



## ADMINISTRATIVE NOTE

### **3RD RESEARCH AND INNOVATION WORKING GROUP MEETING**

RECIFE, 22-24 MAY, 2024

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## **1. INTRODUCTION**

The Brazilian G20 Presidency welcomes you for the 3rd RESEARCH AND INNOVATION WORKING GROUP Meeting, to be held in Recife, from 22nd to 24th of May, 2024, at the Cais do Sertão Cultural Center.

Recife, one of the oldest cities in Brazil, is the capital of the state of Pernambuco. Founded in 1537, it is known for its rich history, culture, and diverse architecture. The city is characterized by its blend of cultural influences, including European, African, and Indigenous. Its historic architecture, navigable canals, and beautiful beaches attract visitors from around the world. Recife is also a significant economic and educational center in northeastern Brazil, with a vibrant cultural scene and a welcoming, diverse population.

This Administrative Note intends to provide delegates and participants with information regarding the administrative and logistical arrangements for the 3rd RESEARCH AND INNOVATION WORKING GROUP meeting.

Information within this Administrative Note is as current as of April 12nd. The Secretariat will notify delegates by email should there be any changes.

For further inquiries and assistance, please contact: [riwg@g20.gov.br](mailto:riwg@g20.gov.br)







## **2. PROVISIONAL AGENDA**

## Venue Cais do Sertão

The Cais do Sertão Cultural Center, located in Recife, celebrates the rich cultural heritage of the Brazilian Northeast, particularly focusing on the Sertão region. This modern museum pays homage to the life, art, and traditions of the people who inhabit the arid lands of the Sertão, offering visitors an immersive experience into the region's history and cultural diversity.

Through interactive exhibits, multimedia installations, and artistic displays, Cais do Sertão provides insight into the struggles and triumphs of the Northeastern people, showcasing their resilience, creativity, and unique way of life. Visitors can explore various aspects of Sertão culture, including its music, literature, crafts, and folklore, gaining a deeper understanding of the region's significance within Brazilian identity.

Additionally, the center incorporates elements of science, technology, and innovation to enrich visitors' experiences. It features displays on agricultural techniques developed to thrive in the Sertão's arid climate, renewable energy technologies, water management systems, and sustainable practices implemented in the region. Thus, by integrating STI knowledge into its exhibits and programming, Cais do Sertão not only preserves and celebrates the cultural heritage of the Northeast but also fosters a deeper understanding of the region's role in shaping Brazil's scientific and technological landscape. For more information, visit <https://caisdosertao.pe.gov.br/>.

Shuttle services will be provided to delegates between the venue and the hotels included on the list provided in section 3 ("Accommodation").



## Tentative Program

Kindly note that this is an in-person meeting only. All times mentioned are in BRT (GMT-3)

### Tuesday, 21st May – 3rd G20 RESEARCH AND INNOVATION WORKING GROUP Meeting

Time (Hrs, BRT)	Program
All day	<p>Delegates arrival</p> <ul style="list-style-type: none"> <li>• Delegates arrival at airport.</li> <li>• Transportation to official hotels provided by G20 Brazil.</li> </ul>

### Wednesday, 22nd May – 3rd G20 RESEARCH AND INNOVATION WORKING GROUP Meeting

Time (Hrs, BRT)	Program
08:30 – 09:30	<p>Transportation</p> <ul style="list-style-type: none"> <li>• Transportation from official hotels to meeting venue (Cais do Sertão) to be provided by G20 Brazil.</li> <li>• Welcome coffee at venue.</li> </ul>
09:30 – 10:15	<p>Opening Session</p> <ul style="list-style-type: none"> <li>• Welcoming remarks by Chair (5 minutes).</li> <li>• Welcome address by Minister of Science, Technology and Innovation (10 minutes).</li> <li>• Welcome address by Governor of Pernambuco (10 minutes).</li> <li>• Welcome address by Mayor of Recife (10 minutes).</li> </ul>

10:15 – 12:30

### Session I - Deliverable 1.1

- Updates deliverable 1.1 (20 minutes).
- Remarks on deliverable 1.1:

by Troika (5 minutes each).

by members (5 minutes each).

by guest countries (3 minutes each).

by International Organizations (3 minutes each).

