



Organization for Security and
Co-operation in Europe

COUNCIL OF EUROPE



PRACTICAL GUIDE

Workshop for members of the judiciary and prosecutors (Strasbourg, 9 – 10 October 2014)



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I. Introduction

Welcome to the participants of the workshop for members of the judiciary and prosecutors (Strasbourg, 9 – 10 October 2014).

This guide will present you the services available at the Council of Europe and the formalities involved. The Anti-Trafficking Secretariat will be pleased to provide you with further information.

II. Meeting in Strasbourg

Public transport

Direct train shuttle from Entzheim Airport to Strasbourg city centre: 4 trains per hour. The journey takes about 9 minutes (see <http://www.ter-sncf.com/alsace>).

From the centre of town to the Council of Europe, you can take either:

- the number 6 bus direction "Pont Phario"
- the number 30 bus direction "Robertsau Sainte Anne"/"Robertsau Chasseurs"
- tram C leaving the train station to "Place de la République" then tram E - from the "Place de la République" direction "Robertsau Boecklin" get off at "Droits de l'Homme"

Tickets can be bought on the bus or at the special machines by tram-stops.

* Bus/tram one-way single ticket (1,60€) / book of ten tickets (12,90 €)

For further information: <http://www.strasbourg.aeroport.fr> or <http://www.cts-strasbourg.fr>

Taxis: to call a taxi, dial: ☎ 03 88 36 13 13. Waiting time is usually about 15 minutes.

Meeting room GO6

The meeting is held on the second floor of the Agora Building.

NB: the main entrance is on the second floor.

Please note that all the Council of Europe's premises are non-smoking.

Internet facilities

Wi-Fi access available in the Conference rooms, Atrium and cafeteria.

Badges

Upon arrival at the Agora building you will receive a temporary two day badge for the duration of the meeting. **Please note that badges must be worn at all times and will enable you to access all the Council of Europe's premises.**

Hotels

You are responsible for making your own hotel reservations for the meeting (see the list of hotels in Appendix 2). If you need assistance, please contact the Anti-Trafficking Secretariat.

Travel and subsistence expenses

The rules on reimbursement of travel and subsistence expenses are set out in Appendix 1.

You are entitled to travel by air in economy class, and by rail in first class. If you travel by car, a journey of more than 30 km will be reimbursed on the basis of an allowance of 25 cents per kilometre with a limit of 800 km per one-way journey. Beyond this limit, the reimbursement will be made on the basis of an economy-class air ticket. The Council of Europe can reserve and pay for your air ticket directly and arrange for you to receive it by e-mail prior to departure. In this case, you should submit a request to Ms Fabienne Schaeffer-Lopez for a pre-paid ticket, stipulating the dates and times of travel.

You should fill out the reimbursement claim form distributed at the beginning of the meeting. If you have purchased your own travel ticket you must attach a photocopy of your tickets (for both the outward and return journey), and the relevant proof of the expenditure (original invoice, credit card slip, etc.). These documents will be collected by the secretariat assistant.

On the last day of the meeting you will receive a cheque: you can cash this cheque at the Société Générale bank in the Agora Building or at the Palais de l'Europe (see opening hours below). Alternatively, the money can be transferred to your bank account. In this case, you are required to provide the Anti-Trafficking Secretariat (Ms Schaeffer-Lopez) with **your bank details** (bank, branch, address, account number including **IBAN/SWIFT code**) for payment transfer of travel and subsistence expense.

III. Other services at the Council of Europe

Bank

The Société Générale bank has a branch in the main entrance hall of the Palais de l'Europe. Opening hours are 8.30 am to 5.30 pm, Monday to Friday (☎ 03 90 22 93 00). You can open a bank account or exchange the main foreign currencies.

A Société Générale bank counter is available in the Agora Building (level 0, near Room G.3). It is open on Mondays, Wednesdays and Fridays from 11 am to 12.00 pm and from 1.30 pm to 4.00 pm. On Tuesdays and Thursdays, the bank is open from 1.30 pm to 4.00 pm.

Cash dispensers are available on the second floor in the Agora Building (near Room G.5) and in the entrance hall of the Palais de l'Europe.

