Parliamentary Assembly
Assemblée parlementaire
http://assembly.coe.int

COUNCIL OF EUROPE
CONSEIL DE L'EUROPE

18 September 2023

Fourth part of the 2023 Ordinary Session

(Strasbourg, 9 - 13 October 2023)

INFORMATION GUIDE

General Information

The Parliamentary Assembly will hold the Fourth part of its Ordinary Session 2023 from 9 to 13 October 2023.

Due to ongoing major modernisation and technical renovation works in the Chamber of the Palais de l'Europe, the Assembly plenary sittings will be held in the Chamber of the European Parliament.

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.

- **Members of the Assembly, secretaries of delegations and political groups** who normally have access to the Assembly's Chamber and who hold a photo badge with the hemicycle in yellow or a specific PACE photo badge, will have access to the European Parliament building and the Chamber without further formalities.

- Authorised persons (e. g. assistants to delegations' secretariats, persons assisting members with reduced mobility) will be able to access the Chamber by sending their request for a special 'EP hemicycle visitor' badge by email to aurelie.haug@coe.int

- 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 only or both to the Palais de l'Europe and to the public gallery of the European Parliament Chamber, shall register online before **Wednesday 4 October 12 noon** by using the following link**:** Badge request form

After this deadline, for access to the Palais de l'Europe only, 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) by returning the form below in any case no later than 1 working day before the desired date.

Badge request form
(004) 2772-6554-420

For all these persons, access to the European Parliament building will be via the footbridge located on the 1st floor of the Palais de l'Europe, on presentation of their badge and at the opening hours indicated below (page 7).

- Individual visitors and persons not mentioned above who wished to follow the Assembly's debates from the public gallery of the European Parliament Chamber are invited to pre-register in advance by **Friday 6 October 2 pm**.

  Registration Public Gallery European Parliament

  Access to the building and the public gallery – entrance and exit – will be only possible via Building Louise Weiss of the European Parliament – 1 Allée du Printemps – upon presentation of the identity document provided in the registration form. Digital identity documents (via mobile phone) will not be accepted.

Distinguished guests of the Assembly, such as Heads of State, Prime Ministers and Ministers, will be welcomed at the Protocol Entrance of the European Parliament (arrival by official car).

EP Chamber

A plan of the European Parliament's Chamber will be made available to Members of the Assembly, at the entrance of the Chamber, indicating their seat number. According to the Bureau's decision on 25 May 2023, the seating in the Chamber will be organised by political groups.

Members of the Assembly will have to "sign" the electronic participation register by badging at the totems that will be installed at the gateway to the Chamber of the European Parliament.

The European Parliament prohibits any food or drink inside its Chamber.

Table Office

The members and the secretariats will continue to contact the Table Office in its usual offices on the 1st floor behind the Assembly Chamber (Palais de l'Europe), for any request or for the tabling of amendments and texts. Some of the Table Office staff will also be present during plenary sitting hours in the European Parliament Chamber

Distribution of documents

The document counter on the 1st floor of the Palais will not be accessible for the duration of the works.

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 in front of the European Parliament's Chamber and at the level of the lifts on the 5th floor of the Palais (agenda of the part-session, compendium of amendments and speakers' lists).

Media

The sittings of the Assembly in the Chamber of the European Parliament 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 remain organised at the Palais. Journalists will have access to the press room (room 4 of the Palais) as well as to the lobby of the European Parliament Chamber upon presentation of a special access badge.

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 at the Palais de l'Europe (meeting rooms on the 2nd floor).

The unofficial meetings will be held on Tuesday, Wednesday and Thursday from 12.45 pm to 1.45 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, on the way to the European Parliament) 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 at the Palais as well as the Bar of MEPs at the European Parliament building will 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 9).

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 for the whole part-session**

  → to be sent to the Table Office no later than one week before the beginning of the part-session, and to the greatest possible extent **by Friday 29 September 12 noon.**

- **Notification of Substitutes by sitting, lists open on Monday 18 September at noon**

  → The lists will close at 10 am on the morning that precedes the sitting concerned, with the exception of Friday 13 October for which the lists will close on the eve, Thursday at 6pm.

