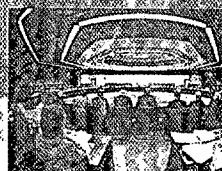


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Council Guide

GENERAL SECRETARIAT
COUNCIL OF THE
EUROPEAN UNION

III. Delegates' Handbook



COUNCIL GUIDE

Internal document

III. Delegates' Handbook

- 1996 -

General Secretariat
DG F - Information policy

A great deal of additional information on the European Union is available on the Internet.
It can be accessed through the Europa server (<http://europa.eu.int>)

Cataloguing data can be found at the end of this publication

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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 organization of proceedings even more complex: consequently, the Council instructed the Secretary-General to draw up a genuine handbook covering all Council activities.



This first edition of the new *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 three 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 organization of the General Secretariat and the services provided for delegates.

My wish, in making this first 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.

The Secretary-General

A handwritten signature in black ink, which reads "Jürgen Trumpp". The signature is written in a cursive, slightly slanted style.

Jürgen TRUMPF

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Part III
Delegates' Handbook

Chapter I – How meetings are organized

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 09.30. 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

⁽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.

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.

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 1000 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 6 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 organized 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 eleven 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 (8 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 1 September 1996, the General Secretariat had 2 379 officials from the 15 Member States; the breakdown is as follows:

- 251 A
- 560 L/A
- 190 B
- 1 249 C
- 129 D

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.

The A officials – who represent about 10% of all staff – are backed up by the secretariats of the

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

Directorates-General (\pm 250 staff) and by the translation services, the typing pool, the printing and circulation departments, the technicians and floor messengers and the administrative services which, between them, account for approximately 1 800 staff.

2. Structure

The first table below shows how areas of responsibility are divided between the Secretary-General's Private Office, the Legal Service and the ten 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

Financial Control

PRIVATE OFFICE

General Political Questions (including IGC 1996)
European Council
Press and current information

LEGAL SERVICE

DIRECTORATE-GENERAL A

Personnel and Administration
Protocol, Organization, Security, Infrastructures
Translation and Document Production

DIRECTORATE-GENERAL B

Agriculture - Fisheries

DIRECTORATE-GENERAL C

Internal market: Customs Union, Industrial Policy
Approximation of laws, Right of Establishment and Freedom to
Provide Services, Company Law, Post and Telecommunications,
Intellectual Property

DIRECTORATE-GENERAL D

Research, Energy, Transport

DIRECTORATE-GENERAL E

External Economic Relations and Development Cooperation
Common Foreign and Security Policy (CFSP)

DIRECTORATE-GENERAL F

Relations with the European Parliament, Institutional Affairs,
Budget and Staff Regulations
Co-decision Legislative Procedures, Relations with the ESC and
the Committee of the Regions, Information Policy, Public Relations

DIRECTORATE-GENERAL G

Economic and Financial Affairs
Economic and Monetary Union, Own Resources,
Tax Harmonization, Bank and Stock Exchange Law

DIRECTORATE-GENERAL H

Justice and Home Affairs (JHA)

DIRECTORATE-GENERAL I

Environment, Consumer Protection,
Civil Protection, Health, Foodstuffs

DIRECTORATE-GENERAL J

Social Policy, Employment, Social Dialogue,
Regional Policy and Economic and Social Cohesion,
Education and Youth, Culture, Audiovisual Questions

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

NAME	FUNCTION	ADDRESS	TEL.
PRIVATE OFFICE			
Mr E. CUNTZ	Director – Head of Private Office	50.DH.33	6216
Mr M. KELLER-NOELLET	Director	50.DH.13	7417
LEGAL SERVICE			
Mr J.-C. PIRIS	Director General	20.FG.52	6227
Mrs J. AUSSANT	Director	20.CG.16	7919
Mr R. BANDILLA	Director	20.GH.14	6745
Mr J.-P. JACQUE	Director	20.GH.27	6226
Mr A. SACCHETTINI	Director	20.CG.33	6530
Mr J. SCHUTTE	Director	20.GH.45	8105
Mr R. TORRENT	Director	20.CG.30	6259
DIRECTORATE-GENERAL A			
Mr U. WEINSTOCK	Director-General	50.GH.33	6243
Mr A. VIKAS	Deputy Director-General	50.AC.74	6285
Mr W. MOTTE	Director	10.GH.27	6248
Mr P. TARLING	Director	50.GH.21	7575
DIRECTORATE-GENERAL B			
Mr V. GRIFFO	Director-General	40.DH.08	6540
Mr H. BOURGEAU	Director	40.DH.24	6568
Mr H. DUCK	Director	40.GH.33	6267
Mr F. J. MATUT ARCHANCO	Director	40.GM.33	6626
DIRECTORATE-GENERAL C			
Mr N. H. SLIBEN	Director-General	40.HN.19	6246
Mr A. EKINS-DAUKES	Director	40.HN.73	6452
Mr R. OLDEMAN	Director	40.HN.31	7119
DIRECTORATE-GENERAL D			
Mr D. NELIGAN	Director General	30.GM.33	6237
M. A. BETTE	Director	30.CG.24	6548
Mr F. MELO ANTUNES	Director	30.GH.26	8294

