



**COUNCIL OF
THE EUROPEAN UNION**

Brussels, 14 March 2011

European Council
Brussels, Thursday 24 and Friday 25 March 2011

INFORMATION FOR THE PRESS

Journalists who were already registered for the extraordinary meeting of 11 March will be automatically registered for the European Council. Your badge is valid for the 2 events, please keep it carefully.

If you do not have accreditation for 11 March please follow the instructions below and remember to bring all the necessary documents with you when you collect your badge.

Application deadline: 18 March 2011, 12.00.

The European Council meeting will be held on 24 and 25 March at the Justus Lipsius building, 175 rue de la Loi, Brussels.

The press centre, specially equipped with the usual facilities for the press and audiovisual media, will also be in the Justus Lipsius building.

Media representatives will find attached the following information:

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**For any additional information, please contact
the Press office at the General Secretariat of the Council:
tel. +32 (0)2 281 63 19 / +32 (0)2 281 61 51 / +32 (0)2 281 89 69
fax +32 (0)2 281 80 26 / 85 41
Rue de la Loi 175 B-1048 Brussels
e-mail: press.office@consilium.europa.eu
www.consilium.europa.eu
www.european-council.europa.eu**

P R E S S

1. ACCREDITATION

You should register on-line on the European council website: www.european-council.europa.eu/media-accrreditation

Please take note of the instructions below before applying for accreditation.

The accreditation procedure is divided into two stages:

FIRST STAGE : SECURITY CLEARANCE

A. FOR MEDIA REPRESENTATIVES OF BELGIAN NATIONALITY OR REGISTERED AS RESIDENT IN BELGIUM ONLY

(Other media can proceed directly to the second stage below)

(i) Already registered

If you have already submitted a security clearance application in 2011 you do not need to re-apply as this clearance is valid until the end of June 2011.

The security clearance forms for 2010 are no longer valid.

In order to obtain accreditation for European Council, a special procedure designed to protect individual freedom has to be completed. The royal decree of 3 June 2005 on security clearances and the law of 11 December 1998 (Article 16) provide that the consent of the person seeking security clearance is required before the security investigation can be carried out. You must therefore fill in section 1 of the security clearance application form (see Annex 1) which you will find on the website www.european-council.europa.eu/media-accrreditation

You must also print the form as you will have to produce the signed original when you come to collect your badge.

When you have filled in and printed the security clearance application form, you can then complete your registration (see below second stage "Registration")

B. FOR THE ATTENTION OF ALL MEDIA REPRESENTATIVES

Information given on the site of the European Council for accreditation may be forwarded to one or more national security authorities for security checking purposes. Use of the on-line accreditation form implies acceptance of these conditions.

N.B.: Trainees with media organisations who do not possess a press card are not entitled to request accreditation.

SECOND STAGE: REGISTRATION (on-line only)

www.european-council.europa.eu/media-accreditation

By registering before the deadline, you will save time and avoid additional formalities and procedures.

- (1) Insert your surname, first name and date of birth and then click on the "OK" button. The system will verify whether your name is already in the database.
- (2) ***If you were registered for previous European Council meetings in Brussels:***
The system will ask for your password. If the password is correct, you will be directed to the application form.
If you cannot remember your password, please click on the appropriate button.
- (3) ***If this is your first registration:***
Before starting, you will require:
 - a recent ID-size photograph in JPEG (.jpg) format. **Any application without such a photograph will be rejected;**
 - the serial numbers of your passport or ID card and of your press card.

All identity documents used for accreditation **must** be valid on the day of the European Council.

Complete the on-line accreditation form and submit it by
18 March 2011, 12.00 - APPLICATION DEADLINE

IMPORTANT REMINDER:

When registering on our site www.european-council.europa.eu/media-accreditation please be very careful when entering your details. Even simple errors (e.g. reversal of first name and surname) may result in a failed security check and hence a refusal for technical reasons to issue a badge. Please also check, if renewing your accreditation, that your address, identity document number and validity date are still valid.

In the event of problems with accreditation, please contact: securite.data@consilium.europa.eu

In the event of technical problems, please contact: helpline.accreditation@consilium.europa.eu

Unless the security office notifies you to the contrary, your accreditation will be valid.

