



**Informal Conference of Ministers**

**15<sup>th</sup> Anniversary of the Lanzarote Convention:  
Achievements, Challenges and a Way Forward to Protect Children  
from Sexual Exploitation and Abuse**

**Valletta, Malta**

**Practical Information Note**

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## **Practical Information Note (PIN)**

### **General Information**

The forthcoming Maltese Presidency of the Committee of Ministers of the Council of Europe has the honour to welcome you to Malta and is pleased to provide you this practical information note (PIN) on the logistical modalities to help you prepare for delegations' participation in the **Informal Conference of Ministers on the 15<sup>th</sup> Anniversary of the Lanzarote Convention: Achievements, Challenges and a Way Forward to Protect Children from Sexual Exploitation and Abuse** taking place in Malta on the 30<sup>th</sup> of June and 1<sup>st</sup> of July 2025.

#### **1. Venue**

The Informal Conference of Ministers, will be held at the Mediterranean Conference Centre (MCC), Old Hospital Street, Valletta on the 1<sup>st</sup> of July 2025. An official dinner will be held on the evening of the 30<sup>th</sup> of June 2025.

#### **2. Delegation Format**

The delegation format is as follows:

- For State Parties to the Lanzarote Convention: 1 + 2 delegates plus 1 Lanzarote Committee Expert
- For non-State Parties to the Lanzarote Convention: 1+3 delegates.

This format includes any security personnel, media personnel and interpretation officers for bi-lateral meetings.

#### **3. Liaison Officers**

Each delegation will have a designated liaison officer. Their tasks will include:

- welcoming and accompanying the delegations;
- assisting delegations during their stay to ensure everything runs smoothly;
- providing administrative support.

More information, including contact details of the assigned liaison officer, will be provided to delegations via their Accreditation Officer in due course.

#### **4. Accreditation, Pins and Badges**

Delegations are kindly asked to appoint a Delegation Authorisation Officer (DAO) by sending an email to [info.pdiad.family@gov.mt](mailto:info.pdiad.family@gov.mt) with their contact details by 18<sup>th</sup> April 2025.

The following details are required:

- Name and Surname of DAO;
- Email and Contact Number of DAO;
- Representative Country and Ministry;

The link to the online accreditation system will be sent to the DAO after the 18<sup>th</sup> April 2025 and shall be open until the 9<sup>th</sup> May 2025. Hence, registrations need to be done strictly by 9<sup>th</sup> May 2025.

Confirmation of participation should also be done via Note Verbale, listing the name and designation of the Head of Delegation; the names and designation of the delegation in order of

precedence; and the flight itinerary. The Note Verbale is to be sent electronically to [protocol.foreign@gov.mt](mailto:protocol.foreign@gov.mt), keeping in copy [coe2025.foreign@gov.mt](mailto:coe2025.foreign@gov.mt), with an original copy sent to the Ministry for Foreign Affairs and Tourism via diplomatic channels by the above-mentioned registration deadline.

Please note that only one person (DAO) from the delegation should make registration for the whole delegation. Only accredited delegates will have access to the dinner and the reception conference.

Types of accreditations: Heads of Delegation will have a lapel pin while other members of the delegation will have identification badges. Accreditation pins and badges are non-transferable. Only registered participants will be able to access the event venues. For security reasons, it is mandatory for all delegates to wear the lapel pin, identification badges within the venue. Access to the venues will be denied in the absence of a visibly worn badge or pin.

Collection of badges will be done by the respective liaison officer who will provide the badges upon arrival of the delegation.

It is important to note that registration for the Ministerial meeting does not automatically imply that hotel reservations are made. Therefore, delegations must make their own hotel bookings.

## **5. Bilateral Meetings**

Bilateral meeting rooms will be available to delegations upon prior reservation, on first come, first served basis.

### **5.1 Set-up of Bilateral Meeting Rooms**

There will be four bilateral rooms all equipped with a rectangular table that can accommodate eight persons, four on each side. Hence, the suggested format is not more than 4 + 4. No refreshments will be provided.

### **5.2 Availability of Bilateral Meeting Rooms**

Bilateral meeting rooms will be available on the 1<sup>st</sup> of July.

Timeslots for bilateral meetings are 30 minutes and can be booked only at full or half hours. This includes time for preparation and clean-up. Delegations are requested to respect the time limit to ensure that the room can be prepared for the next meeting. Delegations can book one or two slots for each meeting (for a 30 minute or 1 hour meeting).

### **5.3 Booking of Bilateral Rooms**

Reservations for bilateral meeting rooms must be made through the registration system once the link is provided to the DAOs.

