

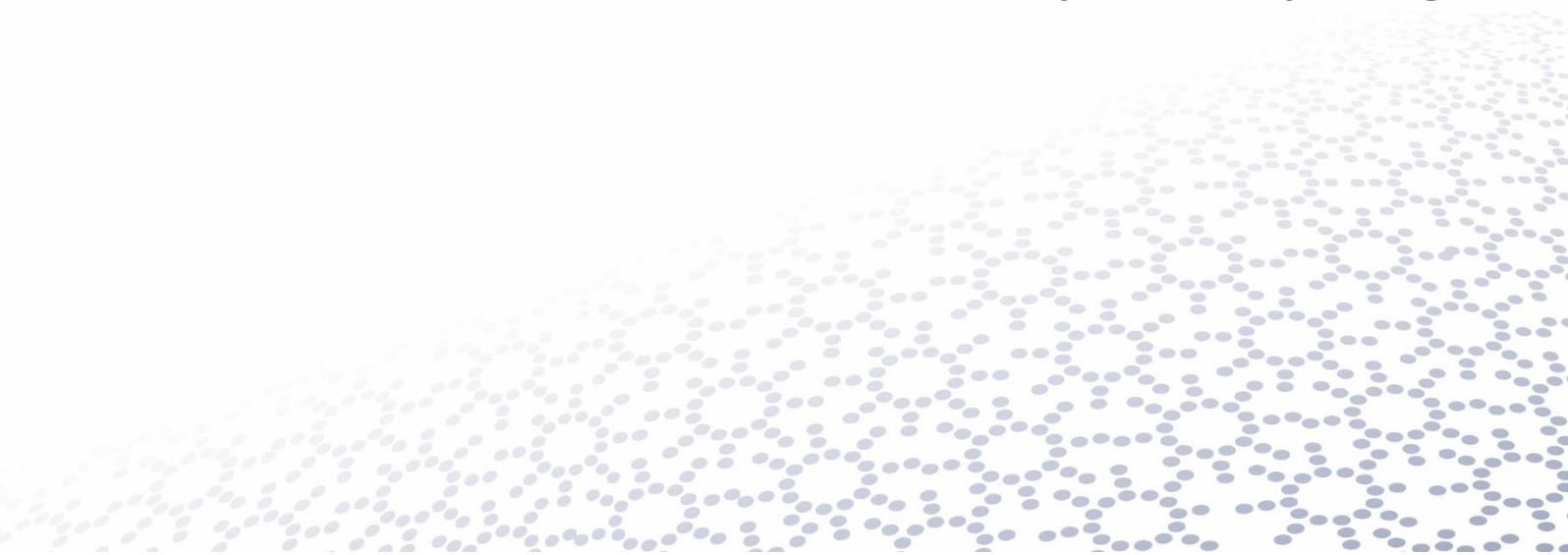


**2021
PORTUGAL.EU**

Media Guide

INFORMAL MEETING OF EUROPEAN AFFAIRS MINISTERS

17 May, Coimbra | Portugal



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General Information

The Portuguese Presidency of the Council of the European Union is pleased to convey the following information regarding the event taking place on 17 May in the city of Coimbra, in Portugal.

Please note that all information may be subject to change, in which case it will be communicated by the Presidency in due time.

This Media Guide contains relevant information to assist media representatives to prepare for the meeting's coverage and get acquainted with the resources put in place and the specific safety measures that will apply for the duration of the event.

COVID-19

In view of the COVID-19 pandemic, a detailed hygiene protocol based on the legal provisions in place in Portugal will be in effect during the Informal Meeting of European Affairs Ministers.

Among other measures, all participants will be asked to maintain a minimum social distance of 1.5 metres and to always wear a mask. Please refer to the section "Safety measures" for more information.

