



Parliamentary Assembly  
Assemblée parlementaire

<http://assembly.coe.int>

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

17 January 2025

First part of the 2025 Ordinary Session  
(Strasbourg, 27 - 31 January 2025)

## **INFORMATION GUIDE**

## General Information

The Parliamentary Assembly will hold the First part of its Ordinary Session 2025 from 27 to 31 January 2025. The plenary sittings will be held in the Assembly Chamber in the Palais de l'Europe.

### *Access, badges and security*

All participants in the session of the Assembly are required to observe the general rules laid down by the Secretary General of the Council of Europe and the Director-General of Administration as regards access to Council of Europe premises, control of access, movement within said premises, security checks, and restrictions on access and move, as well as the [specific rules laid down by the Assembly](#) that apply during the sessions.

Guests of the Assembly (guests of the President, guests of committees and political groups whose names appear on the agendas of their respective meetings), as well as personal assistants and family members of members, honorary and former members of the Assembly, who wish to have access to the Palais de l'Europe (including the public gallery), shall register online before **Thursday 23 January at 12 noon** by using the following link:

### [Online Badge Request](#)

After this deadline, any additional request for a badge by a parliamentarian, a national delegation or a political group should be sent to Noémie Schoen ([noemie.schoen@coe.int](mailto:noemie.schoen@coe.int)) by returning the form below in any case no later than 1 working day before the desired date.



Badges Request  
Form - Formulaire de

### *Access and placement in the Chamber – prior registration*

Access to the Chamber shall be restricted to members of the Assembly (representatives and substitutes), as well as members of the secretariat whose presence is required for the proper conduct of the debates. Seats are also allocated to Permanent Representatives or their first deputy.

Access will be possible for secretaries of delegations and political groups wishing to communicate with members, but they will only be able to sit if there are seats available in the reserved area.

In accordance with the Bureau decision of 25 May 2023, the placement of members of the Assembly in the Chamber has been organised by political groups since the 3rd part of the 2023 session. However, the Chamber of the Palais de l'Europe cannot accommodate both representatives and substitutes as the number of seats in the Chamber is lower than the number of Assembly members. In order to continue to ensure the nominative placement of each parliamentarian according to their political affiliation or non-registered status, members attending the part-session must register via Pace-Apps no later than **Friday 24 January at 2 pm**, using the following link:

### [REGISTRATION OF PACE MEMBERS FOR THE PLACEMENT IN THE CHAMBER - 1st part-session 2025](#)

Delegation secretaries are expressly requested to register only those members who will actually be present in Strasbourg.

Representatives and substitutes registered within this deadline will be allocated a numbered seat by name for the entire duration of the part-session. Representatives and substitutes not registered within this deadline will be able to take place in the Chamber on the seats available in the last row.

### *Table Office*

The members and the secretariats will continue to contact the **Table Office in its temporary offices on the 1st floor behind the Press Centre** (offices 1140, 1155 B-F), for any request or for the tabling of amendments and texts.

### *Distribution of documents*

All documents relating to the work of the Assembly and the sittings will be made available to members electronically (publication on the Assembly's website, made available on the PaceApps application, sending if necessary by email to the delegations' secretariats).

A limited number of documents will be made available to members on displays at the level of the lifts on the 5th floor of the Palais and at the entrance of the Chamber (agenda of the part-session, compendium of amendments and speakers' lists).

### *Media*

The sittings of the Assembly in the Chamber will be broadcast live, accessible from the websites of the Council of Europe and the Assembly.

All media activities (press reception, Mediabox, press conference, etc.) will be organised at the Palais. Journalists will have access to the press center (1<sup>st</sup> floor).

### *Meetings, non official meetings (side-events) and exhibitions*

All official meetings (committees, political groups, Bureau and Joint Committee), as well as unofficial meetings, will be held on the 2<sup>nd</sup> floor of the Palais de l'Europe.

The unofficial meetings will be held on Tuesday, Wednesday and Thursday from 1 pm to 2 pm. The list of these meetings can be found on the session page of the Assembly website.

The number of exhibitions authorised in the Foyer of the Chamber is limited according to feasibility.

### *Technical assistance to delegations*

A technical assistance stand ("Help Desk"), managed by the 'Digital Solutions' team of the Assembly Secretariat, will be available to delegations on the 1st floor (next to the Media Box in the Foyer of the Chamber, for all questions relating to the use of PACE digital applications.

