
Economic and Social Commission for Asia and the Pacific

Ministerial Conference on Transport

Moscow, 5-9 December 2016

Information for Participants*

I. General

1. The third session of the Ministerial Conference on Transport is scheduled to be held at the Renaissance Moscow Monarch Centre Hotel in Moscow, from 5 to 9 December 2016. It will comprise two segments: a senior officials segment (5-7 December 2016) and a ministerial segment (8-9 December 2016).

2. Both segments of the Conference will be opened by dignitaries of the Government of the Russian Federation, in the Andreevsky Ballroom, Renaissance Moscow Monarch Centre Hotel. The opening of the senior officials segment and ministerial segment will take place at 09.30 hours on Monday, 5 December 2016, and at 09.00 on Thursday, 8 December 2016, respectively. All other meetings will be held from 09.30 hours to 12.30 hours and from 14.00 hours to 17.30 hours.

II. Registration and identification badges

3. In order to enable more effective access control and speed up the screening by security personnel, ESCAP uses photo badges for meeting participants. These are requested to register and obtain meeting badges with photo at the registration counter, located on the ground floor, Renaissance Moscow Monarch Centre Hotel, from 14.00 hours to 18.00 hours on Sunday 04 December 2016 and 08.00 hours to 09.30 hours on the opening day of the event 05 December 2016. Participants who are not able to register during the time indicated above are requested to do so upon their arrival with details of their credentials before going to the conference room. Only the names of duly registered participants will be included in the list of participants.

Online registration

4. Participants are requested to register online at <http://meetings.unescap.org/> or <http://meetings.unescap.org/events/3rd-ministerial-conference-on-transport-mct3/> well in advance, but no later than 2 December 2016, to facilitate smooth coordination of the issuance of photo badges and compilation of the list of participants. Participants are encouraged to submit their photo in advance, which will speed up the registration process. Furthermore, please kindly note that prior **online registration is mandatory** in line with the standard United Nations security procedures to facilitate security clearance.

* This document is being issued without formal editing.

5. For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings, social functions and in the Renaissance Moscow Monarch Centre Hotel. The loss of a meeting badge should be communicated to the Secretariat, which is located on the first floor, Georgievsky Hall I, Renaissance Moscow Monarch Centre Hotel, so that a new one can be issued immediately.

III. Visa requirements

6. Visas can be obtained at the Embassy or the Consulate of the Russian Federation in the respective countries. Please note that entry visas cannot be issued on arrival at the border or at the airport in Moscow.

While applying for a visa at the Russian Diplomatic or Consular mission (Embassy or Consulate General) in the country of your residence you should present the copy of the invitation letter from ESCAP and/or the invitation letter from the Ministry of Transport of the Russian Federation, your passport and a completed application form.

For the countries or states without the Russian Diplomatic or Consular mission (Embassy or Consulate General), please contact the secretariat of ESCAP (Fax: (66-2) 288-1067, 288-3050; Email: escap-ttd@un.org).

VISA REQUIREMENTS TO ENTER THE RUSSIAN FEDERATION

FOR THE ESCAP MEMBERS AND ASEAN STATES

<i>Country</i>	<i>Diplomatic passport</i>	<i>Official passport</i>	<i>Ordinary passport</i>
Member States			
Afghanistan	visa required	visa required	visa required
Armenia	no visa for up to 90 days visit	no visa for up to 90 days visit	no visa for up to 90 days visit
Australia	visa required	visa required	visa required
Azerbaijan	no visa for up to 90 days visit	no visa for up to 90 days visit	no visa for up to 90 days visit
Bangladesh	visa required	visa required	visa required
Bhutan	visa required	visa required	visa required
Brunei Darussalam	no visa for up to 14 days visit	no visa for up to 14 days visit	visa required
Cambodia	no visa for up to 90 days visit	no visa for up to 90 days visit	visa required
China	no visa for up to 30 days visit	no visa for up to 30 days visit	visa required
Fiji	no visa for up to 90 days visit	no visa for up to 90 days visit	no visa for up to 90 days visit
France	no visa for up to 90 days visit	visa required	visa required
Georgia	visa required	visa required	visa required
India	no visa for up to 90 days visit	no visa for up to 90 days visit	visa required

