



# DELEGATE HANDBOOK

MEETING OF THE PERMANENT WORKING GROUP  
OF THE SCO MEMBER STATES ON SCIENTIFIC  
AND TECHNICAL COOPERATION

MEETING OF THE HEADS OF SCIENCE AND TECHNOLOGY  
MINISTRIES AND DEPARTMENTS OF THE SCO MEMBER STATES

MOSCOW, THE RUSSIAN FEDERATION,  
19–21 NOVEMBER 2019

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## 1. THE OPERATIONAL HEADQUARTERS CONTACT INFORMATION

- ◆ Send questions concerning online registration and accreditation, as well as any others regarding participation, to the following e-mail address: [info@sectsko.ru](mailto:info@sectsko.ru).
- ◆ Send questions on visa and customs control procedures to the following e-mail address: [visa@sectsko.ru](mailto:visa@sectsko.ru).
- ◆ Send questions on transport support for participants to the following e-mail address: [transport@sectsko.ru](mailto:transport@sectsko.ru).
- ◆ Send questions on hotel accommodation to the following e-mail address: [hotels@sectsko.ru](mailto:hotels@sectsko.ru).
- ◆ Send enquiries about media arrangements to the following e-mail address: [media@sectsko.ru](mailto:media@sectsko.ru).

## 2. MEETINGS DATES AND VENUE

Meeting of the Permanent Working Group of the SCO Member States on scientific and technical cooperation will be held on **19–20 November 2019** and Meeting of the Heads of Science and Technology Ministries and Departments of the SCO Member States will take place on **21 November 2019** in Moscow, the Russian Federation.



### 📍 Meeting venue:

#### MOSCOW MARRIOTT GRAND HOTEL

26/1, Tverskaya st., Moscow, 125009, Russian Federation

<https://www.marriott.com/ru/hotels/travel/mowgr-moscow-marriott-grand-hotel>

## 3. MEETING PROGRAMME

### MEETING OF THE PERMANENT WORKING GROUP OF THE SCO MEMBER STATES ON SCIENTIFIC AND TECHNICAL COOPERATION (MOSCOW MARRIOTT GRAND HOTEL, 19–20 NOVEMBER 2019)

	19 November, Tu
Throughout the day	Participants arrive in the Russian Federation according to the flight schedule Transfer to the hotel (26/1, Tverskaya Ul., Moscow, Marriott Grand Hotel)
15:00–18:00	Deliberations of attending delegations at the session hall
18:00	Business dinner for the attending participants of the session
	20 November, We
09:00–10:00	Breakfast at the hotel, arrival at the meeting room
10:00–11:30	Adoption of the agenda for the Meeting of the Permanent Working Group of the SCO Member States on scientific and technical cooperation and consideration of the agenda items
11:30–11:45	Coffee break
11:45–13:00	The meeting continues

13:00–14:30	Lunch
14:30–15:45	Preparation and approval of the final documents of the Fifth Meeting of the Heads of Science and Technology Ministries and Departments of the SCO Member States
15:45–16:00	Coffee break
16:00–17:30	The meeting continues
17:30–18:00	Approval and signing of the Minutes of the Meeting of the Permanent Working Group of the SCO Member States on scientific and technical cooperation
18:00–22:00	Free time (personal schedule)
<b>21 November, Th</b>	
09:30–20:00	Participation in the Fifth Meeting of the Heads of Science and Technology Ministries and Departments of the SCO Member States
20:00	Free time (departure by conference participants according to the flight schedule)
<b>22 November, Fr</b>	
Throughout the day	Departure by the participants in the Meeting of the Permanent Working Group of the SCO Member States on scientific and technical cooperation according to the flight schedule

## MEETING OF THE HEADS OF SCIENCE AND TECHNOLOGY MINISTRIES AND DEPARTMENTS OF THE SCO MEMBER STATES (MOSCOW MARRIOTT GRAND HOTEL, 21 NOVEMBER 2019)

