

Kurdish Human Rights Project

BEST PRACTICE GUIDELINES: TRAINING AND LITIGATION

SUPPORT PROGRAMME

TURKEY

June 2006

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KHRP has a loyalty to impartiality and independence and a high regard for truthful and accurate information. These guidelines are aimed at helping the organisation reflect these values in its practice, performance and output. An NGO's legitimacy is based on the trust others have in them, and on the quality and honesty of their work. If their confidence or trust is in danger then NGOs are easily discredited.

If you have any questions, comments or suggested additions to these guidelines, please contact KHRP's Legal Department on +44 (0) 207 405 3835 or khrp@khrp.org.

I. INTRODUCTION: THE NEED FOR A HUMAN RIGHTS TRAINING PROGRAMME IN TURKEY

Turkey is bound by numerous international laws regarding the respect of human rights. Yet, it has been the scene of some of the worst human rights violations in the twentieth century and onwards, most notably towards Kurds. When KHRP was established in 1992, not a single case concerning the Kurdish regions had been submitted to or adjudicated by the European Court of Human Rights. There was a clear need to utilise the international mechanisms available to victims of human rights violations, in order to both hold perpetrators to account, as well as to prevent future abuses. At the same time, it was necessary to build capacity within the Kurdish regions by transferring skills and providing expert training to lawyers, human rights defenders and NGOs on the ground, which enables individuals to make direct use of the human rights remedies available to them as a means of motivating the rule of law and democracy. As a result of our training and litigation support programme, the number of cases now originating from the Kurdish regions has dramatically increased.

In spite of this progress, although the Kurds in Turkey make up over one quarter of the population of Turkey, they are only just beginning to gain recognition as a separate ethnic group. Kurds have only recently been granted very limited rights of freedom of cultural and linguistic expression which, in reality, remain largely confined to paper. As a result, people living in the Kurdish region of Turkey continue to face discrimination and human rights abuses on a daily basis. Training seminars continue to be needed and requested by our partner organisations, in order to familiarise more lawyers and activists with the process and to enable them to gain experience of using international mechanisms to defend human rights.

Further, KHRP has expanded the reach of its litigation support programme in Turkey, and has begun providing training seminars to more remote areas of the Kurdish regions. Because sustainability and consistency are integral to this process, it is equally vital to revisit previous training seminars for new lawyers and for those previously trained, due to the developing and evolutionary nature of international jurisprudence.

II. PREPARING FOR A TRAINING SEMINAR: PRACTICAL AND SUBSTANTIVE ASPECTS

KHRP's training and litigation support programme aims to motivate the rule of law and democracy in the Kurdish regions by transferring skills and building capacity among domestic human rights defenders and advocates in the regions. This is facilitated through a coherent programme of practical and theoretical regional training seminars and the dissemination of training materials.

A reasonable amount of practical and substantive preparation is crucial to the success of a training seminar.

PRACTICAL PREPARATION:

A. Visa

If necessary KHRP will obtain your visa prior to your departure.

Ordinary passport holders from the following countries do not require a visa: Denmark, Finland, France, Germany, Greece, Iceland, Liechtenstein, Luxembourg, Norway, New Zealand, Sweden, Switzerland.

Ordinary passport holders from the following countries may obtain sticker type visas at the Turkish International Border Gates: USA, Australia, Austria, Belgium, Brazil, Netherlands, Spain, Italy, Canada, Portugal and the United Kingdom. Costs of visa stamps at the customs area include: Austria 150 ATS, Portugal 10 USD, Belgium 300 BFR, Spain 10 USD, Ireland 5 GBP, UK 10 GBP, Italy 5 USD, Ukraine 10 USD, Jordan 20 USD, USA 45 USD, Netherlands 20 FL.

B. In case of emergency

Where necessary, KHRP will contact diplomatic staff before your departure: a list of embassies is attached at Appendix A. Please also provide KHRP with details of your next of kin or person to contact in the case of emergency. Further contact information you may find useful include:

KHRP - 0207 405 3835

Rachel - mobile: 07908 120107

Mustafa - mobile: 07876 710250

Lucy - mobile: 07808 939201

Troja Tours, Yuksel (00) (90) 532 336 19 62 or yukselturumez@hotmail.com

C. Itinerary, interpreters, accommodation and venue for training seminar

KHRP will provide you with an itinerary, details of your accommodation and contact details for the interpreters and those organising the seminar, and others you may meet during your trip. In case of emergencies, see Appendix D for details of alternative accommodation.

