



भारत 2023 INDIA

ADMINISTRATIVE NOTE

Startup20
Sikkim Sabha | सिक्किम सभा

Gangtok, 17 - 20 March 2023

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1. INTRODUCTION

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Startup20 Sikkim Sabha | सिक्किम सभा



The G20 India Presidency warmly welcomes all the delegates to the Second Meeting of the Startup20 Engagement Group which will take place in-person in the city of Gangtok, Sikkim, Between **17 to 20 March 2023**.

Gangtok is the capital city of the north eastern state of Sikkim. Gangtok is known for its scenic beauty and striking views of Mount Kanchenjunga, the third highest peak in the world. The city was established as a Buddhist pilgrimage site in the 1840s and remains a base for hikers travelling through Sikkim's Himalayan mountain ranges. The most popular tourist spots in Gangtok are: the Tsomgo Lake, a frosty lake with blue waters mirroring the mighty pinnacles of the Himalayas; the Rumtek Monastery, which served as the main seat of the Karma Kagyu lineage for some time; the Nathula Pass, which shaped a piece of the silk route; Ban Jhakri Falls, a 100-foot waterfall situated inside the Energy Park.

The Administrative Circular intends to provide delegates and participants with information pertaining to the administrative, logistical arrangements and other general information regarding the Startup20 Sikkim Sabha.

Information within this Administrative Circular is current as of 17 February 2023. The secretariat will notify delegates via email or through website, should there be any changes. For further inquiries and assistance, delegates, participants, and Diplomatic Mission representatives may contact the Indian G20 Secretariat by writing to:

- For substantive issues: chair-startup20@nic.in; aim-startup20@nic.in ;
startup20.g20@investindia.org.in
- For logistics issues: g20.logistics@gov.in
- Visit Website: <https://www.startup20india2023.org/>



2. PROVISIONAL AGENDA

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Main Event Dates : 18th - 19th March 2023

Main Event Venue : Chintan Bhawan

Friday, 17th March 2023	
Time	Program
12:00 Hrs onwards	Arrival of delegates (Pakyong Airport/ Bagdogra Airport)
	Day at Leisure

Saturday, 18th March 2023	
Time	Program
06:30 Hrs onwards	Breakfast at respective hotels
08:30 - 09:00 Hrs	Arrival and Registration of Delegates
09:00 - 10:00 Hrs	Inauguration of the Startup20 Sikkim Sabha
10:00 - 10:30 Hrs	Recap and Context Setting
10:30 - 11:00 Hrs	Tea / Coffee Break ; Move to the Allocated Restaurants for discussion
11:00 - 13:30 Hrs	Task Forces Discussions (5 Tracks)
13:30 - 14:30 Hrs	Networking Lunch (at Chintan Bhawan)
14:30 - 15:30 Hrs	Startup20X
15:30 - 16:00 Hrs	Departure for Immersion Tour (Walk to Marg Area)
16:00 - 16:30 Hrs	Inauguration of the Startup stalls at MG Marg Area
16:30 - 18:00 Hrs	Ecosystem and Local Immersion (Startup stalls and MG Marg Area)
18:00 Hrs Onwards	Gala Dinner with Cultural Program

Sunday, 19th March 2023	
Time	Program
6:30 Hrs onwards	Breakfast at respective hotels
08:30 - 9:00 Hrs	Delegates arrive at the Allocated Restaurants for discussion
09:00 - 11:00 Hrs	Task Forces Discussions (5 Tracks)
11:00 - 11:15 Hrs	Tea / Coffee Break
11:15 - 12:30 Hrs	Task Forces De-brief (5 Tracks) at Event Venue
12:30 - 13:00 Hrs	Closing Remarks
13:00 - 14:00 Hrs	Networking Lunch (at Chintan Bhawan)
14:00 - 15:00 Hrs	Travel to Rumtek Monastery
15:00 - 17:00 Hrs	Visit to Rumtek Monastery
18:00 Hrs Onwards	Evening at leisure

Monday, 20th March 2023	
Time	Program
6:30 Hrs - 10:00 Hrs	Breakfast at respective hotels
12:00 Hrs onwards	Delegates check-out and depart

3. ACCREDITATION OF PARTICIPANTS

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All delegates attending the Startup20 Sikkim Sabha must be accredited.