<b>20 November, We</b>	
Throughout the day	Heads of delegations arrive in the Russian Federation according to the flight schedule Transfer to the hotel (26/1 Tverskaya Ul., Moscow, Marriott Grand Hotel)
<b>21 November, Th</b>	
08:00	Breakfast at the hotel
09:30–10:00	Heads of delegations are invited to the waiting hall (welcome coffee). Short meeting of the heads of delegations <u>Format:</u> Minister of Science and Higher Education of the Russian Federation + heads of delegations + SCO Secretary-General + interpreter
10:00–10:05	<i>Joint photo session of the heads of delegations</i>
10:05–10:25	<b>Opening ceremony of the Meeting of the Heads of Science and Technology Ministries and Departments of the SCO Member States:</b> – <b>welcome address</b> by Minister of Science and Higher Education of the Russian Federation <b>Mikhail Kotyukov</b> ; – <b>welcome address</b> by First Deputy Minister of Science and Higher Education of the Russian Federation <b>Grigory Trubnikov</b> ; – <b>welcome address</b> by SCO Secretary-General <b>Vladimir Norov</b> .

10:25–10:35	<b>Presentation by</b> Senior Deputy Minister of Science and Higher Education of the Russian Federation <b>Grigory Trubnikov</b> , on the agenda
10:35–11:30	<b>Presentations by heads of delegations</b> on the agenda (time limit: 7–10 minutes)
11.30–12.00	Coffee break
12.00–13.30	<b>The meeting continues, presentations by heads of delegations</b> on the agenda (time limit: 7–10 minutes)
13:30–13:40	<b>Closing address</b> by First Deputy Minister of Science and Higher Education of the Russian Federation <b>Grigory Trubnikov</b>
13.40–14:00	<b>Final document signing ceremony</b>
14:00–15:00	Lunch
15:00–18:00	Cultural program. A visit to the Tretyakov Gallery
18:00–20:00	<b>Gala Reception</b> (dinner accompanied by a leading musical band) on behalf of the Ministry of Science and Higher Education of the Russian Federation in honour of the delegations of the SCO Member States
20:00	Free time (departure by delegations according to the flight schedule)
	<b>22 November, Fr</b>
Throughout the day	Departure by delegations according to the flight schedule

## 4. FORMAT OF THE MEETINGS

Meeting of the Permanent Working Group of the SCO Member States on scientific and technical cooperation will be held in the following format:

The delegations of the SCO Member States, SCO Secretariat: head of delegation + 2 delegation members.

Meeting of the Heads of Science and Technology Ministries and Departments of the SCO Member States will be held in the following format:

The delegations of the SCO Member States, SCO Secretariat, observer states, dialogue partners: head of delegation + 2 delegation members.

## 5. ACCESS TO THE MEETINGS VENUE

### 5.1. ID BADGES

ID badges are available for pick-up at the Accreditation Desk at the events venue at the following times:

Moscow Marriott Grand Hotel	19-21 November	8:00–20:00
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Participants must have their ID badges with them at all the times during the events on 19–21 November.

## 5.2. ACCESS TO THE MEETINGS VENUE

Entry to the meetings venue is by ID badge. All delegates and participants must wear their ID badges visibly at all times at the meetings venue.

## 5.3. LOST BADGES

Lost or missing badges should be reported immediately to the Information Desk at the meetings venue.

## 6. TRANSPORT

### 6.1. COURTESY TRANSPORT FOR HEADS OF DELEGATIONS

Heads of delegations are provided with chauffeured cars during 20–22 November 2019.

### 6.2. TRANSFER SERVICE

By preliminary request, all delegates are provided with a transfer service to/from the airport during 18–22 November 2019.

### 6.3. PUBLIC TRANSPORT AND TAXIS

Participants may use taxi services independently. You may order a taxi at the airport from the taxi desk in the arrivals hall or at the check-in desks at the hotel in the accommodation areas.

If requested, the manager will calculate the cost of a taxi ride in advance. Payment is accepted in Russian roubles only.

### 6.4. ORDERING PERSONAL TRANSPORT

The delegates may also order a vehicle with driver.

To order a personal vehicle, please call us on this number +7 (931) 228 1424 or contact us by email [transport@sectsko.ru](mailto:transport@sectsko.ru).

## 7. MEETINGS FACILITIES

### 7.1. INFORMATION DESK

The Information Desk is located at the meetings venue. It is open from 08:00 to 20:00 daily on 19 – 21 November 2019. Information Desk personnel is available to supply administrative and logistics information, distribute meetings materials and provide general assistance.

### 7.2. WI-FI

All participants will be provided with free Wi-Fi at the venue.