KHRP will also have arranged the hire of a conference room or similar where the training will take place. You may have to pay for this locally: your KHRP contact will inform you and supply you with the necessary funds.

D. Things to bring

Turkey is fairly large and its climate can vary. Some general clothing recommendations according to season may be useful:

SUMMER: April to October – casual clothing made of lightweight fabrics and good walking shoes are essential. A shawl, sweater and/or jacket is recommended for cooler evenings. Sunglasses and a sun hat are also recommended. Although shorts are appropriate casual attire for men, women should avoid wearing them in cities.

WINTER: Mid-November to mid-March – clothes made of man-made fibers and/or wool, which allow for minimum and maximum warmth for varying temperatures is suggested. A topcoat with zip-out lining is also advised. It is wise to use a layered approach allowing for warmer or cooler weather spells.

SPRING/AUTUMN: Mid-March to April and then October through Mid-November – lightweight wool clothes or topcoat are suggested.

MOSQUES AND CHURCHES: Shorts are forbidden. Women are required to wear headscarves when visiting Mosques.

Suits are appropriate for carrying out the training. Business casual is appropriate for any meetings with NGO representatives. Casual dress is acceptable for when travelling and in the evenings.

A camera will be useful to take photographs of the training for KHRP's use, as are business cards to distribute to people you meet.

PRACTICAL PREPARATION:

A. Training presentation

Although KHRP will provide you with a copy of its training curriculum beforehand, you are asked to spend some time preparing for the seminar, as each training seminar will differ in needs. You will also be requested to help KHRP prepare a schedule for the day.

We recommend that you carry out training in the morning and plan an interactive workshop or case studies for the afternoon. We feel that this provides delegates with both theoretical and practical guidance for the future.

B. Delegates packs

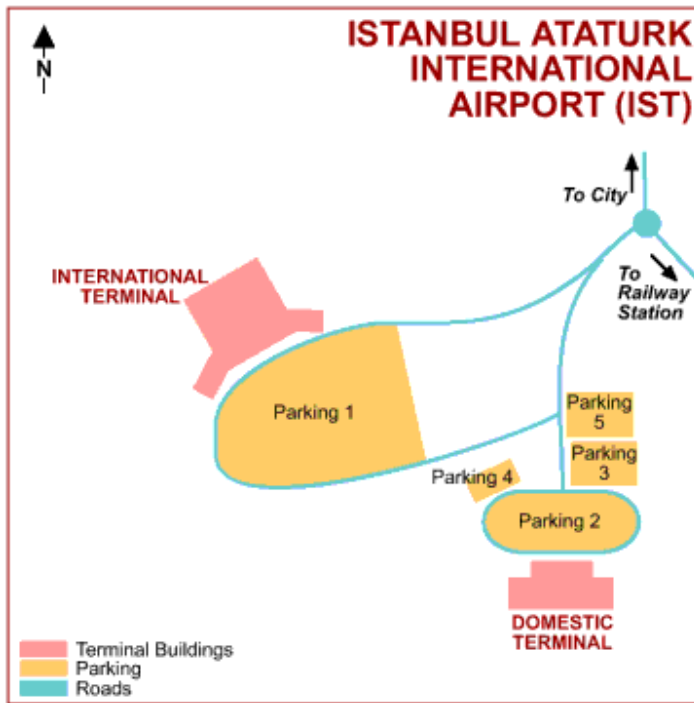
We will provide you with information packs to be distributed amongst delegates, containing a translated copy of your presentation and the proposed schedule. We will also give you a registration form and delegates' evaluation forms.

Where possible, we will also ask our local contact to purchase pens and paper and will provide you with funds to cover these costs.

We may also provide you with KHRP manuals or publications to be distributed amongst the delegates, such as the Kurdish Women's Charter.