*Please note that, pursuant to Portuguese legislation, **all travellers must present a negative PCR test** taken within 72 hours of their planned departure for Portugal. **Media travelling for the purpose of participation in any event hosted by the Portuguese Presidency are exempt from a mandatory 14-day quarantine** in Portugal, if applicable.*

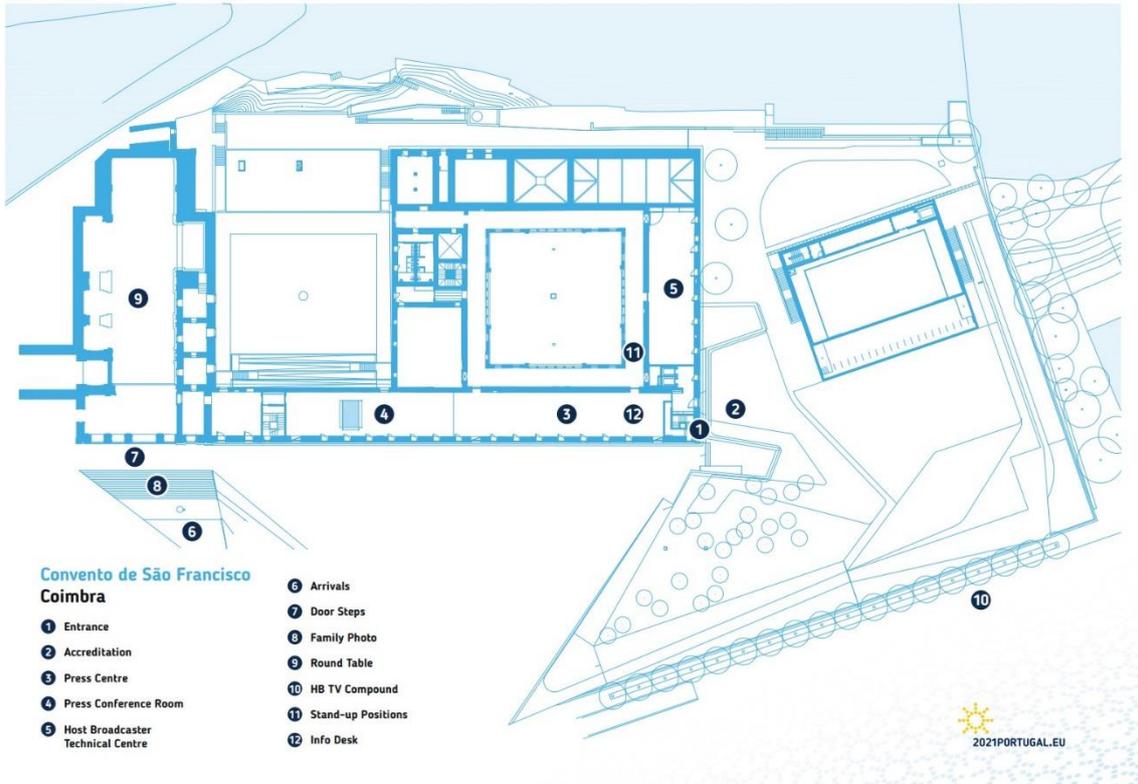
*To be able to access the venue, including all media-designated areas, all participants **must present a negative PCR test** taken within the previous 72 hours before the start of the events. **Please note that all participants must bring a negative test to access the venue.** A testing centre will be on location but only for participants who need to perform tests prior to their departure from Portugal.*

Meeting venue

The Informal Hybrid Meeting of European Affairs Ministers will take place at Convento de São Francisco, in Coimbra, Portugal, on 17 May, 2021.

A high-level conference organised by the Portuguese Presidency and the European Commission on the Rule of Law in Europe will take place in the margins of the Informal Meeting of Ministers of European Affairs, also at Convento de São Francisco. For the programme and registration at the event, which will be held in a hybrid format, please check the Presidency website at <https://www.2021portugal.eu/en/events/high-level-conference-rule-of-law-in-europe/>.





Media Centre

A fully equipped Media Centre will be available to accredited and registered media representatives who wish to cover the event in person.

The Media Centre is located at Convento de São Francisco (check the map) where the Informal Meeting of European Affairs Ministers and the High-Level Conference will take place.