Username: SCO-2019 Password: sco-2019
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### 7.3. ROOM FOR BILATERAL MEETINGS

A bilateral room is available at the meetings venue at no cost to delegations during the period of 21 November 2019 from 08:00 to 20:00.

## 7.4. LINGUISTIC SUPPORT

Simultaneous interpretation will be available for the Meeting of the Heads of Science and Technology Ministries and Departments of the SCO Member States. Working languages will be Russian, English and Chinese.

## 8. GENERAL INFORMATION

### 8.1. WEATHER

Moscow climate is continental. The average day temperature in November is +1 °C (33,8 °F). The night temperature is -1 °C (30,2 °F).

Please check the Russian Meteorological Agency website ([meteoinfo.ru](http://meteoinfo.ru)) for the latest weather forecast.

### 8.2. TIME

Moscow time zone: three hours ahead of Greenwich Mean Time (GMT +3).

### 8.3. ELECTRICITY

The electricity voltage in Russia is 220V. It is recommended to boil tap water before drinking. Preferably, drink bottled water, which can be purchased at the hotel or in any local store.

### 8.4. SMOKING

Russia prohibits smoking in public places: bars and restaurants, theatres, museums and other cultural heritage institutions, as well as in educational institutions.

### 8.5. CREDIT CARDS

Major credit cards are widely accepted at hotels, restaurants, shops, etc. Visa, MasterCard and American Express may be used at most places but some restaurants and small shops accept cash payments only.

### 8.6. CURRENCY AND ATMS

The official currency of the Russian Federation is the rouble (RUB). All payments on the territory of the Russian Federation must be made in Russian roubles. Credit card payments will also be carried out in roubles.

For up-to-date information on exchange rates, please visit the website [cbr.ru](http://cbr.ru).

### 8.7. MOBILE PHONE INFORMATION

Most modern mobile phones work on several settings capable of using roaming services on different networks. Most GSM phones may be used in Russia supporting the GSM 900 and GSM 1800 or GSM 850 and GSM 1900 protocols. Almost all UMTS phones work on the GSM networks.

For roaming the participants need to contact their mobile network operator. In mobile phone shops, participants can buy a sim-card of any Russian mobile phone operator and recharge their mobile phone account.

## 8.8. PHARMACIES

### Doctor Stoletov

📍 22, Tverskaya Ul.

☎ +7 (495) 788 1100

🕒 Mon–Sun: 08:00–22:00

### Samson-Pharma

📍 30/2 bld. 5-6, Tverskaya Ul.

☎ +7 (495) 994 4888

🕒 24 hours

### Apteka 36.6

📍 25, Tverskaya Ul.

☎ +7 (495) 797 6366

🕒 24 hours

## 8.9. SOUVENIR SHOPS

### Matryoshka

📍 26/1, Tverskaya Ul.

☎ +7 (968) 787 1940

🕒 Mon–Sun: 08:00–22:00

Break: 14:00–15:00

### Souvenir

📍 6/1, Tverskaya Ul.

☎ +7 (968) 769 1072

🕒 Mon–Sun: 09:00–23:00

### Souvenir shop

📍 4, Tverskaya Ul.

☎ +7 (495) 825 3005

🕒 Mon–Sun: 09:00–22:00

## 8.10. SHOE REPAIRS

### Dom Byta. Repair shop

📍 5, Blagoveshchensky Per.

🕒 Mon–Sun: 09:00–21:00

### Dom Byta. Shoe repair

📍 5/1, Degtyarny Per.

☎ +7 (495) 699 9335

🕒 Mon–Fri: 09:00–18:00

Sat–Sun: closed

## 9. USEFUL TELEPHONE NUMBERS

### Moscow area code: 495, 499

112 – Emergency (for subscribers to mobile networks)

101 – Fire service (for subscribers to mobile networks)