Restaurants

- * Agora Building: a cafeteria is located on the second floor. It is open from 8.00 am to 5 pm, for breakfast, sandwiches, soup, salads, cakes and beverages.
- * Human Rights Building: a self-service restaurant is located on garden level. It is open for lunch from 12 noon to 2 pm, and for breakfast, sandwiches and beverages from 8.00 am to 4.45 pm.
- * Pharmacopea Building: a self-service is located on the ground floor. It is open for lunch from 12 noon to 2 pm.
- * Palais de l'Europe: to get to the restaurant complex enter the building via the main entrance hall and follow the signs, or alternatively use the garage entrance at the rear of the building on rue René Cassin (take the nearest lift up to the ground floor, then follow the signs).

- In the table-service restaurant known as the "Salon Bleu", lunch is served from 12.00 noon to 2.30 am (it is advisable to book a table; call ☎ 37 04). Breakfast is available from 7.30 am to 9.30 am whenever the Parliamentary Assembly or the European Parliament is in session.
- A "Grill-Bar" (11.45 am to 2.45 am) and a self-service restaurant (12.00 noon to 2.00 am) offer reasonably-priced meals.
- The "Cafeteria" offers a range of beverages, sandwiches and cakes from 8.00 am to 5.00 am
- The "Bar des 12 Étoiles" near to the main entrance hall also serves beverages, sandwiches and cakes from 8.00 am to 4.45 am

Infirmary

The central infirmary is located in the main entrance hall of the **Palais de l'Europe** between the bank and the reception desk. A nurse provides routine care throughout the day (8.30 am to 18.30 pm): injections, dressing, etc. In case of emergency, contact the nurse at ☎ 24 42 (or ☎ 33 44 if there is no answer).

The infirmary in the **Agora building**, located on level 0 near lift B, is open on Monday, from 2.30 am to 5.00 am and on Thursday, from 9.00 am to 12 noon (☎ 32 07).

The infirmary of the **Human Rights Building**, located on garden level, near Security, is open on Monday, Wednesday and Friday from 9.00 am to 12.00 am and on Tuesday, Thursday afternoon from 3.00 pm to 6.30 pm (☎ 34.43).

Newspapers

There is a newspaper and tobacconist shop in the main entrance hall of the Palais de l'Europe (☎ 35 49). It is open every day from 8.00 am to 4.00 pm (8.00 am to 4.00 pm during sessions of the Parliamentary Assembly). It stocks a wide range of daily newspapers and other publications from various countries and also sells telephone cards.

Post office and telephones

The post office near the main entrance of the Palais de l'Europe (☎ 34 63) is open from 9.15 am to 1.00 pm. When the Parliamentary Assembly of the Council of Europe is in session, it is open from 9.15 am to 5.00 pm. Please note, however, that the Post Office is not open during sessions of the European Parliament, except on Friday.

If you wish to make a telephone call to a number outside the Council of Europe, card-operated public telephones are available in the main entrance hall of the Palais de l'Europe or on the garden level in the Human Rights Building. Cards can be purchased from the newspaper kiosk (next to the bank in the Palais de l'Europe).

Prayer and meditation room

There is a prayer and meditation room, located on the same level as the Assembly Chamber in the Palais de l'Europe (1st floor, lift IV) beyond the document distribution counter, for anyone wishing to meditate or pray.

Appendix 1

Rules on reimbursement of travel and subsistence expenses

1089th meeting – 30 June 2010

Appendix 9¹

(Item 11.3)

Revised rules

**concerning the reimbursement of travel and subsistence expenses
to government experts and other persons
travelling at the charge of Council of Europe budgets**

I. GENERAL PROVISIONS

Article 1

Experts and other persons travelling on Council of Europe business and at the Council's expense (hereinafter referred to as the "experts") shall arrange their journeys in the most economical manner. Travelling expenses shall be reimbursed and daily subsistence allowances paid in accordance with the present rules.

II. MEANS OF TRANSPORT AND TRAVELLING EXPENSES

Article 2

1. Experts shall be entitled, as provided for below, to reimbursement of travel expenses incurred in travelling between the address specified in the notice of the meeting (hereinafter referred to as the "place of departure") and the place of the meeting.

2. If, for personal or professional reasons, experts travel to the meeting from a place other than their place of departure, or return to such a place after the meeting, the refund shall be restricted to the amount of expenses they would have incurred in travelling to or from their place of departure. In exceptional and duly justified circumstances, with the prior approval of the Secretary General, experts may request reimbursement based on the actual itinerary.