- Responses from UNCTAD and Chairperson (5 minutes each).

12:30 – 13:30

### Lunch

- Lunch will be served at meeting venue.

13:30 – 15:45

### Session II - Deliverable 2.1 and 2.2

- Updates to deliverable 2.1 and 2.2 (20 minutes).
- Remarks on deliverable 2.1 and 2.2:

by Troika (5 minutes each).

by members (5 minutes each).

by guest countries (3 minutes each).

by International Organizations (3 minutes each).

- Responses from IEA and Chairperson (5 minutes each).

15:45 – 16:00

### Break

- Coffee break

16:00 – 18:15

### Session III - Deliverable 3.1

- Updates to deliverable 3.1 (20 minutes).
- Remarks on deliverable 3.1:  
by Troika (5 minutes each).  
by members (5 minutes each).  
by guest countries (3 minutes each).  
by International Organizations (3 minutes each).
- Responses from Chairperson (10 minutes).

18:30 – 21:00

### Cocktail

- Cocktail will be served at meeting venue.

21:00 – 21:30

### Transportation

- Transportation from meeting venue (Cais do Setão) to official hotels will be provided by G20 Brazil.

## Thursday, 23rd May – 3rd G20 RESEARCH AND INNOVATION WORKING GROUP Meeting

Time (Hrs, BRT)

Program

08:30 – 09:30

### Transportation

- Transportation from official hotels to meeting venue (Cais do Sertão) to be provided by G20 Brazil.
- Welcome coffee at venue.

09:30 – 12:00

#### Session IV - Ministerial Declaration and ToR

- Introduction to Declaration and ToR (20 minutes)
- Remarks on Declaration and ToR:

by Troika (5 minutes each).

by members (5 minutes each).

by guest countries (3 minutes each).

by International Organizations (3 minutes each).

- Responses from Chairperson (10 minutes).

12:00 – 14:00

#### Lunch

- Lunch will be served at meeting venue.

14:00 – 16:30

#### Visit and Presentations

- Transportation from meeting venue to Porto Digital.
- Visit to Porto Digital.
- Transportation from Porto Digital to meeting venue.

16:30 – 18:15

#### Session V - Deliverable 4.1

- Updates to deliverable 4.1 (10 minutes)
- Remarks on deliverable 4.1:

by Troika (5 minutes each).

by members (5 minutes each).

by guest countries (3 minutes each).

by International Organizations (3 minutes each).

- Responses from Belmont Forum and Chairperson (5 minutes each).

18:15 – 21:00

#### Dinner

- Dinner will be served nearby.

21:00 – 21:30

#### Transportation

- Transportation from meeting venue (Cais do Setão) to official hotels will be provided by G20 Brazil.

## Friday, 24th May – 3rd G20 RESEARCH AND INNOVATION WORKING GROUP Meeting

Time (Hrs, BRT)

Program

08:00 – 09:00

#### Transportation

- Transportation from official hotels (Ibis and Transamerica) to meeting venue (Cais do Sertão) to be provided by G20 Brazil.
- Welcome coffee at venue.

09:00 – 11:00

#### Session VI - Deliverable 4.2

- Updates to deliverable 4.2 (10 minutes)
- Remarks on deliverable 4.2:

by Troika (5 minutes each).

by members (5 minutes each).

by guest countries (3 minutes each).

by International Organizations (3 minutes each).

- Responses from GBIF and Chairperson (5 minutes each).



11:00 – 11:15

#### Break

- Coffee break.

11:15 – 13:15

#### Session VII - Deliverable 4.3

- Updates to deliverable 4.3 (10 minutes)
- Remarks on deliverable 4.3:

by Troika (5 minutes each).

by members (5 minutes each).

by guest countries (3 minutes each).

by International Organizations (3 minutes each).

- Responses from ACTO and Chairperson (5 minutes each).

13:15 – 14:30

#### Lunch

- Lunch will be served at meeting venue.

14:30 – 17:00

#### Session VIII - Deliverable 5.1 and 5.2

- Updates to deliverable 5.1 and 5.2 (10 minutes)
- Remarks on deliverable 5.1 and 5.2:

by Troika (5 minutes each).

by members (5 minutes each).

by guest countries (3 minutes each).

by International Organizations (3 minutes each).

