



Fourth Plenary session
PRACTICAL GUIDE

Strasbourg | 25 and 26 March 2022

The future is in your hands



Conference
on the **Future**
of Europe

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1. VENUE

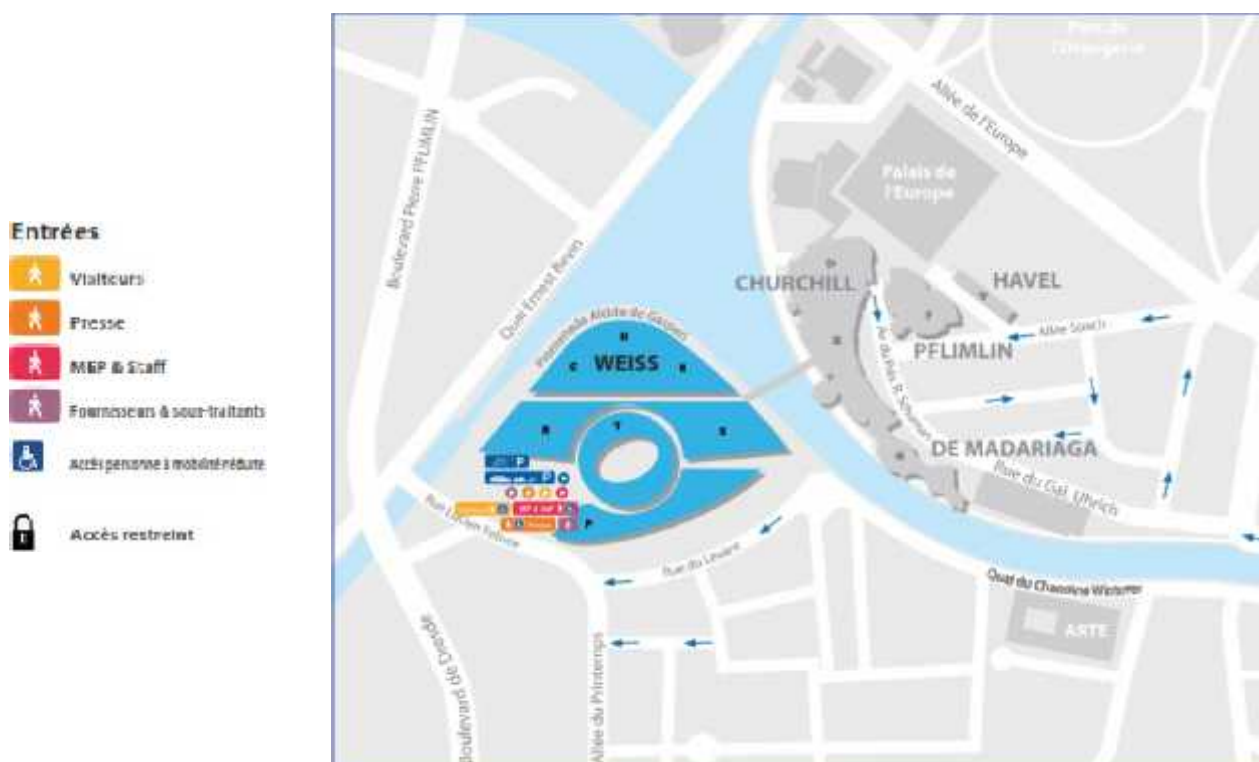
The Conference Plenary will meet on the premises of the European Parliament in Strasbourg.

The Chamber ('Hemicycle') for the Conference Plenary meeting is in the Louise WEISS building (marked with an H on the map).

2. ACCESS TO THE BUILDINGS AND CAR PARKINGS

Please enter the European Parliament premises by the Louise WEISS entrance (Allée du Printemps 67070 Strasbourg).

You can use the WEISS car parking (Allée du Printemps) for the entire duration of the plenary if already in possession of a valid COFE access badge or the DE MADARIAGA car parking (Avenue du Président Robert Schuman) and then reach the WEISS entrance on foot (about 20 min walk).



3. WELCOME DESK, OFFICES AND INTERNET ACCESS

A **welcome desk** will be located at the **entrance 4 on the ground floor in the WEISS building**. Our colleagues will assist you to find your way, to receive documents, your identification card (a blue chip card to be used in Plenary) and your COFE access badge (a white badge with your photo on it - to be worn at all time and shown at the entrance of the Parliament) or for any additional questions you may have.

