



**BRICS RUSSIA 2015**

**ADMINISTRATIVE CIRCULAR  
INFORMATION AND GUIDELINES FOR**

**CIVIL BRICS FORUM**

**Moscow, the Russian Federation,  
June 29 – July 1, 2015**



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## 1. WELCOME AND INTRODUCTION

The Russian Federation warmly welcomes the participants to the Civil BRICS Forum, June 29 – July 1, 2015. BRICS 2015 Planning Team is committed to providing the meeting programme that will enable delegates to effectively carry out their work while enjoying their visit to Moscow, Russia.

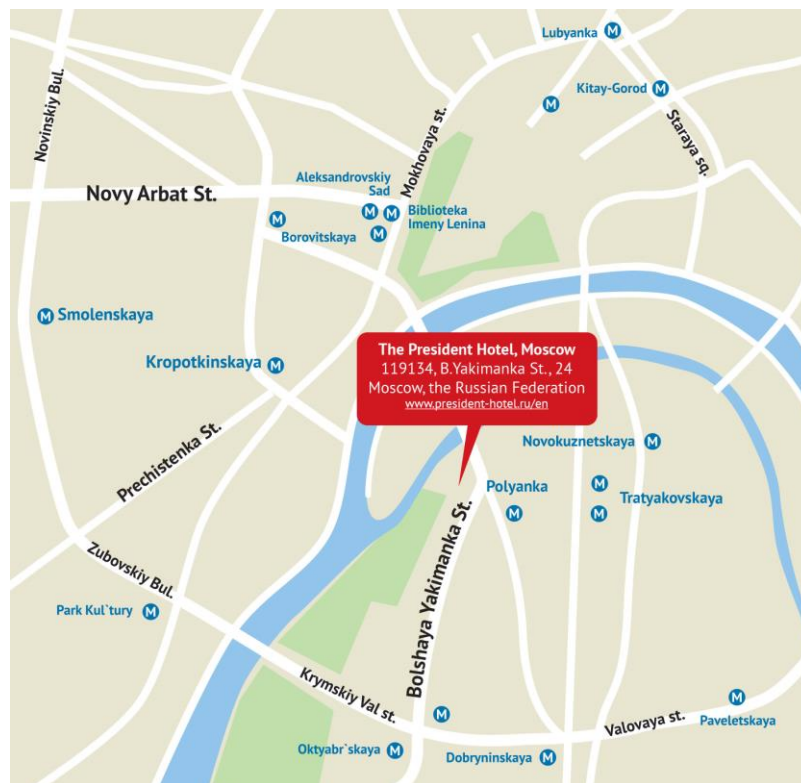
This Administrative Circular provides the meeting information as well as comprehensive details about administrative procedures and meeting logistics. Requests for clarification or other information can be addressed to the BRICS 2015 Planning Team using the email addresses provided in Section 4. Amendments to this Circular (if any) will be issued and sent via email to each BRICS delegation through its Liaison Officer.

The BRICS 2015 Planning Team wishes all the participants a most productive and memorable visit to the Russian Federation during the upcoming Civil BRICS Forum.

## 2. MEETING DATES AND VENUE

The Civil BRICS Forum will take place on June 29 – July 1, 2015. The meeting venue will be:

**The President Hotel, Moscow**  
119134, B.Yakimanka St., 24  
Moscow, the Russian Federation  
<http://www.president-hotel.ru/en/>





President Hotel belonging to the Department of Affairs of the President of the Russian Federation was built in 1983. The hotel's construction was the focus of special attention because the project was ordered by the Department of Affairs of the Central Committee of the Communist Party of the Soviet Union (CPSU). The hotel was designated to provide the necessary conditions for the leadership of the CPSU and the highest structures of the Soviet State in their foreign policy activities.

### **3. MEETING PROGRAMME**

For detailed Programme please refer to **Annex A**.

