



**G20 Finance Ministers' and Central Bank Governors' Meeting
12th March – 14th March 2009
Administration Circular**

1. Introduction

This administration circular sets out all the information that you will need when attending the G20 Deputies' and Finance Ministers' Meetings in the UK, 12th – 14th March 2009.

2. Venue

The Meetings will be held at:

South Lodge Hotel
Brighton Road
Nr. Horsham
West Sussex
RH13 6PS

3. Programme

Registration is now open. A link to the registration pages is available from the Members area on the G20 Website (www.g20.org). The password to register, once inside the secure Members area, is UnitedKingdomG202009 – please note this is case sensitive.

The following is only a rough guide and a comprehensive agenda will be sent out closer to the time of the meeting.

Thursday 12th March

Venue: Gladstone Room, South Lodge Hotel
12:00 - TBC (provisional timing) G20 Deputies' Meeting

Friday 13th March

Venue: Gladstone Room, South Lodge Hotel
09:00 – TBC (provisional timing) G20 Deputies' Meeting

Saturday 14th March

Venue: Gladstone Room, South Lodge Hotel
09:00 – 17:00 (provisional timing) Finance Ministers' and Central Bank Governors' Meeting

4. Refreshments

Thursday 12th March

Lunch will be provided for all members of the delegation.

An evening meal will be provided for the Deputies.

Friday 13th March

Breakfast and lunch will be provided at South Lodge for all members of the delegation.

There will be formal dinners for the Finance Ministers, Bank Governors and Deputies held at South Lodge Hotel on Friday evening. For all other members of the delegation there will be a drinks reception with canapés held at the Grand Hotel, Brighton in the Pavilion and Charlotte Rooms from approximately 7.30pm.

Saturday 14th March

Breakfast will be provided at South Lodge for Finance Ministers, Bank Governors and Deputies.

Lunch will be provided for all members of the delegation.

5. Contacts

For any enquiries regarding the information in this Admin Circular or registration please contact the G20 Live Group team, the Events Management company working alongside HM Treasury on arrangements, at: G20-2009@livegroup.co.uk or by calling +44 (0) 20 8481 3354.

The G20 Secretariat can be contacted at:
HM Treasury
1 Horse Guards Road
London SW1A 2HQ

G20UK@hm-treasury.x.gsi.gov.uk

6. Registration and delegations

All delegates are required to register online, a link to the registration pages is available on the G20 Website (www.g20.org). The form is now available. Delegates are required to complete their registration details, including dietary requirements, and upload a photograph before 2nd March when registration will close. As usual, access to the meeting room will be limited to two Principles and two Deputies from each country. Space at the meeting venue is limited and **delegations are strictly limited to ten per country, including both Finance Ministers and Central Bank Governors.**

Please note that all delegates will need photo ID such as a passport for the duration of the meeting.

7. Transport

Delegates will be asked during the registration process for details about your travel arrangements. If your embassy is not making arrangements for you to and from the airport/station, the G20 team is happy to make arrangements based on the information provided at registration.

If you require transport it is essential that you specify this at registration.

If you plan to make your own way to the venue, the G20 team would be happy to provide you with directions and other information you may find useful.

8. Location Map for South Lodge Hotel



9. Passports and Visas

Citizens of Canada, the USA, Australia, New Zealand, and certain Commonwealth countries, do not require a visa to visit the UK.

However, you will need to fill in forms to apply for entry clearance on arrival (available at the airport), and may not stay for longer than six months. Citizens of these countries must apply for a visa to work in the UK, though this does not apply for those coming to the UK solely for this meeting.

From 3 March 2009, South African nationals seeking to visit or transit the United Kingdom will require a visa to enter or transit the UK unless they qualify for a temporary exemption.

To qualify under this exemption you must have travelled to the UK recently and have evidence of your visit in your current passport (i.e. a UK entry stamp).

Citizens of the European Economic Area and Swiss nationals do not require visas to enter, live and work in the UK.

Visa regulations are frequently revised. See www.ukvisas.gov.uk or check with your local British Embassy or other diplomatic representative before you travel.

10. Accommodation

Rooms have been booked at South Lodge Hotel for Finance Ministers and Central Bank Governors. There are a limited number of rooms available at South Lodge Hotel for Deputies and these will be allocated on a first come first served basis. Deputies unable to stay at South Lodge will be accommodated at a hotel less than ten minutes away. A limited number of rooms within ten minutes of South Lodge are also available for one member of essential staff per G20 delegation. Again, these will be allocated on a first come first served basis.

Bookings for Deputies and the above staff should be made through the G20 Live Group team at: G20-2009@livegroup.co.uk.

All other delegates can be accommodated at the Grand Hotel in Brighton. The Grand Hotel is less than 19 miles from South Lodge Hotel, which is approximately 30 minutes by car. A large number of bedrooms are on hold for G20 delegates at the Grand Hotel until Sunday 1st March at a rate of £100 per night including VAT and breakfast for the nights of Thursday 12th March and Friday 13th March, and at a rate of £120 including VAT and breakfast for the night of Saturday 14th March. To make a booking please email Lawrence.Grant@grandbrighton.co.uk and quote reference MARG20UK. Bookings should be made by email but for any queries please call +44 (0) 1273 224360.

Executive coaches will be available to transport delegates between the front entrance of the Grand Hotel and South Lodge Hotel where the meeting will take place. A timetable for this service will be available nearer the time. Delegates staying at other hotels are also welcome to meet at the Grand Hotel to use the coach service.



