



Netherlands Presidency of the European Union  
Third General Media Note, January 2016

EUNL2016 Organisation  
Ministry of Foreign Affairs  
The Hague, the Netherlands

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## 2. Programme

*Programme might be subject to change. Always check the latest Medianote on [www.eu2016.nl](http://www.eu2016.nl) for each informal meeting.*

Meeting	Date
Informal Meeting of Energy Ministers	Apr 11
Informal Meeting of Ministers and State Secretaries for European Affairs	Apr 12
Informal Meeting of Ministers of Environment and Transport	Apr 14 + 15
Informal Meeting of Ministers of Health	Apr 18
Informal Meeting of the EPSCO Council	Apr 19 + 20
Informal Meeting of EU Finance Ministers (ECOFIN)	Apr 22 + 23
Informal Meeting Urban Agenda	May 30
Informal Meeting of Ministers of Agriculture	May 31

## 3. Registration and accreditation

### 3.1 Procedure

All media outlets wishing to cover the Presidency from the MEA must register with, and be accredited by, the EUNL2016 Organisation. Registration can be done either on an individual basis or for multiple participants of one media outlet. We urge media organisations to register as soon as possible, as the security check may take up to 3 weeks.

#### 1. Application

Journalists and staff of media organisations can apply for registration on the EUNL2016 website: [www.eu2016.nl](http://www.eu2016.nl).

#### 2. Registration

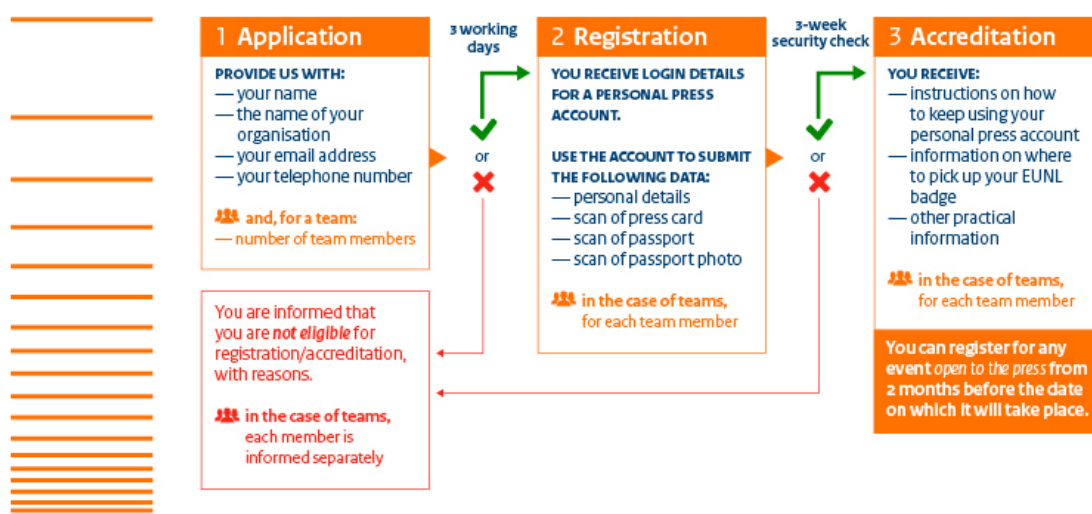
Once your application has been received, you will receive an email granting you access to the EUNL2016 registration portal where you must finalise your registration.

- In order to complete the registration process, prospective participants must enter their personal data and upload an electronic photo, a scan of the information page of their passport and a scan of their press card (both sides).
- After registration, the journalistic credentials provided will be verified. Non-journalists will be excluded from participation.
- Also, a security check might be part of the procedure.

#### 3. Personal press account

After accreditation a confirmation will be sent by email. You receive your personal press account. It's NOT necessary to register for each separate informal meeting or other event open to press, you wish to visit.

