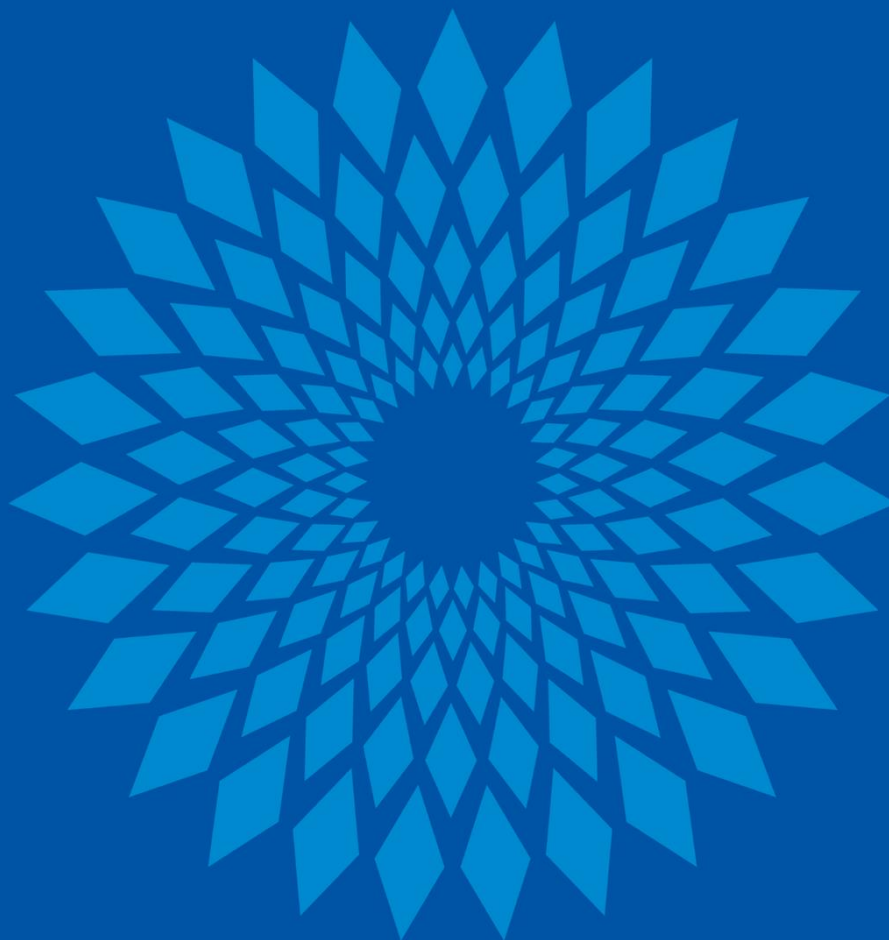


EU2022.CZ

Czech Presidency of the Council
of the European Union



Practical Information Note

Informal Meeting of the EU
Ministers Responsible for
Cohesion Policy
Prague, Czech Republic
1 September – 2 September 2022

Content

General information.....	3
Key dates.....	3
Accreditation	4
Pins and Badges.....	6
Liaison Officers.....	6
Arrival and Departure	7
Transportation	9
Security.....	10
Accommodation.....	10
Meeting venue and facilities	11
Lunch	12
Accompanying programme.....	13
Public health measures and medical assistance	13
Interpretation	14
Media	14
Contact	15
Other practical information	15
Presidency website.....	15

Practical Information Note

Informal Meeting of the EU Ministers Responsible for Cohesion Policy

General information

The Czech Presidency of the Council of the European Union is delighted to welcome you to Prague to the **Informal meeting of the EU Ministers Responsible for Cohesion Policy**.

For your visit, the Czech Presidency of the Council of the European Union has the pleasure to convey the following practical information.

Please note that all information may be subject to change, in which case it will be communicated by the Presidency in due time.

This **Practical Information Note** (PIN) provides general information on logistical and organisational aspects to help you prepare for the meeting and a timeline of steps we kindly ask you to take in advance.

Prior to the event you will further receive:

- The list of participants – who is who; and access to the **Presidency Portal for Informal Events (PPI)**, where you will find all relevant information for the Informal meeting.

