

COUNCIL GUIDE

Internal document

III. Delegates' Handbook

— September 2000 —

General Secretariat

DG F — Information policy — Transparency — Public relations

Notice

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FOREWORD

The complexity of the tasks facing the Council means that Council working methods need to be redefined regularly. In order to facilitate the work of the Presidency and of the delegations, the Council introduced systematic planning of meetings from the end of 1988 and initiated publication by the General Secretariat of a *Presidency vade-mecum*. The entry into force of the Treaty on European Union made the organisation of proceedings even more complex: consequently, the Council instructed the Secretary-General to draw up a genuine handbook covering all Council activities, the *Council Guide*.



This second edition of the *Council Guide* presented by the General Secretariat was compiled under its sole responsibility; it has no legal force and is an internal document intended solely as an aid for the Presidency and Member State delegations.

The guide covers the whole range of Council activities. It consists of four sections, each published separately. The first section — the **Presidency Handbook** — continues the operation begun with the *Presidency vade-mecum* and sets out in a practical context the arrangements concerning the preparation and running of a Presidency. The second section consists of **Comments on the Council's Rules of Procedure**, reflecting the current interpretation of that text in practice. The third section — the **Delegates' Handbook** — contains practical information on the planning and running of meetings, the internal organisation of the General Secretariat and the services provided for delegates. The fourth section — the **Co-decision Guide** — explains the new co-decision procedure resulting from the changes brought about by the Treaty of Amsterdam.

My wish, in making this version of the *Council Guide* available to those involved in the work of our institution, has been to satisfy the request voiced by the Council and to contribute towards efforts to ensure information and transparency. Any suggestions concerning the content of this guide will be welcome.

Secretary-General/High Representative

A handwritten signature in black ink, which appears to read "Javier Solana". The signature is written in a cursive, flowing style.

Javier Solana

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Part III

Delegates' Handbook

Chapter I — How meetings are organised

1. Timetable ⁽¹⁾

The dates of Council meetings determine the timetable of proceedings preceding and preparing them. The Presidency, in close consultation with the Council General Secretariat, decides on the full schedule of meetings. The Chairman of each Working Party, in conjunction with the contact official in the General Secretariat, works out the timetable for the Working Party's meetings in the light of the deadlines to be met, i.e. the likely dates on which the items dealt with in the Working Party will move on to the next stages in Coreper and then in the Council. On the basis of each Working Party's wishes, a general schedule is established and adjusted week by week as and when meetings are decided on and confirmed, taking into account the number of teams of interpreters and meeting rooms available. A table for the coming week is circulated every Friday to the Permanent Representations and the Commission ⁽²⁾.

2. Times of meetings

Working Party meetings normally begin at 9.30. They should break for an hour and a half for lunch and resume until approximately 17.00 and should not, unless an exception is made, go on beyond 18.00/18.30 ⁽³⁾. Current arrangements in the Joint Interpreting and Conference Service (JICS) are such that exceptional working hours (additional 3½ hours per half day) are compensated for by leave, which results in a shortage of interpreters. This being the case, it is essential that Working Party Chairmen comply with the meeting times stated. The main points of the protocol on interpreters' working conditions appear in **Annex II**.

Where meetings go on longer than planned (whether in the Council, Coreper or a Working Party), it can happen that one or more teams of interpreters will not be available the following day. In such cases it is a matter for the Presidency to decide which Working Parties have priority and which Working Party or Working Parties could meet without interpreting or should be cancelled; in extreme cases, the Working Parties concerned may not be informed until the actual day of the meeting.

⁽¹⁾ See also Part I, Chapter II.

⁽²⁾ See example in **Annex I**.

⁽³⁾ If the Programming Department is not informed in advance that a meeting will continue into the evening, it cannot guarantee that interpreters will be available after 18.30/19.00.

3. Interpreting teams and language coverage

In 1981 the Council and the Commission set up a Joint Service which, although coming administratively under the Commission, deploys interpreters for both the Commission and the Council and for the Economic and Social Committee, the Committee of the Regions and the European Investment Bank in Brussels.

The Joint Interpreting and Conference Service (JICS) deploys almost 1 000 interpreters a day, 350 of whom are Commission officials.

(a) Team composition

The JICS makes a maximum of 13 teams of interpreters available to the Council each day and two thirds of those teams can provide interpreting into more than six languages. Despite the efforts being made to recruit extra staff, there will continue to be a shortage in those languages for which professional interpreters are still relatively rare. The Permanent Representations of the countries concerned are responsible for letting the JICS know which meetings should have priority for interpreting into their languages.

(b) Number of teams

Of the 13 teams assigned to the Council not all are always available, either because they are on mission or have time off to recover from a late meeting the previous day. A night meeting of the Council or a Working Party, for instance, will mean that one team of interpreters has the day off to rest before the night session and the following day off to recover from it.

The 13 teams cover all Council activities, including meetings held outside Brussels or Luxembourg. They are also used for informal meetings organised by the country holding the Presidency.

There are also two teams permanently available *in Geneva* (coordination meetings between Member States).

4. Production of texts

Each Council meeting is the culmination of a series of earlier meetings in Working Parties and in Coreper. Each meeting is based on **documents** and produces further documents of its own ⁽¹⁾. As a general rule, all these documents need to be drafted and then translated into 11 languages, typed, reproduced and circulated ⁽²⁾. A minimum of two weeks is required to make a document of about 10 pages available to delegations in Coreper. That amount of time may not reflect the urgency of the matter and can, if necessary, be shortened provided that the time allowed remains compatible with proper preparation of the dossiers and with the General Secretariat's logistical capacity, given the constantly rising number of documents for translation. It is customary to send out notice of meetings and documents simultaneously (eight days in advance) ⁽³⁾.

To allow all the parties concerned to fulfil their role at the appropriate time, meetings of bodies dealing with the same subject need to be scheduled at suitable intervals.

In view of the time required for translation, **the interval between two meetings on the same subject should be around three weeks**. The interval may be reduced if the document is shorter or if a Council decision is so urgent that the document absolutely must be produced. The General Secretariat has to work simultaneously on preparing for several Councils from week to week and constantly has to handle a flow of documents whose priorities increase as the deadlines approach. If the normal time is not allowed it may prove impossible to meet all requests.

⁽¹⁾ See measures to protect classified information in **Annex III**.

⁽²⁾ For the time required to circulate documents in the decision-making process, see Part I, Chapters III and V. In addition to the documents it drafts itself, the General Secretariat also circulates documents from the Commission, particularly the formal proposals. However, it is for the Commission — not the General Secretariat — to supply those documents in all the languages.

⁽³⁾ The Presidency may, if necessary, convene a Working Party within a shorter period, mainly to pass on practical information regarding further proceedings.

5. Relations with the press

International press and broadcasting correspondents cover Council meetings regularly. Premises are at their disposal on the ground floor of the Justus Lipsius building, which also has a press conference room.

Each Member State has a briefing room to allow the head of delegation and the spokesman to meet the country's journalists.

Press photographers and cameramen can film dignitaries as they arrive and are also allowed a few minutes in the Council chamber at the very beginning of the Council meeting.

The President of the Council, accompanied by the Commissioner concerned, holds a press conference at the end of each Council meeting.

Chapter II — The General Secretariat of the Council ⁽¹⁾

1. Officials

As of 16 May 2000, the General Secretariat had 2 465 officials from the 15 Member States; the breakdown is as follows:

- A: 316
- LA: 560
- B: 199
- C: 1 258
- D: 132

and is the result of the General Secretariat's specific role. A relatively small number of A officials — the people who attend and follow meetings — are responsible for preparing reports discussed at meetings, summary notes and summary records. They prepare the agendas together with the Presidency and are at the disposal of both the Presidency and the Member States' delegations throughout the procedure, from the initial discussion in a Working Party to the adoption of a decision by the Council.

Each Presidency has its own approach to dealing with the dossiers under consideration but nevertheless operates with clear continuity as it takes over from the preceding Presidency and hands on to the next one. In addition, all delegations have to cope with unforeseen events.

