

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

## **PRACTICAL INFORMATION**

**Committee on Foreign Affairs**

**Interparliamentary Committee Meeting**

**"Migration through the Western Balkans, proxy wars in the EU's neighbourhood and the Middle East Peace Process"**

**Tuesday, 10 November 2015, 10.15 - 18.30**

**European Parliament, Brussels  
Meeting room JAN 2Q2**

### **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 (please see schema on the last page of this document) and will be indicated by signs. Registered participants from national Parliaments and the Brussels-based administrative representatives of national Parliaments can collect their access cards from the registration desk, in the entrance of the JAN building, during the following hours:

**Monday, 9 November 2015, from 14.15 to 15.00**  
**Tuesday, 10 November 2015, from 8.30 to 10.30**

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 AFET 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](mailto: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, in accordance with the usual AFET practice, interpretation will be provided in all official EU languages, with the exception of Danish, Finnish and Maltese.

## **MEETING DOCUMENTS**

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

## **LUNCH FACILITIES**

### **WORKING LUNCH (for Committee Chairs only)**

Committee Chairs (or their representative) participating in the event are cordially invited to a working lunch on **Tuesday, 10 November 2015, from 12h30 until 14h30** in the **Presidential salon** on the 12<sup>st</sup> floor of the European Parliament's Paul-Henri Spaak building. Ushers as well as national representatives of parliaments may help you to escort you to the Presidential salon.

### **SANDWICH LUNCH**

Other members of delegations are cordially invited to a sandwich lunch which will take place in the bar **Brasserie** on the **3<sup>rd</sup> floor** of the **JAN** building at **12h30**.

## **SPEAKING TIME**

Delegations are kindly requested to indicate in advance if their Members wish to take the floor during the ICM.

Please note that those Members who submit a request for the floor beforehand are supposed to speak and will have priority to take the floor.

Otherwise, speaking cards of different colours will be available during the ICM (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 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 chairs of each session will adapt the speaking time in accordance with the number of request for interventions.

## **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 Foreign Affairs:**

Mr Tobias Voget Administrator Tel. +32 (0)2 28 30961 <a href="mailto:tobias.voget@europarl.europa.eu">tobias.voget@europarl.europa.eu</a>	Mr Andres Montoya Lozano Assistant Tel. +32 (0)2 28 46293 <a href="mailto:andres.montoya@europarl.europa.eu">andres.montoya@europarl.europa.eu</a>
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### **Contacts at the European Parliament's Directorate for Relations with National Parliaments**

Ms Jitka Polaskova Administrator Tel. +32 (0)2 28 31056 <a href="mailto:jitka.polaskova@europarl.europa.eu">jitka.polaskova@europarl.europa.eu</a>	Ms Verena Pinzer Assistant Tel. +32 (0)2 28 42350 <a href="mailto:verena.pinzer@europarl.europa.eu">verena.pinzer@europarl.europa.eu</a>
Service mobile phone for emergencies (only in use on 9 and 10 November 2015) <b>+32 (0)470 18 18 96</b>	

**Registration desk and entrance to the meeting room via the JAN building**

