



# PRACTICAL INFORMATION NOTE

53<sup>RD</sup> MEETING OF THE DIRECTORS-GENERAL FOR CIVIL  
PROTECTION OF THE UCPM MEMBER AND PARTICIPATING  
STATES  
(CPDG)



BUDAPEST, HUNGARY

15-16 OCTOBER, 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 to help you to prepare for the **53<sup>rd</sup> Meeting of the Directors-General for Civil Protection of the UCPM Member and Participating States (CPDG)**, to be held in Budapest between 15 and 16 October 2024.

## DEADLINES

When?	What?	Where/who?
<b>18 September</b>	The Novento Presidency accreditation platform opens	The Novento Presidency accreditation platform
<b>by 30 September at the latest</b>	<b>Appoint</b> a Delegation Accreditation Officer (DAO)	Please send <b>name</b> , mobile <b>phone</b> number and <b>email</b> of your <b>DAO</b> to <a href="mailto:accreditation.presidency@hu24eu.hu">accreditation.presidency@hu24eu.hu</a> and <b>mention the meeting code in the subject:</b>  CPDG
<b>until 5 October</b>	Register your delegation	The Novento Presidency accreditation platform
<b>During registration, in the hotel</b>	Distribution of badges	By the LOC (Local Organising Committee)

## DELEGATIONS

**Delegations will be limited to** the 1+1 format, that is, the Head of Delegation (1) plus one (1) official delegate per country.

## ACCREDITATION

Delegations are kindly asked to appoint a Delegation Accreditation Officer (DAO) no later than 30 September who will be responsible for the accreditation of every member of their delegation.

**For the accreditation link and code please apply with the data below at the following e-mail address: [accreditation.presidency@hu24eu.hu](mailto:accreditation.presidency@hu24eu.hu).**

- + **name of the event: CPDG**
- + **full name as in ID**
- + **cell phone number**
- + **e-mail address of the DAO**

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 until 5 October, 23:59.

Please make sure that personal details are correctly entered on the platform, as certain information (e.g. your name) 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](mailto: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.

## BADGES

**Access to the meeting venue requires a valid personalized badge**, which can be obtained after the registration request had been approved and the accreditation is confirmed by a confirmation message through Novento. Badges will be distributed at the conference venue upon arrival. Delegates will receive **one single badge for the two-day event**. Please make sure to **wear your badge visibly** at the 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 [info.presidency@hu24eu.hu](mailto: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 [info.presidency@hu24eu.hu](mailto:info.presidency@hu24eu.hu)



# INTERPRETATION

Simultaneous interpretation will be provided by the LOC in 4/4 regime during the meeting. The following languages will be available: DE, EN, FR, 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
- + for delegations travelling by **plane**: date and time of arrival and departure, as well as the flight number and the airline.

## TRAVEL ARRANGEMENTS

The Commission will provide **one pre-paid economy travel ticket** per Member State and Participating State. Please communicate your nominations, contact details, and flight preferences by email to: [ECHO-CP@ec.europa.eu](mailto:ECHO-CP@ec.europa.eu) as soon as possible after registering for the event, and in any case no later than 1 October 2024.

The travel agency American Express (AMEX), will then contact the nominated person with a selection of available travel tickets for the meeting, according to the desired dates.

Accompanying delegates will have to book and pay for their own flights.

# TRANSPORTATION

The European Commission will cover the cost of travel for one delegate of each delegation (see section above on Travel Arrangements).

## 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 from and to the airport a shuttle service will be provided on behalf of the Presidency on a timely schedule. Participants arriving by plane will be welcomed at Budapest Airport by a colleague from the National Directorate General for Disaster Management. A minibus from and to Budapest Airport will be provided for all participants during the official programme.

The assembly point will be in the arrivals hall of Terminal 2A of the airport, please look for the sign **"HUPRES 53<sup>rd</sup> DIRECTORS GENERAL MEETING"**, where you can meet our colleague who will escort you to the bus.

## FROM THE TRAIN STATION TO THE CITY

Participants arriving by train will be welcomed in the arrival hall at the train station by a colleague from the National Directorate General for Disaster Management. A minibus from and to the train station will be provided for all participants coming by train during the official programme.

The exact meeting point at the relevant train station will be communicated to the participants concerned by e-mail. You will need to look for the sign **"HUPRES 53<sup>rd</sup> DIRECTORS GENERAL MEETING"**, where you can meet our colleague who will escort you to the bus.