Because of its permanent nature and its familiarity with all the matters in hand, the General Secretariat is a full-time assistant for all the delegations and particularly the Presidency, acting as its memory, so to speak. As 'drafters' or 'meeting secretaries', A officials are able to help find solutions and prepare compromises, which are the Council's stock in trade.

⁽¹⁾ The General Secretariat's role in the decision-making process is described in Part I, Chapter I.

The A officials — who represent about 13 % of all staff — are backed up by the secretariats of the Directorates-General (\pm 250 staff) and by the translation services, the typing pool, the printing and circulation departments, the technicians and floor messengers, the administrative services and the new technology departments which, between them, account for approximately 1 800 staff.

2. Structure

The first table below shows how areas of responsibility are divided between the Private Offices of the Secretary-General and the Deputy Secretary-General, the Legal Service and the nine Directorates-General, and the second table lists the Directors-General and Directors. For a more detailed description see the Interinstitutional Directory, which is issued by the Publications Office and circulated to each Permanent Representation.

Secretary-General/High Representative
Deputy Secretary-General

PRIVATE OFFICE

PPEWU — Policy planning and early warning unit
Coordination unit for special representatives
General political questions
European Council
Press office

Security — Financial control — Data protection

LEGAL SERVICE

DIRECTORATE-GENERAL A

Personnel and administration
Protocol, organisation, infrastructures, information technology
Translation and document production
Finances of the Secretariat

DIRECTORATE-GENERAL B

Agriculture — Fisheries

DIRECTORATE-GENERAL C

Internal market — Customs Union — Industrial policy
Telecommunications
Information society

Research — Energy — Transport

DIRECTORATE-GENERAL E

External relations

DIRECTORATE-GENERAL F

Relations with the European Parliament — Interinstitutional affairs
Budget and Staff Regulations
Co-decision legislative procedures — Information policy — Transparency — Public relations

DIRECTORATE-GENERAL G

Economic and financial affairs
Economic and monetary union

DIRECTORATE-GENERAL H

Justice and home affairs (JHA)

DIRECTORATE-GENERAL I

Protection of the environment — Consumer protection
Civil protection — Health — Food legislation

DIRECTORATE-GENERAL J

Employment and social policy
Regional policy and economic and social cohesion
Education and youth — Culture — Audiovisual matters

**List of Directors-General and Directors for each DG/Service,
with office addresses and telephone numbers**

NAME	FUNCTION	ADDRESS	TEL.
PRIVATE OFFICE			
PPEWU — Policy planning and early warning unit Coordination unit for special representatives General political questions European Council Press office Security — Financial control — Data protection			
Mr NAVARRO GONZÁLEZ	Director — Head of the Secretary-General/High Representative's Private Office	50.50 DH 25	5572
Ms Elda STIFANI	Director — Head of the Deputy Secretary-General's Private Office	50.50 DH 10	6451
Mr Christoph HEUSGEN	Director	30.40 CG 24	5430
Mr Leonidas EVANGELIDIS	Director-General	30.50 GH 40	8030
Mr Max J. KELLER-NOELLET	Director	50.50 GH 30	7417
LEGAL SERVICE			
Mr Jean-Claude PIRIS	Director-General	20.40 FG 52	6227
Mr Jean-Paul JACQUÉ	Director	20.40 CG 33	6226
Mr Ricardo GOSALBO BONO	Director	20.40 CG 30	6259
Mr Giorgio MAGANZA	Director	20.40 GM 27	7950
Mr Rüdiger BANDILLA	Director	20.40 GM 14	6745
Ms Jill AUSSANT	Director	20.40 CG 16	7919
Mr Julian SCHUTTE	Director	20.40 GM 45	6229
DIRECTORATE-GENERAL A			
Personnel and administration Protocol, organisation, infrastructures, information technology Translation and document production Finances of the Secretariat			
Mr Vittorio GRIFFO	Director-General	50.40 GH 43	6540
Mr Anastassios VIKAS	Deputy Director-General	50.40 AC 74	6285
Mr Percival E. TARLING	Director	50.40 GH 21	7575
Mr Kaj FISCHER HOLM	Director	10.50 DH 08	6729
Mr Merrick BRYAN-KINNS	Director	04.70 FK 33	6583
DIRECTORATE-GENERAL B			
Agriculture — Fisheries			
Mr Niels Henrik SLIBEN	Director-General	40.50 HN 13	6246
Mr Luigi MAZZASCHI	Director	40.50 DH 24	7571

Mr Francisco Javier MATUT ARCHANCO	Director	40.40 GM 33	6626
Mr Trevor HEATON	Director	40.40 GH 33	6486
DIRECTORATE-GENERAL C Internal market — Customs Union — Industrial policy Telecommunications Information society Research — Energy — Transport			
...	Director-General
Mr Rudolf OLDEMAN	Director	40.50 HN 31	7119
Mr Anders OLANDER	Director	40.50 HN 73	6392
Ms Barbara HUMPHREYS ZWART	Director	00.40 FG 61	7215
Mr Gaetano TESTA	Director	00.40 FG 25	6533
DIRECTORATE-GENERAL E External relations			
Mr Brian L. CROWE	Director-General	30.50 HN 21	8552
Mr Cornelis STEKELENBURG	Director-General	30.50 HN 63	6272
Mr Leonidas EVANGELIDIS	Director-General	30.50 GH 40	8030
Mr Antti KUOSMANEN	Director	30.50 HN 77	6947
Mr Jacques BEL	Director	30.40 MN 21	6661
Ms Sabine EHMKE GENDRON	Director	30.40 GM 31	8569
Mr Franz EICHINGER	Director	30.40 MN 08	5522
Mr Pedro Nuno BARTOLO	Director	30.50 HN 39	8556
Mr Leopold RADAUER	Director	30.50 HN 47	8915
Ms Annalisa GIANNELLA	Director	30.50 GH 30	8044
Mr Emilio GONZALEZ SANCHEZ	Director	30.50 DH 09	6546
Mr Jacques BRODIN	Director	Geneva	
Mr Frederick MOYS	Director	New York	
DIRECTORATE-GENERAL F Relations with the European Parliament — Interinstitutional affairs Budget and Staff Regulations Co-decision legislative procedures — Information policy — Transparency — Public relations			
Mr Angel BOIXAREU CARRERA	Director-General	20.50 DH 21	6234
Mr Hans BRUNMAYR	Deputy Director-General	20.50 HN 15	9197
Mr Frank WALL	Director	20.50 GH 34	8055
Mr Otto HARNIER	Director	20.50 DH 37	6437

DIRECTORATE-GENERAL GEconomic and financial affairs
Economic and monetary union

Mr Sixten KORKMAN	Director-General	40.40 CG 15	6213
Mr Amilcar THEIAS	Deputy Director-General	40.40 CG 35	6235

DIRECTORATE-GENERAL H

Justice and home affairs (JHA)

Mr Charles ELSÉN	Director-General	20.50 HN 39	8505
Mr Gilles de KERCHOVE d'OUSSELGHEM	Director	20.50 HN 47	7933

DIRECTORATE-GENERAL IProtection of the environment — Consumer protection
Civil protection — Health — Food legislation

Ms Kerstin NIBLAEUS	Director-General	10.40 CG 33	7421
Mr Uwe HESSE	Director	10.40 CG 14	6750

DIRECTORATE-GENERAL JEmployment and social policy
Regional policy and economic and social cohesion
Education and youth — Culture — Audiovisual matters

Mr Marc LEPOIVRE	Director-General	00.50 DH 28	8267
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3. Various services

(a) Accreditation

Accreditation takes place in the main entrance lobby on **level 00** — Tel. 7850. The arrangements for access to the building are described in **Annex IV**.

(b) Reimbursement of delegates' travel expenses

The office responsible is at **20 AC 08** — Tel. 7430. Officials come round during meetings to distribute and collect the necessary forms.

(c) Mission travel office

Office 35 AC 66 — Tel. 6951 / 6971 / 8246

This office provides services both for delegates and for General Secretariat officials. It is not a travel agency. It can book tickets and make hotel reservations for all official travel. It cannot, however, take care of private travel.