### **4. BRICS 2015 PLANNING TEAM CONTACT INFORMATION**

- Inquiries related to online registration and accreditation and all other questions may be directed to:  
[info@brics2015.org](mailto:info@brics2015.org)
- Inquiries related to accommodations may be directed to:  
[hotels@brics2015.org](mailto:hotels@brics2015.org)
- Inquiries related to transportation and transfer facilities may be directed to:  
[transport@brics2015.org](mailto:transport@brics2015.org)
- Inquiries related to obtaining visas and customs control may be directed to:  
[visa@brics2015.org](mailto:visa@brics2015.org)
- Inquiries related to media representation may be directed to:  
[media@brics2015.org](mailto:media@brics2015.org)
- Hotline telephone number:  
+7 (812) 643 07 06

### **5. ONLINE REGISTRATION AND LIAISON OFFICERS**

#### **5.1. Delegation Contact Person (DCP)**

Each delegation should appoint a Delegation Contact Person responsible for online registration of all members of the delegation prior to the meeting. In addition, the DCP should be in constant contact with the BRICS 2015 Planning Team to reply to the questions that may arise relating to online registration of the delegation members.



*In order to receive a username and password necessary to access the online registration portal, delegations are required to forward the full name, position and contact information of their DCP to the respective Liaison Officers (Annex B) no later than **June 16, 2015**.*

## **5.2. Liaison Officer (LO)**

Each delegation will be assigned a Liaison Officer (LO). Liaison Officers will serve as a point of contact for Heads of Delegations during the meeting on issues related to logistics and administration. Names and contact information of each delegation's Liaison Officer are provided in Annex B.

## **5.3. Format of the Meeting**

The format of the Civil BRICS Forum in Moscow will be **1 + 19 for countries** (Head of Delegation and 19 Delegates).

## **5.4. Participants' Online Registration**

*Online registration for the Civil BRICS Forum will be open till **June 26, 2015**.*

All the delegates must be registered online by the respective Delegation Contact Person (DCP) **via the online registration portal** [www.brics2015.org](http://www.brics2015.org)

Please note that the Letter of Notification with username and password will be emailed to the DCP as soon as assigned Liaison Officer receives the DCP's contact information.

All information on online registration will be protected and available only to a limited number of BRICS 2015 Planning Team members.

After online registration is completed, the Letter of Confirmation about the successful registration of each participant will be sent electronically to the e-mail address, indicated in personal account on the registration portal. The participants who have been registered by the DCP but have not received the confirmation of their online registration by *June 26, 2015* should notify the BRICS 2015 Planning Team by sending an email to: [info@brics2015.org](mailto:info@brics2015.org)

## **5.5. Late Online Registration**

After the online registration portal closes on *June 26, 2015* non-registered participants should contact the respective Liaison Officer otherwise they will not have access to the meeting venue.



## **6. ACCESS TO MEETING**

### **6.1. Access Procedures and ID Badges**

Each participant must receive an ID badge at the BRICS 2015 Accreditation desk located at the meeting venues. All additional information about collecting badges will be sent to the DCP prior to the meeting.

To obtain badges the participants must provide a photo ID, passport or a diplomatic identity card. Access to the meeting venue will be allowed only to the participants displaying their ID badges. All delegates are requested to visibly wear their ID badges at all times.

### **6.2. Common Delegation Room**

Common Delegation Room will be available at the meeting venues for use by all meeting participants from 08:00 to 20:00 on June 29 – July 1, 2015. The room will be equipped with office supplies and drinking water; wireless internet will be available. To access Wi-Fi please use login: **BRICS**, password: **brics2015**.

### **6.3. Bilateral Meeting Room**

The Bilateral Meeting Room will be available at the meeting venues from 08:00 to 20:00 on June 29 – July 1, 2015. The room will be equipped with office supplies and drinking water.

## **7. ACCOMMODATION**

Please be advised that each delegation of the Civil BRICS Forum will be provided with complimentary accommodation at the meeting venue the President Hotel, Moscow during the period June 28 – July 2, 2015 (4 nights). Confirmation of complimentary accommodation will be sent directly to each delegate granted with this service by BRICS 2015 Planning Team. Please refer to respective Liaison Officer for detailed information.

Please be advised that all complimentary services will be rendered in accordance with a Reservation Confirmation. Additional upgrades, extra nights and charges should be covered by the participants themselves.



## 8. ARRIVALS AND DEPARTURES INFORMATION

### 8.1. Visa

Visa requirements to enter Russia can be found in **Annex C**.

In case of difficulties related to obtaining a visa, please communicate to [visa@brics2015.org](mailto:visa@brics2015.org).

### 8.2. Baggage and Item Restrictions

Airlines operating in the Russian Federation strictly enforce baggage size and weight limitations. ***The participants are requested to familiarize themselves with their airline weight and carry-on restrictions prior to travelling in order to avoid extra fees or any complications.*** Inside the check-in area participants can use the baggage packing service.

