

GUIDE

44th SESSION of the CONGRESS

21-23 March 2023

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KEY INFORMATION

- Plenary sittings take place in the European Parliament Hemicycle
- A personal voting card will be distributed to members with voting rights and who have registered before 13 March 2023 (18:00)
- Please allow 15-20 minutes from the Palais de l'Europe to the EP Hemicycle
- Congress Connect – Your tool for registration for meetings, speaking....
- First paperless session, no reports will be printed



Timetable of meetings

MONDAY 20 MARCH 2023 (eve of the 44th Session) - meetings held in the Palais de l'Europe

Bureau of the Chamber of Local Authorities <i>Room 6 - 9.30-10.30</i> EN/FR/DE/IT		Bureau of the Chamber of Regions <i>Room 8 - 9.30-10.30</i> EN/FR/DE/IT	
Bureau of the Congress <i>Room 9 - 10.45-12.15, 14.00-15.30</i> EN/FR/DE/IT			
EPP/CCE Group <i>Room 9</i> <i>15.45-17.45</i> EN/FR/DE/IT/TR	Socialist Group <i>Room 8</i> <i>15.45-17.45</i> EN/FR/DE/IT/TR	ILDG Group <i>Room 6</i> <i>15.45-17.45</i> EN/FR/DE/IT/TR	ECR Group <i>Room 10</i> <i>15.45-17.45</i> EN/IT/TR

Secretaries of delegations meeting
Information meeting: Room 11 – 15.40-16.20

44th SESSION

TUESDAY 21 MARCH 2023

Monitoring Committee <i>Room 1 – 9.00-11.00</i> EN/FR/DE/IT/TR	Current Affairs Committee <i>Room 9 – 9.00-11.00</i> EN/FR/DE/IT/TR	Governance Committee <i>Room 5 – 9.00-11.00</i> EN/FR/DE/IT/TR
Workshop on the revision of the European Urban Charter <i>Room 1 - 11.15-12.30</i> EN/FR/DE/IT/TR		

EVENTS

- 8.30** Solidarity market for Türkiye - organised jointly with the Parliamentary Assembly and the Staff Amicale of the CoE – Lobby of the Hemicycle
- 11.10** Inauguration : Solidarity market for Türkiye – Lobby of the Hemicycle
- 12.30** Musical interlude with traditional performers and national pastries on the occasion of Novruz (Permanent Representation of the Republic of Azerbaijan) – Lobby of the Hemicycle
- 13.00** “Role of local and regional authorities in education for democratic citizenship” organised by the Organisation internationale de la francophonie and the Council of Europe - Room 9, Palais de l'Europe (French only)

Plenary sitting
European Parliament Hemicycle – 14.30-19.00
EN/FR/DE/IT/TR

EVENT

20.00 Classical music concert under the auspices of the Icelandic Presidency of the Committee of Ministers – Notre-Dame Cathedral, Strasbourg – (Door closes at 20:00)

WEDNESDAY 22 MARCH 2023

Plenary sitting of the Chamber of Local Authorities <i>Room 1- 9.30-12.30</i> EN/FR/DE/IT/TR	Plenary sitting of the Chamber of Regions <i>Room 9 - 9.30-12.30</i> EN/FR/DE/IT/TR
Plenary sitting European Parliament Hemicycle – 14.00-19.30 EN/FR/DE/IT/TR	
EVENT 12.30 Testimonies of Ukrainian Prisoners of War and their families (Ukrainian national delegation and Ukrainian Ministry of Foreign Affairs) – Lobby of the hemicycle of the Council of Europe	

THURSDAY 23 MARCH 2023

Plenary sitting
European Parliament Hemicycle – 9.30-13.00
EN/FR/DE/IT/TR

PRACTICAL INFO

Plenary sittings in the Hemicycle of the European Parliament (EP)

→ The plenary sittings of the 44th Session will be held in the European Parliament Hemicycle. Please make sure to allow 15-20 minutes to get from the Palais de l'Europe to the EP Hemicycle to enable plenary sittings to start on time.