Identification card



COFE access badge



The welcome desk will be open on Thursday 24 March from 12.00 to 20.00, Friday 25 March from 7.30 to 20.00 and on Saturday 26 March from 7.30.00 to 16.00.

Members who are already in possession of an identification card and a COFE access badge to enter the European Parliament (from previous Conference Plenaries) are kindly asked to bring them.

During the Conference Plenary, the European Parliament can provide **office space** for Conference Members. Should you wish to request some office space, please send an email to commonsecretariat@futureu.europa.eu by **Wednesday 23 March** at the latest.

Internet can be accessed via Wi-Fi hotspots: **Username: cofoe2022 / Password: CoFoE2022**

4. A PHOTO STUDIO FOR PROFESSIONAL PICTURES

A professional photographer will be at your disposal near the welcome desk, where you can have a professional photo taken for the Conference Plenary Vademecum.

5. ACCESS IN THE PLENARY CHAMBER AND SEATING PLAN

The **representatives** of the European and National Citizens' Panels will sit together with the Members of their Citizens' panel in the Hemicycle.

All other Members of the Conference Plenary that registered to the Plenary within indicated deadline will be seated in alphabetical order.

Only Members of the Conference Plenary owning an **H COFE access badge** have access to the Hemicycle. Close collaborators of the Members of the Conference Plenary are invited to follow the discussions from the Hemicycle Galleries.

A seating plan will be available at the entrances of the Plenary Chamber. Ushers will be at your disposal to assist, if needed.

All the Members of the Conference will be taking the floor from their seats.

Please do remember that the Identification card (distributed at the Welcome Desk) is compulsory in order to be able to take the floor.

6. TRAVEL RULES

Travelling to Strasbourg

Please check the latest travel rules for France (according to your vaccination or recovery status and the “colour” of the country you are coming from):

) <https://reopen.europa.eu/en/map/FRA/7001>(Open in new window)

) <https://www.diplomatie.gouv.fr/en/coming-to-france/coronavirus-advice-for-foreign-nationals-in-france/>(Open in new window)

) <https://www.interieur.gouv.fr/covid-19-international-travel>(Open in new window)

Persons holding an EU Digital Covid Certificate (“EUDCC”) are allowed to enter France, without being subject to further restrictions (testing or quarantine), on the condition that their certificate contains either:

) A proof of vaccination which is valid:

- from 7 days after the second dose for double injection vaccines (Pfizer/BioNTech/Comirnaty, Moderna, AstraZeneca/Vaxzevria/Covishield);
- from 28 days after the injection for vaccines with a single injection (Johnson&Johnson/Janssen);
- from 7 days after injection of a vaccine for people who have recovered from Covid-19 (only 1 injection required).

or

) A negative result to a COVID-19 test.

- Both PCR and antigenic tests are accepted.
- Validity: **72 hours prior to departure (for PCR tests) and 48 hours prior to departure (for antigenic tests)** for people travelling from a country or territory from the “green area” (French classification). All EU Member States are currently classified as green areas.

or

) The result from a positive PCR or antigenic test that is between 11 days and 6 months old, attesting the recovery from COVID-19.

People travelling by plane may wish to fill in [the EU Digital Passenger Locator Form \(dPLF\)](#)([Open in new window](#)) to facilitate contact tracing.

When leaving Strasbourg

When departing from Strasbourg, different rules apply depending on your destination.

The European Commission's website <https://reopen.europa.eu/en/> provides an overview of the health situation in EU countries, based on data from the European Centre for Disease Prevention and Control. It also contains information on the various restrictions in place, including quarantine and testing requirements for travellers.

Covid 19 test centre

In case of need for a PCR test, a test centre (Laboratoire Schuh) will be open on Thursday and Friday: from 7.30 to 12.00 and from 13.30 to 18.00 and Saturday from 7.30 to 12.30 and from 13.00 to 16.00. The Laboratoire Schuh is located at 1, Quai des Bateliers – 6700 – Strasbourg, Tel: 0033 (0)3 88 14 44 50. A request form “PCR-RAT COFE” needs to be used. You will find it at the ANNEX of this guide. Some will also be available upon your arrival at the European parliament premises.

If your test is positive, please immediately contact the medical service (0033 3 881 75 966 or 0033 3 881 74 719) so they can inform and support you and start the necessary in-house contact tracing.