### The accreditation procedure in 3 steps



### 3.2 Registration for press facilities and media coverage opportunities

Press can register for added facilities in the following ways:

- SNG registration: use the separate registration form on the EUNL2016 website: [www.eu2016.nl](http://www.eu2016.nl) until one day before the meeting in question. On the day of the meeting, registration is only possible at the Information and Press Desk.
- Reserving a media booth (audio visual media): use the separate registration form on the EUNL2016 website: [www.eu2016.nl](http://www.eu2016.nl) until one day before the meeting in question. On the day of the meeting, registration is only possible at the Information and Press Desk.

### 3.3 Zone access, ID badges

Journalists and media personnel accredited to EUNL2016 will have to collect their ID badges individually at the entrance to the MEA. ID badges will be provided upon presentation of the EUNL2016 confirmation email and a valid passport (not a copy).

***No accreditation = no access. Last minute accreditation possibilities are limited. Registration may take up to 2 hours, and accreditation is not guaranteed because of the security check.***

## 4. Security policy

### 4.1 Secure area

The government of the Netherlands is responsible for the safety and security of all participants during the course of the Presidency. Under the leadership of the National Coordinator for Security and Counterterrorism (NCTV), security measures will be taken in anticipation of all possible security threats, based on risk assessments.

The MEA, including the Europe Building and National Maritime Museum, and the immediate surroundings will be designated a secure zone. Only accredited persons will be admitted.

### 4.2 Access

You can only access the MEA if you are in possession of your access badge. The access control procedure might take some time. To ensure timely access, please arrive early (see also Opening Hours). Inside the MEA and National Maritime Museum, the EUNL2016 ID badge must be worn visibly at all times.

### 4.3 Screening

All individuals and (electronic) equipment will be subject to a security screening. At the entrance information will be provided on what equipment is allowed (or not allowed) inside. Any equipment you wish to take inside will also be checked.

We will provide a 'Testing and Tagging' validation service for wireless equipment that will be used within MEA. The purpose of this service will be to establish whether equipment settings are consistent with the authorisation to use the equipment. Authorised devices will be issued a sticker, or 'tag', which must be affixed to the equipment. Tagging takes place at the Agentschap Telecom desk at the Accreditation Centre. If equipment is not portable it can be commissioned at the MEA. Please contact the Agentschap Telecom Test and Tag team for an appointment. The EU2016 security personnel are instructed to stop wireless devices without tags on entry to the venue. Agentschap Telecom will also monitor wireless devices at MEA for licenses and validation tags.

All broadcast RF equipment will be scanned each time the equipment enters the secure zone in and around the MEA. Any equipment or activities that can interfere or disturb radio frequencies (jammers) are strictly forbidden by law in the Netherlands. Such activities will be monitored. The Dutch authorities will take appropriate measures if such activities are detected. No exceptions will be made. The use of any flying objects inside or outside the chairmanship venue (such as drones/UAV) is forbidden. This ban will be strictly enforced.

### 4.4 Code of conduct

Wherever possible, EUNL2016 wants to give journalists the freedom to do their own reporting. A number of rules have therefore been put in place to ensure that the Presidency proceeds safely and that participants are unhindered. We expect journalists to treat participants respectfully and to strictly follow all instructions given by the Organisation and security staff. If a member of the press fails to observe the rules, the Organisation reserves the right to withdraw the individual's accreditation. The rules can be found as an addendum to this media note.

