

Directorate-General for the Presidency
Directorate for Relations with National Parliaments
Legislative Dialogue Unit

PRACTICAL INFORMATION

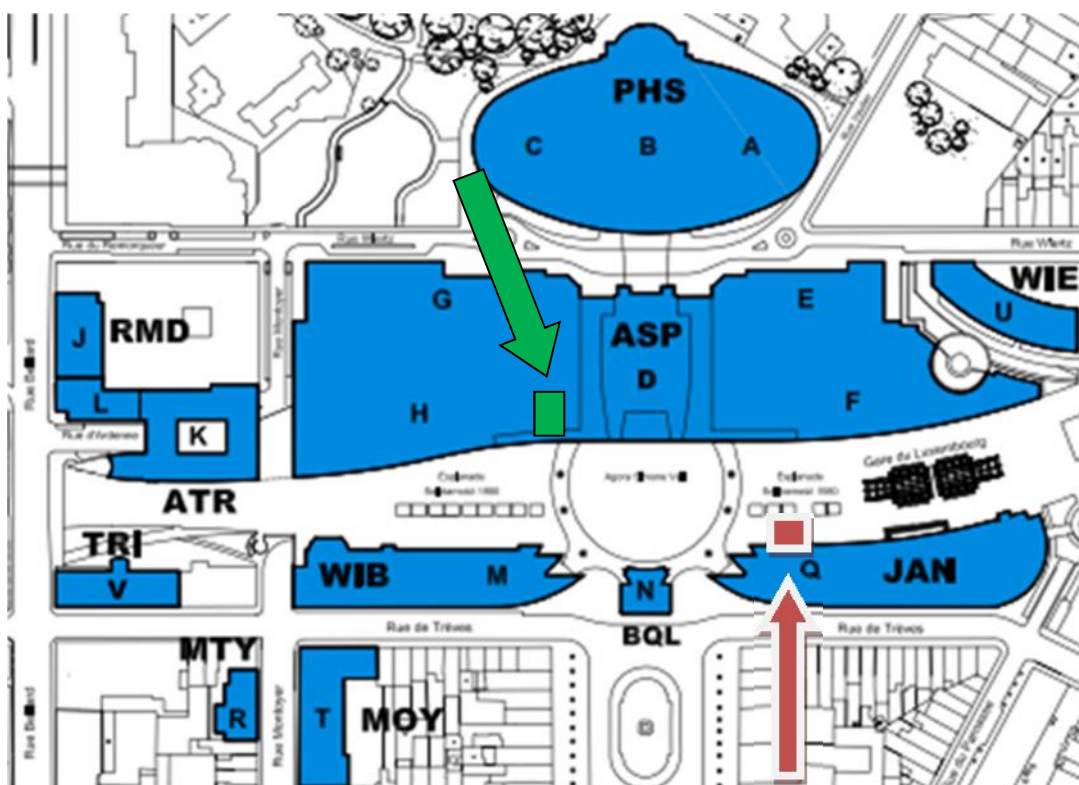
INTERPARLIAMENTARY COMMITTEE MEETING COMMITTEE ON FOREIGN AFFAIRS (AFET)

Tuesday, 8 November 2016, 9:00 - 17:00

European Parliament, Brussels
József Antall (JAN) building, room 2Q2

ARRIVAL AND DISTRIBUTION OF ACCESS CARDS

Registered participants from national Parliaments can collect their access cards at the registration desk for “Event Participants and Guests” on **Tuesday, 8 November from 8.00 to 9.30h and from 14.30 to 15.00h**. The registration desk for “Event Participants and Guests” is located on the left side of the Altiero Spinelli (ASP) building when viewed from Place du Luxembourg (marked with the green arrow in the map below).



Alternatively, Brussels-based representatives of national Parliaments may collect the access cards for their delegations at the Directorate for Relations with National Parliaments (Rue Wiertz 50, 5th floor, office WIE 05U018, Patrizia Di Leo) on **Monday, 7 November 2016 from 15.00 to 17.00h**. After the collection of the access cards for his/her delegation by a Brussels-based representative, the distribution to the delegation members is entirely his/her responsibility.

Once in possession of an access card, participants will enter the European Parliament buildings through the entrance of the József Antall (JAN) building (marked with the red arrow in the map below) where the meeting room 2Q2 is located on the second floor.

For any questions concerning the access to the EP premises, please contact **Ms Patrizia DI LEO**: email patrizzia.dileo@europarl.europa.eu, office phone number +32 (0)2 28 41186 or at the mobile phone number which will be operational on the day of the meeting: + 32 (0)470 18 18 96.

PLEASE NOTE THAT DUE TO THE HEIGHTENED SECURITY ALERT LEVEL AT THE EUROPEAN PARLIAMENT, ALL PARTICIPANTS:

- are requested to show a valid official photo-ID before entering the building;
- are requested to undergo security controls at the entrance area;
- are advised to carry the invitation letter or any other document that clearly indicates their participation.

INTERPRETATION

During the entire interparliamentary meeting interpretation will be provided into and from all official languages of the European Union (apart from Danish, Maltese and Irish).

MEETING DOCUMENTS

The agenda and the list of participants will be available in the meeting room as well as on the website of the Directorate for Relations with National Parliaments: <http://www.europarl.europa.eu/relnatpar/en/meetings.html>

SPEAKING TIME

Delegations were requested to submit in advance (by email) any requests for the floor during the ICM. Please note that those Members who submitted a request for the floor beforehand will have priority to take the floor.

If time permits, spontaneous requests for the floor during the debates might be taken into account. Speaking cards of different colours will be available (one colour per session). Members wishing to intervene spontaneously should fill those in capital letters and hand them to one of the ushers who will be present in the meeting room.

Please also note that speaking time will be limited and the priority will be given to ensuring that all Parliaments/Chambers have the opportunity to be heard in the debate. The chair will adapt the speaking time in accordance with the number of requests for interventions. It is highly likely that interventions will be limited to a maximum of 2 minutes, and possibly less for the debate with the High Representative.

INTERNET / WIFI ACCESS

Participants will be able to access the European Parliament's wireless internet network for visitors via a unique Wi-Fi code displayed in the room. Please note that no workstations or computer rooms will be available.

LUNCH

Working lunch

On Tuesday, 8 November 2015, from 12.30 to 14.30h, AFET Chairman Brok cordially invited heads of delegations to a working lunch in the **Presidential Salon on the 12st floor of the European Parliament's Paul-Henri Spaak building**. The working lunch can only be attended upon invitation.

Lunch for delegations

Following their registration, other members of delegations are invited to a sandwich lunch which in the **JAN Brasserie** on the **3rd floor of the JAN building** from 12.30 to 14.00h.

CLOAKROOM

Coats/luggage may be left (unguarded) on the coat racks outside the meeting room. The European Parliament declines responsibility for any loss or theft.

TAXI/PUBLIC TRANSPORT

A taxi rank and a bus stop of the Brussels airport line are located at Place Luxembourg, close to the "Espace Simone Veil" entrance of the European Parliament.

More information about public transport in Brussels is available at <http://www.stib.be/index.htm?l=en>.

Contacts at the Secretariat of the European Parliament's Committee on Foreign Affairs

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Contacts at the European Parliament's Directorate for Relations with National Parliaments

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