7. SANITARY MEASURES IN FRANCE

Please check the latest sanitary measures in France (wearing of masks, *pass vaccinal*, physical/social distancing):

-) <https://www.gouvernement.fr/info-coronavirus/pass-vaccinal>([Open in new window](#))
-) <https://reopen.europa.eu/en/map/FRA/6001>([Open in new window](#))
-) <https://www.gouvernement.fr/en/coronavirus-covid-19>([Open in new window](#))
-) <https://www.gouvernement.fr/info-coronavirus/pass-sanitaire>([Open in new window](#))
-) <https://www.service-public.fr/particuliers/actualites/A15121?lang=en>([Open in new window](#))

The ***pass sanitaire*** (with the possibility to show a negative result to a PCR or antigenic test taken within the last 24 hours) remains valid to **access health, social and medico-social services for patients and accompanying persons** (except for access to emergency rooms where no pass is necessary).

The ***pass sanitaire*** also remains applicable to children from 12 to less than 16 years old.

Identity checks (official document with a photograph) may be carried out in addition to

the verification of the *pass vaccinal* by establishments receiving the public.

Source: <https://www.gouvernement.fr/info-coronavirus/pass-vaccinal>

8. SANITARY MEASURES IN THE EUROPEAN PARLIAMENT PREMISES

The Conference Plenaries take place in full compliance with the current sanitary rules. The rules regarding health and safety measures in the European Parliament are laid down in a decision by its President. These include in particular rules on facemasks.

The presentation of a valid EU Digital COVID Certificate (EUDCC) remains mandatory for access to Parliament's premises. In absence of a valid EUDCC, the Directorate-General for Security and Safety will continue to allow access to those in possession of a paper-based certificate of a negative result of a PCR test carried out in Belgium, Luxembourg, or France. In line with the revised internal rules, the result of such a PCR test is accepted as valid for 48 hours after it was carried out.

It is **mandatory to wear a medical face mask ENI 4683 or FFP2** respiratory protective device ('medical face mask') that covers mouth and nose at all times while in Parliament's buildings, including when speaking from your seat in the Chamber and while using Parliament's official cars. The requirement to wear a medical face mask does not apply when chairing a meeting or when alone in the office. Medical facemasks shall be worn when Parliament's buildings are entered and before security personnel is approached at entrances.

We kindly ask you to bring your own facemasks. **Medical facemasks or FFP2 masks or respirators (without a valve) authorised:**



The Medical service remains available during the duration of the meetings and plenary (from any internal telephone: (+33 3 881) 75966 or 74719 - Location: WEISS building, floor -1, office T-1113, PERS-MedicalServiceStrasbourg@ep.europa.eu).

9. CATERING FACILITIES

During the March Conference on the Future of Europe, the catering venues will have the following schedule:

Thursday 24 March:

) **Flower Bar** from 16.00 to 19.00 with cafeteria service;

Friday 25 March:

-) **Flower Bar** from 07.30 to 20.00 with cafeteria service and serving a hot dish in the evening;
-) **WEISS Self-service Restaurant** from 11.45 to 14.30 with a selection of warm and cold dishes, starters and desserts;
-) **WEISS Members' Restaurant / salons** open for dinner from 18.30 to 21.00 for groups of at least 10 persons with a reservation to be made 48 hours in advance.

Saturday 26 March

-) **Flower Bar** from 07.30 to 17.30 with cafeteria service;
-) **WEISS Self-service Restaurant** from 11.45 to 14.30 with a selection of warm and cold dishes, starters and desserts;
-) **WEISS Members' Restaurant / salons** open for lunch from 11.45 to 15.00 for groups of at least 10 persons with a reservation to be made 48 hours in advance.

For any assistance on the matter, please contact:

INLO.Restauration@europarl.europa.eu

10.ACCESSIBILITY

The premises of the European Parliament are fully accessible for people with disabilities. When registering online, please indicate your special need and our services will endeavour to welcome you as best as possible.

11.TRANSPORT

In Strasbourg:

Strasbourg can be navigated easily by public transport and on foot. Tramlines and the bus line H, with a regular service, depart from in front of the Parliament's Louise Weiss entrance to the city centre. There is also an extensive bus network with departures close to the Winston Churchill entrance. For more information on Strasbourg's public transport system, see <https://www.cts-strasbourg.eu/en/>. If needed, taxis are available at the entrances of the European Parliament. For further information, +33 3 88 17509.