1. The Grand Hotel

97 - 99 Kings Road

Brighton

EAST SUSSEX

BN1 2FW

Tel: +44 (0) 1273 224300

Fax: +44 (0) 1273 224321

<http://www.devere-hotels.com/our-hotels/the-grand-brighton/the-hotel>

Other Brighton hotels located close to The Grand Hotel are detailed below.

<p>2. Hilton Brighton Metropole Kings Road Brighton East Sussex BN1 2FU Tel: +44 (0)1273 775432 Fax: +44 (0)1273 207764 http://beta.hilton.co.uk/brightonmet</p>	<p>3. Hotel Du Vin and Bistro 2-6 Ship Street Brighton EAST SUSSEX BN1 1AD Tel: +44 (0)1273 718588 Fax: +44 (0)1273 718599 www.hotelduvin.com</p>
<p>4. Jury's Inn Brighton 101 Stroudley Road</p>	<p>5. Holiday Inn Brighton Seafront 137 Kings Road</p>

Brighton E Sussex BN1 4DJ Tel: +44 (0) 1273 862121 Fax: +44 (0) 1273 862111 www.jurysinns.com	Brighton E Sussex BN1 2JF Tel: +44 (0) 1273 828250 Fax: +44 (0) 1273 220757 http://www.hibrighton.com/
6. Premier Inn Brighton City Centre 144 North Street Brighton East Sussex EAST SUSSEX BN1 1RE Tel: +44 (0) 870 990 6340 Fax: +44 (0) 870 990 6341 www.premierinn.com	7. Brighton Thistle Hotel Kings Road Brighton EAST SUSSEX BN1 2GS Tel: +44 (0) 1273 206700 Fax: +44 (0) 870 333 9229 http://www.thistle.com/hotels/brighton/

Note: Prices are a guide only and may change on a daily basis.

<http://www.visitbrighton.com/site/accommodation>

11. Security

The British Government will provide protection packages based on international practice and security needs.

Delegations are reminded that under United Kingdom law, the carrying of firearms, batons, CS spray, tasers and knives by security/protection officers accompanying delegations is not permitted. Any weapons brought into the United Kingdom by these security/protection officers must be surrendered to the appropriate United Kingdom port authorities on arrival so that weapons can be stored securely until departure. Diplomatic and VIP Security Section, Protocol Directorate, and Foreign and Commonwealth Office must be given details of all weapons being brought into the United Kingdom so that this information can be relayed to the relevant port authority in advance of the visit. Delegations must also notify airlines or private charter companies, before departure, that weapons will be taken onboard the aircraft.

Diplomatic and VIP Security Section is also the point of contact for radio frequency requests. To clear a radio frequency for use during the Summit, the following information must be provided: make and model of the radio handsets, bandwidth, frequency range (spectrum), preferred frequency and alternative, area of usage and power output.

Diplomatic and VIP Security Section, FCO:

E-mail: ProtocolSecurity@fco.gov.uk

Tel No: +44 (0) 207 008 1022 or 1023

Fax No: +44 (0) 207 008 1026

12. Press

Press facilities will be available on site and all enquiries regarding press arrangements should go to:

Niamh Mulholland

Head of Media Events

Niamh.Mulholland@hm-treasury.x.gsi.gov.uk

+44 (0) 207 270 5188

12. Business Centre

There will be a business centre available for delegates to use for the duration of event.

13. Other Information

Faith room

There will be a faith room on site at South Lodge for delegates.

Climate

Average temperatures for London during the month of March range between daytime highs 10 degrees Celsius (50F) and lows of 3 degrees Celsius (37.4F). Rain is a possibility and suitable clothing is recommended.

Currency and credit cards

The exchange rate currently stands at £1 = €1.12 (Euros) and £1 = \$1.45 (US Dollars).

Participants are advised to have British money while traveling in the UK to avoid exchange problems. Internationally recognized currencies and travelers' cheques can be exchanged at commercial banks. Major credit cards are accepted in most hotels, restaurants and stores. Regular banking hours are generally from 09h00 to 17h00. Automated banking machines capable of providing international banking services are widely available.

Taxes and tipping

In general, it is customary to leave a tip of at least 10 per cent in restaurants, unless the service was unsatisfactory. Often the bill will include a service charge of 10-15 per cent, in which case you don't need to add any further tip.

Value-added tax (VAT) is a 15% sales tax levied on most goods and services except food, books and children's clothing. Restaurants must, by law, include VAT in their menu prices.

It is possible for visitors to claim a refund of VAT paid on goods and/or business expenses, resulting in a considerable saving. Tax Back International (TBI) provides a personalized service to overseas companies wishing to reclaim the tax (VAT) on UK business expenses incurred whilst travelling to London on business. Visit the TBI website (www.taxbackinternational.com) for further information.

Smoking

From July 2007 smoking is prohibited in public places throughout the UK, including all bars, restaurants, shopping centres and hotel meeting spaces.

Electricity

Voltage is 230 volts; 50Hz. Adapters are required for all electrical appliances.

Time

West Sussex and Brighton are located in the GMT time zone.

Useful links

Brighton offers many attractions and sites of interest to visitors. For participants who may wish to explore Brighton and its environs, the following links will provide a guide to a wide variety of activities and entertainment for visitors to enjoy. <http://www.visitbrighton.com/>

Tourist Information - Brighton

Brighton's official tourist website is: www.visitbrighton.com

Pubs and Bars

There are many pubs and bars near to the hotels in Brighton that are easily accessible.

Restaurants

There are many restaurants near to the hotels in Brighton that are easily accessible.