Opening hours of the Media Centre:

16 May: 14.00 - 20.00

17 May: 08.00 - 22.00

18 May: 07.00 - 16.00

To ensure compliance with social distancing rules, media representatives will be asked to present themselves at the Media Centre helpdesk and request a workspace. Please be advised that group reservations of workspaces will not be allowed and, once capacity is reached inside the Media Centre, access by media representatives will not be allowed.

The workspaces at the Media Centre are equipped with power connections. There is wireless internet connection. A number of workspaces will have a LAN connection. A multifunction device is available for printing and scanning.

Catering will be provided in the Media Centre on 17 May during all working hours.

*Please note that, due to COVID-19-related restrictions and health requirements, **capacity at the Media Centre will be limited and specific sanitary measures and a hygiene protocol will be in place** for the duration of the event – inside the Media Centre as well as at the meeting venues. We thank you for your understanding and cooperation in complying with the rules in place.*

How to get there

Convento de São Francisco is a 15-minute walk from Coimbra city centre, on the opposite side of the Mondego River and across Santa Clara Bridge. It is located at Avenida da Guarda Inglesa, No 1 A, 3040-193 Coimbra.

GPS Coordinates: Latitude 40° 12' 11" N | Longitude 08° 26' 09" W

Public transport

From Coimbra's city centre you can take Municipal buses (SMTUC)

6 - Cimo de Fala - Hospitais U.C.

13 - Beira Rio - Valongo

31 - Largo do Arnado – Cruz dos Morouços

You can check Schedules and Routes here: <https://www.smtuc.pt/en/horario/>

Airports closest to Coimbra

The closest international airport is Porto (110km), while Lisbon is 210km from the city. There are more flights to Lisbon, but it takes about 2 hours to reach Coimbra from there, while from Porto it's less than 1,5 hours.

Driving to Coimbra

Highway A1 connects Coimbra to Lisbon (2 hours) and Porto (about 1 hour and 20 minutes). On the A1, take the exit at "Coimbra Sul" and take the Express way towards the city. At the first roundabout, take the exit towards "Coimbra Norte" and take the right lane towards "Coimbra Centro" through the Avenida da Guarda Inglesa. At the south end of the road, you will find Convento de São Francisco on your right-hand side.

Trains to Coimbra

All trains connecting Lisbon to Porto stop in Coimbra at "Coimbra B" train station. From there, you can walk for about 20 minutes to the city centre, down a busy road, or you

can get off at the more central train station "Coimbra A". It is just a 5-minute ride from "Coimbra B" to "Coimbra A" and you do not need to buy any other ticket to do this.

Coaches to Coimbra

Modern, comfortable express buses connect Coimbra to and from Lisbon and Porto. The terminal station for coaches from Lisbon and Porto is the central bus station on Avenida Fernão de Magalhães, which is an easy 10-to-15-minute walk from Coimbra's old town and major hotels.

Accommodation

The Portuguese Presidency has agreed special rates for media representatives covering the events in Coimbra.

Please use the provided contacts and mention the code “CAG MEETING”.

IBIS Coimbra Centro

Avenida Emidio Navarro, N°70, 3000-150 Coimbra

+351 239852130

carlos.correia@accor.com

Programme

Monday, 17 May

TIME	PROGRAMME	MEDIA ACCESS
8.30 – 9.00	Arrivals and doorsteps	<i>HB + Press</i>
9.00 – 17.30	High-level Conference “Rule of Law in Europe” <i>Opening session</i>	<i>Press¹</i>
13.45 – 14.30	Arrivals and doorsteps	<i>HB + Press</i>
14.30	Informal Meeting of European Affairs Ministers <i>Roundtable</i>	<i>HB + Press (Cameras & Photographers only)</i>
18.30	Family photograph	<i>HB + Press</i>
18.45 – 19.15	Press Conference following the Informal Meeting of European Affairs Ministers	<i>HB + Press (physical and remotely)</i>

Please note that, due to the pandemic, the above programme and moments open to media coverage, as well as the conditions in which access is granted, are subject to change.

