



**Regional Workshop for CIS  
on Conformance and Interoperability  
Moscow, Russian Federation, 7-9 July 2015**

**ANNEX 1 - DRAFT AGENDA**

<b>7 July 2015, Tuesday</b>	
<b>09:30-10:00</b>	<b>Registration of participants</b>
<b>10:00 - 10:30</b>	Opening speeches: <ul style="list-style-type: none"><li>• Ministry of Communications and Mass Media of the Russian Federation</li><li>• Federal State Unitary Enterprise Central Science Research Telecommunication Institute (ZNIIS)</li><li>• International Telecommunication Union (ITU)</li></ul>
<b>10:30 - 11:00</b>	<b>Coffee break</b>
<b>11:00 - 13:00</b>	<b>SESSION 1: Procedures on Conformity Assessment and Interoperability Regime – ITU view and Activities</b> Chairman: TBD  <i>ITU C&amp;I Programme: the 4 Pillars, status of the Action Plan implementation</i> Speaker (TSB and BDT)  <i>Key activities and main ITU outcomes which are related to the implementation of ITU C&amp;I Programme (Pillar 1-4)</i> Speaker (TSB and BDT)  <i>ITU Guidelines and Feasibility Studies</i> Speaker (TSB and BDT)  <i>Collaboration strategy on C&amp;I activities between interested parties and ITU</i> Speaker (TSB and BDT)
<b>13:00 - 14:00</b>	<b>Lunch</b>
<b>14:00 - 16:00</b>	<b>SESSION 1: continuation</b>

*Procedures to establish C&I Regimes in the Region. Definitions and conformity assessment schemes: certification, declaration of conformity, etc.*

Speaker (TSB and BDT)

*Telecommunications Act provisions: placing products in the market; institutions rights and responsibilities*

Speaker TBD (TSB and BDT)

*Query for new products acceptance*

Speaker (TSB and BDT)

*Issuing and validating a Certificate of Conformity and homologation Mutual Recognition Agreements framework and benefits*

Speaker (TSB and BDT)

*Enforcement and market surveillance*

Speaker (TSB and BDT)

## 8 July 2015, Wednesday

### **SESSION 2: ITU/ZNIIS Project on C&I Virtual Laboratory**

Chairman: TBD

*Russian mobile number portability (MNP) database. ZNIIS's experience on its creation and maintaining*

Speaker TBD (ZNIIS)

10:00 - 11:30

*ITU/ZNIIS Virtual Laboratory for Remote Testing of Equipment, New Technologies and Services*

Speaker TBD (ZNIIS)

*The creation and the development of the Russian Monitoring Centre of the quality of ICT Services*

Speaker TBD (ZNIIS)

11:30 - 12:00

Coffee break

12:00 - 13:00

Continuation

13:00 - 14:00

Lunch

14:00 - 16:00

### **SESSION 3: ITU/BDT Project on Regional C&I Laboratory**

Chairman: TBD

*Activities of the Regional C&I Laboratory*

Speaker TBD (ZNIIS)

## 9 July 2015, Thursday

<b>10:00 - 11:30</b>	<b>SESSION 4: Status of C&amp;I regimes in the Region</b> <b>Chairman: TBD</b>  <i>Within the framework of the Session, the participants will deliver presentations on the Conformity Assessment of ICT products of their respective countries (procedures on certification, declaration of conformity, etc.)</i>
<b>11:30 - 12:00</b>	<b>Coffee break</b>
<b>12:00 - 13:00</b>	<b>Continuation</b>
<b>13:00 - 14:00</b>	<b>Lunch</b>
<b>14:00 - 15:30</b>	<b>Roundtable</b>  <b>Chairman: TBD</b>
<b>15:30 - 16:00</b>	<b>Coffee bread</b>
<b>16:00 - 16:30</b>	<b>Summing up</b>



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**ANNEX 2**

**REGISTRATION FORM**

Please use **CAPITAL** letters

Family Name: .....

Given Name: .....

Title/Function: .....

Name of Organization/Company: .....

Office Address: .....

Town: ..... Country: .....

Telephone Number(s): .....

Fax Number(s): .....

E-mail: .....

Date of arrival: ..... Time of arrival by **Train/flight** .....

Date of departure: ..... Time of departure by **Train/flight** .....

Hotel Name:.....

Room Category.....

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please send the form duly filled out to the coordinators via email: [bukharev@zniis.ru](mailto:bukharev@zniis.ru) **by 25 June 2015**



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**ANNEX 3 - PRACTICAL INFORMATION**

**1. Workshop venue**

The Workshop will be held in the Federal State Unitary Enterprise Central Science Research Telecommunication Institute (ZNIIS), at the address:  
8, 1<sup>st</sup> Passage of Perovo Pole, Moscow 111141, Russian Federation.