- **Amendments**

  → to be tabled at least two working days before the opening of the sitting concerned, with the exception of amendments relating to a report under the urgent procedure (see deadlines in the draft agenda of the part-session)

Voting procedures / Identification of voting members

❖ Chamber

During the sittings in the Chamber of the European Parliament, all votes will take place in accordance with the usual procedure (electronic voting).

Specific voting cards will be fabricated for each member of the Assembly, compatible with the European Parliament's electronic voting system.

Voting cards will be given to the delegation secretaries at the meeting on Monday 9 October in Room 3 (10 to 11 am.).

If the delegation secretary could not attend the meeting, the voting cards will then be available at the entrance of the EP Chamber as from 2 pm.

Each member shall return his or her voting card at the end of the last sitting in which he or she participates during that part-session. A ballot box will be placed at the entrance to the Chamber to collect the voting cards. Failing that, delegation secretaries are invited to collect the cards and return them to the Table Office at the end of the part-session.

❖ Elections by secret ballot (ECRH judges and other elected posts)

The Assembly will elect a judge to the European Court of Human Rights by secret ballot using paper ballots. The voting booths, voting lists, ballots and ballot boxes will be placed at the Foyer next to the Chamber. The tellers will be appointed by political groups.

- The right to vote is reserved for members duly registered (representatives or alternates duly notified on time on PaceApps).

- Elections of Judges: the first ballot will take place on Tuesday 10 October from 2.30 pm to 6 pm; the second round – if necessary – on Wednesday 11 October from 2.30 pm to 6 pm.

Practical Information

1. Access to the Palais de l'Europe

The entrances of the Palais will be open as follows

Monday 9 October to Thursday 12 October	**7:00 – 21:00**
Friday 13 October	**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) to find out about the special Session arrangements.

Accredited journalists will be able to follow the plenary debates from Press Room (room 4) and will have access to the lobby of the EP Chamber, upon presentation of a special access badge.

The MediaBox will be operational during this part-session.

For further information, please contact the PACE Communication Division, 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.

A medical unit (emergencies only) will be present at the European Parliament during sitting hours.

7. Opening of the bridge between the EP and the CoE

The opening hours are as follows:

Monday 9 October from 12 noon to 7 pm

Tuesday 10 October to Thursday 12 October from 12 noon pm to 9 pm

Friday 13 October from 9.30 am to 2.30 pm.

8. Contacts

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Table Office

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Medical recommendations

In the context of the prevention of respiratory infectious diseases and in particular Covid19, members of the 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, 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) and/or consult a doctor to specify the diagnosis, if necessary.

  . in the event of proven Covid-19: if possible cancel your participation or otherwise, wear an FFP2 mask at all times for 7 days from the start of symptoms, do not share meals and snacks, avoid contact with people close to you as much as possible. risk of serious form of Covid-19, and inform people with whom you have been in contact during the contagious period (in the 48 hours preceding the appearance of symptoms)

  . if the Covid-19 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 session, in the event of the appearance of symptoms suggestive of possible Covid-19 or another respiratory infection, it is recommended to:

- wear an FFP2 mask;

- be tested against Covid-19 (using an antigen test or RT-PCR, self-tests are not recommended) 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 test turns out to be positive, if possible cancel your participation or otherwise, wear an FFP2 mask at all times for 7 days from the start of symptoms, do not share meals and snacks, avoid contact with people as much as possible. people at risk of a serious form of Covid-19, inform the people with whom you have been in contact during the contagious period (in the 48 hours preceding the appearance of symptoms).

  . if the Covid-19 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.

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 (by an antigen test or RT-PCR, self-tests are not recommended), and avoid contact with vulnerable people.

Catering Information

Offer/ place / times

Palais de l'Europe

Place	Offer	Times[1]
Blue Restaurant and Portuguese galler	« 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 – **17.00** **Friday - Closed**
Bar des 12 étoiles	Viennese pastries Warm drinks and cold drinks Sandwiches, Salads, hot and cold snacks Consumption on the spot or to go	Monday - Friday 08.00 – 15.00

EP building

Bar of MEPs	Warm drinks and cold drinks Light snacking	Monday – 14.00-**17.30** Tuesday to Thursday 14.00 – **19.00** **Friday - Closed**

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 12 stars Bar to allow for a smoother distribution.

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.

[1] The hours of the various catering areas are subject to change.