengers to the Ljubljana Bus and Railway Station.

GoOpti (<https://www.goopti.com/en/>) and **Nomago** (<https://www.nomago.eu/>) are two of the largest Slovenian shuttle services, providing transfers from the nearby airports. Check their websites for customized prices.

The Ljubljana Main Bus and Railway Station is located 10–15 minutes' walking distance from most of the hotels in the city centre (800 metres from Grand Hotel Union). Taxi stands are located alongside the bus terminals at the Bus Station.

Depending on the country you come from, Slovenia can easily be reached by air or land.

Other closest airports are Trieste (Italy), Venice (Italy) or Zagreb (Croatia).

The list of nearby international airports:

| AIRPORT | Distance to Ljubljana Centre (driving time) |
|---------------------|---|
| Ljubljana, Slovenia | 26 km (30 min) |
| Trieste , Italy | 123 km (1 h 30 min) |
| Klagenfurt, Austria | 130 km (1 h 30 min) |
| Zagreb, Croatia | 150 km (1 h 45 min) |
| Graz, Austria | 186 km (2 h) |
| Treviso, Italy | 227 km (2 h 40 m) |
| Venice, Italy | 230 km (2 h 30 min) |
| Salzburg, Austria | 280 km (3 h) |
| Vienna, Austria | 400 km (4 h) |

Public transport in Ljubljana

Ljubljana city buses, operated by the Ljubljanski potniški promet (**LPP**) can be used upon purchasing the Urbana public transport card. The fare is uniform, irrespective of the distance travelled, and costs EUR 1.30.

Please visit: <https://www.lpp.si/en> for more information.

The **Bicikelj** bicycle-sharing system is available across the wider Ljubljana city centre. For information and registration visit <https://www.bicikelj.si/en/home>.

For general information about **taxi services** in Ljubljana, guide prices and a list of city taxi companies, visit <https://www.visitljubljana.com/en/visitors/travel-information/getting-around/taxi/>.

Environment-friendly electric **Kavalir** vehicles operate within the car-free city centre free of charge as assistance to the elderly, mobility-

impaired persons and visitors. More at <https://www.visitljubljana.com/en/visitors/travel-information/getting-around/kavalir-getting-around-the-city-centre-by-electric-car/>.

Important phone numbers and emergency services

112 – Urgent medical help and fire-fighters

113 – Police

The telephone area code for Slovenia is **+386**.

A **24/7 Pharmacy** is located at Njegoševa cesta 6k, 1000 Ljubljana.

Other

Tap water in Slovenia is safe and drinkable.

Smoking is banned in enclosed workplaces and public areas, including restaurants, hotels and bars.

17 CONTACT INFORMATION

For any information, please contact the conference organisers at the Ministry of Foreign and European Affairs of the Republic of Slovenia:

E: mla-initiative.mzz@gov.si

Updated: March 2023