### **5.4 Interpretation at Bilateral Meetings**

Delegations are expected to bring their own interpreters, if required. Interpretation will not be provided by the Presidency.

### **5.5 Flags**

No flags, flagpoles or table banners will be provided by the Presidency.

## 6. IT Facilities

Free high-quality wireless internet access will be available at the venue.

## 7. Accommodation

The following hotels are recommended, offering special rates to delegations:

<i>Hotel</i>	<i>Booking Link</i>	<i>Booking Code</i>	<i>Cut Off Date for Booking</i>	<i>Notes &amp; Booking Instructions</i>
The Grand Hotel Excelsior	<a href="#">The Grand Hotel Excelsior</a>	COE2025MT	6 <sup>th</sup> May 2025	When booking, kindly adjust the room occupants total to '2/0'.
Corinthia Palace Hotel St. George's Bay	<a href="#">Corinthia Palace Hotel St. George's Bay</a>	COE2025MT	First come, first served basis	Select check-in and check-out dates, click check availability and book under section 'Council of Europe Ministerial Meeting'.
The Phoenicia Malta	<a href="#">Phoenicia Malta</a>	MINCOUJUNE2025	First come, first served basis	/
AX The Palace Hotel	<a href="#">AX The Palace Hotel</a>	AXGRPCOE2025MT	15 <sup>th</sup> May 2025	Select check-in and check-out dates, then enter the promo code provided.  Applies for Deluxe Rooms only with a MLOS of 3 Nights
Corinthia Palace Hotel H'Attard	<a href="#">Corinthia Palace Hotel H'Attard</a>	COE2025MT	30 <sup>th</sup> April 2025	/

The Presidency strongly recommends that delegations make their hotel reservations as soon as possible to ensure availability.

## 8. Events and Catering

The Presidency will be hosting an official welcome dinner on 30<sup>th</sup> June at the Mediterranean Conference Centre (MCC). The format of the dinner will be 1+3.

The Presidency will also be hosting a lunch for Heads of Delegation and their delegates on the 1<sup>st</sup> of July at the conference venue. The format of the lunch will be 1+3.

## 9. Interpreting Services

Interpretation will be provided in English and French for the Conference.

Please note that no interpretation will be provided during the dinner/reception, lunch and bi-lateral meetings. These sessions will be conducted in English.

## 10. Delegation Interventions

Heads of Delegations (HoDs) are kindly requested to select one session for participation and may also indicate their interest for the second session, which will be considered contingent upon the availability of time slots. Due to the comprehensive schedule of the Conference, interventions are limited to HoDs only and should respect the 3-minute time limit. The selection can be made through the registration link.

## 11. Family Photo

The family photo of Heads of Delegation will take place in the Sacra Infermeria at the Mediterranean Conference Centre (MCC).

## 12. Transport

### 12.1 Arrival by Plane

There is one international airport on the Maltese Islands. There are regular commercial flights from most European capitals to the Malta International Airport.

Heads of Delegation **at Ministerial level**, and their accompanying accredited delegates, arriving and departing with the Head of Delegation, will be welcomed through the Ministerial Lounge at the Malta International Airport.

### 12.2 Flight Clearances

Flight clearance is required for delegations arriving by state flight (government, military or private aircraft) at Malta International Airport.

The request for diplomatic overflight and landing clearance for state flights should be made through the Protocol Directorate of the Ministry for Foreign Affairs and Tourism on [diplo-clearances.foreign@gov.mt](mailto:diplo-clearances.foreign@gov.mt) as early as possible, but not later than seven working days in advance of the flight.

The request must be sent by Note Verbale and accompanied by a duly filled Diplomatic Clearance Form (enclosed as Annex 1). The Note Verbale must include arrival and departure dates and times and full details of all the passengers and passport numbers. Any flight modifications should be communicated **at least 48 hours in advance**.

Should delegation members accompanying the VIP, who will be travelling via a state flight, wish to be exempt from security checks and luggage screening upon departure from Malta, a Note Verbale should be submitted for consideration by the local Aviation Security Authority, clearly indicating the type of exemption being requested.

### **12.3 Official Transport**

An official executive car for the Head of Delegation and one accompanying accredited delegate, as well as an executive van for the remaining accompanying accredited delegates will be provided upon arrival from Malta International Airport to their hotel.

Accredited delegates arriving on different flights and/or staying in a different hotel than their respective Head of Delegation, will need to make their own arrangements to get to their hotel. Transport will not be provided to accompanying persons that are not part of the accredited delegation.