Delegation Accreditation Process

Each participating delegate is required to be nominated by the respective G20 member country, guest country or international organisation.

The nominated delegate should register for the meeting through the following link :

<https://www.startup20india2023.org/register> latest by 05 March 2023

Delegation Liaison Officer (DLO)

A delegation liaison officer (DLO) from the Startup20 team will be assigned to each delegation for the duration of the meeting. The DLO will welcome the delegates upon arrival at the airport and assist them upon departure. The DLO will also collect the delegation kits, passes and badges in advance of the meeting and hand it over to the delegation members. DLOs will make initial contact with each delegation. DLOs contact details will be shared with each delegation prior to the meeting.

4. MEDIA & COMMUNICATION

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The proceedings of the G20 meetings are confidential; as such media coverage of G20 meeting proceedings is prohibited.

However, accredited media will be allowed outside the meeting venue. Information regarding media accreditation will be sent separately.

The Indian Presidency will publish the official documentation and statements on the G20 official platforms which include:

Official Startup20 Media Handles:

- Website: <https://www.startup20india2023.org/>
- LinkedIn: <https://www.linkedin.com/company/startup20org/>
- Facebook: <https://www.facebook.com/Startup20org/>
- Twitter: <https://twitter.com/Startup20org>
- Instagram: <https://www.instagram.com/startup20org/>
- Koo: <https://www.kooapp.com/profile/startup20org>
- Youtube: <https://www.youtube.com/@Startup20Org>

5. VISA REQUIREMENTS

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The Government of India has bilateral Visa Exemption Agreements for holders of Diplomatic / Official / Service Passports with a number of countries. The details can be found at <https://mea.gov.in/bvwa.htm>. Diplomatic & Official Passport holders of exempted countries are not required to apply/obtain visa.

All other registered delegates (from countries which do not have a bilateral visa exemption agreement for holders of Diplomatic/Official/Service Passports) intending to travel using Diplomatic/Official/Service Passports will be issued Diplomatic & Official Visa with multiple entries, to attend the event which will be made available on the basis of confirmed registration of the delegate. Once the accreditation is complete, delegates can submit the printout of the confirmation along with the visa form to the concerned Indian Mission or Consulate, for affixing the appropriate Indian visa. In such cases application for diplomatic/official Visas may be made at Government of India's website <https://indianvisaonline.gov.in>. It may be noted that e-Visa is not available on Diplomatic / Official Passports.

Delegates travelling with an ordinary passport are also requested to apply for either multiple entry Conference Visa or Business Visa (Regular/Paper visa) from the Indian Missions or Consulates accredited in the respective countries of residence or nearest Indian Missions or Consulates. Ordinary passport holders can also apply multiple entry e-Conference or e-business visa (electronic visa) at <https://indianvisaonline.gov.in> (list of eligible countries for e-visa can be found at <https://indianvisaonline.gov.in/evisa/tvoa.html>). Regular/Paper Visa or e-Visa will be issued with the endorsement "G20 Meetings/Summit" for such purpose.

Delegates from UN/ Other International Organizations holding Diplomatic/Official Passports or United Nations Laissez-Passer may apply to the nearest Indian Mission for getting the appropriate Visa. It may be noted that e-Visa facility is not available for those holding international travel document like UN Passport.

All delegates to ensure that their passports have at least six months validity and minimum of two blank passport pages for validation.

6. HEALTH REQUIREMENTS

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Guidelines for International Arrivals into India:

All incoming delegates/officials shall be subject to Ministry of Health and Family Welfare (MOHFW) Guidelines for International Arrivals.

The latest guidelines are available at:

<https://www.mohfw.gov.in/pdf/GuidelinesforInternationalarrivalsupdatedon02September2022.pdf>

Delegates are advised to refer to the link of MOHFW to stay abreast of any changes to the health protocols.

