



Parliamentary Assembly
Assemblée parlementaire

<http://assembly.coe.int>

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

21 January 2022

First part of the 2022 Ordinary Session
(Strasbourg, 24 - 28 January 2022)

INFORMATION GUIDE

General Information

The Parliamentary Assembly will hold its winter part-session from 24 to 28 January 2022 in a **hybrid manner**.

The Assembly is required to observe the general rules laid down by the Secretary General of the Council of Europe and the Director General of Administration concerning access to Council of Europe premises, control of access, movement within the said premises, security checks, and restrictions on access and movement.

– *Conditions for participation in the part-session*

Following the decision of the Bureau of the Assembly (14 January 2022), national delegations are invited to limit the physical presence of their members as follows

- . the current/outgoing President of the Assembly and the incoming President,
- . the current/outgoing and incoming Vice-Presidents of the Assembly,
- . the current/outgoing committee chairpersons and incoming chairpersons,
- . the chairpersons of political groups and one female vice-chairperson per group,
- . the rapporteurs whose reports are included in the agenda of the part-session,
- . the chairpersons of national delegations and one vice-chairperson or another member of the delegation not belonging to the ruling majority, who could be accompanied by one secretary of delegation.

No accompanying persons will be allowed access.

As for previous part-sessions, members and secretariats will have to **register online** on the "Pace-Apps" application: [PACE - OpenId Server \(coe.int\)](https://pace.coe.int)

– *Conditions of entry into France*

Travel restrictions are still in place in France to prevent the spread of Covid-19.

However, the French Ministry for Europe and Foreign Affairs has confirmed that all Delegations are considered as having a compelling reason for travelling to France.

Delegations should consult the site of the [French Ministry of the Interior](https://www.interior.gouv.fr) to check which conditions apply, according to the [classification of their State](#).

Delegations from “orange zone” countries and “red zone” countries should send the following information for each member using the **attached table to annick.schneider@coe.int by Monday 17 January 3 pm:**

- family name, given name
- flight schedule/itinerary
- name and address of accommodation
- vaccination status.

Members of **Delegations from “orange zone” countries** who are not fully vaccinated in accordance with the requirements of the European Medicines Agency are required to:

- wear their masks at all times (including in the street),
- fully comply with the other protective measures applied in France;
- self-isolate immediately, under medical supervision, if they test positive for Covid and inform without delay the French Ministry for Europe and Foreign Affairs via the Council of Europe Protocol. The Protocol will issue a note verbale confirming their agreement to these measures which the delegation can carry with them during their journey to France.

Members who are fully vaccinated are invited to refer to the information below on the conversion of their certificates.

Members of **Delegations from “red zone” countries** who are not fully vaccinated in accordance with the requirements of the European Medicines Agency are required to:

- not use public transportation;
- respect the barrier gestures in force (wearing a compulsory mask, distancing, regular disinfection of the hands);
- isolate at their hotel or dedicated accommodation and take their meals there, except to participate in official meetings and events organised on the occasion of the mission;
- carry out regular antigen tests during their stay: in particular on arrival and, if applicable, at the end of the isolation period;
- isolate themselves immediately, under medical supervision, in the event of a positive test and inform without delay the French Ministry for Europe and Foreign Affairs via the Council of Europe Protocol. Protocol will issue a note verbale confirming their agreement to these measures which the Delegation can carry with them during their journey to France.

Members who are fully vaccinated are invited to refer to the information below on the conversion of their certificates.

Conversion of vaccination certificates issued abroad into a French health pass

Members of Delegations from “orange zone” and “red zone” countries who are fully vaccinated in accordance with the requirements of the European Medicines Agency can obtain a French health pass by completing the **attached table and returning it to Protocol (protocol@coe.int)**. NB: the French authorities are currently updating their requirements to include a third injection.

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

FR: <https://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/actualites-du-ministere/informations-coronavirus-covid-19/>

DE : <https://www.diplomatie.gouv.fr/de/neuigkeiten/coronavirus-covid-19/article/coronavirus-informationen-fur-auslander-in-frankreich-fragen-antworten>

RU: <https://www.diplomatie.gouv.fr/ru/venir-en-france/coronavirus-advice-for-visitors-to-france/>

Furthermore, you will find hereafter the links to the official websites which will give you the information concerning the modalities of entry on the French territory and the sanitary control measures at the borders:

French Ministry for Europe and Foreign Affairs - country files: www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-destination/	Ministère français de l'Europe et des Affaires étrangères - conseils par pays : www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-destination/
French Ministry of the Interior: https://www.interieur.gouv.fr/Actualites/L-actu-du-Ministere/Certificate-of-international-travel	Ministère français de l'Intérieur : https://www.interieur.gouv.fr/Actualites/L-actu-du-Ministere/Attestation-de-deplacement-et-de-voyage
Lists of countries classified green, orange or red: https://circulaire.legifrance.gouv.fr/loda/id/JORFTEXT000043618623/	Liste des pays classifiés en vert, orange ou rouge : https://circulaire.legifrance.gouv.fr/loda/id/JORFTEXT000043618623/

Please note that specific national and local regulations will also apply during your stay, including access to restaurants, bars and certain other venues or events.