Key dates

Date	Details	Where / to whom
By the end of June	Appoint a Delegation Accreditation Officer (DAO)	Email to CZPRES_CP_min_meeting@mmr.cz

June – August	Book the rooms for the delegation (except HoD)	Via links provided in accommodation section of the PIN
19 July	Opening of the online accreditation platform	Link will be sent to the Delegation Accreditation Officer
From 19 July to 25 July	Register your delegation	Via the online accreditation platform
24 August	Closure of the online accreditation platform	Deadline for last changes in the online accreditation platform
1 September	Cultural visit Gala Dinner for delegations	Strahov Monastery and Library Strahovské nádvoří 1/132 118 00 Praha 1
2 September	Informal Meeting of Ministers Responsible for Cohesion Policy	Prague Congress Centre 5. května 1640/65, 140 21 Praha 4-Nusle

Accreditation

If they have not already done so, delegations are kindly asked to **appoint a Delegation Accreditation Officer** (DAO) who will be responsible for the accreditation of every member of their delegation. Please submit the name, e-mail address and phone number of your DAO to CZPRES_CP_min_meeting@mmr.cz. Please, contact the e-mail address mentioned above for further information on registration process.

We kindly ask you to register at your earliest convenience via the accreditation system, **but no later than 25 July. Any last possible adjustment in the accreditation must be completed 8 days prior to the event, that is on 24 August** at the latest.

Please note that only accredited delegates will have access to the main venue and other official programme venues.

The delegations of the Member States of the European Union and of Third Countries will consist of a Head of Delegation accompanied by two delegates. Delegations of the European Commission and the European Parliament will consist of a Head of Delegation and up to seven delegates. Delegations of the European Investment Bank (EIB), the European Court of auditors (ECA), the European Economic and Social Committee (EESC) and the European Committee of the Regions (CoR) will consist of a Head of Delegation and a up to four delegates. Delegation of the Conference of Peripheral Maritime Regions will consist of a Head of Delegation and up to one delegate.

Delegations travelling with security personnel are kindly asked to register their security officer as part of the delegation within the above-mentioned limit.

Types of accreditation:

- **Pin:** the highest level of accreditation, for Heads of Delegation (HoD) with access to the conference room.
- **Badges:** identification cards for all other members of the delegation according to their position and function.
- **Floater:** passes, which allow access to the conference rooms.

For further information or in the event of problem with the accreditation of any member of your delegation, please contact: CZPRES_CP_min_meeting@mmr.cz.

In case of **loss** of a badge, please report it immediately to your Liaison Officer and to accreditation@eu2022.cz. The validity of the badge will be immediately terminated, while the accreditation team will create a new badge upon your request.

Within the Prague Congress Centre a **contact point** (Accreditation Centre) will be set up and located at entrance number 1 in case a new badge needs to be issued.

All personal information provided during the accreditation will be processed only in accordance with General Data Protection Regulation (GDPR) obligations mentioned

in the CZ PRES GDPR Memorandum, which can be found on the Presidency website and in the accreditation system itself.

Pins and Badges

Access to the meeting venue requires a valid personalised pin or badge, which can be obtained after a successful accreditation process. Pins and badges will be distributed by the assigned Liaison Officer (LO) upon arrival or at the meeting venue.

Please make sure to **wear your pins and badges visibly** at the meeting venue and other official programme venues. If you lose your pin or badge, please contact the LO or the Accreditation Centre at the meeting venue without any delay.

Liaison Officers

To ensure your visit runs smoothly, a Liaison Officer will be assigned to accompany your HoD throughout the event and provide any logistical assistance required on site.

Supervised by the coordinator, Liaison Officer will be responsible for:

- Welcoming and accompanying delegation during the Presidency events
- Assisting delegation in order to ensure a successful stay
- Providing logistical assistance and administrative support
- Distributing accreditation pins and badges
- Reserving slots for bilateral meetings, if requested from your side during the meeting

Contact details of the assigned LOs will be communicated to each delegation in due course. Liaison Officer provides services for whole delegation as a single point of contact.

Should you have any further questions regarding LOs, please contact los.sekretariat@vlada.cz.