3. Travelling expenses shall be refunded to only one expert per meeting. If one expert is replaced by another in the course of the meeting, the latter shall not be entitled to travel expenses.

Article 3

All claims for reimbursement of travel expenses for all means of transport must be accompanied by a copy of the relevant ticket and evidence of the expenditure actually incurred (for example, an original invoice or certified copy, credit card slip or statement). In no case shall the amount reimbursed exceed the actual expenditure incurred.

Article 4

1. Rail travel

The reimbursement of first class rail fare is authorised. Where the duration of the journey is longer than 6 hours between 10 p.m. and 7 a.m., the cost of a sleeper may be reimbursed.

¹ As modified by CM/Del/Dec(2013)1162/11.4

2. Air travel

Reimbursement shall be based on the economy class fare.

However, reimbursement may be based on the business class fare in the following circumstances:

- for single flights lasting more than 7 hours;
- for more than 15 hours travelling time (more than one flight plus stopovers);
- for health reasons attested by a medical certificate, which must be submitted with the claim form.

The flight itinerary must be presented to justify the duration of flying time or total travelling time, as appropriate.

Excess baggage charges are not refundable unless justified on grounds of official requirements.

3. Sea travel

The reimbursement of travel by sea shall not exceed the amount of the air fare as defined in paragraph 2 above. When experts travel by car, the cost of transporting the car by sea shall not be reimbursed (see Article 6, paragraph 1).

Article 5

1. Transit fares in connection with changing from one means of transport to another, and fares paid for travel between the place of departure and/or the place of the meeting and railway station or airport, are provided for within the daily allowances paid for attendance at meetings and shall not therefore be directly reimbursed. However, when such fares exceed 20% of the amount of the daily allowances paid, the difference may be reimbursed, subject to the prior approval of the Secretary General and on presentation of evidence of the expenditure actually incurred.

2. Local travel costs incurred during meeting days are provided for within the daily allowances paid for attendance at meetings and shall not therefore be directly reimbursed.

Article 6

1. Experts travelling by means other than public transport a distance exceeding 30 kilometres per journey (one-way) shall be refunded a lump sum based on a kilometric allowance determined annually by the Committee of Ministers. Distances over 1600 kilometres for the return journey shall be refunded on the basis of economy class air fare from the nearest airports, unless there is prior approval by the Secretary General authorising reimbursement based on the kilometric allowance. Journeys of less than 30 kilometres (one-way) are not reimbursed.

2. The journey time used as the basis for the calculation of daily allowances shall be the result of the number of kilometres divided by 90 and shall not exceed 24 hours.

3. Related costs, such as toll and parking fees, may only be reimbursed with the prior approval of the Secretary General and only where there is no other possible alternative. Such claims shall be accompanied by evidence of the expenditure actually incurred.

4. If two or more experts entitled to claim expenses use the same car, a refund shall be made only to the person in charge of the vehicle, with an increase of 10% for each passenger.

5. Experts travelling by car do so at their own risk. The Council of Europe disclaims all liability in respect of any accident that may occur during the journey.

III. DAILY ALLOWANCES

Article 7

1. During the meeting, experts shall be entitled to receive an allowance at a daily rate determined annually by the Committee of Ministers (the rate in force as from 1 January 2010 is €175). This rate is the same wherever the meeting takes place. Exceptionally, specific rates may be determined for projects funded through extra-budgetary resources, in particular Council of Europe – European Union joint programmes, as agreed with the donor concerned.

2. This allowance shall be deemed to cover all expenditure incurred by experts in attending meetings, except for the travel expenses provided for above. However, where in exceptional and duly justified circumstances, and with the prior approval of the Secretary General, total accommodation costs (room, breakfast and related taxes) amount to more than 60% of the total daily allowances payable in respect of the meeting, experts may submit a claim for a supplementary payment. Any such claim must be supported by original vouchers attesting the actual expenditure incurred on accommodation.