DIRECTORATE-GENERAL E			
Mr B. CROWE	Director General	30.HN.21	8552
Mr L. EVANGELIDIS	Director General	30.GH.40	8030
Mr C. STEKELENBURG	Director General	30.HN.63	6272
Mr F. BJØRNEKÆR JENSEN	Director	30.MN.21	6249
Mr J. BRODIN	Director	Geneva	
Mr P. CARRE	Director	30.GH.31	8557
Mr E. GONZALEZ SANCHEZ	Director	30.DH.09	6546
Mr C. KUDLICH	Director	30.DH.08	6274
Mr A. KUOSMANEN	Director	30.MN.79	6947
Mr F. MOYS	Director	New York	
Mr F. NEVES	Director	30.HN.39	8556
Mr L. RADAUER	Director	30.HN.47	8915
Mr G. TESTA	Director	30.HN.79	6533
DIRECTORATE-GENERAL F			
M. A. BOIXAREU CARRERA	Director General	20.DH.21	6234
M. H. BRUNMAYR	Deputy Director General	20.HN.17	6670
M. J. LENTZ	Deputy Director General	20.DH.37	6283
M. F. WALL	Director	20.GH.34	8055
DIRECTORATE-GENERAL G			
M. S. KORKMAN	Director General	40.CG.15	6313
M. A. THEIAS	Deputy Director-General	40.CG.35	6235
DIRECTORATE-GENERAL H			
M. C. ELSÉN	Director General	20.HN.39	8505
M. G. de KERCHOVE d'OUSSELGHEM	Director	20.HN.47	7933
DIRECTORATE-GENERAL I			
Mme K. NIBLAEUS	Director General	10.CG.33	7421
M. U. HESSE	Director	10.CG.14	6750
DIRECTORATE-GENERAL J			
M. M. LEPOIVRE	Director General	50.CG.23	8267
M. T. CONTARGYRIS	Director	50.CG.06	7355

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 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: 08.30 to 10.30

12.15 to 14.15

15.30 to 16.15

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 authorization 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) Library

The Council library is a specialist library. Its priority function is to act as a work resource for officials of the Council, other European institutions and the various Permanent Representations in Brussels.

The works in the library mainly cover areas such as law, economics, finance, trade, energy, the environment, technology, statistics and language. Priority is given to works on European integration together with certain basic collections from other international organizations (UN, OECD, etc.). The stock also includes university theses on European integration. It comprises approximately 57 000 works, 650 periodicals, 50 daily newspapers and 30 000 Community publications.

Works may be borrowed and the loan period is normally 15 days. Certain works and periodicals may only be consulted in the reading room.

New users are urged to make themselves known on their first visit (**office 00 CG 40 - Tel. 6524**)

(f) Medical service

Office 00 GM 04 - tel. 6900

The Medical Service is open from 09.00 to 17.00 without a break. 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 eleven 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-EU 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 at table 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