Seats are allocated in alphabetical order, the plan will be available at the registration tables in front of the EP Hemicycle.

→ The footbridge between the EP and the Council of Europe will be open on Tuesday 21 March and Wednesday 22 March from 13:30 to 20:00 and on Thursday 23 March from 8:30 to 14:00. Access to the EP will be granted to Congress representatives and duly mandated substitutes, Secretaries of delegations, advisors, guest speakers, Secretariat of the Congress, Youth delegates, partners, observers and honorary members.

→ A specific voting card compatible with the EP voting system will be distributed to each Congress member having voting rights. The Secretaries of Delegations will receive these voting cards on 20 March at the Secretaries of Delegations meeting (15:40 – 16:20). If your Secretary of Delegation has not attended the meeting, your voting card will be available for collection at the entrance of the EP Hemicycle.

This voting card will only be needed for the plenary sittings, the votes in the other meetings will be made exclusively online with KUDO.



How the voting system in the European Parliament Hemicycle works:

- 1) When a vote is open, insert your EP voting card
- 2) In order to vote you must choose one of the 3 buttons:
 - Green: Yes
 - White: Abstention
 - Red: No

Congress badges

Congress members who have not yet obtained a new badge are requested to have an ID photo taken at the Accreditation Unit for their badge, which will be issued during the session. The Accreditation Unit is situated in the main hall of the Palais on the ground floor.

Holders of partner status and invited guests will receive a badge without photo for the duration of the session. The doors are operated by placing the badge on the reader (photo badge) or by swiping the badge (non-photo badge).

Allow 15-20 min
from Palais de
l'Europe to EP
Hemicycle

New specific voting
card compatible
with EP Hemicycle

Opening of the
footbridge between
the EP and the
Council of Europe:
21 March + 22
March from 13:30
to 20:00, on 23
March from 8:30 to
14:00.

OPENING HOURS OF THE ACCREDITATION UNIT:

20 March: 7.30-13.00 and
14.00-17.30

21 March: 7.30-17.30

22 March: 7.30-17.30

23 March: 7.30-12.00

Attendance registers

Attendance registers are placed at the entrance to the EP hemicycle, half an hour before the opening of the debates. For the plenary session and the sessions of the chambers, the attendance list is drawn up alphabetically. Each representative must sign beside his/her name. **Please note: a substitute duly mandated to replace a representative must sign next to the name of the representative.** During the session of the chambers, the substitute's name will also appear next to the name of the replaced representative unless the substitute is replacing a member from the other chamber, in this case, please sign at the end of the attendance register. Youth delegates must also sign a register.

Session documents

The Congress wishes to reduce its environmental impact by committing to a digital transition.

In order to support its environmentally responsible philosophy, the Congress will hold its first PAPERLESS session.

Only the agenda, the session guide and the compilation of summaries of the reports will be printed and available in front of the European Parliament Hemicycle and meeting rooms.

Tabling a proposal

Delegates wishing to table a proposal may do so by sending an electronic version in English or French to congress.session@coe.int. Proposals judged in order shall be published and referred to the Bureau for consideration (Rule 27 of the Rules and Procedures). Conditions of admissibility: the proposals should be tabled by at least 20 delegates from at least 4 national delegations, by 20 youth delegates or by a political group on any matter within the competence of the Congress and must not exceed 300 words.

Tabling a memorandum

Delegates wishing to propose a memorandum may do so by sending an electronic version in English or French to congress.session@coe.int. They must not exceed 200 words, must be signed by at least 20 delegates belonging to at least 4 national delegations or by 20 youth delegates and must be on subjects within the competence of the Congress. Memoranda judged by the President of the Congress to be in order shall be published (Rule 28).

