

**BRUSSELS SESSION OF THE
PARLIAMENTARY CONFERENCE ON THE WTO**

**PRACTICAL
INFORMATION**

Brussels, 24-26 November 2004

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Annex: European Parliament, Brussels, map of the area

Date and venue

1. The Brussels session of the Parliamentary Conference on the WTO will be held from Wednesday, 24 November, afternoon until Friday, 26 November, around noon on the premises of the European Parliament in Brussels (see map in the Annex).

2. The address of the European Parliament is as follows:

European Parliament
Rue Wiertz 60
B-1047 Brussels

3. An inaugural ceremony will be held in the afternoon of 24 November, followed by working sessions. The conference will end with a closing session in the morning of 26 November. In order to allow sufficient time for deliberations, morning sessions will start at 9.00 a.m. and finish at 12.30 p.m., whereas afternoon sessions will start at 3.00 p.m. and finish at 6.30 p.m.

Participation

4. In accordance with the decision taken by the Post-Doha Steering Committee at its session in Geneva on 14 and 15 October 2002, the Conference will be an official parliamentary event that is open to the public. Participants in the Conference, to be organised jointly by IPU and the European Parliament, will be:

- Delegations designated by parliaments of sovereign States that are members of the WTO;
- Delegations designated by IPU Member Parliaments from countries that are not represented in the WTO; and
- Delegations designated by the European Parliament as well as Andean Parliament, Central American Parliament, Latin American Parliament, and the Parliamentary Assembly of the Council of Europe (all Associate Members of the IPU).

5. The Steering Committee decided that observers in the Conference will be:

- Representatives of entities and international organisations concerned by issues of international trade;
- Representatives of governments of sovereign States that are members of the WTO;
- Palestine.

6. The Conference will also be open to other persons with a specific interest in international trade questions. These persons may follow the work of the conference without intervening in its proceedings and will have no speaking rights. They will be issued a security badge bearing their name only. They will not receive an official invitation or be accredited to the event.

7. In order to ensure the success of the Conference, it is of paramount importance that each parliament nominate MPs who are directly involved in parliamentary activities dealing with international trade and especially multilateral trade negotiations.

Registration

8. Delegations to the Conference are kindly requested to complete and submit the enclosed registration form for participating delegates and accompanying persons as soon as possible, and by no later than **1 November 2004**. The registration form should be returned to the following address:

European Parliament
Rue Wiertz 60
ATR 3K74
Committee on International Trade
B-1047 Brussels
Belgium
Fax: +322 283 12 51
E-mail: xp-inta@europarl.eu.int

Any modifications concerning the composition of the delegation should likewise be communicated to the above address.

9. The Registration Desk will be located at the main entrance of the European Parliament in the Paul-Henry-Spaak building (Rue Wiertz).

10. For identification and security reasons, all delegates are requested to wear their identification badges at all times during their stay in the building.

List of Delegates

11. A provisional List of Delegates will be distributed at the beginning of the Conference. This list will be issued on the basis of confirmations received by the European Parliament Secretariat up to 6 p.m. on Wednesday, 10 November. Delegations are kindly requested to report any changes in the provisional list to the Registration Desk preferably at the time of registration. A revised list will be published on the Internet after the Conference.

Meeting rooms and offices

12. All meetings will take place in the European Parliament.

13. Room numbers will be announced later. Participants will receive full documentation upon registration.

Arrangements for the conduct of the Conference

14. The Conference will be jointly chaired by the President of the Inter-Parliamentary Union and the President or a Vice President of the European Parliament. Presidents of regional parliamentary assemblies may be invited to chair some of the debate.

15. Amongst the invited speakers feature WTO Director-General, Dr. Supachai Panitchpakdi, and the EU Commissioner for Trade.

Languages

16. Simultaneous interpretation will be provided in English, French, Spanish and Arabic. Four additional channels have been assigned for interpretation into other languages by interpreters brought by national delegations at their own expense. It is possible that the European Parliament will add interpretation into some of its other official languages at its own expense. Official written documentation of the Conference will be available in English and French only.

Documents

17. The only official documents of the Conference will be its programme, agenda, the List of Delegates, discussion papers prepared by the rapporteurs, the draft outcome document elaborated by the Steering Committee and the information notes prepared by the Conference Secretariat. WTO may provide background documents for distribution to delegates upon registration.

