



PRACTICAL INFORMATION NOTE

INFORMAL MEETING OF ECONOMIC AND FINANCIAL AFFAIRS
MINISTERS AND CENTRAL BANK GOVERNORS

BUDAPEST, HUNGARY

13-14 SEPTEMBER, 2024



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GENERAL INFORMATION

The Hungarian Presidency of the Council of the European Union is pleased to provide the following practical information for **the Informal Meeting of Economic and Financial Affairs Ministers and Central Bank Governors, to be held in Budapest** on the 13th and 14th of September, 2024.

DEADLINES

When?	What?	Where/who?
7 th of August	Appoint a Delegation Accreditation Officer (DAO)	Please send name, cell phone number and e-mail of your DAO to accreditation.presidency@hu24eu.hu and mention the meeting code: ECOFIN
8 th of August	The accreditation platform opens	Accreditation platform
3 rd of September, 23:59	The accreditation platform closes	Accreditation platform
At the Airport / border crossing point	Distribution of badges (for HoDs and delegates arriving with their HoD)	Liaison Officer
At the venue of the meeting, at the registration desk	Distribution of badges (for delegates arriving separately from their HoD)	LOC (Local Organizing Committee)

DELEGATIONS

Delegations will consist of two types of delegates: Official Delegate and Accompanying Delegate. Official delegates will be entitled to be present at the ministerial meeting in the main conference hall, meanwhile Accompanying Delegates will be authorized to stay only in the lobby area and enter the main conference hall only for a short period of time for logistic purposes, wearing a floater badge.

Maximum number of delegates (both official and accompanying) is **1 + 5 for EU member states economic and financial affairs minister delegations** (including Cabinet staff, personal assistant / protocol, personal security officer, personal interpreter, official press /

photo / video, bilateral ambassador, business representatives, etc.), and **1+1 for central bank governor delegations**. For institutions and international organisations the maximum number of delegates is defined in the official invitation letter.

ACCREDITATION

Delegations (ministries, central banks, institutions) are kindly asked to appoint a Delegation Accreditation Officer (DAO) who will be responsible for the accreditation of every member of their delegation. Please communicate the name, cell phone number and e-mail address of the DAO to accreditation.presidency@hu24eu.hu no later than 7th of August.

The appointed DAO will receive an e-mail containing a link and necessary credentials (log-in information) for the official presidency accreditation platform to register the members of their delegation.

We kindly ask you to register at your earliest convenience via the accreditation platform. The online accreditation platform will be **open from 8th of August until 3rd of September**.

Please make sure that personal details are correctly entered on the platform, as certain information will appear on the badges. Please note that only accredited delegates will have access to the official meeting and other official programme venues. If you have any questions regarding your registration, please contact accreditation.presidency@hu24eu.hu.

All personal information provided for accreditation will be processed in accordance with the EU General Data Protection Regulation (GDPR), which can be found at the accreditation system.

During the registration process, **it is mandatory to specify who the Head of Delegation is**. Please ensure this information is clearly indicated.

Please note, that bilateral ambassadors will only have access to the conference area, if they are accredited as member of delegation.

BADGES

Access to the meeting venue requires a valid personalized badge (Delegates) or pin (Heads of Delegation), which can be obtained after the registration request will be approved and the accreditation confirmed by a message through the accreditation platform. Pins and badges will be distributed by the designated Liaison Officer for HoDs and delegates arriving with their HoDs. For the rest of the participants badges will be handed over upon arrival at the hotel or at the venue. Delegates will receive one single badge or pin for the two-day event. Please make sure to **wear your badges visibly** at the meeting venue and official programme venues.

Please note that all participants are required to carry on their ID cards or passports, in order to comply with the on-the-spot identification process.

In case of loss of a badge, please report it immediately to your Liaison Officer or info.presidency@hu24eu.hu. The validity of the badge will be immediately terminated, while the organisers will create a new badge upon your request.