¹ Media representatives can attend the whole conference in person. Please check the [Presidency website](https://www.2021portugal.eu) for registration.

Press Events

Press Conferences

In light of social distancing rules, the main press conference following the Informal Meeting of European Affairs Ministers on 17 May will have limited capacity. For remote participation in the press conferences, specific rules will be announced through the Media Advisories that will be circulated ahead of the events.

The main press conferences will have interpretation from and into two languages: Portuguese and English.

Doorsteps and Roundtables

In light of mandatory social distancing rules in place at Presidency Events and considering the available space, the Presidency may establish that only a pool of journalists will be able to take part in doorsteps and roundtables. Audiovisual material of these events will be provided by the Host Broadcaster and the official Presidency photographers (please refer to the “Audiovisual Material” section).

Help Desk

If you have any questions, please contact our colleagues at the help desk in the Media Centre reception area.

Accreditation

All media representatives wishing to come to Coimbra must apply for permanent accreditation and we advise you to do this at your earliest convenience. This process can take up to a few days. (Please refer to the next section on “Requesting accreditation”.)

After you have received an e-mail confirming successful accreditation, you will be able to register for the specific events in Coimbra in your reserved area. Should you experience any difficulties in submitting your accreditation request, please contact us via accreditation@2021portugal.eu.

Requesting accreditation

The Portuguese Presidency of the Council of the European Union, in compliance with strict safety and verification criteria, will grant accreditation for six (6) months to national and international journalists requesting it. The accreditation process will be exclusively online, through the platform available at www.2021portugal.eu, and will consist of two steps:

- Request for six-month accreditation for the Portuguese Presidency of the Council of the European Union;
- Request to register for each one of the events on the official calendar of Portugal’s Presidency. Requests must be made in each journalist’s reserved area as soon as possible.

During the initial accreditation phase, journalists must agree to provide the following information regarding their personal and professional identity:

- copy of valid passport or citizen’s card or identity card;
- passport sized photo, in colour;
- copy of press card or copy of a document proving the labour relationship with the media outlet represented.

Their personal data will be processed in accordance with the following provisions of the General Data Protection Regulation (reference to Law No. 58/2019):

Article 6(1)(a), in the situations where the data subject has given his/her consent;

Article 6(1)(b), if the processing is necessary for compliance with a contract or for procedures prior to signing a contract;

Article 6(1)(c), if the processing is necessary for compliance with a legal obligation that the Task Group for Portugal’s Presidency of the Council of the European Union in 2021 is bound by;

Article 6(1)(d), if the processing is necessary for protecting the vital interests of the person in question or another individual;

Article 6(1)(e), if the processing is necessary for carrying out duties of public interest or the exercise of the public authority invested in the controller.

Collecting accreditation

All accreditation requests will receive a response by email.

Once approved, badges may only be collected in person by their holders at the Accreditation Centre located at Centro Cultural de Belém (Lisbon) or, in Coimbra, at the Temporary Accreditation Centre located at Convento de São Francisco.

The following documents must be presented to collect your accreditation:

- valid passport or citizen's card/identity card;
- email with the accreditation authorisation granted by Portugal's Presidency of the Council of the European Union;
- press card or copy of a document proving the labour relationship with the media outlet represented.

Last-minute accreditation

*Last-minute accreditation requests will be processed, but **this may involve a wait of several hours**. Due to the current pandemic, the format of the events or other restrictions to be introduced in order to ensure the best possible safety conditions, we suggest that accreditation requests be made as soon as possible.*

*Please note that **valid accreditation does not grant automatic access to events and people and vehicles must register for each event**.*

Accreditation Centres

Permanent Accreditation Centre at Centro Cultural de Belém, in Lisbon:

Working days: from 08.00 to 13.00

Accreditation Centre in Coimbra:

Convento de São Francisco

16 May: 10.00 – 18.00

17 May: 08.00 – 18.00

Audiovisual Material

Host Broadcaster

RTP will guarantee Host Broadcast Services during the Informal Meeting of European Affairs Ministers taking place in Coimbra on 17 May.

