

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

PRACTICAL INFORMATION

Committee on Civil Liberties, Justice and Home Affairs

Interparliamentary Committee Meeting

"A holistic approach to migration"

Wednesday, 23 September 2015, 9.00 - 12.30 and 15.00 - 18.30

**European Parliament, Brussels
Meeting room JAN 4 Q 2**

ARRIVAL AND DISTRIBUTION OF ACCESS CARDS

The registration desk for this meeting will be located at the Parliament's entrance to the Jozsef Antall (JAN) building and will be indicated by signs. Registered participants from national Parliaments can collect their access cards from the registration desk, in the entrance of the building, during the following hours:

Wednesday, 23 September 2015, from 8.00 to 9.00

Alternatively, the Brussels-based administrative representatives of national Parliaments may collect the access cards for their delegations from the offices of the Directorate for Relations with National Parliaments (rue Wiertz 50, 5th floor, office WIE 05U017, Verena Pinzer) in the afternoon of **Tuesday, 22 September 2015, from 14.30 to 16.30**.

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

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

- **must show a valid official photo-ID before entering the building;**
- **must undergo security controls at the entrance of the premises;**

- **are advised to have with them the invitation letter from the EP's LIBE Committee Chair, or any other document that clearly indicates they are attending the meeting mentioned above.**

In case of difficulties with access cards badges, please contact **Ms Verena PINZER** (verena.pinzer@europarl.europa.eu, office phone number +32 (0)2 28 42350 or mobile phone number which will be operational during the meeting: + 32 (0)470 18 18 96).

LANGUAGES

At the meeting, interpretation will be provided in all official EU languages.

MEETING DOCUMENTS

Meeting documents will be distributed in the meeting room and are also available at <http://www.europarl.europa.eu/relnatpar/en/meetings.html>.

SPEAKING TIME

Please 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 request for interventions. It is highly likely that interventions will be limited to 2, or maximum 3, minutes.

Speaking cards will be available for each Member that would like to take the floor. The cards should be filled (in capital letters) and handed over to any of the ushers who will be present in the meeting room.

WORKING LUNCH (for attending national MPs)

Members of National Parliaments participating in the event are invited to a working lunch on Wednesday, 23 September 2015, from 12h30 until 14h30 at one of the members' salons Level 0 of the European Parliament's Altiero Spinelli building (ASP 00G275). EP staff members as well as national representatives of parliaments may help you to escort you to the salon.

LUNCH FACILITIES

Staff participants may access the Parliament's restaurant on the 2nd floor of the József Antall (JAN) building, or the coffee bar on the 3rd floor of that building.

INTERNET / WIFI ACCESS

Upon registration, participants can request an access code enabling access to Parliament's wireless internet service. This access code is valid throughout the duration of the meeting. Participants who request such an access code will be asked to sign a document confirming their agreement with the terms and conditions of the European Parliament's internet service.

Please note that no workstations or computer rooms will be provided at the meeting.

CLOAKROOM

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

TAXIS / PUBLIC TRANSPORT

A taxi rank and a stop of the Brussels airport bus line are located in place du Luxembourg, close to the 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 European Parliament's Committee on Civil Liberties, Justice and Home Affairs:

<p>Ms Rosa Raffaelli Administrator Tel. +32 (0)2 28 46648 rosa.raffaelli@europarl.europa.eu</p> <p>Ms Patricia Van de Peer Administrator patricia.vandepeer@europarl.europa.eu Tel. +32 (0)2 28 44037</p>	<p>Ms Gesthimani Tengolidou Assistant Tel. +32 (0)2 28 42105 gesthimani.tengolidou@europarl.europa.eu</p>
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Contacts at the European Parliament's Directorate for Relations with National Parliaments

<p>Mr Luis Balsells Traver Administrator Tel. +32 (0)2 28 32386 luis.balsells@europarl.europa.eu</p>	<p>Ms Verena Pinzer Assistant Tel. +32 (0)2 28 42350 verena.pinzer@europarl.europa.eu</p>
<p>Service mobile phone for emergencies (only in use on 23 September 2015) +32 (0)470 18 18 96</p>	