



**Conference of the Parties to the  
WHO Framework Convention  
on Tobacco Control**

Sixth session  
Moscow, Russian Federation, 13–18 October 2014

**FCTC/COP/6/DIV/2  
30 May 2014**

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**Guide for participants in the  
Conference of the Parties**

## Table of content

Venue and date .....	3
Registration process .....	3
Credentials.....	3
Entry badges .....	4
Working hours of the session .....	4
Informal regional meetings .....	5
Lunchtime seminars .....	5
Visa requirements.....	5
Arrival in Moscow and transfer to the hotels.....	5
Hotel reservation .....	6
Local transportation.....	6
Insurance .....	7
Arrangements for parties eligible for travel support.....	7
Distribution of documents.....	7
Submissions by delegations .....	8
List of participants.....	8
Reservation of rooms for bilateral and private meetings .....	8
Vaccination requirements.....	9
Weather and time .....	9
Electricity .....	9
Value added tax (VAT) .....	9
Useful contacts .....	10
Safety and security .....	10
ANNEX 1 .....	12
ANNEX 2 .....	13
ANNEX 3 .....	14

## **Venue and date**

The sixth session of the Conference of the Parties (COP) to the WHO Framework Convention on Tobacco Control (WHO FCTC) will be held at the World Trade Centre Moscow (WTC) (Krasnopresnenskaya nab., 12, 123610 Moscow, Russian Federation, Tel. +7 495 258 12 12, <http://www.wtcmoscow.ru/eng.>).

The first plenary meeting will open at 10:00 on Monday, 13 October 2014, at the WTC Congress Centre, entrance 4, second floor, Congress Hall, and the session is expected to close no later than 13:00 on Saturday, 18 October 2014.

A map of the WTC is shown in Annex 3.

**Smoking is not permitted in the conference area allocated to the session.**

## **Registration process**

Online registration is required for meetings of the COP. Detailed instructions are available for downloading on the WHO FCTC website at <http://www.who.int/fctc/cop/sessions/cop6>. The username and password to be used can be found in the note verbale sent to all Parties and observers accredited to the COP. This will allow registration of **one** focal point (preferably based in the Permanent Mission in Geneva, otherwise in the capital). Once the focal point has been entered into the registration system, he/she will be able to register and submit the names of the delegates and attach a copy of the credentials containing the composition of the delegation. Any changes to the composition of a delegation should also be communicated through the online registration system and revised credentials submitted to the Convention Secretariat.

States non-Parties and organizations accredited as observers to the COP are also requested to follow the same procedure for online registration.

Queries concerning the system can be communicated by email to: [copregistration@who.int](mailto:copregistration@who.int), or by calling the following number: +41 22 791 7000 (select option 3).

Online registration should be completed by 30 September 2014.

## **Credentials**

Although an advance copy of the credentials of participants will have been submitted through the online registration system, **Parties are required to submit the original credentials to the Convention Secretariat** before the opening of the session. Only original documents are examined and considered formal credentials by the COP.

Credentials shall be issued and signed by the Head of State, the Minister for Foreign Affairs, the Minister of Health, or any other appropriate authority, i.e. Permanent Missions and senior government officials. Alternates and advisers may accompany delegates. Credentials shall be addressed to the Convention Secretariat and should include, in addition to the full title and dates of the meeting, the following information for each participant: LAST NAME (in capital letters), first name, title, function, institution, gender (unless indicated in title) and contact details. In the case of a regional economic integration organization, credentials shall be issued by the competent authority of that organization.

## Entry badges

Participants will be able to collect their badges before the opening of the session at the registration desk located in the WTC Congress Centre entrance 4, first floor. The registration desk will be open as follows:

- **On Sunday, 12 October: from 14:00 until 18:00**  
*(A complimentary shuttle service will be available between the hotels listed in Annex 2 and the WTC Congress Centre)*
- From Monday, 13 October to Friday, 17 October: from 08:00 to 18:00
- On Saturday, 18 October, from 08:00 till the closure of the session

Delegations whose credentials have not been submitted to the Convention Secretariat before the opening of the session, either through the online registration system or as originals, should register and deliver their credentials at the registration desk. **Please note that only those individuals whose names appear on a valid credential (see section on credentials above) will be issued with a badge. Access to the conference centre and to the meeting rooms will be restricted to persons wearing badges.**

For security and identification purposes, all participants are requested to wear their meeting badges at all times, whether attending meetings or social functions.