- Responses from UNESCO and Chairperson (5 minutes each).

17:00 – 17:30	<b>Closing Session</b> <ul style="list-style-type: none"> <li>• Conclusions and way forward by Chairperson (10 minutes).</li> <li>• Final remarks on the way forward (2 minutes per member, invited countries and International Organizations) – per request.</li> <li>• Final remarks by Chairperson (3 minutes).</li> </ul>
17:30 – 24:00	<b>Transportation</b> <ul style="list-style-type: none"> <li>• Transportation from meeting venue (Cais do Setão) to official hotels will be provided by G20 Brazil.</li> </ul>

## Saturday, 25th May – 3rd G20 RESEARCH AND INNOVATION WORKING GROUP Meeting

Time (Hrs, BRT)	Program
All day	<b>Delegates departure</b> <ul style="list-style-type: none"> <li>• Transportation from official hotels (Ibis and Transamerica) to the airport to provided by G20 Brazil</li> </ul>

The Brazilian G20 Presidency will provide rooms for bilateral meetings, with capacity up to 12 delegates. Rooms are limited, so please book in advance via email to [riwg@g20.gov.br](mailto:riwg@g20.gov.br) with the subject “Bilateral room booking”.



### **3. ACCOMMODATION**

## TRANSAMERICA PRESTIGE RECIFE



### Transamerica Prestige Recife



Contact: +55 81 3039-9010 or [reservas.tpre@transamericagroup.com.br](mailto:reservas.tpre@transamericagroup.com.br).



Location: Av. Boa Viagem, 420 - Boa Viagem, Recife - PE, 51011-000



Site: <https://atlantica.letsbook.com.br/reserva/busca>.



Special Offer: Until May 10, the rates will be fixed between R\$ 360.00 (single room) and R\$ 490.00 (double room). Reservations can be made via WhatsApp or email, both of which are available above.

Scan the QR Code to access  
the hotel site.



## IBIS RECIFE BOA VIAGEM



ibis Recife Boa Viagem



Contact: +55 81 3302-4446 or [reservas@ponteshoteis.com.br](mailto:reservas@ponteshoteis.com.br).



Location: Av. Domingos Ferreira 683, 51011 051 Recife, Brasil



Site: <https://all.accor.com/ssr/app/accor/rates/>.

Scan the QR Code to access  
the hotel site.





## **4. ACCREDITATION**



## **ACCREDITATION:**

1. Please take note of the number of delegates which can be accredited to access the venue:
  - G20 members: 1 + 3 (Head of Delegation + Delegates)
  - Invited Countries and International Organizations: 1 + 2 (Head of Delegation + Delegates).

## **ACCREDITATION SYSTEM**

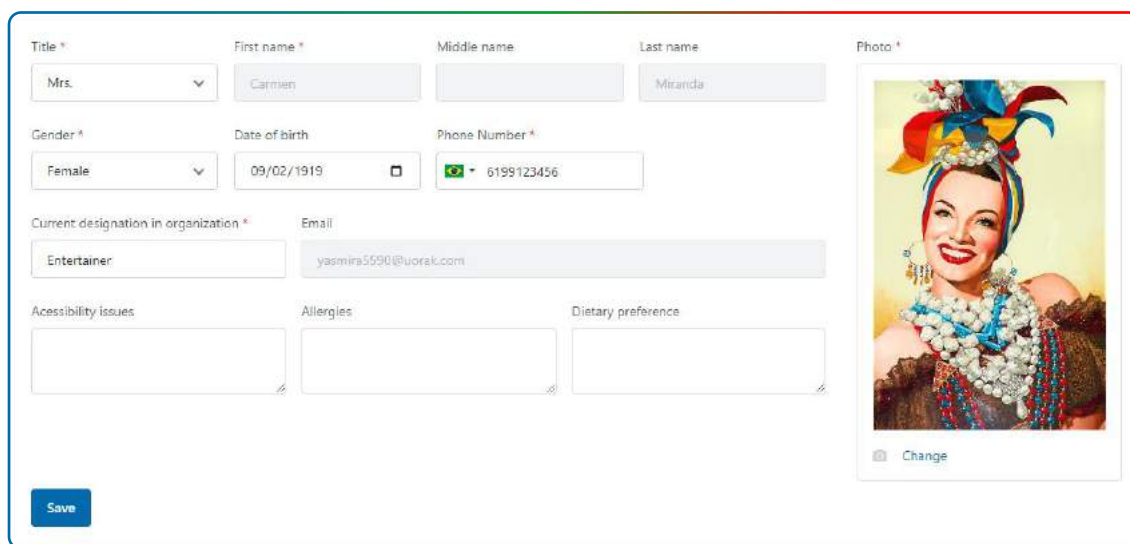
3. The accreditation system will be available from April 12th to May 17th.
4. Each participant country, institution or international organization must nominate a Delegate Accreditation Officer (DAO) by e-mail (riwg@g20.gov.br). Please inform the DAO's name, position and contact information. The DAO will coordinate the registration process of his/her respective delegation.
5. Please take note that the accreditation process is an invitation-based system. Invitations are sent by e-mail to the delegates nominated by the DAO.
6. The Secretariat will issue individual badges for all accredited delegates, according to the information provided by the DAO.

