

ORGANISATION OF UNOFFICIAL MEETINGS DURING PACE PART-SESSIONS

Extract of the Parliamentary Assembly Rules of Procedure (pages 286-288)

“The President or the Secretary General of the Assembly will agree to such requests **on the basis of the criteria already given under paragraph I, points 2, 3 and 4**”(…):

“ ...

- these meetings must have an international and in particular a European character;
- preference is given:
 - a. to organisations having consultative status with the Council of Europe;
 - b. to meetings where the subject for discussion is on the Assembly’s register or otherwise falls within the scope of the Council of Europe;
- [permission] is not granted for meetings where the **subject for discussion could impair the good name or prejudice the impartiality of the Council of Europe or otherwise run counter to its fundamental objectives**”.

N.B. As the number of rooms available between 1 and 2 p.m. is limited, taking into account the fact that Assembly committees meet as from 2 pm, the Secretariat is in a position to accept the first two requests that are submitted.

In application of the above regulations, the following guidelines must be respected:

Request to organise a unofficial meeting	<p>Your request for an unofficial meeting during a PACE part-session must be supported by a member of the Parliamentary Assembly of the Council of Europe (see p. 286 of the Assembly’s Rules of Procedure).</p> <p>It should be sent to Mr Horst Schade, Director of General Services, (horst.schade@coe.int), acting on behalf of the Secretary General of the Assembly, with a copy to Ms Anne Wiesmeyer, anne.wiesmeyer@coe.int and should mention the following points:</p> <ul style="list-style-type: none"> - Date of the unofficial meeting - Title (in English and French) and subject for discussion of the unofficial meeting - whether the meeting has an international and in particular European character - name of PACE member supporting the unofficial meeting - number of participants attending (30 participants maximum + MPs) <p>The request should reach the Secretariat at the latest <u>3 weeks</u> before the part-session. Before sending your request, please make sure that you have carefully read all the points below. You will be informed rapidly whether your request has been granted.</p>
Times	Unofficial meetings can only be organised between 1 and 2 pm . No unofficial meeting can be organised during plenary sittings or during committee meetings.
Responsibility	<p>Unofficial meetings (including invitations, external participants, badge requests (see below)), are the entire responsibility of the member of the Assembly requesting such meetings.</p> <p>During your meeting, the PACE Secretariat cannot provide you with secretarial or technical assistance.</p>
Room reservation	The number of the meeting room will be communicated at the latest 2 weeks before the meeting.
Badges	<p>Badges for external participants will be prepared (PACE members already have badges). All participants must present their passport/identity card at the main entrance of the Palais de l’Europe 30 min. before the meeting to obtain their badge.</p> <p>Only individual members of the Assembly, national delegations, political groups or committees may make badge requests.</p> <p>Requests should be submitted by the Wednesday before the part-session, and in any case not later than 24 hours before the desired date, by means of a form indicating in particular the identity of the requestor, the identity of the guest and his/her relationship with the requestor. Please send the list of names to anne.wiesmeyer@coe.int via the excel table attached in the e-mail.</p>

	<p>For security reasons, participants should arrive at the Palais <u>not before 12 noon and must leave by 2.30 p.m</u></p> <p>N.B. No badge request will be dealt with if it arrives later than 24 hours before the unofficial meeting.</p>
Technical assistance	<p>All meeting rooms have a computer and a screen for Power Point presentations. Should you need any technical assistance before or during your event with using this material, we strongly advise you to contact the Multimedia section of the Council of Europe two weeks before your side event.</p> <p>Contacts: Mr Tedesco : +33(0)3 90 21 45 48 ; dominique.tedesco@coe.int with a copy to Mr Kolb : franck.kolb@coe.int</p>
Interpretation	<p>Interpretation is not provided. However, if you need interpretation at your unofficial meeting you, please contact Ms Marie-Noëlle Batut, Interpretation Section, at the latest <u>3 weeks before the part-session</u>.</p> <p>Contact: Ms Batut : +33 (0)3 90 21 46 75, e-mail: marie-noelle.batut@coe.int</p>
Catering	<p>Food and beverages are not allowed inside meeting rooms. To organise for snacks and drinks to be served outside the meeting room, please contact Ms Fabienne Kraft, Société de restauration, Council of Europe : +33 (0)3 88 41 37 04, restaurantsalonbleu@coe.int</p>
Publicity	<p>Advertising an unofficial meeting is not allowed in the public areas of the Council of Europe (i.e. posters are not allowed in the lifts or around the plenary chamber). Invitations should not use the Council of Europe or PACE logo.</p>