## 5. Logistical information

### 5.1 Location - MEA (Marine Etablissement Amsterdam)

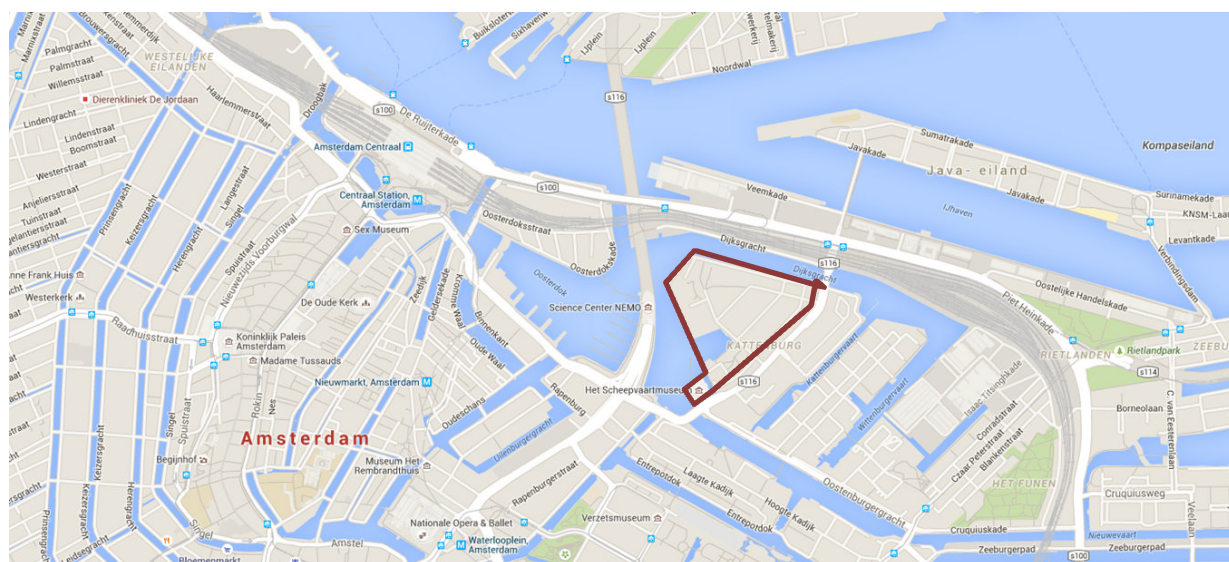
The meetings will take place at one central venue: the Marine Etablissement Amsterdam (MEA) (Kattenburgerstraat 7, 1018 JA), situated in the centre of Amsterdam. All meetings will take place either in the Europe Building or the National Maritime Museum. Only people carrying a valid EUNL2016 ID badge will be allowed access to the venue.

#### National Maritime Museum

All informal ministerial meetings will take place at the National Maritime Museum. Press access is limited.

#### Europe Building

All other meetings will take place at the Europe Building. Press workstations are also located in this building.



**Figure 1: Location MEA**

**More detailed maps of press walking routes and cable routes are available at the Press & Information Desk in the Europe building.**

### 5.2 Press drop off

A drop-off location for press equipment is located at the entrance to the MEA (Kattenburgerstraat 7). Vehicles can only stop here for a couple of minutes. After that, you will be asked to leave and find parking space in Amsterdam ([www.parkeren-amsterdam.com/car-parking](http://www.parkeren-amsterdam.com/car-parking)). The nearest parking facility is Parking Centrum Oosterdok (Oosterdoksstraat 150, 1011 DK), one kilometre away.

### 5.3 SNG vehicle parking

Satellite News Gathering (SNG) vehicles are allowed to park within the MEA compound, following a security check. Media outlets must reserve SNG parking. First come, first serve. Reservations can be made through the EUNL2016 website ([www.eu2016.nl](http://www.eu2016.nl)), using the separate registration form until one day before the relevant meeting. On the



day of the meeting, registration will only be possible at the Information and Press Desk. For more information on SNG facilities, see *Press Facilities and Services*.

## 5.4 Opening hours

### **Ministerial meetings**

The Europe Building is only open to press during the informal ministerial meetings (see *Programme*). On these days, opening hours for press will be 7:00 a.m.. See narrowcasting inside the building for closing times: this depends on the timing of the last press moment. There are lockers for storage. The organisation will not look after equipment or bags.

## 5.5 Transport to the MEA

The following information will be useful if you decide to arrange your transport to and from the venue. Tram, metro and bus services are a quick and easy way of travelling around Amsterdam. The fastest mode of transport depends on your point of departure. For more information, go to: <http://en.gvb.nl/>.

### *Travelling to the Europe Building by bus*

To reach the Europe Building from Amsterdam Central Station you are advised to take bus 22 or 48 (direction: Indische Buurt) from the bus stop opposite the station (slightly to the right when exiting the station on the city centre side). Get off at Kattenburgerplein (bus 22) or Kattenburgerstraat (bus 48).