Collection of badges

Accreditation badges must be collected in person from the
LEX building, 145 rue de la Loi, Brussels

- **Tuesday 22 March** from 9.30 - 13.00 and 14.00 - 17.00
- **Wednesday 23 March** from 9.30 - 13.00 and 14.00 - 19.00
- **Thursday 24 March** from 8.30 - 20.00
- **Friday 25 March** from 8.00 - to the end of the final press conference

N.B.: The accreditation desk will close at 22.00 on Friday 25 March even if the European Council meeting continues beyond this time

When you collect your identification badge, you must present the following documents:

- your valid passport (or if you are a national of a Member State of the European Union, an EFTA country or an EEA country, your valid national identity card);
- your valid press card (or if you are a media representative from a country which does not issue press cards, the **ORIGINAL** of a letter (faxes will not be accepted) signed by the editor-in-chief of your media organisation, specifying your professional status).
- and for media representatives of Belgian nationality or registered as resident in Belgium only: the original signed copy of your application for security clearance (see page 2).

No accreditation badge will be issued if you cannot produce all of these documents.

Group collection of badges (for press agencies, television stations, etc.)

Applications for a group collection of badges should be sent by fax (+32 (0)2 281 78 76) by **17.00 on 21 March 2011**. The person collecting badges for a media organisation, must present the **ORIGINAL** of a letter (faxes will not be accepted) indicating authorisation by his/her media organisation to collect those badges (see the standard letter in Annex 2). In addition, **an original of the security clearance application signed by each person for whom a badge is intended (see Accreditation above) if he/she is of Belgian nationality or resident in Belgium must also be provided.**

Note:

To use the group collection procedure it is essential to ensure that all the persons on the list **are correctly registered**.

Late accreditation

If you have not applied before the deadline (**12.00 on 18 March 2011**), or your application has been rejected for technical reasons, you must follow the late accreditation procedure and will not be able to have your badge collected as part of a group (see the Internet site **from 12.00 on 18 March 2011**). **Significant delays may occur.**

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While on the European Council premises, you must wear your badge visibly at all times. Anyone found not wearing a badge may be asked to leave. You may be asked at any time by a member of the security staff to prove your identity by producing an official document.

Filming or photography of the security equipment or security staff is prohibited.

2. PRESS CENTRE

A press centre will be installed in the usual press rooms and on other floors of the Justus Lipsius building.

For security reasons the press centre **must close at 19.00 on Wednesday 23 March 2011**. It will re-open at **07.00 on Thursday 24 March 2011** and only those producing a special European Council badge will have access.

Media facilities

About 1.100 workstations, equipped with telephone and internet connection and a power supply, are situated as follows:

level 02:	± 200 workstations (analogue and/or digital)
level 01:	± 50 workstations (analogue and digital)
level 00:	± 250 workstations (analogue, RJ11)
level 00: (mezzanine)	± 100 places (47 with analogue telephones and 8 analogue and ISDN access)
level 00 (atrium):	± 600 workstations (analogue, 140 with ISDN digital)

On levels 00, 01 and 02 it is possible to connect to the internet using a **wireless connection** (IEEE 802.11a/b).

Please note that in the atrium, the bandwidth capacity of the wifi only permits 300 simultaneous connections. A limited number of internet cables are available in the event of problems with the wifi. You are therefore advised to bring a PC cable with you.

It should be noted that **no PCs will be installed**.

Reservation of work spaces for journalists

Media representatives may reserve workspaces by means of a label indicating their name and media organisation. The press office cannot reserve work spaces.

Reserved spaces not occupied at the beginning of the proceedings of the European Council may be taken by others.

Press agency rooms

Level 02 of the press centre. Reservations must be made in advance with the press office:

Tel. +32 (0)2 281 62 31
Fax +32 (0)2 281 85 41
e-mail: press.office@consilium.europa.eu

Each desk is equipped with a telephone (analogue line) and an ISDN connection. For extra and temporary ISDN connections, please contact Belgacom, Ms Serlippens (tel.: +32 (0)2 202 20 96).

Press conference room/briefing rooms

- The press conference room (level 00) will be used by **the President of the European Council and by the President of the Commission**.
- the briefing rooms for use by **member states** will be on levels 35, 20 and 01 (press centre).

A restaurant and bars will be available to the press (levels 00 and 02).

Closed-circuit television carrying host broadcaster pictures and messages will be in operation throughout the press centre.

3. AUDIOVISUAL SERVICES

Photo/TV coverage

The media programme will be provided later.

