

UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE
COMMITTEE ON FORESTS AND THE FOREST INDUSTRY

Seventy-second Session – From 18 to 21 November 2014

Kazan, Russian Federation

Information Note for Participants

As of 30 July 2014

The seventy-second session of the UNECE Committee on Forests and Forest Industry will be hosted by the Russian Federation in the city of Kazan, Republic of Tatarstan, from Tuesday 18 to Friday 21 November 2014.

1. Meeting venue

The meeting will be held at the Korston Hotel & Mall located on 1A, N. Ershov street, Kazan, Russian Federation. For more information, please visit: <http://www.korston.ru/en/kazan/>

2. On-line registration

All participants are required to register online using the following link (if you do not yet have a registration account, you will have to create one. Should your e-mail address already exist in the UNECE contact database, your details will be automatically retrieved):

<https://www2.unece.org/uncdb/app/ext/meeting-registration?id=VWE7YV>

Deadline for registration is **10 October 2014**.

Please bring along your completed registration form that you will receive by e-mail and present it at the registration desk for your “on-site” registration at the meeting venue.

3. On-site registration

The meeting will start with an opening session on Tuesday, 18 November 2014, at 10:00 a.m.

Participants will be able to pick up their meeting badge and welcome package at the registration and information desk (and NOT at the Korston reception desk) on the ground floor at the entrance of the meeting area. The registration and information desk will be open from 8:00 a.m. to 7:00 p.m. on 18 November and from 8:30 a.m. to 7:00 p.m. on 19 and 20 November.

On 21 and 22 November, information for participants will be available at the Korston Hotel & Mall reception desk from 8:00 a.m. to 7:00 p.m.

4. Working languages

The plenary sessions of the meeting will have simultaneous interpretation in English, French and Russian. Side and parallel events organized in the margins of the official programme will have simultaneous interpretation in English and Russian.

5. Documents

The provisional annotated agenda and all other meeting documents in English, French and Russian will be available in due course on the meeting webpage at:

<http://www.unece.org/forests/kazan20014.html>

Participants are kindly reminded to bring copies of the documents to the meeting as there will be no extra copies made available (except for the agenda).

6. Tentative timetable (as of 30 July 2014)

The table below gives an overview of the programme of the official session.

Committee on Forests and the Forest Industry, Seventy-second session

Tuesday, 18 November 2014

10:00-10:30	Opening of the session and welcome remarks
10:30-13:00	Item 1 – Agenda Item 2d – The Forests for Fashion Initiative Item 4 – The role of forests in the post-2015 agenda
15:00-18:00	Item 2a – Market discussions

Wednesday, 19 November 2014

10:00-13:00	Item 2b – Follow-up to the Rovaniemi Action Plan for the Forest Sector in a Green Economy
15:00-18:00	Item 2c – Measuring and communicating the contribution of the Forest Sector to a Green Economy

Thursday, 20 November 2014

10:00-13:00	Item 3 – Forest information, reporting and outlook Item 5e – Rules of procedure for the Committee Item 5a – Report of the ECE/FAO Working Party on Forest Statistics, Economics and Management Item 5b – Review of 2014 activities and planned activities for 2015 Item 5c – Biennial evaluation report Item 5d – Implementation of the UNDA and Fire projects
15:00-18:00	Item 5f – Election of officers Item 5g – Date and place of the next session Item 6 – Any other business Item 7 – Adoption of the report Closing of the session

Friday, 21 November 2014

Field trip (tbc)

The Federal Forestry Agency of the Russian Federation as well as other interested organizations will organize side and parallel events in the margins of the official programme. Further information on these events will be available on the meeting webpage: <http://www.unece.org/forests/kazan20014.html>.

When registering online to the meeting, participants will be asked if they wish to participate in additional activities, as follows:

- 17 November 2014: tour of the Kazan Kremlin. The bus will leave the Korston Hotel & Mall at 4:00 p.m. (tbc).
- 21 November 2014: field trip to the Sabinsky Forestry District. The bus will leave the Korston Hotel & Mall at 9 a.m. (tbc). Preliminary return time to the hotel is 6:00 p.m. (tbc).

7. General information on transport to the venue

The meeting venue is located in Kazan business district close to Kazan city centre, 30 km from the Kazan airport. Transport by shuttle bus or taxi takes approximately 40 minutes (under normal traffic conditions).

On 17 and 18 November 2014, a welcome desk will be available at the arrival hall of the Kazan airport. Transfer from the airport to the Korston Hotel & Mall (venue of the meeting and not to the Bulgar Hotel) will be provided free of charge to participants by the Host Country. It will be organized in groups based on arriving flights times.

Participants who arrive on other days should take a taxi from the airport.

Information on flights to and from Kazan airport and transportation to the city of Kazan can be found at: <http://www.kazan.aero/en/>.