III. UPON ARRIVAL: HINTS AND TIPS

A. Arrival at Istanbul Ataturk International Airport



A walkway with escalators and travelators connects the two terminals.

B. Procedure at airport

If you are continuing your journey within the country:

1. get visa
2. go through immigration
3. get luggage
4. transfer to Domestic terminal

If you are ending your journey at Istanbul:

1. visa
2. immigration
3. luggage
4. meeting point

C. Dealing with officials

Ask for a tourist visa. In KHRP's experience, they do not ask whether people are conducting business and are generally so pressed with people that this is not checked. If asked, say that you are on vacation and visiting friends. Your response should be similar if meeting officials throughout your stay.

For the avoidance of any doubt, you cannot legally be detained by Turkish immigration officials for committing an immigration violation. You can be deported, however, this is extremely unlikely to happen.

A basic principle is not to break the law of the country in which you are visiting. However, there is a possibility that you may experience harassment first-hand, such as being followed or questioned. Should this occur, make all efforts to diffuse the situation: do not be confrontational, do not volunteer information.

D. Meeting with translators or representatives from partner organisation

KHRP will provide you with information about meeting your translator or partner representative, including a description, meeting point, contact info and contingency plans.

E. Money and expenses

Banks and post offices generally offer the best rates of exchange. It is best to avoid airports, hotels and moneychangers that charge more than 5 per cent commission.

Please keep your airline tickets, credit card bills and all receipts for claiming expenses upon return from the mission (see Appendix F – Claiming expenses).

The following rates will be the maximum payable by KHRP unless, exceptionally, otherwise authorised in advance either by the Executive Director or by a Member of the Board of Directors, in exceptional circumstances in advance. Actual amounts must be claimed for, with all receipts.

Flights:	Payable directly to the Travel agency by KHRP
Hotel:	Not to exceed £50 equivalent per night
Refreshments:	Breakfast £5, Lunch £15 and Dinner £15
Internal travel:	When in the UK or overseas, staff are expected to use second-class or equivalent travel, or taxis where it is more economical
Telephone calls:	

When abroad, a KHRP mobile phone may be provided with a SIM card for that country. In instances where the phone is already being used by someone else, you may need to use your personal phone or an international calling card. For mobiles, there is a £10 limit on calls/texts per week. A copy of your phone bill will be required in order to claim back costs.

Phone cards will also be provided with a cap of £5 per week, to be used wherever possible for local calls.

Two international phone calls will be permitted from the hotel that you are staying in, although they should be limited to approx. 3 mins. One should be to a member of KHRP to notify them of your arrival and one can be a personal call to family/friends. Wherever possible, communicate with KHRP via text.

Refreshments for delegates:

KHRP usually provides coffee and lunch for the delegates and interpreters, and arrangements will have been made in this respect beforehand. We will provide you with funds to cover these costs.

Entertainment:

Occasionally trainers have to provide hospitality. Unless in exceptional circumstances, they should keep to the subsistence limits set above.

No money is provided for alcohol except in pre-approved circumstances when it may be deemed impolite/inappropriate not to offer/accept a drink.

No hotel services are allowed (such as mini-bar, room service, washing, etc.) except in exceptional circumstances.

You may have to pay for your interpreters' meals during the day. KHRP will inform you about this beforehand, and provide you with sufficient funds.

Payment of interpreters overseas:

The most competitive local rate must be sought, and receipts obtained.

Reason for trip:

A brief note on the reason for the trip should be completed in order to assist with reporting back to funders.

IV. CONDUCTING A TRAINING SEMINAR

A. Setting up the training/conference room

You will probably need to set up the training room for delegates, and will need to arrive a little earlier than the start of the seminar to arrange this. Please ask your local contact to assist with this.

Each person should be given a pen, paper, a delegate pack and the relevant KHRP publication which is being distributed. Ensure that the seats are arranged so that all delegates can see you well and, if you are using other facilities, such as a whiteboard or large writing pad, that you have all the necessary equipment. Delegates should also be provided with water and glasses.