### *Restaurant and bar*

Official lunches will be held at the Blue Restaurant of the Palais.

The Parliamentarians' Bar as well as the central cafeteria (café du Palais) be open during the session week.

You will find information on the services and opening hours of the various catering areas at the end of this guide (page 8).

## Table Office Information

### **Deadlines for registration of members // Speakers lists // Amendments**

Secretaries of delegations are kindly requested to take note of the following deadlines:

- **Credentials**
  - to be sent to the Table Office no later than one week before the beginning of the part-session, i.e. **by Monday 20 January at 12 noon.**
  
- **Notification of Substitutes**
  - The deadline for the registration of substitutions/voting rights is **24 hours before the debate concerned.**
  
- **Registration of speakers**
  - registration by debate; the deadline for registration is set out for each debate in the agenda of the part-session.
  
- **Amendments**
  - the deadline for tabling amendments is set out for each debate in the agenda of the part-session.

### **Voting procedures / Identification of voting members**

#### ❖ Chamber

During the sittings in the Chamber, all votes will take place in accordance with the usual procedure (electronic voting). The parliamentarians' photo badges giving them access to the Palais de l'Europe will allow them to vote by inserting them into the voting system. The insertion of the badge is now required for taking the floor in the Chamber.

#### ❖ Elections by secret ballot (ECHR judges)

The Assembly will elect judges to the European Court of Human Rights by secret ballot using paper ballots. The voting booths, electronic voting lists, ballots and ballot boxes will be placed in the rotunda of the Chamber behind the Presidency. The tellers will be appointed by political groups.

- The right to vote is reserved for members duly registered (representatives or substitutes duly notified on time on PaceApps).
- Elections of Judges (to be confirmed): the first ballot will take place on Tuesday 28 January 2025 from 10 am to 1 pm; the second round – if necessary – on Tuesday 28 January 2025 from 4 pm to 7 pm.

### **Tablings documents/texts**

As of the January 2025 part-session, the motions for resolutions/recommendations, written and written declarations must be tabled by members via PACE APPS only.

This procedure does not apply to the submission of amendments.

## Practical Information

### 1. Access to the Palais de l'Europe

The entrances of the Palais will be open as follows

Monday 27 January to Thursday 30 January

**7:00 – 21:00**

Friday 31 January

**7:00 – 18:00**

Access for delegations will only be possible through the main entrance.

### 2. Press and MediaBox

**Webcast:** The session will be webcast live (in English, French, German and Italian) on the PACE Website.

**Press accreditations:** before completing the [Accreditation form](#), please contact the Communication Department by e-mail ([accreditation.press@coe.int](mailto:accreditation.press@coe.int)) to find out about the special Session arrangements.

Accredited journalists will be able to follow the plenary debates from Press Room and will have access to the public gallery of the Chamber.

The MediaBox will be operational during this part-session.

For further information, please contact the PACE Communication Division, [pace.com@coe.int](mailto:pace.com@coe.int), tel. +33 3 88 41 31 93

### 3. Bank

The bank located in the main entrance hall of the Palais will be open from 8.30 to 5.30 pm.

### 4. Post office

The post office located in the main entrance hall of the Palais will be open from 9.15 am to 1 pm and from 2 pm to 5 pm from Monday to Tuesday, and from 9.15 am to 1 pm on Friday.

### 5. Kiosk

The kiosk located in the main entrance hall of the Palais will be open from 8 am to 6 pm.

### 6. Medical service

A medical service will be provided for the duration of the part-session as from 8.30 am. It is located in the hall of the main entrance (ground floor). The medical service call number is 2442. For emergencies, dial 3300 from an internal phone or 00 33 3 88 41 33 00 from a mobile phone.

## **7. Contacts**

### **Valérie CLAMER**

Head of the Table Office, Technological Innovation and Events Department  
[valerie.clamer@coe.int](mailto:valerie.clamer@coe.int)

### **Annick SCHNEIDER**

Principal administrative assistant  
+ 33/3 88 41 25 49 // 06 85 74 73 00  
[annick.schneider@coe.int](mailto:annick.schneider@coe.int)

### **Table Office**

#### **Rachel MOREL**

Principal administrative assistant  
+ 33/3 90 21 4596  
[rachel.morel@coe.int](mailto:rachel.morel@coe.int) // [table.office@coe.int](mailto:table.office@coe.int)

## Medical recommendations

In the context of the prevention of respiratory infectious diseases and in particular Covid19, flu, whooping cough which are clearly on the rise members of the Parliamentary Assembly and participants in the session are recommended to adopt the following good reflexes:

### 1. Universal rules for the prevention of infectious diseases

- Regular hand hygiene with washing with soap and water for 30 seconds or by friction with hydro-alcoholic gel as often as possible.
- Barrier gestures: avoid touching the face, in particular the nose, mouth and eyes, systematically covering your nose and mouth by coughing or sneezing in your elbow and using single-use tissues.
- Breakdown of enclosed or non-ventilated premises.