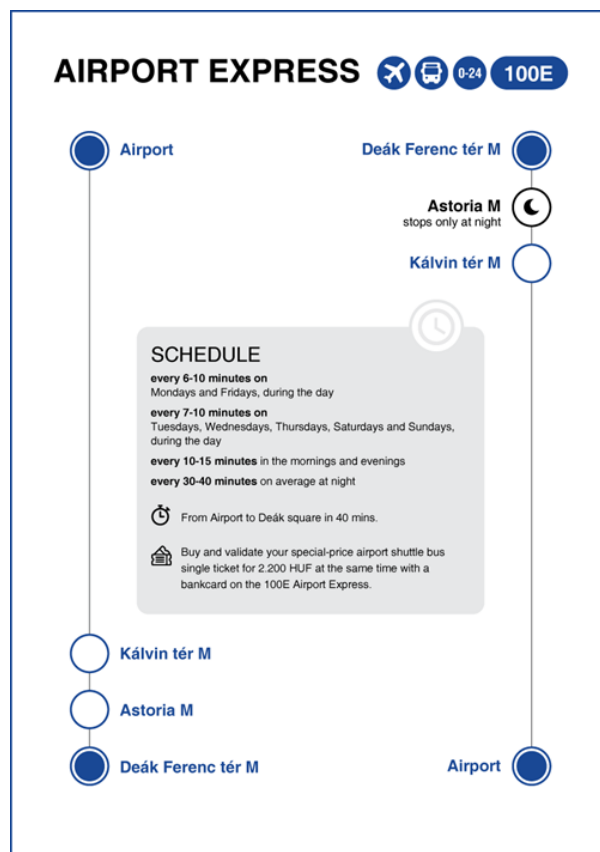
Nonetheless, delegates can plan their own travel arrangements based on the following options:

- + Budapest Airport Shuttle Service

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

- + 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/>

+ 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.

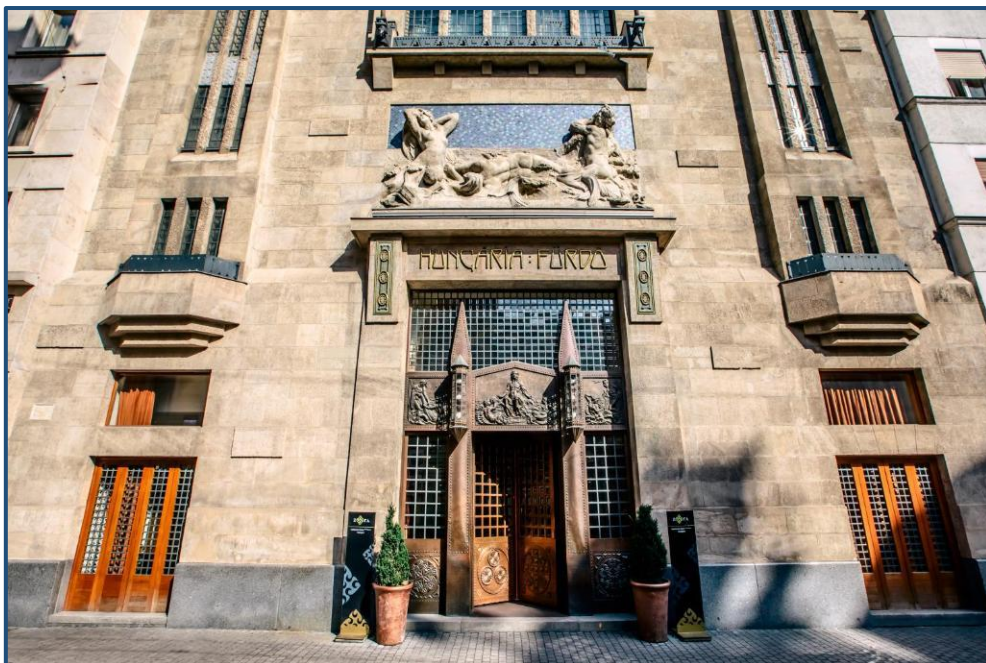
## BETWEEN THE MEETING VENUES

Transfer between the meeting venues will be provided by the Hungarian Presidency.

## SECURITY

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

## ACCOMMODATION



A limited number of rooms have been pre-reserved at the **Continental Hotel Budapest** for the night of 15th October. The estimated price is 179 EUR. Please note that **delegations are responsible for covering their accommodation costs**, and that pre-booking will be held until 30<sup>th</sup> September. The members of each delegation are kindly asked to book the required number of hotel rooms through the following link as soon as possible using the promotion code: **DGmeeting2024**

Link: <https://continentalhotelbudapest.com/>

**Address: H-1074 Budapest, Dohány utca 42-44.**

## PRELIMINARY PROGRAMME

Please note that this programme is subject to change.

