



WORLD CUSTOMS ORGANIZATION
ORGANISATION MONDIALE DES DOUANES

2019 WCO Europe Region Heads of Customs Conference

24 – 27 April 2019 | Saint Petersburg, Russian Federation

GENERAL INFORMATION

This information note aims to provide logistical and administrative guidance to WCO Europe Region Heads of Customs Conference participants on the arrangements for this event.

I. Venue and Date

The Europe Region Heads of Customs Conference will be held at the «Grand Hotel Europe» from Wednesday 24th to Saturday 27th April 2019 at the following address:

Nevsky prospect, Mikhailovskaya Ulitsa, 1/7, Saint Petersburg, Russia, 191186



II. Programme

The draft programme is attached as Annex I to this document.

III. Documents

In line with the host administration's environmental awareness policy, facilities for the translation and printing of papers on the spot will be limited. Therefore, delegates should bring with them any WCO documents that they may need to consult.

IV. Interpretation

Interpretation will be available in **English, French, and Russian** during Europe Region Heads of Customs Conference.

V. Visa support

The host administration will provide visa support for entry to the Russian Federation after submitting Registration Form. If necessary, an official visa reference number facilitating the visa application process will be issued by the Russian Ministry of Foreign Affairs, and sent to applicants' e-mail address upon request (see Annex II).

The deadline for visa support is **1 April 2019**. After that date, there will be no possibility to provide assistance with visa approval. For visa issuing purposes, a copy of the main page of the passport is required.

VI. Transfer

The host administration will provide Airport pick-up to the hotel and to the venue of the session. In order to organize all logistic formalities, participants are expected to provide detailed information in respect of their arrival and departure (Annex III).

VII. Accommodation

The FCS of Russia negotiated a special room rates at the Grand Hotel Europe for the participants of the Europe Region Heads of Customs Conference (the "Grand Hotel Europe" is located at the same place as the venue for the Conference).

Please note: All rates are quoted in rubles (average prices, including VAT and breakfast) but they may vary depending on how long in advance the completed registration form (Annex II) is submitted.

❖ Hotel "Grand Hotel Europe" 5*

Room category	Premium	Deluxe	Terrace	Junior Suite	Classic Suite
Single Occupancy Rate	17 000	19 000	22 000	27 000	39 000
Double Occupancy Rate	19 000	21 000	24 000	29 000	41 000

Owned by the Belmond Hotels, the Grand Hotel Europe is one of St. Petersburg's premier 5-star hotels, competing with the Astoria for the title of grandest hotel in the city.

Located on Nevsky Prospekt, the city's historic central thoroughfare, the Grand Hotel Europe is just a short walk away from St. Petersburg's most famous attractions, including the State Hermitage Museum, the Russian Museum and St. Isaac's Cathedral. First opened in 1875 and featuring glorious turn-of-the-century Art Nouveau interiors, the Grand Hotel Europe was fully renovated in the early 1990s and has recently once again completed the refitting of all its guestrooms.

The Grand Hotel Europe offers a wide range of room options, all of them comfortable and elegant. Most rooms at the Grand Hotel Europe are decorated in a grand, traditional style, many of them featuring genuine antique furniture. However there are also stylish, modern options like the hotel's split-level Duplex Rooms. Guests can also choose from a number of different view options, including the beautiful mansard Terrace Rooms, or opt for rooms with the hotel's recently introduced Butler Service. The Grand Hotel Europe offers non-smoking rooms and rooms with disabled access. All rooms have Wi-Fi Internet access on request, and guests are offered a wide range of luxury pillows to suit their sleeping needs.

VIII. Currency, Exchange, Credit Cards

The official currency of the Russian Federation is the Ruble (₽). Banks that operate exchange desks can be found at the airport and in most shopping centres. There are also some independent exchange agencies. Many ATM cash machines will accept most credit and debit cards. Major cards (Visa and Mastercard) are accepted in most hotels, restaurants and city stores.

The exchange rate is USD 1 for RUB 65.3, EUR 1 for RUB 74.3 approximately (as of 25 February 2019).

IX. Smoking

Smoking is not permitted indoors, except in private accommodation and some hotel rooms.

X. Social Programmes

All participants and the people accompanying them are invited to participate in the activities arranged by the Federal Customs Service (FCS) of Russia.

XI. Insurance

No insurance coverage with respect to people or property is provided or implied by the host administration. Participants are advised to acquire their own travel health insurance.