For further information regarding the badges of any delegate, please contact accreditation.presidency@hu24eu.hu

INTERPRETATION

Simultaneous interpretation will be provided during the Working Sessions in 6/6 regime (EN, DE, FR, ES, IT, HU).

No interpretation will be provided during the Eurogroup meeting, Eurogroup press conference and the working lunch, where EN is the working language. The ECOFIN press conferences will be provided in EN/HU.

ARRIVAL AND DEPARTURE

All delegations are kindly asked to provide the arrival and departure **details in the accreditation system**:

- For delegations travelling by **car or train**: date and time of arrival, the border crossing point to Hungary, and arrival destination point. Please note that in case of a non-protected Head of Delegation (HoD), pick-up point and first meeting with the liaison officer is at the hotel. Protected HoDs will be welcome at the border crossing point and have police escort from the border / border train station.
- For delegations travelling by **plane**: date and time of arrival and departure, as well as the flight number.
- Special flight: Note Verbal, sent by the embassy of your country in Budapest to the e-mail security.presidency@hu24eu.hu indicating aircraft registration number; date and time of arrival and departure.

All participants arriving with commercial flights are **strongly encouraged to check-in online** prior to the departure for the airport after the programme. Please note that on-site check-in at the airport will incur additional costs and time, which can result in a slower access to the aircraft thus endanger catching the flight.

LIAISON OFFICER

To ensure your visit runs smoothly, a Liaison Officer will be assigned to accompany the HoD throughout the event and provide any logistical assistance required on site. Supervised by coordinator, Liaison Officer will be responsible for:

- Welcoming and accompanying delegation during the event;
- Assisting delegation in order to ensure a successful stay;
- Providing logistical assistance and administrative support;
- Distributing accreditation pins and badges;
- Reserving slots for bilateral meetings, if requested from your side.

Contact details of the assigned Liaison Officer will be communicated to each delegation in due course. Liaison Officer provides services for whole delegation as a single point of contact. Liaison Officers are at the disposal of the delegations on the days of the official programmes +/-1 day.

TRANSPORTATION

For the event, the Hungarian Presidency will provide transfer with VIP limousine cars (for High-Level HoDs) and minivans (for all the other delegates arriving with their High-Level HoD) from Liszt Ferenc Budapest Airport to the hotels and back to the airport for departure.

Please note that the Hungarian Presidency may only provide transportation on the territory of Hungary and only during the official part of the programme. Transportation of the delegations is provided only on the days of the official programmes +/-1 day.

Please note, that transportation is only provided for the High-Level HoDs and delegates, who travel together with their HoD. Delegates travelling individually are kindly asked to make their own travel arrangements.

For the other venues VIP minivans (for High-Level HoDs) and buses (for all the other members of the delegation) will be provided. Please take note that Presidency ensure transfer only between the listed hotels and the meeting venues.

FROM THE AIRPORT TO THE CITY

Delegates who arrive with a commercial flight will arrive at Terminal 2A or 2B of Budapest Liszt Ferenc International Airport. Please note that no shuttle service will be provided by the Hungarian Presidency for delegates arriving separately from their HoD.

- Budapest Airport Shuttle Service

Budapest Airport itself offers an airport shuttle service for an extra fee, called MiniBUD (www.minibud.hu).

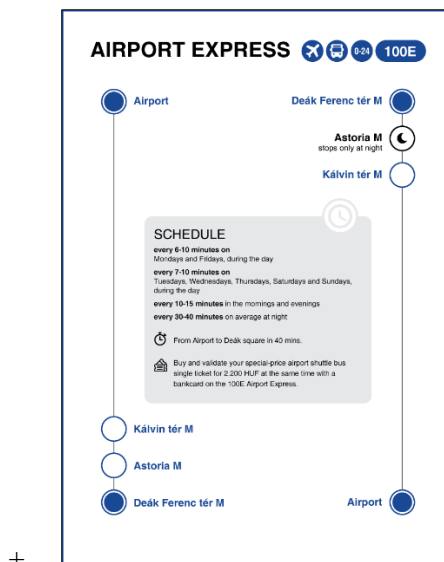
- Taxi

At your landing spot, Budapest Liszt Ferenc International Airport, you have the opportunity to **book a taxi** to get you to your accommodation. The official partner of Budapest Airport is Főtaxi (tel. +36 1 222 2 222, <https://fotaxi.hu/en/>). Főtaxi operates a designated office outside of the arrival terminal.