Article 8

1. The duration of the period conferring entitlement to the allowance shall be determined as follows:

- i. Experts shall be entitled to the daily allowance for each 24-hour period covered by the duration of the mission to and from the meeting. The duration taken into account for the entitlement to daily allowances shall not exceed the shortest necessary for attendance at the meeting in accordance with the means of transport taken as the basis for the refund of travel expenses, as determined by the rules above.
- ii. The daily allowance shall not be payable for any period of less than 4 hours.
- iii. Where the duration of the journey is equal to or more than 4 hours but less than 8 hours and no hotel accommodation is involved, the expert shall be paid a quarter of the daily allowance. The same shall apply to any period equal to or more than 4 hours but less than 8 hours, in excess of 24 hours or any multiple of 24 hours.
- iv. Where the duration of the journey is equal to or more than 8 hours but less than 24 hours and no hotel accommodation is involved, the expert shall be paid half the daily allowance. The same shall apply to any period equal to or more than 8 hours but less than 24 hours, in excess of 24 hours or any multiple of 24 hours.
- v. Where the duration of the journey is equal to or more than 4 hours but less than 24 hours and hotel accommodation is involved, the expert shall be paid the full amount of the daily allowance. The same shall apply to any period equal to or more than 4 hours and less than 24 hours, in excess of 24 hours or any multiple of 24 hours.

2. In the case of air, rail and sea travel, the duration of the return journey shall be increased for the purpose of calculating the subsistence allowance, by a fixed period of 2 hours.

3. Experts shall declare any meals or overnight accommodation provided to them free of charge. Where overnight accommodation or meals of experts are provided free of charge the daily allowance shall be reduced, unless the Secretary General decides otherwise, by the following amounts:

-	Overnight accommodation (50% of the daily allowance)	€87.50 ² (per night)
-	In respect of main meals (lunch or dinner) (15% of the daily allowance)	€26.25 ³ (per meal)

² Rate in force at 1 January 2010.

³ Rate in force at 1 January 2010.

IV. OTHER EXPENSES

Article 9

1. Other expenses incurred by experts in connection with their attendance at the meeting, such as visa fees and vaccination costs, which are strictly unavoidable, shall be reimbursed. Such claims shall be accompanied by evidence of the expenditure actually incurred.
2. Expenses related to insurance, representation, communication by telephone or fax, the use of the Internet, and rental of meeting rooms are not reimbursed.

V. SICKNESS AND ACCIDENT

Article 10

When travelling on behalf of the Council of Europe, government experts are covered in respect of risks specifically related to such travel by insurance taken out by the Organisation on their behalf. They are nevertheless obliged in the first instance to exhaust all possibilities of payment of benefits due to them under the scheme to which they are affiliated in their own country in respect of illness and accident occurring during the journey and/or the meeting.

VI. REIMBURSEMENT

Article 11

The expenses referred to above shall be refunded upon submission of a claim certified true and correct by the expert, to which all vouchers required by the rules must be appended.

Appendix 2

Suggested hotels in Strasbourg

Near the Council of Europe

Hôtel de l'Orangerie (***)
58, allée de la Robertsau +33 (0) 3 88 35 10 69
Mail: hotel-orangerie-stras@wanadoo.fr / www.hotel-orangerie-strasbourg.com

Hôtel des Princes (***)
33, rue Geiler +33 (0) 3 88 61 55 19
Mail: Hoteldesprinces@aol.com / www.hotel-princes.com

Résidence J-S Bach (****)
6, boulevard J-S Bach +33 (0) 3 90 41 30 00
Mail: jsbach2@wanadoo.fr / www.lejsbach.com

In the city centre

Hôtel Suisse (**)
2, rue de la Râpe +33 (0) 3 88 35 22 11
Mail: info@hotel-suisse.com / www.hotel-suisse.com

Hôtel aux Trois Roses (**)
7, rue de Zurich +33 (0) 3 88 36 56 95
Mail: info@hotel3roses-strasbourg.com / www.hotel3roses-strasbourg.com

Le 21ème (**)
21 rue du Fossé des Tanneurs +33 (0) 3 88 23 89 21
Mail: info@hotel-cyber-21.com / www.hotel-cyber-21.com

Le Grillon (**)
2, rue Thiergaten +33 (0) 3 88 32 71 88
Mail: contact@grillon.com / www.grillon.com

Hôtel Hannong (***)
15, rue du 22 novembre +33 (0) 3 88 32 16 22
Mail: info@hotel-hannong.com / www.hotel-hannong.com