<i>Country</i>	<i>Diplomatic passport</i>	<i>Official passport</i>	<i>Ordinary passport</i>
Indonesia	no visa for up to 14 days visit	no visa for up to 14 days visit	visa required
Islamic Republic of Iran	no visa for up to 30 days visit	no visa for up to 30 days visit	visa required
Japan	visa required	visa required	visa required
Kazakhstan	no visa	no visa	no visa
Kiribati	visa required	visa required	visa required
DPRK	no visa for up to 90 days visit	no visa for up to 90 days visit	visa required
Republic of Korea	no visa for up to 90 days visit	no visa for up to 90 days visit	no visa for up to 60 days visit
Kyrgyzstan	no visa	no visa	no visa
Lao PDR	no visa for up to 30 days visit	no visa for up to 30 days visit	visa required
Malaysia	visa required	visa required	visa required
Maldives	visa required	visa required	visa required
Marshall Islands	visa required	visa required	visa required
Micronesia (Federated States of)	visa required	visa required	visa required
Mongolia	no visa for up to 30 days visit	no visa for up to 30 days visit	no visa for up to 30 days visit
Myanmar	no visa for up to 90 days visit	no visa for up to 90 days visit	visa required
Nauru	no visa for up to 14 days visit	no visa for up to 14 days visit	no visa for up to 14 days visit
Nepal	no visa for up to 90 days visit	no visa for up to 90 days visit	visa required
Netherlands	no visa for up to 90 days visit	visa required	visa required
New Zealand	visa required	visa required	visa required
Pakistan	no visa for up to 90 days visit	no visa for up to 90 days visit	visa required
Palau	visa required	visa required	visa required
Papua New Guinea	visa required	visa required	visa required
Philippines	no visa for up to 90 days visit	no visa for up to 90 days visit	visa required
Samoa	visa required	visa required	visa required
Singapore	no visa for up to 90 days visit	no visa for up to 90 days visit	visa required
Solomon Islands	visa required	visa required	visa required
Sri Lanka	no visa for up to 30 days visit	no visa for up to 30 days visit	visa required

<i>Country</i>	<i>Diplomatic passport</i>	<i>Official passport</i>	<i>Ordinary passport</i>
Tajikistan	no visa	no visa	no visa
Thailand	no visa for up to 90 days visit	no visa for up to 90 days visit	no visa for up to 30 days visit
Timor-Leste	visa required	visa required	visa required
Tonga	visa required	visa required	visa required
Turkey	no visa for up to 90 days visit	no visa for up to 30 days visit	visa required
Turkmenistan	no visa for up to 30 days visit	no visa for up to 30 days visit	visa required
Tuvalu	visa required	visa required	visa required
United Kingdom	visa required	visa required	visa required
United States of America	visa required	visa required	visa required
Uzbekistan	no visa	no visa	no visa
Vanuatu	visa required	visa required	visa required
Viet Nam	no visa for up to 90 days visit	no visa for up to 90 days visit	visa required
Associate Members of ESCAP			
American Samoa	-	-	visa required
Cook islands	-	-	visa required
French Polynesia	-	-	visa required
Guam	-	-	visa required
Hong Kong, China	-	-	no visa for up to 14 days visit for SAR Hong Kong permanent residents with valid passport
Macao, China	-	-	no visa for up to 30 days visit for SAR Macao permanent residents with valid passport
New Caledonia	-	-	visa required
Niue	-	-	visa required
Northern Mariana Islands	-	-	visa required

IV. Weather

7. The climate in Moscow, Russia is continental. The temperature is usually in the range of +4 to -4 degrees Celsius (39 to 25 degrees Fahrenheit at that time of the year. Warm, down jackets would be appropriate. Please check the Russian Meteorological Agency website (<http://www.meteoinfo.ru>) for the latest weather forecast. The conference rooms where the meetings are

to be held are air-conditioned and the temperature is maintained in the range of 23 to 20 degrees Celsius (73.4 to 68 degrees Fahrenheit).