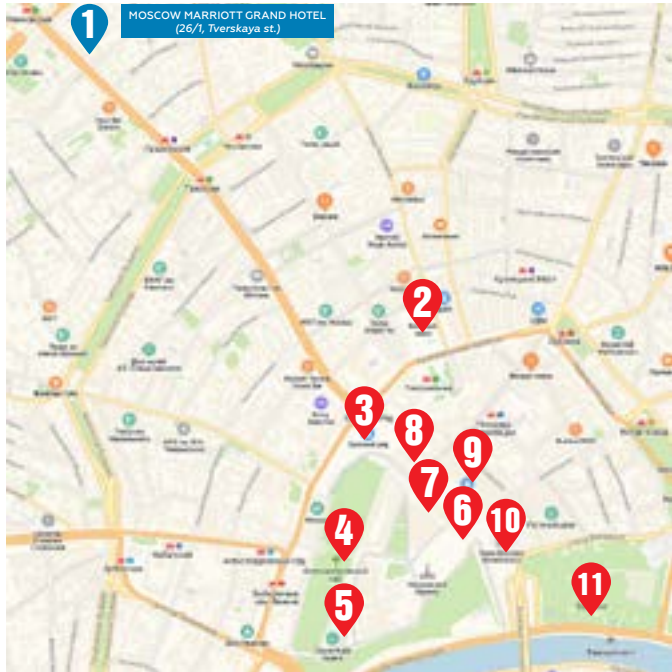
102 – Police (for subscribers to mobile networks)

103 – Ambulance service (for subscribers to mobile networks)



## 10. CITY INFORMATION

There is a city walking route in Moscow suggested for participants in the Meeting of the Permanent Working Group of the SCO Member States on scientific and technical cooperation and Meeting of the Heads of Science and Technology Ministries and Departments of the SCO Member States.



- 2 Bolshoi Theatre (1, Teatralnaya Pl.)
- 3 Manezhnaya Ploshchad
- 4 Moscow Kremlin (1, Red Square)
- 5 Diamond Fund (Kremlin, Moscow)
- 6 Red Square
- 7 Lenin's Mausoleum (Red Square)
- 8 State Historical Museum (1, Red Square)
- 9 GUM (3, Red Square)
- 10 St Basil's Cathedral (2, Red Square)
- 11 Zaryadye Park (6, Varvarka Ul.)

### 2 BOLSHOI THEATRE

Bolshoy theatre is a landmark of not only theatrical Moscow but also of Russia as a whole. Located in the very heart of Moscow, close to the Kremlin, it holds opera and ballet performances based on the world's best classical oeuvres, and the Bolshoi company has been considered one of the world's leaders for decades. The Bolshoi is rightfully considered one of the most beautiful theatres in Europe today. Besides attending performances, connoisseurs of the history of art also have the opportunity to join guided tours of the theatre and the museum.

*Location: 1, Teatralnaya Square*

### 3 MANEZHNYAYA SQUARE

Manezhnaya or Manezh Square is a large pedestrian open space at the heart of Moscow bound by the State Historical Museum and the Alexander Garden to the south, the Moscow Manezh to the west, and the 18th-century headquarters of the Moscow State University to the north. The Manezhka (as it is familiarly known) had its origins in Moiseyevskaya Square, which was formed in 1798 in consequence of the demolition of the medieval Moiseyevsky Monastery which used to stand on the banks of the Neglinnaya River since the times of Ivan the Terrible. Although the muddy river was earthed up, the neighbourhood remained crammed with public houses and taverns which gave the area its infamous moniker of "Moscow's belly".

## 4 MOSCOW KREMLIN

The Moscow Kremlin is a historic fortified complex at the heart of Moscow, overlooking the Moskva River (to the South), St. Basil's Cathedral and Red Square (to the East) and the Alexander Garden (to the West). It includes five palaces, four cathedrals and the enclosing Kremlin Wall with Kremlin towers. The complex serves as the official residence of the President of the Russian Federation.

*Location: 1, Red Square*

## 5 DIAMOND FOUND

The Diamond Fund exhibition was opened in 1967 on the territory of the Moscow Kremlin. It is a subdivision of the Gokhran of Russia. Treasures of the Diamond Fund of the Russian Federation represent a collection of unique nuggets of precious metals and precious stones of historical and artistic value, as well as a collection of unique jewelry and other items made of precious metals and precious stones. The collection is undoubtedly one of the most significant and largest collections in the world. It is the most famous part of the State Fund treasury.

The Diamond Fund is a unique collection with a long path of development closely associated with the history of the Russian state. It includes masterpieces of jewelry art of the 18th–20th centuries, rare gems, insignia, gold and platinum nuggets of historical, artistic, scientific and material value.