- Public Transport (Budapest Transport Centre – BKK)

Public transport **bus line 100E Airport Express** provides a direct and fast connection to the city centre. Single ticket costs 2.200 HUF, tickets can be purchased at the ticket machines at the airport.

For more information regarding public transportation within the city, please consult the website of BKK, where you can also learn about the costs of different types of tickets and information on public transport routes: <https://bkk.hu/en/>



FACILITIES

The Hungarian Presidency will provide all necessary services, such as a cloakroom, internet connection, and working facilities for delegations at Bálna Convention Centre, the official meeting venue. Listening room will also be available for delegates. The Wi-Fi password will be provided at the location. All our venues provide free access for participants with special needs. It is allowed to bring your luggage into Bálna Convention Centre, which will be secured by a hostess at the venue.

BILATERAL MEETINGS

Meeting rooms are available in Bálna Convention Centre. Reservations will be handled on a „first come-first served” basis. The Hungarian Presidency does not provide interpretation for bilateral meetings. You can book a meeting in advance by sending an e-mail to ECOFIN@hu24eu.hu.

Please indicate

- meeting code (INFORMAL_ECOFIN);
- preferred time slot (max. 30 minutes);
- any specific requests you might have;
- number of participants.

SECURITY

Providing a safe environment for our delegations is of paramount importance to the Hungarian Presidency. For security reasons, **badges or pins must be worn visibly during the official programme**. Access to the meeting venue will be denied in the absence of a visibly worn badge or pin.

The Hungarian Police will be in charge of security for all meetings and delegations during all ministerial meetings and other high-level events of the Hungarian Presidency of the Council of the European Union, and will provide the HoDs convoys a police escort, for protected dignitaries a security escort will also be provided.

ACCOMMODATION

Hungarian EU Presidency will cover the accommodation cost for the Head of Delegation and his / her partner for two nights (12-14 September). Breakfast is included but any additional expenses (beverages, lunches, laundry service etc.) or additional nights that extend beyond the official meeting (period mentioned above) as well as any extra hotel rooms will be at the delegation expenses.

For the rest of the delegations hotel rooms have been only pre-booked, so please be sure to make your own reservation by sending your request and the meeting code (ECOFIN Informal) to: HU24EU@jettravel.hu. Delegations are responsible for their own reservation arrangements and costs of their hotel rooms.

Please note that Hungarian EU Presidency has pre-booked hotel rooms as follows:

Ministerial delegations:

- **Kempinski Hotel Corvinus Budapest:** 16 ministerial delegations
(HoD and partner +5)
- **Dorothea Hotel:** 10 ministerial delegations
(HoD and partner +5)

Central Bank delegations:

- **Párisi Udvar Hotel Budapest:** Central Bank Governors (HoD and partner)
- **Dorothea Hotel**
- **Mercure Budapest Korona Hotel**

Delegations of institutions, international organizations, guest speakers:

- **Corinthia Budapest**

In case you need further information, please contact us at the following email address:
HU24EU@jettravel.hu.

VENUES

When?	Venue	Address
12th of September 2024	Newly renovated building of the Ministry of Finance	Szentháromság tér 6. 1014 Budapest
13th of September 2024	Bálna Budapest Convention Centre Museum of Fine Arts	Fővám tér 11-12. 1093 Budapest Dózsa György Street 41. 1146 Budapest
14th of September 2024	Bálna Budapest Convention Centre	Fővám tér 11-12. 1093 Budapest

VENUE OF THE INFORMAL MEETING

The Informal Meeting of Economic and Financial Affairs Ministers and Central Bank Governors will be held at “Bálna Budapest” Convention Centre.