Imprimé le: 06-Sep-1996 11:58

	09-Sep-1996 Lundi	10-Sep-1996 Mardi	11-Sep-1996 Mercredi	12-Sep-1996 Jeudi	13-Sep-1996 Vendredi
50.1	010848 GROUPE AELE 10:00 010849 RELATIONS TRANSATLANTIQUES 16:00	010866 QUESTIONS SOCIALES 10:00	010889 DROGUES ET CRIM. ORGANISEE/COOP. DOUANIERE 10:00	010889 DROGUES ET CRIM. ORGANISEE (suite)	010710 113 SUPPLEANTS *
50.2		010822 TRANSPORTS MARITIMES J. 10:00	010836 PREP. PERSON. C.G.A.M.(a.m.) 10:30 * 010839 SOUS CTE CREST (Evaluation) J. 14:00	010438 EXPOSE D'INFORMATION 14:30 *	010723 GROUPE AFFAIRES GENERALES J. *
50.4	010845 HAUT NIVEAU REP. MINISTRES FINANCE (TENS) 08:00	010662 GROUPE CECA 10:00	010610 RESERVEE C.G.A.M. 11:00	010610 RESERVEE C.G.A.M. (suite)	010720 AD HOIC REPRESENTANTS PERS. MINISTRES D'EMPLOI 10:00 010721 GROUPE DE L'INFORMATION 16:00
50.6	010411 1028ème C.S.A. 16:00	010411 1028ème C.S.A. (suite)	010684 113 SERVICES 10:00	008726 COREPER 2 *	010886 COOP. DOUANIERE *
50.7		010664 GROUPE ENERGIE 10:00	009725 COREPER 1 *	010898 238ème CRIST 10:00	010886 238ème CREST (suite)
35.1	011287 EXPOSE D'INFORMATION 10:00 *	010674 PESC - MACHREK/MAGHREB 14:00	010676 PESC - EX-YOUGOSLAVIE 10:00 * 011335 EUROPE CENTRALE 16:00	010888 AGRIMONETAIRE *	010728 PESC - AMERIQUE LATINE 10:00 010727 TROIKA COLAT - USA *
35.2	010662 CONSOMMATEURS 10:00	010662 CONSOMMATEURS (suite) 10:00	010882 PESC - DROGUES/CRIM. ORG. 16:00 *	010651 113 RECONNAISSANCE MUTUELLE 10:00	010754 PESC - EUR. ORIENT./ASIE CENTRALE 09:30 010726 TROIKA COEST-USA 13:30
35.3	010660 UNION DOUANIERE 10:00	010834 TELECOMMUNICATIONS 10:00	010681 113 TEXTILES *	010682 QUESTIONS COMMERCIALES 10:00	010887 PROD. PHYTOSANITAIRES
35.6	011198 RECHERCHE/CONJ. RECH./ATO. 10:00	010667 DOUBLE USAGE 10:00	010687 AGRI VETERINAIRES 14:30	010687 AGRI VETERINAIRES 10:00	010714 AGRI VETERINAIRES 10:00
35.7	010650 GROUPE TRANSPORTS 10:00	010661 GROUPE TRANSPORTS 10:00	010682 ENVIRONNEMENT 10:00	010682 ENVIRONNEMENT (suite) 10:00	010747 QUEST. ECO. CONCURRENCE *
35.8	010644 ENVIRONNEMENT 10:00	010668 GROUPE SANTE 09:30	010688 GROUPE SANTE (suite)	011324 P.I. DESSINS ET MODELES 10:00	011324 P.I. DESSINS ET MODELES (suite)
20.1	010890 P.I. ATTACHES DROIT D'AUTEUR 10:00 010653 113 CECA 16:00	010678 PESC - EUROPE CENTRALE 10:00	010703 PESC - AFFAIRES CONSULAIRES *	010684 PECHE INTERNE 10:00	010717 QUESTIONS ECO (ASSURANCES) 10:00
20.2	010656 EUROPE CENTRALE 10:00 010888 MASHRAK/MAGHREB 14:30	010800 RELEX 10:00 * 010671 CREDITS A L'EXPORTATION 16:00	010671 CREDITS A L'EXPORTATION (suite) 10:00	010706 TROIKA PROCESSUS DE PAIX - JAPON *	011308 QUALITE DES ALIMENTS 10:00
20.3	010667 PESC - DROIT INTERN. PUBLIC 10:00	010666 COMITE BUDGETAIRE 10:00	010872 ASIE-OCEANIE 10:00	010896 COMITE BUDGETAIRE *	010916 EUROPE SUD-EST *
20.6		010876 113 SERVICES J. 10:00	010824 VEHICULES A MOTEUR 10:00	010893 EURODAC 10:00	010683 EURODAC (suite)
20.7		010668 CONSELLERS PESC *	010846 CONSELLERS FINANCIERS *	010683 QUEST. ECO. STATISTIQUES *	010715 RELEX 10:00 010718 CONSTRUCTION NAVALE 16:00 *
20.8		010677 PESC - MOYEN-ORIENT/GOLFE 10:00	010881 PESC - PROC. PAIX MOYEN-ORIENT 10:00	010704 PESC - ASIE/OCEANIE 10:00	010722 TROIKA COAST - RUSSIE *
BXL		011232 salle 10.BD.46 EXPOSE D'INFORMATION 09:15 *		008803 salle 00. FG. 64: CTE D'EVOLUTION I.T.S.T. 10:00 *	010537 salle 10.BD.46: EXPOSE D'INFORMATION 10:15 *
BXL				010701 Pretoria: EU-SADC JOINT STEERING COMMITTEE J. *	010701 Pretoria: EU-SADC JOINT STEERING COMMITTEE *
hors BXL	010228 Dublin: COMITE K.4 10:00 11/11	010228 Dublin: COMITE K.4 (suite) 11/11	010888 RETOUR MISSION DUBLIN 11/11 *		
hors BXL	011319 OCDE: ACCORD MULTILATERAL D'INVESTISSEMENT 08:30 1/1		011318 OCDE: ACCORD MULTILATERAL D'INVESTISSEMENT 14:00 1/1		