B. Registering delegates

Please ensure that all delegates complete the registration form when they arrive, as this is necessary for our evaluation purposes. It is best for you to set this on a separate table near the entrance, to greet people as they arrive. You can ask the local partner representative/translator for assistance with this if necessary. If people arrive late, please pass the registration form round after the end of the session.

During the training, it would also be helpful if you could keep a separate note of how many people attended, and their gender.

C. Conducting the training

A member of the partner organisation or the KHRP representative accompanying you will normally provide an introduction to the seminar, including some information about KHRP, the partner organisation if relevant, you, and the subject of the training. Please discuss this beforehand with your local contact/representative as necessary.

Translation will be provided throughout the training. This will either be simultaneous or consecutive, depending on the facilities available. Delegates should be encouraged to ask questions where clarification of an issue is needed.

There should also be a mother-tongue notetaker who will record the contents of the training, issues and questions raised, and any general discussion. Where possible, you should also note down questions and issues raised – or ask the KHRP representative, if applicable, to assist with this. This helps us to identify gaps in knowledge, areas of interest and provides ideas for future trainings.

Please also take photographs of you conducting the training and of the delegates. You can ask the local contact to assist with this. Photos are important to KHRP as we rely on them for our publications, in particular the Annual Report.

D. Evaluation forms

Towards the end of the last session, you should distribute the evaluation forms and ensure that all delegates complete them. They provide invaluable feedback for monitoring purposes. If delegates are not able to attend the whole day, please ask them to complete a form before they leave.

V. AFTER A TRAINING SEMINAR: REPORTING AND FOLLOW-UP

A. Items to return to KHRP

When you return from a training seminar, we would be grateful if you could please provide us with the following, **within one week of your return**:

1. Completed evaluation forms and attendance sheet;
2. Any unused delegates packs or KHRP publications;
3. Expense report;
4. A report including the data highlighted in Section IV above and summarising your impressions of the training, the successes and obstacles, and any practical or substantive suggestions for future trainings.

It is **vitally important** for our internal accounting and external evaluation purposes that this information is provided within one week of your return. In the past, a failure to meet this deadline has caused us significant problems. The onus is on **you** to meet this deadline. A failure to do so is likely to result in you not being sent on future trainings for KHRP. Please therefore talk to us if you are experiencing any problems.

B. CPD points

Solicitors and barristers can claim non-accredited CPD points for the time they spend carrying out the training course as well as the time they spend preparing. They can claim the number of hours they spend attending the course, even if they do not speak for the whole time, together with preparation time equivalent to the number of hours they spoke at the training.

Lucy Claridge, our Legal Officer, can provide you with a letter confirming the number of relevant CPD points to be claimed, for submission to the Bar Council/Law Society as necessary. Please speak to her about this on your return.

Appendix A: List of Embassies

Embassies: <http://www.allaboutturkey.com/consulate.htm>

American Embassy:

1. Istanbul
 - a. Kaplıcalar Mevkii Sokak No.2
İstinye, Istanbul
 - b. In case of an emergency involving an American citizen, please call 0212-335-9000 for 24-hour assistance.
 - c. From outside of America, the call center may be reached by dialing 317-472-2328
5. Ankara
 - a. 110 Ataturk Boulevard, Kavaklıdere, Ankara 06100
 - b. (90) 312-455 55 55
6. Adana
 - a. Vali Yolu Bossa Apt. Z.Kat Adana
 - b. (322)542145
7. Izmir
 - a. Atatürk cd. 92 Alsancak Izmir
 - b. (232)4849426

Austria

8. Atatürk Bulvarı 189, 06680 Kavaklıdere P.K. 131, 06661
Küçükesat
9. 419 04 31-33

British Embassy:

10. Ankara
 - a. Şehit Ersan Caddesi 46/A
Cankaya 06680
Ankara
 - b. number: +90 312 455 3344
 - c. Out of hours contact numbers **for emergencies only:**
 - i. Duty Officer: 0532 262 7654
 - ii. Consular Duty Officer: 0532 668 9433
11. Istanbul
 - a. Mesrutiyet Caddesi No 34
Tepebasi Beyoglu 34435
Istanbul
 - b. Number: +90 212 334 6400
 - c. For the Istanbul area, the out of hours contact number **for emergencies only is;** Duty Officer: 0532 322 9946
12. Adana