## **DAO REGISTRATION PROCEDURE**

7. The DAO will receive a link by e-mail with an invitation to register at the accreditation system. By clicking the link, the DAO will be directed to the following website: <https://g20.org/accreditation>.
8. By clicking "Register," the DAO will be directed to a verification page comprising three stages for creating an account. The initial stage involves entering an e-mail ID.
9. For the second stage, a verification code will be sent to the e-mail inbox. The DAO should proceed to apply it during the validation phase and please be mindful of the expiration time allotted for the code.



10. Finally, for the last stage, the system will prompt the DAO to create a password, following security settings.
11. The DAO should use the registered e-mail and password to log into the system. When logging in for the first time, the DAO's profile should be completed, by inputting personal information.



The form is titled 'Profile Registration' and contains the following fields:

- Title \***: Dropdown menu with 'Mrs.' selected.
- First name \***: Text input with 'Carmen'.
- Middle name**: Text input (empty).
- Last name**: Text input with 'Miranda'.
- Gender \***: Dropdown menu with 'Female' selected.
- Date of birth**: Date picker showing '09/02/1919'.
- Phone Number \***: Text input with '6199123456' and a Brazilian flag icon.
- Current designation in organization \***: Text input with 'Entertainer'.
- Email**: Text input with 'yasmira5590@uorak.com'.
- Accessibility issues**: Text input (empty).
- Allergies**: Text input (empty).
- Dietary preference**: Text input (empty).
- Photo \***: A placeholder image of a woman in traditional Brazilian attire, with a 'Change' button below it.
- Save**: A blue button at the bottom left.

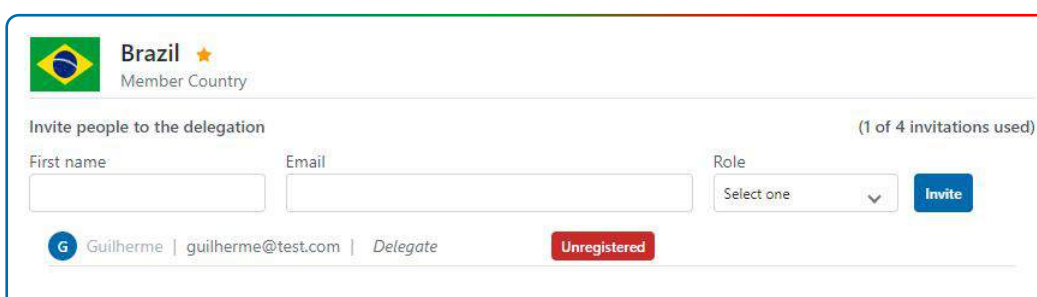
12. After setting his/her profile, the DAO will be able to visualize and access the G20 events to which he/she invited.
13. The DAO is responsible for coordinating the registration of his/her delegation. This should be done by sending invitations to the member of his/her delegation through the accreditation portal. Please take note that a maximum number of credentials will be offered for each delegation (see item 1).



The card displays the following information:

- Event Name**: 1st Global Alliance against Hunger and Poverty Task Force Meeting
- Location**: TF - Global Alliance Against Hunger and Poverty
- Category**: Sherpa (21-23 Feb, Technical)
- Action**: A red button labeled 'MANAGE DELEGATION' with a plus icon.

