



**COUNCIL OF
THE EUROPEAN UNION**

Brussels, 11 November 2009

REV 1

Informal meeting of Heads of State or Government, **19 November 2009**

INFORMATION FOR THE PRESS

It will be possible to request accreditation online for the informal meeting on 19 November, and for the European Council on 10-11 December at the same time.

Please read the accreditation instructions carefully and remember to bring all the necessary documents for collection of your accreditation badge.

An informal meeting of Heads of State or Government to deal with nominations under the Lisbon Treaty will be held by the Swedish Presidency on Thursday 19 November 2009 (working dinner) at the Council's 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**

1. ACCREDITATION

You should register on-line on the website of the General Secretariat of the Council of the EU. The on-line accreditation form and instructions can be found on the website: www.consilium.europa.eu/eucouncil-se-accreditation.

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

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

- The security clearance forms for the first semester of 2009 are no longer valid.
- However, those who submitted a security clearance application form for the informal meeting on 17 September 2009 or for the European Council on 29-30 October **do not need to re-apply as such clearance is valid until the end of December 2009.**

(ii) New registration

In order to obtain accreditation for the informal meeting of Heads of State or Government in November or for the European Council in December, 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 under "Informal meeting of Heads of State or Government/European Council/Accreditation": www.consilium.europa.eu/eucouncil-se-accreditation.

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 communicated on the site of the General Secretariat of the Council of the EU 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, as indicated on the on-line registration page.

➤ **SECOND STAGE: REGISTRATION (on-line only)**

www.consilium.europa.eu/eucouncil-se-accreditation

Please note the following instructions before applying to register on-line:

- (1) **Start of the procedure:**
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 identification documents submitted via the on-line accreditation form **must** be valid on the day of the summit.

IMPORTANT:

Please be very careful when entering your details. Even simple errors (e.g. reversal of first name and surname or errors in accents) may result in a failed security check and hence a refusal for technical reasons to issue a badge for the summit.

In the event of technical problems, please contact: securite.data@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 17 November** from 9.30 - 13.00 and 14.00 - 17.00
- **Wednesday 18 November** from 9.30 - 13.00 and 14.00 - 19.00
- **Thursday 19 November** from 9.00 to the end of the final press conference

➤ **When you collect your identification badge, you must present all 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) from the editor of your media organisation, signed by the editor-in-chief, specifying your professional status).
- and **for media representatives of Belgian nationality or registered as resident in Belgium only: the original copy of your application for security clearance signed by yourself** (see page 2).

If you cannot produce all of these documents no accreditation badge will be issued.

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

Applications for a group collection of badges should be sent by fax (+32-2-281.78.76) by **12.00 on 16 November 2009**. When collecting badges for a media organisation, you must present the **ORIGINAL** of a letter (faxes will not be accepted) indicating that the bearer is authorised by his/her media organisation to collect those badges (see the standard letter in Annex 2). In addition, the person collecting a group of badges **must produce 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.**

Note:

When applying to collect a group of badges, please make sure that all the persons on the list **are correctly registered** on the Council website. Otherwise, it will not be possible to use the procedure. Please also **indicate** which members of the group are of Belgian nationality or resident in Belgium and require security clearance application.

While on General Secretariat premises, you must wear your summit identification 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, even if you are wearing your summit identification badge visibly.

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

An additional note concerning the European Council on 10-11 December will be circulated at a later date.

2. PRESS CENTRE

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

The press centre will open at **07.00 on Thursday 19 November 2009**. Only those producing a special accreditation badge will have access to the press centre.

➤ Media facilities

About 1.100 workstations, equipped with telephone and connection for analogue and/or digital modems, and a power supply, are situated as follows:

level 02:	± 200 workstations (analogue and analogue and digital)
level 01:	± 50 workstations (analogue and digital)
level 00:	± 250 workstations (analogue, RJ11)
level 00 (atrium):	± 600 workstations (analogue, some analogue and digital)

On level 00, 01 and 02 it is possible to connect PCs to the Internet using a wireless connection (IEEE 802.11b).

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 to journalists 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 places for journalists

The press office cannot reserve work spaces. Media representatives may reserve these by indicating their name and the name of the media on a label on the space they wish to occupy.