Tabling an amendment or sub-amendment

Amendments should be tabled at the latest at 10:00, 7 days before the day when the texts to which they refer are to be discussed. Amendments must be signed by 5 delegates from at least 2 delegations for texts debated in plenary sittings or by 5 delegates from at least 2 national delegations sitting in a chamber for texts debated in that chamber.



Direct [link](#) to
Congress Connect
(registration for
debates...)



Reports are only
available online,
direct access by
scanning the QR
code:



Taking the floor during a debate

Each delegate (representative, duly mandated substitute, honorary member, Congress partner or youth delegate), may take the floor during a debate. The registration of speakers for the debates should be done directly via Congress Connect or submitted to the Table Office Secretariat seated at the right of the President's rostrum.

Speaking times applied in the debates (Rule 30 paragraphs 6 and 7 of the Rules and Procedures of the Congress)

6. Speaking time is limited as follows:

- a. Single rapporteurs presenting reports: ten minutes;
- b. Co-rapporteurs presenting reports: six minutes each;
- c. Single rapporteurs replying to debates: five minutes;
- d. Co-rapporteurs replying to debates: three minutes each;
- e. Chairs of committees replying to debates (at their request): three minutes;
- f. Other speakers (except on personal statements; on setting the agenda; on any procedural question or on amendments): three minutes;
- g. Speakers on personal statements; on setting the agenda; on any procedural question or on amendments or sub-amendments: one minute.

7. Depending on the available time, the president may decide that speaking time will be reduced or that not all those who have entered their name on the speakers' list may speak. In case not all speakers may speak, the president should give priority to those speakers speaking on behalf of their national delegation (in particular for those delegations whose members have not yet taken the floor) or their political group.

Putting a question to a guest speaker

The agenda of the session indicates the list of rapporteurs and guest speakers. **You must table your question directly in Congress Connect.** If necessary the Secretariat will be at your disposal in the meeting room to help you register.

Public transport in Strasbourg

The CTS (Compagnie des Transports Strasbourgeois) introduced contactless and rechargeable tickets for use on the public transport network in Strasbourg. Single use tickets are no longer valid. The new tickets are available and can be topped-up with up to 10 single tickets at vending machines on the platforms, as well as at the CTS retail outlet and Crédit Mutuel cash points. To avoid overwriting and losing remaining tickets, only recharge the contactless ticket when all the tickets have been used. Do not throw away the contactless ticket, top-it up! The ticket must be validated at the beginning of each trip or connecting leg, either on the bus or at a tram stop.

Finances Office

Opening times are:

20 March: 15.00-17.00

21 and 22 March:
8.30-12.30/14.00-17.00

23 March: 8.30-12.00

Nicolai GLOUKHOV, Head of Unit,
Alexandre EICHWALD,
Stéphanie ADDO,
Office 1.035 / Tel: 3847

LEAVING THE PALAIS DE L'EUROPE AFTER 20:00:

The doors in the main hall of the Palais de l'Europe are closed at 20:00 (or after a specific event).

After 20:00 it is possible to exit via level -1 [minus 1] by using lift 5.

COMMUNICATION

BE CONNECTED! BE PROACTIVE! BE VISIBLE!

Increase your online media presence and your political voice, making your work – and the Congress's – more accessible through a series of user-friendly communication tools put at your disposal by the Congress. These tools aim to promote your work within the Congress on an international scale. They can also serve your own communication purposes back at home.

Congress news

Check out our homepage for the latest Congress news: www.coe.int/congress

SMARTPHONE APPLICATION AND NEWSLETTER

[COE CongressApp](#) allows you to follow - with notifications - and information about Congress members and adopted texts on your smartphone. The [newsletter](#) provides a weekly summary of Congress news.

Social networks

Don't miss any of our updates, follow our social networks: Tag us on Twitter and share your experiences with us!

