



**Brussels, 14 June 2021
(OR. en)**

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**AG 51
INST 228**

COVER NOTE

From:	Presidency
To:	Delegations
Subject:	Agenda of the 19 June inaugural Plenary of the Conference on the Future of Europe and practical guide to the Plenary session

Delegations will find attached:

- The invitation sent by the Conference's co-Chairs to the members of the Conference Plenary
- The agenda of the inaugural Plenary of the Conference on the Future of Europe
- The practical guide to the inaugural Plenary session



Conference
on the **Future**
of **Europe**

Brussels, 8 June 2021

Dear Member of the Conference Plenary,

The Conference on the Future of Europe was inaugurated on 9 May 2021, opening up a new space for debate with citizens to address Europe's challenges and priorities. The Conference Plenary will play a crucial part in this process.

We would like to thank you for taking on the important role of being a Member of the Plenary. It is our pleasure to invite you to the inaugural session taking place on 19 June 2021 on the premises of the European Parliament in Strasbourg.

In this inaugural meeting, we will be discussing together the purpose and the expectations of the Conference, including the European Citizens' Panels and National Citizens' Panels and events, as well as the Multilingual Digital Platform. The calendar of future Conference Plenaries and events, and the organisation of thematic working groups will also be on the agenda.

Practical information, including arrangements for possible remote participation, for the upcoming session will be sent to you via email and we would kindly ask you to register through the link provided in that email.

We are looking forward to working together on building the future of Europe and to hearing your expectations for the Conference during this inaugural Conference Plenary.

Yours sincerely,

Co-Chair


Guy Verhofstadt
Member of the European
Parliament

Co-Chair


Ana Paula Zacarias
Secretary of State for EU
Affairs

Co-Chair


Dubravka Šuica
Vice-President of the European
Commission



Conference on the **Future** of **Europe**

AGENDA OF THE INAUGURAL PLENARY OF THE CONFERENCE ON THE FUTURE OF EUROPE

Saturday 19 June 2021

9:00 - 13:30

(hybrid – Hemicycle of the European Parliament in Strasbourg)

1. Opening by the Co-Chairs and agenda as proposed by the Executive Board
2. Purpose and expectations of the Conference including European Citizens' Panels, National Panels/events and Multilingual Digital Platform:
 - presentation and general discussion
3. a) Calendar of Conference Plenaries, European Citizens' Panels and European Citizens' Event, and
 - b) Co-chairs proposal on the organisation of thematic working groups:
 - presentation and discussion
4. Closing of the Conference Plenary meeting



Dear Member of the Conference Plenary,

Welcome to the inaugural plenary session of the Conference on the Future of Europe, which will take place on the premises of the European Parliament in Strasbourg! Ahead of your arrival, we kindly ask you to **fill in the registration form online**. You will have received a link to the registration form with the letter of invitation. This will facilitate the accreditation process and other important practical aspects.

Once you arrive at the European Parliament premises, follow the signs to the 'welcome desk', which will be next to the main (Winston Churchill) entrance. Here, our colleagues will be ready to welcome you and help you find your way. This is also where you will receive all relevant documents, your identification card and badge needed to enter the premises.

Below you will find a guide with practical information. In addition, we are available to answer any questions you may have at the welcome desk.