- a. Girne Bulvari No:212 Guzelevler Mah.
Yuregir/Adana
- b. +90(322) 346 6262

Canadian:

13. Ankara

- a. The Canadian Embassy
Cinnah Caddesi no: 58
06690, Cankaya
Ankara, Turkey
- b. number: 90 (312) 409 27 00

14. Istanbul:

- a. Büyükdere cd. No:107 Bengun Han G.Tepe – Istanbul
- b. Number: (212)2725174

Denmark:

15. Ankara

- a. Kirlangiç Sokak 42
06700 Gazi Osman Pasa, Ankara
- b. number: +90 (312) 468 7760

16. Istanbul

- a. Bilezik sk. No:2 Findikli Istanbul
- b. Number: (212)2450385

17. Izmir

- a. Akdeniz cd. 1/702 Pasaport Izmir
- b. (232)4893441

18. Mersin

- a. Güven Is Hani No:2 PK.23 Mersin
- b. (324)2314217

Finland:

19. Ankara:

- a. Kader sk. No.45 GOP Ankara
- b. (312)4261930 or 4294964 or 4265685

20. Adana

- a. Akdeniz Nebati Yaglar ve Tekstil San.A.S. Adana
- b. (322)3218845

21. Istanbul

- a. İnönü cd. 69-6 A. Pasa Istanbul
- b. (212)2433775

22. Izmir

- a. Gazi Bul.No:47/49 Izmir

23. Samsun:

- a. Kirazlik Köprübasi Mev. No:332 Samsun

France:

24. Ankara

- a. Paris Caddesi 70, Kavaklıdere – Ankara

b. number: +90 312 455 45 45

25. Istanbul:

a. Istiklal cad. 18 Taksim Istanbul

b. Number: (212)2431852

26. Izmir:

a. Cumhuriyet Bul. 153 Izmir

b. Number: (232)4214234

Germany

27. Atatürk Bulvarı 114, 06690 Kavaklıdere

28. 455 51 00

Ireland

29. Istanbul:

a. Cumhuriyet cad. Pegasus Evi No:26/ A Harbiye Istanbul

b. Number: (212)2466025

30. Uğur Mumcu Cad. No. 88, MNG Binası, B Blok Kat 3, 06700
G.O.P.

31. 446 61 72

Italy

32. Atatürk Bulvarı 118, Kavaklıdere

33. 426 54 60-63

New Zealand:

34. Ankara:

a. Iran Cad. 13, Kat:4 Kavaklıdere Ankara

b. (312)467 9056(3) or 467 90 54

Norway:

35. Ankara:

a. Kirkpınar Sokak No. 18; 06540 Cankaya, Ankara

b. 90 312 405 8010

c. Kelebek Sok.18 G.O.P. Ankara

d. Number: (312)4463196

36. Iskenderun

a. Atatürk Bul.Ünsal Han K.1 Iskenderun

b. (326)6176170(5)

37. Istanbul:

a. Rihtim cd. 227 Karaköy Istanbul

b. (212)2491708

38. Izmir:

a. 1378 sk. 4/1 Alsancak Izmir

b. (232)4219280

Sweden

39. Ankara

a. Katip Çelebi sk. 7 Kavaklıdere Ankara

b. (312)428 67 35(3) or 466 45 58

40. Istanbul

- a. Istiklal cd. 497 Beyoglu Istanbul
- b. (212)243 57 72

41. Izmir

- a. 138 sk. 4-1/201 Izmir
- b. (232)422 01 38

42. Mersin

- a. Ismet Inönü Bul. 2/4 Mersin
- b. (324)231 18 37

Switzerland

43. Ankara

- a. Atatürk Bulvari 247 Kavaklıdere Ankara
- b. (312)4675555(2) or 467 55 56 or 467 11 98

44. Istanbul

- a. Hüsrev Gerede cd. 75/3 Tesvikiye Istanbul

Appendix B: Turkish for Travellers

Pronunciation

a: art	e: bear	u: you	c: chart
s: sharp	k: kick	o: early	

Basics

Hello: Merhaba

Goodbye: Allahaismarladik (said by the person leaving)// Gule Gule (Said by the person seeing his/her friend off)