Main points of the protocol on interpreters' working conditions

1. The morning interpretation period may not exceed 4 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.

Measures to protect classified information

SECRETARÍA GENERAL DEL CONSEJO GENERALSEKRETARIATET FOR RÅDET GENERALSEKRETARIAT DES RATES ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΤΟΥ ΣΥΜΒΟΥΛΙΟΥ GENERAL SECRETARIAT OF THE COUNCIL NEUVOSTON PÄÄSIHTEERISTÖ SECRETARIAT GENERAL DU CONSEIL SEGRETARIATO GENERALE DEL CONSIGLIO SECRETARIAAT-GENERAAL VAN DE RAAD SECRETARIADO-GERAL DO CONSELHO RÅDETS GENERALSEKRETARIAT			COMUNICACIÓN AL PERSONAL MEDDELELSE TIL PERSONALET MITTEILUNG FÜR DAS PERSONAL ΑΝΑΚΟΙΝΩΣΗ ΠΡΟΣ ΤΟ ΠΡΟΣΩΠΙΚΟ STAFF NOTE HENKILÖSTÖTIEDOTE COMMUNICATION AU PERSONNEL COMUNICAZIONE AL PERSONALE MEDEDELING VOOR HET PERSONEEL COMUNICAÇÃO AO PESSOAL MEDDELANDE TILL PERSONALEN		
Fecha	Dato	Päivämäärä	Nº		
Date	Data	30.01.1995	Nro	6/95	
Datum	Ημερομηνία	Datu	Αριθμός		

Subject: Decision on measures to protect classified information

1. Officials and other staff of the General Secretariat will find attached a Decision I have adopted today on measures to protect classified information applicable to the General Secretariat of the Council. The Decision is adopted pursuant to the second subparagraph of Article 21(2) of the Council's Rules of Procedure of 9 December 1993 which empowers me to take all the measures necessary to ensure the smooth running of the General Secretariat.

The new areas of competence we have acquired as a result of the entry into force of the Treaty on European Union, particularly in the spheres of common foreign and security policy and cooperation on justice and home affairs, clearly require the introduction of rules and procedures designed to guarantee the protection and security of certain documents handled or prepared within the Directorates-General and the departments concerned.

The new procedures constitute a major change in the system of classifying documents followed within the General Secretariat hitherto. I would ask you to study most carefully the contents of the Decision and this note. Implementing the Decision will undoubtedly mean a change in established habits and practices for many of us.

The Decision will enter into force on 1 March 1995. It replaces the rules and procedures currently applicable.

2. Documents to be protected are not merely "paper documents"; they may also take the form of disquettes, word-processing programmes, etc. The Decision therefore uses the very broad term "information". Some of this information must be "classified", which means that a "level of protection" must be given to it corresponding to its level of confidentiality.

The new classification system differs from the one currently in force in that the criterion adopted is not one of distribution but of security.

The classification categories are as follows: "SECRET", "CONFIDENTIEL" and "RESTREINT" (restricted). Each category is defined in Article 2 of the Decision by reference to the harm which would be done to the European Union and its Member States if unauthorized information were disclosed. Obviously information will be classified only where there is good reason to do so.

