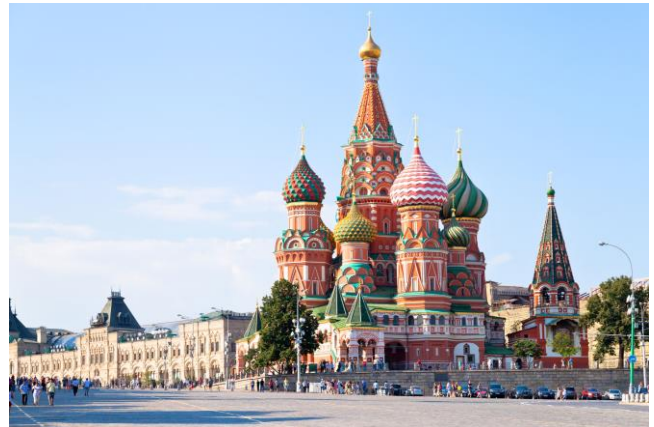




**INFO
LETTER**



**PEMPAL
Internal Audit Community of Practice
(IACoP):**

**Meetings of the Working Group on Relationship of Internal Audit
with Financial Inspection and External Audit (RIFIX) and the Internal
Control Working Group (ICWG)**

October 17-19, 2016

**Location: Moscow, Russian Federation
*Marriott Novy Arbat Hotel***

Dear PEMPAL participants!

On behalf of the PEMPAL IACOP Executive Committee, Ministry of Finance of the Russian Federation, and PEMPAL Secretariat, we are happy to welcome you in Moscow, Russian Federation! We would like to make your visit to Moscow as pleasant as possible.

**This info letter contains information about transport, accommodation and logistics of the event and also some useful information about the country that hosts this event. More detailed information about activities of IACOP and PEMPAL could be found on the following web page:
<http://www.pempal.org>**

**Yours,
PEMPAL Secretariat Team**

ABOUT RUSSIAN FEDERATION

Russia is a transcontinental state in Eurasia. At 17,075,200 square kilometres (6,592,800 sq mi), Russia is the largest country in the world, covering more than one eighth of Earth's inhabited land area, and the ninth most populous, with over 146.6 million people at the end of March 2016. Extending across the entirety of northern Asia and much of Eastern Europe, Russia spans eleven time zones and incorporates a wide range of environments and landforms. From northwest to southeast, Russia shares land borders with Norway, Finland, Estonia, Latvia, Lithuania and Poland (both with Kaliningrad Oblast), Belarus, Ukraine, Georgia, Azerbaijan, Kazakhstan, China, Mongolia, and North Korea. It shares maritime borders with Japan by the Sea of Okhotsk and the U.S. state of Alaska across the Bering Strait.

Source: wikipedia.org

BRIEF INFORMATION ABOUT MOSCOW

Moscow is among the world's largest cities and is one of the fastest growing tourist destinations in the world. Moscow is the northernmost and coldest megacity and metropolis on Earth and is situated on the Moskva River in the Central Federal District of European Russia, making it the world's most populated inland city. The city is well known for its architecture, particularly its historic buildings such as Saint Basil's Cathedral with its brightly colored domes. With over 40 percent of its territory covered by greenery, it is one of the greenest capitals and major cities in Europe and the world, having the largest forest in an urban area within its borders—more than any other major city—even before its expansion in 2012.

The city has served as the capital of a progression of states, from the medieval Grand Duchy of Moscow and the subsequent Tsardom of Russia to the Russian Empire to the Soviet Union and the contemporary Russian Federation. Moscow is considered the center of Russian culture, having served as the home of Russian artists, scientists and sports figures and because of the presence of museums, academic and political institutions and theaters.

According to the results of the 2010 Census, the population of Moscow was 11,503,501.

Source: wikipedia.org

USEFUL INFORMATION

Local currency: Russian rubble (RUB)

Exchange rate: approximately 71 RUB/EUR; 64 RUB/USD

Local (Moscow) time: MSK (UTC+03:00)

AT THE AIRPORT

Depending on the time of your arrival, PEMPAL Secretariat has arranged the car transfer for you from the Moscow Airports to Marriott Novy Arbat Hotel and back. The transport costs will be covered by PEMPAL.

Upon arrival to an Airport please look for the taxi drivers with the PEMPAL logo in hands. They will be meeting you in the exit hall.



If, by any chance you arrive at a different time than originally planned, please contact **Ms. Kristina Zaituna (+7-964-51-888-54)** to arrange transfer to the hotel. To avoid waiting at the Moscow Airports an advance call is recommended in case of a delayed arrival.

WHERE WILL YOU SLEEP?

The PEMPAL Secretariat has made reservation for you at the **Marriott Novy Arbat Hotel**, situated in the city centre.

The hotel accommodation in a single room (with all meals included) will be paid by PEMPAL for the duration of the meeting as well as for the arrival and/or departure day. The hotel reservation is made in your name. In case of your late arrival please notify the organizers and/or hotel directly.

The costs of telephone calls, minibar and other personal expenses of the participant have to be paid by the participant on the spot. Extra overnight stays before or after the event (if permitted by visa regulations), have to be booked and paid directly by the participant. The self-payers, who already paid for flight ticket, are expected to cover the hotel accommodation costs as well.

Hotel view and contact details:



**Marriott Novy Arbat
Hotel**

32 Novy Arbat Street
Moscow 121099
Russian Federation

Phone: +7-495-734-7000

MEETING INFORMATION

All activities will take place at the Marriott Novy Arbat Hotel

You are kindly invited for a **welcome reception** that will be held in the Hotel on the 1st floor, on **October 16nd, 2016** at **19.30**.

The workshop will be delivered according to the **Agenda** which is attached to this letter.

The meetings will take place in the **Pushkin Room**, starting on **October 17, 2016**. **Registration** and distribution of **materials** will start **at 8.00** and take place in front of the Pushkin Room, and the meeting will start **at 8.30**.

You will receive the binder with meeting's relevant materials on the first day. Please note that you will also receive a name tag, which you are kindly asked to wear throughout the meeting.

GROUP PHOTO

The group photo session is scheduled for **October 17, 2016** before the lunch. Through the meetings more pictures will be also taken and posted later on PEMPAL's website.

WHEN YOU GET HUNGRY

Coffee breaks & lunches:

During the meeting there will be **network breaks** with refreshments served in the front of the **Pushkin room**, located on the 2nd floor.

All three working **days** the **lunch** will be served at the hotel restaurant (according to Agenda), located on the 1st floor.

On October 16 and October 20 (for those who leave on October 20) meals will be also arranged in the Hotel restaurant.

Please note that any lunch or dinner arranged by self cannot be covered by PEMPAL Secretariat.

ADDITIONAL INFORMATION

If you need any additional information or assistance, please do not hesitate to contact us:

Ms. Kristina Zaituna

E-mail: kzaituna@worldbank.org

Mob: +7 964 51 888 54

We are looking forward to welcoming you in Moscow!