We look forward to welcoming you in Strasbourg,

The Common Secretariat of the Conference on the Future of Europe



Conference on the **Future** of **Europe**

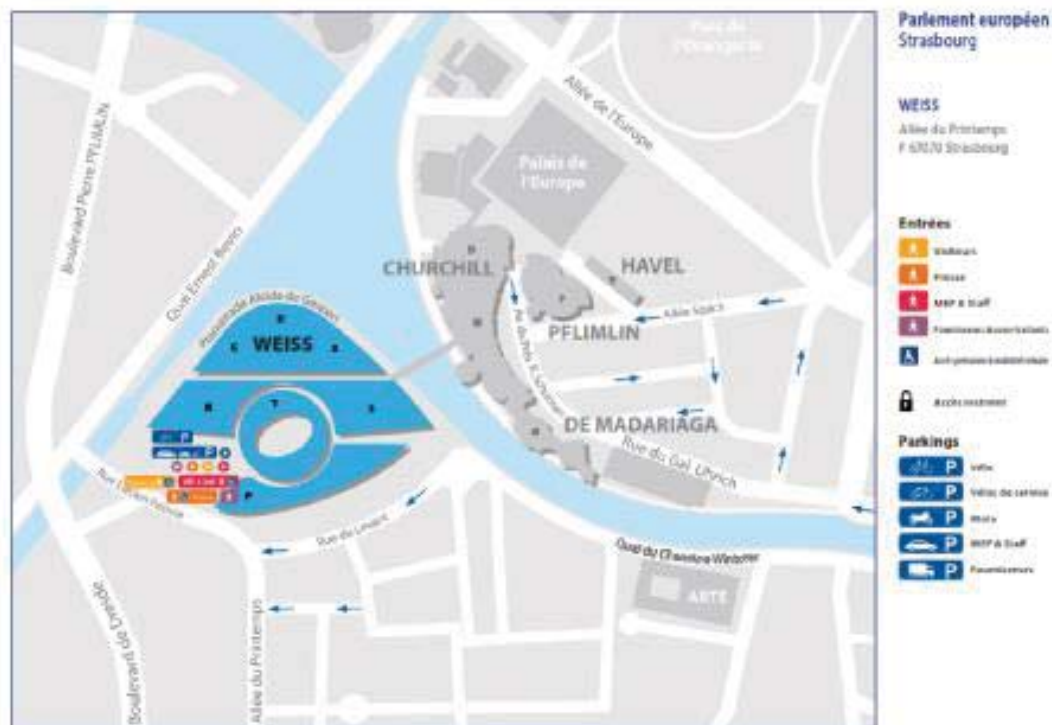
1. VENUE

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). Remote participation will also be possible and the details will be shared with the registered participants in advance.

1.1 Access to the buildings

If you are not in a possession of an access badge to the European Parliament, please use the **Winston Churchill entrance** (Avenue du Président Robert Schuman). Please bring the invitation letter with you. The **welcome desk** will be located next to the entrance. You can use **DE MADARIAGA** car park.

Access to the **WEISS** car park will be severely affected by ongoing construction works. If you are in a possession of the EP badge, you can still use the **WEISS** car park via the **WEISS Parvis**.





Conference on the Future of Europe

1.2 Welcome desk and offices

Welcome desks will be installed **next to the Winston Churchill entrance** to help you to find your way, to receive documents, your identification card and your badge. Our colleagues will also help you, should you have any additional questions. The desks are open on Friday, 18 June from 10.00 to 20.00 and on Saturday, 19 June from 8.00 to 13.00.

A welcome desk will **already be available before the Conference Plenary** in the European Parliament in Brussels on 14 - 17 June, on the ground floor in front of the press shop. It is open on Monday from 12.00 to 18.00 and Tuesday-Thursday from 9.00 to 18.00.

During the Conference Plenary, the European Parliament can provide **office space** for Conference Members. Should you wish to use our office space, please send an email to commonsecretariat@futureu.europa.eu by Tuesday, 15 June at the latest.

2. PLENARY

2.1 Speaking time

Two debates will take place during this first plenary sitting. The speaker lists per plenary component should be communicated to the Common Secretariat: commonsecretariat@futureu.europa.eu. In addition to pre-allocated speaking time, there will be a possibility to ask for the floor at the end of the debate on the second agenda item ('catch-the-eye' speaking time). This option will only be available to Members physically present in the Hemicycle. If you are planning to **connect remotely**, you will receive the connection details in advance. Our technicians will contact you ahead of the beginning of the Conference Plenary to perform connection tests.

Please note that you will be **speaking from the rostrum placed in the middle of the Hemicycle**. In accordance with the current rules regarding health and safety measures in the European Parliament, it is mandatory to wear a medical facemask that covers mouth and nose at all times while in Parliament's buildings. The requirement to wear a medical facemask does **not apply when chairing a meeting or when speaking from the front rostrum in plenary**.