(d) Restaurants

There are three self-service restaurants, two cafeterias and two bars in the Justus Lipsius building. The restaurants are on the ground floor of the Conference Centre.

Opening hours are as follows: *Restaurants*: 12.15 to 14.15

Cafeterias: 8.30 to 10.30

12.15 to 14.15

15.30 to 16.15

When Council meetings at Justus Lipsius continue beyond 17.00, the catering service will provide a hot meal from 19.00 to 21.00 in the restaurant at CO-OO, while the press bar and delegates' bar remain open in accordance with the schedule of meetings.

When ministerial meetings are in progress, the cafeteria in wing AC is open from 19.00 to 21.00.

The restaurants and cafeterias may be used by officials and other staff, their spouses and children (when accompanied by their parents) and, subject to occasional restrictions, by staff of the national permanent representations and other European institutions.

Until 13.30 the restaurants are open only to General Secretariat staff and delegations.

People who do not have a service card from a European institution or a permanent representation or do not have the proper authorisation pay a visitor's supplement; this does not apply to members of officials' families, who pay the normal rate.

The bar located at CO 50, known as the delegates' bar, is primarily for the use of members of delegations and officials attending meetings (Council, SCA, Coreper, etc.). It remains open throughout Council meetings, which sometimes continue until late into the night, and closes half an hour after the end of the meeting. Likewise, on Council days the press bar at CO 00 opens half an hour before the start of Council meetings and closes half an hour after the end of the press conference.

(e) *Libraries*

The Council has a central library, open by appointment to outside visitors. It is situated on the second floor of the Frère Orban building (10, square Frère Orban — Tel. (32-2) 285 65 75, (32-2) 285 65 41).

Opening hours are from 9.00 to 17.00, Monday to Friday.

The library contains monographs, reference books, official journals of each Member State of the European Union, the *Official Journal of the European Communities* (on paper, microfiche, CR-ROM and online) and Community publications.

While it has a stock similar to that of the other libraries in the European institutions, the Council library has its own characteristics, as it includes everything relating to the Council and its activities (publications, press releases, works, articles from periodicals and the daily press).

The library also contains the following publications.

- The *Bibliography on the Council*, which is updated annually (available on request);
- Daily press review. Some 50 daily newspapers published in the Member States are examined, chiefly on the basis of Community policies. The articles selected are archived.
- Periodicals. The library subscribes to some 600 general or specialist periodicals which can be consulted *in situ*. The articles selected are catalogued then preserved (on paper, microfiche and CD-ROM), thus forming a database which currently contains 17 000 titles.

In the reading room computers are available to the public to access the library catalogue (Minidoc), the Community databases (CELEX, ECLAS, SCAD, RAPID, etc.) and also the Internet.

The Council Legal Service also has a special law library, situated in the Justus Lipsius building (office 20.40 FG 41 — Tel. (32-2) 285 74 54). Opening hours: 9.00 to 13.00 and 14.00 to 17.30.

(f) Medical Service

Office 00 GM 04 — Tel. 6900

The Medical Service is open continuously from 9.00 to 17.00. During Council meetings there is a standby service until half an hour after the end of the meeting.

Chapter III — The headquarters of the Council of the European Union: Justus Lipsius building

1. Justus Lipsius

The complex occupied by the Council and the General Secretariat is built on the site formerly crossed by rue Juste Lipse, named after a Brabant humanist who in his time was as famous as Erasmus. Like his counterparts with their encyclopaedic knowledge and lively minds, he had contacts with every cultural nucleus in Europe and he travelled all over the continent. He was particularly well known for his writings on tolerance.

The building's foundation stone was laid by the Spanish Minister for Foreign Affairs, Francisco Fernandez Ordoñez, on 12 June 1989. The opening ceremony on 29 May 1995 was presided over by the French Minister for Foreign Affairs, Hervé de Charette.

The building is in two separate but inter-related sections:

- the **Conference Centre**, in which the Council, the Permanent Representatives Committee and all the other committees and working parties hold their meetings, and
- the **General Secretariat of the Council**, which occupies a large administrative building. For the first time the Council now has its own building designed for its specific activities. It previously occupied standard administrative buildings and had to accommodate itself to their existing layout.

2. Conference Centre

Meeting rooms are situated on a given 'level' rather than a floor (see **Annex V**).

Example: You are on your way to a meeting of the Working Party on Commodities. Once you have come through the revolving door which separates the public area from the inside of the building, you look up at a large illuminated panel showing the number of the room you are to meet in: room 35.3. You then take the lift in wing D and get out at level 35. As you leave the lift, you will see the title of your meeting on a second illuminated panel which also indicates the direction you should take. If you are still not quite sure, a receptionist will be at hand to advise you.

The Conference Centre comprises **16 meeting rooms** on levels 20, 35 and 50. Twelve of them have a capacity of 100 and are equipped for interpreting into 10 or 11 languages. The three chambers on level 50 can seat 150 to 200 people (70 at the central table) and are equipped for interpreting into 11 languages. Two of those chambers can be combined to seat up to 350 in all, with 100 at the central table. The dimensions were calculated to accommodate ACP-EC Council meetings, which are currently attended by 90 delegations.

Level 70 is occupied entirely by the **offices of the Member States and the Commission** (see **Annex VI**) and a few offices for delegations from third countries invited to meetings.

The Conference Centre also includes the **lounges on level 80** which can accommodate 400 people and the two dining rooms for **Ministers' working lunches or dinners**. Each dining room can seat 30 people and one has six and the other four interpreters' booths. Lunch very often provides an opportunity to tackle delicate issues in a more restricted group than in the meeting rooms.

The Press Centre occupies one wing at levels **00, 01, 02 and 10**. In addition to work space, a telecommunications centre and a bar for journalists, it includes a press conference room seating 350 and provides one briefing room for each Member State.

One wing at level 00 is occupied by **the restaurants**, which at the moment serve 1 200 meals a day.

The complex also has large **car parks** in the basement.

It is estimated that between 1 200 and 2 500 people use the Centre each day.

Example of a weekly table of meetings

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	Lundi 11 octobre 1999	Mardi 12 octobre 1999	Mercredi 13 octobre 1999	Jeudi 14 octobre 1999	Vendredi 15 octobre 1999
50.1			Coopération judiciaire en matière pénale: 10 heures	Comité mixte Norvège/Islande Coopération judiciaire en matière pénale: 9 h 30	«Asile» (Eurodac): 10 heures
50.2			OSCE: 10 heures OSCE: charte sécurité européenne: 15 heures	Réservée chefs administratifs (triple enregistrement): 9 heures	
50.4		Réservée: 9 heures Conseillers PESC: 10 heures	Réservée signature Pakistan	Réservée Euromed	Conseillers PESC: 10 heures
50.6			1848* Coreper II: 10 heures	Blanchiment de capitaux: 10 heures	133 suppléants
50.7			1848* Coreper I: 10 h 15	Groupe «Statut»: 10 heures	1848* Coreper I: 10 h 15
35.1		Conseillers financiers: 9 h 30 Mashrak/Maghreb: 15 heures	Post Lomé: 10 heures ACP: 15 heures	Produits de base: 9 h 30	Élargissement
35.2	Questions économiques concurrence/ construction navale: 11 heures Coopération au développement: 14 h 30	Groupe «Énergie»: 10 heures	Agrovétérinaires: 10 heures	Véhicules à moteur: 10 heures	Véhicules à moteur (suite)
35.3		Agrosemences: 10 heures	Agrosemences (suite)	Questions économiques — Service société de l'information	Questions économiques — Service société de l'information (suite)
35.6		133 reconnaissance mutuelle: 10 heures	133 services: 11 heures	Groupe «Industrie»: 10 heures	Groupe «Immeuble»
35.7	Questions sociales : 10 heures	RELEX: 10 heures Élargissement 15 heures	Coopération policière: 10 heures	Coopération policière (suite)	
35.8	Groupe «Audiovisuel»: 10 heures	Groupe «Transports terrestres»: 10 heures	Transports maritimes: 10 heures Groupe «Transports»: 14 h 30	Groupe «Aviation»: 10 heures	Mashrak/ Maghreb: 10 heures Construction navale: 14 h 30
20.1	Denrées alimentaires: 10 heures	Comité droit civil (Rome II): 10 heures	Comité droit civil (suite)	Terrorisme: 10 heures conj. terrorisme/ COTER: 15 heures	Coopération douanière: 10 heures