Good morning: Gunaydin

Good evening: Iyi Aksamlar

Good night: Iyi Geceler

How are you?: Nasilsiniz? I am well: Iyiyim

Yes: Evet

No: Hayir

Please: Lutfen

Thank You: Tesekkur ederim or Mersi

There is: Var

There is not: Yok both expressions used to express availability or lack thereof respectively

I want...: (object) + istiyorum

Numbers

1 Bir	11 Onbir	30 Otuz	100,000 Yuzbin
2 Iki	12 Oniki	40 Kirk	1million Bir milyon
3 Uc	13 Onuc	50 Elli	1billion Bir milyar
4 Dort	14 Ondort	60 Altmis	
5 Bes	15 Onbes	70 Yetmis	
6 Alti	16 Onalti	80 Seksen	
7 Yedi	17 Onyedi	90 Doksan	
8 Sekiz	18 Onsekiz	100 Yuz	
9 Dokuz	19 Ondokuz	200 Ikiyuz	

10 On

20 Yirmi

1000 Bin

Expressions of Time

When?: Ne zaman?

Yesterday: Dun

Today: Bugun

Tomorrow: Yarin

Morning: Sabah

Afternoon: Oglenden sonra

Evening: Aksam

Night: Gece

One hour: Bir saat

What is the time?: Saat kac?

At what time? Saat kacta?

The Days of the Week

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pazar	Pazartesi	Sali	Carsamba	Persembe	Cuma	Cumartesi

Travel Terms

Airport: Havaalani

Port: Liman

Town Center: Sehir merkezi

Where is it?: Nerede?

Is it far?: Uzak mi?

Be careful!: Dikkatli ol!

Tourism Bureau: Turizm burosu

A good hotel: Iyi bir otel

A restaurant: Bir lokanta

Hospital: Hastahane

Helpful vocabulary/ Hotel & Restaurant

A room: Bir oda
A room with a view: Manzarali bir oda
Bed: Yatak

Restroom: Banyo
Two people: İki kişi
The bill: Hesap **Water:** Su

Mineral Water: Maden suyu
Milk: Süt
Tea: Çay
Coffee: Kahve
Sugar: Şeker
Breakfast: Kahvaltı
Fruit juice: Meyva suyu
Wine: Sarap
Beer: Bira
Ice: Buz
Bread: Ekmek
Rice: Pilav
Chicken: Pilic/ Tavuk
Fish: Balık
Meat: Et
Mutton: Koyun eti
Lamb: Kuzu eti
Beef: Sığır eti
Veal: Dana eti

Shopping

Shopping center: Carsi
Grocery store: supermarket
Pharmacy: eczane

How much is this?: Bu ne kadar?
It is expensive: Bu pahalı
It is cheap: Bu ucuz

I like it: Beğendim
I don't like it: Beğenmedim

Bank: Banka
Cash machine: Bankamatik

Appendix C: Hospital information

Istanbul

The following includes four hospitals in Istanbul with staff having some English language capability as well as a representative listing of physicians and dentists who speak English.

This list does not constitute a recommendation by the Consulate General of the hospitals or individuals listed. Neither should it be considered a comprehensive list of competent English-speaking physicians and dentists in Istanbul.

KOÇ AMERICAN HOSPITAL

Address: Güzelbahçe Sokak, Nişantaşı Tel: (212) 311 2000

Koç American Hospital has 143 beds and is equipped to treat medical, surgical and maternity patients. A limited number of psychiatric and contagious diseases are accepted.

KAH is operated by a US non-profit foundation founded in 1920. A Turkish doctor serves as Medical Director and a Canadian nurse serves as the Director of Nursing. A 24-hour emergency room operates with a resident doctor and specialists in attendance. The doctors have an adequate command of English. In addition to routine hospital care, services include intensive care, 24-hour emergency coverage, and a complete diagnostic center with ultrasound, angiography, mammography & others.