V. Electric Plug and Socket

8. The electric power in Russia is 220V. The power plugs used in Russia are of the two-pin and round-shaped type. (Type A). Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.



Type A

VI. Health and vaccination

9. Upon arrival at the port of entry in Russia, participants who are nationals of or have traveled from/through countries listed below, which have been declared Yellow Fever infected areas, must provide an International Health Certificate proving that they have received a valid Yellow Fever vaccination at the Health Control Office upon arrival before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to the affected country. The International Health Certificate must also be submitted together with the visa application form.

10. The countries/areas listed below have been declared yellow fever infected areas:

- | | |
|----------------------------------|-------------------------|
| 1. Angola | 24. Guyana |
| 2. Argentina | 25. Kenya |
| 3. Bolivia | 26. Liberia |
| 4. Benin | 27. Mali |
| 5. Brazil | 28. Mauritania |
| 6. Burkina Faso | 29. Niger |
| 7. Burundi | 30. Nigeria |
| 8. Cameroon | 31. Panama |
| 9. Central African Republic | 32. Paraguay |
| 10. Chad | 33. Peru |
| 11. Colombia | 34. Rwanda |
| 12. Republic of Congo | 35. Sao Tome & Principe |
| 13. Cote d'Ivoire | 36. Senegal |
| 14. Democratic Republic of Congo | 37. Sierra Leone |
| 15. Ecuador | 38. Somalia |
| 16. Equatorial Guinea | 39. Sudan |
| 17. Ethiopia | 40. Suriname |
| 18. French Guiana | 41. Tanzania |
| 19. Gabon | 42. Togo |
| 20. Gambia | 43. Trinidad & Tobago |
| 21. Ghana | 44. Uganda |
| 22. Guinea | 45. Venezuela |
| 23. Guinea-Bissau | |

11. First-aid and emergency medical service is available at the ground floor of the Renaissance Moscow Monarch Centre Hotel, during weekdays.
12. Delegates are strongly encouraged to subscribe to a travel or health insurance which is valid in Russia, in order to cover any medical bills or hospitalization fees.
13. The Renaissance Moscow Monarch Centre Hotel is a smoke-free area. Smoking is permitted only in designated areas outside of the buildings.

VII. Foreign currency declaration

14. Any person who brings or takes an aggregate amount of foreign currency exceeding US\$ 10,000 or its equivalent into or out of Russia shall declare such amount of foreign currency to a Customs Official. Failure to make such a declaration or making any false declaration to a Customs official is a criminal offence.

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

It is also possible to use the ATMs located in banks, hotels and large shopping centers. Information about the location of ATMs will be available at the Information desk.

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

VIII. Airline reservations

16. Many international airlines operate regular services to and from Moscow. Participants are advised to secure their return bookings prior to their departure for Moscow. If this is not possible, they should make firm return bookings immediately upon arrival in Moscow. Travel services are available through the Concierge service located on the ground floor of the place of venue (Renaissance Moscow Monarch Centre Hotel).

IX. Hotel accommodation

17. The following hotels, located relatively close to the Renaissance Moscow Monarch Centre Hotel, have been designated as recommended hotels for which the room rates indicated below are inclusive of service charge and value added tax.