The classification "SECRET" for instance is applied to "information unauthorized disclosure of which could seriously harm the essential interests of the European Union or of one or more of its Member States".

There will be very few "SECRET" documents. The "CONFIDENTIEL" category will comprise more documents, although these will still be comparatively few in number: the criterion "harm the essential interests of the European Union ..." is strictly applied. These two classifications are for occasional, even exceptional, use.

The "RESTREINT" classification will henceforth apply to documents containing information "unauthorized disclosure of which would be inappropriate or premature" (Article 2 of the Decision).

The existing RESTREINT classification for its part is replaced by the reference "LIMITE" (limited circulation). Documents marked as such will be circulated only to authorized addressees but they will not be the subject of any special protection, i.e. they will not be given a security classification.

"LIMITE" will thus become the most common classification.

The "SN" reference is completely unaffected by the attached Decision.

3. It was not deemed advisable to restrict the scope of this Decision to the CFSP and JHA spheres since, in certain circumstances, documents requiring protection may have to be drawn up in other sectors of Community competence.

You will note as you read the Decision that it specifies and lays down all the rules, procedures and practices which must be introduced within the General Secretariat at an early date. These apply not only within the Directorates-General but also to the language divisions and the coordination, production and circulation departments.

In this context, particular powers have been given to Directors-General and to the Security Service. A Classified Information Office will be set up within General Coordination.

The Decision has been drawn up under the responsibility of the Legal Service and in close consultation with the Directorates-General and the departments concerned. The staff representatives have been consulted.

I should like to make two points:

- this is not the Decision it was at one time proposed that the Council adopt on procedures for screening officials and other servants with access to classified information. The Council has not as yet adopted any rules on that matter. The Decision I have signed concerns only the "physical" handling of documents and information circulating within the General Secretariat of the Council;
- the Decision must not in any way prejudice the rules and procedures the Council has set itself as regards transparency.

4. I realise that implementing this Decision on documents newly classified as "SECRET", "CONFIDENTIEL" or "RESTREINT" within the General Secretariat will require us to make some adjustments.

Where "LIMITE" documents are concerned – by far the largest category of document – there will be no change in their preparation other than the allocation of the new reference.

Since the new procedures do not enter into force until 1 March 1995, I think enough time has been allowed for the necessary changes.

I would ask everyone affected by these rules or likely to be so to accept the new constraints they may involve and facilitate their application in the interests of the smooth running of the Secretariat.

Thank you in anticipation.

Jürgen TRUMPF
Secretary-General

NB: If required, further information can be obtained from the Legal Service (Mr Y. CRETINI), the Security Service (Mr J. BURGERS) or General Coordination (Mr J.M. HOLLMAN).

Annex

**EUROPEAN UNION
THE COUNCIL**

The Secretary General

**DECISION No 24/95 OF THE SECRETARY-GENERAL OF THE COUNCIL
ON MEASURES FOR THE PROTECTION
OF CLASSIFIED INFORMATION APPLICABLE
TO THE GENERAL SECRETARIAT OF THE COUNCIL**

THE SECRETARY-GENERAL OF THE COUNCIL OF THE EUROPEAN UNION,

Having regard to the second subparagraph of Article 21(2) of the Council's Rules of Procedure of 6 December 1993, whereby the Secretary-General shall take all the measures necessary to ensure the smooth running of the General Secretariat,

Whereas, in order to ensure the smooth running of the General Secretariat and pending the Council's adoption of rules on the basis of Article 23 of its Rules of Procedure, it is necessary to take appropriate measures to protect classified information in the General Secretariat of the Council,

HAS ADOPTED THIS DECISION:

Article 1

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

Article 2

1. Information may be graded in one of the following categories:
 - (a) **SECRET**: information unauthorized disclosure of which could seriously harm the essential interests of the European Union or of one or more of its Member States;
 - (b) **CONFIDENTIEL**: information unauthorized disclosure of which could harm the essential interests of the European Union or of one or more of its Member States;
 - (c) **RESTREINT**: information unauthorized 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(4).

Disclosure of such documents and information shall require the authorization 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 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. The category of classification of information emanating from the General Secretariat may be changed or cancelled by an official or other servant on instruction from or with the agreement of the Director-General. The recipients shall be informed accordingly.
4. Information containing classified information shall be classified in the same category.

Article 4

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.

Article 5

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 SECRET shall in addition and using the same method, bear a 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 6

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 SECRET or CONFIDENTIEL shall not be permitted except with the agreement of the Director-General responsible.