INTERNATIONAL HOSPITAL

Address: Istanbul Cad. 82 Yeşilköy Tel: (212) 663 3000 (25 lines)

Located close to the airport, International Hospital has 154 beds, including 8 coronary-care and 10 surgical-care beds. It is privately owned and equipped with up-to-date technology. A complete range of medical services is provided, including internal medicine, general surgery, obstetrics and gynecology, pediatrics and pediatric surgery, cardiovascular surgery, neurosurgery, orthopedics and nuclear medicine. The International Hospital's Emergency Department is open 24 hours a day, as is its laboratory.

The International Hospital's administration, physicians and staff are Turkish. Many of the hospital doctors speak English and have postgraduate experience in the United States.

ISTANBUL SURGERY HOSPITAL

Address: Ferah Sokak, No. 18, Nişantaşı Tel: (212) 296 9450

Istanbul Surgery Hospital is a new private hospital, located in Nisantasi, five minutes from Taksim Square. It specializes in ophthalmology; dermatology; internal medicine; ear, nose and throat; voice and speech disorders; in-vitro fertilization and gynecology; general, plastic, orthopedic, and urological surgery. Twenty-four hour emergency service is available with complete radiological

and laboratory services. All department heads are fluent in English, and the medical director is a board-certified American eye surgeon.

METROPOLITAN FLORENCE NIGHTINGALE HOSPITAL

Address: Cemil Aslan Güder Sokak, No: 8, Gayrettepe Tel: (212) 288 3400

The Metropolitan Florence Nightingale Hospital opened in July 1997, and has recently been certified for ISO 9001 by TUV Rheinland Germany. The hospital has a capacity of 100 beds, inclusive of 8 intensive care and 5 neonatal intensive care beds. The hospital specializes in gynecology, medical and radiation oncology, neurosurgery, urology, ophthalmology, pediatrics, plastic surgery and nuclear medicine. Latest technology equipment is available for diagnostic and therapeutic purposes. The hospital has an ongoing project with the Institute of Biomedical Engineering of Bogazici University for risk management issues and the calibration of medical equipment. Emergency, laboratory and radiology services are available 24 hours a day. Physicians speak English and have postgraduate experience either in the United States or Europe.

ACIBADEM HOSPITAL

Address: Tekin Sokak, 18, Acibadem – Kadıköy, Tel: (0216)544-4444

Located on the Asian side of Istanbul, Acibadem Hospital has also has three outpatient clinics on the European side. The hospital has a partnership with Harvard Medical International. In addition to routine medical services, Acibadem offers a pain clinic, intensive care unit, ambulance service, physical therapy unit and sleep disorder laboratory.

Appendix D: Accommodation/ Food/ Transportation

Istanbul

AIRPORT HOTELS

Travel agencies in the International Terminal offer 24-hour hotel reservations. The new *Istanbul International Airport Hotel* boasts 85 rooms, a gym, two conference rooms and a business corner. Nearby hotels include the *Radisson SAS Conference and Airport Hotel* (tel: (0)212 475 2323), the *Polat Renaissance Istanbul Hotel* (tel: (0)212 663 1700), the *Airport Inn Hotel* (tel: (0)212 663 7859) and *Cinar Hotel* (tel: (0)212 663 2900), all within 4km (2 miles), and the *Crowne Plaza Hotel Istanbul* (tel: (0)212 560 8100), 8km (5 miles) from the airport.

Transportation:

- General Information:
 - Comparison: Istanbul-Ankara 445km
 - Bus: \$25-\$35
 - Car: \$65 (rock bottom)
 - Train: \$17
 - Plane: \$85-\$110
- Taxi: Istanbul Airport to Istanbul
 - A taxi might cost around US\$20/€15 during the day, 50% more in the middle of the night, and take between 25 and 45 minutes or an hour for the trip, depending on traffic

Trains:

- Intercity trains among Istanbul, Ankara and Izmir are good and quite cheap, and other services are improving (although there is currently no train service between Istanbul and Izmir).
- Busses:
 - Bus travel is faster than the train on most routes, however, and twice as fast on many routes.
 - Buses depart on the 450-km (280-mile) 6-hour journey between Istanbul and Ankara about every 15 minutes, 24 hours a day, for US\$25 to \$40 one-way.
 - Most fares are quite reasonable. Often, buses are so frequent you needn't reserve in advance except around holidays.

