



**COUNCIL OF  
THE EUROPEAN UNION**

**Brussels, 6 February 2008**

## **INFORMATION FOR THE PRESS**

**Subject: European Council, Brussels, Thursday 13 and Friday 14 March 2008**

The European Council meeting on 13 and 14 March under Slovenian Presidency will be held 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 some technical information on the installations available; for any additional information, please contact the press office at the General Secretariat of the Council:

tel.: + 32-2-281 6231  
+ 32-2-281 6151  
+ 32-2-281 8969  
fax: + 32-2-281 8026/8541  
e-mail: [press.office@consilium.europa.eu](mailto:press.office@consilium.europa.eu)

## ACCREDITATION

The accreditation procedure is divided into two stages :

### **FIRST STAGE : SECURITY CLEARANCE (VALID UNTIL 30.06.08)**

#### **A. FOR THE ATTENTION OF MEDIA REPRESENTATIVES OF BELGIAN NATIONALITY OR REGISTERED RESIDENT IN BELGIUM**

**(i) Already registered**

**The validity of all security clearance applications has expired. Please refer to point (ii) below.**

**(ii) New registration**

In order to obtain accreditation for the 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 form under "European Council/Accreditation": <http://www.consilium.europa.eu/eucouncil-si-accreditation>

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

The rest of the registration formalities remain unchanged. When you have filled in the security clearance application form, you should then complete your registration (see "Media accreditation procedure") by filling in the second form as usual.

#### **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.

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.

**SECOND STAGE: ON-LINE REGISTRATION** (faxes will not be accepted)

**By registering on-line on the website of the General Secretariat of the Council of the EU before the deadline, you will save time and avoid additional formalities and procedures.**

The on-line accreditation form and instructions are on the website:

<http://www.consilium.europa.eu/eucouncil-si-accreditation>

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

(1) *Start of the procedure:*

All journalists must insert correctly their surname, first name and date of birth and then click on the "OK" button. The system will verify whether it is a first registration or a renewal.

(2) *If you were registered for previous European Council meetings held 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.

Complete the [on-line accreditation form](#) and submit it by  
**12.00 on Wednesday 27 February - APPLICATION DEADLINE**

**Please be very careful when entering your details. Even simple errors (e.g. forename and surname reversed) may result in a failed security check and hence a refusal, for technical reasons, to issue an identification badge for the summit.**

In the event of technical problems, please contact: [securite.data@consilium.europa.eu](mailto:securite.data@consilium.europa.eu).

**An automatic reply will confirm receipt of your inscription. Unless the security office notifies you to the contrary, your accreditation will be valid.**

Access to the press centre will be granted only to accredited media representatives, who will receive a special badge.

## **Collection**

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

- *Tuesday 11 March 2008 (09.30–13.00 and 14.00–17.00)*
- *Wednesday 12 March 2008 (09.30–13.00 and 14.00–19.00)*
- *Thursday 13 March 2008 (09.00–20.00)*
- *Friday 14 March 2008 (08.30–final press conference)*

When you collect your identification badge, you must present **all of the following**:

- your valid passport or national identity card issued by a Member State of the European Union, of EFTA or EEA,
- your press card or, if you do not have a press card, the **ORIGINAL** of a letter (faxes will not be accepted) from the editor of the media organisation, signed by the editor-in-chief, specifying your professional status
- **for media representatives of Belgian nationality or registered resident in Belgium : the original copy of your application for security clearance signed by yourself** (see above under "Accreditation").

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

### **Collection of groups of badges (press agencies, television stations, etc.)**

Applications to collect a group of badges should be sent by fax (+32-2-281.78.76) by **12.00 on Friday 7 March 2008**. When collecting groups of 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 [Annex 2](#)). In addition, the person collecting a group of badges **must produce an original of the security clearance application signed by each of the persons for whom the badges are intended** (see Accreditation above) if they are of Belgian nationality or resident in Belgium.

#### **Note:**

When applying to collect groups 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 for collecting groups of badges. Please also **indicate** members of the media of Belgian nationality or resident in Belgium who require security clearance.

### **Late accreditation**

If you have not applied before the deadline (**12.00 on 27 February 2008**), 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 27 February 2008**). **Significant delays may occur.**

## PRESS CENTRE

In addition to the usual press rooms, a press centre will be installed on other floors of the Justus Lipsius Building. Please note that smoking is not permitted.

For security reasons the press centre **must close at 20.00 on Wednesday 12 March 2008**. It will re-open at **07.00 on Thursday 13 March 2008**. Only those producing a special European Council badge will have access to the press centre on Thursday 13 March 2008.

### MEDIA FACILITIES

About 1 400 workstations, equipped with telephone and connection for analogue and/or digital modems, and a power supply, are situated as follows:

- level 02: ± 450 workstations (analogue and digital, some analogue only)
- level 01: ± 50 workstations (analogue and digital)
- level 00: ± 300 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 courtyard, the bandwidth capacity of the wifi only permits 300 simultaneous connections.

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 work spaces by indicating their name and the name of the media on a label on the work space they wish to occupy.

