

SHANGHAI COOPERATION ORGANISATION

RUSSIA 2019–2020



ADMINISTRATIVE CIRCULAR

Useful information and recommendations

**PREPARATORY CONFERENCE FOR THE MEETING OF THE SUPREME COURT
CHIEF JUSTICES OF THE SHANGHAI COOPERATION ORGANISATION MEMBER
STATES**

**MEETING OF THE SUPREME COURT CHIEF JUSTICES OF THE SHANGHAI
COOPERATION ORGANISATION MEMBER STATES**

Sochi, the Russian Federation

17–19 June 2019

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1. INTRODUCTION

The Russian Federation welcomes participants in the Preparatory Conference for the Meeting of the Supreme Court Chief Justices of the Shanghai Cooperation Organisation Member States and the Meeting of the Supreme Court Chief Justices of the Shanghai Cooperation Organisation Member States, which will be held on 17–19 June 2019 in Sochi. This administrative circular contains general information on the events, details of administrative procedures for participating in the events and event logistics. Additional questions and requests for clarifications may be sent to the relevant services of the Operational Headquarters for Preparation and Holding of the Events of the Chairmanship of the Shanghai Cooperation Organisation (hereinafter referred to as the SCO Operational Headquarters), the addresses of which are indicated in Section 4 “Contact information”.

Additions to this circular, if any, will be sent by the Liaison Officers to all national delegations.

The SCO Operational Headquarters wishes all participants a pleasant and fruitful visit to the Russian Federation to take part in the Preparatory Conference for the Meeting of the Supreme Court Chief Justices of the SCO Member States and the Meeting of the Supreme Court Chief Justices of the SCO Member States.

2. EVENT DATES AND VENUES

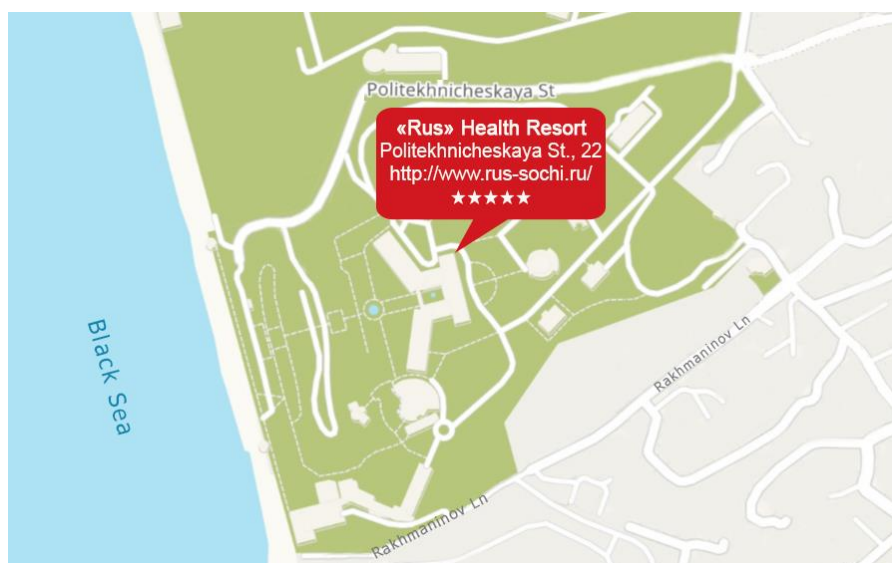
The Preparatory Conference for the Meeting of the Supreme Court Chief Justices of the SCO Member States will take place on 17 June 2019, the Meeting of the Supreme Court Chief Justices of the SCO Member States will be held from 18 to 19 June 2019 in Sochi, the Russian Federation. The main venue will be:

Rus Sanatorium

22, Politekhnikeskaya St., Sochi

Krasnodar Region, 354008, Russia

<http://www.rus-sochi.ru/>



3. PROGRAMME OF EVENTS

A detailed programme of events can be found in Appendix 1.