Facilities for TV stations

- TV/radio editing rooms with telephones and ISDN connections, equipped for reception of the host broadcaster's TV signal.
- For services provided by the EBU (distribution of signals, multilateral or unilateral transmission and reservation of editing rooms on a "first come, first served" basis), please see the information distributed to TV stations by the EBU.

Contact: Dounia WOLTECHE, Eurovision News Producer

Tel. +32 (0)2 280 07 59

Fax +32 (0)2 280 07 59

GSM: +32 (0)474 67 39 11

e-mail: bookings@eurovision.net

Satellite vehicle parking/booking of stand up positions

1. Parking places for satellite TV and radio broadcasting vehicles are located in front of the main entrance on rue de la Loi.

- a) In order to park in the secure zone, you must send your request for a parking permit to: presse.standup@consilium.europa.eu by **17.00 on Friday, 18 March, at the latest**, and include the following information:
- Registration number
 - Name of driver
 - Telephone number.

Permits for satellite vans will be issued by the security service, not by the press service, and any changes to this information after the deadline could result in difficulties or delays in gaining access.

- b) Please note also that satellite vans must be parked in the zone before the security perimeter is closed at 08.00 on 24 March (any change of time will be announced) and will not be able to enter this zone once it is closed. It will be possible to leave the zone but not to re-enter it.
- c) Permits to park technical vehicles in rue Van Maerlant can be requested at the same address

2. The live stand-up positions will be located in the internal courtyard (mezzanine).

Advance booking is essential as the number of positions available is limited.

Deadline: **17.00 on Friday, 18 March 2011.**

Please also specify your choice of position.

Contact: Valerie Goldsmith

Tel. +32 (0)2 281 89 69

Fax: +32 (0)2 281 50 65

Mobile: +32 (0)476 76 21 56

e-mail: presse.standup@consilium.europa.eu

For extra temporary ISDN connections, contact Belgacom, Ms Serlippens (tel. +32 (0)2 202 20 96).

Radio and TV studios

The Council radio and TV studios can be reserved for interviews with members of the delegations participating in the meeting. Conditions of use can be found on line at: www.consilium.europa.eu/studioTV.

Contact: Isabelle BRUSSELMANS
Tel. +32 (0)2 281 57 13
Fax +32 (0)2 281 80 26
Mobile: +32 (0)475 75 34 06
e-mail: isabelle.brusselmans@consilium.europa.eu

TV newsroom

All host broadcaster footage can be downloaded in broadcast quality (MPEG-4 - 16/9 format) on <http://tvnewsroom.consilium.europa.eu> (arrivals, doorsteps, round table, family photo, press conferences). The video files are available in the hour following the event. The preview is open to all; please take 30 seconds to register to download MPEG-4.

Facilities for radio stations

- Each radio booth is equipped with a telephone (analogue connection), an ISDN connection and internet access. The EBU radio department will be responsible for the distribution of signals.
- Additional ISDN connections must be booked directly from the EBU radio department:

Contact: Julia LONICER
Mobile: +41 (0)79 230 15 08
e-mail: lonicer@ebu.ch

4. DELIVERY / REMOVAL OF TECHNICAL EQUIPMENT

VERY IMPORTANT: *For delivery and removal of equipment you must request a personal daily badge, (see below).*

Delivery and installation of technical equipment

Delivery and installation of technical equipment must be carried out between **07.00 and 17.00 on Wednesday 23 March only** via the following entrance points:

- **"Froissart", rue Froissart 112:** which greatly facilitates unloading but may only be used for **vehicles up to a maximum height of 2.30 m**; or
- **"Etterbeek", Chaussée d'Etterbeek 70:** for vehicles exceeding a height of 2.30 m.

After the equipment has been unloaded, a member of the security office will accompany you to the press centre. A few trolleys will be available.

Delivery vehicles must leave the area of the Justus Lipsius building immediately after unloading.

Removal of technical equipment

The equipment must be **removed**:

- on **Friday 25 March, after the security perimeter has been lifted** (at the end of the European Council meeting); or
- on **Saturday 26 March between 08.00 and 18.00 via the Etterbeek entrance.**

Please send your request **before 17.00 on 18 March** specifying for **Wednesday 23 and Friday 24 or Saturday 25 March 2011**:

- 1) the name of the transporter of the equipment or the media team;
- 2) the names of team members;
- 3) the registration number of the vehicle delivering/collecting the equipment;
- 4) the expected time of arrival
- 5) for 23 March the entrance to be used (Etterbeek or Froissart, see above). Your badge will be available at this entrance.

