

Saint Petersburg, April 6, 2017

**Russia****Creation of a National Register of Specialists: What to Consider**

Dear Business Partner,

From July 1, 2017, the changes in the Urban Planning Code of the Russian Federation come into force, according to which each organization, which is a member of the self-regulatory organization (SRO), involved in engineering activities, works on preparing design documentation or construction, has a new obligation to provide information about the hired specialists for the National Register of Specialists (hereinafter referred to as "the Register").

**Requirements for SRO members**

The register assembling will start from April 1, 2017. Not later than July 1, 2017, SRO member organizations must provide the introduction of at least two experts (Chief Project Engineer, Chief Architect of the project). In accordance with the new requirements, there can be introduced the information only on those specialists for whom the relevant SRO member organization is the main place of work.

The introduced information must confirm that the professionals have higher specialized education, work experience on engineering positions at least 3 years, as well as seniority by profession not less than 10 years.

In respect of each specialist the organization must provide the following documents:

- Application for inclusion into the National Register of Specialists;
- Diploma of specialized education;
- Passport;
- SNILS (Pension Insurance Policy Number);
- Certificate of professional development;
- An extract from the labour book;
- Job description with the required functionality;
- Certificate of clean criminal record.

Please note that the order of Register records introduction, which regulates the procedure and deadlines for the consideration of documents, is currently being under consideration and is the subject for the approval by the RF Ministry of Housing and Building in the very near future. According to the project, common term for the introduction of the information will be 14 calendar days from the date of documents submission (in certain cases, the period of time for consideration of documents can be suspended for 30 calendar days).

In case the information of the organization specialists is not included in the National Register of Specialists until 01.07.2017 such organization will be excluded from SRO.

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## What actions should be taken

In connection with this, we recommend to prepare the required documents as soon as possible to ensure timely introduction of the information into the National Register of Specialists.

The organization can send the above mentioned package of documents to the SRO or directly to the National Associations of builders, prospectors and designers - NOSTROJ or NOPRIZ.

Submission via SRO generally provides the ability to control the status of consideration of documents and also allows in some cases to submit simple copies of documents, for this reason, we recommend you to submit a package of documents via SRO. At the same time, the processing order may vary depending on a specific SRO.

SCHNEIDER GROUP provides services related to entry into the SRO, as well as coordination of introducing of the information about specialists into the National Register of Specialists.

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