



# **PRACTICAL INFORMATION NOTE**

**EU Eastern Border Regions High Level Conference**

**25-26 June 2025**

**BIAŁOWIEŻA**

The Polish presidency of the Council of the European Union, in cooperation with the European Commission, would like to invite you to Białowieża for the EU Eastern Border Regions High Level Conference of the Ministry of Development Funds and Regional Policy to be held on the 25-26th June 2025.

We are extremely pleased to provide you with this Practical Information Note (PIN) containing the logistics and technical information on the meeting.

## Table of contents

<b>Białowieża – venue of the conference .....</b>	<b>3</b>
<b>Working language of the meeting and interpretation .....</b>	<b>6</b>
<b>Delegation format .....</b>	<b>6</b>
<b>Accreditation.....</b>	<b>6</b>
<b>Time limits.....</b>	<b>7</b>
<b>Badge .....</b>	<b>7</b>
<b>Study visit.....</b>	<b>7</b>
<b>Transport.....</b>	<b>7</b>
<b>Catering.....</b>	<b>8</b>
<b>Security.....</b>	<b>8</b>
<b>Accommodation.....</b>	<b>8</b>
<b>Facilities .....</b>	<b>9</b>
<b>Presidency on the Internet.....</b>	<b>9</b>
<b>Social media.....</b>	<b>9</b>
<b>Practical information .....</b>	<b>10</b>
<b>Contact details .....</b>	<b>10</b>

## Białowieża – venue of the conference



Białowieża is a quiet village in the Podlasie region, located near Poland's Eastern border with Belarus. The village is best known for its direct access to the Białowieża Forest – the last remaining part of the primeval lowland forest that once covered much of Europe. This ancient forest is one of the most valuable ecosystems on the continent, home to a rich variety of flora and fauna, including the rare European bison (*Bison bonasus*), which may be observed in their natural habitat or at the European Bison Show Reserve.

The broader Podlasie region is distinguished by its natural beauty and cultural diversity and serves as a historical meeting point of various ethnic and religious communities, including Polish, Belarusian, Ukrainian, Lithuanian, and Tatar populations. This heritage is visible in the region's architectural landmarks – from Orthodox and Catholic churches to wooden mosques and old synagogues – as well as in its customs and cuisine.

Together, Białowieża and the Podlasie region offer a unique and immersive experience, combining unspoiled nature with deep historical and cultural layers. It is an ideal destination for those seeking reflection, educational exploration, or simply a peaceful environment surrounded by one of Europe's last truly wild forests.



## The Żubrówka Hotel

Hotel Żubrówka \*\*\*\* Białowieża

Pałacowa 6, 17 - 230 Białowieża



The Żubrówka Hotel is a four-star hotel situated in the center of Białowieża, a location of exceptional natural and cultural significance. The hotel is located in close proximity to the entrance of Białowieża National Park, a UNESCO World Heritage Site.

## Provisional agenda of the meeting

Please note that the agenda may be subject to further changes.

25 June 2025 (Wednesday)	
by 15:00	Arrival of the delegations in Warsaw
15:00 – 19:00	Transfer from Chopin Airport in Warsaw to Białowieża
19:00	Guest check-in at the hotel in Białowieża – Hotel Żubrówka
20:00 – 22:00	Welcome dinner for delegates
26 June 2025 (Thursday)	
8:00 - 9:00	Site visit at the border with Belarus (as a part of the presentation of the Shield East project)
9:10 – 9:30	Press conference
9:30 – 10:00	Welcome and opening by the representative of the PL PRES and European Commission <ul style="list-style-type: none"><li>- Katarzyna Pełczyńska-Nałęcz, Minister of Development Funds and Regional Policy</li><li>- Raffaele Fitto, Executive Vice-President for Cohesion and Reforms, European Commission</li><li>- Roxana Mînzatu, Executive Vice-President for Social Rights and Skills, Quality Jobs and Preparedness, European Commission, tbc</li><li>- Piotr Serafin, Commissioner for Budget, Anti-Fraud and Public Administration, European Commission, tbc</li></ul>
10:00 – 11:00	Working session part I
11:00 – 11:30	Coffee break and family photo

11:30 – 12:30	Working session part II
12:30 – 13:30	Lunch buffet
From 13:30	Transfer from Białowieża to Chopin Airport in Warsaw

## Working language of the meeting and interpretation

English will be the working language of the meeting. Interpretation services will not be provided.

## Delegation format

Format of the border Member States (FI, EE, LV, LT, SK, RO, HU) delegation: 1+5.