However, reserved spaces not occupied at the beginning of the proceedings of the informal meeting may be taken by others.

➤ 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 requested, first served" basis), please also see the information distributed to TV stations by the EBU.

All requests for TV/radio cabins must include details of frequencies used. In the light of problems at previous European Council meetings the Council will not be able to assign cabins unless this information is provided.

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

➤ NEW! 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.

➤ Radio and TV studios

Subject to availability, the Council radio and TV studios can be reserved by radio and TV stations 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.

For reservations please 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: reservations.tvstudio@consilium.europa.eu
isabelle.brusselmans@consilium.europa.eu

➤ Facilities for radio stations

- Each radio booth is equipped with a telephone (analogue connection), an ISDN connection and an 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:

Audrey PLAT, Radio News Coordinator

Tel. +41 (0)22 717 26 24

Fax +41 (0)22 747 46 24

Mobile: +41 (0)79 832 42 29

e-mail: plat@ebu.ch

➤ 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.: +32-2-202.20.96).

➤ Press conference room/briefing rooms

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

A restaurant and bars will be available to the press (levels 00, 01 and 02).

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

3. UNLOADING / REMOVAL OF TECHNICAL EQUIPMENT

➤ Unloading and installation of technical equipment

Unloading and installation of technical equipment must be carried out between **07.00 and 17.00 on Wednesday 18 November 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 **Thursday 19 November, after the security perimeter has been lifted** (to be confirmed in the light of the duration of the meeting); or
- on **Friday 20 November between 08.00 and 18.00 via the Etterbeek entrance.**

N.B.: The cabins situated on level 35 and the briefing rooms on level 20 and 35 must be emptied on 19 November after the security perimeter has been lifted.

VERY IMPORTANT: Access to the Justus Lipsius building for unloading and removal of equipment requires a personal badge, which will be made available at the Etterbeek or Froissart entrance, following your request (see below).

Please send your request (**before 17.00 on 16 November**) by e-mail, either in English or in French, to Mr. Stavros SPYRIDONOS presse.dechargement@consilium.europa.eu – Tel. +32 (0)2 281 88 18, specifying **for both dates, Wednesday 18 and Thursday 19 or Friday 20 November**:

- 1) the name of the organisation responsible for transporting the equipment/the name of the media team using that equipment;
- 2) the names of persons participating in order to prepare their personal badges;
- 3) the registration number of the vehicle unloading/collecting the equipment;
- 4) the expected time of arrival (to prevent all teams arriving at the same time)
- 5) the entrance to be used, depending on the size of the vehicle (see above) (only for unloading on 18 November, removal on 20 November is by Etterbeek entrance only).

4. PHOTO/TV COVERAGE

The media programme will be provided later.

5. SATELLITE VEHICLE PARKING/BOOKING OF STAND UP POSITIONS

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

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

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

Please state: registration number and size/type of vehicle as well as mobile phone contact number, and specify your choice of stand-up position.

Contact Ms Goldsmith before 16 November 2009

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 and temporary ISDN connections, please contact Belgacom, Ms Serlippens (tel.: +32-2-202.20.96).

6. RADIO FREQUENCIES, HF CAMERAS/MICROPHONES, WI FI, INTERNAL ANALOG AND DIGITAL COMMUNICATION SYSTEMS

In order to prevent signal interference problems, please inform us by e-mail: press.office@consilium.europa.eu of all the frequencies which you will use during the meeting.

Please do not use following frequencies:

- 522.725 Mhz
- 534.750 Mhz
- 536.500 Mhz
- 541.300 Mhz

**FOR THE ATTENTION OF MEDIA REPRESENTATIVES OF BELGIAN NATIONALITY OR
RESIDENT IN BELGIUM AND ON THE BELGIAN NATIONAL REGISTER
REQUESTING ACCREDITATION FOR THE INFORMAL MEETING/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
31 December 2009.

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 **19 November 2009** 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 Carres 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: 12.00 on Monday 16 November 2009

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: Informal meeting of Heads of State or Government on 19 November 2009
– Request for simultaneous collection of a number 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 Tuesday 17 November 2009:

(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