– *Conditions of access to the Palais de l'Europe – Covid-19 tests*

The Council of Europe has introduced a Covid pass which is a self-declaration to respect the health rules for access to Council of Europe building, please complete this document in advance (this document will be put available on PACE Apps very shortly).

On first entry to the Council of Europe (Sunday afternoon or Monday morning), members of delegations will have to do an antigen and a RT-PCR test.

The result of the antigen test will be available within 15 minutes and - if negative - will give access to the premises. the results of the RT-PCR test will be available later in the day. In case of a positive result, the person concerned will be isolated according to French national health protocols and the Council of Europe will identify contact cases: the persons concerned will have to comply with the health rules in force, including, if necessary, isolation and testing.

During the week, members of delegations will be asked to commit to self-testing every day. The self-tests will be provided by the Council of Europe and included in the "health kit" which will be distributed on first entry to the Council of Europe.

For the return tests: the fees will be 45 euros for the RT-PCR tests and 25 euros for the antigenic tests to be **paid on the spot by credit card only**.

Time limit for obtaining RT-PCR test results:

- if the test is performed before noon: results before midnight
- if the test is performed after midday: results before midday the next day

Before being tested, members of delegations must have previously filled in a questionnaire (see in appendix) electronically (not handwritten) and hand it in on paper when they come to the test centre.

The results of the tests will be sent directly to each person by email.

Opening hours of the testing center

Sunday 23 January :	2 to 7 pm
Monday 24 January and Tuesday 25 January :	7 am to 4 pm
Wednesday 26 January, Thursday 27 January, Friday 28 January	7 am to 2 pm

The **sanitary protocol** in force at the Council of Europe continues to apply strictly in all premises:

- **mandatory wearing of an FFP2 mask** combined with respect of the physical distance of at least 1m, regular hand washing with soap and water or hydroalcoholic friction;
- sanitary kits will be made available at the entrance of the building;
- these instructions apply in the Chamber and meeting rooms, as well as in the restaurant areas (individual seats respecting the safety distance).

– *Access to the Chamber*

For health and social distancing reasons, access to the Chamber will be restricted to members of the Assembly (full members and substitutes) as well as to members of the Secretariat whose presence is necessary for the smooth running of the debates.

Secretaries of delegations and political groups wishing to communicate with a member may have access, but cannot sit down.

For sanitary reasons, the public gallery of the Chamber shall remain closed.

– *Other provisions*

The possibility for members to organise a side-event or meeting in the Palais de l'Europe remains suspended.

No exhibitions, social events, openings, receptions, etc. may be organised in the Foyer of the Assembly Chamber.

Table Office Information

Deadlines for registration of members // Speakers lists // Amendments

Secretaries of delegations are kindly requested to take note of the following deadlines:

- **Credentials** → to be submitted **at the latest by Monday 17 January 2022 noon**

- **Notification of Substitutes for the whole week**

→ to be submitted **at the latest by Wednesday 19 January 2022 before midnight**

If not submitted in time → any modifications submitted after the deadline with regard to Monday and Tuesday sittings will not be accepted

For other sittings → modifications of notification of substitutes for the following sittings should be submitted before **Tuesday 25 January 2022 at 12 noon**

- **Speakers lists will be closed 24 hours before the opening of the sitting concerned**

Final speakers' list shall be issued one hour before the debate, at the latest. It is recalled that, pending the finalisation of the speakers' lists, delegation secretaries can consult provisional lists online.

- **Amendments** → to be tabled at the latest 2 working days before the opening of the sitting concerned

- **Sub-amendments** → to be tabled before the beginning of the sitting preceding the sitting concerned

- **Notification of delegations' decision regarding the manner of their participation**

Final confirmation → **by Wednesday 19 January 2022 midnight, all delegations shall submit detailed lists of their members coming to Strasbourg ([online registration](#))**.

Only the members who have been duly notified within the above deadline will have seats allocated in the Chamber.