### *Taxi*

TCA is Amsterdam's official taxi service. You may book a taxi in advance, go to a taxi rank or hail a taxi in the street. Tel.: +31 (0)20 777 7777, website: [www.tcataxi.nl/en/home.html](http://www.tcataxi.nl/en/home.html).

### *Car*

Please be aware that there are no parking facilities at the venue.

## 6. Press facilities and services

### 6.1 Information and Press Desk

An Information and Press Desk will be available to provide information and services:

- registration for media coverage opportunities (press pools);
- booking SNG parking;
- booking TV/radio booths;
- technical support;
- general information.

Only press officers can book press briefing and interview rooms and invite press.

### 6.2 Information tools

Information for journalists is available through the following channels:

- **Eu2016.nl website:** latest programme information and news.
- **App:** following successful accreditation a login will be provided for the Presidency app. This app provides information about transportation, the city of Amsterdam, floor plans and programme information.
- **Narrowcasting:** on screens throughout the Europe Building.

### 6.3 Press workstations

There are 50 workstations available for journalists. These workstations are equipped with a power supply (Schuko, 230V, 50Hz) and an internet connection (RJ45 socket, 50Mbps up/down guaranteed). There are an additional 50 workstations available if required. There is also plenty of free seating with Wi-Fi and sockets in the lounge for participants and press.

### 6.4 TV/radio booths

For radio/TV press there are 18 media booths available, equipped with a power supply and internet connection similar to those of the workstations. Cables can be pulled from these booths to the SNG / stand-up positions. Reserving a media booth: registration form on the EUNL2016 website: [www.eu2016.nl](http://www.eu2016.nl). First come, first serve.

### 6.5 Press conference, briefing and interview rooms

The Europe Building has one large press conference room – with a capacity of 300 – and three smaller rooms – which can be used for interviews and/or press briefings. Information about press briefings, such as venue and time, will be communicated through narrowcasting in the Europa Building.

There is also one interview room for short interviews/quotes in the National Maritime Museum.

These rooms can be reserved via the spokesperson/person you are interviewing. It is not possible for members of the press to reserve these rooms themselves.

## 6.6 Host services: broadcasting & photography

### Host broadcasting:

- Only for:
  - Informal Meeting of the Ministers of Justice and Home Affairs
  - Informal Meeting of Ministers of Foreign Affairs (Gymnich)
  - Informal Meeting of EU Finance Ministers (ECOFIN)
- Pool signal available
- Material will be provided through the Europe by Satellite website:  
<http://ec.europa.eu/avservices/ebs/schedule.cfm>.
- HD only

### Host photography:

- Material will be provided through Flickr EUNL2016:  
[www.flickr.com/photos/eu2016nl](http://www.flickr.com/photos/eu2016nl)

## 6.7 SNG compound

A limited number of satellite (SNG) and outside broadcast vans can be admitted to the premises on a first come, first served basis.

1. Reserve SNG parking: use the separate registration form on the EUNL2016 website: [www.eu2016.nl](http://www.eu2016.nl) and fill out type and size of your vehicle.
2. Notify the Press coordinator of your arrival ([CPEU2016-PRESS@minbuza.nl](mailto:CPEU2016-PRESS@minbuza.nl)).
  - Day and time of arrival - only between 07:00 and 18:00
  - Type and size of vehicles
3. Press coordinator will contact you to plan your arrival and plan the mandatory security screenings:
  - All vehicles will be subjected to a security check – only between 07:00 and 19:00.
  - All vehicles must also undergo a CBRNe check.
  - Before starting any transmission you need an SNG clearance from the Radio Communications Agency The Netherlands see:  
<https://beveiligd.rdr.nl/sitec/cgi-bin/login.cgi>
4. A 32 Amp CEE power socket is available for each van. Own generators are prohibited. Internet available.
5. Cables can be pulled from these booths to the SNG / stand-up positions. Cabling distances from SNG compound to:
  - stand-up positions: 150m
  - radio/TV booths: 250m
  - camera position arrivals: 300m
  - press conference room :200m.