Car:

- It costs a minimum of US\$60 per day to rent a car in Turkey when all expenses are included, and from the better companies the cost is more like US\$75 or US\$90.
- Turkey has a high traffic accident rate, so highway safety is a consideration when you decide whether or not to travel by road.

Appendix E: Information on KHRP partner groups in Turkey

ii. KRHP Partners and other contacts:

1. Council of Europe:

- a. Itan Shirinova at the Council of Europe Information Office (+994 50 3446474 mobile; +994 12 4975493)
- b. Matz Lindberg, representative of the Council of Europe Secretary General: +994 12 4975489

2. OSCE

- a. President is Mauricio Pavesi (+994 12 4972373)

3. In Turkey:

- a. The Human Rights Association of Turkey (IHD - İnsan Hakları Derneği),
- b. The Association for Internally Displaced People (GOC-
DER),
 - i. The Foundation for Legal and Social Studies (TOHAV),
- c. The Association of Human Rights and Solidarity for the Oppressed People in Turkey (MAZLUM-DER),
- d. The Contemporary Lawyers Association (CHD),
- e. Diyarbakir Bar Association and
- f. The Contemporary Journalists Association (CGD).

4. Internationally:

- a. Rafto,
- b. Medico International,
- c. Bar Human Rights Committee of England and Wales,
- d. The Corner House,
- e. The Kurdish Women's Project

Appendix F: EXPENSE REPORTS

If expenses have been incurred, complete an expenses claim form available from KHRP.

All VAT receipts, including airline tickets (*which must be retained*) and credit card bills must be provided and attached to the relevant claim form. All receipts for expenditure on the KHRP credit card must be submitted with a credit card claim form and not included in the expense report. In the occasional circumstance where receipts are not available, then self-declared receipt forms must be attached. Wherever possible, write a brief one or two word description of what the receipt was for as sometimes it is not possible to tell. Where currency has been exchanged, a copy of the exchange slip must also be attached

Expense forms should be submitted without delay on return and no later than 2 weeks from return date. Submissions should be made electronically, as well as in hard copy.

The Finance Officer must record it and issue cheque for reimbursement within a week.

In the event of the Finance Officer's absence, if no one is available to operate the computerised accounting system, it will be replaced on a temporary basis with a manual recording system but for no longer than one month.

If an advance has been given to cover any expenses, any excess expenses must be reimbursed by cheque, and not by petty cash. Petty cash is for office expenses only.

Appendix G: Monitoring Form for Training Seminars

In an effort to monitor our work KHRP would like to collect information regarding the composition of the training seminars and any other meetings conducted whilst within the Kurdish regions. We would appreciate it if you would detach and return this form completed to KHRP together with:

- a. Review of the training seminar
- b. Final itinerary
- c. Business cards of those you met with
- d. Minutes or notes of any meetings
- e. Expense reports
- f. Follow-up suggestions
- g. Photographs (digital preferred) including relevant captions to be featured in any future publications

Training seminar and meetings

Please record the number of times you met with the following groups, including those who attended the training seminar. The space allows for a tally to accurately record the demographics of meetings.

Demographic	Number of meetings held
Local men, women, boys & girls	
Gate keepers e.g. teachers, unions, health workers, religious leaders	
Local community groups	
Local or regional NGOs	
Representatives of the bar	
Donors (our funders etc)	
Governments/ officials	
International NGOs	
Intergovernmental organisations (OSCE, UN etc)	
Journalists/ media	

During meetings

KHRP is interested in the impact the organisation may have had on law and practice in the regions, particularly legal precedents. An important way of discovering this is through discussions with individuals/groups, whether before or after the training

seminar, during the breaks, or in other meetings. Therefore if appropriate please ask those you talk to, including members of partner organisations, translators/interpreters and seminar delegates for their impression of the impact KHRP's work has had on law and practice in their region and, where possible, provide examples.

Follow up/further action KHRP will need to take in future

During the course of the training, apart from taking notes of the issues and questions raised, please could you use the space below to record any follow up points or action KHRP will need to make on return to the office in the UK.