

52nd Meeting of the Directors-General for Civil Protection of the UCPM Member and Participating States

Brussels, 25-26 April 2024

Practical information note



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Introduction

The Belgian Directorate-General for Civil Protection is happy to welcome you for the 52nd Meeting of the Directors-General for Civil Protection that will take place in Brussels from 24 to 26 April 2024.

This Practical Information Note (PIN) provides general information on logistical and organizational aspects to help you prepare for the meeting and a timeline of steps we kindly ask you to take in advance. Please note that the information contained in the document may be subject to last minute changes.

Delegation size

The delegation shall consist of two delegates per country: Head of Delegation and one delegate (1+1). There will be two seats reserved at the venue for each delegation.

Accommodation

A limited number of rooms have been pre-reserved at the Brussels Marriott Hotel Grand Place for two nights, from 24-26 April.

Please note that delegations will be responsible for covering their accommodation costs. The members of each delegation are kindly asked to book the required number of hotel rooms through the following link as soon as possible to benefit a limited preferential price: [Book your group rate for IBZ - Présidence Belge 2024](#)

Address: [Rue Auguste Orts, Grand Place 3-7, 1000 Bruxelles](#)

Registration and accreditation

For security reasons, all members of official delegations must be registered and accredited to access the Belgian Presidency meeting venues. All delegates must register by following the procedure set out on the online accreditation platform.

Delegations will be requested to enter the individual accreditation data of their delegates into the system to receive badges.

Delegates will be able to collect their badge when they arrive at the hotel. All badges are strictly personal and non-transferable and must be worn at all times during the events.

Registration of delegations

Please note that all delegations must appoint a delegation accreditation officer (DAO). The DAO will be responsible for the accreditation of every member of their delegation.

For the DAO

Please register by sending your (first and last) name and the name of your delegation to the following mailbox: DGCP.EUpresidency24.be, no later than 14 March 2024. You will then receive an e-mail containing log-in information as well as the link to the official presidency accreditation platform.

Please submit your accreditation application as soon as possible but no later than 21 March 2024. We need you to fill in all relevant details, all personal information provided for accreditation will be processed in accordance with the EU General Data Protection Regulation (GDPR).

Registration to an additional event

For those interested, a guided tour of Brussels City Hall on the Grand Place is scheduled for April 26th from 2:00 PM to 3:00 PM. The number of participants will be limited to 50. Participants are kindly requested to register for this activity via the registration platform Novento.

Travel arrangements

The Commission will provide one pre-paid economy travel ticket per Member State and Participating State Brussels. Please communicate your nominations, contact details, and flight preferences by email to: echo-cp@ec.europa.eu as soon as possible after registering for the event, and in any case no later than 29 March.

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.

You will be welcomed at the airport in Brussels by a colleague from the Directorate-General for civil protection who can inform you on travel possibilities from the airport to the meeting venue, please look for a person with “Belgian Presidency” sign.

We recommend you take the train from the airport to the hotel. Train tickets can be booked via the following link: [SNCB - Train ticket](#) or directly at the station.

We kindly ask delegates to share with BE Presidency Team their arrival time in Brussels as soon as available by introducing the information on the registration platform.

Meeting venue and facilities

The 52nd Meeting of the Directors-General for civil protection of the European Union, of the European economic area and of the candidate countries will be held at the “Brussels Marriott Hotel Grand Place”. The meeting venue and hotel are located on the same site, which contributes to efficiency and allows more time for the meeting.

Bilateral meeting rooms

Reservation of bilateral rooms are made by e-mail to DGCP.EUpresidency24.be. Reservations will be confirmed on a first-registered, first served basis.

For your reservation, please indicate the desired time for the bilateral meeting, attending states and number of participants.

Programme

Please note that information regarding the programme was enclosed with the official invitation to the Presidency Workshop. Below is a summary of the draft programme.

You will receive the agenda of the meeting and detailed information about the topics for discussion closer to the date of the event.

Wednesday 24 April

19.00 - 21.00	Welcome dinner
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Thursday 25 April

9.30 - 10.45	Meeting Morning session
10.45 - 11.15	Coffee break and family photo
11.15 - 12.45	Meeting – morning session II
12.45 - 14.15	Lunch
14.15 - 15.45	Meeting – afternoon session I
15.45 - 16.15	Coffee break

16.15 - 17.30	Meeting – afternoon session II
18.00 - 23.30	Departure to social event and dinner to the Museum of Art and History at the Cinquantenaire

Friday 26 April

9.00 - 10.30	Meeting – Morning session I
10.30 - 11.00	Coffee break
11.00 - 12.45	Meeting – Morning session II
12.45 - 13.00	Closing remarks
13.00 - 14.00	Lunch or grab&go lunch
14.00 - 15.30	* Optional - Visit and reception at Brussels city Hall

General Information

General

- Emergency number: 112
- Country code: Belgium +32
- Electricity: 230 V, 50 Hz (type F power plugs and sockets)
- Local time: Central European Summer Time Zone (CEST) – GMT +2:00

Language

During the meeting, interpretation will be provided by the European Commission's Interpreting Service SCIC. You may both speak and listen to French and English.

Delegations are welcome to send their speeches, speaking points and other relevant meeting document ahead of the meeting to facilitate adequate interpretation of interventions.

Internet/Wi-Fi

Wireless internet access is available throughout the meeting venue.

Weather conditions

In April Belgium will usually experiences moderate temperatures, although it is advised to bring a raincoat or umbrella.

Contact details

If you have any questions, please contact: dgcp.eupresidency24@ibz.be

During the event:

The presidency contact person during the event is Félicie de Brouwer :

Email: felicie.debrouwer@ibz.be

Phone number: 0032 476 88 48 93