XII. Telephone service

The code for the Russian Federation is +7.

XIII. Electricity supply

The electricity supply is 220 volts. The sockets are similar to those of continental Europe.

XIV. Climate

Saint Petersburg features humid continental climate. Distinct moderating influence of the Baltic Sea cyclones result in warm, humid and short summers and long, moderately cold wet winters.

The average minimum temperature in Saint Petersburg is 1.5 °C, maximum – 9.0 °C. April is the driest month of the year. You will see sometimes (180 hours of sun).

XV. Time zone

UTC +3 Further Eastern European Time.

XVI. Bank hours

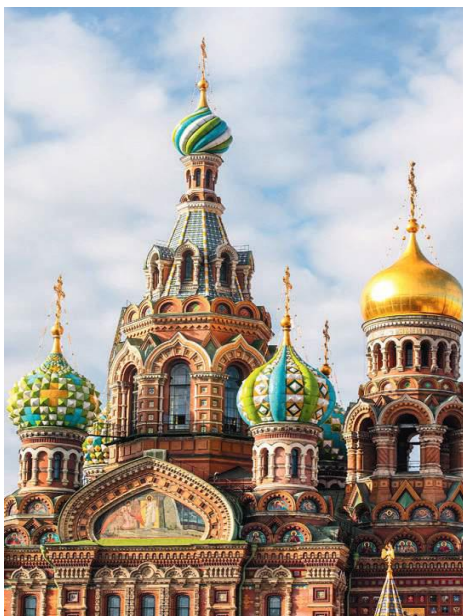
Banks are open Monday to Saturday from 09.00 to 19.00.

XVII. Saint Petersburg Attractions

Saint Petersburg is the second-largest city in Russia after Moscow, the major industrial and sea-port city with more than 5.36 million people, part of the Saint Petersburg agglomeration with a population of 6.5 million. An important Russian port on the Baltic Sea, it has a status of a federal city. The straight-line distance between Saint Petersburg and Moscow is 635 km.

Situated on the Neva River, at the head of the Gulf of Finland on the Baltic Sea, it was founded by Tsar Peter the Great on 27 May 1703. On September 1, 1914, the name was changed from Saint Petersburg to Petrograd, on 26 January 1924 to Leningrad and on October 1, 1991 back to its original name.

During the periods 1713–1728 and 1732–1918, Saint Petersburg was the capital of Imperial Russia. Nowadays Saint Petersburg is one of the most modern cities of Russia, as well as its cultural capital. The Historic Centre of Saint Petersburg and Related Groups of Monuments constitute a UNESCO World Heritage Site. Saint Petersburg is home to the Hermitage, one of the largest art museums in the world. Many foreign consulates, international corporations, banks and businesses have offices in Saint Petersburg.



In Saint Petersburg the historic architecture of the city centre, mostly consisting of Baroque and neoclassical buildings of the 18th and 19th centuries has been largely preserved.

Saint Petersburg is home to more than two hundred museums, many of them are hosted in historic buildings. The largest of the museums is the Hermitage Museum, featuring interiors of the former imperial residence and a vast collection of art. The Russian Museum is a large museum devoted specifically to Russian fine art. Some palaces and park ensembles of the southern suburbs (Pushkin, Pavlovsk, Peterhof)

and notable architectural monuments such as St. Isaac's Cathedral have been turned into public museums. The Kunstkamera, with its collection established in 1714 by Peter the Great to collect curiosities from all over the world, is sometimes considered the first museum in Russia.



Among the city's more than fifty theatres is the world-famous Mariinsky Theatre (also known as the Kirov Theatre in the USSR), home to the Mariinsky Ballet company and opera.

In 2018, Saint Petersburg hosted several matches of the 2018 FIFA World Cup. It hosted group stage games, a round of 16 games, a semi-final and the third place match.