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

3. Recipients of classified information shall receive no more than one copy each.
4. Without prejudice to Article 10(1) of the Council's Rules of Procedure, documents classified as 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 shall be protected under the same conditions as originals.

Article 7

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

- instructing staff on its 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 8

1. The Classified Information Office shall monitor information classified as 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 issues on the need to maintain the classification of 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 9

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 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 to his department. To that end, the security correspondent shall:
 - communicate to the Classified-Information Office the particulars listed in Article 8(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 when the five-year period from the processing of the information has expired;
 - ensure that classified information is stored and forward it to central archives once it has been declassified.

Article 10

1. Any item of information which is to be classified as SECRET shall be processed in a room providing adequate protection.
2. Information classified as SECRET or CONFIDENTIEL processed by word processor shall be processed 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 11

1. When classified information must circulate within a building or between buildings precautions shall be taken for its protection.
2. When information classified as SECRET is dispatched, the following procedures shall apply:
 - by authorized 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 SECRET;
 - in encrypted form, according to a system approved by the Security Department, and, if necessary, after prior 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 SECRET shall be communicated to interpreters and recovered from them by the security correspondent.

Article 12

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 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 13

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 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 14

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 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 15

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

Article 16

This Decision shall enter into force on 1 March 1995. It shall apply only to information and documents processed and prepared at the General Secretariat from that date.

Pending full implementation of the arrangements under this Decision, the Director-General for Personnel and Administration in agreement with the Directorates-General of the departments concerned shall take appropriate measures to ensure the level of protection required.

Done at Brussels, 30 January 1995

The Secretary-General
Jürgen TRUMPF

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 staff training 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⁾.

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 07.30 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.

(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.

Structure and description of the Justus Lipsius building

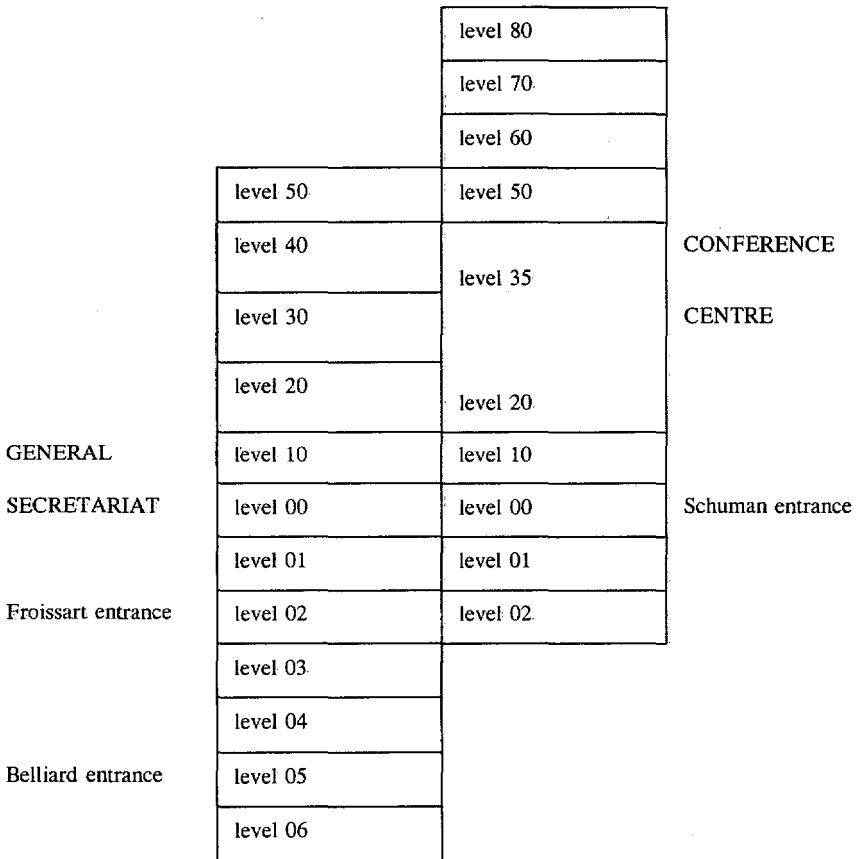
The complex is built on a sloping site and the entrances around the buildings are therefore at different levels. Thus, the ground floor of the Belliard entrance is five levels below the Schuman entrance on rue de la Loi.