For hotel bookings, please contact Promo Travel agency:

Evgenii Shishigin (Mr.)
Project manager
Tel: + 7 (495) 660-75-90
E-mail: shishigin@promotravel.ru
www.promotravel.ru

Name, address, contact information of the hotel	Driving distance to the venue (min.)	Room type	Daily room rates (RUB)	
			Single	Double
Hotel Bega Moscow, Russia 11, Begovaya alleya http://www.bega-hotel.ru/en	10-15 min	standard	5 900	6 900
Sovietsky Legendary Hotel Moscow, Leningradskiy Prospect, 32/2 http://www.sovietsky.ru/en	10-15 min	standard	4 800	5 800
Radisson Blu Belorusskaya Hotel No 26, 3rd Str. of Yamskogo Polya https://www.radissonblu.com/en/belorusskayahotel-moscow?facilitatorId=CSOSEO	10-15 min	standard	7 350	8 350

18. Rooms are available to participants on a first-come, first-served basis. Any cancellations, postponements or other changes should be notified to Promo Travel Agency at least 48 hours in advance. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released.

19. The validity dates of the rates provided in the table in paragraph 17 are as follows:

Hotel Bega - 15 November 2016
Sovietsky Legendary Hotel – 21 November 2016
Radisson Blu Belorusskaya Hotel – 1 November 2016
Please confirm the room rates with Promo Travel agency.

20. Self-finance participants wishing to stay at the conference venue, the Renaissance Moscow Monarch Centre Hotel are kindly requested to complete the Hotel Booking Form which is attached. Special rates will only be valid until 18 November 2016. For sponsored participants, please refer to paragraph 35.

X. Payment of hotel accounts

21. Before departure from Moscow, participants should settle directly with the respective hotels all accounts, including room and other expenses, such as for local and long-distance telephone calls, Internet use, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given. For sponsored participants, only room charges during the authorized period under UN rules and regulations will be paid for. Sponsored participants should settle directly with the hotel all other expenses.

XI. Transport from and to Airport

22. All the participants of the Ministerial Conference on Transport in Moscow are provided transportation service from the airports to the Renaissance Moscow Monarch Center Hotel and other hotels indicated in

paragraph 17 and on the way back. (Information on the location of transport service will be available and updated in the information note for participants at later stage).

XII. Transport to attend meetings

23. Most hotels indicated in paragraph 17 provide complimentary transport, according to fixed schedules, to and from the Renaissance Moscow Monarch Centre Hotel. Otherwise, participants must make their own transport arrangements in order to attend meetings.

XIII. Internet services

24. Free wireless internet access is available in all conference and meeting rooms and in the public areas of Renaissance Moscow Monarch Center Hotel.

XIV. Catering services

25. Catering services are available at the Restaurant Mozaic, which is located on the ground floor, from 12.30 to 14.30 hours and 18.00 to 20.00 hours for lunch and dinner during the days of the conference. Coffee Services are available at the Coffee Break Area according to the conference schedule.

XV. Communications

26. Mail intended for participants during the session should be addressed as follows:

(Name of delegate)
Renaissance Moscow Monarch Center Hotel
31A Leningradsky Prospect Bldg.1
Moscow Russia 125284
Phone + 7 495 995 00 09
Email: reservations@renaissancemcmoscow.ru
Website: renaissancemonarchmoscow.com

XVI. Meeting documents

27. Participants are requested to bring with them copies of the meeting documents distributed by the ESCAP secretariat to their Governments/Agencies/Organizations prior to the session.

28. As part of the current efforts of the United Nations towards reducing paper, printed copies of official documents will be available on demand. Delegates requiring hard copies can make their request at the Documents Reproduction office, located on the first floor, Krymsky Hall, Renaissance Moscow Monarch Centre Hotel. Limited numbers of printed copies will be available to other meeting participants. All documents can be found on the website: <http://www.unescap.org/official-documents/ministerial-conference-transport/session/3>.

29. Documents for circulation or distribution at the session should be handed to (Mr. Yuwei Li, Director Transport Division, Georgievsky Hall I). In accordance with the United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or a statement submitted by individual

delegations, unless the Commission specifically takes a decision to that effect and approves the financial implications thereof.

XVII. Accessibility support for persons with disabilities

30. Delegates and meeting participants with disabilities are kindly requested to contact the Secretariat at (escap-ttd@un.org) 10 days before the Conference if any support or services may be required to facilitate their participation at the conference venue. The Renaissance Moscow Monarch Center Hotel is accessible by wheelchair.