14. Please inform the role of the member of your delegation among the following: Head of Delegation (HoD); Delegate; Media; and Security.



The interface shows the following details:

- Member Country**: Brazil (with flag icon and star).
- Invite people to the delegation**: (1 of 4 invitations used).
- Form Fields**:
  - First name**: Text input (empty).
  - Email**: Text input (empty).
  - Role**: Dropdown menu with 'Select one' and a plus icon.
  - Invite**: A blue button.
- Delegation List**: A table showing a member named 'Guilherme' with email 'guilherme@test.com', role 'Delegate', and status 'Unregistered'.

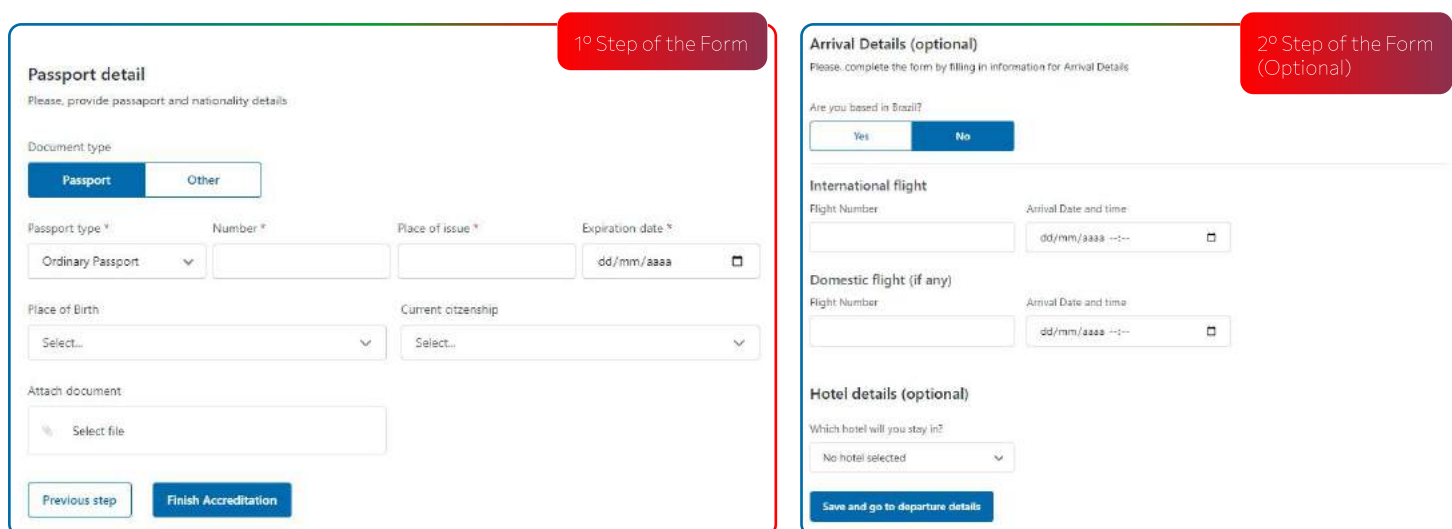
## DELEGATES REGISTRATION PROCEDURE

15. Registration is a two-step process.
16. First, delegates must register to the accreditation portal by accessing the invitation link received by e-mail. The procedure is identical to the DAO registration. Please follow steps 5 to 8.
17. After the registration, delegates will have access to the list of G20 meetings he/she is invited to attend. The delegate must then register to the meeting he/she would like to participate by clicking “accredit”.



The screenshot shows a registration card for the "1st Global Alliance against Hunger and Poverty Task Force Meeting". The card includes a location pin icon, the meeting title, and the subtitle "TF - Global Alliance Against Hunger and Poverty". A yellow button labeled "Pending Accreditation" is visible. On the left, there is a red box with the text "Sherpa", "21-23", "Feb", and "Technical". A blue button labeled "Accredit" is located at the bottom right of the card.

18. Additional information will be requested (passport number, flight details and accommodation). Please provide all the requested information, as it will be used to facilitate the migration and customs procedures for G20 delegates. You can always go back in the system to update your travel information, should it be necessary.