In addition, for the sake of airline security some articles and substances must not be carried aboard. The amount of liquid in hand luggage may also be restricted.

### 8.3. Airports of Moscow

There are three airports in Moscow. Depending on the flight route, the participants will arrive at either Sheremetyevo Airport, Domodedovo Airport or Vnukovo Airport. The participants are encouraged to clarify information on the terminal of arrival to their airline company.

#### Call-centre

Sheremetyevo Airport: +7 (495) 578 65 65

Domodedovo Airport: +7 (495) 933 66 66

Vnukovo Airport: +7 (495) 937 55 55

Further information can be found on airport website.

Sheremetyevo Airport: <http://www.svo.aero/en/>

Domodedovo Airport: <http://www.domodedovo.ru/en/>

Vnukovo Airport: <http://vnukovo.ru/eng/index.wbp/>

Due to the intense traffic in Moscow Aeroexpress train service might be the most convenient way for the participants to get from Sheremetyevo, Domodedovo and Vnukovo airports to the railway stations, located in Moscow city centre.

- Aeroexpress from the Domodedovo Airport goes to the Paveletskiy Railway Station and backwards (travel time 45-50 min).



- Aeroexpress from the Sheremetyevo Airport goes to the Belorusskiy Railway Station and backwards (travel time 35 min).
- Aeroexpress from the Vnukovo Airport goes to the Kievskiy Railway Station and backwards (travel time 35 min).

For detailed information about Aeroexpress please visit: <http://www.aeroexpress.ru/en/>

## 9. TRANSPORTATION

### 9.1. Shuttle services for delegates

All the participants of the Civil BRICS Forum are provided with timely shuttle transportation service from the airports to the meeting venue and on the way back in the period of June 28 – July 2, 2015. BRICS 2015 personnel will meet delegation members in the common arrival hall with a BRICS branded sign and accompany them to the transfer.

The shuttle schedule will be available at the BRICS 2015 Information desks at the meeting venue.

### 9.2. Public Transportation and Taxi

It is recommended to use taxi cabs with special taxi service insignia. Delegates can order a taxi at the airport taxi desk or in advance, using the following telephone number:

**Taxi: +7 (495) 777 57 77**

The fare for the taxi may be calculated by the manager in advance, if required. The fare is to be paid in Russian rubles. Additional information regarding transportation facilities and taxi services will be available from the BRICS 2015 Planning Team staff at the Information desks at the meeting venue and the airports of Moscow.

### 9.3. Individual Transportation

You can always rent a car with a driver. Rental rates for different types of vehicles are highlighted in the table below:

Type of a vehicle	Approximate cost
Minivan for up to 12 persons	from 1380 RUB per hour
Executive car (Mercedes, BMW, Audi)	from 2800 RUB per hour
Business car (VW, Nissan, Toyota)	from 1380 RUB per hour
Excursion bus (up to 50 passengers)	from 2100 RUB per hour

In order for this service to be provided please call **+7 981 696 4753**.





#### **9.4. Special Transportation Requirements**

The meeting participants who require handicapped accessible transportation should notify the BRICS 2015 Planning Team prior to the meeting by sending a brief description of their needs to [transport@brics2015.org](mailto:transport@brics2015.org)

#### **10. MEDIA ARRANGEMENTS**

Please be advised that in order to provide the Civil BRICS Forum media representation Delegation Contact Person (DCP) of each delegation is responsible for sending data on media representatives, accompanying delegation to [media@brics2015.org](mailto:media@brics2015.org) no later than **June 22, 2015**.

Media regulations for the Civil BRICS Forum will be forwarded to the Delegation Contact Person prior to **June 22, 2015**.

#### **11. GENERAL INFORMATION**

##### **11.1. Weather**

Moscow climate is moderately continental. The average day temperature in June is + 22 °C (71,60 °F). The night temperature is + 11 °C (51,80 °F).

*Please check the Russian Meteorological Agency website (<http://wmc.meteoinfo.ru/>) for the latest weather forecast.*

##### **11.2. Time**

Time zone of Moscow is UTC/GMT +3. All Russian cities Times Zones are specified relative to Moscow time.

##### **11.3. Tipping**

Tips are on average 10% of the total amount but may depend on the quality of the provided service. In restaurants it is common to leave 10% of the total amount. Tips of 50-100 Rubles (1-2 USD) per bag are customarily given to baggage handlers at airports and hotel bellhops who take luggage to a guest room. It is also customary to tip hotel room cleaning staff 50-100 Rubles per day (1-2 USD).