Hôtel des Rohan (***)
17, rue du Maroquin +33 (0) 3 88 32 85 11
Mail: info@hotel-rohan.com / www.hotel-rohan.com

Others

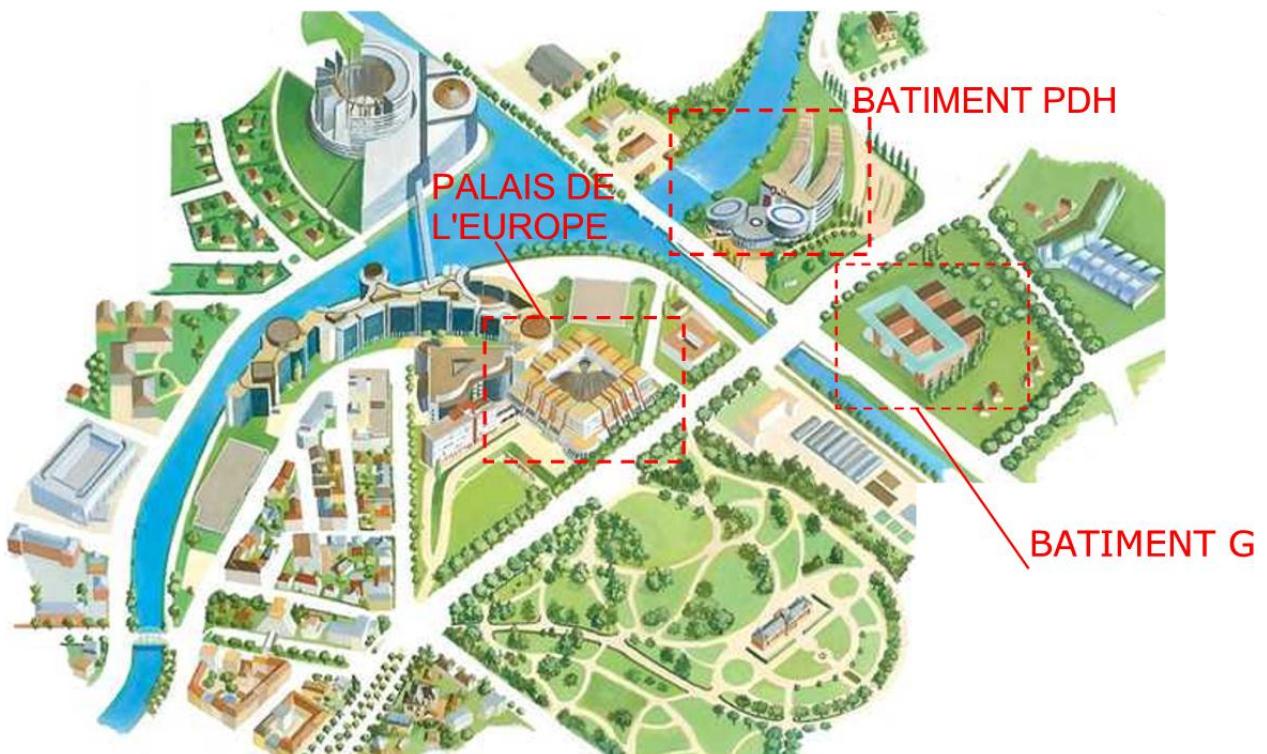
Hôtel de l'ILL (**)
8, rue des Bateliers +33 (0) 3 88 36 20 01
Mail: info@hotel-ill.com / www.hotel-ill.com/newhotel/index.html

Hôtel Hilton (****)
Avenue Herrenschmidt +33 (0) 3 88 37 10 10
Mail : info@hilton-strasbourg.com / www1.hilton.com/fr/hi/hotel/SXBHITW/index.do

Hôtel Régent Contades (****)
8, Avenue de la Liberté +33 (0) 3 88 15 05 05
Mail: rpf@regent-hotels.com / www.regent-hotels.com

Appendix 3

Plan of buildings



- BATIMENT G = AGORA BUILDING
- BATIMENT PDH = HUMAN RIGHTS BUILDING

Appendix 4

Plan of the Agora Building

At week-end: pedestrian access via Quai Jacoutot or Allée Kastner then go to entrance "B".

BATIMENT G - G BUILDING