The first screenshot shows the "Passport detail" form, labeled "1º Step of the Form". It includes fields for "Document type" (Passport/Other), "Passport type" (Ordinary Passport), "Number", "Place of issue", "Expiration date", "Place of Birth", and "Current citizenship". There is also a field to "Attach document" and buttons for "Previous step" and "Finish Accreditation".

The second screenshot shows the "Arrival Details (optional)" form, labeled "2º Step of the Form (Optional)". It includes a question "Are you based in Brazil?" with "Yes" and "No" buttons. Below are sections for "International flight" and "Domestic flight (if any)", each with fields for "Flight Number" and "Arrival Date and time". There is also a section for "Hotel details (optional)" with a dropdown for "Which hotel will you stay in?". A button labeled "Save and go to departure details" is at the bottom.



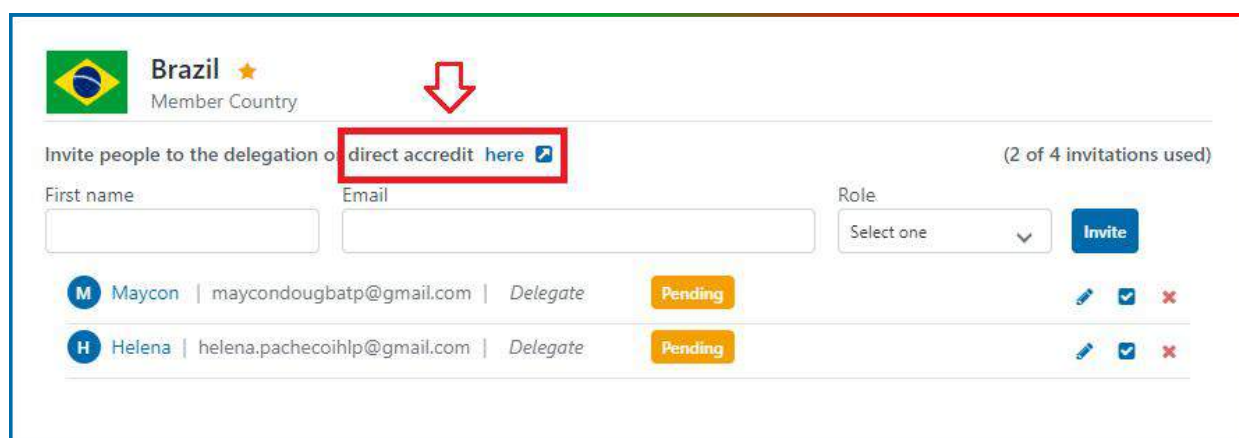
Please note that transportation from airport to the official hotels will be provided by G20 Brazil. We kindly ask delegates to send the arrival informations up to May 17th.

19. The system will generate an accreditation letter to the G20 event you just registered. After concluding your registration, please click on the PDF button to print or save your accreditation letter.



## ALTERNATIVE ACCREDITATION PROCEDURE

20. The DAO can also directly register members of his/her delegation, taking into account the maximum number of credentials available.
21. To register members of your delegation directly, please click the direct accredit button



22. Each delegate must have a unique email address associated to his/her account. Thus it is not possible to use the same email for registering more than one delegate.



## **5. VISA REQUIREMENTS**

## DIPLOMATIC AND OFFICIAL/SERVICE PASSPORTS

- Brazil has visa exemption agreements for stays of up to 90 days (or 30 days\*) for holders of Diplomatic and Official/Service Passports with the following G20 Member States countries: Argentina, China, Cuba, France, Germany, India, Indonesia\*, Italy, Japan, Mexico, Republic of Korea, Russia, South Africa, United Kingdom, Vietnam and Turkey.

## OTHER PASSPORT TYPES

- For holders of other passports types, visa exemption agreements apply for visits of up 90 days (or 30 days\*) for nationals of the following G20 Member States: Argentina, France, Germany, Indonesia\*, Italy, Japan, Mexico, Republic of Korea, Russia, South Africa, United Kingdom, and Turkey.
- Holders of passports not mentioned in the paragraphs above are encouraged to check their visa requirements at:

<https://www.gov.br/mre/pt-br/assuntos/portal-consular/QGRVsimplising12|AN24.pdf>

Whenever necessary, they must reach out to the Brazilian consular authorities in their country of residence and apply for a visa. The Brazilian government will grant courtesy visas (VICOR), at no cost, to delegates attending meetings under the official agenda of the Brazilian G20 Presidency.