8. Visa information

Participants requiring an entry visa must obtain it from the Russian Consulate or Diplomatic Mission in their country well in advance of the meeting. It should be noted that applicants are strongly advised to apply as early as possible.

For more information on visa requirements to enter the Russian Federation, please contact the visa focal point at the Federal Forestry Agency (indicated below) or enquire at the Russian Mission or Consulate in the relevant country (list of Russian representative offices abroad: http://www.mid.ru/zu_r.nsf/strawebeng).

To obtain the support necessary to their visa request, participants are asked to provide the Federal Forestry Agency with the complete visa registration form and a copy of the first two main pages of the passport (with photo). The visa registration form is available at:

<http://www.unece.org/forests/kazan20014.html>.

The form must reach the coordinator of the Kazan meeting at the Federal Forestry Agency Ms. Maria Sokolenko (e-mail: mvsokolenko@gmail.com; tel.: +7(499)6159925; or vorfolomeevvv@yandex.ru; tel.: +7(499)6159860) **by 10 October 2014** (five weeks before the meeting date).

Once visa support is confirmed by the Federal Forestry Agency coordinator, participants may proceed with their visa request at the Russian Embassy or Consulate in the city mentioned in the registration form.

Participants failing to comply with the above procedure will not be allowed to enter the country. As visa issues are directly handled by the Russian authorities, the secretariat will not provide letters to support visa applications.

9. Accommodation

As the meeting is taking place at **Korston Hotel & Mall** (4* and 5*), it is advisable for participants to stay in this hotel. For more information, please visit: <http://www.korston.ru/en/kazan/>.

A number of rooms at Korston Hotel & Mall have been preliminary booked at a special rate for meeting participants of the official session and the side events for the period of the session. To benefit from these special rates, participants need to book their room via the Federal Forestry Agency.

Room Type	Number of guests	Normal Rate (RUB)	Special rate (RUB)	Special rate (USD) approx.
Comfort	1	5 000	4 200	120
	2	6 000	5 200	150
Business	1	5 400	4 600	130
	2	6 400	5 600	160
Deluxe	1	7 400	6 600	190
	2	8 400	7 600	220
Studio	1	10 600	9 800	280
	2	11 600	10 800	310
Suite	1	13 400	12 600	360
	2	14 400	13 600	390

All rates for Korston Hotel & Mall include the buffet breakfast (from 6:00 a.m. till 5:00 p.m.), access to the fitness centre, unlimited Wi-Fi Internet, free calls for all destination and a welcome drink.

Participants may also choose to stay at the **Bulgar hotel** (3*, 21, Vishnevskogo street, Kazan, Russian Federation, <http://www.bulgar-meta.ru/ru>). The Bulgar hotel is located at a 20-minute walk distance from the venue of the meeting.

Room Type	Number of guests	Rate (RUB)	Rate (USD) approx.
Junior suite (one room)	1	3000	85
	2	3700	105
Comfort	1	2800	80
Single room	1	2500	70
Twin room with two single beds	1	2800	80
	2	3700	105

To book a room at the Korston Hotel&Mall or at the Bulgar Hotel, please fill in the relevant reservation request and send it by e-mail to the Federal Forestry Agency by **10 October 2014**. The request forms for the Korston and the Bulgar available at:

<http://www.unece.org/forests/kazan20014.html>)

The coordinator for the hotel reservation is Ms Maria Sokolenko (e-mail: mvsokolenko@gmail.com; tel.: +7(499)6159925; or vorfolomeevv@yandex.ru; tel.: +7(499)6159860).

Room booking will be confirmed to participants by a message sent to the e-mail address indicated in their reservation requests.

10. Currency

The currency in the Russian Federation is the Russian Rouble (RUB). The current exchange rates are approximately (July 2014):

- USD 1 = RUB 35,00;
- EUR 1 = RUB 46,00.

11. Disclaimer

The Organizers disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical insurance for the period of participation prior to departure.

12. Meeting organization focal points

- ***At the Federal Forestry Agency of the Russian Federation***

For more information on visa support and hotel booking:

Ms Maria Sokolenko

Tel.: +7 (499) 615 99 25

e-mail: mvsokolenko@gmail.com

Mr Vladimir Vorfolomeev (alternate)

Tel.: +7 (499) 615 98 60

e-mail: vorfolomeevv@yandex.ru

- ***At the UNECE/FAO Forestry and Timber Section***

For more information on the programme:

Mr. Arnaud Brizay

tel.: +41 22 917 28 70

e-mail: arnaud.brizay@fao.org

For meeting registration:

Ms. Karen Taylor (tel.: +41 22 917 13 79 in English) or

Ms. Yana Trofimova (tel.: +41 22 917 24 07 in Russian and English)

e-mail: kazan2014@unece.org