Arrival and Departure

All delegations are kindly asked to provide their arrival and departure **details to the accreditation system**. Please note that if this information is not provided to the Czech Presidency, we will not be able to arrange adequate transportation to the hotel or the meeting venue.

Please enter the exact times of arrival and departure in the Czech Presidency accreditation system as soon as possible. The following information is essential; however, detailed instruction is explained in the accreditation system during the accreditation procedure:

- for delegations arriving by **car**: date and time of arrival as well as the border crossing point to the Czech Republic;
- for delegations arriving by **train**: date and time of arrival at Prague Main Train Station (Praha Hlavní nádraží);
- for delegations arriving by **plane** to Václav Havel Airport Prague: commercial flight: flight number and airline; or
- **special** flight: airline and aircraft registration number; date and time of arrival and departure. Please note that standard procedures for government flights apply.

Check-in for both the inbound and outbound flights must be carried out by the delegation itself or someone appointed by the delegation, in accordance with the time frame indicated by the airline.

Commercial flights

Arrival

The delegation travelling by a commercial **flight** will arrive at Terminal 2 (Schengen flights) or Terminal 1 (non-Schengen flights) of Václav Havel Airport Prague.

Upon arrival, for the **non-protected persons and their delegations** the following procedure will apply: at the gate, the HoD with the rest of the delegation accompanying

him/her will be picked up by an airport assistant who will accompany the whole delegation through the terminal to the baggage claim area and subsequently to the arrival hall where the delegation will be welcomed by the respective LO. The LO will accompany the delegation to the motorcade which will be waiting in front of the terminal.

For the **protected persons and their delegations**, the procedure will slightly differ (based on availability and capacity of the VIP services at the airport): the HoD with the rest of the delegation will be picked up by the airport assistant and the Czech security officer at the gate to the aircraft and transferred by a minivan directly to a separate VIP lounge. The delegation's baggage will also be transported directly to the VIP lounge. In the VIP lounge the delegation will meet with the respective LO who will accompany the delegation to the motorcade which will be waiting in front of the VIP lounge.

Departure

After the end of the official programme, the delegations **without protected persons travelling by a commercial flight** from the Terminal 2 (Schengen flights) or Terminal 1 (non-Schengen flights) will be transported by the motorcade to the respective terminal and accompanied by the LO through the luggage check-in area to the VIP lounge allowing for a private security control (private security control available only at the Terminal 2). After undergoing the security control, the delegation will be accompanied by the airport assistant to the gate.

The delegations with protected persons will be transported by the motorcade directly to a separate VIP lounge, where they will undergo a private security control, will check-in their luggage and subsequently they will be transferred by a minivan directly to the aircraft.

Special flights

Delegations wishing to travel by a special flight have to submit a request via their embassy.

Arrival

The delegation travelling by a special flight will arrive at Terminal 4 of Václav Havel Airport Prague that is administrated by the Ministry of Defence of the Czech Republic. Here the motorcade will be waiting for the delegation either directly at the airport tarmac or in front of the non-public Terminal 4 (based on a decision taken solely by the Police of the Czech Republic). The LO will join the delegation as soon as the delegation will leave the airport tarmac (inside or outside the Terminal 4). In case of the arrival of a protected person, a Czech security officer will join the delegation as soon as the delegation will leave the aircraft.

Departure

When **departing by a special flight from the Terminal 4**, the delegations will be transported by a motorcade to the Terminal 4, subsequently they will be accompanied by the LO to the security control in the terminal and as soon as their aircraft will be ready for departure, they will move to the aircraft, either on foot or by a motorcade/minivan/bus.

Transportation

For the event, the Czech Presidency will provide transfer with VIP limousine cars (or minivans from Václav Havel Prague Airport/train station/the given border crossing to the hotel/Prague Congress Centre, and back to the airport/train station/border crossing for departure. Please note that the Czech Presidency may only provide transportation in the territory of the Czech Republic and only during the official part of the programme. The provision of transport will commence on Thursday, 1 September and end on Friday, 2 September.

Delegates travelling separately from their HoD are kindly asked to make their own travel arrangements.