Twitter: www.twitter.com/COECongress - @COECongress - #CoECongress

Youtube Channel: <https://www.youtube.com/user/CouncilofEurope> (Congress Playlist)

Flickr: www.flickr.com/photos/council_of_europe/albums

Video resources

Experience live debates of the Congress sessions in original and interpretation languages, as well as specific activities and projects on <http://www.coe.int/congress> or our Youtube channel: <https://www.youtube.com/user/CouncilofEurope>

Congress mediabox

Increase the visibility of your work during sessions and major conferences: the MediaBox is a professional studio set up to record interviews, giving your work within the Congress an international live dimension.

SIDE EVENTS

Tuesday 21 March 2023

8:30 OPENING in the lobby of the hemicycle of the Palais de l'Europe:

Solidarity market in aid Türkiye organised jointly with the Parliamentary Assembly and the Staff Amicale of the Council of Europe

11:10 Inauguration: Solidarity market for Türkiye (organised jointly with the Parliamentary Assembly and the Staff Amicale)

12:30 Musical interlude with traditional performers and national pastries on the occasion of Novruz (Permanent Representation of the Republic of Azerbaijan)

13:00 "Role of local and regional authorities in education for democratic citizenship" organised by the Organisation internationale de la francophonie and the Council of Europe - Room 9, Palais de l'Europe (French only)

20:00 Classical music concert under the auspices of the Icelandic Presidency of the Committee of Ministers – Notre-Dame Cathedral, Strasbourg (registration required via the link in the invitation) (**Door closes at 20:00**)

Wednesday 22 March 2023

12.30 Testimonies of Ukrainian Prisoners of War and their families (Ukrainian national delegation and Ukrainian Ministry of Foreign Affairs) – Lobby of the hemicycle of the Council of Europe



WiFi European Parliament

Name of the wifi network:

SSID EP_Visitors

Username: **coe**

Password: ***Mar2023***

Tuesday 21 March

11:10 Inauguration: **Solidarity market for Türkiye** (organised jointly with the Parliamentary Assembly and the Staff Amicale).

20:00 Classical music concert - Cathedral

After the sitting, take the main exit from EP and take the tram line E to Campus d'Illkirch, exit Republique, take line F to Comtes, exit Broglie (1 stop), then 5-10 min walk to the Cathedral.

Wednesday 22 March

12.30 Testimonies of **Ukrainian Prisoners of War and their families** (Ukrainian national delegation and Ukrainian Ministry of Foreign Affairs) – Lobby of the hemicycle of the Council of Europe

MEDICAL SERVICES

Medical consultations and appointments will be taken care of at the infirmary in the Palais de l'Europe from 8:30 every day. The medical service is located in the hall of the main entrance. In case of emergency during a plenary session (European Parliament), care will be provided on site.

Recommendations related to Covid

1. Preventive measures

While not mandatory, wearing an FFP2 or surgical mask is recommended, especially for people at risk, in the chambers and meeting rooms (due to the absence of physical distancing), as well as high-traffic areas or confined spaces where distancing rules cannot be respected.

2. Instructions in case of symptoms

If you have symptoms that resemble a Covid infection (fever, cold, sore throat, cough, loss of taste/smell...):

In the CoE buildings

- Wear a mask
- If you don't have severe symptoms, please come to the medical service.
- In case of severe symptoms, stay where you are, call or have someone call 3300 from a fixed line and not from your mobile. Wait for instructions and assistance from the Council of Europe fire safety officers, who will notify the medical service.
- Inform:
 - your delegation secretary
 - Ms Imogen Hattenville (03 90 21 41 58) or Ms Delphine Weisshaupt (03 88 41 31 94) who will inform the medical service of the CoE.
- A medical examination and an antigenic test SARSCOV2 will be carried out by the Medical Service.