20.2	Ressources propres : 10 heures	Consommateurs: 10 heures	Consommateurs (suite):9 h 30	PESC — terrorisme (COTER): 15 heures	PESC — traïka terrorisme + Russie: 10 heures PESC — traïka terrorisme + pays associés : 15 heures
20.3		Comité budgétaire: 10 heures	Coordination FAO: 10 heures	Relations transatlan- tiques: 10 heures Comité budgétaire: 15 heures	Questions écono- miques «Assurances»: 10 heures
20.6	Questions écono- miques — Essais cli- niques: 10 heures	Exposé d'informa- tion: 9 h 30 Exposé d'informa- tion: 14 h 30	Europe sud-est (COSEE): 10 h 30	Exposé d'informa- tion: 10 heures Exposé d'informa- tion: 14 h 30	PESC – drogues (CODRO) + Russie: 10 heures
20.7	Propriété intellectuelle dessins et modèles: 10 heures	Propriété intellectuelle dessins (suite)	Haut niveau environnement/ développement: 10 heures	Europe centrale: 10 heures Europe orientale et Asie centrale: 15 heures	Environnement: 10 heures
20.8	Exposé d'information: 9 h 30	Région des Balkans occidentaux (COWEB)	Exposé d'informa- tion: 9 h 30 Exposé d'informa- tion: 14 h 30	Questions écono- miques TDC	Exposé d'informa- tion: 10 h 15 Exposé d'informa- tion: 14 h 45
BXL		Exposé d'information: 15 heures		Salle de la présidence haut niveau environnement/ développement: 10 heures Salle de la présidence AFPE: 14 h 30	
BXL	Salle 20 MN 47 juristes/linguistes: 10 heures			Exposé d'information: 10 h 30	
hors BXL	Luxembourg: 2206* Conseil «Affaires générales» + min commerce: 9 h 30	Conseil coopération UE-Arménie: 9 h 30 Luxembourg: 2206* Conseil «Affaires générales»	Paris, OCDE: coordi- nation agriculture/ environnement; 8 h 30	Départ mission Tampere: 15 heures Départ Tampere Conférence de presse: 15 heures	Tampere: Conseil européen, Session spéciale Tampere: conférence de presse
hors BXL	Conseil «Affaires générales» déjeuner des ministres des affaires générales	Conseil coopération UE-Azerbaïdjan: 10 h 30 Conseil coopération UE-Géorgie: 12 heures			
hors BXL	Luxembourg : 404* comité politique: 9 heures	Luxembourg: 2207* Conseil envi- ronnement: 10 heures			
hors BXL		Paris: coordination AEN: 9 h 15			

Main points of the protocol on interpreters' working conditions

1. The morning interpretation period may not exceed four hours.
2. This period must be followed by a lunch break of at least an hour and a half.
3. The maximum working day is 10 hours.
4. If meetings continue after 21.00, a new team must be provided (to take over at 19.00).
5. Interpreters may not be required to work in the evening (after 18.30) more than once a week.
6. Interpreters who work during the night have the following day off to recuperate.
7. When a night session is planned in advance, the interpretation team has the previous day and the following day off to rest.

<p>SECRETARÍA GENERAL DEL CONSEJO GENERALSEKRETARIATET FOR RÅDET GENERALSEKRETARIAT DES RATES ΤΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΤΟΥ ΣΥΜΒΟΥΛΙΟΥ GENERAL SECRETARIAT OF THE COUNCIL SECRETARIAT GENERAL DU CONSEIL SEGRETARIATO GENERALE DEL CONSIGLIO SECRETARIAAT-GENERAAL VAN DE RAAD SECRETARIADO-GERAL DO CONSELHO NEUVOSTON PÄÄSIHTEERISTÖ RÅDETS GENERALSEKRETARIAT</p>	<p>COMUNICACIÓN AL PERSONAL MEDDELELSE TIL PERSONALET MITTEILUNG FÜR DAS PERSONAL ΑΝΑΚΟΙΝΩΣΗ ΠΡΟΣ ΤΟ ΠΡΟΣΩΠΙΚΟ STAFF NOTE COMMUNICATION AU PERSONNEL COMUNICAZIONE AL PERSONALE MEDEDELING VOOR HET PERSONEEL COMUNICAÇÃO AO PESSOAL HENKILÖSTÖTIEDOTE MEDDELANDE TILL PERSONALEN</p>
25/08/2000	No 107/00

Subject: Decision on measures for the protection of classified information

Officials and employees of the General Secretariat will find annexed the decision, which I took on 27 July 2000, on measures for the protection of classified information applicable to the General Secretariat of the Council. Since reference is made to it in Decision 93/731/EC on public access to Council documents and Decision 2000/23/EC on the improvement of information on the Council's legislative activities and the public register of Council documents, both amended by Council Decision 2000/527/EC of 14 August 2000 ⁽¹⁾, it has been published in Official Journal C 239, 23.8.2000, p. 1.

This Decision forms part of the measures required following the European Council, meeting in Helsinki in December 1999, which provided political impetus to developing the European Union's means for military and non-military crisis management in the framework of a European security and defence policy. In this context, pending the adoption of more comprehensive measures in the near future, it is necessary to amend the rules governing measures for the protection of classified information applicable to the General Secretariat of the Council, as set out in Decision No 24/95 of the Secretary-General of 30 January 1995 (Staff Note No 6/95).

In substance, the amendments to these rules are limited to the addition of the classification category TRES SECRET/TOP SECRET (see Article 2(2)(a) of the Decision), which will be reserved for information the unauthorised disclosure of which could cause extremely serious prejudice to the essential interests of the European

⁽¹⁾ OJ L 212, 23.8.2000, p. 9.

Union, and to the insertion of new rules for the declassification and downgrading of documents (new Article 4). In Articles 6, 7, 9, 10, 11, 12, 13, 14 and 15 of the Decision, which are identical in substance to the corresponding Articles of Decision No 24/95, account is taken of this new category of document.

In order to make the text more legible, these amendments have been incorporated into the annexed consolidated version which replaces, with effect from the date of its publication in the Official Journal, Decision No 24/95.

Javier SOLANA
Secretary-General

**Decision of the Secretary-General of the Council/
High Representative for Common Foreign and Security Policy of 27 July 2000
on measures for the protection of classified information
applicable to the General Secretariat of the Council**

**THE SECRETARY-GENERAL OF THE COUNCIL/HIGH REPRESENTATIVE
FOR COMMON FOREIGN AND SECURITY POLICY,**

Having regard to the second subparagraph of Article 23(2) of the Council's Rules of Procedure of 5 June 2000, whereby the Secretary-General shall take all the measures necessary to ensure the smooth running of the General Secretariat,

Whereas:

- (1) The European Council, meeting in Helsinki in December 1999, provided political impetus to developing the European Union's means for military and non-military crisis management in the framework of reinforced European security and defence policy.
- (2) It is therefore necessary to amend Decision No 24/95 of the Secretary-General on measures for the protection of classified information applicable to the General Secretariat of the Council with regard to the grades of classification by adding the grade 'TRES SECRET/TOP SECRET' and by reinforcing internal arrangements, it being understood that this amendment is provisional pending the adoption of more complete measures in the near future.
- (3) With a view to publication in the Official Journal, it is necessary to incorporate those amendments into a consolidated version replacing the aforementioned Decision No 24/95,

HAS ADOPTED THIS DECISION:

Article 1

This Decision lays down rules governing the arrangements for classifying information processed or prepared at the General Secretariat of the Council, enabling information so classified to be protected, whatever its origin, medium or stage of completion.