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.

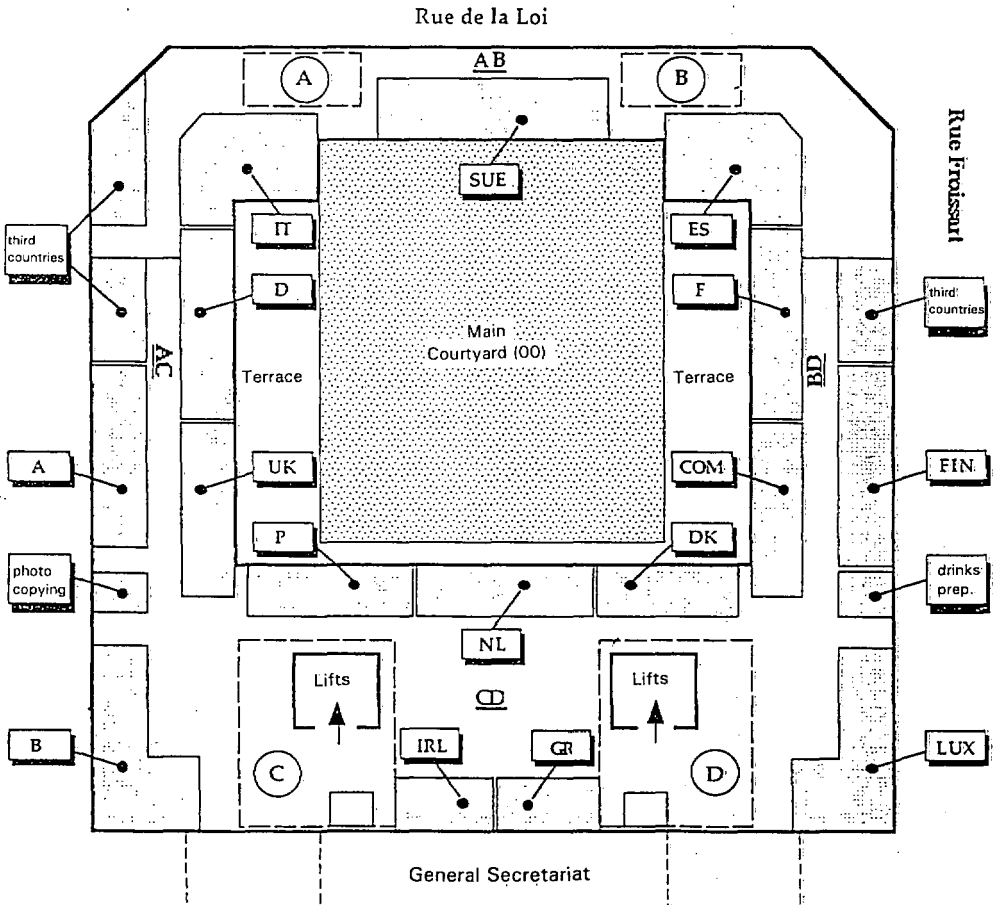
These divisions go from 06 to 80.

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 fire-fighting 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 organized 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 meeting rooms, the press conference room, the restaurants, the medical service, the libraries, the car parks and the lifts.

However, smoking is allowed in:

- the "smoking" sections in the delegates' bar, the press bar and the cafeterias;
- individual offices.

4. **FACILITIES FOR THE DISABLED**

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

The Schuman entrance has been adapted 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.

ANNEX VIII

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)	28, 36, 57	Schuman	Schuman, Froissart
	20, 59	Parc Léopold	Belliard
	54	Maelbeek	Belliard
Provincial bus (TEC)	E, F	Schuman	Schuman, Froissart
		Parc Léopold	Belliard
		Maelbeek	Belliard
Provincial bus (De Lijn)	EO, HM, WA, WA	Schuman	Schuman, Froissart
		Parc Léopold	Belliard
		Maelbeek	Belliard

Useful addresses

**CONSEIL
DE L'UNION EUROPEENNE**

RUE DE LA LOI, 175
1048 BRUXELLES

TELEPHONE : (02) 285 61 11
TELEX : 21711 - CONSIL B
TELEGRAMMES : CONSILIUM BRUXELLES
TELEFAX : 285 73 97 - 285 73 81

AUTRES IMMEUBLES

BRUXELLES

SQUARE FRERE ORBAN, 10
1040 BRUXELLES

GENEVE

CHEMIN LOUIS DUNANT, 2 (PB 29 - CICG) - CH - 1211 GENEVE 20
TEL.: 00.41.22.7342720 ou 33280 (numérotation abrégée)
FAX : 00.41.22.734.02.78 ou 33700 (numérotation abrégée)
TELEX : 412135