Outside the CoE buildings

- DO NOT COME TO THE CoE
- Isolate yourself immediately: in your hotel room or other accommodation
- Please contact as soon as possible:
SOS Médecins (emergency doctor – 24h a day): Tel 3625 or 03 88 75 75 75
SAMU (emergency service) if signs of severity: Tel 15 or 112

CATERING SERVICES

Opening times:

European Parliament Bar

Tuesday 21 March 14:00-19:00

Wednesday 22 March 14:00-19:30

Thursday 23 March 8:30-13:00

Council of Europe - Parliamentarians' Bar

Monday 20 March 13:00-18:00

Tuesday 21 March 8:00-14:30

Wednesday 22 March from 8:00 until 14:30.

Council of Europe - 12 Stars Bar

Monday to Friday

coffee and pastries from 8:00

Hot and cold snacks from 12:00 to 14:00

Closes at 15:00

The phone number to reach the infirmary is 3300 or 2442 with a fixed phone or 00 33 3 88 41 33 00 from a mobile.

**European Parliament:
an infirmary is located
at the back of the
President's rostrum. If
you are feeling unwell,
please ask an usher or
a member of the
Secretariat.**

More Covid
recommendations in the
Congress 44th Session
website



Blue Restaurant – Council of Europe

Monday to Thursday 11:30 to 14:30

Self-service restaurant – Council of Europe

Monday to Friday

Hot food served from 12:00 to 14:00

OFFICES AND PHONES

	Offices	Tel.
PRESIDENT OF THE CONGRESS		
Leendert VERBEEK, President of the Congress	1.042	
Secretariat: Elizaveta FADEEVA	1.044	5196
CHAMBER OF LOCAL AUTHORITIES		
Bernd VÖHRINGER, President	1.037	
Stéphanie POIREL, Excecutive Secretary	6.063D	5184
CHAMBER OF REGIONS		
Harald SONDEREGGER, President	1.052	
Dmitri MARCHENKOV, Excecutive Secretary	6.023	3844
SECRETARY GENERAL		
Mathieu MORI, Secretary General of the Congress	1.046	
Secretariat: Ermioni KEFALLONITOU	1.044A	2205
DIRECTOR		
Rafael BENITEZ, Director	1.046	
Secretariat: Elizaveta FADEEVA	1.044	5196
ADMINISTRATION, FINANCES		
Nicolai GLOUKHOV, Head of Unit	1.033	5428
Alexandre EICHWALD	1.035	5321
Stephanie ADDO	1.035	3847
STATUTORY ACTIVITIES		
Stéphanie POIREL, Head of Division	6.063D	5184
MONITORING COMMITTEE		
Svitlana PEREVERTEN	6.063B	6427
Guillaume LOISEAU	6.063C	6395
ELECTIONS OBSERVATIONS		
Mathilde GIRARDI	6.063	4429
CURRENT AFFAIRS COMMITTEE		
Maren LAMBRECHT	6.050	4778
Inge HANNON	6.063A	2819
GOVERNANCE COMMITTEE		
Roman CHLAPAK	6.055	3573
CO-OPERATION AND EXTERNAL RELATIONS		
Dmitri MARCHENKOV, Head of Division a.i.	6.023	3844
Institutional Relations		
Sabine ZIMMER, Head of Unit	6.024	2597
Co-operation Activities		
Marité MORAS	6.027	2233
External Relations		
Irina SAHAKYAN-VETTER	6.021	5493

Youth Delegates 2023

See the list of Youth Delegates
by scanning the QR code below



Table Office

Dolores RÍOS TURÓN,
Secretary of the Bureau
Office 1.087-89 / Tel: 3097

Session/National delegations:

Delphine WEISSHAUPT, Office
1.081 / Tel: 3940

Imogen HATTENVILLE, Office
1.081 / Tel: 3096

Nata CHIKOVANI (Youth
Delegates), Office 1.081 / Tel:
4636

Bureau of the Congress

Katyana VASILEVA, Office
1.083-85 / Tel: 5194

Yann PRIVAT, Office 1.083-85 /
Tel: 4283