Article 2

1. Only the following information shall be graded as classified, in one of the following categories:
 - (a) **TRES SECRET/TOP SECRET**: information the unauthorised disclosure of which could cause extremely serious prejudice to the essential interests of the Union or to one or more of its Member States;
 - (b) **SECRET**: information the unauthorised disclosure of which could seriously harm the essential interests of the Union or of one or more of its Member States;
 - (c) **CONFIDENTIEL**: information the unauthorised disclosure of which could harm the essential interests of the European Union or of one or more of its Member States;
 - (d) **RESTREINT**: information the unauthorised disclosure of which would be inappropriate or premature.
2. **LIMITE** and **SN** documents shall not be classified information within the meaning of this Decision. The references **LIMITE** and **SN** shall apply to documents internal to the institution which are not intended for disclosure to the public.

The same shall apply to other information, for example General Secretariat in-house notes, documents or correspondence, subject, where appropriate, to special treatment where protection is warranted, in particular pursuant to Article 3(3).

Disclosure of such documents and information shall require the authorisation of the Director-General responsible.
3. Information shall be classified only insofar and for as long as necessary. Where the period of classification of information has not been laid down, a decision on its maintenance or declassification shall be taken after no more than five years.

4. Officials or other servants of the General Secretariat of the Council shall classify information on instruction from, or with the agreement of, their Directors-General.

Article 3

1. Where a number of items of information constitute a whole, that whole shall be classified at least as highly as its most highly classified constituent item.
2. The category in which information is classified when transmitted to the General Secretariat by a national or international authority or body may not be altered except by that authority or body. Where such information is particularly sensitive, it shall be given special treatment by decision of the Secretary-General.
3. Information containing classified information shall be classified in the same category.

Article 4

1. A classified document may have its classification downgraded or be declassified ⁽¹⁾ only with the written authorisation of the authority from which the document originated and, if necessary, after consultation with the other interested parties. In urgent cases, authorisation may be given orally. It shall then be confirmed immediately in writing. It shall be for the authority from which the document originated to inform the addressees of the change in classification and they shall in turn be responsible for passing on this information to any further addressees to whom they have forwarded the original or a copy of the document.
2. Where possible, the authority from which the document originated shall indicate on the classified document the date or lapse of time after which the information contained therein may have its classification downgraded or be declassified. Otherwise, the authority shall ensure that the situation is monitored permanently to check that the original classification is still applicable.

Article 5

1. Directors-General shall take all appropriate steps to protect classified information, ensuring that it circulates and is distributed only as far as is strictly necessary for the requirements of the service.

(1) The term 'downgraded' refers to a reduction in the category in which information is classified. The term 'declassified' refers to the removal of any classification.

Article 6

1. The category in which information has been classified shall be indicated by marking with a conspicuous stamp: for documents, at the top and bottom of each page; for other media, by means of a corresponding reference.

Information classified as TRES SECRET/TOP SECRET or SECRET shall, in addition and using the same method, bear a serial number so that its recipient may be identified.

2. In the event of temporary classification, information shall also bear an indication of the date beyond which it may be regarded as declassified.
3. Where the classification of information is changed, it shall be stamped with its new category.

Article 7

1. The number of copies of an item of classified information shall be limited to that strictly necessary for the requirements of the service.
2. The reproduction of all or part of an item of information classified as TRES SECRET/TOP SECRET, SECRET or CONFIDENTIEL shall not be permitted except with the agreement of the Director-General responsible.

If classified information is reproduced, it shall be reproduced under conditions which ensure its protection.

3. Recipients of classified information shall receive no more than one copy each.
4. Without prejudice to Article 14(1) of the Council's Rules of Procedure, documents classified as TRES SECRET/TOP SECRET or SECRET shall not be translated unless the Secretary-General or the Director-General responsible, acting on the Secretary-General's authority, decides otherwise.
5. Translations of classified information shall be protected under the same conditions as originals.

Article 8

Under the authority of the Director-General for Personnel and Administration, the Security Department shall be responsible for:

- instructing staff on their duties with regard to the protection of classified information;
- applying physical protection measures;
- ensuring compliance with this Decision;
- reporting to the Secretary-General any problem or difficulty encountered in applying this Decision.

Article 9

1. The Classified Information Office shall monitor information classified as TRES SECRET/TOP SECRET, SECRET or CONFIDENTIEL contained in Council documents.

Under the authority of the Director-General for Personnel and Administration it shall:

- manage operations relating to the registration, reproduction, translation, transmission, dispatch and destruction of such information;
 - update the list of particulars on classified information;
 - periodically question issuers on the need to maintain the classification of such information;
 - lay down, in collaboration with the Security Department, the practical arrangements for classifying and declassifying information.
2. The Classified Information Office shall keep a register of the following particulars:
 - the date of preparation of the classified information;
 - the category of classification;
 - the expiry date of the classification;
 - the name and department of the issuer;
 - the recipient or recipients, with serial number;

- the subject;
- the number;
- the number of copies circulated.

Article 10

1. In each department the Director-General shall appoint a correspondent responsible for security (hereinafter referred to as the 'security correspondent'), who shall take the measures required for the protection of information classified as TRES SECRET/TOP SECRET, SECRET and CONFIDENTIEL.
2. Each security correspondent shall, in agreement with the Security Department and the Classified Information Office, lay down measures for the protection of Council documents to be applied in his department. To that end, the security correspondent shall:
 - communicate to the Classified Information Office the particulars listed in Article 9(2);
 - advise the Security Department of the holding of meetings at which such information is to be discussed;
 - examine whether it is necessary to maintain classification once a period of five years has passed since the information was prepared;
 - ensure that classified information is stored and forward it to central archives once it has been declassified.

Article 11

1. Any item of information which is to be classified as TRES SECRET/TOP SECRET or SECRET shall be prepared in a room providing adequate protection.
2. Information classified as TRES SECRET/TOP SECRET, SECRET or CONFIDENTIEL prepared by word processor shall be prepared on individual machines not connected to the normal computer network. Such information may in no case be stored in the memory of the machine.
3. Diskettes containing classified information shall be protected under the same conditions as documents having the same classification category.

Article 12

1. When classified information is to circulate within a building or between buildings, precautions shall be taken for its protection.
2. When information classified as TRES SECRET/TOP SECRET or SECRET is dispatched, the following procedures shall apply:
 - by authorised messenger with acknowledgement of receipt; the information shall be enclosed in a double envelope, the outer envelope without any distinctive sign, the inner envelope sealed and marked TRES SECRET/TOP SECRET or SECRET;
 - in encrypted form, according to a system approved by the Security Department and, if necessary, after verification by telephone;
 - in each of the above cases the recipient shall be indicated by name.
3. When information classified as CONFIDENTIEL is dispatched, the following procedures shall apply:
 - by internal mail enclosed in a double envelope, the outer envelope without any external distinctive sign, the inner envelope marked CONFIDENTIEL;
 - by registered post with acknowledgement of receipt or by private courier service; in this case, the information shall be enclosed in a double envelope and CONFIDENTIEL marked on the inner envelope only;
 - in encrypted form;
 - in each of the above cases the recipient shall be indicated by name.
4. When information classified as RESTREINT is dispatched, the following procedures shall apply:
 - by internal mail: in a plain envelope without any external distinctive sign;
 - by post: in an envelope without any external distinctive sign;
 - by electronic means, provided that the addressee receives the information personally;
 - in each of the above cases the recipient shall be indicated by name.

5. The transmission of information classified as CONFIDENTIEL and RESTREINT to interpreters shall be the responsibility of the Conference Service, subject to the following conditions:
 - each booth shall receive one copy of each document;
 - documents shall be distributed just before the subject in question is discussed in the meeting room;
 - all documents shall be recovered at the end of the meeting.
6. Information classified as TRES SECRET/TOP SECRET or SECRET shall be communicated to interpreters and recovered from them by the security correspondent.