Contact: Mr. Fernandez Gomez
Tel. +32 (0)2 281 64 52
presse.dechargement@consilium.europa.eu

**FOR THE ATTENTION OF MEDIA REPRESENTATIVES OF BELGIAN NATIONALITY OR
RESIDENT IN BELGIUM AND ON THE BELGIAN NATIONAL REGISTER
REQUESTING ACCREDITATION FOR THE EUROPEAN COUNCIL**

Security clearance application form

Annex to the Royal Decree of 3 June 2005 amending the Royal Decree of 24 March 2000 implementing the Law of 11 December 1998 on classification and security clearances.

WARNING

Articles 22a to 22e of the Law of 11 December 1998 on classification and security clearances, certificates and notices/assessments.

The person named in section 1 is warned by the authority or the person referred to in section 2 that, for the reasons set out in section 3, that person must submit to a security check.

The details of the security check are set out in the attached explanatory notice.

1. IDENTITY OF THE PERSON CONCERNED

An error in the details below can lead to refusal of accreditation on the grounds of non-conformity of data.

(Latin characters only)

Family name:

First name:

Maiden name:

Gender:

Nationality:

National registration number

(Compulsory for all residents in Belgium) - to be found on the back of the Belgian identity card / Residence permit / SIS card:

Type of document / document number : **P** (passport) or **N** (national identity card):

Place of birth:

Country of birth:

Date of birth:

Position or profession:

Full address:

Address of residence if different from above:

2. SOURCE OF THE REQUEST FOR A SECURITY CHECK

Authority with the power to require security clearance (Art. 22a(1) or (2) of the Law):
"L'Autorité Nationalé de Sécurité" rue des Petits Carmes 15, 1000 Bruxelles.

3. REASON FOR THE REQUEST FOR A SECURITY CHECK

Access restricted for reasons of public order and the safety of the premises, buildings and sites for a limited period of time or specific event (Art. 22a(2) of the Law)

The security clearance issued will be valid for meetings of the European Council until
30 June 2011.

The security checks will cover any person requiring access to the organiser's perimeter, i.e. the building of the Council of the European Union located at 175 rue de la Loi (external compound).

The General Secretariat of the Council is not bound by any decisions as to whether or not security clearance is granted, refused or withdrawn.

4. REFUSAL OF SECURITY CHECK

Any person who does not wish to be the subject of a security check may make that clear at any time by striking through this document in accordance with Article 30a of the Royal Decree of 24 March 2000 and returning it by registered mail to the source of the request for a security check (section 2).

Where the security clearance or notice is required for access, authorization, a permit, nomination or designation, explicit refusal to submit to the check debars the person from such access, authorization, permit, nomination or designation.

5. PERIOD ALLOWED FOR APPEAL

Where the person concerned has not been notified of the grant or refusal of the security clearance by **25 March 2011** at the latest, the period allowed for appeal begins on the day following that date (see attached explanatory notice).

Name of the person concerned:

Informed on :

Signature of the printed paper version :

V : I have been informed of the security-checking procedure described above and agree to be subject to it.

V : I undertake to hand over this signed document to the accreditation office of the General Secretariat of the Council when collecting the badge.

V : I am aware that unless this signed document is handed over, no accreditation badge will be issued to me.

PRINT

EXPLANATORY NOTICE TO THIS ANNEX

1. LEGAL BASIS

The procedure for security checks derives from the two Laws of 11 December 1998 on classification and security clearances and on the establishment of a security clearance appeal body and from the decrees implementing them (Moniteur belge of 7 May 1999 and of 31 March 2000), as amended respectively by the

- a) Laws of 3 May and the decrees implementing them (Moniteur belge of 27 May 2005 and of 7 June 2005).
- b) Council Decision of 15 September 2006, Article 23.
- c) Decision 198/03 of the SGC/HR for the Common Foreign and Security Policy.

These coordinated texts may be obtained from the security officer, or, failing that, from the authority mentioned in the box marked "WARNING" or from the National Security Authority, the Federal Public Service for Foreign Affairs, rue des Petits Carmes 15, 1000 Brussels, tel.: 02-519 05 74.