## 6.8 Stand-up positions

A limited amount of stand-up positions are available at the MEA, with the Amsterdam skyline as a backdrop. Five cameras (TBC) can be accommodated simultaneously. Press can pull a cable from the stand-up position to the SNG compound or Europe Building media booths for live coverage.

Stand-up positions and media booths can be reserved by accredited press at the Information and Press Desk or by emailing [CPEU2016-PRESS@minbuza.nl](mailto:CPEU2016-PRESS@minbuza.nl). Reservations are for one hour time slots and are on a first come, first served basis.

### **6.9 Telecommunications**

Free Wi-Fi is available for all media throughout the Europe Building and National Maritime Museum. Passwords will be provided via narrowcasting. Internet access will also be available in all working areas, including in the outside area surrounding the National Maritime Museum. Broadcasters are responsible for booking their own ISDN and analogue lines through their own national telecom provider.

### **6.10 Radio communication**

It is the broadcasters' responsibility to apply for licences for their frequencies. Requests should be submitted to <http://www.agentschaptelecom.nl/sites/default/files/application-form-events.pdf>

### **6.11 Interpretation services**

Interpretation services are not standard. Please check [www.eu2016.nl](http://www.eu2016.nl) for the latest information on each informal meeting, shortly before the event. Interpretations might be available for press briefings in the large press briefing room: in six languages (Dutch, German, English, Italian, French and Spanish). Wireless headphones will be available. Audio signal will be available to press. No further interpretation services will be provided.

### **6.12 Spokespersons**

Spokespersons will be available for interview requests and quotes. See [www.eu2016.nl](http://www.eu2016.nl) for contact information.

### **6.13 IT Helpdesk**

An IT Helpdesk will be located in the lounge near the entrance to the Europe Building. All questions related to IT (including use of the app) and the internet can be addressed to the service desk staff.

### **6.14 Meals and refreshments**

A buffet-style lunch will be served in the Europe Building lounge. Lunch will be available from 12:00 to 14:00. No dinner will be available

Coffee, tea, water, soft drinks and light snacks will be available around the clock in the lounge. These are free of charge.

### **6.15 Press equipment**

There are lockers for storage. The Information and Press Desk will not look after equipment or bags. No reserve batteries, chargers, laptops or other equipment will be available.

### **6.16 Smoking**

The Europe Building and the National Maritime Museum, like all public buildings in the Netherlands, are non-smoking areas. Outside smoking areas will be available.

## 7. Media coverage opportunities

For every informal ministerial meeting, several media coverage opportunities will be available, e.g.

- Arrivals
- Handshake (host photographer / broadcaster only)
- Tour de table (only video / photo press)
- Family photo ((host photographer / broadcaster only)
- Press briefings

***Not all opportunities are available at all informal meetings. We will provide detailed information for each informal meeting at [www.eu2016.nl](http://www.eu2016.nl), shortly before the event.***

## 8. Visa, transport and accommodation

### 8.1 Visa

When arriving in the Netherlands, all media representatives must present a valid passport with the appropriate visa (if required). Applying for a visa at the border is not possible. Press who need to apply for a visa must do so in their country of residence.

The Netherlands is part of the Schengen Area: a group of 26 European countries that have abolished passport and immigration controls at their common borders. The following website shows which passport holders need to apply for a Schengen visa and provides information about the application process:

<http://www.government.nl/issues/visa-for-the-netherlands-and-the-caribbean-parts-of-the-kingdom/short-stay-visas-for-the-netherlands/applying-for-a-schengen-visa>. If the nationality of the passport holder is not listed, a Schengen visa is not required to enter the Netherlands.

The EUNL2016 organisation advises media representatives to obtain their visas well in advance. Applying for visas is possible as early as three months before visiting the Netherlands. Please keep in mind that the visa process can take up to 15 days. Addresses of Dutch embassies, consulates and other representations can be found at: <http://www.government.nl/issues/visa-for-the-netherlands-and-the-caribbean-parts-of-the-kingdom/short-stay-visas-for-the-netherlands>.