- **Notification of members having voting rights in committee meetings**

→ to be submitted by delegations, **at the very latest, by Wednesday 19 January 2022 before midnight**.

All delegations shall transmit to the Secretariat (via the [online registration](#) system) a list of their members (full committee members or alternates) who will have voting rights during the part-session committee meetings. This concerns the following committees:

- Committee on Political Affairs and Democracy,
- Committee on Legal Affairs and Human Rights,
- Committee on Social Affairs, Health and Sustainable Development,
- Committee on Migration, Refugees and Displaced Persons,
- Committee on Culture, Science, Education and Media
- Committee on Equality and Non-Discrimination

Voting procedures / Identification of voting members

Voting procedure

- ❖ Chamber → for all votes during Assembly sittings (with the exception of votes by secret ballot), members present in the Chamber shall use the Chamber voting system while members connected remotely shall vote via the KUDO voting system.
- ❖ Committees → members physically present in a committee meeting room shall vote by show of hands, while those connected remotely shall vote via the KUDO voting system.
- ❖ Elections of Judges → all members (present in Strasbourg or connected remotely) shall vote via the SCYTL voting platform. The first round of voting will take place on 25 January 2022 from 9.00 to 14.00; the second round – if necessary – on 26 January 2022 from 10.00 to 14.00. Access to the vote will be given only to duly registered members (representatives or duly notified substitutes for the morning sittings of 25 or 26 January 2022 respectively).

Identification of members with the voting rights will be done on the basis of their private e-mail address; for the vote in elections of Judges a private mobile number will also be necessary.

- The same private e-mail address will have to be used when connecting to any KUDO meeting or when connecting to the SCYTL voting platform (when electing Judges).
- The use of a different email address will not allow members to vote and participate in elections.

Secretaries of delegations meeting

- The meeting will be held on **Monday 24 January 2022 at 9.30 am (room 3).**

Kudo connectivity tests

Dry run session – connectivity tests KUDO

- A dry run session will be open to all members on **Friday 21 January 2022 from 12h30 to 13h**

Practical Information

1. Access to the Palais de l'Europe

The entrances of the Palais will be open as follows

Monday 24 January to Thursday 27 January	7:00 – 20:30
Friday 28 January	7:00 – 18:00

Access for delegations will only be possible through the main entrance.

2. Press and MediaBox

The MediaBox will be operational during this part-session.

Webcast: The session will be webcast live (in English, French, German, Italian and Russian) on the PACE [Website](#).

Press accreditations: before completing the [Accreditation form](#), please contact the Communication Department by e-mail (accreditation.press@coe.int) to find out about the special Session arrangements.

Accredited journalists will be able to follow the plenary debates from Room 5.

Cameras will have access to the press gallery.

3. Bank

The bank located in the main entrance hall of the Palais (ground floor) will be open as follows:

Monday 24 January to Thursday 27 January	from 8.30 to 5.30 pm.
Friday 28 January	from 8.30 to 3.30 pm

4. Post office

The post office located in the main entrance hall of the Palais will be open as follows:

Monday 24 January to Thursday 27 January	from 9.15 am to 1 pm and from 2 pm to 5 pm
Friday 28 January	from 9.15 am to 1 pm

5. Kiosk

The kiosk located in the main entrance hall of the Palais will be open as follows:

Monday 24 January to Thursday 27 January	from 8 am to 6 pm
Friday 28 January	from 8 am to 2 pm

6. Medical service

A medical service will be provided for the duration of the part-session. It is located in the hall of the main entrance (ground floor). The medical service call number is 2442. For emergencies, dial 3300 from an internal phone or 00 33 3 88 41 33 00 from a mobile phone.

Special Covid-19 information is given on the following pages.

7. Contacts

Valérie CLAMER

Head of the Table Office, Technological Innovation and Events Department

valerie.clamer@coe.int

Annick SCHNEIDER

Principal administrative assistant

+ 33/3 88 41 2549 // 06 85 74 73 00

annick.schneider@coe.int

Table Office

table.office@coe.int

Sanitary rules¹

1. Sanitary kits

The distribution of kits (1 kit/participant) will take place in the lobby of the Palais de l'Europe. They should be collected before moving inside the building.

Content: FFP2 masks, hydroalcoholic gel, self-tests, disinfectant wipes, document on "shielding measures"

2. Cleaning

Reinforced cleaning is planned in the various premises of the Palais at all contact points, sanitary facilities, etc., including the 5th floor for the offices of the national delegations (alcoholic gel terminals).