DK delegation: 1+0.

European Commission delegation: 1+2.

Committee of the Regions delegation: 1+1.

European Parliament delegation: 1+0.

## Accreditation

Each meeting participant is required to go through the accreditation process for the event, in accordance with the instructions provided in the accreditation system. Only successfully completed accreditation authorises to attend the meeting. **Participants register through a dedicated DAO (Delegation Accreditation Officer).**

Please, prepare a recent photo (taken within the last 3 months preceding the date of the meeting) before the commencement of the registration. Moreover, we kindly ask you to make sure that all the personal data entered has been written down correctly, as some of the data will be displayed on the badge.

All personal data provided during the accreditation process is processed in accordance with the EU General Data Protection Regulation (GDPR). A link to the regulations can be found on the accreditation platform.

## Time limits

Date	Measure	Contact track
<b>2<sup>nd</sup> of June 2025</b>	Opening of the accreditation	Contact e-mail: <a href="mailto:cohesion.prespl@mfi.pr.gov.pl">cohesion.prespl@mfi.pr.gov.pl</a>
<b>11<sup>th</sup> of June 2025</b>	Closure of the accreditation	

## Badge

After successful completion of the accreditation process, you will receive an e-mail confirmation including the electronic ID (attached pdf file containing a QR code). Please, save the file on your mobile phone or tablet.

At the entrance to the meeting, it will be necessary to present an electronic badge and a document with a photo. You will then receive printed badges which, for security reasons, should be carried in a visible place throughout the meeting.

## Study visit

tbc

## Transport

The Polish presidency will arrange transport for each delegation from the Warsaw Chopin Airport to Białowieża.

Transfers to and from Białowieża will be scheduled in accordance with the respective flight itineraries of the delegations.

## Catering

During registration process it is possible to indicate dietary preference. In addition to standard meals, the following dietary options are available: vegan, vegetarian, gluten-free and lactose-free diet.

Meals will be served as indicated in the agenda.

Cold and hot beverages and small snacks will be available at Hotel Żubrówka during the meetings.

## Security

For security reasons, it is absolutely necessary to wear badges in a visible place throughout the meeting. In addition, the QR code on the badge is required to be made available for scanning upon request by the organisers, accreditation officers or facility security.

## Accommodation

The Polish Presidency has booked hotel rooms and will cover the costs of the accommodation for the given delegation formats for one night (25-26 June) at the Żubrówka Hotel.

Please note that we will not cover the costs of the accommodation of the delegates that exceed the given delegation format.

Breakfast is included. No provision will be made for any additional expenses (lunches, laundry service etc.), any additional nights that extend beyond the official meeting or any extra hotel rooms.



## Facilities

Wi-fi will be available in the venue of the meeting, the password will be provided during the meetings.

## Presidency on the Internet

### Website

<https://www.poland25.eu>

The website of the Polish presidency of the Council of the European Union contains information in English on the following topics:

- institutional, political and cultural events during the Polish presidency,
- latest news, press releases,
- priorities of the Polish presidency,
- the Trio programme,
- the cultural programme,
- calendar of events,
- important contacts and links.

## Social media

All content related to the Polish presidency will also be available on the following social media:

- Instagram: #Poland25EU
- Facebook: <https://www.facebook.com/poland25eu>
- X (Twitter): <https://x.com/poland25eu>
- LinkedIn: <https://www.linkedin.com/company/poland25eu/>

## Practical information

Emergency number: 112 (fire brigade, medical aid, police)

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

Local time: Central European summer time zone (CEST) - GMT +1:00

Area code for Poland: +48

Currency: **The official currency of Poland is the Polish zloty.** Official daily exchange rates can be found on the website of the National Bank of Poland: <https://nbp.pl/statystyka-i-sprawozdawczosc/kursy/>.

Weather in Poland: <https://meteo.imgw.pl/>

Tap water: Polish tap water is regularly tested in terms of quality and it is safe to drink, <https://www.warszawskakranowka.pl/>

Smoking: Smoking is only permitted in designated official designated areas.

## Contact details

Ministry of Development Funds and  
Regional Policy

Jacek Rostkowski

(+48) 22 273 8741

[jacek.rostkowski@mfi.gov.pl](mailto:jacek.rostkowski@mfi.gov.pl)

Ministry of Development Funds and  
Regional Policy

Magdalena Ochej-Łokuciejewska

(+48) 22 273 8863

[magdalena.ochaj-  
lokuciejewska@mfi.gov.pl](mailto:magdalena.ochaj-@lokuciejewska@mfi.gov.pl)