NEW YORK

346 East 46th Street, 6th floor
New York, N.Y. 10017
U.S.A.

TEL.: 00.1.212.292.86.00 ou 33719 (numérotation abrégée)
FAX :00.1.212.681.6266/6267 ou 33671 (numérotation abrégée)

AUXILIO !
HJÆLP !
HILFE !
BOHŒEIA !
HJÄLP !

2000

SECOURS !
SOCCORSO !
HULP !
SOCORRO !
HÄTÄNUMERO !

H E L P

**PREMIERS SOINS
FIRST AID**

6900 - 00.40 GM 06

SECURITE

Permanence 8909/7851 10.25 CD 15

BRUXELLES

Représentations permanentes des Etats membres

	Sièges à Bruxelles			Bureaux au Justus Lipsius	
	+ligne directe	numéro abrégé	réseau urbain	réseau interne	bureaux
BELGIQUE Rue Belliard 62 1040 BRUXELLES	+960 Fax	33000 33571	233 21 11	6260 6360	70 10 AC 90 70 10 AC 68
DANEMARK Rue d'Arlon 73 1040 BRUXELLES	+961 Fax	33001 33228	233 08 11	6268 6368	70 10 CD 65 70 10 CD 67
ALLEMAGNE Rue J. de Lalaing 19-21 1040 BRUXELLES	+962 Fax	33002 33064	238 18 11	6271 6371	70 10 AC 37 70 10 AC 57
GRECE Rue Montoyer 25 1040 BRUXELLES	+964 Fax	33004 33122	551 56 11	6245 6345	70 10 CD 50 70 10 CD 38
ESPAGNE Bd du Régent 52 1000 BRUXELLES	+970 Fax	33300 33572	509 86 11	6269 6169	70 10 BD 18 70 10 BD 18
FRANCE Place de Louvain 14 1000 BRUXELLES	+963 Fax	33003 33229	229 82 11	6262 6362	70 10 BD 56 70 10 BD 46
IRLANDE Rue Froissart 89-83 1030 BRUXELLES	+965 Fax	33005 33230	230 85 00	6279 6379	70 10 CD 04 70 10 CD 18
ITALIE Rue du Marteau 5-11 1040 BRUXELLES	+966 Fax	33006 33574	220 04 11	6273 6373	70 10 AC 27 70 10 AC 27
LUXEMBOURG Rue du Noyer 211 1040 BRUXELLES	Fax	33007 33231	735 20 60	6264 6364	70 10 BD 91 70 10 BD 73
PAYS-BAS Av. Herman Debrox 48 1060 BRUXELLES	+968 Fax	33008 33570	679 15 11	6275 6375	70 10 CD 55 70 10 CD 41
AUTRICHE Av. de Cortenberg 30 1040 BRUXELLES	Fax	34000 34001	282.11.11	8396 8397	70 10 AC 26 70 10 AC 40
PORTUGAL Rue Marie-Thérèse, 11-13 1040 BRUXELLES	+971 Fax	33301 33573	227 42 00	7764 6164	70 10 CD 25 70 10 CD 23
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Rue Ravenstein, 2 1000 BRUXELLES	546 22 11
<u>COMITE ECONOMIQUE ET SOCIAL</u>		
Rue Ravenstein, 2 1000 BRUXELLES	33010	546 90 11
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Rue de la Loi, 200 1049 BRUXELLES	: Appels directs à partir du Conseil	299 11 11 44 + n° à 5 chiffres
	Bureaux au Justus Lipsius 70 10 BD 66 et 70 10 BD 74	6266 et 6366
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Rue Belliard, 97/113
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33015

284 21 11

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1200 BRUXELLES

33013

743 06 00

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679 18 11

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1040 BRUXELLES

33016

230 47 21

230 41 70

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Place du Petit Sablon, 8
1000 BRUXELLES

515 16 11

Aéroport :
renseignements, nouvelles des avions

723 23 45

Chemins : renseignements (F)
de fer : renseignements (NL)

203 36 40

203 28 80

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