### 2. In case of symptoms (cold, sore throat, cough, abnormal fatigue, fever unusual headaches or digestive signs) evoking possible Covid19 or other respiratory infections

- Before the PACE session, it is recommended to:
  - wear an FFP2 mask;
  - get tested for Covid19 (by an antigenic test or RT PCR, self-tests are not recommended because they are not reliable enough) and/or flu (or other) and/or consult a doctor to specify the diagnosis, if necessary.
    - . in the event of proven Covid-19 or other respiratory infection: if possible cancel your participation or otherwise, wear an FFP2 mask at all times for at least 7 days from the start of symptoms and until they disappear, do not share meals and snacks, avoid contact with vulnerable people close to you as much as possible and inform people with whom you have been in contact during the contagious period;
    - . if the Covid-19/flu (or other) test turns out to be negative: wear a surgical or FFP2 mask for the duration of symptoms, avoid sharing meals or snacks if possible, and avoid being around vulnerable people as much as possible.
- During the PACE session, in the event of the appearance of symptoms suggestive of possible Covid-19 or another respiratory infection, it is recommended to:
  - Immediately wear a mask;
  - be tested against Covid-19 (using an antigen test or RT-PCR, self-tests are not recommended because they are not reliable enough) and/or flu (or other) and/or consult a doctor to clarify the diagnosis, if necessary. Antigen tests and a consultation with a doctor can be carried out at the medical service of the Palais de l'Europe of the Council of Europe.
    - . if the Covid-19/flu (or other) test (or other) turns out to be positive, if possible cancel your participation or otherwise, wear an FFP2 mask at all times for at least 7 days from the start of symptoms and until they disappear, do not share meals and snacks, avoid contact with vulnerable people as much as possible and inform the people with whom you have been in contact during the contagious period;
    - . if the Covid-19 test (or other) turns out to be negative, wear a surgical or FFP2 mask for the duration of symptoms, avoid sharing meals or snacks if possible, and avoid being around vulnerable people as much as possible.

### 3. If you are in contact:

It is recommended to wear a surgical or FFP2 mask for 7 days after contact.

If the slightest symptom appears, wear an FFP2 mask, get tested for Covid 19 and/or flu (or other) (by an antigen test or RT-PCR, self-tests are not recommended), and avoid contact with vulnerable people.

## Catering Information

### Offer/ place / times

Place	Offer	Times <sup>1</sup>
Blue Restaurant and Portuguese gallery	« à la carte » catering, table service Consumption on the spot	Monday to Friday 11.30 – 14.30
Self & Brasserie	Collective catering Consumption on the spot	Monday to Friday 12.00 – 14.00
Bar des Parlementaires	Viennese pastries Warm drinks and cold drinks Sandwiches, Salads, cold snacks Consumption on the spot or to go	Monday to Thursday 08.00 – 19.00  Friday – 8.00 to 12 noon
Café du Palais located just before access to the restaurants  (the 12 stars bar is closed)	Viennese pastries Warm drinks and cold drinks Sandwiches, Salads, hot and cold snacks Consumption on the spot or to go	Monday - Friday 08.00 – 16.30

In an effort to improve the quality of its service, our catering service provider will reinforce its staff and cashiers at the Parliamentarians' bar and will communicate in advance the week's snack offers. The snack offer will be available from 11:00 onwards in the Parliamentarians' Bar and the Café du Palais to allow for a smoother distribution.

The catering service provider also offers a **choice of allergen-free dishes** in the brochure below (French only). These dishes **must be ordered one week in advance** to the following email address: [catering.services@coe.int](mailto:catering.services@coe.int)



Bon de commande\_Nutrisens

A new online application (Foodi) will also allow you to consult the menus of the Blue Restaurant and the self-service restaurant in advance. <https://app.foodi.fr/homepage>



Coffee tokens will also be available for sale to reduce waiting time at the Parliamentarians' Bar.

<sup>1</sup> The hours of the various catering areas are subject to change.