However, reserved spaces not occupied at the beginning of the proceedings of the European Council 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: Ms Dounia WOLTECHE, Eurovision News Producer  
Tel.: + 32-2-280.07.59  
Fax: + 32-2-280.07.59  
Mobile: + 32-474-67.39.11  
e-mail: [bookings@eurovision.net](mailto:bookings@eurovision.net)

## TV STUDIO

The Council TV studio on level 01 is available to TV stations for interviews with members of the delegations participating in the meeting. Conditions of use can be found at:  
<http://www.consilium.europa.eu/studioTV>.

For reservations please contact:

Mrs Laura DI ROSA  
Tel.: + 32-2-281.73.67  
Fax: + 32-2-281.88.20  
Mobile: + 32-475-77.01.97  
e-mail: [laura.dirosa@consilium.europa.eu](mailto:laura.dirosa@consilium.europa.eu)

## FACILITIES FOR RADIO STATIONS

- Each radio booth is equipped with a telephone (analogue connection) and an ISDN connection. The EBU radio department will be responsible for the distribution of signals.
- Additional ISDN connections must be booked directly from the EBU radio department:  
Ms Julia LONICER, Radio News Coordinator  
Tel.: + 41- (0)22 717 2607  
Fax: + 41- (0)22 747 4607  
Mobile: + 41- (0)79 230 1508  
e-mail: [lonicer@ebu.ch](mailto:lonicer@ebu.ch)

## PRESS AGENCY ROOMS

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

Tel.: + 32 2 281 6231  
Fax: + 32 2 281 8541  
e-mail: [press.office@consilium.europa.eu](mailto: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 the Presidents of the Commission and the European Parliament**;
- 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.

## UNLOADING OF TECHNICAL EQUIPMENT

**Unloading** and installation of technical equipment must be carried out between **07.00 and 17.00 on Wednesday 12 March** 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.

Access with a "European Council" badge or with a one-day badge, which will be made available at the entrance points.

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

Please note that the radio/TV booths on level 35 **will close at 20.00 on Wednesday 12 March** for imperative security reasons.

Please note that **unloading may only be carried out on 12 March**.

The equipment must be **removed between 08.00 and 18.00 on Saturday 15 March at the Etterbeek entrance** (to be confirmed in the light of the duration of the European Council meeting). If you remove equipment on Friday 14 March (after the security perimeter has been lifted), please inform Mr. Fernandez Gomez that you are leaving.

Please contact Mr. Fernandez Gomez (**by 12.00 on 27 February**) by e-mail: [presse.dechargement@consilium.europa.eu](mailto:presse.dechargement@consilium.europa.eu) – Tel: +32-2-281.64.52 to let him know (either in English or in French) for both Wednesday 12, **and** Saturday 15 March 2008:

- the name of the organisation responsible for transporting the equipment/the name of the media team using that equipment;
- the names of persons requiring one-day badges;
- the registration number of the vehicle unloading/collecting the equipment;
- the time expected intend of arrival;
- the entrance to be used, depending on the size of the vehicle (see above).

**This information is essential to ensure that the individual badges can be made available at the Etterbeek or Froissart entrance on your arrival (if you do not have a European Council badge) and to prevent all teams arriving at the same time.**

#### **PHOTO/TV COVERAGE**

Programme details for the events to be covered will be provided later.

#### **PARKING FOR PRESS VEHICLES/ BOOKING OF STAND-UP POSITIONS**

For satellite TV broadcasting vehicles and TV/radio vehicles: in front of the main entrance on rue de la Loi.

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

Contact **Ms Goldsmith** before 27 February 2008:

Tel.: + 32-2-281.89.69

Fax: + 32-2-281.50.65

Mobile: + 32-476-76.21.56

e-mail: [valerie.goldsmith@consilium.europa.eu](mailto:valerie.goldsmith@consilium.europa.eu)

Please state: registration number and size/type of vehicle as well as mobile phone contact number.

Electricity supply: 220V/32A per vehicle.

The live stand-up positions will be either on a platform in front of the main entrance on rue de la Loi for external views, or in the courtyard (mezzanine). Please state your choice when reserving your position(s).

#### **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](mailto:press.office@consilium.europa.eu) of all the frequencies which you use during European Council meetings.

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**FOR THE ATTENTION OF MEMBERS OF THE MEDIA OF BELGIAN NATIONALITY  
OR REGISTERED RESIDENT IN BELGIUM WHO ARE REQUESTING  
ACCREDITATION FOR THE EUROPEAN COUNCIL MEETING**

**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 :

Forenames :

Nationality :

National registration number

(obligatory - to be found on the back of the Belgian identity card / Residence permit / SIS card:

Place 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 2008.**

**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 20 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, authorisation, a permit, nomination or designation, explicit refusal to submit to the check debars the person from such access, authorisation, 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 **13 March 2008** 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 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.

Choice of language of procedure before the appeal body for security checks :

- French
- Dutch
- German

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 Laws of 3 May and the decrees implementing them (Moniteur belge of 27 May 2005 and of 7 June 2005).

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 authorisation 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 Tarnawski), 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. It should be noted that candidates give these data on a voluntary basis and that no one is obliged to do so. 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.

STANDARD LETTER

REQUEST FOR COLLECTION OF A GROUP OF BADGES

**Application deadline: 12.00 on Friday 7 March 2008**

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: 02 281.78.76

**Subject:** European Council meeting on 13/14 March 2008  
– Request for collection of a group 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 11 March 2008:

(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