



**MEETING OF THE PERMANENT SECRETARIAT OF THE  
INTERGOVERNMENTAL COMMISSION TRACECA**  
Tbilisi, Georgia, December 05, 2023

**ЗАСЕДАНИЕ ПОСТОЯННОГО СЕКРЕТАРИАТА  
МЕЖПРАВИТЕЛЬСТВЕННОЙ КОМИССИИ ТРАСЕКА**  
г. Тбилиси, Грузия, 05 декабря 2023 г.

## INFORMATION NOTE

### 1. Date and time

The **Meeting of the PS IGC TRACECA** will be held in-person on **December 05, 2023 (09:00 (GMT+4))** at the **Sheraton Grand Tbilisi Metechi Palace Hotel** (Mtirala Hall), in Tbilisi, Georgia.

Arrival is planned **during the day on December 04**, and departure of participants **during the day on December 06**.

### 2. Venue, accommodation of participants

#### **Sheraton Grand Tbilisi Metechi Palace**

Address: 20 Telavi Street, Tbilisi, Georgia 0103

Tel: +995 32 2772020, +995 577 525 700

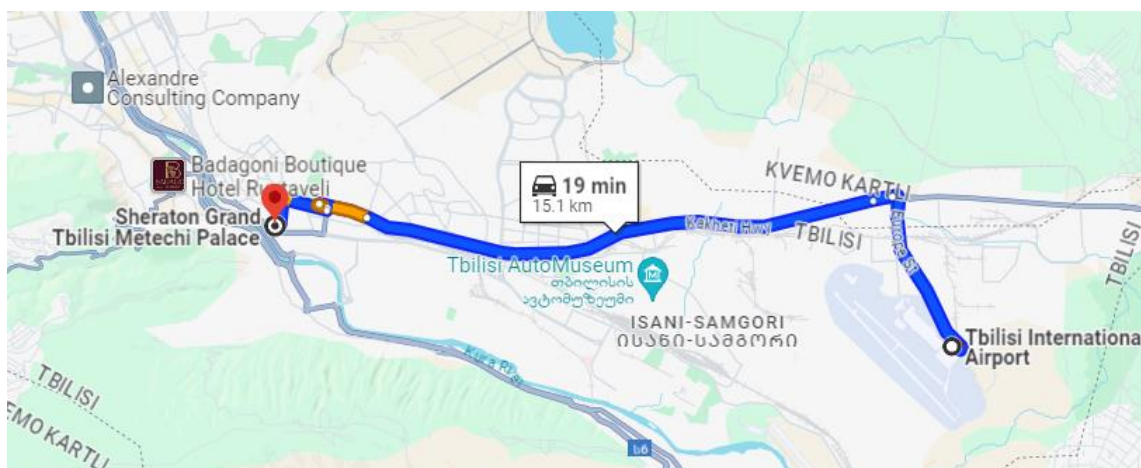
Web-site: [Marriott.com/tbssi](https://www.marriott.com/tbssi)

The Permanent Secretariat covers the accommodation costs of one representative from each of the MLA Parties (2 nights from 04 (check-in - on Monday) to 06 December (check-out - on Wednesday)). The rooms are booked and paid for by the PS IGC TRACECA. Breakfast is included in the room rate.

*Note: All incidental expenses incurred, such as international telephone calls, drinks, snacks, minibar, etc., are not included in the room rate and will be paid by participants themselves upon check-out.*

The Permanent Secretariat is ready to make assistance in booking hotel rooms (in case of availability) for self-payers.

### Route from Airport to Sheraton Grand Tbilisi Metechi Palace



### 3. Meals

**Breakfast** is included in the room rate.

Please note that coffee **breaks, lunch** and **dinners** will be organized by the organizers according to the programme of the Meeting of the PS IGC TRACECA:

- **December 04 at 19:00** – dinner at the hotel, restaurant “Feast”
- **December 05 at 13:00** – lunch at the hotel, restaurant “Feast”
- **December 05 at 20:00** – dinner, restaurant “Meetings by Ati & Terrace”

### 4. Flights

The flight tickets were sent to each participant personally.

**Please keep your boarding passes!** They should be handed over to representatives of the Permanent Secretariat at the first opportunity.

### 5. Transfer

Transfers will be organised **only** for participants from MLA member states, who had provided their arrival and departure information. The exact schedule of airport transfers will be communicated to participants in advance.

**Arrival:** The organizers will be waiting for you with "TRACECA" sign at the exit of the international arrival hall of Tbilisi International Airport.

**Departure:** The transfer from the hotel to the airport is also organized. A car will be waiting for you 2 hours prior to your departure time.

### 6. Package of documents

The package of documents of the Meeting of the PS IGC TRACECA is available via link

<https://psigc.myqnapcloud.com:443/share.cgi?ssid=033340fae8dc469eac1de235e61f476b>

You can also access documents by scanning QR code:

*Note:*

- *Documents of the PS Meeting can be saved on your notebooks, printed by you directly or accessed by the QR code provided during the PS Meeting for your convenience.*
- *Only the Programme, Agenda, List of Participants and draft Final Recommendations of the PS Meeting will be provided to participants in printed form.*



### 7. Language

The event will be held in Russian and English. Simultaneous translation will be provided during event.

### 8. Local time

Time in Tbilisi: Georgia corresponds to Greenwich (GMT) +04:00.

## 9. Contact information

For assistance on all matters, you can contact the organizers of the event:

### From the PS IGC TRACECA:

- **Ms. Samira Rafizade**, Head of International and Internal Affairs Division (Tel: +994 51 960 00 85, e-mail: [s.rafizadeh@ps.traceca-org.org](mailto:s.rafizadeh@ps.traceca-org.org))
- **Mr. Baurzhan Kussubayev**, Head of Policy Development and Monitoring Division (Tel: +994 50 850 63 29, e-mail: [b.kussubayev@ps.traceca-org.org](mailto:b.kussubayev@ps.traceca-org.org))

### From the Georgian Party:

- **Ms. Ketevan Takaishvili**, Head of Transport Corridor and Logistics Development Division, Transport and Logistics Development Policy Department, Ministry of Economy and Sustainable Development of Georgia (Tel: (+995 32) 299-10-43, e-mail: [ktakaishvili@moesd.gov.ge](mailto:ktakaishvili@moesd.gov.ge))

***The organizers of the event wish you  
fruitful work and a safe trip to Tbilisi.***

***We look forward to seeing you!  
Thank you for your assistance and cooperation!***