

Brussels, 4 February 2011

PRACTICAL INFORMATION

Joint Parliamentary Meeting

"Western Balkans - towards a more integrated Europe"

13 - 14 APRIL 2011
EUROPEAN PARLIAMENT
BRUSSELS

1. Registration & Accreditation

- **Registration is obligatory for all participants wishing to attend!**

Please note that all registrations forms (attached to the e-mail) have to be sent, **before 25 March 2011 ONLY** to the following on-line Registration:

<http://www.opinio.europarl.europa.eu/opinio/s?s=jpmnov2010>

Please only use this on line form to enrol and please make sure that all fields are filled in correctly

Only if you wish to modify your registration, please send an e-mail to

JPM-Registrations@europarl.europa.eu

- The **accreditation** area is situated in the entrance zone of the Paul Henri Spaak building (PHS) and will be clearly indicated by signposts.



Access badges, dinner invitations, etc. will be presented to registered participants. Documentation of the JPM will be distributed in the meeting room.

Opening hours of the accreditation area:

Wednesday, 13 April 2011: 9.00 - 17.00

Thursday, 14 April 2011: 9.00 - 11.00

2. Buildings of the European Parliament (and their acronyms)

ASP: Altiero Spinelli building

PHS: Paul Henri Spaak building

JAN: József Antall building

You will find attached (to the email) a map of the European Parliament and its buildings in Brussels.

3. Car Access

Should you come by car, it is possible to use the EP parking facilities (entrance via rue d'Ardenne) if you let us know in advance the registration number, car model and the driver's name.

4. Cloakroom

A guarded cloakroom will be provided at the accreditation area of the PHS building.

5. Conference Rooms

Plenary: Wednesday, 13 April 2011	Hemicycle <u>3rd floor PHS</u> building 15.00-17.00
Working groups (13 April only)	<u>Working group I</u> "Co-operation in the area of freedom, security and justice" Room: Hemicycle <u>3rd floor PHS</u>: 17.00 - 19.00
	<u>Working group II</u> " Integration of Citizens" Room: <u>3C50 3rd floor PHS</u>: 17.00 - 19.00
Plenary: Thursday, 14 April 2011	Hemicycle <u>3rd floor PHS</u> building 9.30-12.45



6. Cocktail & Dinner

On 13 April 2011 a **Cocktail, followed by a buffet Dinner**, will be offered by the President of the European Parliament Mr Jerzy **BUZEK**, from 19.30 onwards, which will take place in the **Espace Yehudi Menuhin, Paul Henri Spaak Building, first floor.**

7. Documents

Documents will be distributed in the Hemicycle.

National parliaments can send to our Webmaster: Mr Nikos SALLIARELIS nikos.salliarelis@europarl.europa.eu all the documents concerning the issues of the JPM that they wish to publish on the European Parliament's website. Further documents and internet-links can be found at the following addresses.

<http://www.europarl.europa.eu/webnp/cms/lang/en/pid/1549>

8. Internet/WIFI Access

Participants to the JMP using their own laptops and having a WIFI card may request a user name and password from the EP Infocentre (entrance close to Room 1E2 -Altiero Spinelli building). The user name and password need to be requested the same day and cannot be requested in advance). Password and user name are valid for 24 hours. WIFI access areas include the cafeteria close to the PHS 3C50 meeting room and the Hemicycle. For further questions, please contact the Infocentre at the European Parliament in Brussels directly (tel. 84300)

9. Lunch

Registered participants of the Joint Parliamentary Meeting (Members and Officials) have the possibility to use the canteen/self-service restaurants of the European Parliament, Altiero Spinelli Building, level -1.

(Please note the lunch invitations issued by the Political Groups of the European Parliament (mentioned below).



10. Political Groups - Preparatory Meetings

Arrangements by the Political groups have been sent to you and published on the above webpage

EPP: Wednesday, 13 April 2011

Contact: **Beatrice SCARASCIA-MUGNOZZA** Tel: +32 (0)2 284 2599
e-mail: beatrice.scarascia-mugnozza@europarl.europa.eu

S&D: Wednesday, 13 April 2011

Contact: **Maria Odilia HENRIQUES** Tel: +32 (0)2 284 3381
e-mail: mariaodilia.henriques@europarl.europa.eu

ALDE/ADLE: Wednesday, 13 April 2011

Contact: **Willem VANDEN BROUCKE** Tel: +32 (0)2 284 4380
e-mail: willem.vandenbroucke@europarl.europa.eu

GREENS/EFA: Wednesday, 13 April 2011

Contact: **Joachim DENKINGER** Tel: +32 (0)2 284 3095
e-mail: joachim.denkinger@europarl.europa.eu

ECR: Wednesday, 13 April 2011

Contact: **David BOYD** Tel: +32 (0)2 284 6143
e-mail: david.boyd@europarl.europa.eu

GUE/NGL:

Contact: **Thomas RAECK** Tel:+32 (0)2 284 6282
e-mail: thomas.raeck@europarl.europa.eu

EFD: Wednesday, 13 April 2011

Contact: **Pierre VAUGIER** Tel: +32 (0)2 284 4574
e-mail: pierre.vaugier@europarl.europa.eu

NI:

Contact: **Eduardo BUGALHO** Tel: +32 (0)2 284 2466
e-mail: eduardo.bugalho@europarl.europa.eu

11. Taxis

The personnel at the reception desk in the main hall of the ASP-building will be able to call you a taxi. Tel. 02/349.49.49.

A taxi-rank is to be found on the Place de Luxembourg (5 mins walk from EP)



12. Contacts

a) At the EP Directorate for Relations with National Parliaments - Institutional Cooperation Unit

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MOBILE OF INSTITUTIONAL COOPERATION UNIT Tel: +32 (0)498 98 13 75	

b) At the Hungarian National Assembly

In Brussels:	
Katalyn SZALOKI Hungarian National Assembly Tel: +32-2-84 48 66 Mobile: +32 (0)479 533 294 (BE) +36 209 311 535 (HU)	Permanent Representative of the Hungarian National Assembly to the EU