



2021
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Media Guide

INFORMAL MEETING OF FOREIGN AFFAIRS MINISTERS (Gymnich)
INFORMAL MEETING OF DEFENCE MINISTERS

27 - 28 of May, Lisbon | 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 events taking place on 27 and 28 May in the city of Lisbon, 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 meetings' coverage and get acquainted with the resources put in place and the specific safety measures that will apply for the duration of the events.

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 Foreign Affairs Ministers (Gymnich) and the Informal Meeting of Defence 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 representatives 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.***

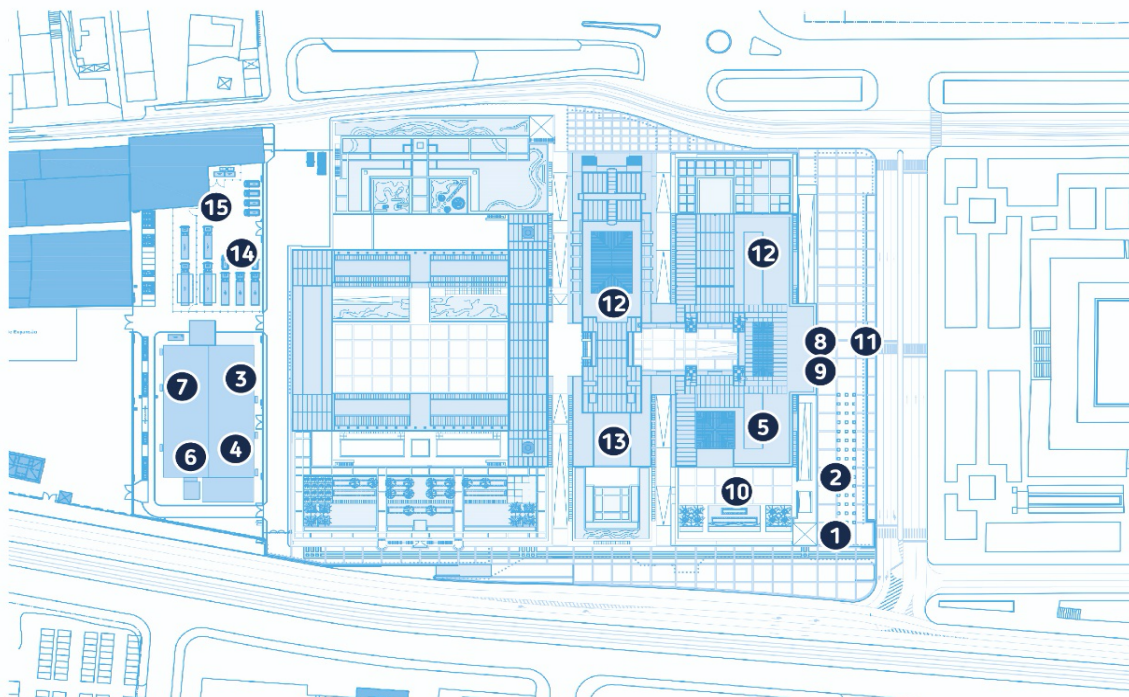
To be able to access the venue, including all media-designated areas, all participants (regardless of their country of residence) must present a negative PCR test taken within the 72 hours before the start of the events. Please, note that all participants must bring a negative test with them for access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

Meeting venues

Two events are to be held in Lisbon, Portugal, on 27 and 28 May, at Centro Cultural de Belém (CCB):

- The Informal Meeting of Foreign Affairs Ministers, on 27 May; and
- The Informal Meeting of Defence Ministers, on 27 and 28 May.

Map of the venues



Centro Cultural de Belém Lisboa

- | | |
|-------------------------------------|------------------------------------|
| ① Press Entrance | ⑨ Doorsteps |
| ② Accreditation | ⑩ Delegates and Media Meeting Area |
| ③ Press Centre | ⑪ Family Photo (TBC) |
| ④ Info Desk | ⑫ Roundtable |
| ⑤ National Briefing Rooms | ⑬ Joint Press Conference Room |
| ⑥ Working Stations | ⑭ Host Broadcaster TV Compound |
| ⑦ Host Broadcaster Technical Center | ⑮ Unilateral Operations Compound |
| ⑧ Arrivals | |

Media Centre

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

The Media Centre is adjacent to Centro Cultural de Belém, where the meetings will take place.

Opening hours of the Media Centre:

26 May: 9.00 - 20.00

27 May: 7.00 - 22.00

28 May: 7.00 - 22.00

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 during all working hours.

Workstations with access to the Host broadcaster signals are also available and are bookable through the Host Broadcaster (please refer to the audiovisual material section).

*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 events – 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

Nine kilometres from the centre of Lisbon, the Centro Cultural de Belém (CCB), headquarters of the Portuguese Presidency of the Council of the European Union, is located on the banks of the River Tagus, near some of the most important monuments in Lisbon, such as the UNESCO World Heritage Monastery of the Hieronymites (Mosteiro dos Jerónimos) and the Tower of Belém.

