

PRESS CENTRE

COMM 1B S2

16.04.2026

GENERAL RULES APPLICABLE

The following rules apply in the Council Press Centre (Brussels and Luxembourg) as well as press centres where informal Council/Eurogroup meetings take place.

1. Access to the Press Centre is primarily reserved for accredited media representatives, members of the delegations and Council staff.
2. The EU interinstitutional badge, the daily accreditation badge, the 1-year Council badge and the special “European Council/Summit badge”, attributed in accordance with the Council’s applicable rules, must be worn visibly. The procedures for press accreditation are explained on the Council website, under “News and media”:
<https://www.consilium.europa.eu/en/press/accreditation/>
3. Press activities and briefings related to the Council (Council, European Council, Eurogroup, etc.) can be classified as:
 - *On the record*: the information may be attributed to the speaker by name; any statement or briefing made in the press room belongs to this category, unless indicated otherwise.
 - *Off the record*: the information may be attributed to “EU officials” or “diplomatic sources” as appropriate; video and sound recordings are not permitted; only the speaker can authorise a switch to “on the record” conditions.
 - *Background*: the information cannot be attributed at all.
4. Journalists have priority access to seats in the press room equipped with headphones for interpretation.
5. Journalists have priority access to the workstations of the Press Centre.
6. Journalists should have due regard to the dignity, privacy and integrity of all individuals, the Heads of State or Government, Ministers and other meeting participants, visitors, GSC staff and any other individuals present in the GSC premises as well to the integrity of the GSC property and equipment. They are asked to maintain a professional and respectful relation with other media and members of the GSC staff.
7. Photographers and videographers taking part in restricted photo/TV image opportunities (pools) must:
 - arrive on time; latecomers are not guaranteed access;

- avoid bringing bags or backpacks or large tripods, given the limited space;
- make sure that camera microphones are set to record background noise only (not conversations); if, despite this setting, conversations are nonetheless recorded, such recordings must not be used;
- not address Heads of State or Government, Ministers or other meeting participants;
- comply with the security distances established in the filming zone;
- leave the meeting room as soon as the signal is given – either by the chair of the meeting or the media handler in charge of the pool;
- avoid capturing images in the corridors outside the organised press pool set-up;
- avoid pushing and shoving.

Non-compliance may lead to sanctions. Journalists may decide to inform and seek advice from the International Press Association (API-IPA).

The access to pool opportunities is not allowed in the absence of professional equipment.

8. During press conferences, TV crews and photographers must not disrupt the smooth conduct of the proceedings. To carry out their work during these conferences, they must occupy the places indicated by the Council Press Centre staff. Linger near the walls is not allowed, as it can cause press room cameras to shake.
9. It is prohibited to film or photograph security staff and installations (including badges) and/or any other security systems as well as the reception areas in any of the Council buildings. Filming or taking photos are not allowed either in the restaurants and cafeterias within the GSC compound unless specifically authorised by the Press Centre.
10. During press events, only journalists may take the floor to ask questions, after giving their name and the name of the media they represent.
11. The Press Centre does not reserve workplaces for journalists during high-level events. The workspaces are booked on first come first served basis by indicating the name of the media and media representative on a paper taped to the chosen place. However, once the proceedings of the event have started, any reserved places not yet occupied become freely available for others.
12. Documents from third-party sources can be distributed in the press area only with the prior permission of the Press Centre. Sharing or distributing information prior to official publication is prohibited.
13. The General Secretariat of the Council is not responsible for any lost property belonging to members of the media. Media representatives are advised not to leave clothes or equipment unsupervised and to use the hangers and lockers available. Unattended items found in public areas may be removed.
14. For media opportunities announced on a first-come, first-served basis (ex. Arrival doorsteps) it is not allowed to book a spot in advance.
15. Media representatives should be aware that entering the press area and/or being present at press events might lead them to be photographed, filmed and otherwise recorded. Photographs and audio/video recordings are used to inform the public about the activities of the Council of the European Union and the European Council and are public.
16. Food and drinks are allowed in the designated areas only. Media representatives must dispose of waste in the appropriate bins and maintain cleanliness in all areas.

17. In the event of an emergency, the instructions of the Press Centre staff or security members must be followed. Emergency exits and safety procedures should be familiarised with in advance. During a planned safety evacuation exercise, the use of the Press Centre may not be possible, and representatives may be asked to leave the Council premises. The indications of the Press Centre staff must be respected during an evacuation or shelter-in-place procedure
18. Media representatives should ensure that their attire adheres to the “casual business” dress code.
19. Technical support is available on site for equipment malfunctions; issues should be reported immediately to the Press Centre or via the contact numbers provided below.

Press Centre contacts:

Info desk: +32 (0)2 281 90 00 / Óscar Fontao +32 (0) 498 98 35 72