## Working hours of the session

### Monday, 13 October 2014

- 10:00–13:00 Opening ceremony and first plenary meeting
- 15:00–18:00 Plenary meeting
- 19:00 Welcome reception, hosted by the Minister of Healthcare of the Russian Federation (European Banquet Hall, WTC)

### Tuesday, 14 October to Friday, 17 October 2014

- 10:00–13:00 Plenary or committees meetings
- 15:00–18:00 Plenary or committees meetings

### Saturday, 18 October 2014

- 10:00–13:00 Plenary meeting and closing

## **Informal regional meetings**

The Secretariat will make arrangements to allow the regional groups for the African Region, the Region of the Americas, the Eastern Mediterranean Region, the European Region, the South-East Asia Region, and the Western Pacific Region to hold informal regional meetings as follows:

- on Monday, 13 October, from 08:15 to 09:30  
*(delegates are requested to register and collect their badge if possible on Sunday, 12 October 2014 as indicated above)*
- from Tuesday, 14 October until Saturday, 17 October, from 08:45 to 09:45

Information on the meeting rooms allocated to each regional group for the above-mentioned meetings will be available on the website of the WHO FCTC <http://www.who.int/fctc/cop/sessions/cop6>.

## **Lunchtime seminars**

Lunchtime seminars will be organized during the session and will be open to all participants. A schedule of these seminars will be made available in advance.

## **Visa requirements**

Participants are requested to ensure that they are in possession of a valid passport recognized by the Government of the Russian Federation and to obtain, as appropriate, an entry visa from the embassy of the Russian Federation in the country from which they will be travelling – or from the nearest embassy or consulate of the Russian Federation – prior to entering the Russian Federation. Participants are advised to apply directly with the nearest embassy or consulate of the Russian Federation and not to use the services of any intermediate agent.

For more information on visa requirements, participants should contact the nearest diplomatic or consular office of the Russian Federation and visit the official website of the Ministry of Foreign Affairs of the Russian Federation at [http://mid.ru/zu\\_r.nsf/strawebeng](http://mid.ru/zu_r.nsf/strawebeng).

Participants from countries that have a special visa agreement with the Russian Federation may be exempt from the visa requirement and as such can stay in the Russian Federation without a visa up to a determined period, depending on the type of agreement between the two countries. For further information on visa exemptions, please consult the local COP6 website at <http://www.cop6russia.org/> which will be operational starting from 15 July 2014; in the meantime queries may be addressed to the COP6 Organizing Committee in Moscow by email to [local@cop6russia.org](mailto:local@cop6russia.org).

## **Arrival in Moscow and transfer to the hotels**

Moscow has three international airports located as follows (distance from the city centre):

- Sheremetyevo (SVO) International Airport is located 29 km (18 miles) north-west,
- Vnukovo (VKO) International Airport is located 28 km (17 miles) south-west, and

- Domodedovo (DME) International Airport is located 42 kilometres (26 miles) south-east.

The nearest metro station is approximately at 15 minutes walking distance from the WTC (metro stations Vystavochnaya and Krasnopresnenskaya). The journey from this station to the city centre takes 10 minutes (metro stations Okhotny ryad/ Ploshad revolucii). See map in Annex 3.

COP6 welcome desks will be located in the arrival terminal (after passport and customs control) of each of the three Moscow international airports (Domodedovo, Vnukovo, Sheremetyevo) from Saturday, 11 October until and including Monday, 13 October 2014, to assist participants with the transfer to their hotels.

The host country will provide a complimentary shuttle bus service for participants from and to the three international airports listed above to the hotels listed in Annex 2, provided the participants have informed the local conference organizer of their arrival details in advance by completing the form available on the local COP6 website (<http://www.cop6russia.org>) which will be operational starting from 15 July 2014. More information on the airport shuttle services is also available from this site.

## Hotel reservation

A number of selected hotels have been pre-booked by the host country at negotiated rates to facilitate accommodation for delegates (see Annex 2). Participants wishing to use the COP6 pre-booking of hotels need to complete a hotel reservation request **by 1 September 2014** directly on the local COP6 website (<http://www.cop6russia.org>), where further information on each hotel, including rates and modification/cancellation policy, is also available. The local COP6 website will be operational starting from 15 July, in the meantime requests for hotel reservations may be addressed to the organizing Committee in Moscow, by email to [local@cop6russia.org](mailto:local@cop6russia.org).

Participants' hotel reservation requests for the COP6 selected hotels will be handled on a **first-come, first-served basis**.