The Václav Havel Airport Prague is served by the public transportation <https://www.prg.aero/en/public-transport-buses>

The Venue Prague Congress Centre is equally served by the public transportation <https://praguecc.cz/en/how-to-get-here>

Security

Providing a safe environment for our delegations is of paramount importance to the Czech Presidency. For security reasons, **badges must be worn visibly at all times.** Access to the meeting venue will be denied in the absence of a visibly worn badge.

The Czech Police will be in charge of security of all meetings and delegations during all informal ministerial meetings and other high-level events of the Czech Presidency of the Council of the European Union, and will provide the convoy security escort.

Any national security officers accompanying the HoD must be properly registered via the online accreditation system, and therefore properly accredited.

Accommodation

The Ministry of Regional Development has pre-booked a sufficient number of rooms for delegations at Corinthia Hotel Prague (5* hotel), located directly opposite the meeting venue, for the night of 1 September 2022.

Please note that **the Ministry of Regional Development covers hotel room expenses for the Heads of Delegation only and will also book the rooms for them.** HoD will be kindly asked by e-mail to fill in a form with all the details necessary for the booking by the end of July.

The rest of the delegation should book their rooms via [the link](#) 8 weeks before the meeting (the rooms can be cancelled up to 7 days before the event without any penalty). It is highly recommended to book the room without any delay due to the high demand during the summer. It is not mandatory to stay at the Corinthia Hotel, delegates can also book a room in any of other recommended hotels on the [Ministry of Regional Development website](#).

Additional expenses (beverages, minibar, lunches, etc.) must be covered by the respective delegates.

Hotel Corinthia is security checked and official delegations are provided with transportation to and from the Hotel.

Delegations are responsible for covering the cost of any extra hotel rooms or hotel rooms booked outside the dates of the informal meeting while delegation is in the Czech Republic.

Meeting venue and facilities

The Informal Meeting of the EU Ministers Responsible for Cohesion Policy will be held at the **Prague Congress Centre** - <https://www.praguecc.cz/en/homepage>.

All members of the delegation will enter the building at **entrance number 10**.

The Czech Presidency will provide all necessary services, such as cloakroom, internet connection, and working facilities for delegations at the conference venues. The Wi-Fi name and password will be provided at the location. If you require photocopying, printing or scanning during the informal meeting, please inform your Liaison Officer. There will be one central printing and photocopying point in the meeting venue.

The **main meeting room** is located on the **second floor** of the Prague Congress Centre.

Bilateral meeting rooms may be used by your Head of Delegation upon request. These rooms are located close to the main meeting room where the working sessions will take place. You can book bilateral meeting rooms in advance through your Liaison Officer by indicating

- the counterpart;
- the number of participants
- the preferred date and time.

Please note that only a limited number of rooms are available.

Furthermore, the Czech Presidency does not provide interpretation for bilateral meetings.



Lunch

The working lunch for the Heads of Delegation will be held in the Restaurant Zoom located on the first floor. A buffet lunch for the rest of the delegations will be held in the Foyer of the main meeting room on the second floor.



- | | | | | | |
|----------|------------------------------|-----------|--------------------------------|-----------|---|
| 1 | ENTRANCE 1
Vchod 1 | 6 | ENTRANCE 6
Vchod 6 | 11 | PERSONAL ENTRANCE 11
Personální vchod 11 |
| 2 | ENTRANCE 2
Vchod 2 | 7 | ENTRANCE 7
Vchod 7 | 12 | HOTEL HOLIDAY INN
PRAGUE CONGRESS CENTRE |
| 3 | ENTRANCE 3
Vchod 3 | 8 | ENTRANCE 8
Vchod 8 | 13 | BUSINESS CENTRUM
VYŠEHRAĐ |
| 4 | ENTRANCE 4
Vchod 4 | 9 | ENTRANCE 9
Vchod 9 | 14 | CORINTHIA HOTEL PRAGUE |
| 5 | ENTRANCE 5
Vchod 5 | 10 | ENTRANCE 10
Vchod 10 | | |

Accompanying programme

On 1 September the Czech Presidency would like to invite you to a cultural visit of the [Strahov Monastery](#). The cultural visit will open with an optional guided tour of the Library and the Monastery, which will be followed by a gala dinner for all delegates. During the gala dinner, the Minister will officially welcome all the delegations. In course of the evening, there will be a caricature artist and a classical music quartet to entertain the delegations.