- Visa applicants must present either a proof of accreditation at an official G20 event or a Verbal Note from their country's Ministry of Foreign Affairs. Accreditation letters will be issued to all registered delegates. They can be downloaded from official G20 accreditation portal (<http://g20.gov.br/accreditation>) by logging to registered accounts (see item 4.19 above).

Scan the QR Code to learn  
more about entry  
requirements





## **6. IMMIGRATION, CUSTOMS & AIRPORT TRANSFERS**

- Brazilian authorities will facilitate and expedite immigration procedures for foreign delegates participating in G20 meetings.
- Recife hosts an international airport (REC Guararapes International Airport in Recife) offers with connections to Buenos Aires (GOL, Aerolineas Argentinas), Lisbon (TAP), and Montevideo (Azul).
- Waiting times in São Paulo/Guarulhos International Airport may be longer than usual. Please allow extra time for flight connection procedures.



If you are entering the country through another connection, please take note that all international passengers arriving in Brazil must pick up their luggage at the airport of entry for customs clearance. After immigration procedures, pick up your luggage, go through customs, and then drop it off at the domestic carrier transfer desk. After that, passengers will have to go to the domestic flight gate.



Please note that transportation from airport to the official hotels will be provided by G20 Brazil. We kindly ask delegates to send the arrival informations up to May 17th.





## **7. PLACES OF INTEREST**

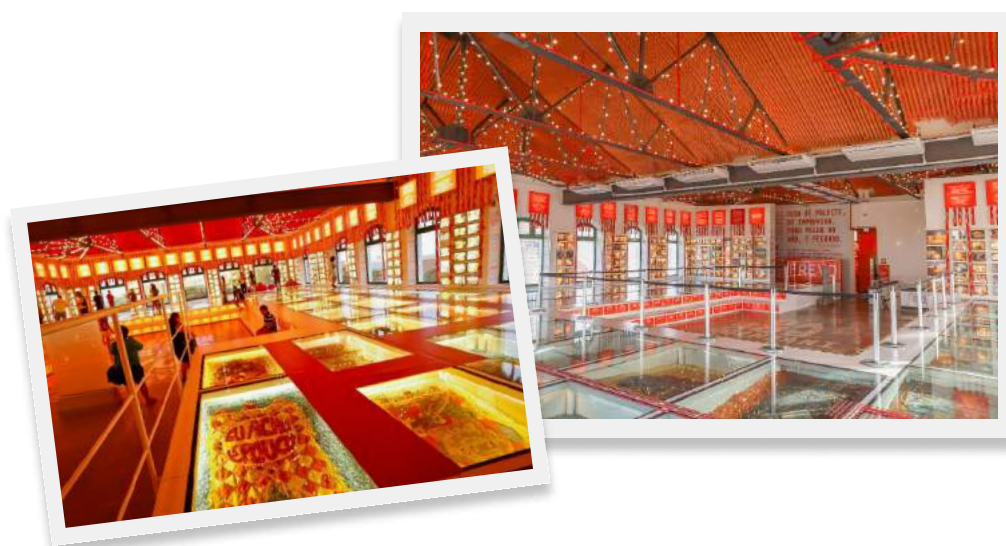
## MARCO ZERO SQUARE

The original name is Barão do Rio Branco Square, but it is known as Marco Zero Square because in it you find the zero quilometre concerning roads in Pernambuco. It is formed by a milestone in red color donated by Automobile Clube. On the side you find Barão do Rio Branco statue, in brass, 2,80m high, from the sculptor Felix Charpentier. At the centre a compass card designed by Cícero Dias can be seen. During carnival, the square is like a headquarter for the multicarnival celebration which takes place in Recife.



## PAÇO DO FREVO MUSEUM

Paço do Frevo is a place where Frevo lovers learn a lot more about this rhythm throughout research, exhibitions and the teaching of the rhythm. The place calls forth the perpetuation of the rhythm through generations. It congregates the history of the most famous cultural manifestation in Pernambuco through its history and the oral telling of its memories.