3. Preventive measures

- ▶ Strictly observe the essential preventive measures: physical distance rules, wearing a mask and shielding measures
- ▶ The physical distance between two people is more than 1 meter when wearing a mask, and this distance increases to more than 2 meters in situations where the mask cannot be worn.

During smoking breaks, even outdoors, a distance of more than 2 meters must be maintained between smokers and they must take care not to blow smoke towards their colleagues

▶ Masks:

- **Only FFP2 masks** are allowed, except in exceptional cases requiring written authorisation from the Organisation's occupational physician when people have medical problems related to wearing the mask. For vulnerable persons, the medical mask (surgical or FFP2) is particularly recommended in all circumstances.
- Within the CoE, masks must be worn because you may be unknowingly contagious and contaminate other people and surfaces.
- The mask must be worn correctly, i.e. the nose, mouth and chin must be covered.
- Make sure you change it
 - when it is soiled or wet
 - after 7 hours of use for FFP2 masks
- In offices, wearing a mask is mandatory. It is nevertheless tolerated that people working in an individual office remove their masks when they are in their offices under certain conditions that must be respected:
 - Be alone in the office.
 - Put the mask back on as soon as another person enters the office or before leaving the office

¹ these rules are subject to change until the last days before the session depending on the health situation

- Used FFP2 masks should not be disposed of in office waste bins. They should be disposed of in specially designated bins for subsequent recycling. These bins are located at the exits of the buildings and in the common areas or in one of the pedal bins in the toilets. It is recommended to bring to the office opaque bags that can be sealed where used masks can be put. Two bags are necessary to avoid mixing clean and dirty masks.
- ▶ Rules of hand hygiene:
 - Clean hands with soap and water or hydroalcoholic gel:
 - before removing and after taking off the mask
 - before and after putting on the mask
 - as soon as the mask is inadvertently touched
 - as soon as you leave your office.
- ▶ Disinfectant wipes are made available in premises where this is necessary (e.g. printer rooms, cafeterias for the use of microwaves, automatic drinks dispensers, etc.). The packets of wipes are equipped with a transparent protective strip on the top of the opening, which must be carefully removed without tearing the packaging, so that it can be properly reattached, to ensure that the wipes do not dry out.
- ▶ Individual bottles of hydroalcoholic gel are available to staff, parliamentarians and secretaries of delegations at the main entrances of the buildings during opening hours.
- ▶ Always carry a bottle of hydroalcoholic gel with you when there is no soap and water nearby or when you are away from the common dispensers
 - If you touch potentially contaminated surfaces or objects (such as handrails, door handles, light switches, printer control panels, etc.).
 - When drinking, eating or smoking
- ▶ Avoid unnecessary gatherings and movement inside the buildings.
- ▶ All social events are forbidden.

WHAT TO DO IN CASE OF SYMPTOMS THAT SUGGEST A COVID INFECTION

WHEN YOU ARE IN THE BUILDINGS OF THE COUNCIL OF EUROPE

PROCEDURE TO FOLLOW

1. Stay where you are.
2. Call or have someone call **3000**.
3. Wait for instructions and assistance from the Council of Europe fire safety officers, who will notify the Council of Europe medical service.
4. Inform **Ms Carine Roller-Kaufman** by calling **03.90.21.61.40**

OUTSIDE COUNCIL OF EUROPE BUILDINGS DO NOT COME TO THE COUNCIL OF EUROPE

PROCEDURE TO FOLLOW

1. **I isolate myself immediately:** in my hotel room or other accommodation. I inform my accommodation of my situation.
2. **I contact as soon as possible:**
 - ☎ **Emergency doctor** (24 hours a day): **Tel 3625 or 03 88 75 75 75**
 - ☎ **SAMU** (emergency service) if signs of severity: **Tel 15 or 112**
(114 for the deaf or hard of hearing)

I prepare the following information before calling:

- Telephone number of where you are
- Identity
- Exact address of where you are
- Reason for calling.