**2. Registration**

Registration of the participants will start at 09:30 on 09 July 2015, Tuesday, in the workshop venue.

**3. Forum languages**

The Workshop will be conducted in Russian.

**5. Accommodated and hotel booking**

The Workshop participants can be accommodated in the hotel of Moscow Technical University of Communication and Informatics (MTUCI) , which is located at the address: 8, Marshal Tukhachevsky Str. Single room cost is RUR 1,980 (VAT included, breakfast not included). The rooms are equipped with refrigerator, TV, telephone. The payment could be effected cash through bank.

To book a room in the MTUCI university hotel, please submit the registration form duly filled out (Annex 2) to Mr. Mikhail Lokhvitsky, Assistant Professor of the Institute of Upgrade Qualification of MTUCI via fax: +7 499 192 85 51 or email: [msh2@mtuci2.ru](mailto:msh2@mtuci2.ru) by **25 June 2015**.

**6. Transport**

In order to reach the MTUCI University hotel, the participants can get from the airport by taxi or aeroexpress train to metro station Belorusskaya or Paveletskaya, then by metro to the station Oktyabrskoye Pole or Sokol. Afterwards by trolleybus ## 19, 59, 61, or bas 691 to the stop Institute of Communications.

**7. Contacts**

<p><b>Mr. Andrei Untila</b> Programme Officer ITU Area Office for CIS, Moscow Tel.: +7 495 926 60 70 Email: <a href="mailto:andrei.untila@itu.int">andrei.untila@itu.int</a></p>	<p><b>Mr. Igor Bukharev</b> Deputy Director Access Networks and Systems Scientific Centre Federal State Unitary Enterprise Central Scientific and Research Institute (ZNIIS) Tel.: Email: <a href="mailto:bukharev@zniis.ru">bukharev@zniis.ru</a></p>
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## 8. Currency/exchange/credit cards

Unit of national currency of the Russian Federation is Russian Ruble. Credit cards are approved for payment in banks, big hotels, and some tourist agencies and shops.

As of **10 April 2015**, the exchange rates were as follows: **1 USD = 52.00 RUR**; **1 EUR = 56.00 RUR**.

Information on the Russian Ruble exchange rate is available at the website of Sberbank of Russia: <http://sberbank.ru/moscow/ru/>

Banks are open from 9:00 to 19:00, from Monday to Saturday. Exchange of currency can be done all banks.

## 9. Climate

The climate is continental in Moscow. Average daily temperature is +21° by Celsius, average night temperature is +12° by Celsius.

## 10. Time zone

MSK (Moscow Standard Time) is UTC/GMT + 4 hours.

## 11. Power supply pressure

Power supply pressure is 220V/50Hz, electric plugs are standard two-pin plugs of European continental type.

## 12. Communication tools

The Workshop participants will be provided with the Internet access in the event venue.

High quality long-distance and international telephone communication is available at acceptable prices through IP telephony cards.

For telephone calls inside the city of Moscow, dialing code is + 7 495/499. For international telephone calls from Moscow, please dial: 8-10 + the country dialing code + the settlement dialing code + the subscriber number.

## 13. Entry visa

Those of the participants who need Russian entry visa should address to Russian consulates in their countries in due time in order to obtain information regarding visa requirements.

To obtain visa support, the participants should send the visa support form (Annex 5) duly filled out with copy of the passport attached to the ITU Area Office for CIS at the email address: [vera.soloveva@itu.int](mailto:vera.soloveva@itu.int) by **15 June 2015**.



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**ANNEX 5**

**ФОРМА ДЛЯ ПОЛУЧЕНИЯ ВИЗОВОЙ ПОДДЕРЖКИ/VISA SUPPORT FORM**

Просьба использовать ЗАГЛАВНЫЕ буквы/Please use **CAPITAL** letters

Фамилия, имя/Surname, name:	
Пол/Sex:	
Должность/Title:	
Организация/Organization:	
Адрес/Address:	
Телефон/Telephone:	
Факс/Fax:	
Гражданство/Citizenship:	
Номер паспорта/Passport number:	
Дата выдачи/Date of issue:	
Годен до/Valid till:	
Страна и город, где Вы будете получать российскую визу/ Country & city where you will obtain Russian visa:	
Дата рождения/ Date of birth:	
Место рождения/Place of birth:	
Дата прибытия в Россию/ Date of arrival in Russia:	
Дата отъезда/Date of departure:	

Please send the form duly filled out to the ITU Area Office for CIS AT email address: [vera.soloveva@itu.int](mailto:vera.soloveva@itu.int) by **15 June 2015**