2.2 Seating plan

The Conference Plenary takes place in the Hemicycle. The seating will be organised in alphabetical order. Each Member of the Conference Plenary will receive information with the number of her/his seat at the welcome desk. Ushers will assist in guiding you from the Hemicycle entrance to your seat. As soon as you are seated, please insert your identification card (that you will also receive at the welcome desk) into the card reader. One close collaborator per Member will be offered a place in the tribunes or in the listening room.



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2.3 Interpretation

Interpretation will be provided in the 24 EU official languages. This means that you can listen and speak in these languages.

2.4 Documents

You will find the relevant documents in the Conference plenary part of the Multilingual Digital Platform seven days before the start of the plenary: <https://futureu.europa.eu/pages/plenary>

2.5 Preparatory meetings

Ahead of, and between, Conference Plenary meetings, the plenary components (delegations) can meet and political families can organise caucuses.

For this plenary meeting, the European Parliament can provide technical support in the form of meeting rooms and interpretation in up to six languages for preparatory meetings taking place in Parliament premises in Strasbourg in slots of 1 or 1 ½ hours on 18 June. Meetings of the plenary components (delegations) should take place between 19:00 and 20:30 and should be communicated to commonsecretariat@futureu.europa.eu as soon as possible. Political families meetings should take place between 16:30 and 18:00. For staff assisting Members appointed by the European Parliament, meeting requests should be introduced as per the usual workflow via the political groups MRS contact person.

3. PRACTICALITIES

3.1 Health and sanitary measures

The conference plenaries will take place in full compliance with the current sanitary rules. The rules regarding health and safety measures in the European Parliament, as laid down in the President's decision of 1 June 2021, apply. These include in particular rules on facemasks, social distancing and temperature checks when entering Parliament's buildings. A copy of the rules are available at the welcome desk.

Please note that it is mandatory to wear a medical facemask that covers mouth and nose at all times while in Parliament's buildings, including when speaking, and while using Parliament's official cars. The requirement to wear a medical facemask does not apply when chairing a meeting, when speaking from the front rostrum in plenary or when alone in the office.

We kindly ask you to bring your own masks that comply with the following requirements:



Medical face masks or FFP2 masks or respirators (without a valve)



3.2 Covid-19 applicable travel rules and information

Travelling to Strasbourg

To enter France, you will need to carry and present on request the following documents:

- If you have been **fully vaccinated**: a proof of the full vaccination is sufficient. No test or quarantine will be required.
- If you have not been fully vaccinated and travel by plane, boat or train: a negative PCR or antigen test result will be requested before boarding; the test should be done no more than 72 hours before boarding.
- If you have not been fully vaccinated and travel by car: **no test or quarantine** will be required.

It is highly recommended to check the following websites ahead of arrival and departure in case of possible changes between the period of sending this guide and the date of the plenary:

<https://www.gouvernement.fr/en/coronavirus-covid-19>

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

<https://www.interieur.gouv.fr/Actualites/L-actu-du-Ministere/Certificate-of-international-travel>

A curfew is in place in France from 23h00 to 6h00.