The area is served by several transport networks:

Buses: 28 / 714 / 727 / 729 / 751

Tram: 15

Train: Cais do Sodré/Cascais Line, Belém Station (800 metres away)

From Lisbon Airport:

You can travel from Lisbon Airport to Belém by Metro, train, bus, tram, taxi or car. The best way to get there without a car is to take the Metro to Cais do Sodré and then the train to Belém. This journey will take you about 45 minutes.

Parking

Apart from the reserved spaces for duly accredited broadcast and technical vehicles, the Presidency does not provide parking spaces. However, there is a paid underground car park at the CCB and free outdoor parking is available in the vicinity.

For further information on access to the CCB, please go to:

www.carris.pt

www.metrolisboa.pt

www.cp.pt

www.transtejo.pt

Accommodation

The Portuguese Presidency has agreed special rates for media representatives covering the Informal Meetings of Foreign Affairs Ministers (Gymnich) and of Defence Ministers in Lisbon.

Please use the provided contacts and **mention the code “PPUE IMPRENSA”**.

Avani Avenida

Rua Júlio César Machado 7/9, 1250 – 135 Lisboa
+351 21 359 10 00
Ana Correia: a.correia@tivoli-hotels.com

Vila Galé Ópera

Travessa Conde da Ponte, 1300-141 Lisboa
+ 351 21 360 54 00
Teresa Barros: opera@vilagale.com

NH Collection

Avenida da Liberdade 180 B, 1250 – 146 Lisboa
+ 351 21 112 89 87
Ana Correia: a.correia@tivoli-hotels.com

Hotel Borges Chiado

Rua Garrett 108, 1200 – 205 Lisboa
+ 351 21 045 64 00
Vanessa Carvalho: reservas@hotelborges.com

Programme

Thursday, 27 May

	TIME	PROGRAMME	MEDIA ACCESS
Gymnich	8.00 – 8.30	Arrivals and doorsteps of Foreign Affairs Ministers	<i>HB + Press</i>
	8.45	Gymnich Meeting <i>Roundtable</i>	<i>HB + Press (Cameras & Photographers only)</i>
	14.30	Family photograph	<i>HB + Press</i>
	17.00 – 17.30	(Hybrid) Press Conference with the HR/VP and the Portuguese Foreign Affairs Minister	<i>HB + Press (also remotely)</i>
Defence	18.30	Arrivals of Defence Ministers	<i>HB + Press</i>
	19.00	Working dinner of Defence Ministers	-

Friday, 28 May

	TIME	PROGRAMME	MEDIA ACCESS
Defence	8.15 – 9.00	Arrivals and doorsteps of Defence Ministers	<i>HB + Press</i>
	9.00	Informal Meeting of Defence Ministers <i>Roundtable</i>	<i>HB + Press (Cameras & Photographers only)</i>
		Family photograph	<i>HB + Press</i>
	14.00	(Hybrid) Press Conference with the HR/VP and the Portuguese Defence Minister	<i>HB + Press (also 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.

Press Events

Press Conferences

In light of social distancing rules, the two main press conferences following the Informal Meeting of Foreign Affairs Ministers (Gymnich) and the Informal Meeting of Defence Ministers on 27 and 28 May will have limited capacity. Specific rules for remote participation in the press conferences 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 three languages: Portuguese, English and French.

Doorstep Statements and Roundtables

In light of the mandatory social distancing rules in place at the CCB and considering the available space, the Presidency may establish that only a pool of journalists will be able to be present for doorstep statements and roundtables. Audiovisual material for 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 or through the contacts provided in this Media Guide.

Accreditation

All media representatives wishing to come to Lisbon 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 Lisbon 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 the Portuguese 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 e-mail.

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

The following documents must be presented to collect your accreditation:

- valid passport or citizen's card/identity card;
- e-mail with the accreditation authorisation granted by the Portuguese 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.***

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

Accreditation Centre Opening Hours:

26 May: 8.00 – 20.00

27 May: 7.00 – 18.00

28 May: 7.00 – 16.00

Audiovisual Material

Host Broadcaster

RTP will provide Host Broadcast Services for the two events taking place in Lisbon on 27 and 28 May.

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

RTP will also provide stock shots and highlights of each event, 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

Livestreams of the press conferences will be available at <https://www.2021portugal.eu>.

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 social distancing 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 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;
- Hand sanitiser dispensers 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 Lisbon. We apologise for any inconvenience that these essential measures may cause.

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

We kindly ask you not to participate in the meetings 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 safeguarding the health of high-level entities and emergency medical assistance.

Other practical information

Time zone

The time zone in Portugal is Western European Summer Time (UTC+1).

Electrical plugs and sockets

Portugal uses Type F electrical plugs and sockets, 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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