

# GUIDE

## 45th SESSION of the CONGRESS

24-26 October 2023

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### KEY INFORMATION

- Plenary sittings take place in the European Parliament Chamber
- The Congress will elect its new President and the political leadership.
- A personal voting card will be distributed to members with voting rights and who registered before 13 October 2023 for votes and elections in plenary sittings
- Please allow 15-20 minutes to get from the Palais de l'Europe to the European Parliament Chamber
- Congress Connect – Your tool for registering for meetings, speaking....
- Paperless session, no reports will be printed
- Food and drinks are not allowed in the European Parliament Chambers



# Timetable of official meetings

## MONDAY 23 OCTOBER 2023 (eve of the 45th Session) - meetings held in the Palais de l'Europe

**Bureau of the Chamber of Regions**  
Room 6 - 9.30-10.30  
**EN/FR/DE/IT**

**Bureau of the Chamber of Local Authorities**  
Room 8 - 9.30-10.30  
**EN/FR/DE/IT**

**Bureau of the Congress**  
Room 9 - 10.45-12.15, 14.00-15.30 - **EN/FR/DE/IT**

**Seminar for new Congress members**  
Room 6 - 13.00- 14.00 - **EN/FR/DE/IT**  
Information meeting open to all Congress members, national delegation secretaries and advisors

**EPP/CCE Group**  
Room 9  
15.45-17.45  
**EN/FR/DE/IT/TR**

**Socialist Group**  
Room 8  
15.45-17.45  
**EN/FR/DE/IT/TR**

**ILDG Group**  
Room 6  
15.45-17.45  
**EN/FR/DE/IT/TR**

**ECR Group**  
Room 10  
15.45-17.45  
**EN/DE/IT**

**Secretaries of delegations meeting**  
Information meeting followed by a coffee break with the youth delegates: Room 11 – 15.40-16.20

## 45th SESSION

### TUESDAY 24 OCTOBER 2023

**Monitoring Committee**  
Room 5 – 8.15-10.00  
**EN/FR/DE/IT/TR**

**Current Affairs Committee**  
Room 9 – 8.15-10.00  
**EN/FR/DE/IT/TR**

**Governance Committee**  
Room 10 – 8.15-10.00  
**EN/FR/DE/IT/TR**

**Plenary sitting**  
European Parliament Chamber – 10.30-12.30 - **EN/FR/DE/IT/TR**

**Plenary sitting**  
European Parliament Chamber – 14.30-19.00 - **EN/FR/DE/IT/TR/UKR**

### WEDNESDAY 25 OCTOBER 2023

**Plenary sitting of the Chamber of Local Authorities**  
Room 5 - 9.00-12.30  
**EN/FR/DE/IT/TR**

**Plenary sitting of the Chamber of Regions**  
Room 9 - 9.00-12.30  
**EN/FR/DE/IT/TR**

**Plenary sitting**  
European Parliament Chamber – 14.30-19.15 - **EN/FR/DE/IT/TR**

### THURSDAY 26 OCTOBER 2023

**Bureau of the Congress**  
Room 9, Palais de l'Europe - 8.30-9.15 - **EN/FR/DE/IT/TR**

**Plenary sitting**  
European Parliament Chamber - 10.00-12.30 - **EN/FR/DE/IT/TR**

# PRACTICAL INFO

## Plenary sittings in the Chamber of the European Parliament (EP)

→ The plenary sittings of the 45th Session will be held in the European Parliament Chamber. Please make sure to allow 15-20 minutes to get from the Palais de l'Europe to the EP Chamber 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 24 October from 9:45 to 20:00, on Wednesday 25 October from 13:15 to 20:15, on Thursday 26 October from 9:15 to 13:15. 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.

## Voting in the EP Chamber

→ 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 23 October 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. Votes and elections in the other meetings will be held exclusively online using KUDO.**



How the voting system in the European Parliament Chamber 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 Chamber



No food or drinks allowed in the EP Chamber

Opening of the footbridge between the EP and the Council of Europe: 24 October from 9.45 to 20.00, on 25 October from 13.15 to 20.15, on 26 October from 9.15 to 13.15.

## Opening hours of the Accreditation Unit:

**23 October:** 7.30-13.00 and 14.00-17.30  
**24 October:** 7.30-17.30  
**25 October:** 7.30-17.30  
**26 October:** 7.30-12.00

## Attendance registers

Attendance registers are placed at the entrance to the EP Chamber, 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 sittings 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 the latter 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 a 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 Chamber and meeting rooms.