Article 13

1. The transportation of classified information on missions or for meetings taking place outside the buildings in which the information is held shall be limited to what is strictly necessary for the requirements of the service.
2. No information classified as TRES SECRET/TOP SECRET or SECRET may be circulated outside the territories of the Member States except by diplomatic bag. Such information may exceptionally be transported by an official or other servant of the General Secretariat on instruction from, or with the agreement of, his Director-General.
3. Classified information transported outside Council buildings shall be permanently kept in conditions affording every guarantee of security.

Article 14

1. No classified information shall be left uncovered at any place of work. At no time shall such information be left unsupervised, even for a short time.
2. Information classified as TRES SECRET/TOP SECRET, SECRET or CONFIDENTIEL shall be stored in furniture the strength and locks of which have been recognised as reliable by the Security Department.

Information classified as RESTREINT shall be kept in furniture that may be locked.

Article 15

1. Time-expired or surplus copies of classified information shall be destroyed.
2. The destruction of classified information shall be carried out by means of shredding machines or any other process approved by the Security Department.

Classified information may be passed to the Security Department for destruction.

3. For information classified as TRES SECRET/TOP SECRET or SECRET, a document shall be drawn up jointly by the Security Department and the security correspondent, confirming that it has been destroyed; the security correspondent shall send the document to the Classified Information Office.

Article 16

Any suspected, reported or established infringement of this Decision shall be investigated by the Security Department at the request of the Director-General concerned or of the Director-General for Personnel and Administration. The Secretary-General shall be informed of the outcome of such investigation.

Article 17

This Decision shall be published in the *Official Journal of the European Communities*. It shall enter into force on the day of its publication. It shall apply only to information and documents processed and prepared at the General Secretariat from that date.

Article 18

Decision No 24/95 of the Secretary-General of the Council of 30 January 1995 on measures for the protection of classified information applicable to the General Secretariat of the Council is hereby repealed.

Done at Brussels, 27 July 2000

For Javier SOLANA
Secretary-General/High Representative

Pierre de BOISSIEU

Access to the Justus Lipsius building

1. General points

The Justus Lipsius building consists of three separate areas:

- the semi-public areas: the entrance hall, the restaurants, the Press Centre, the documentation and information areas;
- the private areas: the Conference Centre and the General Secretariat;
- the car parks (general car park, VIP car park, visitors' car park).

Access to the building is subject to showing an access card which must be worn visibly throughout the time the delegate is on Council premises.

2. Access cards

(a) Delegates

Delegates from the Member States and the Commission who frequently attend meetings in the Council receive a badge with a photograph which allows them access to the private area. This applies particularly to members of the Permanent Representations. The badge is valid for two years.

Delegates who attend meetings occasionally receive a temporary badge on presentation of the notice of the meeting and an identity document.

(b) Members of the press

Members of the press have access to the 'semi-public' areas on presentation of the accreditation card common to the European institutions; failing this, they may obtain a temporary badge, on presentation of their national press card. Journalists do not have access to the private area (1).

(1) Except for the traditional 'tour de table' of TV crews and photographers a few minutes before the beginning of Council meetings. They may also go to the offices of a delegation, but only if they are properly invited and accompanied.

This means that contacts between the press and Ministers, representatives of delegations and the General Secretariat must take place in the Press Centre; for press conferences, briefings and interviews, Ministers and spokesmen come to the Press Centre rather than journalists going to meet them.

(c) Visitors

A member of a Permanent Representation may receive visitors in the Council building. For visitors to have access to the private area, the person who invites them is required to notify the accreditation service, which will issue the appropriate badges. He or she must also meet them when they arrive and accompany them when they leave.

3. Procedure

Certain entrances to the building, which have an electronic control system, are accessible only with a badge with a photograph.

This also applies to the garage entrances with electronic badge readers.

The various entrances and exits are open, generally, from 7.30 to 19.00 on working days. Outside working hours, pedestrians have access only via the rue Froissart 108 entrance; cars can enter a garage only via the chaussée d'Etterbeek 80 entrance.

Structure and description of the Justus Lipsius building

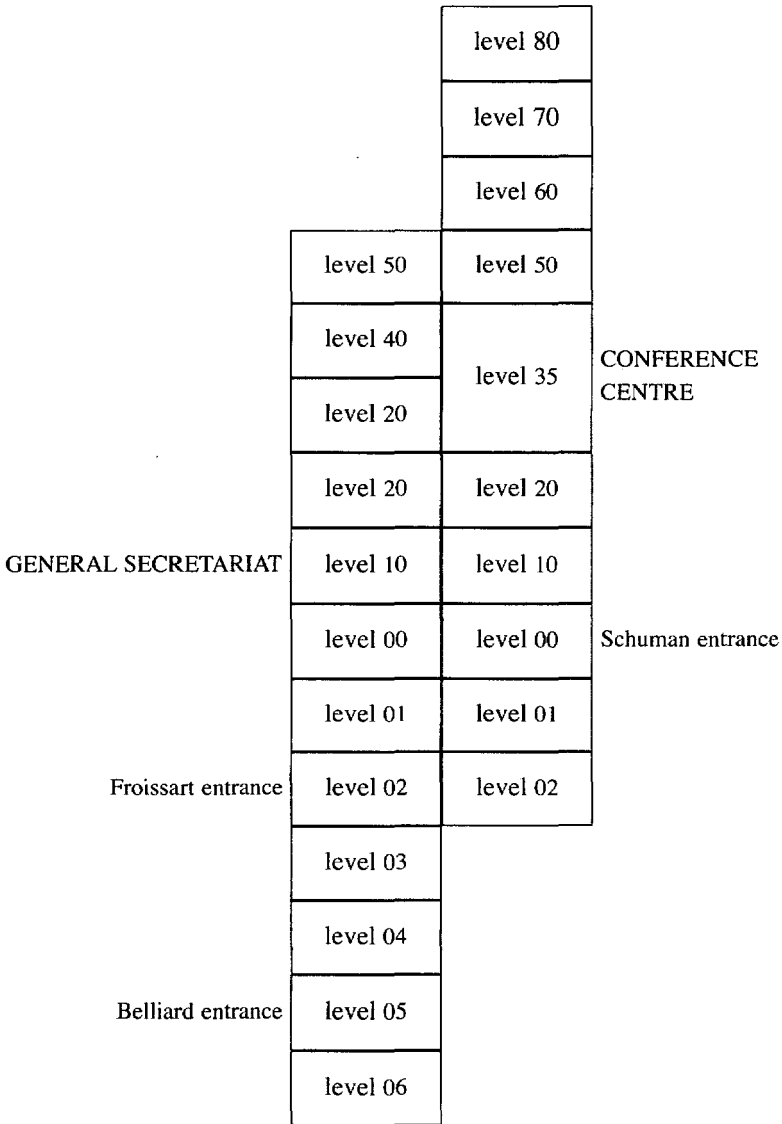
The complex is built on a sloping site and the entrances around the buildings are therefore at different levels. Thus, the ground floor of the Belliard entrance is five levels below the Schuman entrance on rue de la Loi.

To avoid confusion, the concept of floors has been replaced by levels. The levels only have a distant relationship with real heights; they represent purely arithmetical divisions based on the main entrance — 175 rue de la Loi — taken as level 00.

