

# Fourth Plenary session PRACTICAL GUIDE

Strasbourg | 11 and 12 March 2022

The future is in your hands



Conference  
on the **Future**  
of Europe

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## 1. VENUE

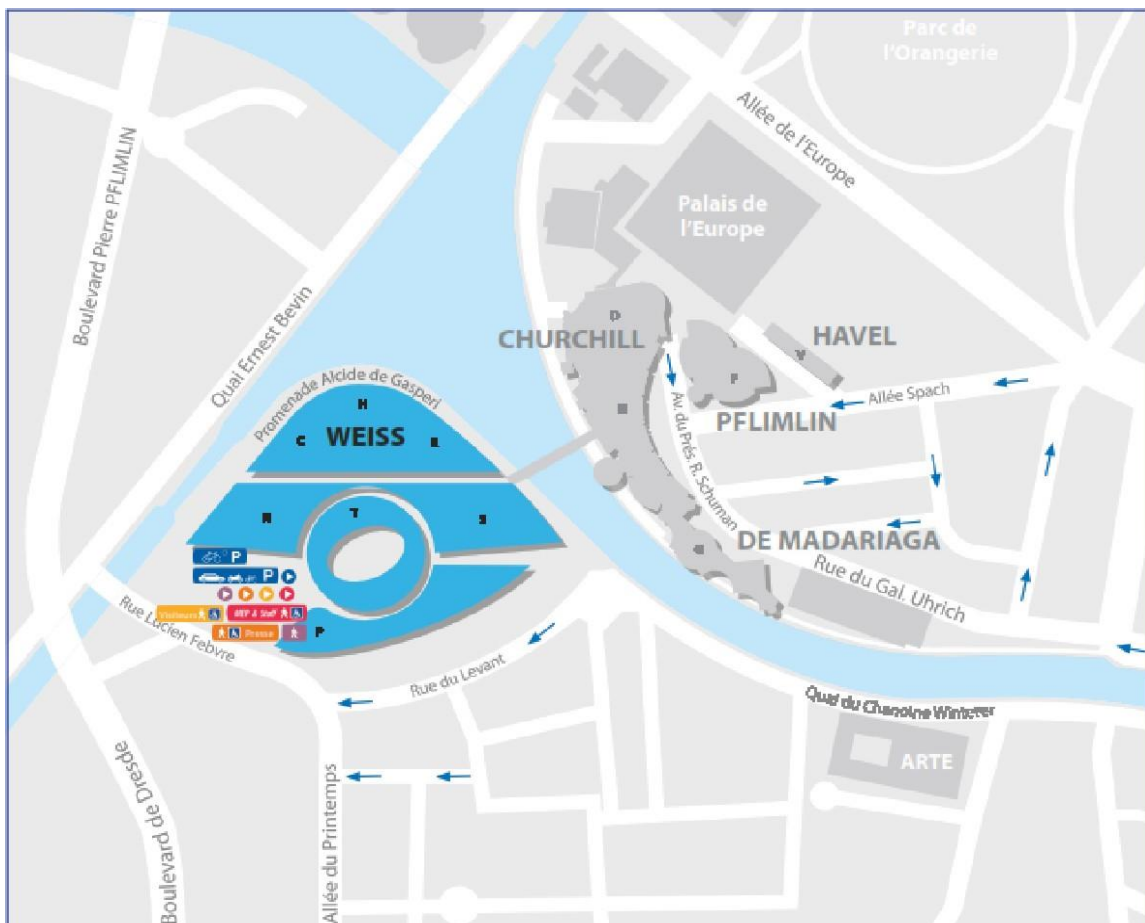
The Conference Plenary will meet on the premises of the European Parliament in Strasbourg.

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 or the DE MADARIAGA car parking (Avenue du Président Robert Schuman) and then reach the WEISS entrance on foot (about 20 min walk).



**Parlement européen  
Strasbourg**

**WEISS**

Allée du Printemps  
F 67070 Strasbourg

### Entrées

-  Visiteurs
-  Presse
-  MEP & Staff
-  Fournisseurs & sous-traitants
-  Accès personne à mobilité réduite

 Accès restreint

### Parkings

-  P vélo
-  P Vélos de service
-  P Moto
-  P MEP & Staff
-  P Fournisseurs

### 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.

The welcome desk will be open on Thursday 10 March from 14.00 to 20.00, Friday 11 March from 08.00 to 20.00 and on Saturday 12 March from 08.00 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.**

**As of Friday 11 March 14.00, replacement blue identification cards will no longer be issued at the welcome desk, but should be requested from the ushers at the entrance to the plenary chamber.**

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](mailto:commonsecretariat@futureu.europa.eu) by **Tuesday 8 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. SEATING PLAN IN THE PLENARY CHAMBER

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.