4. CONTACT INFORMATION

- Questions concerning online registration and accreditation, as well as any other questions relating to participation, should be sent to the following e-mail address:
info@sectsko.ru
- Questions on hotel accommodation should be sent to the following e-mail address:
hotels@sectsko.ru
- Questions on transport support for participants should be sent to the following e-mail address:
transport@sectsko.ru
- Questions on visa and customs control procedures should be sent to the following e-mail address:
visa@sectsko.ru
- Help desk telephone number:
+7 (812) 906 64 98

5. ACCREDITATION AND LIAISON OFFICERS

5.1. Delegation Contact Person at the working level

Each delegation participating in the SCO events should appoint its own Delegation Contact Person at the working level responsible for online registration of all members of the delegation prior to the event. In addition, the Delegation Contact Person should be in constant contact with the SCO Operational Headquarters on aspects of the delegation's attendance at the event.

Delegations are requested to provide the details of their Delegation Contact Person at the working level by 3 June 2019 to the e-mail address of the assigned Liaison Officer (Appendix 2).

5.2. Liaison Officers

Each delegation is assigned a Liaison Officer from the SCO Operational Headquarters to be the main Contact Person for administrative and logistical matters during the preparations for the event and the event itself.

The names and contact details of the Liaison Officers of each delegation are given in Appendix 2.

5.3. Meeting format

The Meeting of the Supreme Court Chief Justices of the SCO Member States will be held in the following format:

The delegations of the SCO member states: 1+4 (Head of delegation and four delegation members); SCO observer states and partners: 1+1 (Head of delegation and one delegation member); SCO Secretariat: 1+1 (Head of delegation and one delegation member); RATS Executive Committee: 1+1 (Head of delegation and one delegation member).

5.4. Online registration and accreditation for participants

Online registration for the Preparatory Conference for the Meeting of the Supreme Court Chief Justices of the SCO Member States and the Meeting of the Supreme Court Chief Justices of the SCO Member States will be open **until 11 June 2019**.

All participants must be registered by the Delegation Contact Person at the working level on the SCO online registration website www.sectSCO.ru.

In order to obtain the login and password required for online registration, the Delegation Contact Person at the working level should contact the Liaison Officer assigned to the delegation (Appendix 2).

All information provided about the participants will be available to a limited number of individuals at the SCO Operations Headquarters.

A letter confirming successful online registration of each participant will be automatically sent to the specified email address upon completion of the online registration process in the delegation's personal web office. Participants who have been registered by the Delegation Contact Person at the working level but have not received a letter confirming their successful registration **by 11 June 2019** should inform the SCO Operational Headquarters by sending a query to the following e-mail address: info@sectSCO.ru.

5.5. Late online registration

To register participants **after 11 June 2019**, please contact the Liaison Officer assigned to the delegation (Appendix 2). To attend the event, it is necessary to register online in advance at www.sectSCO.ru. To access the event venue, a participant should have an accreditation badge.

6. ACCESS TO THE EVENT VENUE

6.1. Procedure for accessing the event

Each participant should pick up a badge at the accreditation desk located at the event venue at the Rus Sanatorium.

Additional information on picking up badges will be sent in advance to the Delegation Contact Person at the working level.

In order to pick up their badge, the participant should present an identification document, passport or diplomatic card.

Access to the venue is strictly subject to availability of a badge.

6.2. Room for bilateral meetings

A room for bilateral meetings is provided for bilateral negotiations on the site, which will be open from 08:00 to 20:00 between 17 June and 19 June 2019. The rooms will have all the necessary office equipment and drinking water available.

7. INFORMATION FOR INCOMING PARTICIPANTS

7.1. Visa support for participants

Appendix 4 provides general information about visa requirements for citizens of the participating States for entering the Russian Federation.

7.2. Luggage and items prohibited for carriage

Airlines operating in the Russian Federation strictly regulate restrictions on luggage size and weight. Participants are advised to familiarise themselves with the air transport rules on the airline's website in order to avoid additional expenses. In the check-in area, passengers can use a luggage packing service.

In addition, for the safety of passengers, certain items and substances are prohibited for transportation on board. The amount of liquid in hand luggage may also be limited.

7.3. Sochi Airport

Sochi Airport is located in the Adler District of the resort city of Sochi. It is an international airport accepting all types of aircraft. It has two passenger terminals, two runways, and advanced equipment for screening passengers and luggage. The airport network includes 60 domestic and foreign destinations.