2. SECURITY CHECK

(a) Aim

The aim of the security check is to ensure that a person may either have access to specified places or events without risk to public order or for the security of classified information, equipment or matter (security clearances), or may exercise specified rights or options without prejudicing the fundamental interests of the State referred to in Article 22d(2) of the Law (security notice).

(b) Sources of information

Checking is restricted to the files of the intelligence and security services, criminal records, the national register of natural persons, the population and aliens register, the aliens' waiting list and police databases that may be accessed by police officials when carrying out identity checks and which enable them to check whether the person concerned is a suspect or wanted person, and to the judicial data forwarded by the police subject to authorization by the competent judicial authorities.

(c) Time limits

The security clearance must be issued within a maximum of fifteen days and at the latest by the time access must be granted. The security notice must be issued within a maximum period of one month as from the date of the application by the administrative authority; if it is negative, that authority has eight days in which to inform the person concerned. Where necessary, reference should be made to the time limits laid down in the laws and regulations specific to each issue and the competent administrative authority should be consulted.

3. PERIOD OF VALIDITY OF A SECURITY CLEARANCE OR NOTICE

This period is set out in point 3 of the warning.

4. APPEAL BODY FOR SECURITY CHECKS

Where an application for checking leads to a refusal to issue the security clearance or the security notice is negative, where the decision has not been taken or has not been notified within the time limit specified, the person for whom the check was requested may, within eight days of notification of the decision or notice or upon expiry of the time limit, lodge an appeal by registered letter sent to the appeal body at the offices of the Standing Committee for supervision of the intelligence and security services, rue de la Loi 52, 1040 Brussels, tel. 02-286 28 11.

Information for data subjects pursuant to Article 11 of Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data:

- (a) Identity of the controller: Alexandro LEGEIN, Director of the Security Office of the Council of the European Union
- (b) Purpose: This database makes it possible to record and then monitor information. It enables the Security Office to make a security assessment of the service providers or security services participating in Summits. Persons recorded may, where necessary, be issued with a badge allowing them access to the security perimeter around the building in which the Summit is taking place. This database will also make it possible to keep statistical track of participants
- (c) Recipients of the data: Council of the European Union, Security Office (Investigations and Personnel Clearance Section, Coordinator: Mr Boterberg), Belgian National Security Authority for persons resident in Belgium, Security Service of the Presidency for persons resident outside Belgium, companies producing the badges.
- (d) The data on the registration form will be used to issue the access card for the Summit. However, the consequences of failure to reply in the obligatory fields of the registration form or to supply a security clearance if necessary will involve refusal to issue an access card for the Summit.
- (e) Candidates will have access at all times to the data concerning them and may ask to have them modified or to be removed from the list (contact: Security Office of the Council of the EU, Investigations and Personnel Clearance Section).
- (f) Any person has the right to have recourse at any time to the European Data Protection Supervisor.
 - Legal basis:
Articles 5 and 23 of the Council's security regulations.
Annex to the Royal Decree of 3 June 2005 amending the Royal Decree of 24 March 2000 implementing the Law of 11 December 1998 on classification and security clearance.
 - Time-limits for storing the data:
Five years with renewal for the same period when screening is renewed. Security clearance issued by the Belgian State.
From 1 January to 30 June of the same year for security clearances applied for during that period and from 1 July to 31 December for security clearances applied for during that period.
 - the application forms are not stored by the BDS (Security office of the General Secretariat of the Council).

STANDARD LETTER
REQUEST FOR SIMULTANEOUS COLLECTION OF A NUMBER OF BADGES

Application deadline: 17.00 on 21 March 2011

Name of media organisation:

Address:

Postcode:

Town/city:

Country:

Tel.:

Fax:

e-mail:

Place, day, month, year

To the Security Office at the General Secretariat of the Council

Fax: +32 (0)2 281 78 76

Subject: European Council meeting on 24 and 25 March 2011
– Group collection of badges

Please find below the names of the applicants for accreditation for whom Mr/Ms (name and position) is authorised to collect badges as from 22 March 2011:

(1) **of Belgian nationality or resident in Belgium** (surname, forename and job:
journalist/cameraman/other – please specify)

.....

(2) **Other nationalities** (surname, forename and job: journalist/cameraman/other - please specify)

.....

Signature

Editor-in-chief