##### **11.4. Electricity**

The supply voltage in Russia is 220 volts. On request, most hotels will provide transformers to visitors with appliances of a different voltage, but the number of



transformers available may be limited. The power plugs used in Russia are of the two-pin and round-shaped type.

### **11.5. Smoking**

In Russia there is total prohibition on smoking in public areas. Please, use the designated areas for smokers.

### **11.6. Useful Telephone Numbers**

Moscow area code: **495** or **499**

Emergency (for subscribers of mobile networks): **112**

#### Lost and found

Sheremetyevo: +7 (495) 578 6565

Domodedovo: +7 (495) 504-02-58 (domestic flights), +7 (495) 504-02-85 (international flights)

Vnukovo: + 7 (495) 436-28-38 (domestic flights), +7 (495) 436-77-60 (international flights)

#### Dialing Russian numbers from outside Russia:

Please dial telephone numbers as indicated: country code (+7), area code (495 or other), telephone number (7 digits)

#### Dialing international telephone numbers from your mobile phone during your visit to Russia:

Please use international standard procedure: dial "+", country code, area code, telephone number.

When making a phone call from the fixed telephone at your hotel room, please follow instructions or ask concierge service for help.

### **11.7. Mobile Phones Information**

Most modern cell phones can work in several settings that can use roaming services in different networks. Most of the GSM-phones in use in Russia, supporting the protocols of GSM-900 and GSM-1800, or in networks GSM-850 and GSM-1900. Almost all of the UMTS-phones can work in networks GSM. For roaming the participants need to contact their mobile network operator.



### **11.8. Credit Cards, Currency and ATMs**

The official currency of the Russian Federation is the Russian Ruble. All payments on the territory of the Russian Federation must be done in Russian Rubles.

Major credit cards are widely accepted at hotels, restaurants, shops, etc. **Visa, MasterCard, American Express** can be used at establishments, however, some restaurants and small shops accept cash payments only.

Currency exchange points are located at airports, main hotels and banks throughout the city. Major currencies accepted for exchange are Euros and USD, some bank accept GBP. Currency exchange rates vary depending on the policies of a bank. Banks usually take commission for money exchange and participants are advised to take it into consideration. When making a currency exchange, some banks also ask to provide a passport or other identity document.

It is also possible to use the ATMs located in banks, hotels, large shopping centres. Information about the location of ATMs will be available at the BRICS 2015 Information desks.

#### ***Exchange rate of the Central Bank of the Russian Federation as of June 11, 2015:***

*1 USD = 54.82 RUB*

*1 EUR = 62.20 RUB*

Relevant information about the currency exchange rate can be found at <http://www.cbr.ru/eng/>

### **11.9. Special needs**

The BRICS 2015 Planning Team is committed to ensure that all participants have a fruitful and pleasant stay in Moscow. The participants are encouraged to email [info@brics2015.org](mailto:info@brics2015.org) with information regarding handicap accessibility needs, dietary concerns and allergies, relevant medical issues, and any other special need requests which can be fulfilled by the BRICS 2015 Planning Team.



**ANNEX A.**

**PROGRAMME OF THE CIVIL BRICS FORUM**

*(The President Hotel, Moscow, June 29 – July 1, 2015)*

**Arrival of the participants – June 28<sup>th</sup> – June 29<sup>th</sup>**

**Day 1, June 29, MONDAY**

12:00 – 15:00	<b>Registration and welcome coffee</b>						
13:00 – 14:30	<b>Working meeting of heads of delegations and international editorial committee</b>						
14:30 – 15:00	<b>Coffee break</b>						
15:00 – 16:00	<b>Opening Ceremony of Civic BRICS Forum Welcome address by Sergey Ryabkov, deputy minister of Foreign Affairs, Russian BRICS Sherpa</b>						
16:00 – 17:30	<b>The role of the civil society of the BRICS countries in building a new Just World Order</b>						
17:30 – 18:00	<b>Coffee break</b>						
18:00 – 19:00	Working group meeting <b>Healthcare</b>	Working group meeting <b>Education and Science</b>	Working group meeting <b>Culture and intercivilizational dialogue</b>	Working group meeting <b>Sustainable development</b>	Working group meeting <b>Economics and Trade</b>	Working group meeting <b>Peace and Security</b>	Working group meeting <b>Harmonization of interethnic affairs</b>
19:00 – 21:00	<b>Gala Dinner</b>						