### 8.2 Transport

Media representatives arriving at Schiphol Amsterdam Airport can reach Amsterdam in a number of ways:

- taxi: there are taxis at the airport exits (a trip to Amsterdam costs approximately €70);
- train: there is a train station located underneath Schiphol Amsterdam Airport (the journey to Amsterdam Central Station takes about 17 minutes and costs around €7 for a one-way, first-class ticket);
- rental car: all major rental agencies have offices at Schiphol.

You are advised to go to Amsterdam by train. For more information about the Dutch National Railways (Nederlandse Spoorwegen) go to [www.ns.nl](http://www.ns.nl).

It is advisable to use public transport in Amsterdam. Parking at the MEA is not possible.

Please note that on meeting days, traffic on roads leading to the MEA is expected to be heavier than normal. The drop-off point for equipment will be communicated in the course of December.

### 8.3 Accommodation

EUNL2016 has no special arrangements for media regarding hotel reservations. Please be aware that hotels may be fully booked well in advance.

## 9. Information about Amsterdam and the Netherlands

### Tourism in the Netherlands

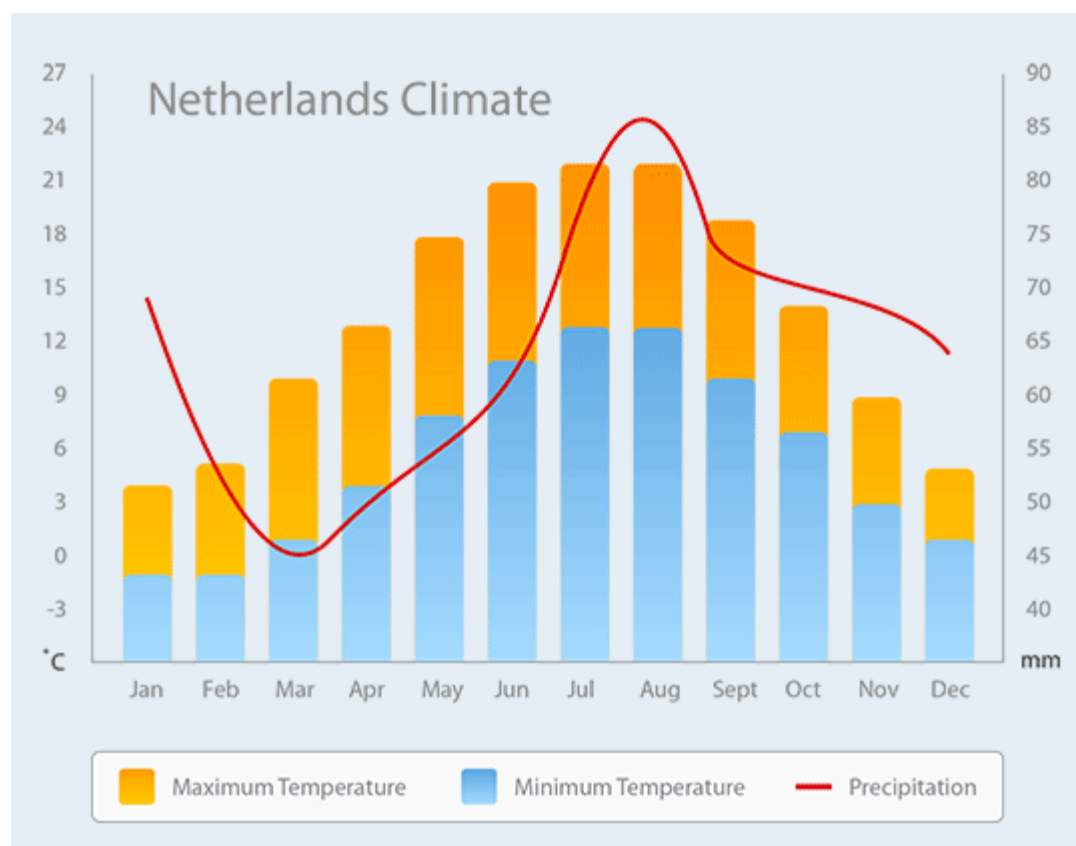
For more information on tourism in the Netherlands, go to [www.holland.com](http://www.holland.com).