Delegates are responsible for making their individual hotel reservations and for carefully checking the modification and cancellation policy applicable for each hotel. Participants are also responsible for the payment of their hotel room according to the conditions and instructions of the local conference organizer.

Any cancellation, modification of dates or any other changes to a hotel reservation made through the COP6 website (<http://www.cop6russia.org/>) or directly with the local conference organizer should be communicated, in writing, by the participant directly to the local conference organizer according to the deadline indicated in the cancellation policy.

## Local transportation

Shuttle services will be available during the session on a daily basis from Sunday, 12 October to Saturday, 18 October 2014 between the hotels listed in Annex 2 and the WTC Congress Centre. Participants are requested to consult the shuttle timetables posted in the reception area of the hotels listed in Annex 2. For further information, including on public transportation, please consult the transport section of the local COP6 website (<http://www.cop6russia.org>).

## **Insurance**

Participants should note that neither the Convention Secretariat nor the host country can be held liable for any claim resulting from death, injury, sickness or other disability in connection with their participation in the session. Participants are therefore responsible for making their own insurance arrangements, as necessary.

## **Arrangements for parties eligible for travel support**

In accordance with decision FCTC/COP5(18)<sup>1</sup>, financial support will be available to facilitate the participation of low- and lower-middle-income country Parties (see list in Annex 1). Financial support will consist of an air ticket (cheapest economy airfare by the most direct route) and per diem for the for one delegate.

**Travel arrangements will only be processed by the Convention Secretariat upon receipt of valid credentials** by the Convention Secretariat either as advance copy through the online registration system or as originals. To facilitate timely travel arrangements, Parties eligible for travel support as listed in Annex 1 are requested to register online **by 1 September 2014**, and to indicate which delegate should receive such financial support. Due to budgetary constraints, and considering the increasing cost of air tickets, the Secretariat cannot guarantee that it will be possible to provide financial support after the deadline of 1 September 2014.

Participants to whom per diem is paid in advance of the session and whose participation is subsequently cancelled will be requested to refund to the Convention Secretariat the total amount of per diem received.

**Arrangements made directly by a Party or a participant that have not been agreed beforehand with the Convention Secretariat cannot be claimed for reimbursement.**

## **Distribution of documents**

In line with the efficiency measures adopted by COP5 that aimed, *inter alia*, at reducing the costs of printing and dispatch of documentation, while also contributing to a reduction of the carbon footprint of COP sessions, paper copies of the official documentation for the session will not be despatched to Parties and accredited observers but will be available for download on the WHO FCTC website (<http://www.who.int/fctc>) 60 days before the opening of the session. Parties that encounter difficulties in accessing or downloading the documentation on the website may request a set of hard copies by informing the Secretariat by email at [copfctc@who.int](mailto:copfctc@who.int) as soon as possible before the opening of the session.

A Secretariat document distribution desk will be located in the conference centre, from which participants may collect in-session documents. The only distribution of documents considered official for the session is that which takes place through this desk.

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<sup>1</sup> Available at <http://www.who.int/fctc/publications>, the Government of the Russian Federation has generously provided additional funds for the sixth session of the COP so that payment of per diem for one delegate from each low- and lower-middle-income country that is not a least developed country may also be made, in line with operative paragraph 4.(1) of decision FCTC/COP5(18)

## **Submissions by delegations**

Delegations wishing to have draft decisions distributed to the Plenary or one of its committees are requested to hand them to the Assistant to the Secretary of the Plenary or of the committee concerned. Rule 33 of the Rules of Procedure of the Conference of the Parties requires circulation of draft decisions to delegations at least two days before the proposal is discussed, and thus texts should be handed in early enough to allow time for translation and reproduction in the working languages. The Secretariat is available upon request to provide logistic and editorial or information support as required.

## **List of participants**

A provisional list of participants (document FCTC/COP/6/DIV/1) will be available and posted on the WHO FCTC website ([www.who.int/fctc](http://www.who.int/fctc)) at the opening of the session. This list will be issued on the basis of the valid credentials received by the Convention Secretariat up to 12:00 on Sunday, 12 October 2014. A revised list will later be issued. In the event of any official change in the details and composition of a delegation, delegations are requested to notify the Convention Secretariat in writing during the session by using the official form available at the registration desk, which can be returned to the registration desk or sent by email to [copfctc@who.int](mailto:copfctc@who.int). The form should be signed by the chief delegate.

## **Reservation of rooms for bilateral and private meetings**

There is limited space for bilateral or private meetings; however, upon request, rooms can be designated by the Convention Secretariat for specific appointments. Regretfully, interpretation cannot be provided for such meetings.