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 personal COFE-ID 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/FRA7001>(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/Actualites/L-actu-du-Ministere/Certificate-of-international-travel>

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: 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: 48 or 24 hours (prior to departure) depending of the country you are travelling from.

N.B.: If you are not vaccinated and travelling from an EU Member State, Andorra, Iceland, Liechtenstein, Monaco, Norway, San Marino, Switzerland or the Vatican, your test must be taken less than 24 hours before your departure.

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.

Even if you hold an EUDCC, you will have to complete a **sworn declaration**.

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, two options are available:

### Inside the premises of the European parliament

A test centre will be open on Thursday from 15.00 to 17.00 and on Friday and Saturday from 10.30 to 12.00 and from 13.00 to 17.30. The test centre is located on the third floor of the WEISS building in the canal zone next to the Chamber in room C03101.

### Outside the premises of the European parliament

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)

## Important information: Pass vaccinal/Vaccination pass

All persons aged 16 years and above will either need to:

- have received the second vaccination dose within the last 4 months (2 months in the case of Janssen/Johnson&Johnson), or have received a booster vaccination;

or

- have a positive result of a PCR or antigenic test that is between 11 days and 6 months old, attesting the infection and recovery from COVID-19; please note that the delay to get the booster vaccination will be shortened to 4 months after an infection with COVID-19 (after a full vaccination schedule);

or

- have a certificate attesting a contra-indication to vaccination.

ATTENTION: As part of the pass vaccinal, persons who are neither fully vaccinated nor recovered from COVID-19 (see above) are not able to enter certain venues anymore with only a negative result of a PCR or antigenic test.

Please also note that the new QR code provided as part of a third dose/booster dose is valid 7 days after the vaccination and can be presented in places and events where the pass vaccinal (or the pass sanitaire (see below)) is required.

The pass vaccinal is required to access:

- restaurants, bars and cafés, including terraces (except for collective catering and take-away food);
- interregional public transport (domestic flights, trains, coaches, etc.) except for compelling family or health reasons. The pass vaccinal does not apply to short and medium distance transport (TER, RER or Transilien trains, metros and buses);
- indoor sports facilities (sports halls, swimming pools, ice rinks, etc.) and outdoor sports facilities (stadiums, sports fields, etc.);
- cultural and leisure facilities (theatres, concert halls, cinemas, museums, amusement parks, casinos, etc);
- trade fairs and exhibitions;
- shopping centres and department stores of more than 20,000m<sup>2</sup> (by prefectural decision).

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** or **pass sanitaire** 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, social distancing and temperature checks when entering Parliament's buildings.

**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.**

A temperature check shall be performed on any person entering Parliament's buildings. Social distancing of 1.5 to 2 m shall be kept in meeting rooms. It is **mandatory to wear a medical face mask** EN14683 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](mailto: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 10 March:

- Flower Bar from 8.00 to 19.00 with cafeteria service;

Friday 11 March:

- Flower Bar from 08.00 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 12 March

- Flower Bar from 08.00 to 17.30 with cafeteria service;
- WEISS Members' bar from 10.00 to 12.00 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.Restoration@europarl.europa.eu](mailto:INLO.Restoration@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 a Member of the Conference Plenary, **you 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](mailto:cofe.inlotransport@europarl.europa.eu), directly at the counter reservation centre which is at the first floor of the WEISS building 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) when using an official car to protect yourself as well as the driver.

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

Reservation is done via [transport-europe@strasbourg.eu](mailto: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](mailto:ville-strasbourg@ext.europarl.europa.eu) or [transport-europe@strasbourg.eu](mailto:transport-europe@strasbourg.eu).

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## 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](mailto:euraccueil@otstrasbourg.fr)

Should you decide to stay 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.).

## 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 near the entrance 4 on the ground floor in the WEISS building and in front of the Hemicycle. Colleagues will guide you if needed. The 'Lost and found office' is in the CHURCHILL building (M00/338):

email: [BurObjetsTrouves-STR@europarl.europa.eu](mailto: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 10-11-12 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*

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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	