



Parliamentary Assembly
Assemblée parlementaire

<http://assembly.coe.int>

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

20 April 2022

Second part of the 2022 Ordinary Session
(Strasbourg, 25 - 28 April 2022)

INFORMATION GUIDE

General Information

The Parliamentary Assembly will hold its spring part-session from 25 April to 28 April 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 part-session*

Access to the Palais de l'Europe will be authorised to members of the Assembly, members of observer and partner for democracy delegations, and secretariats of delegations (whose names appear in the Assembly *annuaire*) as well as official VIP delegations. This access will also be granted to parliamentary assistant (one assistant only per parliamentarian) and invited PACE honorary members. No other categories of visitor 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.

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

Delegations from "orange zone" countries are invited to send the names of their members to Annick Schneider, annick.schneider@coe.int by Monday 18 April at 6 pm.

Council of Europe Protocol will issue, on the basis of this list of names, a note verbale to facilitate the travel of the concerned delegation. It is no longer necessary for these members to self-isolate upon their arrival in France. However, they may be invited to take a random antigen test upon their arrival and, if the results should be positive, will then be required to self-isolate in accordance with the recommendations of the French health authorities.

The City of Strasbourg will provide the **shuttle service between the airports and Strasbourg** as it does for all part-sessions.

– *Conditions of access to the Palais de l'Europe*

The Council of Europe has introduced a Covid pass which is a self-declaration of commitment to respect the health rules for access to Council of Europe building, which you are asked to complete in advance (link to the: [self-declaration](#)) and to show when entering the Palais de l'Europe.

Participants in the part-session will not have to carry out a Covid-19 test on site at the entrance to the Palais de l'Europe.

However, all participants in the part-session are asked to self-testing every morning, from Monday 25 April to Thursday 28 April, before coming to the Council of Europe. Self-tests will be provided by the Council of Europe and included in the "sanitary kit" which will be distributed upon first entry into the Council of Europe.

There will be no testing center at the Palais de l'Europe. Members who will need to do an RT-PCR test or an antigen test for the return to their country will have to book a test themselves in a laboratory in Strasbourg.

Please find below a **list of laboratories** close to the Palais de l'Europe.

Appointments must be made in advance either by telephone or on the Doctolib website (link: [COVID-19 test PCR appointments via Doctolib website](#))

- OUILAB BETHESDA/SLEIDAN / 19 Boulevard Jacques Preiss, 67000 Strasbourg /Tél : 03.88.14.46.20
- Laboratoire SCHUH / 1 Quai des bateliers 67000 Strasbourg /Tél :+ 33 (0)3 88 14 44 50
- Laboratoire de Biologie Médicale des Vosges 3 Avenue des Vosges 67 000 Strasbourg / Tél : + 33 (0)3 88 37 14 00
- [Bio67 - Laboratoire de la Robertsau - Strasbourg, Laboratoire à Strasbourg \(doctolib.fr\)](#)
Rue Philippe Thys – 67000 Strasbourg – Tél. + 33 (0) 3 88 59 42 23
- [Biogroup CAB - Laboratoire de biologie 25 rond point de l'esplanade](#) – 67000 Strasbourg - tél : + 33 (0) 3 88 61 60 70

It is recalled that these tests are chargeable for foreigners.

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

FFP2 or surgical masks must be worn in the Chamber and meeting rooms; this is due to the lifting of the health limit in committee rooms and the increase in the capacity of the Chamber (speakers are allowed to take off their mask when they take the floor); this is combined with respect of the regular hand washing with soap and water or hydroalcoholic friction.

These instructions apply in the Chamber and meeting rooms, as well as in the restaurant areas.

– *Access to the Chamber*

For health and physical 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 Lobby 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 18 April 2022 before noon**

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

→ to be submitted **at the latest by Wednesday 20 April 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 26 April 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 (except for debates under urgent procedure)

- **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 20 April 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 20 April 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 elections 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 via the KUDO voting system as will those connected remotely. Please refer to the specific information communicated by the secretariats of the committees concerned.
- ❖ Elections of Judges (to be confirmed) → all members (present in Strasbourg or connected remotely) shall vote via the SCYTL voting platform. The first round of voting will take place on 26 April 2022 from 10.00 to 15.00; the second round – if necessary – on 27 April 2022 from 10.00 to 15.00. Access to the vote will be given only to duly registered members (representatives or duly notified substitutes for the morning sittings of 26 April and of 27 April 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).
- ➔ Use of a different email address will not allow members to vote

Kudo connectivity tests

Dry run session – connectivity tests KUDO

- ➔ A dry run session will be open to all members on **Wednesday 20 April 2022 from 11 h to 11 h 30.**

Practical Information

1. Access to the Palais de l'Europe

The entrances of the Palais will be open as follows

Monday 25 April to Thursday 28 April

7:00 – 21:00

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

2. Press and MediaBox

Webcast: The session will be webcast live (in English, French, German and Italian) on the PACE Website: [Spring Session 2022 \(coe.int\)](https://www.coe.int/en/web/spring-session-2022)

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 Press Room (room 4).

Cameramen will have access to the press gallery.

The MediaBox will be operational during this part-session.

3. Bank

The bank located in the main entrance hall of the Palais (ground floor) will be open from 8.30 to 5.30 pm.

4. Post office

The post office located in the main entrance hall of the Palais will be open from 9.15 am to 1 pm and from 2 pm to 5 pm.

5. Kiosk

The kiosk located in the main entrance hall of the Palais will be open from 8 am to 6 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

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Principal administrative assistant

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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 in the Chamber and meeting rooms (nose, mouth and chin covered) 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 or surgical 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 (FFP2) is particularly recommended in all circumstances.
- Within the CoE, wearing a mask is highly recommended because you may be unknowingly contagious and contaminate other people.
- 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 highly recommended too.
- Used FFP2 or surgical masks should not be disposed of in office waste bins, but in specially designated recycling bins. 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.

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

- ▶ 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 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 **3300**.
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 Consumption on the spot or to go	Monday 10.00 – 20.00 Tuesday - Wednesday 8.00 – 20.00 Thursday 8.00 – 19.30
Bar des 12 étoiles	Warm drinks and cold drinks Viennese pastries Sandwiches, Salads, hot and cold snacks Consumption on the spot or to go	Monday - Friday 08.00 – 15.00
Self & Brasserie	Collective catering Consumption on the spot Disinfection of tables and chairs	Monday - 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 - 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 is recommended wherever you go, as soon as you step outside your office and right up to the catering area, including the cash-till.
- 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.

Physical distancing

- A maximum of four customers may be seated at a table except in the Blue Restaurant where the large round tables could accommodate six people maximum. 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.