By the beginning of the 21st century, the condition of the Közraktárak building complex had deteriorated. The Dutch architect Kas Oosterhuis and the architectural office of Ilona Lénárd prepared the plans for a new building that connects two of the four warehouse buildings with an atrium, and at the same time extends them parallel to the Danube bank with a glass shell in the shape of a whale's head.

VENUE OF THE WELCOME RECEPTION



The impressive palace in the Buda Castle was built for the Ministry of Finance between 1901 and 1904 by the plans of architect Sándor Fellner. The building, in the style of the neighbouring Matthias Church, served the financial administration of Hungary until 1945-46. After the Second World War, it was radically rebuilt, then for decades it sought its function. A project completed earlier this year has restored it to its original beauty.

VENUE OF THE GALA DINNER



The Museum of Fine Arts is a state-founded and maintained national museum in Budapest, part of the Heroes' Square monument complex and one of Budapest's World Heritage Sites. It was built between 1900 and 1906 in neo-Renaissance and neoclassical style, designed by Albert Schickedanz and Fülöp Ferenc Herzog. The museum is dedicated to the presentation of universal art. In recent years, the building has given home to works by world-famous artists such as Renoir, Bosch, Rembrandt and Caravaggio.

PRELIMINARY PROGRAMME

12TH OF SEPTEMBER, 2024 (THURSDAY)

18:00-20:00	Welcome reception for Ministers, Governors and Heads of Delegation and partners
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13TH OF SEPTEMBER, 2024 (FRIDAY)

08:00-08:45	Minister welcomes the Heads of Delegation, handshake, doorstep
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09:00-11:30	Eurogroup meeting / Eurogroup in inclusive format (TBC)
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11:30-12:00	Eurogroup press conference
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12:00 – 13:45	Working Lunch for Ministers
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12:00 – 13:30	Working Lunch for Governors
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12:00 – 13:45	Buffet Lunch for Delegates
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14:00-16:30	Working Session I (Ministers of Finance and Central Bank Governors)
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16:30-16:45	Family photo
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17:00-17:30	Presidency press conference
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19:30-22:00	Gala dinner
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14TH OF SEPTEMBER, 2024 (SATURDAY)

09:30-11:30	Working session II (Ministers of Finance)
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11:45-12:00	Presidency press conference
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12:00-	Buffet Lunch
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MEDIA

Media representatives are welcome to attend events open to the media during the Hungarian Presidency. The Hungarian Presidency provides a specific platform for the accreditation of media representatives who wish to cover the meetings open to the media in Budapest. The link to the platform is available under the 'Media' section of the Presidency's website or via the following direct link (<https://media.hu24eu.hu/secured/login>).

The Media Centre is set up in the Bálna Budapest Convention Centre 1st floor (North Entrance), and is open an hour prior to the beginning of the official programme and an hour after the end of the official program on each day of the event. Accredited members of the press will require accreditation to gain access to the Media Centre. Accredited journalists will also have to pass through a security check to gain access to the Media Centre.

Equipment in the Media Centre:

- Workstations with wired internet and power sockets
- Wireless internet connection
- Printer
- Possibility of noise-free check-in from the interview room - by reservation
- Audio outputs with access to pool signal
- Possibility of following the press conference from the Media Centre
- Coffee and light catering on the day of the meeting

The Presidency Communication Team guides the media representatives to get from the Media Centre to the venue of the meeting, in order to be able to cover the events open to the media. These include the handshakes, doorsteps and the press conferences.

Media representatives are also able to follow the press conferences from the Media Centre. The press conferences are interpreted into Hungarian and English, and broadcast live through the official EbS channels.