18. Should participants and observers wish to distribute their own documents or other material pertaining to the theme of the Conference, they may use a table provided for that purpose in the immediate vicinity of the meeting room.

Press office

19. The European Parliament hosts a press center for representatives of national and international press, radio and TV. Parliament's press service will organise press conferences and be responsible for press releases. Journalists wishing to cover the Conference must be duly accredited with the European Parliament.

Post office

20. A Belgian post office is located on the ground floor of the European Parliament (aisle F). Its opening hours are from 8.30 a.m. to 5 p.m. and on Friday from 8.30 a.m. to 4 p.m.

Official reception

21. Details concerning the official reception for delegates, to be held on the evening of 24 or 25 November, will be provided later.

Visas

22. Delegates requiring an entry visa must obtain it from the Belgian consulate or diplomatic mission according to the country of residence. The full list of such missions can be consulted on the Internet at <http://www.diplomatie.be/fr/addresses/abroad/default.asp>. If a personalised invitation is needed to obtain a visa, please send a list with the names of all delegates and accompanying staff to the EP Secretariat which will prepare such invitations.

Hotel accommodation

23. Delegates will be responsible for their own hotel expenses. It is possible to book rooms through the **European Parliament's Travel Office** in one of the hotels listed on the enclosed hotel reservation form. Please return the duly filled out form by fax or e-mail directly to the Travel Office (see contact information on the form) as soon as possible and by the **13 October at the latest**.

24. Delegations from countries having a Permanent Mission in Brussels can also make hotel reservations through their respective Mission.

Catering services

25. A restaurant for Members of Parliament, a self-service restaurant and several bars are available on the European Parliament premises.

Medical services

26. The European Parliament has a permanent medical service which provides also first aid.

Local transport and taxis

27. Brussels Airport is linked to the city by train and bus. Trains run every 15 minutes during the day and stop in Brussels Nord, Central and Midi. Train tickets must be purchased and validated before entering the train. There is also a bus, the Airport Express No. 12, which links the Airport to the European quarter and stops at Place Luxembourg, close to the Parliament. The ticket is on sale in the bus.

28. The European Parliament can be reached by metro line 1 (stop "Maelbeek") and line 2 (stop "Throne"). It can also be reached by bus lines 38, 60, 80, 95 and 96 (stop "Luxembourg"). Tickets are on sale inside metro stations and busses. Tickets must be validated before entering the metro gate and inside busses. Please validate them each time you change buses or trams.

29. Taxis are available on Place Luxembourg close to the European Parliament as well as at the airport and at many places in the city. Taxis can be hailed in the streets. Taximeters should always be used and the driver is obliged to hand you out a printout of the taximeter which states the length of the journey, the price and the number of the taxi. This is important in case you lose something in a taxi.

Climate

30. The weather in Brussels in November is quite variable with a possibility of cold winds, rains and even sleet or snowfalls. The average temperature for the month is around 5°C. It is therefore recommended that delegates bring warm clothing, an umbrella and raincoat.

Currency

31. The currency in Belgium is the Euro which consists of notes (5, 10, 20, 50, 100, 200 and 500) and coins (1, 2, 5, 10, 20, and 50 cent coins as well as 1 and 2 Euro coins). On 1 July 2004, the exchange rate was 1 Euro = 1,25 USD, 1,52 CHF and 0,67 GBP.

32. Most major international currencies can be exchanged at local banks, exchange offices and hotels. Moreover, major credit cards are widely accepted throughout Belgium. Maestro Cards and cash machines are widely spread. There are three different banks inside the premises of the European Parliament.

Voltage

33. The voltage in Belgium is 230 volts, 50 Hz.

Requests for further information

34. Requests for further information concerning the Brussels session of the Parliamentary Conference on the WTO should be addressed to:

European Parliament
International Trade Committee Secretariat
ATR 3K76
Rue Wiertz
B-1047 Belgium
Fax: +322 283 12 51
E-mail: XP-INTA@europarl.eu.int

and

Inter-Parliamentary Union
5, Chemin du Pommier
C.P. 330, Le Grand-Saconnex
CH-1218 Geneva, Switzerland
Phone: +4122 919 41 50
Fax: +4122 919 41 60
E-mail: postbox@mail.ipu.org

Annex

Area around the European Parliament