## Tabling a proposal

Delegates wishing to table a proposal for future Congress activities may do so by sending an electronic version in English or French to [congress.session@coe.int](mailto: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 table a memorandum may do so by sending an electronic version in English or French to [congress.session@coe.int](mailto: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 (Rule 34).



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. **To put a question to a guest speaker, you must table it 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:

**23 October:** 15.00-17.00

**24 and 25 October:**  
8.30-12.00/14.00-17.00

**26 October:** 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](http://www.coe.int/congress)

SMARTPHONE APPLICATION AND NEWSLETTER

[COE CongressApp](#) allows you to follow latest developments - via 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!

X (Twitter): [www.twitter.com/COECongress](https://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](http://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 a live international dimension.

## SIDE EVENTS

### Tuesday 24 October 2023

**12.45** Exhibition José Guadalupe Posada - The Resistance of Mexican Freedom of Press, and Mezcal tasting (traditional drink Permanent Mission of Mexico – main Hall of the Palais, ground floor)

**19.45** Reception offered by the Permanent Representation of Latvia – European Parliamentary Association, Allée de la Robertsau.

### Wednesday 25 October 2023

**12.40** Inauguration: Reception and exhibition on the 100th year of the foundation of Republic of Türkiye. (Union of Municipalities of Türkiye) – Lobby of the hemicycle of the Palais de l'Europe.

**20.00** Reception offered by the City of Strasbourg – Pavillon Josephine, Orangerie Park



### WiFi European Parliament

Name of the wifi network:

**SSID EP\_Visitors**

Username: **coe**

Password: **\*Oct2023\***

### Tuesday 24 October

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**20.00** Reception offered by the City of Strasbourg – Pavillon Josephine, Orangerie Park

# 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
  - SAMU (emergency service) if signs of severity: Tel 15 or 112

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# CATERING SERVICES

## Opening times:

### European Parliament Bar

Tuesday 24 October 14:00-19:00

Wednesday 25 October 14:00-19:30

Thursday 26 October 8:30-13:00

### Council of Europe - Parliamentarians' Bar

Closed

### 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 45<sup>th</sup> Session website



### Blue Restaurant – Council of Europe

Monday to Thursday 12:00 to 14:00

### Self-service restaurant – Council of Europe

Monday to Friday

Hot food served from 12:00 to 14:00

# OFFICES AND PHONES

	Offices	Tel.
<b>PRESIDENT OF THE CONGRESS</b>		
President of the Congress	6.029 / 1.042	
Secretariat: Elizaveta FADEEVA	6.037	5018
<b>CHAMBER OF LOCAL AUTHORITIES</b>		
President	1.041	
Stéphanie POIREL, Executive Secretary	6.063D	5184
<b>CHAMBER OF REGIONS</b>		
President	1.046	
Dmitri MARCHENKOV, Executive Secretary	6.023	3844
<b>SECRETARY GENERAL</b>		
Mathieu MORI, Secretary General of the Congress	6.041	
Secretariat: Ermioni KEFALLONITOU	6.037	2205
<b>DIRECTOR</b>		
Rafael BENITEZ, Director	6.035	
Secretariat: Elizaveta FADEEVA	6.037	5018
<b>ADMINISTRATION, FINANCES</b>		
Nicolai GLOUKHOV, Head of Unit	1.035	5428
Alexandre EICHWALD	1.035	5321
Stephanie ADDO	1.035	3847
<b>STATUTORY ACTIVITIES</b>		
Stéphanie POIREL, Head of Division	6.063D	5184
<b>MONITORING COMMITTEE</b>		
Svitlana PEREVERTEN	6.063B	6427
Guillaume LOISEAU	6.063C	6395
<b>ELECTIONS OBSERVATIONS</b>		
Mathilde GIRARDI	6.063	4429
<b>CURRENT AFFAIRS COMMITTEE</b>		
Maren LAMBRECHT	6.050	4778
Inge HANNON	6.063A	2819
<b>GOVERNANCE COMMITTEE</b>		
Roman CHLAPAK	6.055	3573
<b>CO-OPERATION AND EXTERNAL RELATIONS</b>		
Dmitri MARCHENKOV, Head of Division a.i.	6.023	3844
<b>Institutional Relations</b>		
Sabine ZIMMER, Head of Unit	6.024	2597
<b>Co-operation Activities</b>		
Marité MORAS	6.027	2233
<b>External Relations</b>		
Irina SAHAKYAN-VETTER	6.021	5493

## Youth Delegates 2023

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



### Table Office

**Sarah BURTON**

Head of the Table Office

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