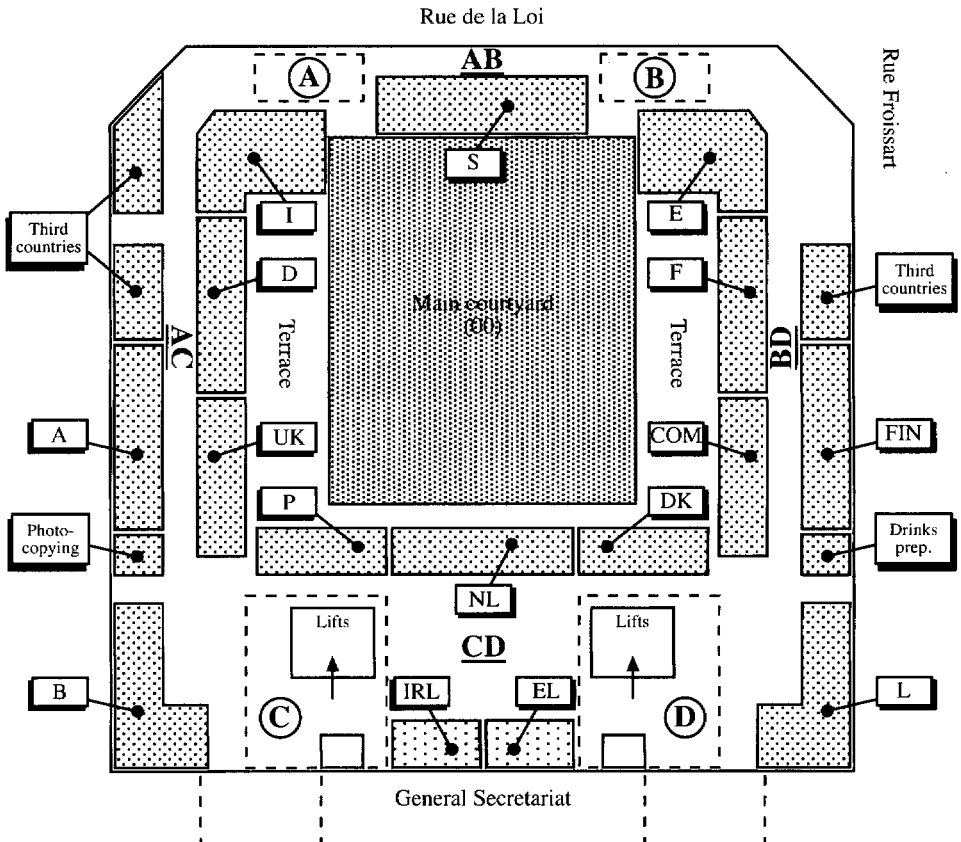
These divisions go from 06 to 80.

Levels 00, 10, 20 and 50 of the Conference Centre and the Secretariat building correspond exactly. Level 35 of the Conference Centre breaks the series, because it is between levels 30 and 40 of the Secretariat part.

The diagram below illustrates the layout:



Plan of level 70



Health and safety

The Council buildings are equipped with a range of alarm systems and firefighting equipment so that prompt action can be taken and the building quickly evacuated.

There is one emergency number, 2000, for use throughout the Council premises.

This number is manned by a member of the Security Service **24 hours a day**, including Sundays and public holidays.

1. Emergencies

If you become aware of an emergency or witness an incident (e.g. a dangerous situation, a break-in, somebody suddenly taken ill, an accident or the outbreak of fire) or any other threat to life or property, alert the Security Service immediately:

- either by dialling 2000 from any phone;
- or by breaking the glass panel of an alarm box (the alarm boxes are situated beside the doors to the stairs at the end of the corridors).

The extension calling is automatically identified when the number 2000 is dialled. In lifts, the Security Department can be alerted directly via the intercom system.

When using the number 2000, be brief and clear and state:

- your name,
- the reason for the call and the exact location and nature of the emergency.

The member of the Security Service who answers the call will do all that is necessary to ensure that appropriate action is taken promptly and effectively.

If there is a fire, a start should as far as possible be made on fighting it using the equipment available (fire extinguishers) or an attempt should be made to prevent it from spreading.

2. Evacuation

If necessary, the order to evacuate is given by loudspeaker or by sirens and, possibly, by floor messengers and security staff. The order may concern a specific level or section, or the entire building.

What to do in the event of evacuation:

- close office windows and doors behind you;
- remain calm and do not run;
- go to the emergency exits and staircases (look for the phosphorescent green signs and green doors);
- do not go to the basement levels.

It is strictly forbidden to take any lift or hoist.

Fire drills are organised from time to time to test staff reactions, the alert and alarm systems and the functioning of the fire exits.

3. Smoking

In the interests of everyone's health, smoking is in principle banned throughout the building. This applies particularly in offices occupied by several people, unless they are all smokers, meeting rooms and the press conference room, the kitchens, restaurants, cafeterias and the press and delegates' bars, training and information areas, the medical service, the libraries, archives, workshops, storage and technical areas, toilets, car parks, lifts and corridors.

However, smoking is allowed in:

- individual offices, providing doors are closed,
- the seated areas at the junctions between corridors (or 'nodes') in the Justus Lipsius building.

4. Facilities for the disabled

When the building was designed, provision was made for access and use by the disabled.

The Schuman and Belliard entrances are specifically designed for wheelchair access.

There are toilets for the disabled on each floor in the C and L nodes of the General Secretariat building and the Conference Centre.

If you wish to acquire a parking space reserved for disabled drivers, contact the Security Service with a certificate from the Medical Service stating that the applicant is considered disabled.

Public transport

As the table shows, pedestrian entrances are within easy reach of public transport:

Form of transport	Line	Stop/station	Nearest entrance
Belgian rail	26	Schuman	Schuman, Belliard
	160/161	Schuman	Schuman, Belliard
	160/161	Léopold	Belliard
Underground (‘Métro’)	1A – 1B	Schuman	Schuman, Froissart
	1A – 1B	Maelbeek	Belliard
City bus (STIB)	20, 21, 22, 28, 36	Schuman	Schuman, Froissart
	20, 21, 59	Parc Léopold	Belliard
	54	Maelbeek	Belliard
Provincial bus (TEC)	E	Schuman	Schuman, Froissart
		Parc Léopold	Belliard
		Maelbeek	Belliard
Provincial bus (De Lijn)	EO, HM, WA	Schuman	Schuman, Froissart
		Parc Léopold	Belliard
		Maelbeek	Belliard

Useful addresses

Council of the European Union

Rue de la Loi/Wetstraat 175
B-1048 Brussels

Telephone: (32-2) 285 61 11
Telex: 21711 — CONSIL B
Telegrams: CONSILIUM BRUXELLES
Fax: (32-2) 285 73 97/285 73 81
E-mail: public.info@consilium.eu.int
Internet: http://ue.eu.int

Other buildings

Brussels

Square Frère Orban 10
B-1040 Brussels
Avenue de Kortenberg 150
B-1040 Brussels

Geneva

Chemin Louis Dunant 2 (PB 29 — CICG) — CH-1211 Geneva 20
Tel. (41-22) 919 74 00 or 33280 (abbreviated number)
Fax (41-22) 734 02 78 or 33700 (abbreviated number)
Telex 412135

New York

345 East 46th Street, 6th Floor
New York, NY 10017

USA

Tel. (1-212) 292 86 00 or 33719 (abbreviated number)
Fax (1-212) 681 6266/6267 or 33671 (abbreviated number)