## **On-site facilities**

### **Information desk**

Located in the WTC Congress Centre, entrance 4, first floor. The desk will provide information on a range of matters of interest to participants, and will direct them to other services such as travel, mail, medical services, communications, etc. Lost property may be turned in or claimed at this desk.

### **Travel agency**

Participants should ensure that their return bookings are confirmed. The travel desk of the local conference organizer, located in the WTC Congress Centre, entrance 4, first floor, will provide assistance to participants in rebooking their tickets and other local arrangements (shuttles, etc.).

### **Internet café**

Computers will be available for delegates in the conference area for Internet, email and word processing, located in the WTC Congress Centre, entrance 4, second floor, foyer. The conference centre is also equipped with a wireless fidelity (Wi-Fi) system.

### **Medical services**

There will be an emergency medical facility in the conference centre. The facility will be staffed by a nurse from Monday, 13 October to Friday, 17 October (09:00–18:00), and on Saturday, 18 October (09:00–13:00). In case of medical emergencies away from the conference centre, participants are advised to contact the emergency services at: 112.

### **Bank/currency exchange facilities**

The Russian Rouble (RUB) is the unit of currency in the Russian Federation (as of 1 May 2014, 1 US dollar is equivalent to around 35.90 RUB; 1 Euro is equivalent to around 49.70 RUB). Currency exchange facilities are available in the arrival terminals of the international airports and at most hotels.

There are banks in the WTC, which are normally open from 09:00 to 19:00 on weekdays. Travellers cheques and currencies of most countries can be cashed at banks. International credit cards (Visa, MasterCard) are accepted at most hotels, restaurants and shops.

### **Telephone**

Card-operated public telephones for domestic and international calls are available in the conference centre.

### **Catering facilities**

Lunches will be generously offered by the Government of the Russian Federation to participants from Monday, 13 October to Friday, 17 October inclusive. Restaurants and coffee shops are also available at the WTC Congress Centre.

### **Vaccination requirements**

There are no specific vaccination requirements to enter the Russian Federation. For further information, participants are advised to consult the WHO international travel and health website at <http://www.who.int/int>.

### **Weather and time**

In October, the temperature in Moscow normally ranges from +5°C to +11°C. Standard time in Moscow is GMT+3.

### **Electricity**

230 volts at 50 Hz. Adaptors may be needed. Plugs have two cylindrical pins.

### **Value added tax (VAT)**

VAT is levied on most goods and services at a standard rate of 18% and is included in the retail price.

## Useful contacts

### Convention Secretariat in Geneva:

- Tel.: (+41) 22 791 2713/5484; Fax: (+41) 22 791 5830;
- Email: copfctc@who.int
- Website: <http://www.who.int/fctc>

### Contacts in Moscow:

- **Ministry of Healthcare, Russian Federation**  
127994, Russia, Moscow, Rakhmanovskiy per, 3  
Email: cop6@rosminzdrav.ru  
Website: [www.rosminzdrav.ru](http://www.rosminzdrav.ru)
- **Organizing committee and local conference organizer**  
Email: local@cop6russia.org  
Tel: +7 495 627 24 70  
Local COP6 website: <http://www.cop6russia.org> (will be operational starting from 15 July 2014)
- **World Trade Centre and Congress Centre**  
123610, Russia, Moscow, Krasnopresnenskaya nab., 12  
Tel: +7 495 258 12 12  
Email: servinfo@wtcmoscow.ru  
Website: <http://www.wtcmoscow.ru/eng>

A telephone directory with the names and functions of the staff serving the session will be available at the documentation desk.

## Safety and security

Moscow can generally be regarded as a safe city. However, participants are advised to observe normal safety precautions when moving around the city. In particular:

- Stay alert: watch your luggage and briefcase.
- Please enquire at your hotel reception desk about the use of safety deposit boxes.
- Always carry with you the name and address of your hotel (preferably in both English and Russian). This will be helpful should you need to take a taxi.
- Should you encounter anything unforeseen and require assistance, please make use of the **emergency services number: 112**
- Note that neither WHO nor the local organizers can be held responsible for the loss of personal objects left unattended at meetings.

**Moscow emergency and useful numbers:**

- **Fire/emergency/rescue/Police: 112**
- **Information Call Centre:** 8-800-220-00-01 or 8-800-220-00-02 (this service provides a wide range of useful information regarding sightseeing, public transportation, reservation services, etc.). Services are available in English.
- **Translation services:** +7 (495) 668-13-78 Translation services are provided by the Translink partner into 16 languages including Arabic, Chinese, English, French, Russian and Spanish.

