

## RULES FOR THE USAGE OF MATERIALS ON THE FEDERAL CENTER OF COMPETENCES WEBSITE

### 1. General regulations

1.1. The present regulations define the terms and conditions relating to the usage of informational, news-related, or other materials on the [www.beproductiveforum.com](http://www.beproductiveforum.com) website (hereinafter referred to as the "Website").

1.2. Any materials posted on the Website are subject to copyright belonging to the Federal Center of Competences Autonomous Non-Commercial Organization (hereinafter referred to as the "FCC"). The FCC's rights to the specified materials are preserved according to Russian law.

1.3. The materials on the FCC website may only be used with the written consent of the FCC. The materials may only be used on a no-cost basis in cases expressly provided for in sections 2.2.1. – 2.2.3. of the present regulations.

1.4. These regulations apply to the following users: information agencies, electronic and printed media outlets, and physical and legal entities (hereinafter referred to as "Users").

### 2. The usage of materials. Types of usage

2.1. The usage of materials shall mean the reproduction, distribution, public communication, broadcasting, communication by cable, translation, revision, dissemination, and other forms of usage that are set forth in the existing legislation of the Russian Federation.

#### 2.2. Usage on a no-cost basis

2.2.1. Any materials posted on the Website can be used without the written consent of the FCC and on a no-cost basis on condition that the user is a physical person, and the materials are to be used exclusively for private purposes.

2.2.2. Informational text-based materials on the Website may be used on a no-cost basis by religious or charitable organizations, or by any educational institution, only with the written consent of the FCC.

2.2.3. News-related materials posted on the Website can be used by any User without requiring the written consent of the FCC and on a no-cost basis on condition that the materials are not the main content of the product in which they are being used. That is to say that, apart from the FCC's news-related materials, the Users resources should contain additional content (original content or content from other news-related resources that do not belong to the FCC). Furthermore, when using news-related materials, Users are obliged to provide a link to their source and a hyperlink to the website from which the specified materials were taken.

2.2.4. The inclusion of any alterations and/or additions to the materials that are posted on the Website, as well as any revision thereof, is prohibited.

#### 2.3. Other types of usage:

2.3.1. Commercial usage of the materials posted on the Website may be implemented on the basis of written contracts.

2.3.2. The use of photographic, graphical, video, audio and other materials on the Website that belong to the FCC and other third parties is prohibited.

2.3.3. In cases when materials on the Website that belong to the FCC, as specified in section 2.3.2. of these regulations, need to be used, Users are obliged to obtain the written permission (consent) of the FCC to use these materials on a no-cost basis.

2.3.4. The use of the materials on the Website, as specified in section 2.3.2. of these regulations, to any extent or purpose not stipulated in the agreement between the FCC and the User, and also without any such agreement, is expressly prohibited.

2.3.5. The cost of using each specific material shall be agreed upon for each individual case.

2.3.6. In cases where materials on the Website that belong to third parties, as specified in section 2.3.2. of these regulations, need to be used, Users are obliged to apply to the rightsholders for these materials.

### 3. The obligations of Users when using the materials

3.1. When using materials posted on the Website for any purposes other than personal use, a link to the FCC Website is obligatory:

3.1.1. In printed publications or any form of physical media Users are obliged, in each instance that they use the materials, to indicate the source – the website for the International Productivity Forum (IPF) event [www.beproductiveforum.com](http://www.beproductiveforum.com).

3.1.2. On the internet or any forms of usage in electronic format, Users are obliged, in each instance that they use the materials, to include a hyperlink to the Website – the website for the International Productivity Forum (IPF) event [www.beproductiveforum.com](http://www.beproductiveforum.com).

3.1.3. The link to the source or hyperlink, as specified in sections 3.1.1. and 3.1.2. of these regulations, should be included by the User at the start of the text-based material, and also directly beneath any of the FCC's audio, video, photographic, or graphical material that is used.

3.1.4. Materials posted on the Website that have been acquired from secondary sources may only be used if a link to these sources is provided.

3.2. When using materials posted on the Website, revision of the original text is prohibited. Materials may only be abbreviated if this does not lead to a distortion of their meaning. In such a case, Users independently bear responsibility for the distortion in meaning of the materials.

3.3. When using informational or news-related materials that are posted on the Website, Users should not indicate, either on their own websites or RSS feeds, the time at which the informational or news-related materials were issued as being the same as or earlier than the time at which they were released on the FCC website. 4. The FCC reserves the right to change these regulations unilaterally at any time, without informing Users. Any alterations will be posted on the FCC Website. Changes come into effect as soon as they are published on the Website.

### 5. Liability for unlawful usage of materials

5.1. Any unlawful usage of the materials on the Website constitute a violation of the FCC's or any third parties' rights and will result in criminal, civil, and other liabilities as mandated under the current legislation of the Russian Federation.

5.2. In cases of claims filed against the FCC by any third parties whose rights have been violated by unlawful usage on the part of a User, and also the receipt of any injunctions, warnings, or other actions

by plenipotentiary bodies of state authorities, or the involvement of the FCC in any judicial process resulting from any unlawful usage on the part of a User, the User shall compensate the FCC for any losses suffered by means thereof.

## 6. Other issues

6.1. You can get in touch regarding any issues related to the usage of the Website's materials via the following email address: [bepro@fck.pptrf.ru](mailto:bepro@fck.pptrf.ru)

6.2. When visiting the website, a User agrees that the FCC is entitled to save and make use of cookies and other local storage technologies, web beacons, and other similar tools on the User's device, including the transmission of data acquired through the use of the specified tools to third parties in order to analyze Users' work with the website in question so as to improve the website's operation, manage navigation, and obtain statistical information.