You will be taken care of and will benefit from a test prescribed by a doctor

3. **I notify or have notified the following people:**

During session hours :

- Your delegation secretary
- Ms Carine Roller-Kaufman on **03.90.21.61.40** who will inform the Council of Europe's medical service

Out of session hours :

- Your delegation secretary
- Ms Carine Roller-Kaufman on **03.90.21.61.40** the next morning who will inform the Council of Europe's medical service

Whilst awaiting the results of the test(s) STAY IN ISOLATION

Catering Information²

Offer/ place / times

Place	Offer	Times
Bar des Parlementaires	Warm drinks and cold drinks Viennese pastries Sandwiches, Salads, hot and cold snacks To go only	Monday 10.00 – 20.00 Tuesday to Thursday 08.00 – 20.00 Friday 08.00 – 13.00
Bar des 12 étoiles	Warm drinks and cold drinks Viennese pastries Sandwiches, Salads, hot and cold snacks To go only	Monday to Friday 08.00 – 15.00
Self & Brasserie	Collective catering Consumption on the spot Disinfection of tables and chairs	Monday to Friday 11.30 – 14.30
Blue Restaurant and Portuguese gallery	« à la carte » catering, table service Consumption on the spot Disinfection of tables and chairs	Monday to Friday 11.30 – 14.30

² these services are subject to change until the last days before the session depending on the health situation.

COVID-19 PREVENTION PROTOCOL FOR USERS OF THE CATERING AREAS

This protocol must be followed by all users of the catering areas, whether it be the self-service areas in the Palais, the Human Rights Building or the EDQM, the Palais snack bar, the cafeterias in the Palais or Agora, the Blue Room restaurant or the Portuguese Gallery area.

This protocol supplements or further specifies the stipulations of the other applicable protocols.

It applies to group catering only. Until further notice, catering services are not authorised (coffee breaks, cocktails, buffets, etc.), and, in general, patrons have to be seated when eating and drinking.

Health protection measures

Hand-washing

- Frequent hand-washing is recommended.
- As a supplementary measure to hand-washing, hand sanitiser gel is available at the entrances to the catering areas. It is nevertheless recommended that everyone brings their own bottle of hand sanitiser with them for use when they touch surfaces or their mask.

Wearing of masks

- Masks must be worn wherever you go, as soon as you step outside your office and right up to the catering area, including the cash-till.
- You may only remove your mask when you are about to eat or drink.
- Once you have removed your mask, you must put it away in a paper or plastic bag without mixing it in with any other items.
- You must put your mask back on as soon as you have finished your meal, before leaving the catering area.

Physical distancing

- A maximum of six customers may be seated at a table. Please do not modify the set-up of tables and chairs.
- When moving around in the catering areas, users must wear a mask. In all cases, kindly maintain the distances indicated by floor markers and signage when queueing.
- Once you have paid at the till, you are asked to go directly to a table, and not stand around or congregate with other people. You should sit down at a free table, complying with the place-markers and the number of people allowed for that table.
- To avoid long queues, it is advisable to use the catering areas at times when they are likely to be less crowded.

Serving and payment at the till

- The catering services provider will take all necessary regulatory health protection measures in respect of the kitchen facilities and the preparation, serving and payment areas.
- In particular, the catering services provider will take the necessary measures to avoid physical contact. It will prepare trays with a glass and cutlery and serve the food.
- You should touch only what you take.
- You are strongly advised to opt for payment by badge or by contactless bank card.

Cleaning and disinfection

- There is a special protocol to ensure that the catering areas are thoroughly cleaned and disinfected.
- After your meal, you must dispose of all waste in the bins provided for this purpose and then wash your hands.



COVID-19 FACT SHEET



IT IS IMPERATIVE THAT YOU COMPLETE THIS FORM ELECTRONICALLY,

PRINT IT OUT AND BRING IT THE DAY OF THE TEST

RT-PCR test **Antigenic test**

PATIENT

Sex: Male Female

Surname: First Name:
.....

Birth Name:
.....

Date of Birth:/...../.....

Address:
.....
.....

Cell Phone:
.....

Email:
.....

French social security membership YES NO

If yes French social security number to be filled in imperatively:.....

Henner membership : YES NO

CURRENT PLACE OF RESIDENCE

Individual accommodation (*house, flat*)

Collective accommodation structure (*hotel...*)

CLINICAL INFORMATION

Contact case: YES NO

Symptoms (cold, sore throat, fever, cough, digestive signs, loss of taste or smell, difficulty in breathing...)

YES NO

Onset of symptoms: .../...../.....

Stay abroad in the 14 last days OR contact with person who has stayed abroad:

YES NO

If YES, which country:

Planned trip: YES NO

Date: /..... /..... Departure time:h.....

VACCINATION AND/OR COVID19 INFECTION :

Date 1st injection:/...../.....

Pfizer/BioNTech Moderna AstraZeneca Johnson&Johnson Other

Date 2nd injection:/...../.....

Pfizer/BioNTech Moderna AstraZeneca Johnson&Johnson Other

Date 3rd injection:/...../.....

Pfizer/BioNTech Moderna AstraZeneca Johnson&Johnson Other

Date COVID19 infection(s) : /...../..... /...../.....