XVIII. Banking facilities

31. The official currency of the Russian Federation is the Russian Ruble (RUB). 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 EUR 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 centers. Information about the location of ATMs will be available at the Information desk. Relevant information about the currency exchange rate can be found at <http://www.cbr.ru/eng/>.

XIX. Postal services

32. Postal services are available at the Post Office, located on the 11, Begovaya Street, which is 10 min walk from the Renaissance Moscow Monarch Center Hotel. It is open from 08.00 to 20.00 hours, Monday through Friday. The Post Office can be contacted at +7 (495) 613-76-92.

XX. Souvenir shop

33. The souvenir shop is located on the ground floor of the Renaissance Moscow Monarch Center Hotel.

XXI. Travel agent

34. Concierge service is located on the ground floor, Renaissance Moscow Monarch Center Hotel, which is open from 09.00 to 21.00 hours on weekdays.

XXII. Daily subsistence allowance

35. Participants whose travel is sponsored by ESCAP will be provided with hotel accommodation at the Renaissance Moscow Monarch Centre Hotel, meals, airport transfers and 20 per cent of daily subsistence allowance at prevailing United Nations rates in USD. In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit copies of the passport, boarding pass, the arrival/departure form together with their air tickets to the secretariat staff in the conference room.

36. Any participants who are unable to stay for the duration of the meeting are requested to inform the secretariat as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.

XXIII. Financial & administrative arrangements

(Only if applicable)

37. In those cases where the participation costs are borne by the ESCAP Secretariat, the Secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditure, including the following:

(i) All expenses in the home country incidental to travel abroad, including expenditure for, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;

(ii) Salary and related allowances for the participants during the period of the meeting;

(iii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;

(iv) Compensation in the event of death or disability of participants in connection with attending the meeting;

(v) Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;

(vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.



№4040456 (блок NGJ)

FOR SELF-FINANCED PARTICIPANTS**Ministerial Conference on Transport 2016****Dates: December 3 – 10, 2016****Renaissance Moscow Monarch Centre Hotel**

First Name _____ Last Name _____

Arrival date _____ Departure date _____

8 000 rubles per room per night for single occupancy, including breakfast, but excluding 18% VAT**9 000 rubles per room per night for double occupancy, including 2 breakfasts, but excluding 18% VAT**

Your preferences: Room with a king-sized bed Room with two beds

All reservations and Visa Support should be guaranteed with a valid credit card**I authorize Renaissance Moscow Monarch Centre Hotel to guarantee with the following credit card:**Reservation ☐Visa support ☐

Credit Card # _____ Expiration Date _____

Card Holder _____ Signature _____

If you require a letter to obtain a visa to Russian Federation, please fill in this section:

Passport Number _____ Expiry Date _____ Citizenship _____

Date of Birth _____ Gender (M/F) _____ City of Departure _____

Telephone _____ Fax _____ Today's date _____

In case you require airport transfer please contact our reservations office:Telephone 7 (495) 995-0009; fax 7 (495) 995-0008; reservations@renaissancemcmoscow.ru**Terms and Conditions**

- 1) Check in time is 14:00
- 2) Check out time is 12:00
- 3) Special event rates can be booked only using this form till **18.11.2016**.
- 4) All changes and special requests should be sent in writing to the Hotel directly
- 5) On arrival the credit card should be presented to guarantee accommodation and extras
- 6) In case the Guest revises accommodation dates the Hotel reserves the right not to confirm / change the special rates.
- 7) The Hotel will charge individuals 100% penalty who cancel the reservations after **18.11.2016**.
The penalty is the total amount of room rate for the whole stay.

Please, complete form and send it to our Reservations Department at 7 (495) 995-0008 or reservations@renaissancemcmoscow.ru. Please forward your reservations early in order to ensure your choice.

THANK YOU AND WE LOOK FORWARD TO YOUR VISIT!!!