For the guided tour, the delegations will be divided into four groups. The first two groups will include HoD+1, the third and the fourth group will consist of the rest of delegations. The guided tour will be organised in English without translation/interpretation.

Strahov Monastery, in which the library is located, was founded as early as the 12th century and ranks among the oldest monasteries in Czech lands that still serve their purpose and are home to monks. The magnificent Baroque library in Prague, situated close to Prague Castle and Petřín Hill, regularly appears on lists of places that are well worth seeing at least once in your life.

The Czech Presidency will provide transfers for delegations by micro-buses from Hotel Corinthia to the venue of the cultural visit and back after the gala dinner. The micro-buses will leave the Hotel Corinthia gradually with the particular group, for the guided tour (times of departure are specified in the Agenda).

Public health measures and medical assistance

To ensure the safe conduct of the Informal meeting under the Czech Presidency, the rules minimising covid -19 spread disease will be set in a way to reduce the risks potentially jeopardising the event. Regular monitoring and evaluation of the epidemiological situation will be provided.

All present participants should **observe basic hygiene measures** during the Informal meeting (hand hygiene, respiratory hygiene). In accordance with current Czech anti-epidemiological regulations, respirators are voluntary in all areas.

In case of worsening of the epidemiological situation, changes in preventive measures will be notified in advance. Current information on measures within the Czech Republic can be found on the Covid Portal website: <https://covid.gov.cz/en/>

Medical assistance will be available at all venues.

Emergency number: 112

Smoking is prohibited in all indoor public spaces.

Interpretation

Simultaneous interpretation will be provided by the **ACP Traductera, a.s. company**. The following languages will be available during the meeting and the press conference: **Czech, English, German and French**.

No simultaneous interpretation will be available during the luncheons.

Media

Media representatives are welcome to attend various events during the Czech Presidency or follow them online. In both cases, media representatives need to obtain a media accreditation for each event they want to attend. The accreditation allows access to the **Media Centre** and events open to the media.

To obtain the permanent media accreditation, representatives must register through the online Czech Presidency accreditation system. A list of Presidency events that are opened to media participation, is available in the system under the tab "All Events". For security reasons, the accreditation period for media is always closed 8 days prior to the event.

The Media Centre is set up in the Prague Congress Centre which acts as a central venue for high-level meetings. The Media Centre is equipped with desks, amenities, a Wi-Fi internet connection, and all the necessary equipment and it is located on the fourth floor of the Prague Congress Centre. The press conference will be held also on the fourth floor.

We also have an email address dedicated to media questions about the Czech presidency: media@eu2022.cz. Please feel free to redirect all the media questions to this address.

Contact

For any questions regarding protocol and logistical matters, please consult your Liaison Officer.

For any questions concerning the meeting in general, feel free to consult the Ministry of Regional Development at CZPRES_CP_min_meeting@mmr.cz.

Other practical information

Emergency number: 112 (police, fire brigade, medical assistance)

Electricity: The voltage in Czechia is 230V, 50 Hz.

Local time: Central European Daylight Saving Time Zone (CEST) – GMT +2:00

Country code: Czech Republic +420

Currency: Czech koruna, for the actual exchange rate please consult <https://www.cnb.cz/en/>

Tap water: Czech tap water is regularly tested for quality and is safe to drink

For other practical information please consult the Ministry of Regional Development website dedicated to the event and the Czech Presidency <https://mmr.cz/en/microsites/pres/akce/neformalni-jednani-ministru-zodpovednych-za-politi>

Presidency website

The website of the Czech Presidency of the Council of the European Union 2022 (<https://www.eu2022.cz>) contains information on all topics related to the Presidency available in Czech, English and French. You can find a lot of useful information on:

- Institutional, political and cultural events held during the Czech Presidency;

- The latest news, press releases;
- The priorities of the Czech Presidency;
- The trio programme;
- The cultural programme;
- Calendar of the events;
- Relevant contacts and links.

Social media

All content related to the Czech Presidency will be available on social media accounts:

- [Facebook](#)
- [Instagram](#)
- [Twitter](#)

You can also find official photographs on [Flickr](#) and videos on [Youtube](#).