The current guidelines require arriving foreign delegates/officials to:

- Submit the self-declaration form on the online Air Suvidha portal (<https://www.newdelhiairport.in/airsuvidha/apfo-registration>) before the scheduled travel, including last 14 days travel details.

AND

- Submit details of negative COVID-19 RT-PCR report (The test should have been conducted within 72 hrs prior to undertaking the journey)

OR

- Submit details of Full Primary Vaccination Schedule of COVID-19 vaccination (currently valid for 138 countries) (<https://www.mohfw.gov.in/pdf/ListofCountriesinrespectofwhichprimaryvaccinationschedulecompletioncertificateisallowedtobeconsideredason28Sep22.pdf>)

Other vaccinations

- Any person arriving in India by air within 6 days of departure / transit from a yellow fever endemic area must possess a yellow fever vaccination certificate.

During the Meeting

- Delegates are encouraged to wear a mask both indoors and outdoors, to regularly sanitize their hands, and to maintain physical distance as far as possible.
- Delegates are requested to self-monitor their health and to report any illness at the earliest to the Medical Unit at the hotel/meeting venue.

- Health facilities including a dedicated medical team will be available at all meeting venues, with ambulance services available for transport to an appropriate health facility, if required.

Covid-19 Guidelines for International Departures from India:

- There is no health check requirement by the Indian Government for passengers departing India.
- However, the Indian G20 Secretariat will facilitate a free Antigen / PCR test to help delegates in obtaining adequate health documents for their return flights. The Antigen / PCR test result will be made available within 24 hours from the collection of the sample.

7. MEETING VENUE

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Venue Address

Chintan Bhawan, Gangtok, Sikkim

About:

One of the landmark buildings in Gangtok, Chintan Bhawan is a venue for major government and non-government functions. This state-of-art building located at Nam Nam caters to conferences, meetings and seminars of national and international levels. It has hosted the Prime Minister, Union Ministers, renowned figures and other distinguished international luminaries.

Address

8JF6+FQQ, Sonam Tshering Marg, Vishal Gaon, Gangtok, Sikkim 737101

Location:

<https://goo.gl/maps/oBhxjaDArvVwcCEq9>

Information Center

The G20 Hospitality desk will be located at the meeting venue to assist the delegates with G20 related inquiries.

Access to Venue

All delegates will be required to pass through a security screening prior to entering the venue.

Access to the venue will be restricted to the accredited delegates only who will be required to keep their badges (access card and/or pin) on display at all times during the events.

The badges of delegates are colour-coded according to their classification. The badge carries personal information such as photograph, name, country / institution, and is non-transferable.

Bilateral Meeting Rooms

Bilateral meeting rooms at the Chintan Bhawan with a seating capacity of 30 pax will be available to delegates upon request and will be available on 18 March and 19 March 2023. Rooms will be assigned on a first come, first served basis.

Requests for bilateral meeting rooms can be made by sending an email with the date, time and participation list to chair-startup20@niti.gov.in on or before 14 March 2023. Requests can also be made directly to the Delegation Liaison Officer (DLO) upon arrival in Gangtok.

Delegations should ensure that the meeting request clearly mentions the total number of delegates so that appropriate space and seating requirements can be provided.

The G20 Secretariat will do its best to facilitate on-site requests for bilateral meeting rooms.

Interpretation

All meetings will be conducted in English. No interpretation services will be available.

Business Center

There will be a business center available at the meeting venue with limited number of internet-enable computers, printing and photocopying facilities.

Wireless Internet

Complimentary wireless internet will be available at the venue for the duration of the meeting. Wireless internet access details will be available from the G20 Information Help Desk and the Business Center.

Medical Room

An Ambulance will be stationed at the venue of the event and will remain operational between 18 Jan - 19 Jan 2023 from 0800 to 1800 IST.

8. ACCOMMODATION

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The G20 Secretariat has designated two hotels as mentioned below for accommodating the delegates for the Startup20 Sikkim Sabha.

