



Европейски парламент Parlamento Europeo Evropský parlament Europa-Parlamentet Europäisches Parlament
Euroopa Parlament Ευρωπαϊκό Κοινοβούλιο European Parliament Parlement européen Parlaimint na hEorpa
Europski parlament Parlamento europeo Eitropas Parlaments Europos Parlamentas Europai Parliament
Parlament Ewropew Europees Parlement Parlament Europejski Parlamento Europeu Parlamentul European
Európsky parlament Evropski parlament Euroopan parlamentti Europaparlamentet

BRUSSELS, 27-28
SEPTEMBER 2018

**AS
EP10**

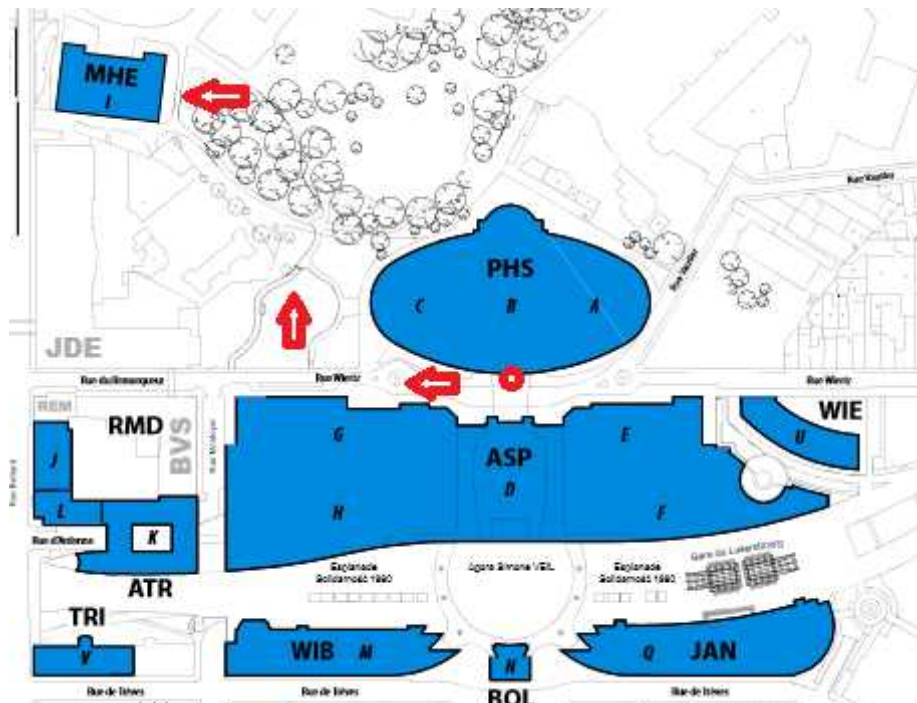
Asia-Europe Parliamentary
Partnership Meeting

PRACTICAL INFORMATION

www.europarl.europa.eu/asep10

ARRIVAL AND DISTRIBUTION OF ACCESS CARDS

Registered participants can collect their access cards at the registration desk for “ASEP 10 Members and Participants”. Please use the entrance of the Paul-Henri-Spaak building (PHS), as marked by a red dot below. The registration desk will be in the entrance hall marked by ASEP signs. After having collected their badges at the registration desk, participants can enter the European Parliament and access the Hemicycle on the 3rd floor. The red arrows indicate the direction from PHS building to House of European History (MHE) for the guided tour and the dinner reception the evening of 27 September.





Registered participants can collect their access cards from the registration desk during the following hours:

Thursday, 27 September 2018, 07:45 - 15:00

Friday, 28 September 2018, 08:30 - 10:00

Alternatively, the **Brussels-based representatives of the Asian national Parliaments** accredited to the European Parliament can collect the access cards for their delegations during the meeting on 26 September, 11.00-12.00 (Square de Meeûs building room SQM 03Y912). After the collection of the access cards for his/her delegation by a Brussels-based representative, the distribution of the access cards to the delegation members is entirely his/her responsibility.

The **Brussels-based representatives of the EU national Parliaments** accredited to the European Parliament can collect the access cards for their delegations from the office of Chrysoula DIMOU (office WIE 05U047, tel.: +32 (0)2 28 31322, chrysoula.dimou@ep.europa.eu) on 26 September, 14:30 - 16:30. After the collection of the access cards for his/her delegation by a Brussels-based representative, the distribution of the access cards to the delegation members is entirely his/her responsibility.

Participants will receive one single access card which will be valid from 27 to 28 September 2018, and should therefore keep their access card for the whole duration of ASEP 10.

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

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

Participants should carry their access card visibly throughout their stay in the European Parliament.

The security department of the European Parliament will do its utmost to minimise queuing time at the security controls for participants of ASEP 10. Please note that given the number of participants attending this event, it is recommended that participants leave sufficient time to pass through security controls.