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Annex I

**WCO Europe Region Heads of Customs Conference
SAINT PETERSBURG, RUSSIAN FEDERATION
(24 - 27 April 2019)**

**DRAFT PROGRAMME
(as of 25 February 2019)**

Time	Event	Note
April 24th Wednesday		
During the day	Arrival of the delegations and accommodation in the Grand Hotel Europe	Meet by the staff of the Customs Cooperation Department and North-West Customs Department
19.00	Welcome reception for delegations hosted by the FCS of Russia	Venue: Restaurant "Grand Hotel Europe"
Evening	End of the welcome reception, free time	
April 25th Thursday		
08.00-09.10	Breakfast for delegations	Venue: Lobby bar, "Grand Hotel Europe"
09.30	Opening ceremony	Conference Hall "Grand Hotel Europe"
10.15	Family photo	Conference Hall "Grand Hotel Europe"
10.30	Coffee-break	Conference Hall "Grand Hotel Europe"
11.00	Continuation of the Session	Conference Hall "Grand Hotel Europe"
13.00	Lunch	Venue: Restaurant "Grand Hotel Europe"
14.00	Continuation of the Session	Conference Hall "Grand Hotel Europe"

15.45	Coffee-break	Conference Hall "Grand Hotel Europe"
16.15	Continuation of the Session	Conference Hall "Grand Hotel Europe"
18.00	End of the first day	
19:00	Official Dinner with concert programme	Venue: Restaurant "Grand Hotel Europe"
April 26th Friday		
08.00- 09.10	Breakfast for delegations	Venue: Lobby bar, "Grand Hotel Europe"
09.30	Continuation of the Session	Conference Hall "Grand Hotel Europe"
11.00	Coffee-break	Conference Hall "Grand Hotel Europe"
11.15	Continuation of the Session	Conference Hall "Grand Hotel Europe"
12.30	Closing of the Session	
12.30 - 13.00	Free time	
13.00- 14.00	lunch	Venue: Restaurant "Grand Hotel Europe"
14.00- 14.30	Transfer to the cultural programme (visiting Hermitage Museum, Peter and Paul Fortress)	
14.30- 17.30	Cultural programme	
17.30- 18.00	End of the cultural programme, transfer to the dinner	
19.00	Dinner	
April 27th Saturday		
During the day	Departure of the delegates	

NOMINATION FORM
(please, return one form per person)

This form, **together with a passport copy**, must be completed and returned to the Federal Customs Service of Russia. The deadline for visa support is **1 April 2019**.

TITLE

SURNAME :

GIVEN NAMES :

DATE OF BIRTH :

PLACE OF BIRTH :

NATIONALITY :

PASSPORT № :

DATE OF ISSUE :

VALID UNTIL :

OCCUPATION :

EMPLOYER :

OFFICE ADDRESS :

TELEPHONE NUMBER :

FAX NUMBER :

E-MAIL ADDRESS :

DATE OF ARRIVAL :

DATE OF DEPARTURE :

PLACE OF VISA ISSUING :
(which Embassy or Consulate)

CITIES TO BE VISITED IN :
RUSSIA

Please send the filled in Registration Form to the Head of the International Organizations Unit, Customs Cooperation Department of the FCS of Russia Mr. Maksim Nikitin (email: NikitinMV@ca.customs.ru), Deputy Head of the International Organizations Unit, Customs Cooperation Department of the FCS of Russia (email: SigachevSSe@ca.customs.ru) and Representative of the FCS of Russia in Belgium Mr. Dmitry Subochev (fcsofrussia.belgium@mail.ru).

Important.

For the purposes of visa arrangement please also attach a copy of your passport along with filled registration form.

Please note, that this is not the Hotel reservation form.

For your room booking, please fill the separate registration form for the Grand Hotel Europe.

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COUNTRY (ADMINISTRATION):	
TRAVEL ARRANGEMENTS:	
ARRIVAL TO THE 1ST POINT (to Moscow or other city of the Russian Federation)	
Arrival date	
Arrival time	
City of Origin	
Flight Number	
DEPARTURE FROM THE 1ST POINT TO SAINT PETERSBURG (form Moscow or other city of the Russian Federation)	
Departure date	
Departure time	
Flight Number	
ARRIVAL TO SAINT PETERSBURG	
Arrival date	
Arrival time	
Flight Number	
DEPARTURE FROM SAINT PETERSBURG (to Moscow or other city of the Russian Federation)	
Departure date	
Departure time	
Flight Number	
ARRIVAL TO THE 1ST POINT (to Moscow or other city of the Russian Federation) *(please, fill this section ONLY if your flight back home proceeds though Moscow or other city of the Russian Federation)	
Arrival date	
Arrival time	
Flight Number	
DEPARTURE FROM Moscow (or other city of the Russian Federation)	
Arrival date	
Arrival time	
Flight Number	