

Practical information

1. Hotels

"Ankara Gordion" Hotel

Address: Büklüm Sokak N°59
Kavaklıdere - Ankara
Tel: (0312) 427 80 80
Fax: (0312) 427 80 85
E-mail: reservation@gordionhotel.com

"The Golden Age I Taksim" Hotel

Address: Abdulhakhamit Cd. N°40 Taksim
Istanbul
Tel: +90-212 235 81 60
Fax: +90-212 235 81 69
E-mail: info@goldenage2hotel.com

2. List of useful contacts

2.1 FMA secretariat

Elisabetta Fonck
Mobile: 32 473646746

European Parliament Former Members Association
PHS 3C065
Rue Wiertz - B-1047 Brussels

Tel: 32/2 28 46734
Fax: 32/2 28 40989
Site internet: www.formermembers.eu
E-mail: formermembers@europarl.europa.eu

2.2 Embassies and Consulates

Embassy of Austria in Ankara Ambassador: Dr. Klaus Wölfer Atatürk Bulvarı no.189 06680 Kavaklıdere/Ankara Phone: +90 312 405 51 90 Fax: +90 312 418 94 54 Web site: www.aussenministerium.at/ankara Email: ankara-ob@bmaa.gv.at	General Consulate of Austria in Istanbul Consul: Paul Jenewein Köybasi cad.No. 46 34464 Yeniköy-Istanbul Phone: +90 212 262 9315 Fax: +90 212 262 2622 Web site: http://www.bmeia.gv.at/botschaft/gk-istanbul.html Email: istanbul-gk@bmaa.gv.at
Embassy of Belgium in Ankara Ambassador: Mr. Pol De Witte	General Consulate of Belgium in Istanbul

<p>Mahatma Gandhi Caddesi, 55 Gaziosmanpasa-Ankara</p> <p>Phone: + 90 312 405 61 66 Fax: + 90 312 446 82 51 Web Site: http://www.diplomatie.be/ankara/ Email: ankara@diplobel.fed.be</p>	<p>Siraselviler Caddesi, 39 Taksim-Istanbul</p> <p>Phone: + 90 212 243 33 00 / 243 33 01 Fax: + 90 212 243 50 74 Web site: http://www.diplomatie.be/istanbul/ E-mail: Istanbul@diplobel.fed.be</p>
<p>Embassy of Finland in Turkey P.K. 22 06692 Kavaklıdere Ankara</p> <p>Phone: +90-312-426 19 30 Fax: +90-312-468 00 72 Website: http://www.finland.org.tr/ Email: sanomat.ank@formin.fi</p>	<p>Honorary Consulate General of Finland in Istanbul, Turkey Cumhuriyet Caddesi No: 111, Kat. 8 Elmadag 34437 Istanbul</p> <p>Phone: 0212-296 9549 Fax: 0212-296 1291 Email: finconist@finconist.com</p>
<p>Embassy of France in Ankara, Turkey Paris Caddesi n' 70 - Kavaklıdere 06540 Ankara</p> <p>Phone: [90] (312) 455 45 00 / 455 45 45 Fax: [90] (312) 455 45 27 / 455 45 37 (section consulaire) Website: http://www.ambafrance-tr.org/</p>	<p>Consulate General of France in Istanbul, Turkey Istiklal Caddesi 8 - Taksim 80090 Istanbul</p> <p>Phone: [90] (212) 334 87 30 Fax: [90] (212) 334 87 31 Website: http://www.consulfrance-istanbul.org/ Email: mail@consulfrance-istanbul.org</p>
<p>Embassy of Germany in Ankara Ambassador: Eberhard Pohl</p> <p>Atatürk Bulvarı 114 Kavaklıdere 06690 Ankara</p> <p>Phone: +90-312-455-5100 Fax: +90-312-426-6959 Web site: www.germanembassyank.com Email: informail@germanembassyank.com</p>	<p>General Consulate of Germany in Istanbul Consul: Brita Wagener</p> <p>Inönü Caddesi 16-18 355 Istanbul</p> <p>Phone: +90-212-334-6100 Fax: +90-212-249-9920 Email: gk.istanbul@sim.net.tr Website: www.deutschesgeneralkonsulat-istanbul.org.tr</p>
<p>Embassy of Ireland in Ankara, Turkey Ugur Mumcu Caddesi No.88 MNG Binasi - B Blok Kat 3 Gaziosmanpasa 06700 Ankara</p> <p>Phone: +90-312-459 1000 Fax: +90-312-459 1022 Website:</p>	<p>Honorary Consul of Ireland in Istanbul, Turkey Ali Riza Gurcan Cad Meridyen Is Merkezi Kat 4: No: 417 - Merter Istanbul</p> <p>Phone: +90 212 482 2434 (English); +90 212 482 1862</p>