*Location: Kremlin, Moscow*

## 6 RED SQUARE

The Square separates the Kremlin, the former royal citadel and currently the official residence of the President of Russia, from a historic merchant quarter known as Kitaigorod. Red Square is often considered the central square of Moscow and all of Russia, because Moscow's major streets – which connect to Russia's major highways – originate from the square. The rich history of Red Square is reflected in many paintings by Vasily Surikov, Konstantin Yuon and others. The square was meant to serve as Moscow's main marketplace. It was also the site of various public ceremonies and proclamations, and occasionally a coronation for Russia's Tsars would take place. The square has been gradually built up since that point and has been used for official ceremonies by all Russian governments since it was established.

## 7 LENIN'S MAUSOLEUM

Lenin's Mausoleum also known as Lenin's Tomb, situated in Red Square in the center of Moscow, is the mausoleum that serves as the current resting place of Vladimir Lenin. His embalmed body has been on public display there since shortly after his death in 1924 (with rare exceptions in wartime). Vladimir Lenin (22 April 1870–21 January 1924) was a Russian communist revolutionary, politician and political theorist.

*Location: Red Square*

## 8 STATE HISTORICAL MUSEUM

The State Historical Museum of Russia is a museum of Russian history wedged between Red Square and Manezh Square in Moscow. Its exhibitions range from relics of prehistoric tribes that lived on the territory of present-day Russia, through priceless artworks acquired

by members of the Romanov dynasty. The total number of objects in the museum's collection comes to millions.

*Location: 1, Red Square*

## 9 GUM

GUM is the name of the main department store in many cities of the former Soviet Union, known as State Department Store during the Soviet times. The most famous GUM is the large store in the Kitai-gorod part of Moscow facing Red Square. It is currently a shopping mall. Prior to the 1920s, the location was known as the Upper Trading Rows. Nearby, also facing Red Square there is a building very similar to GUM, known formerly as the Middle Trading Rows. Catherine II of Russia commissioned Giacomo Quarenghi, a neoclassical architect from Italy, to design a huge trade center along the east side of Red Square. The existing structure was built to replace the previous trading rows that had been designed by Joseph Bove after the 1812 Fire of Moscow.

*Location: 3, Red Square*

## 10 SAINT BASIL'S CATHEDRAL

The Cathedral of the Protection of Most Holy Theotokos on the Moat or Pokrovsky Cathedral are official names for a Russian Orthodox church in Red Square in Moscow. The church is also called the Cathedral of St. Vasily the Blessed, anglicized as St. Basil's Cathedral. It was built from 1555–1561 on orders from Ivan the Terrible and commemorates the capture of Kazan and Astrakhan. St. Basil's marks the geometric center of Moscow (not to be confused with the geographic center, the Ivan the Great Bell Tower). It has been the hub of the city's growth since the 14th century and was the city's tallest building until the completion of the Ivan the Great Bell Tower in 1600.

*Location: 2, Red Square*

## 11 ZARYADYE PARK

Zaryadye Park is a landscape urban park located adjacent to Red Square in Moscow, Russia on a former Rossiya Hotel site. Zaryadye Park is the first public park built in Moscow for over 50 years, the last being the Soviet Friendship Park, built for the 1957 Festival of Youth and Students. The park was inaugurated on 9 September 2017, with the participation of President Vladimir Putin and Moscow Mayor Sergey Sobyenin.

*Location: 6, Varvarka str.*

## 11. RESTAURANTS

### Scenario

📍 22B, Tverskaya Ul.

☎ +7 (499) 404 1175

🕒 Mon–Fri: 09:00–24:00

Sat–Sun: 11:00–24:00

### Lobby Bar

📍 26/1, Tverskaya Ul. Marriott Grand Hotel

☎ +7 (495) 937 0000

🕒 24 hours

### Selenga

📍 23/15, Malaya Dmitrovka Ul.

☎ +7 (495) 650 3027

🕒 Mon–Sun: 12:00–24:00

### WE Cidreria

📍 5, Blagoveshchensky Per.

☎ +7 (925) 346 1072

🕒 Mon–Sun: 10:00–02:00

## Borough

📍 1A, Blagoveshchensky Per.

☎ +7 (495) 799 1944

🕒 Mon–Fri: 12:00–24:00

Sat: 11:00–24:00

Sun: 11:00–23:00

## 12. СХЕМА ПЛОЩАДКИ

### Moscow Marriott Grand Hotel, 1st floor