In 2017, the airport was ranked in the top 20 airports globally by the world's leading aviation magazine International Airport Review.

More information can be found on the Sochi Airport official website.

Sochi International Airport official website	Information Service of the Krasnodar Region Airports	Sochi Airport unclaimed luggage search service and storage of found items:
http://aer.aero/	8-800-301-19-91	+ 7 (862) 249-77-74 + 7 (988) 233-61-18 LF@aer.basel.aero

7.4. Lounge for Officials and Delegations for delegation heads

The delegation head and one accompanying delegation member will enjoy the services of the Lounge for Officials and Delegations upon arrival and departure. The assigned Liaison Officer will welcome the delegation head and one accompanying member arriving on the same flight at the Lounge for Officials and Delegations, holding a branded plate with the SCO logo, and accompany them to the hotel. On the day of departure, the assigned Liaison Officer will coordinate the time of departure and escort the delegation head to the airport.

8. TRANSPORT SUPPORT

8.1. Assigned transport for the delegation heads

The delegation head is assigned a car for the duration of the event. The responsible Liaison Officer coordinates the time and place of vehicle delivery and interacts with the Transport Service. The Delegation Contact Person at the working level should be provided with up-to-date information on the flight details of the delegation members.

8.2. Transfers for participants

Transfers for participants will be arranged using vehicles dedicated to the delegation.

8.3. Public transport and taxis

Participants may use the taxi services on their own. You can order a taxi at the airport from the taxi desk in the arrivals hall and at the check-in desks at the hotel in the accommodation areas.

On request, the cost of a taxi ride may be calculated by the manager in advance. Payment is accepted in Russian roubles only.

8.4. Ordering personal transport

You may also order a vehicle with a personal driver:

Type of vehicle	Approximate cost
Minibus from 6 to 12 passengers	from 2,400 roubles per hour
Executive class car (Mercedes, BMW, Audi)	from 4,000 roubles per hour
Business class car (VW, Nissan, Toyota)	from 2,100 roubles per hour
Excursion bus for up to 50 passengers	from 4,200 roubles per hour

To order a personal vehicle, please call us this number: +7 931 228 14 24.

8.5. Special transport support conditions

If additional services are required for participants with disabilities, the SCO Operational Headquarters should be notified of the required conditions in advance by e-mail: transport@sectSCO.ru.

9. MEDIA REGULATIONS

Online registration for members of the media wishing to cover the Meeting of Supreme Court Chief Justices of the Shanghai Cooperation Organisation Member States will be open from 30 May to 11 June 2019 on the SCO online registration portal at <https://m1.sectesco.ru/register/media/>.

Media accreditation is valid for the duration of the Meeting of Supreme Court Chief Justices of the Shanghai Cooperation Organisation Member States (Sochi, 18–19 June 2019).

For more information on media regulations, please contact: media@sectesco.ru.

10. GENERAL INFORMATION

10.1. Weather

The Sochi climate is humid subtropical. In June, the average daily temperature in Sochi is 26°C / 78 °F, but can range from 14°C / 57 °F to 30°C / 86 °F. The average night-time temperature in June: +17 °C / 62 °F.

More precise weather forecasts can be found on the website of the Hydrometeorological Centre of Russia <http://www.meteoinfo.ru/>

10.2. Time zone

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

10.3. Tips

The customary tip is 10% of the bill but may depend on the quality of the service provided. It is usual to leave 10% of the bill in restaurants. Tips of 50–100 roubles (1–2 dollars) to the doorman for carrying your luggage at the airport and from the check-in desk to the hotel room are considered optimal. Tips for maids are 50–100 roubles per day (1–2 dollars).

10.4. Electricity and water supply

The voltage of the electricity network 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.

10.5. Smoking

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

10.6. Additional information

Reference telephone numbers of city services

Rescue service (for mobile phones): 112

Luggage search

Sochi Airport: + 7 (862) 249-77-74

10.7. Mobile phones

The service area in Russia is mainly provided for GSM-900 and GSM-1800 dual-band phones, or GSM-850 and GSM-1900. Almost all mobile devices based on UMTS technology work in GSM. To connect roaming services, participants should contact their telecoms operator.

10.8. Bank cards, currency and ATMs

The official currency of the Russian Federation is the Russian rouble. The rouble is the only legal tender in Russia.