The Portuguese Public Media Broadcaster will ensure the coverage of the most relevant moments of the events and will guarantee the international distribution through the European Broadcasting Union network of satellites and the EBU digital platform Newsdirect.

RTP will also provide stock shots and highlights, to be used free of charge by broadcasters, online media and news agencies.

The audiovisual materials will also be distributed by Europe by Satellite (EbS), the European Commission's TV information service.

For all questions and booking-related issues, please use the following contacts:

José Pinto da Fonseca

booking@ppue2021.rtp.pt

00 351 919 300 081

Livestream

Informal Meeting of European Affairs Ministers

A livestream of the press conference will also be available at <https://www.2021portugal.eu>.

High-level Conference “Rule of Law in Europe”

A livestream of the High-Level Conference will be accessible at <https://www.2021portugal.eu/>.

The livestream will be provided in English and Portuguese.

Photos & videos

Photos and videos of the events will be made available for free-of-charge download on the [Presidency's official Flickr account](#). Images will be uploaded shortly after the start of the meetings and will be added continuously. They can be used with the following reference: *Copyright Portuguese Presidency of the Council of the European Union 2021.*

Media Partner

The Portuguese News Agency Lusa is the Media Partner of the Portuguese Presidency of the Council of the European Union, ensuring coverage of ministerial events and meetings in Portugal and in Brussels (face-to-face, virtual or hybrid), as well as associated cultural events.

Lusa will be providing a news service accessible to the general public at:

www.lusa.pt/ppue2021.

For all questions related to Lusa:

Inês Cordeiro

Marketing Manager

icordeiro@lusa.pt

00 351 914 839 383

Media contacts

Alexandra Carreira	Communications Coordinator	alexandra.carreira@mne.gov.pt	+351 919 503 405
Marta Loja Neves	Dep. Communications Coordinator	marta.neves@mne.gov.pt	+351 919 672 835
Carlos Taveira	Coordinator	carlos.taveira@emolcp.pt	+351 911 738 900
Daniel Serro	Press Centre Manager	daniel.serro@emolcp.pt	+351 911 997 061
Rita Mira	Accreditation Office	rita.mira@emolcp.pt	+351 911 997 030
Pedro Sá da Bandeira	Official Photographer	pedro.sadabandeira@emolcp.pt	+351 911 739 203
José Pinto da Fonseca	RTP/Host Broadcaster: Booking and Broadcast Services	booking@ppue2021.rtp.pt	+351 919 300 081

Safety Measures

All those present at the venue should maintain a social distance of at least 1.5 metres at all times. Appropriate measures have been taken to ensure that all participants are in a position to respect this social distancing rule:

- All meeting rooms will be set up in a way that allows for 1.5 m social distancing;
- Strict management of movement inside the meeting venues and the Media Centre will be ensured;
- In accordance with Portuguese regulations, face masks will be mandatory in all areas of the meeting venues and the Media Centre and at all times;
- All meeting rooms will be deep-cleaned;
- Everyone will be invited to wash their hands regularly with soap and water and to dry them with paper towels;
- Dispensers for hand sanitiser gel will be available throughout the venues.

All these measures are intended to minimise the risk of infection. Your health and well-being are our highest priority during your stay in Coimbra. We apologise for any inconvenience that these essential measures may cause.

Cooperation by all present at the Coimbra events is essential to the efficacy of our preventive measures.

We kindly ask you not to participate in the meeting if you are feeling unwell.

Medical Assistance

The local emergency number is 112.

The National Institute of Medical Emergency (INEM) is the Portuguese Health Ministry's agency responsible for all medical emergency issues in Portugal.

INEM is also responsible for the health protection of High Entities and medical emergency assistance.

Other practical information

Time zone

The time zone in Portugal is Central European Time (-1).

Electrical outlets

Portugal uses type F electrical outlets, providing 230 volts and the standard frequency is 50 Hz.

Currency

The currency in Portugal is EUR.

Country code

In order to place a call to Portugal, the country code is +351.



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