### Amsterdam

Amsterdam is the Netherlands' capital and largest city, although the seat of the Dutch government is located in The Hague.

### Climate

The Netherlands has a moderate maritime climate.



### Currency and banking

The currency used in the Netherlands is the euro. It comprises six coins (€0.05, €0.10, €0.20, €0.50, €1 and €2) and seven notes (€5, €10, €20, €50, €100, €200 and €500). Notes of €100, €200 and €500 are not generally accepted in shops or restaurants.

If you have a foreign bank card with a Cirrus or Maestro logo you can withdraw money from an ATM. Some ABN AMRO bank ATMs also accept cards with the PLUS logo. Check your card and the ATM for EDC and EC logos as well. Of course, you can also use most credit cards to obtain money from an ATM.

Most banks are open Monday to Friday from 9:00 to 17:00. Only major bank branches are open on Saturdays. You can exchange money at banks. Many hotels also offer this service.

GWK Travelex, a currency exchange outlet, is open every day of the week. Most GWK Travelex offices are located near train and bus stations.

Value Added Tax and service charges are included in the bill in hotels, restaurants, shops and taxis. Tips for extra service are always appreciated but not required. It is customary to give taxi drivers and waiters a tip of about 10%.

### **Cheques**

Traveller's cheques can be exchanged at GWK Travelex offices. Shops in the Netherlands do not accept traveller's cheques or any other type of cheque.

### **Credit cards**

Most major credit cards are accepted widely, but not everywhere. If in doubt, ask in advance. Cash-on-card services are available from selected American Express, Diners Club, MasterCard and Visa addresses. These cards are also accepted by all GWK currency exchange outlets and Change Express Offices.

### **Electricity**

The power supply is 220-230 volts (plug: two round prongs).

### **Local time**

Standard Time Zone: GMT +1.

### **Local and international phone calls**

The country code for the Netherlands is +31 and the area code for Amsterdam is (0)20. For outbound international phone calls from the Netherlands, you must first dial '00', followed by the appropriate country code.

### **Smoking**

Smoking is prohibited in all public buildings, bars and restaurants.



## **10. Health information**

### **10.1 Medical services**

In the event of an emergency or if attendees require medical assistance, appropriate medical services will be provided. These will include emergency medical care and ambulance transport to designated local hospitals. Medical services will also be available on site.

### **10.2 Health insurance**

Should an attendee require a referral to a doctor or a hospital, they must bear the costs themselves. It is recommended that, before travelling, all attendees (including media representatives) obtain appropriate health insurance to cover medical expenses in the Netherlands.

### **10.3 Vaccination**

A vaccination certificate is not required for entry into the Netherlands.

## 11. Social Media Outlets

Twitter – @EU2016NL

<https://twitter.com/EU2016NL>

YouTube – EU2016NL

<https://www.youtube.com/channel/UCAnfypd0o2jj73n0XvIErg/about>

Instagram – @EU2016NL

<https://www.instagram.com/eu2016nl/>

Flickr – EU2016NL

<https://www.flickr.com/photos/eu2016nl/>

## Addendum 1: Press rules

Wherever possible, EUNL2016 wants to give journalists the freedom to do their own reporting on the Presidency. A number of rules have therefore been put in place to ensure that the Presidency proceeds safely and that participants are unhindered. We expect journalists to treat participants respectfully and follow all instructions given by the Organisation and security staff. If a member of the press fails to observe the rules, the Organisation reserves the right to withdraw their accreditation.

1. Please wear your press badge visibly at all times.
2. You must follow any instructions given by the Organisation and security staff. The Organisation's decision is final.
3. Access to certain locations, parts of the programme and press opportunities is restricted. You will find a full list at the media desk.
  - a. Access to some press opportunities may be restricted due to limited space. In such cases, press pools will be created. Press can register for press pools at the media desk. Proof of registration is required for access.
  - b. In certain cases you may only film and photograph at the start of an event. Media hosts will indicate at which point press are required to leave.
  - c. