

Information note

for the participants of the FAO/WHO regional workshop supported by Codex Trust Fund and Government of the Russian Federation on strengthening capacities for effective participation in Codex with emphasis on microbiological food safety for CIS and neighboring countries

September 17-18, 2015

Saint Petersburg, Russia

1. INTRODUCTION

The Russian Federation warmly welcomes all the participants of the FAO/WHO regional workshop supported by Codex Trust Fund and Government of the Russian Federation on strengthening capacities for effective participation in Codex with emphasis on microbiological food safety in Saint Petersburg on September 17 – 18, 2015. This note is committed to facilitate the logistics to enable all the delegates to effectively carry out their work while enjoying their visit to Saint Petersburg.

This note provides the meeting information as well as comprehensive details about administrative procedures, meeting logistics, and requirements for participants. Requests for clarification or other information can be addressed to balan_ng@gsen.ru and mishina_al@gsen.ru.

We wish all the participants a most productive and memorable visit to the Russian Federation during the regional workshop.

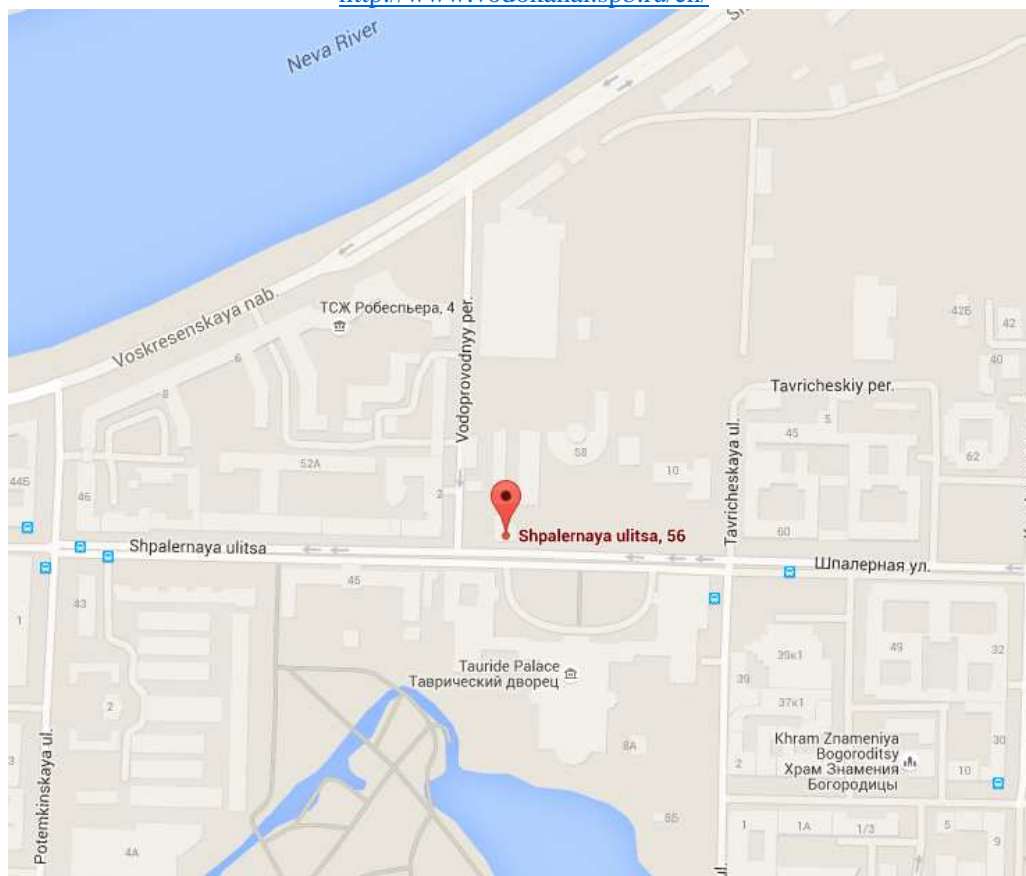
2. VENUE AND DATES

The FAO/WHO regional workshop supported by Codex Trust Fund and Government of the Russian Federation on strengthening capacities for effective participation in Codex with emphasis on microbiological food safety for CIS and neighboring countries will take place in the State Unitary Enterprise "Vodokanal of St. Petersburg" from 17 to 18 September 2015. The official opening ceremony will take place on Thursday 17 September at 9:30am.

State Unitary Enterprise "Vodokanal of St. Petersburg"

56, Shpalernaya street, St. Petersburg 191015, RUSSIA

<http://www.vodokanal.spb.ru/en/>



3. REGISTRATION AND IDENTIFICATION BADGES

Registration of participants will take place in the SUE “Vodokanal of St. Petersburg” on Thursday 17 September 2015 08:30-17:30

Name badges will be distributed at the registration desk. Delegates are requested to wear name badges visibly in order to gain admittance to the venue.

4. FORMALITIES FOR ENTRY INTO THE RUSSIAN FEDERATION

Participants are advised to contact the consular authorities of the Russian Federation well in advance, in order to allow sufficient time for the processing of visa applications (if necessary). The Russian Federation has instructed the Russian embassies to issue visas to participants. More information about the visa application can be found at the relevant web-sites of the Russian embassies. The list of the Russian embassies can be found at http://www.mid.ru/bdomp/zu_r.nsf/strawebeng.

Please note that it is not possible to obtain a visa on arrival in the Russian Federation.

See Annex I for more information about the countries whose citizens are not required to obtain visa prior travel to Russia.

For information on Russian customs control please visit the Pulkovo Airport website: <http://www.pulkovairport.ru/en/passengers/security/customs/>.

4.1 Visa support

Delegates who would like to receive visa support should provide Russian workshop organization committee with **well-readable scan copy of passport** and complete the Russian visa application form. See Annex III.

The forms and scan copies should be addressed to Mr. Nikolay Balan (balan_ng@gsen.ru, fax +7 499 973 16 52) or Ms. Anna Mishina (mishina_al@gsen.ru) **no later than 10 September 2015**. Otherwise the Russian Embassy or Consulate will not have enough time for regularly procedures and urgent visa may be needed.

After receiving all the above mentioned documents by the Russian part the delegate will be provided with **the Visa Reference Number**. Then he/she can contact the relevant Russian Diplomatic Mission in the city intended to apply for visa for submitting the necessary set of documents **including the above-mentioned Visa Reference Number**.

Please be advised that visa issuing process might take **up to 1 week**. We would also like to remind you that a multi-entry visa could not be guaranteed.

Alternatively the delegates may also request the visa support service at the hotel they plan to stay in but in this case the Russian workshop organization committee will not be able to provide any visa support if needed.

5. HOTEL ACCOMMODATION FOR DELEGATES

Delegates (except those supported by Codex Trust Fund) are reminded that they are responsible for making their own hotel accommodation arrangements. It is highly recommended that you make a hotel reservation as soon as possible as early autumn is a rather busy period in Saint Petersburg. Rospotrebnadzor has made block bookings in the hotel “Oktiabrskaya” (<http://www.oktober-hotel.spb.ru/eng/>) with special 50% reduced rates that apply only for reservations made before **11 September 2015**. Accommodation request forms are attached (see Annex II) to this Information note and must be completed by each guest and sent via e-mail or fax.

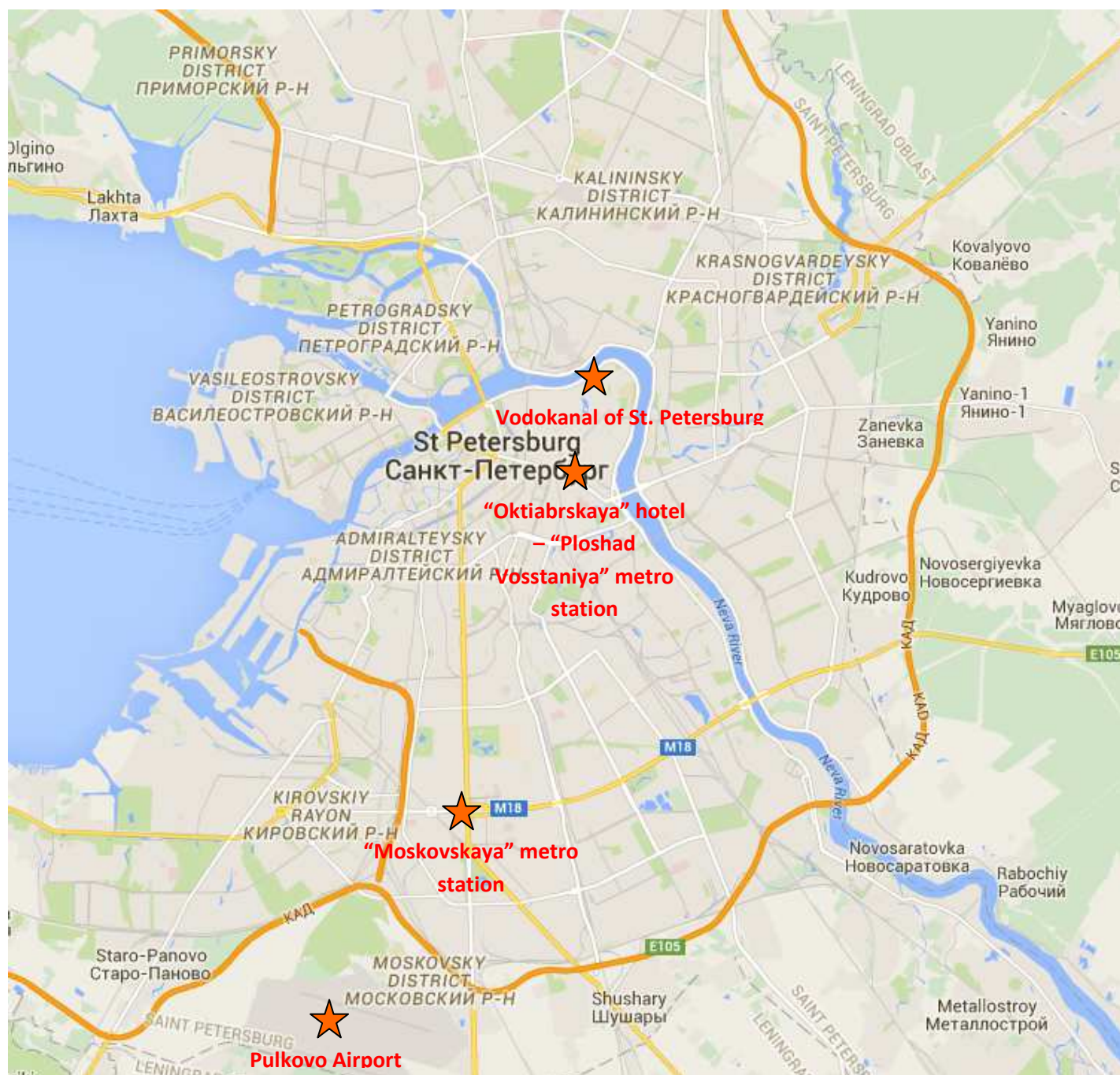
6. TRANSPORTATION

Participants coming to Saint Petersburg by plane will arrive at Pulkovo Airport. The city can be reached by bus or Minivan Taxi (<http://www.pulkovairport.ru/en/transport/bus/>) or by the official taxi services provided in the Airport (<http://www.pulkovairport.ru/en/transport/taxi/>).

Delegates supported by the Codex Trust Fund will be provided with a transfer from the airport to hotel and back.

A transfer will be also organized on 17 and 18 September 2015 to get participants from “Oktiabrskaya” hotel to the venue of the workshop.

Map of Saint Petersburg



7. MEAL SERVICES

All the participants of the workshop will be provided with 2 coffee-breaks and lunch on 17 and 18 September. Dinner reception will be organized at the “Assambleya” Hall of the venue.

8. INTERPRETATION

Simultaneous interpretation will be provided in and Russian during the workshop.

9. OFFICIAL LANGUAGE

The official language of the Russian Federation is Russian. Personnel in hotels, restaurants, airports etc. speaks English.

10. GENERAL INFORMATION

10.1. Weather

Saint Petersburg has a humid continental climate. Distinct moderating influence of the Baltic Sea cyclones result in warm, humid and short summers and long, moderately cold wet winters. Climate of Saint Petersburg is close to the climate of Helsinki, although colder in winter and warmer in summer because of more eastern location. Average daily temperature in September in Saint Petersburg varies from 9 to 15°C. September is mostly rainy with 20 rainy days during this month.

Please check the Hydrometeorological Centre of Russia website (<http://wmc.meteoinfo.ru/weather/russia/leningrad-region>) for the latest weather forecast.

10.2. Time

Time zone of Saint Petersburg is UTC +03:00.

10.3. 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 100-150 Rubles per day (2-3 USD).

10.4. Electricity

The supply voltage in Russia is 220 volts. On request most hotels will provide transformers to visitors with electrical appliances of a different voltage, but the number of transformers available might be limited. The power plugs used in Russia are of the two-pin, round-shaped type.

10.5. Smoking

Starting 1 June 2013, smoking in workplaces, on aircraft, trains and municipal transport as well as in schools, hospitals, cultural institutions and government buildings has been restricted and tobacco advertising and sponsorship forbidden. Starting 1 June 2014, smoking has also been prohibited in restaurants and cafés and next to the exits from metro, railway stations as well as in the airports.

10.6. Credit Cards

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 in rubles only.

ANNEX I Countries with a visa free regime to enter the Russian Federation

Mostly every foreign visitor to Russia needs a Russian visa. However in accordance with international agreements between the Russian Federation and other states there are countries whose citizens and passport holders are not required to obtain a visa prior travel to Russia.

Please NOTE: Every foreigner who will stay in Russia **more than 7 working days after arrival, excluding holidays and weekends, should have his/her Russian visa registered.** If less then your tickets (train, bus, plane tickets) to the place you're in (e.g. Saint Petersburg) are the documents, which can confirm how long you've been staying there.

Citizens of the following countries enjoy visa free regime hence do not require a visa to enter the Russian Federation:

Argentina (up to 90 days in 180 day period (starting from the day of first entry)). Visa would be required: -- for applicants staying for more than 90 days in a 180 day period; - for applicants going to Russia to conduct commercial or work-related activities. Diplomat or Official passport holders would require visa for the whole period of stay.

Armenia.

Azerbaijan.

Belarus.

Bosnia and Herzegovina (up to 30 days for tourists and up to 90 days for other visitors) Tourist documents or the original invitation accordingly are required to be presented to the Russian Immigration authorities.

Brazil (up to 90 days in 180 days period) - for tourist, private visits or transit purposes only. In all other cases visa is required.

Brunei (up to 14 days) - **Diplomatic and Service passports holders only.**

Chile (up to 90 days in 180 days period) - visa free regime does not apply for work and business related visits and Diplomatic and Service passports holders.

Columbia (up to 90 days in 180 days period).

Croatia (up to 90 days in 180 days period) - **Diplomatic and Service passports holders only.**

Cuba.

Dominican Republic (up to 90 days) - **Diplomatic and Service passports holders only.**

Hong Kong (up to 14 days of stay).

Iceland (up to 90 days)- **Diplomatic and Service passports holders only**

Israel (up to 90 days). Tourist documents or the original invitation accordingly are required to be presented to the Russian Immigration authorities. **Visa free regime does not apply for Diplomatic and Service passports holders.**

Kazakhstan.

Kirghiz Republic.

Republic of Korea (up to 60 days for the tourists)

Macedonia (up to 30 days tourist and up to 90 days for other visitors). Tourist documents or the original invitation accordingly are required to be presented to the Russian Immigration authorities.

Moldova.

Mongolia (up to 30 days) for the holders of diplomatic, official and foreign passports. In case of consequent trips, total amount of days spent in Russia cannot exceed 90 days in a period of 180 days from the date of first entrance.

Montenegro (up to 30 days). **Visa free regime does not apply for Diplomatic and Service passports holders.**

Mozambique (up to 30 days) - **Diplomatic and Service passports holders only.**

Nicaragua (up to 90 days of stay).

Peru (up to 90 days in 180 days period) - visa free regime does not apply for work and business related visits and Diplomatic and Service passports holders.

Citizens of Serbia with biometric passports obtained after April 9th, 2008 can stay in Russia up to 30 days. Diplomatic or Official passport holders without accreditation in Russia can stay up to 90 days. Serbian nationalities with temporary and permanent resident permits can stay without time limits. In all other cases visa is required. **Visa free regime does not apply for Yugoslavian passports holders.**

The Republic of South Africa (up to 90 days) – **Diplomatic, Official and Service passports holders only.**

Thailand (up to 90 days) - Diplomatic and Service passports holders only. Holders of ordinary passports can stay up to 30 days.

Tajikistan.

Turkey (up to 30 days) - **Ordinary and Service passports holders only.** In case of consequent trips total amount of days spent in Russia cannot exceed 90 days in a period of 180 days.

Ukraine.

Uzbekistan.

Venezuela (up to 90 days). Visa free regime does not apply for Diplomatic and Service passports holders.

CITYTEL

ОТЕЛЬ ОКТЯБРЬСКАЯ

RESERVATION FORM
Meeting of Members of the Coordinating Committee
"Codex Alimentarius" in Europe
Group's Reservation Number: 831856

September 16-19, 2015, St. Petersburg, Russia

In order to book a room at the «Oktiabrskaya» Hotel (the main block «Oktiabrskiy», 4****) (St.Petersburg, Ligovskiy pr., bld.10/118) for the period: **16.09.2015 — 19.09.2015**, please, complete the details below and send the scanned or fax form to the attention of **the Organizing Committee** as per below Contacts:

tel.: 78125706023; fax: 78125706076;

e-mail: centr@78cge.ru

Information about the guest:

Family name _____ **First name** _____
Phone/Fax: _____ **E-mail:** _____
Arrival date: _____ **Departure date:** _____
Passport N: _____ **Date of birth:** _____ **Citizenship:** _____

Guarantee of payment:

Credit Card: _____ **AMEX** _____ **VISA** _____ **Master Card** _____ **Diners Club** _____ **Others**
№ _____ **Exp.date** _____

Payment:

Credit Card: _____ **AMEX** _____ **VISA** _____ **Master Card** _____ **Diners Club** _____ **Cash**
№ _____ **Exp.date** _____

Other way (please, specify, cash in RUR or etc.): _____.

Please, tick/check the room type you require (rates are per room/night):

Room "standard": ___ **single (3000 Rub./night/room);**

Room "comfort": ___ **single (3250 Rub./night/room).**

Buffet Breakfast and all Taxes included.

The EXTRA cost for the express-service of Passports' Registration (150 Rub./pax) should be paid by you in the day of arrival.

Hereby I agree, that in case of a late cancellation received in the periods mentioned below the following price will be charged to my credit card:

– Rooms cancelled less, than 5 days prior to arrival, late arrival or no show – 100% charge for 1 night.

You can cancel your Reservation without charge until 11.09.2015.

Signature _____

Date _____

**Application form
for an entry visa to the Russian Federation**

1. Last name:
2. First name:
3. Date of birth (day, month, year):
4. Place of birth:
5. Sex: Nationality:
6. Passport No:
7. Date of issue:
8. Expire date:
9. Profession:
10. Employer/company name:
11. Business address:
Street:

Town:

Postal code:

Country:

Telephone:

Fax:

City in which you would like to
collect your visa*:
12. Reason for travel:
13. Entry/departure date:
14. Cities you would like to visit in RF:

- a city in your country in which the Russian Embassy or Consulate is located

Please also note that if citizens of the following countries would like to apply for Russian visa in a country other than their nationality they are to provide additionally: letter of employer or permission for stay in the country or residence permit or any other document that proves their legal stay in a country. This rule does not apply when citizen of a country of Schengen Area applies for Russian visa in another country in Schengen Area.

Austria

Albania

Bahrain

Belgium

Bulgaria

Croatia

Egypt

Estonia

Finland

Germany

Greece

Hungary

Ireland

Iceland

Japan

Libya

Lithuania

Luxembourg

Macedonia, FYR

Mali

Mexico

New Zealand

Norway

Oman

RSA

Saudi Arabia

Slovenia

Spain

Sierra Leone

Switzerland

UAE

United Kingdom

Venezuela