Most bank cards are accepted in hotels, restaurants, shops, etc. Visa, MasterCard, American Express are accepted in almost all establishments, though some restaurants and small shops accept only cash.

Currency exchange offices are located at airports, hotels and banks. The main currencies of exchange is US dollars and euros; some banks accept British pounds. The exchange rate depends on the bank's policy. Please note that banks charge transaction fees. When exchanging currencies, you must have your passport with you.

The exchange rate of the Central Bank of the Russian Federation as of 8 May 2019 is:

1 US dollar – 65.22 roubles

1 Euro – 74.08 roubles

For up-to-date information on exchange rates, please visit the website <http://www.cbr.ru/>.

10.9. Special needs

The SCO Operational Headquarters members strive to ensure a fruitful and pleasant stay in Sochi for all participants. Please send information on any special needs, including for additional services for participants with disabilities, special medical requirements, allergies and special dietary requirements to the email address info@sectSCO.ru.

**PROGRAMME OF THE PREPARATORY CONFERENCE FOR THE MEETING OF THE
SUPREME COURT CHIEF JUSTICES OF THE SCO MEMBER STATES**

(Rus Sanatorium, 17 June 2019)

**PROGRAMME FOR THE MEETING OF THE SUPREME COURT CHIEF JUSTICES OF
THE SCO MEMBER STATES**

(Rus Sanatorium, 18–19 June 2019)

17 June	
08:00–20:00	Accreditation of participants
09:00–12:00	Arrival of delegations, accommodation at the Rus Sanatorium
12:20–13:30	Lunch for delegations at the hotel
In the afternoon	Meetings by Chief Justice of the Supreme Court of the Russian Federation Vyacheslav Lebedev with the delegations of the SCO supreme courts
18:30–20:00	Welcome dinner on behalf of the Supreme Court of the Russian Federation
20:00–21:00	Negotiations by delegations on the text of the Joint Statement of the Conference

18 June	
08:00–20:00	Accreditation of participants
08:30–09:00	Coffee break
09:30–10:10	Opening ceremony
10:10–10:20	Photos of delegation heads, group photos
10:30–11:30	Plenary Session 1 Topic: Reduction in the timeframes and numbers of pending cases at different levels of the judicial system, the pretrial settlement mechanism (conciliation procedures for dispute resolution), experience of the SCO countries.
11:30–11:55	Coffee break
11:55–12:45	Plenary Session 2

	Topic: Application by the courts of national and international legal instruments for protecting children's family rights, including children's property rights.
12:25–14:00	Lunch at the hotel restaurant
14:00–14:50	Plenary Session 3 Topic: Review of court rulings and sentences in criminal cases that have entered into effect
14:50–15:40	Plenary Session 4 Topic: Administrative litigation: development problems and prospects
15:40–15:55	Coffee break
15:55–16:45	Plenary Session 5 Topic: Measures to strengthen the independence of the judiciary
16:45–17:00	Announcement and adoption of the Joint Statement of the Meeting of the Supreme Court Chief Justices of the SCO Member States
17:00–17:10	Closing ceremony
19:00–21:00	Gala reception on behalf of the Chief Justice of the Supreme Court of the Russian Federation

19 June	
07:00–08:30	Breakfast at the hotel
09:00	Gathering of delegations in the hotel lobby
09:00–16:00	Cultural programme