Photos of the events organized by the Hungarian Presidency are published on our [official Flickr account](#). Videos of the events organized by the Hungarian Presidency are available on our [official YouTube channel](#).

WEBSITE AND SOCIAL MEDIA PLATFORM OF THE HUNGARIAN PRESIDENCY

The Hungarian presidency website contains information on all topics regarding the Hungarian presidency of the Council of the European Union.

Website	www.hu24eu.hu
X	@HU24EU
Facebook	Hungarian Presidency of the Council of the EU 2024
Instagram	@hu24eu
YouTube	@HU24EU
Flickr	Hungarian Presidency of the Council of the EU 2024
Hashtag	#HU24EU

For any media-related questions, please contact us at the following email address:
media.presidency@hu24eu.hu.

PARTNER'S PROGRAMME

A separated partner's programme will be circulated at a later stage.

OTHER PRACTICAL INFORMATION

Emergency number: 112 (fire brigade, medical assistance)

Electricity: The voltage in Hungary is 230V, 50 Hz.

Local time: Central European Summer Time Zone (CEST) – GMT +1:00

Country code: Hungary +36

Currency: The official currency of Hungary is the Hungarian Forint. For official daily exchange rates, please consult the website of the Magyar Nemzeti Bank (National Bank of Hungary):
<https://www.mnb.hu/en/arfolyamok>

Weather in Hungary: <https://met.hu/en/idojaras/>

Tap water: Hungarian water is regularly tested for quality and is safe to drink.

Smoking: Smoking is only allowed in the designated area of the official meeting spaces.

First aid and medical assistance: Medical services will be available at the meeting venue. Please contact your liaison officer or any staff member to receive medical assistance.

CONTACT INFORMATION

Should you have any questions please contact us at the following e-mail addresses:

Accreditation:	accreditation.presidency@hu24eu.hu
Accommodation:	HU24EU@jettravel.hu
Security concerning arrival:	security.presidency@hu24eu.hu
Bilateral meetings:	ECOFIN@hu24eu.hu
Other logistical aspects:	protokoll@pm.gov.hu
Details of the working sessions:	ecofin.hu24@pm.gov.hu

ANNEX:

LIST OF MEETING FORMATS

Working session I	
Participants	Meeting room format
Finance Ministers	1 + 1
Central Bank Governors	1 + 1
European Commission	3 + 6
EP ECON	1 + 1
European Central Bank President	1 + 2
European Central Bank Vice-President	1 + 1
European Central Bank Executive Board	1 + 1
Eurogroup President	1 + 1
European Investment Bank	1 + 1
European Stability Mechanism	1 + 1
Economic and Financial Committee President	1 + 0
Economic and Financial Committee Secretariat	1 + 2
Economic Policy Committee	1 + 0
European Securities and Markets Authority	1 + 1
European Insurance and Occupational Pensions Authority	1 + 1
European Banking Authority	1 + 1
European Bank for Reconstruction and Development	1 + 1
Single Resolution Board	1 + 1
General Secretariat of the Council / Council Legal Service	2 + 3
Working session II	
Participants	Meeting room format
Finance Ministers	1 + 2
European Commission	3 + 6
European Central Bank President	1 + 2
European Central Bank Vice-President	1 + 1
European Central Bank Executive Board	1 + 1
European Investment Bank	1 + 1
Economic and Financial Committee President	1 + 0
Economic and Financial Committee Secretariat	1 + 2
Economic Policy Committee	1 + 0
General Secretariat of the Council / Council Legal Service	2 + 3
Ministers' Working Lunch	
Participants	Meeting room format
Finance Ministers	1 + 0
European Commission	2 + 1

European Central Bank	1 + 0
Eurogroup President	1 + 0
Economic and Financial Committee President	1 + 0
General Secretariat of the Council / Council Legal Service	1 + 1
Central Bank Governors' Working Lunch	
Participants	Meeting room format
European Central Bank	2 + 0
Central Bank Governors	1 + 0