Block reservations have been made at the two hotels and delegations may book the rooms directly with the hotels on a first come, first serve basis, until **05 March 2023**, after which, the hotels will release the blocked rooms for open booking. Further information is as below:

Mayfair Spa Resort & Casino, Gangtok

Mr. Ravi Mohapatra

Contact Number: +91 - 8598000777

Email ID: reservations@mayfairhotels.com
ravi.mohapatra@mayfairhotels.com
Fo.gangtok@mayfairhotels.com
fom.gangtok@mayfairhotels.com
punyanand.thakur@mayfairhotels.com

Denzong Regency, Gangtok

Ms. Rebika Rai

Contact Number: +91 - 7908619240

Email ID: reservations@denzongregency.com
rdm@denzongregency.com

To ensure availability of rooms for all delegations at the designated hotels, it is advised that each delegation limit its size to a maximum of five.

Please be advised that **all accommodation costs will be borne by the delegates.**

The occupancy level of the hotels in Gangtok, Sikkim may increase as we get closer to the meeting date.

We strongly recommend that you to secure your hotel and flight bookings well in advance and submit the details on the registration portal.

Mayfair Spa Resort & Casino, Gangtok



Nestled in the foothills of Himalayan Ranges and surrounded by green foliage, the Mayfair Spa Resort & Casino is spread across the a 48 acres of stunning forested land. Wonderful ambiance, attentive service and world class amenities are what make Mayfair Spa Resort & Casino the best hotel in Gangtok and amongst the best hotels in Sikkim. Mayfair Gangtok Spa Resort & Casino is situated 10 km away from Sikkim's capital city of Gangtok by a little known town of Ranipool.

Denzong Regency, Gangtok



Denzong Regency is a five-star Luxury hotel in Gangtok, Sikkim. It is situated less than 01 kilometer away from MG Marg Market, the city center. This gives the guests the ideal shopping and cultural experience of the city. The Denzong Regency hotel offers one of the ideal and finest views of the city and the majestic view of the mountain range, Mount Kanchenjunga. All rooms have individual balconies, facing the view of the Gangtok city, valleys and the mountains.

9. FLIGHT INFORMATION, IMMIGRATION, AIRPORT TRANSFER, & CUSTOMS

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Flight Information

Delegates attending the G20 Meeting should make their own flight arrangements to and from Gangtok, Sikkim.

Gangtok is accessible through **Bagdogra Airport (IXB)**. The total distance between Bagdogra to Gangtok is approx 125 km and one can easily avail of private and shared taxis, and buses to reach Gangtok. The drive is approximately 4.5 to 5 hours long and is a scenic drive through the beautiful lanes of Sikkim.

Delegates are advised to book flights accordingly so as to **arrive in Gangtok on 17 March** and share their arrival and departure flight details at the time of registration.

Immigration

The immigration process will be completed at the respective landing Indian International Airports for all International delegates. A dedicated lane for immigration is available for all delegates with Diplomatic/official passports.

Transportation

G20 Secretariat will be providing transportation from and to Bagdogra Airport, West Bengal. The transportation will be made available only to International Delegates between specific time slots basis the arrival and departure details shared by the delegates (the schedule will be intimated to delegates through email)

Sherpas / HoDs will be provided with one (1) designated vehicle for use throughout the event. All other delegates will be provided shared transportation services between Airport and the recommended hotels upon arrival and time of departure. Transportation between the hotel and the various venues as per the programme will also be arranged by the G20 Secretariat.

Customs

Indian national laws govern the importation and exportation of prohibited or controlled items into or out of India, including medications. Delegates are allowed to bring medication, strictly for personal use. Drugs containing narcotics are prohibited from entering India. Those containing psychotropics are restricted and must be declared. In addition, delegates must present a letter from their physician and/or a copy of the original prescription stating the list of medication(s) and amount used per day to a customs officer. These documents are essential to prove the legality of the prescribed medication, should there be questioning by the customs officer.