In case of difficulties with access cards please contact, for Asian Parliaments: Clara KAMINSKY (clara.kaminsky@ep.europa.eu), +32 (0) 2 28 43513 or on the mobile phone of the AANZ Unit which will be operational during the conference: +32 (0) 473/84.04.08. For national Parliaments of the EU Member States, Norway and Switzerland: Chrysoula DIMOU (chrysoula.dimou@ep.europa.eu), Tel. +32 (0) 2 28 31322 or on the mobile phone of the Institutional Cooperation Unit which will be operational during the conference: +32 (0) 498 981375.



MEETING ROOMS

The drafting committee will be held in PHS building, room PHS 5B001. The plenary session and closing remarks as well as the panel no. 1 on 27/09/2018 in the hemicycle (HEM, PHS building). Panel nr. 2 on 27/09/2018 will take place in meeting room PHS 5B001 and panel nr. 3 on 27/09/2018 in meeting room PHS 7C050. Two separate meeting rooms are available for bilateral meetings by national delegations upon request (contacts see page 5).

INTERPRETATION

During the plenary session, interpretation will be provided into and from all official languages of the participating countries from the European Union and in the following requested languages: Cambodian, Russian, Vietnamese.

MEETING DOCUMENTS

Meeting documents will be either distributed in the conference rooms or be available at www.europarl.europa.eu/asep10. This site contains information that will not be printed; participants are kindly invited to visit it regularly.

SPEAKING TIME

Please note that speaking time will be limited. The Chair will ensure that all Parliaments/Chambers can participate in the discussion as foreseen in the programme and may adapt the speaking time in accordance with the number of requests for interventions received.

Speaking cards ONLY FOR MEMBERS will be available for the meeting on Friday 28 September, and Members are kindly asked to complete them and hand them to the ushers.

WATER AND COFFEE BARS

The plenary sessions of ASEP 10 on 27 and 28 September will take place in the chamber ("hemicycle" HEM; PHS building). Please note that eating and drinking is prohibited in the chamber.

Water fountains are located in the main passageways of the EP. There is also a water fountain opposite the Chamber (outside the meeting room PHS 3C050). Water will be available in the meeting rooms for the Panels.

The following coffee bars are close to the meeting rooms:

Paul-Henri Spaak building (PHS):

HEMICYCLE BAR (level 3): open from 8:00 to 19:00

József Antall building (JAN):

JAN BRASSERIE (level 3): open from 8:00 to 15:00

LUNCH

All registered participants of ASEP 10 are cordially invited to a buffet lunch on **Thursday, 27 September 2018**, at **13:00** at the "Yehudi Menuhin" space on the 1st floor of the Paul-Henri Spaak building (PHS).

DINNER RECEPTION AND VISIT OF THE HOUSE OF EUROPEAN HISTORY (MHE)

Only Members and Officials of National Parliaments, Embassies and Diplomats participating in ASEP 10 are cordially invited to visit (in English only - starting in individual groups called for during the aperitif) the House of European History (Rue Belliard 135, Brussels 1000) and to the dinner reception on **Thursday, 27 September 2018, at 18:00** at the same location.

After the meeting panels, ushers will accompany the guests to the House of European History (MHE) from the Paul-Henri-Spaak (PHS) building, main entrance. Please note that the guests will have to leave the EP building to go to the MHE. There are no facilities to store luggage in the European Parliament during the dinner, nor in the House of European History (MHE), so if by any means possible, leave your luggage in the hotel. Please see the map on the front page for the location of the House of European History MHE.

CLOAKROOM

Coats may be left at your own risk on coat racks outside the meeting rooms and, for the dinner reception, in the House of European History. The European Parliament declines any responsibility for damage, loss or theft of items.

FACILITIES

The following facilities will be available to participants in the Altiero Spinelli (ASP) building of the European Parliament: banks, travel office, post office, medical assistance, shops and restaurants.

LOST AND FOUND

Any lost objects, if found, will be sent to the European Parliament's "lost & found" service on the ground floor of the Altiero Spinelli building.

WEBSTREAM

All meetings except the drafting committee are web streamed via the website of European Parliament.

SMOKING

Please note that smoking is not permitted in the EP premises except in the designated areas. A smoking room is situated by the Hemicycle bar on the third floor.

TAXIS / PUBLIC TRANSPORT

A taxi rank and Brussels airport bus stop are located at Place du Luxembourg, by the entrance of the European Parliament. More information about public transport is available here: <http://www.stib.be/index.htm?l=en>.

WIFI -

The codes have been sent to the participants or to the respective embassies and will be made available in the meeting rooms.

CONTACTS FOR ASIAN AND NON-EU PARLIAMENTS

Responsible administrators in Directorate for Regions - Asia, Australia & New Zealand Unit

**Bangladesh, Japan, Pakistan
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Website: www.europarl.europa.eu/asep10