As Members of the Conference Plenary, **can use the official service cars of the European Parliament** for your travel to and from the Parliament within Strasbourg. **Reservations** can be made with the **Car Reservation Centre** preferably by email: cofe.inlotransport@europarl.europa.eu, directly at the reservation desk located on the first floor of the WEISS building (T01.085) or by telephone: +32 2 28 41000. All bookings should be made **at least two hours in advance** of the journey. The social distancing measure of 1.5 meters must be adhered to at all times and passengers are requested to wear facemasks (surgical mask or FFP2) during the entire trip in an official car for their own protection as well as the driver's.

The use of official cars is limited to **two passenger at a time in a car** and a **maximum of four passengers in a mini-van**.

Please note that this service is not available for accompanying staff.

Travel from and to the Airport

A shuttle train takes you from **Strasbourg Airport** to Strasbourg station in 8 minutes.

For more information about timetables and tickets, see:

<https://www.strasbourg.aeroport.fr/EN/Passengers/Access/Shuttle-train.html>

Parliament's official service cars can also be booked (subject to availability) for trips to and from Strasbourg Airport. Bookings should be made at 20.00 at the latest the day before. This service only applies to Members of the Plenary.

In addition, the City of Strasbourg offers a transfer service for Members of the Plenary by either car or bus (depending on the amount of requests) in full compliance with the current sanitary rules in place at the European Parliament. This service applies to the following airports:

-)] Baden-Karlsruhe : www.badenairpark.de – arrival hall
-)] Stuttgart : www.flughafen-stuttgart.de – terminal 1/second floor/information point A
-)] Frankfurt am Main : www.frankfurt-airport.de – terminal 1/B hall/door 4/next to the Welcome Centre
-)] Bâle-Mulhouse : www.euroairport.com – arrival hall on the French side

Reservation is done via transport-europe@strasbourg.eu. You will receive confirmation of your booking by email.

For more information on this service, please contact the transport service of the City of Strasbourg:

Tel.: + 33 (0)3 68 98 77 03

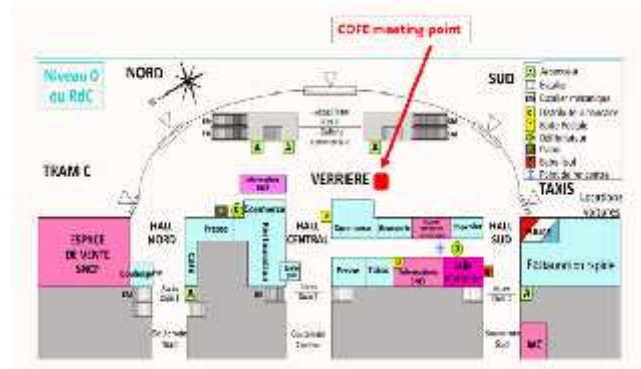
e-mail: ville-strasbourg@ext.europarl.europa.eu or transport-europe@strasbourg.eu

Specific transportation arrangements for the Citizens (organised by the Consortium)

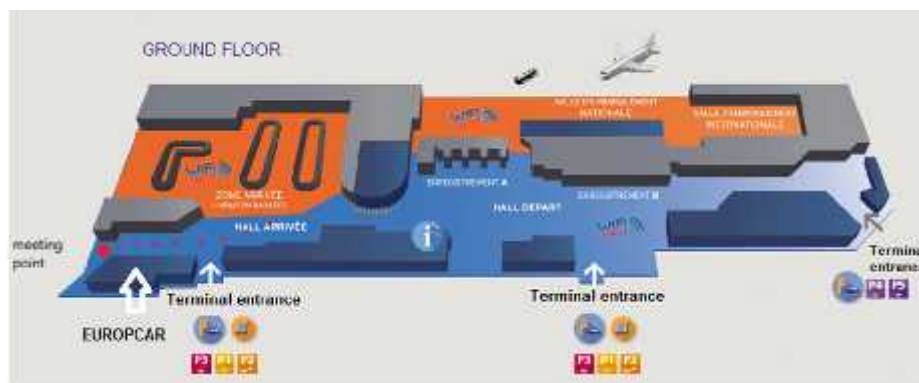
-)] **Upon arrival** : Transfers to the hotels will be organised depending on the arrival times. A welcome desk with hostesses is foreseen at the train/bus station and the airport. Please make your way to the welcome desk (participants are kindly requested NOT to make their own arrangements). If you encounter difficulties in finding the hostesses, please call the transfers' coordinator Louise Tytgat:
+32 489 38 04 44
-)] **Arrival at bus station**: Please exit the bus at the bus/train station and wait for a

hostess. You will be accompanied, on foot, to the hotel.