<p>http://www.embassyofireland.org.tr/ Email: ankaraembassy@dfa.ie</p>	<p>(Turkish) Fax: +90 212 482 0943 Website: http://www.irlconsulist.com/ Email: jim@megamekanik.com</p>
<p>Embassy of Italy in Ankara, Turkey Ataturk Bulvar1, 118 06680 Kavaklıdere Ankara</p> <p>Phone: +90 312 4574 200 Fax: +90 312 4574 280 Website: http://www.italian-embassy.org.ue/ambasciata_ankara Email: ambasciata.ankara@esteri.it</p>	
<p>Embassy of Netherlands in Ankara Ambassador: Jan-Paul Dirkse</p> <p>Hollanda Caddesi No. 5 Turan Güneş, Yıldız 06550 Ankara</p> <p>Phone: +90 312 409 1800 Fax: +90 312 409 1898 Web site: http://turkey.nlembassy.org/ Email: ANK@minbuza.nl</p>	<p>General Consulate of Netherlands in Istanbul Consul: Onno Kervers</p> <p>Istiklal Caddesi 197 34433 Beyoglu Istanbul</p> <p>Phone: +90 212 393 21 21 Fax: +90 212 292 50 31 Web site: http://istanbul.nlconsulate.org/ E-mail: IST@minbuza.nl</p>
<p>Embassy of Romania in Ankara Ambassador: DI. Ion Pascu</p> <p>Bükres Sokak 4, Çankaya 06680 Ankara</p> <p>Phone: + 90 312 466 3706 Fax: + 90 312 427 1530 Web Site:http://www.ankara.mae.ro/ Email: romanyabyk@dsl.ttmail.com</p>	<p>General Consulate of Romania in Istanbul Consul: Stefana Greavu</p> <p>Yanarsu sok., Narin sitesi, no. 42, Etiler Beşiktaş - Istanbul</p> <p>Phone: +90 212 358 0515 Fax: +90 212 358 0518 / 358 0519 Web Site: http://istanbul.mae.ro/ Email: rafn@icelandwaters.is</p>
<p>Embassy of Spain in Ankara Ambassador: D. Cristobal González-Aller Jurado</p> <p>Abdullah Cevdet Sokak, 8 06680 Çankaya</p> <p>Phone: + 90 312 438 0392 Fax: + 90 312 439 5170 Web Site: www.maec.es/subwebs/Embajadas/Ankara/</p>	<p>General Consulate of Spain in Istanbul</p> <p>Karanfil Araligi Sok. N.16.1 Levent 80620 Istanbul</p> <p>Phone: + 90 212 2707410 Fax: + 90 212 2707484</p>

Email: emb.ankara@maec.es	
British Embassy in Ankara, Turkey Sehit Ersan Caddesi No 46/A Cankaya 06680 Ankara Phone: +90 312 455 3344 Fax: +90 312 455 3356 Email: britebminf@fco.gov.uk	British Consulate General in Istanbul Mesrutiyet Caddesi No 34 Tepebasi Beyoglu 34435 Istanbul Phone: +90 (212) 334 6400 Fax: (90) (212) 334 6401 (General) Website: http://ukinturkey.fco.gov.uk/en

2.3 EU Delegation to Turkey

Delegation of the European Union to Turkey

Uğur Mumcu Cad. No:88, Kat: 4, GOP Ankara

Phone: (+90) (312) 459 87 00

Fax: (+90) (312) 446 67 37

E-mail: delegation-turkey@eeas.europa.eu

Web Site: <http://www.avrupa.info.tr>

RIPERT, Jean-Maurice - Ambassador, Head of the Delegation of the European Union to Turkey

AKTAN, Sergül - PA to HoD & Protocol Officer

VARADI, Tibor - Counsellor, Deputy Head of Delegation

MARTEIL, Erwan – First Counsellor, Head of Section, Financial Co-operation, Institution Building & Civil Society

VILLANI, Michele - First Counsellor, Head of Section, Trade, Economy & Agriculture

MILLER, Michael – First Counsellor, Head of Section, Political Affairs, Press & Information