## BOA VIAGEM BEACH

Along eight kilometer coast, Boa Viagem Beach offers calm sea, full of natural swimming pools with warm water from the skerries. Its skerries integrate the selected list of archeological brazilian sites and the water and the sand are constantly monitorized by CPRH (Estate Agency for Environment and Hydric Sources) and are not poluted. The coast presents cobblestone in concrete, wich makes it easier for desabled people to move. The beach also presents lights with resonant alert.



Due to the high presence of sharks, it is crucial that everyone avoids entering the water. Your safety is our priority.



For further information, please visit <https://visit.recife.br/en/>.



## **8. GENERAL INFORMATION**



The payment methods used in Brazil are credit/debit cards and cash (Brazilian reais). MasterCard and Visa card flags are generally accepted in most business. However, it is important to note that many tourist attractions only accept cash payments.

To exchange currency, it is necessary to go to an exchange office such as Western Union, DayCâmbio, Rede Câmbio Seguro, Confidence Câmbio, among others, many of which operating in Brazilian airports.

Furthermore, cash withdraw from ATM machines is easy and available all over the country.



Voltage and power sockets: Electricity voltage in Brazil varies between 110V and 220V depending on the location. Many Brazilian hotels offer sockets for both voltages, and you can easily find portable voltage transformers in electrical supply stores. The voltage in Recife is 220V.

The sockets in Brazil are type N and have the standard 3-pin sockets. For safety, the sockets are recessed, so connection and power only occur when the plugs are fully inserted into the socket to prevent accidental contact with energized plugs



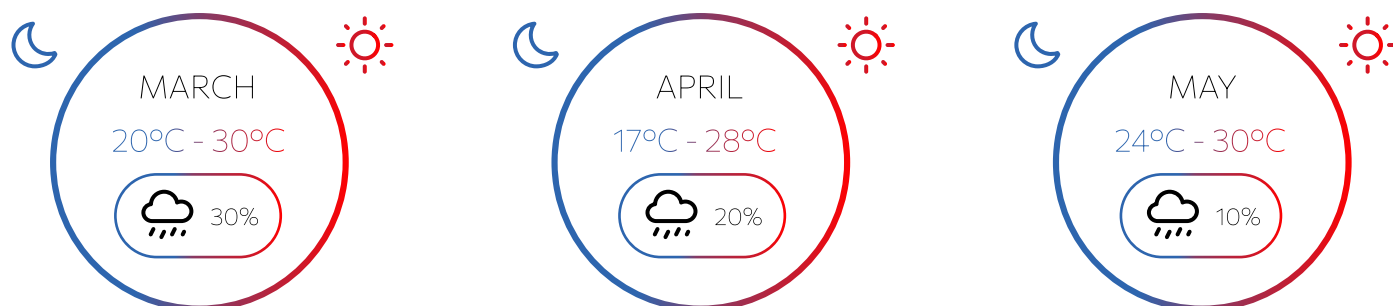
Emergency phone numbers: for urgent matters also, the delegates may contact the hotel reception. Emergency numbers are tabulated below:

Police	Fire	Ambulance
190	193	192

First Aid: an emergency medical support unit will always be available at the hotel and in the meeting venue during the meetings.

Photography: delegates and participants may be filmed or photographed by the G20 RIWG Secretariat's official photographers/broadcasters over the course of the programme. In addition, photographs, and short video compilations of the G20 RIWG would be available on the [Flickr](#) Ministry of Science, Technology and Innovation of Brazil website following the conclusion of the event and would also be used in the official social media posts of the G20 Presidency.

Climate: Brazil is a tropical country. The average annual temperature is 28°C in the Northern part of the country and around 20°C in the South.



Health advice and proof of vaccination: There is no mandatory requirement of proof of vaccination to enter the country.

However, the Brazilian Ministry of Health recommends international travelers to update their vaccination status prior to arrival in Brazil, in accordance with the guidelines of the vaccination calendar of the country of origin or residence, in particular against yellow fever, polio, measles, rubella, diphtheria and tetanus and dengue fever.

Vaccination or Covid-19 tests are no longer required for entry into the country.