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HELP

PREMIER SOINS
FIRST AID

6900 — 00 40 GM 06

SÉCURITÉ

Permanence 8909/7851 10 25 CD 15

BRUSSELS

Permanent representations of Member States

	Seats in Brussels			Justus Lipsius building	
	Direct line	Abbreviated number	External line	Internal line	Office
BELGIUM					
Rond-Point Schuman 6		33000	02 233 21 11	6260	70 10 AC 90
B-1040 Brussels	Fax	33571		6360	70 10 AC 68
DENMARK					
Rue d'Arlon 73		33001	02 233 08 11	6268	70 10 CD 65
B-1040 Brussels	Fax	33228		6368	70 10 CD 67
GERMANY					
Rue J. de Lalaing 19-21		33002	02 238 18 11	6271	70 10 AC 37
B-1040 Brussels	Fax	33064		6371	70 10 AC 57
GREECE					
Rue Montoyer 25		33004	02 551 56 11	6245	70 10 CD 50
B-1000 Brussels	Fax	33122		6345	70 10 CD 38
SPAIN					
Bd du Régent 52		33300	02 509 86 11	6269	70 10 BD 18
B-1000 Brussels	Fax	33572		6169	70 10 BD 18
FRANCE					
Place de Louvain 14		33003	02 229 82 11	6262	70 10 BD 56
B-1000 Brussels	Fax	33229		6362	70 10 BD 46
IRELAND					
Rue Froissart 89-83		33005	02 230 85 00	6279	70 10 CD 04
B-1040 Brussels	Fax	33230		6379	70 10 CD 18
ITALY					
Rue du Marteau 5-11		33006	02 220 04 11	6273	70 10 AC 27
B-1000 Brussels	Fax	33574		6373	70 10 AC 27
LUXEMBOURG					
Avenue de Cortenberg 75		33007	02 735 56 00	6264	70 10 BD 91
B-1000 Brussels	Fax	33231		6364	70 10 BD 73
NETHERLANDS					
Av. Herman Debroux 48		33008	02 679 15 11	6275	70 10 CD 55
B-1160 Brussels	Fax	33570		6375	70 10 CD 41
AUSTRIA					
Avenue de Cortenberg 30		34000	02 234 51 00	8396	70 10 AC 26
B-1040 Brussels	Fax	34001		8397	70 10 AC 40
PORTUGAL					
Avenue de Cortenberg 12/22		33301	02 286 42 11	7764	70 10 CD 25
B-1040 Brussels	Fax	33573		6164	70 10 CD 23
FINLAND					
Rue de Trèves 100		34002	02 287 84 11	8621	70 10 BD 41
B-1040 Brussels	Fax	34003		8622	70 10 BD 41
SWEDEN					
Square de Meeûs 30		34004	02 289 56 11	8391	70 10 AB 34
B-1000 Brussels	Fax	34005		8392	70 10 AB 07
UNITED KINGDOM					
Avenue d'Auderghem 10		33009	02 287 82 11	6277	70 10 AC 65
B-1040 Brussels	Fax	33569		6377	70 10 AC 73

BRUSSELS

Institutions and bodies of the European Union

	Abbreviated number	External line
European Investment Bank Rue de la Loi 227 B-1040 Brussels Internet: http://www.bei.org E-mail: info@bei.org	33011	02 230 98 90
Committee of the Regions Rue Belliard 79 B-1040 Brussels Internet: http://www.cor.eu.int	02 282 22 11
Economic and Social Committee Rue Ravenstein 2 B-1000 Brussels Internet: http://www.ces.eu.int E-mail: info@esc.eu.int	33010	02 546 90 11
Commission Rue de la Loi 200 B-1049 Brussels Internet: http://europa.eu.int/comm E-mail: mail@europe-direct.cec.eu.int Direct calls from within the Council Justus Lipsius offices 70 10 BD 66 and 70 10 BD 74		02 299 11 11 44 + five digit extension 6266 and 6366
Court of Auditors Rue de la Loi 83/85 B-1040 Brussels Internet: http://www.eca.eu.int E-mail: euraud@eca.eu.int	33012	02 230 50 90
European Parliament Rue Wiertz 60 B-1047 Brussels Internet: http://www.europarl.eu.int E-mail: civis@europarl.eu.int	33015	02 284 21 11

	Abbreviated number	External line
OTHER		
ACP General Secretariat Avenue Georges-Henri 451 B-1200 Brussels Internet: http://www.acpsec.org E-mail: info@acpsec.org	33013	02 743 06 00
Centre for Industrial Development Avenue Herman Debroux 52 B-1160 Brussels	33014	02 679 18 11
Council of Europe Résidence Palace Rue de la Loi 155 B-1040 Brussels Internet: http://www.coe.int E-mail: point_i@coe.int		02 230 47 21 02 230 41 70
Palais d'Egmont Place du Petit Sablon 8 B-1000 Brussels		02 501 46 11
<i>Air travel</i> Information Internet: http://www.brusselsairport.be E-mail: info@brusselsairport.be		0900 00747
<i>Rail travel</i> Information (French) Information (Dutch) Internet: http://www.b-rail.be		02 555 25 25 02 555 25 55

LUXEMBOURG

Institutions and bodies of the European Union

	Abbreviated number	External line
European Investment Bank 100, bd. Konrad Adenauer L-2950 Luxembourg	33208+	(352) 43791
Commission		
Bâtiment Jean Monnet Plateau de Kirchberg L-2920 Luxembourg	33209+	(352) 43011
Office des Publications 2, rue Mercier L-2985 Luxembourg	33213+	(352) 29291
Council		
Centre de Conférences Plateau de Kirchberg L-2929 Luxembourg	33205+	(352) 43021 (352) 4302-57581
Court of Auditors		
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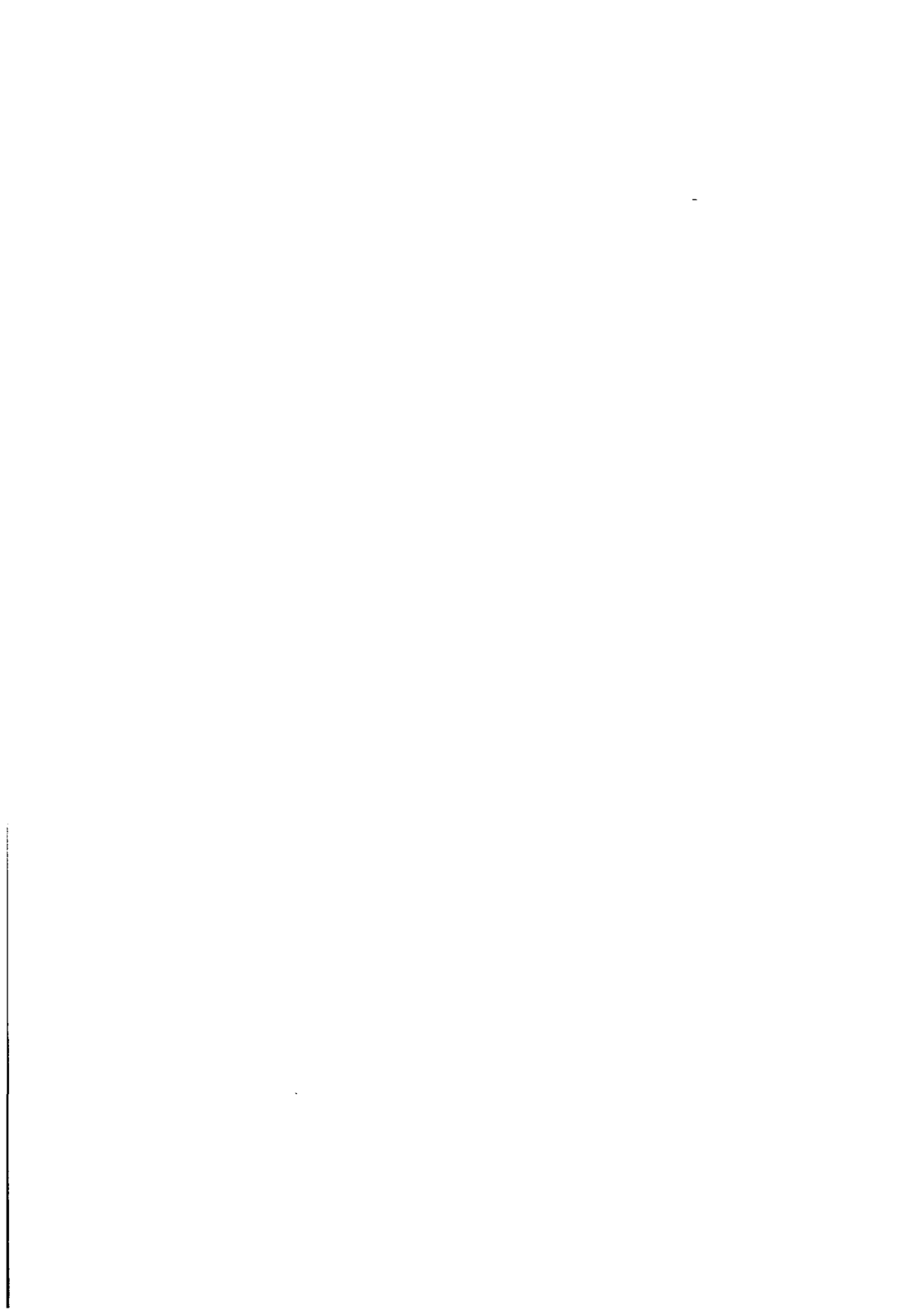
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