NAUCODIE, François – First Counsellor, Political Officer, Foreign Policy

FANTARONI, Stefano – First Counsellor, Political Officer, Foreign Policy

MENENDEZ BONILLA, Javier - First Secretary, Head of Section, Financial Co-Operation, Infrastructural, Social & Regional Projects

TROTEMANN, Eric - First Secretary, Head of Section, Finance & Contracts

COMO, Odoardo - First Secretary, Head of Operations

SACHEZ CUADRADO, Elena - Counsellor, Deputy Head of Section, Political Affairs, Press & Information

MARTIN, Susanne – Attaché, Deputy Head of Section, Financial Co-operation, Institution Building & Civil Society

VAN CRAEN, Luc - Attaché, Head of Section, Administration

HAUTALA-NIEMI, Tuula Anneli - Attaché, Deputy Financial Officer, Finance & Contracts

CAIVANO GARCIA, Mario - Assistant Attaché, Deputy Head of Section, Trade, Economy & Agriculture

BROOK, Ruth Elizabeth - Attaché, Assistant to Head of Delegation

3. Note on protocol in Turkey

The Turkish protocol is mostly in line with the European one.

Clothing: At official meetings and social events business clothes are standard. Turks are always well dressed at official events. Conservative dress is appreciated. Men will be expected to wear a suit and tie. Women should avoid short skirts, low-cut blouses or shorts.

Shaking of hands: Shaking of hands is common, with the exception of women wearing a headscarf (avoid body contact and just bow over gently).

Hierarchy: Turks are slightly more formal and much more hierarchical in their business behaviour.

Punctuality: Punctuality is taken seriously in all business contexts; therefore you should call ahead if you expect to be delayed.

Polychronic time: Turks tend to juggle several activities and issues at the same time and continue multiple conversations simultaneously. Thus, in a Turkish business environment, it is not uncommon for phone calls to be taken during scheduled meetings and for people to enter the meeting room without invitation.

Body language. Don't back away if your Turkish colleagues stand close to you during conversation. Turks do not require as much personal space as many other cultures and this may be construed as unfriendly.

Meeting and Greeting Etiquette

- When meeting shake hands firmly. When departing it is not always customary to shake hands although it is practised occasionally.
- When entering a room, if you are not automatically met by someone greet the most elderly or most senior first. At social occasions greet the person closest to you then work your way around the room or table anti-clockwise.
- Greet people with either the Islamic greeting of 'Asalamu alaykum' (peace be upon you) or 'Nasilsiniz' (How are you? pronounced na-sul-su-nuz). Other useful phrases are 'Gunaydin' (Good Morning, pronounced goon-ay-dun), 'iyi gunler' (Good Day, pronounced ee-yee gun-ler) or 'Memnun Oldum' (pleased to meet you).

Dining Etiquette

- Most business entertaining will take place in restaurants. Turks enjoy food and the meal is a time for relaxing and engaging in some good conversation.

- The protocol of Turkish hospitality dictates that the host always pays for the meal. The concept of sharing a bill is completely alien. You may try and offer to pay, which may be seen as polite, but you would never be allowed to do so. The best policy is to graciously thank the host then a few days later invite them to do dinner at a restaurant of your choice. It may be a good idea to inform the restaurant manager that under no circumstances are they to accept payment from your guests.
- Evening meals may be accompanied by some alcohol, usually the local tippie called Raký (pronounced rak-uh). It will comprise of a few courses with the main course always meat or fish based, accompanied by bread and a salad.
- Turks smoke during meals and will often take breaks between courses to have a cigarette and a few drinks before moving onto the next.
- Tea or Turkish coffee is served at the end of a meal sometimes with pastries. Turkish coffee is a national drink and should at least be sampled. It comes either without sugar, a little sugar or sweet. Turkish coffee is sipped and allowed to melt into the taste buds so do not gulp it down as you would instant coffee. Never drink to the bottom of the cup as it will be full of ground coffee and taste awful.

Business Card Etiquette

- Business cards are exchanged without formal ritual.
- Use both hands to exchange cards.
- Present your business card to the receptionist when you arrive.
- Have one side of your business card translated into Turkish. Although not a business necessity, it will impress your business colleagues.
- Quite often Turks do not give their business card unless they are certain that they wish to establish a business relationship.