**Day 2, June 30, THUESDAY**

09:00 – 10:30	<b>Plenary session</b> Invigoration through deeper cooperation: civil society for BRICS success				
10:30 – 11:00	<b>Coffee break</b>				
11:00 – 12:30	<p>First Panel Discussion "Culture of BRICS countries 2015-2040: challenges for public administration" Part I</p> <p>Culture and intercivilizational dialogue</p>	<p>Second Panel Discussion "Building racial, ethnic and religious tolerance and nondiscrimination, regulation of migration and integration of migrants" Part I</p> <p>Harmonization of interethnic affairs</p>	<p>Third Panel Discussion "System of intellectual property protection and promotion of innovations"</p> <p>Trade</p>	<p>Fourth Panel Discussion "BRICS and construction of a multipolar world"</p> <p>Peace and Security</p>	<p>Fifth Panel Discussion "MDGs Implementation, SDGs and role of the BRICS countries"</p> <p>Sustainable development</p>
12:30 – 13:00	<b>Coffee break</b>				
13:00 – 14:30	<p>Sixth Panel Discussion "Culture of BRICS countries 2015-2040: challenges for public administration" Part II</p>	<p>Seventh Panel Discussion "Building racial, ethnic and religious tolerance and nondiscrimination, regulation of migration and integration of</p>	<p>Eighth Panel Discussion "Social role of intellectual property protection in healthcare"</p> <p>Trade; Healthcare</p>	<p>Ninth Panel Discussion "Non-Western view on the World's future"</p> <p>Economics; Culture and Intercivilizational</p>	<p>Tenth Panel Discussion "Sustainable Energy and Climate Change"</p> <p>Sustainable development</p>



	<b>Culture and intercivilizational dialogue</b>	<b>migrants" Part II</b>  <b>Harmonization of interethnic affairs</b>		<b>Dialogue; Peace and Security</b>	
14:30 – 15:30	<b>Lunch break</b>				
15:30 – 17:00	<p>Eleventh Panel Discussion <b>"The role of education and science in the development of human capital"</b></p> <p><b>Education and Science</b></p>	<p>Twelfth Panel Discussion <b>"Public healthcare development and access to medical services as priority of BRICS international development "</b></p> <p><b>Healthcare</b></p>	<p>Thirteenth Panel Discussion <b>"Socially responsible trade as a tool for further economic development of the BRICS countries"</b></p> <p><b>Trade</b></p>	<p>Fourteenth Panel Discussion <b>"Economics in the finite world"</b></p> <p><b>Economics</b></p>	<p>Ninth Panel Discussion <b>"Modern global challenges and the role of the BRICS union in ensuring peace and security"</b></p> <p><b>Peace and Security</b></p>
17:00 – 17:30	<b>Coffee break</b>				
17:30 – 19:00	<p>Sixteenth Panel Discussion <b>"BRICS and global South societies in addressing growing inequality"</b></p> <p><b>Sustainable development</b></p>	<p>First Open Discussion <b>"Involvement of civil society in global governance and shaping the world's future"</b></p>	<p>Seventeenth Panel Discussion <b>"Food security and civil society"</b></p> <p><b>Economics</b></p>	<p>Second Open Discussion <b>"BRICS New Development Bank: acting for the common good"</b></p> <p><b>Economics and Trade, Sustainable Development</b></p>	<p>Eighteenth Panel Discussion <b>"Challenges and threats of the modern world: "color revolutions" and use of "soft power"</b></p> <p><b>Peace and Security</b></p>



**Day 3, July 1, WEDNESDAY**

09:00 – 10:00	Working group meeting <b>Healthcare</b>	Working group meeting <b>Education and Science</b>	Working group meeting <b>Culture and intercivilizational dialogue</b>	Working group meeting <b>Sustainable development</b>	Working group meeting <b>Economics and Trade</b>	Working group meeting <b>Peace and Security</b>	Working group meeting <b>Harmonization of interethnic affairs</b>
10:00 – 11:30	Third Open Discussion <b>"Money as a Weapon"</b>	Fourth Open Discussion <b>"Green economy and innovative development"</b>  Sustainable development, Economics	Nineteenth Panel Discussion <b>"Sustainable development of local administration: municipal and private innovative entrepreneurship projects"</b> Sustainable development	Fourth Open Discussion <b>"BRICS educational space: ways to strengthen scientific and academic ties. Aiming at high quality education"</b>  Education and Science	Fifth Open Discussion <b>"Disease prevention and promotion of healthy lifestyles among children and youth from BRICS-countries"</b>  Education and Science, Healthcare		
11:30 – 12:00	Coffee break						
12:00 – 13:30	<b>Open meeting of international editorial committee. Vote</b>						
13:30 – 14:30	Lunch break						
14:30 – 16:30	Plenary Session <b>Speech by President of the Russian Federation Vladimir Putin (TBC)</b> <b>Recommendations communication from Civic Forum participants to the BRICS leaders</b>						
16:30 – 17:00	Coffee break						
17:00 – 18:00	Closing Ceremony						