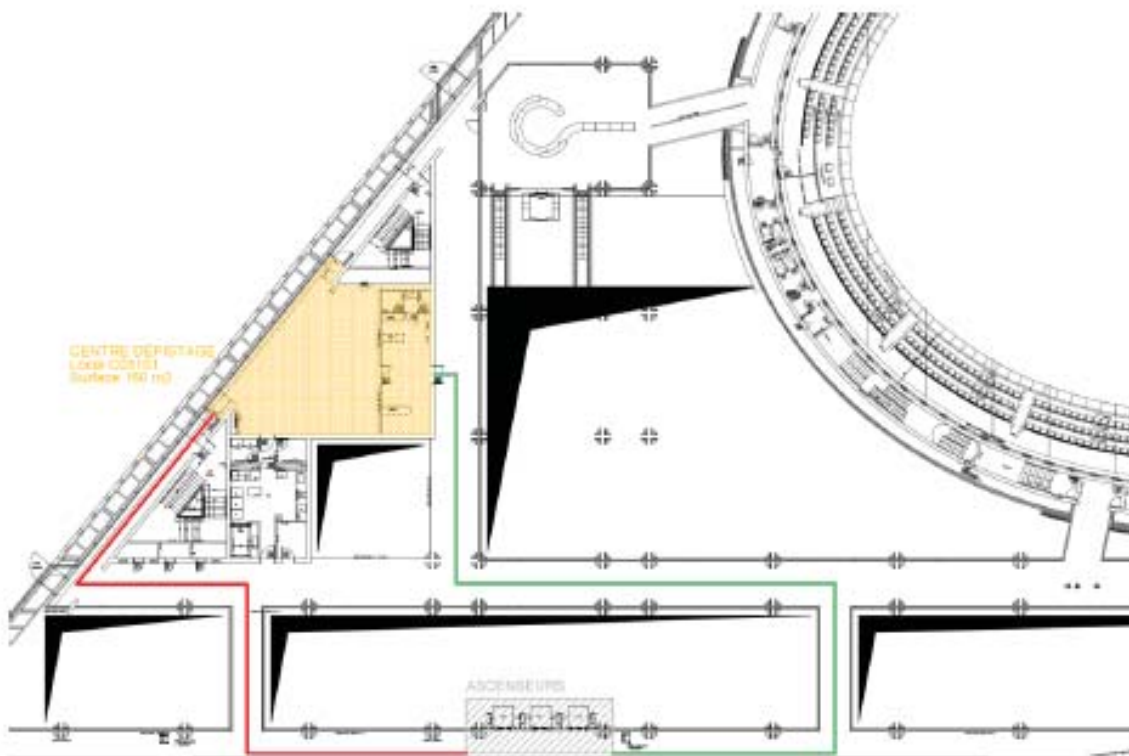
When leaving Strasbourg

When departing from Strasbourg, different rules apply depending on where you are travelling to. The European Commission's website <https://reopen.europa.eu/en/> provides an overview of the health situation in European countries, based on data from the European Centre for Disease



Prevention and Control (ECDC). It also contains information on the various restrictions in place, including quarantine and testing requirements for travellers.

A test centre will be open in Strasbourg for Members of Plenary and staff who need a PCR test for travel purposes. The test centre will be located on the **third floor of the WEISS building** in the canal zone next to the Chamber in room C03101. There will be a separate entrance and exit area to comply with the sanitary measures in place. You will find the floor plan below:



3.3 Catering facilities

Catering facilities will be open in line with the French regulations and protocols regarding the COVID-19 pandemic.

The following catering facilities will be open with a varied food offer and with take-away options:

- Self-service restaurant
- Flower Bar

Location: WEISS building, South (S) floor 0



3.4 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 possible.

3.5 Transport in Strasbourg

Strasbourg can be navigated easily by public transport and on foot. Tram lines, 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.

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 (provided cars are available). They can be booked via dedicated mail address: cofe.inlotransport@ep.europa.eu or at the drivers' counter: WEISS building (Part T on the map), first floor, T01058, or by phone (internally by dialling 7100 from a phone within the Parliament or externally on +33 388 175099). All bookings should be made at least two hours in advance of the journey. Please note that this service is not available for accompanying staff.

Travel to and from the airports

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. 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 Center
- **Bâle-Mulhouse** : www.euroairport.com – arrival hall on the French side

Reservation is done online: <https://demarches.strasbourg.eu/transport-mep/>. You will receive confirmation of your booking by email.



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Contact details:

By phone during the Conference Plenary 75006 or 75007 (internal) or + 33 (6) 30 52 35 05 (external). Outside Conference Plenary on + 33 (0)3 68 98 77 03

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

3.6 Information desk of the City of Strasbourg

During the plenary session, a team from the City of Strasbourg is at your disposal to answer any questions about your stay in Strasbourg and Alsace.

Location: WEISS building, first floor, office T01073 on Friday and Saturday.

3.7 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 stay at a hotel in Kehl (Germany) or surroundings, you will need to take account of the applicable COVID-19 prevention rules in Germany (Baden-Württemberg).

You can find detailed information on the [webpage of the German Federal Foreign Office](#) concerning entry rules into Germany from another country. You will need to register at www.einreiseanmeldung.de before arriving in Germany and carry proof of registration with you upon entry if you have visited a risk area, high incidence area or area of variant of concern in the last ten days.

You are advised to liaise with the accommodation of your choice in order to enquire about the applicable requirements for your stay (prior testing, etc.).