The government exempts some excisable goods purchased abroad for personal use from import duties, excise, and taxes for every adult at each arrival with the following limited amount:

Item	Maximum Allowance
Alcohol	2 Liters
Cigarettes	100 Cigarettes
Cigars	25 Cigars
Tobacco	125 grams

Any excess of the excisable goods will be destroyed. Incoming delegates carrying more than USD 10,000 (or equivalent in other foreign currencies) in cash should declare the same to Customs.

Temporary licenses to carry or use firearms and communication gadgets are considered diplomatic facilities and are provided solely to the Head of State/ President's security personnel and Ministers/Governors in compliance with Indian law. The delegation may submit a request for firearms permit well in advance through a diplomatic note with the necessary documentation attached. The diplomatic note should be addressed to the Chief of Protocol, Ministry of External Affairs of the Government of India, via the respective Country's Mission in India.

10. EXCURSION

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Rumtek Monastery



The Rumtek Monastery, also known as the Dharma Chakra Centre, is the largest monastery in Sikkim. The monastery was founded by Wangchuk Dorje, 9th Karmapa Lama in the 16th century. It includes a beautiful shrine temple and a monastery for the monks which was established with a reason to spread the teachings of the Buddha throughout the world.

The beautiful monastery has preserved a golden stupa and many sculptures which belong to the 16th Karmapa. The Rumtek Monastery is located at a distance of 23 km from Gangtok and is surrounded by lush green mountains. It is a visual retreat besides offering spiritual solace. The architectural design of the monastery is very similar to Kagyu headquarters, one of the schools for Tibet Buddhism.

MG Marg - Gangtok



The Startup Showcase will be held at the MG Marg in Gangtok, located in the city's centre and the main market area of the city. MG Marg is a pedestrian-only zone with long stretch of open mall square, lined up with glittering shops, restaurants, and cafes. The market is a great place to shop for local handicrafts, and souvenirs. The Statue of Unity overlooks the MG Marg, which comprises of figures of Bhutia Chieftain Khye Bumsa, the Lepcha pioneer Thetong Tek and his wife Ngo-Kong-ngol.

11. PERSONAL INFORMATION

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The G20 Secretariat collects personal information to facilitate accreditation, accommodation, liaison and logistics arrangements pertaining to the G20 meeting.

The data of the delegates will be fully protected and accessible only to a limited number of personnel of the Indian G20 Presidency Secretariat under the prevailing laws and regulations of the Republic of India.

At the conclusion of the G20 and Startup20 meeting, all personal data will be destroyed in a safe and secure manner.

12. GENERAL INFORMATION

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ABOUT GANGTOK

Gangtok is the capital and the most populous city of the northeastern state of Sikkim. Gangtok is known for its scenic beauty and striking views of Mount Kanchenjunga, the third highest peak in the world. The city was established as a Buddhist pilgrimage site in the 1840s and remains a base for hikers travelling through Sikkim's Himalayan mountain ranges.

Weather in March

March is one of the best months to visit Gangtok, with the spring season in full blossom. The **average temperature** is expected to fluctuate between 6.4°C (43.5°F) and 15.1°C (59.2°F).

DRESS CODE

Dress code for all meetings is formal business attire. Delegates are expected to wear smart casual attire for the Welcome Reception and Dinner.

TIME ZONE

Local time in Gangtok, Sikkim is India Standard Time (IST) which is **UTC/GMT +5:30 hours**.

INTERNATIONAL DIAL CODES

The country code for India is +91, and the local code for Gangtok is 03592. To call a local number,

you can dial +91 followed by the local code 03592 and then dial the number you wish to call. Likewise, to call a Indian mobile number when calling from a foreign number, you should dial +91 followed by mobile number you wish to contact.

Delegates intending to use an Indian SIM-card can obtain the same from an authorized mobile network operator.