**LIST OF LIAISON OFFICERS FROM THE SCO OPERATIONAL HEADQUARTERS
ASSIGNED TO DELEGATIONS**

Delegation	Liaison Officer	Email	Telephone number
India	Ms. Vera Gaivoronskaia	v.gaivoronskaia@sectsko.ru	+7 (931) 005 25 01
Kazakhstan	Ms. Ekaterina Mozgacheva	e.mozgacheva@sectsko.ru	+7 (921) 586 81 59
China	Ms. Darya Bogdanova	d.bogdanova@sectsko.ru	+ 7 (931) 271 10 16
Kyrgyzstan	Ms. Vera Gaivoronskaia	v.gaivoronskaia@sectsko.ru	+7 (931) 005 25 01
Pakistan	Ms. Maria Yakovleva	m.yakovleva@sectsko.ru	+ 7 (931) 988 58 55
Russia	Ms. Ekaterina Mozgacheva	e.mozgacheva@sectsko.ru	+7 (921) 586 81 59
Tajikistan	Ms. Kristina Litvin	k.litvin@sectsko.ru	+7 (931) 272 18 12
Uzbekistan	Ms. Maria Yakovleva	m.yakovleva@sectsko.ru	+ 7 (931) 988 58 55
Belarus	Ms. Victoria Mikecz	v.mikecz@sectsko.ru	+7 (961) 651 66 51
Mongolia	Ms. Victoria Mikecz	v.mikecz@sectsko.ru	+7 (961) 651 66 51
Cambodia	Ms. Kristina Litvin	k.litvin@sectsko.ru	+7 (931) 272 18 12
SCO Secretariat	Ms. Ekaterina Mozgacheva	e.mozgacheva@sectsko.ru	+7 (921) 586 81 59
SCO RATS	Ms. Vera Gaivoronskaia	v.gaivoronskaia@sectsko.ru	+7 (931) 005 25 01
Afganistan	Ms. Victoria Mikecz	v.mikecz@sectsko.ru	+7 (961) 651 66 51

**INFORMATION ON ACCOMMODATION, BOOKING AND COST OF
ACCOMMODATION IN SOCHI HOTELS**

For the information of participants in the Preparatory Conference for the Meeting of the Supreme Court Chief Justices of the SCO Member States and the Meeting of the Supreme Court Chief Justices of the SCO Member States

Hotel information (booking procedure)

All foreign participants in the Meeting of the Supreme Court Chief Justices of the SCO Member States will stay at the Rus Sanatorium. Payment for accommodation of foreign delegations is provided by the host country.

Rus Sanatorium

22, Politekhnikeskaya St., Sochi,
Krasnodar Region, 354008, Russia

<http://www.rus-sochi.ru/>

The participants in the Meeting of the Supreme Court Chief Justices of the SCO Member States are entitled to special prices at the hotel. Rooms will be booked according to the information received from the authorised representatives of the Supreme Court of the Russian Federation.

Booking period:

17 May – 13 June 2019

The rooms will be available during this period:

16 June – 20 June 2019

Participants in the event should themselves pay for additional services ordered and any other paid services.

Hotel booking policy

Participants are required to confirm their room reservation prior to arrival. Guests wishing to cancel or reschedule their booking must do so in advance to avoid penalties.

Rus Sanatorium	Check-in time	15:00
	Check-out time	12:00
	Cancellation of booking	To avoid penalties, the reservation must be cancelled at least 72 hours before the date of arrival.

All questions regarding room reservations should be sent to hotels@sectSCO.ru.

Additional information on hotels

Enquiries regarding additional services should be addressed to the hotel, using the following contact information:

Oksana Litvinova

Head of Accommodation

Working hours: 9:00–18:00

E-mail: litvinovaoa@rus-sochi.ru

Phone: 8-800-100-19-53.

ENTRY REQUIREMENTS FOR PASSPORT HOLDERS OF THE SCO MEMBER STATES, OBSERVERS AND PARTNERS

Country	Diplomatic passport	Service passport	General civil passport
India	Not required. (no more than 90 days)	Not required. (no more than 90 days)	Required
Kazakhstan	Not required (no more than 90 days)	Not required (no more than 90 days)	Not required (no more than 90 days)
China	Not required (no more than 30 days)	Not required (no more than 30 days)	Required
Kyrgyzstan	Not required (no more than 90 days)	Not required (no more than 90 days)	Not required (no more than 90 days)
Pakistan	Not required. (no more than 90 days)	Not required. (no more than 90 days)	Required
Tajikistan	Not required (no more than 90 days)	Not required (no more than 90 days)	Not required (no more than 90 days)
Uzbekistan	Not required (no more than 90 days)	Not required (no more than 90 days)	Not required (no more than 90 days)
Belarus	Not required (no more than 90 days)	Not required (no more than 90 days)	Not required (no more than 90 days)
Mongolia	Not required (no more than 30 days)	Not required (no more than 30 days)	Not required (no more than 30 days)
Cambodia	Not required	Not required	Required
Afganistan	Required	Required	Required