-)] **Arrival at the train station:** Please make your way to the main hall (Verrière) where our Welcome desk will be located. You will be welcomed by our staff and accompanied, on foot, to your hotel.



-)] **Arrival at Strasbourg airport:** Please collect your luggage and make your way to the arrivals hall exit. If your luggage is lost, please make a relevant declaration before leaving the airport. You will be welcomed by our staff and accompanied, in a shuttle bus, to your hotel. **IMPORTANT:** remember not to put any electronic devices, medicine or any other indispensable belongings in the checked-in luggage.



-)] **Once in Strasbourg :** From the hotels to the European Parliament (Thursday, Friday and Saturday). Group transfers by a shuttle bus from the hotels to the European Parliament will be organised. Please present yourself at the hotel main hall before the scheduled time of departure. Our team will show you the way to the shuttle. If you prefer to reach the European Parliament by public transportation, you can use the direct bus H line. Please nonetheless notify our support team before departing.
-)] **From the European Parliament to the hotels (Thursday, Friday and Saturday):** Group transfers by a shuttle bus from the European Parliament to the hotels will be organised according to the agenda. The shuttles will depart from the main entrance of WEISS building. Our team will show you the way to the shuttles.
-)] **Upon departure :** Individual transfers from the hotels will be provided for all participants. A detailed departures transfers table will be provided during your

stay in Strasbourg and posted at the hotels. Please consult the table on Saturday evening to prepare for your transfer. Our staff will assist you at the hotels with the transfers. All participants leaving immediately after the meeting end on Saturday, should proceed with a check-out at the hotel and bring their luggage to the meeting venue as transfers to the airport/train station will be organized from the European Parliament (unless the pick-up location is the hotel, in which case the luggage should be left in the storage room of the hotel).

12.ACCOMMODATION

Should you need a hotel room or accommodation during the sessions in Strasbourg, the Euraccueil service is at your disposal.

Tel. : +33 (0)3 88522838. Email: euraccueil@otstrasbourg.fr

Should you decide to at a hotel in Kehl (Germany) or surroundings, you will need to take account of the applicable COVID-19 prevention rules in Germany. Information on the rules for entry into Germany can be found on the webpage of the German Federal Foreign Office: <https://www.auswaertiges-amt.de/en/corona-virus/2317268>

You should also liaise with the hotel of your choice to enquire about the applicable requirements for your stay (use of EUDCC, prior testing etc.).

Important information for the Citizens: Separate accommodation arrangements for the Citizens are organised by the Consortium.

13.INFORMATION DESK OF THE CITY OF STRASBOURG

During the Plenary session, a team from the City of Strasbourg is at your disposal on Friday and Saturday to answer any questions about your stay in Strasbourg and Alsace. Location: WEISS building, first floor, office T01073.

14.CLOAKROOMS; LOST AND FOUND OBJECTS

Cloakrooms are available in front of the Hemicycle and each meeting room. Usher colleagues will guide you if needed. The 'Lost and found office' is in the CHURCHILL building (M00/338): email: BurObjetsTrouves-STR@europarl.europa.eu ;

phone +33 3881 64693.

ANNEX: Voucher for a PCR or RAT test

**BON DE DEMANDE TEST PCR OU RAT
– PARLEMENT EUROPÉEN –
COFE 24-25-26 MARS 2022**

Date de la demande :

| | |
|---------------------|--|
| Nom : | Prénom : |
| Date de naissance : | Sexe : M <input type="checkbox"/> F <input type="checkbox"/> |
| Adresse : | |
| Téléphone : | |
| Email : | |

Test PCR COVID

Test RAT COVID

Nom du Médecin : Tel :

Résultats à transmettre au médecin ci-dessus en cas de test positif

Les analyses prescrites sont entièrement à la charge du Parlement Européen,
A saisir sous le code correspondant DIPARLLABO

Ce bon de demande est valable
Avec ou sans RDV
Dans le laboratoire suivant :

| | | |
|--|--|--|
| | Laboratoire Schuh 1, Quai des Bateliers 67000 STRASBOURG Tel : 03.88.14.44.50 | |
| | Jeudi et Vendredi de 7h30 à 12h et de 13h30h à 18h Samedi De 7h30 à 12h30 et de 13h à 16h | |