### 15 OCTOBER (TUESDAY)

08:00-13:00	Arrival of delegations
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13:00-14:00	Lunch
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14:00-16:00	Plenary session
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16:00-16:20	Coffee break, family photo
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16:20-18:00	Plenary session
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18:00-19:00	Transfer of the participants to the hotel
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19:00	Traveling to the venue of the gala dinner
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19:30-22:00	Gala dinner
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### 16 OCTOBER (WEDNESDAY)

09:00-11:00	Plenary session
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11:00-11:20	Coffee break
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11:20-13:00	Plenary session
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13:00-14:00	Grab and go lunch
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14:00	<b>Departures of delegations</b>
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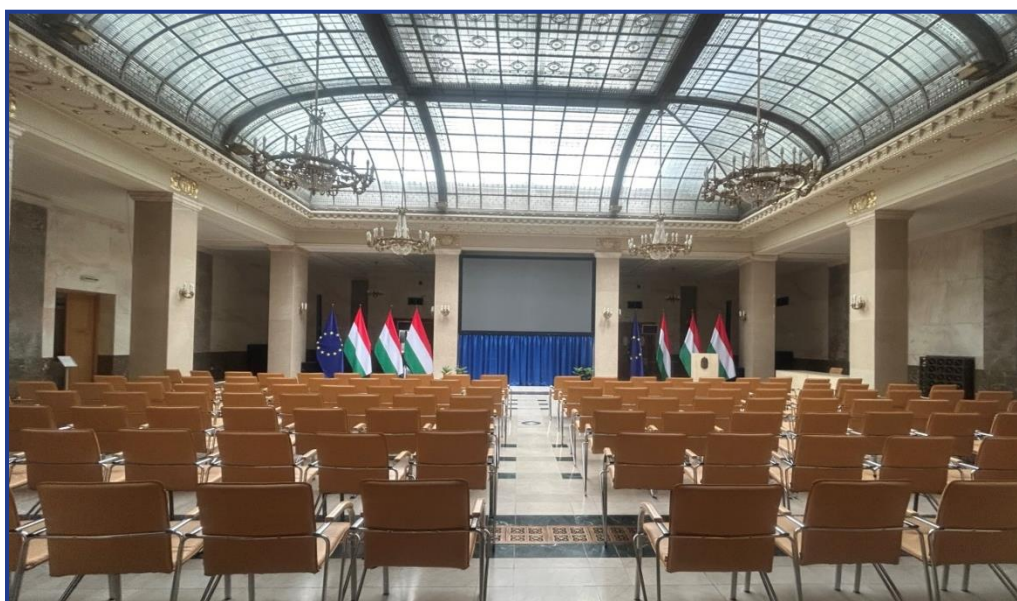


# VENUES

The meeting and the related events will be held at the following locations:

When?	Venue	Address
15 October	<i>meeting</i>	József Attila utca 2-4
	Marble Hall	1051 Budapest
	Ministry of Interior	
16 October	<i>gala dinner</i>	Gundel Károly út 4
	Gundel Restaurant	1146 Budapest
	<i>meeting</i>	József Attila utca 2-4
16 October	Marble Hall	1051 Budapest
	Ministry of Interior	

## VENUE OF THE MEETING



**The meeting will be held at the Marble Hall of the Ministry of Interior.**

The main building of the Ministry of Interior is located in the former headquarters of the Hungarian Commercial Bank of Pest, a huge block facing the Danube with four internal yards, built in the beginning of the 20th century. This part houses the offices of the Minister and the State Secretaries along with the Marble Hall, the main venue of the ceremonial events. The buildings show features of multiple styles, ranging from neo-Classicism through Art Nouveau,

while the interior spaces suggest elegance through the richly coloured marble surfaces and the embossed copper designs.

## VENUE OF THE GALA DINNER

The gala dinner will take place in the emblematic place of Hungarian cuisine, the [Gundel Restaurant](#). A music programme will be provided by the Liszt Ferenc Chamber Orchestra before dinner.



## MEDIA

Photographs and video footage from events organised by the Hungarian Presidency will be available on its official channels and the channels of the EU institutions.

Photos will be published on the official website of the Presidency and may be used free of charge with a clear mention of the photographer.

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

## 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 +2:00

**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.

## CONTACT INFORMATION

Should you have any questions regarding the logistical aspects of the event, or about the details of the programme, please contact us at the following e-mail address:

[HUPRES2024@katved.gov.hu](mailto:HUPRES2024@katved.gov.hu). Please refer to „DG MEETING 2024” in the object of your e-mail.

Emergency contact: Márton Ábrahám: +36 30 316 6453