Transport will also be provided from the Hotel to the Conference Venue. Pick up and drop off will be from the accommodation of the Head of Delegation. Any delegation members staying in different hotels from that of the Head of Delegation need to make their way to the accommodation where the Head of Delegation will be staying.

### **12.4 Public or Commercial Transport**

Malta's public transportation system mainly consists of buses. Public Transport is also available from Malta International Airport. More information can be found on <https://www.publictransport.com.mt/>.

Alternatively, locally operated taxi service companies are also available from Malta International Airport.

## **13. Security**

Foreign security officers must comply with the regulations of the Maltese law enforcement services. Malta's regulations do not allow for weapons to be carried within its territory, unless the necessary permit has been issued by the Commissioner of Police. In case of foreign security officers requesting permission to carry firearms, a Note Verbale must be submitted as early as possible, but not later than 10 working days before the date of arrival, to the Ministry for Foreign Affairs and Tourism on [diplo-clearances.foreign@gov.mt](mailto:diplo-clearances.foreign@gov.mt)

The Note Verbale should include the name of the security officer(s), rank, passport details, type of weapon, serial number, calibre and rounds of ammunition.

## **14. Radio Frequency**

The use of radio communication equipment requires a temporary licence from the Malta Communications Authority (MCA). Information on the frequency range and technical characteristics should be communicated as early as possible, but not later than 10 working days before the date of arrival, to the Protocol Directorate of the Ministry for Foreign and Tourism via Note Verbale together with the MCA form (enclosed as Annex 2) on [diplo-clearances.foreign@gov.mt](mailto:diplo-clearances.foreign@gov.mt).

## **15. Visa Requirements**

Delegates who require a visa to travel to Malta are required to apply for such visa on time. Prior to their departure, travellers are required to ensure that they have a valid passport which expires at least six months after their date of departure.

Visa requirements can be found here: <https://consularplus.gov.mt/visa-advice?lang=en>.

Visa application forms can be found here: <https://foreign.gov.mt/schengen-visa-applications/>.

Please refer any visa related queries to [visa.foreign@gov.mt](mailto:visa.foreign@gov.mt)

## **16. Useful Information**

### **16.1 Electricity Voltage**

The electricity supply in Malta is 230 volts. The square-fitting standard three-pin, 13 Amp British plugs and sockets are used. A step-down transformer is needed to convert the current to 110-120V. Delegates are advised to bring their own electrical adaptors if required.

### **16.2 Weather in Malta**

The climate in Malta is subtropical Mediterranean, with long, hot, dry and very sunny summers and short, mild and slightly rainy winters. The average temperature in Malta during the months of June and July can exceed 30°C.

### **16.3 Banking Services and Currency**

Malta's official currency is the euro. Banking hours are generally Monday to Friday from 09:00 to 17:00. Some banks are open on Saturday mornings. Most internationally recognised currencies and traveller's cheques can be exchanged at commercial banks and at Malta International Airport.

Cash dispensing machines or ATMs are located throughout the country, and major credit and debit cards are widely accepted. ATMs are also located at some hotels.

### **16.4 International Dialling Codes**

The international dialling code for Malta is +356. International calls made from Malta should be preceded by 00, followed by the national country code.

### **16.5 Time Zone**

Malta is on Central European Time (CET), which is one hour ahead of Greenwich Mean Time (GMT).

### **16.6 Emergency Number**

The number 112 can be used for all emergencies.



## 17. Contact Information

Logistical Modalities	<a href="mailto:nicole.pisani.2@gov.mt">nicole.pisani.2@gov.mt</a>
Bilateral meetings	<a href="mailto:nicole.pisani.2@gov.mt">nicole.pisani.2@gov.mt</a>
Flight clearances and security clearances	<a href="mailto:diplo-clearances.foreign@gov.mt">diplo-clearances.foreign@gov.mt</a>
Note Verbale with Delegation and flight details	<a href="mailto:protocol.foreign@gov.mt">protocol.foreign@gov.mt</a>
Visa queries	<a href="mailto:visa.foreign@gov.mt">visa.foreign@gov.mt</a>

## 18. Checklist and Deadlines

9 <sup>th</sup> May 2025	Deadline for registration and sending Note Verbale to the Ministry for Foreign Affairs and Tourism
Latest 10 days prior to arrival to Malta	To send NVs related to request for permission for foreign security personnel to carry firearms (if applicable) and for radio communication equipment (if applicable)
Latest 7 days prior to arrival to Malta	To send diplomatic clearance form <b>only if</b> travelling via state flight