## ANNEX 1

### Parties eligible for travel support for COP6<sup>1</sup>

Afghanistan	Madagascar
Angola	Mali
Armenia	Mauritania
Bangladesh	Micronesia (Federated States of)
Benin	Mongolia
Bhutan	Myanmar
Bolivia (Plurinational State of)	Nauru
Burkina Faso	Nepal
Burundi	Nicaragua
Cabo Verde	Niger
Cambodia	Nigeria
Cameroon	Niue
Central African Republic	Pakistan
Chad	Papua New Guinea
Comoros	Paraguay
Congo	Philippines
Cook Islands	Republic of Moldova
Côte d'Ivoire	Rwanda
Democratic People's Republic of Korea	Samoa
Democratic Republic of the Congo	Sao Tome and Principe
Djibouti	Senegal
Egypt	Sierra Leone
Equatorial Guinea	Solomon Islands
Ethiopia	Sri Lanka
Gambia	Sudan
Georgia	Swaziland
Ghana	Syrian Arab Republic
Guatemala	Tajikistan
Guinea	Timor-Leste
Guinea-Bissau	Togo
Guyana	Tuvalu
Honduras	Uganda
India	Ukraine
Kenya	United Republic of Tanzania
Kiribati	Uzbekistan
Kyrgyzstan	Vanuatu
Lao People's Democratic Republic	Viet Nam
Lesotho	Yemen
Liberia	Zambia

<sup>1</sup> In accordance with decision FCTC/COP6(18) available at <http://www.who.int/fctc/publications>. Travel support to facilitate participation in COP6 of low- and lower-middle-income country Parties consists of an air ticket (cheapest economy airfare by the most direct route) and per diem for one delegate. **Only Parties that have submitted valid credentials to the Secretariat by 1 September 2014 may apply for such financial support**

## ANNEX 2

### HOTEL LIST

The room rates quoted below are per room, per night, in Russian roubles (RUB) and include VAT of 18% and buffet breakfast. Payment should be made by each participant directly as instructed by the local conference organize, by credit card for the amount in RUB or by bank transfer in RUB, US dollars or Euros. Participants are responsible for verifying with the local conference organizer the conditions applicable for modification, no show or cancellation of reservations.

Hotel	Room category	Weekdays rates		Weekend rates <sup>3</sup>		Distance to venue	Address	Website
		Single	Double	Single	Double			
CROWNE PLAZA 5*	Standard	8700	10750	6100	7850	0 km	12 Krasnopresnenskaya emb., 123610, Moscow	<a href="http://www.cpmow.ru/en">http://www.cpmow.ru/en</a>
GOLDEN RING 5*	Standard	8700	10750	6100	7850	3.9 km	5 Smolenskaya St., Moscow	<a href="http://www.goldenringhotelmoscow.com/">http://www.goldenringhotelmoscow.com/</a>
	Deluxe	9200	11250	6600	8350			
RADISSON SLAVYANSKAYA 4*	Standard	7800	9200	5000	6400	3.1 km	2 Europe square, 121059, Moscow	<a href="http://www.radisson.ru/en/slavyanskayahotel-moscow">http://www.radisson.ru/en/slavyanskayahotel-moscow</a>
KORSTON 4-*	Comfort	7500	8200	4200	5000	9.9 km	15 Kosygina St., 119334, Moscow	<a href="http://www.korston.ru/en/moscow/">http://www.korston.ru/en/moscow/</a>
AEROSTAR 3+*	Standard	4200	5000	4200	5000	5.3 km	37, bldg. 9 Leningradskiy prospekt, 125167, Moscow	<a href="http://www.aerostar.ru/en">http://www.aerostar.ru/en</a>
ARBAT 3*	Standard	4800	6000	4800	6000	3.6 km	12 Plotnikov Per, 119002, Moscow	<a href="http://arbat.president-hotel.ru/en">http://arbat.president-hotel.ru/en</a>
	Standard Modus	5200	6400	5200	6400			
	Deluxe	7600	8900	7600	8900			
	Deluxe Modus	7600	8900	7600	8900			

<sup>3</sup> A weekend is considered to be Friday night to Sunday night inclusive.

## ANNEX 3

### MAP OF THE WORLD TRADE CENTRE MOSCOW (WTC)

Krasnopresnenskaya naberezhnaya, 12, Moscow, Russian Federation  
(Tel. +7 495 258 12 12, <http://www.wtcmoscow.ru>)