## ANNEX B.

### LIAISON OFFICERS CONTACT INFORMATION

BRICS 2015 Member States			
Country	Liaison Officer	Email	Telephone
Brazil	Ms. Oxana Dergach	<a href="mailto:o.dergach@brics2015.org">o.dergach@brics2015.org</a>	+7 981 722 20 76
Russia	Ms. Oxana Dergach	<a href="mailto:o.dergach@brics2015.org">o.dergach@brics2015.org</a>	+7 981 722 20 76
India	Ms. Elena Esipova	<a href="mailto:e.esipova@brics2015.org">e.esipova@brics2015.org</a>	+7 981 722 97 96
China	Ms. Inna Pryalukhina	<a href="mailto:i.pryalukhina@brics2015.org">i.pryalukhina@brics2015.org</a>	+7 981 723 02 55
South Africa	Ms. Ekaterina Kiseleva	<a href="mailto:e.kiseleva@brics2015.org">e.kiseleva@brics2015.org</a>	+7 981 722 20 80





## ANNEX C.

### VISA REQUIREMENTS TO ENTER THE RUSSIAN FEDERATION

In order to avoid possible difficulties in obtaining Russian visa for participation in BRICS events in Russia, please kindly comply with the following step-by-step instructions:

1. Timely complete the online registration via [www.brics2015.org](http://www.brics2015.org). Please pay special attention to filling in the **box “Visa Location”** correctly. The box should contain information **on the city where you intend to apply for your visa** (the list of the Russian Diplomatic Missions can be found at [http://www.mid.ru/zu\\_r.nsf/strawebeng](http://www.mid.ru/zu_r.nsf/strawebeng)). **Otherwise, the MFA of Russia won't be able to send the necessary authorization to its staff abroad to issue a visa.**

Upon registration the **Letter of Confirmation** informing about successful accreditation will be sent via the BRICS web-portal to the participant's e-mail address provided in the accreditation form.

2. Please be advised that visa request processing starts only upon completion of online registration and might take up to several week. We would like to remind you that a multi-entry visa could not be guaranteed if you register less than 17 days before your intended travel date. Only a single-entry visa could be issued in this case.

**Visa application fees are covered by participants themselves.**

3. After the visa issuing process, the BRICS 2015 Planning Team will send you Visa Reference Number, assigned to each delegate by the MFA, via [visa@brics2015.org](mailto:visa@brics2015.org). Only then participants can contact the relevant Russian Diplomatic Mission **in the city specified in the “Visa Location” box** of their registration form to submit the necessary set of documents **including the Letter of Confirmation and Visa Reference Number** (for more details please refer to [http://www.mid.ru/zu\\_r.nsf/strawebeng](http://www.mid.ru/zu_r.nsf/strawebeng)).
4. In case of any difficulties related to obtaining a visa, please communicate to [visa@brics2015.org](mailto:visa@brics2015.org)

For information on Russian visa requirements for passport holders from BRICS countries please refer to **the following chart**.



## VISA REQUIREMENTS TO ENTER RUSSIA FOR PASSPORT HOLDERS FROM BRICS COUNTRIES

Country	Diplomatic passport	Official passport	Ordinary passport
<b>Brazil</b>	Not required (unless for a stay of more than 90 days)	Not required (unless for a stay of more than 90 days)	Not required (unless for a stay of more than 90 days)
<b>India</b>	Not required (unless for a stay of more than 90 days)	Not required (unless for a stay of more than 90 days)	Required
<b>China</b>	Not required (no more than 30 days)	Not required (no more than 30 days)	Required
<b>South Africa</b>	Not required (unless for a stay of more than 90 days)	Not required (unless for a stay of more than 90 days)	Required