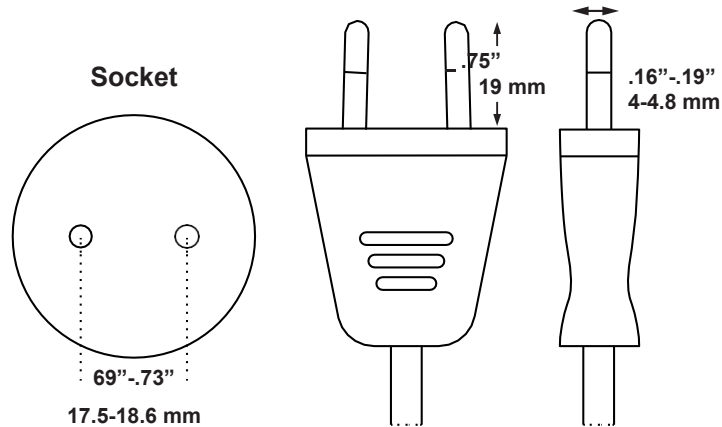
CURRENCY AND BANKING

The currency of India is the **Indian Rupee (INR)**. **Current exchange rates against the US Dollar are approximately 80 INR to one US Dollar.** Currency is easily exchanged at the airport and at designated Government of India approved dealers and at the designated hotels. Delegates can withdraw Rupees through ATMs. There will also be facilities for currency-exchange at the Hotels. Major foreign credit cards are accepted in all modern establishments; hotels, restaurants and stores.

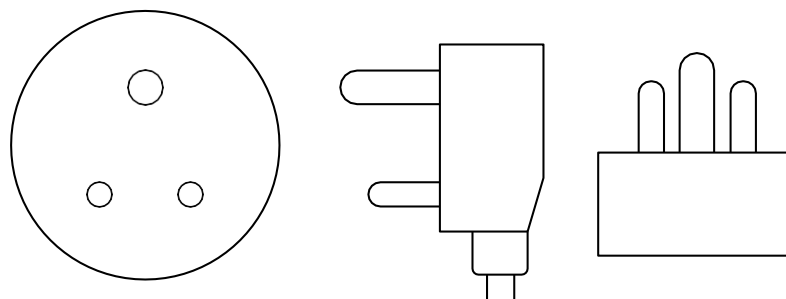
ELECTRICITY

The electricity supply voltage in India is **220-240 volts with plug types C and D.** The Indian G20 Secretariat will provide a power outlet at the delegate's desk at the meeting venue. Delegates are encouraged to bring their equipment, such as electric adaptors for mobile devices intended to be used. Round pins with three points are used in Indian plug point (as shown in the pictures below).

Dimensions Guide Type C Plug & Socket



Dimensions Guide Type D Plug & Socket



DRINKING WATER

Tap water is not potable. Delegates are advised to consume bottled water only.

EMERGENCY PHONE NUMBERS

For any urgent matters, please contact the Main Control Room located in at the event venue. You may also call the Emergency Numbers as tabulated below.

Police	Fire	Ambulance	Central Helpline Number
100	101	108 / 102	112

FIRST AID

An emergency medical support unit will be available at each of the hotels at all times and in the meeting venue during the meetings.

ACCESSIBILITY AND SPECIAL REQUIREMENTS

Delegates are encouraged to inform the Indian G20 Secretariat on any special needs requiring assistance, such as accessibility and ambulatory requirements, special dietary preferences, allergies, medical issues and any other needs through email at g20.logistics@gov.in latest by **10 March 2022**. All information will be treated confidentially.

PHOTOGRAPHY

Delegates and participants may be filmed or photographed by the Indian G20 Secretariat's official photographers/broadcasters over the course of the programme. In addition, photographs and short video compilations of the Startup20 Side Event would be available on the G20 official website following the conclusion of the event, and would also be used in the official social media posts of the G20 Presidency.

13. IMPORTANT DATES

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No	Description	Date
1	Last date for accreditation of delegates	05 March 2023
2	Last date for update of hotel reservation, flight details of delegates on the website and other special requirements	05 March 2023
3	Arrival in Gangtok	17 March 2023
4	Gala Dinner	18 March 2023
5	Main Sessions	18 & 19 March 2023
6	Excursion	18 & 19 March 2023
8	Departure of delegates	20 March 2023



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Write us at : chair-startup20@niti.gov.in

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