Sources:

Secretariat of the Parliament Delegation to Turkey

Communicaid Group Ltd.:

<http://www.communicaid.com/pdf/doingbusiness/Doing%20Business%20in%20Turkey.pdf>

<http://www.kwintessential.co.uk/resources/global-etiquette/turkey-country-profile.html>

4. Weather

The month begins with very good weather, but the autumn rains may begin sometime in mid- or late October. The average temperatures are around 21° (maximum) and 4° (minimum).

5. Useful numbers

Fire emergency: 110
 Health emergency: 112
 Police emergency: 155

6. Currency Rates (on 13.07.2011, source: oanda.com)

Currency	Turkish Lira (TRY)
1 Euro	2,2
1 British Pound	2,8
1 Romanian Leu	0,48
1 American Dollar	1,81

Detailed List of Participants - Turkey

	First Name	Last name	Status/Note	Type of Room in Ankara	Type of Room in Istanbul	State	Lan	Email Addresses	Political Group and Term	Mobile Number
1	Richard	Balfe		Single	Single	United Kingdom	EN	richard.balfe@balfes.com	EPP-ED 02-04; PES 79-02	44 7860855283
2	Jean Marie	Beaupuy		Single	Single	France	FR	jeanmariebeaupuy.europe@sfr.fr	ADLE 04-09	33 609556931
3	Jan-Willem	Bertens		Single	Single	Netherlands	NL	bertens@hetnet.nl	ELDR '89-'99	31 (0) 651980767
4	David Robert	Bowe		Single	Single	United Kingdom	EN	mail@davidbowe.demon.co.uk	PES '89-'04	44 (0) 7711636495
5	Ursula	Braun-Moser		Single	Single	Germany	DE	braunmoser@aol.com	EPP-ED '84-'89, '90-'94	49 1729480598
6	Martine	Buron		Single	Single	France	FR	martineburon@wanadoo.fr	PES '88-'94	33 (0) 607795475
7	Bryan	Cassidy		Single	Single	United Kingdom	EN	bmdcassidy@aol.com	EPP-ED '84-'99	44 7802407012
8	Joan	Colom I Naval		Double	Double	Spain	ES	joan.colom@economistes.com	PES 86-04	34 609308670
9	Pat	Cox	President	Single	Single	Ireland	EN	patcox@eircom.net	ELDR '89-'04	353 861727418
10	Gabriela	Cretu		Single	Single	Romania	RO	cetateniuropeeni@gmail.com	S&D '07-'09	40 726200516
11	Claude	Delcroix		Single	Single	Belgium	FR	delcroixclaud@skynet.be	PES 91-94; 98-99	32 476 639942
12	Barbara	Dührkop Dührkop		Single	Single	Spain	ES-DE	barbaraduhrkop@gmail.com	PES 87-09	34 606997503
13	Colette	Gadioux		Single	Single	France	FR	robert.savy@wanadoo.fr	PES 84-89	33 687113498
14	Karin	Junker		Single	Single	Germany	DE	karin.junker@t-online.de	PES 89-04	49 1715805144
15	Brigitte	Langenhagen		Single	Single	Germany	DE	brigitte-langenhagen-cux@t-online.de	EPP-ED '90-'04	49 (0) 1705450525
16	Henrik	Lax		Single	Single	Finland	FI	henrik@henrikfax.nu	ALDE '04-'09	358 (0) 505535663
17	Michael	McGowan		Double	Double	United Kingdom	EN	mcgowan.michael@ntlworld.com	PES '84-'99	44 (0) 788 074 3034
18	Margarita	McGowan	Accompanying person (McGowan)							
19	Christine	Oddy		Single	Single	United Kingdom	EN	christinemoddy@yahoo.co.uk	PES '89-'99	44 (0) 7957136681
20	Peter Nicholas	Price		Single	Single	United Kingdom	EN	peterprice@btinternet.com	EPP-ED 79-94	
21	Anna	Sanmartí	Accompanying person (Colom)							
22	Barry	Seal		Single	Single	United Kingdom	EN	barry@brookfields.co.uk	PES 79-99	44 7748930690
23	Peter	Sichrovsky		Single	Single	United States of America	EN	p.sich@sbcglobal.net	NI '96 - '04	001 3123306360
24	Irene	Soltwedel-Schäfer		Single	Single	Germany	DE	isoltwedel@aol.com	Greens 94-99	49 17652192605
25	Carles-Alfred	Gasoliba i Böhm		Single	Single	Spain	ES	cgasoliba@axisce.eu	ELDR 86-04	34 (0) 659035945
26	Elisabetta	Fonck	Secretary General	Single	Single	Italy	EN			+32 473646746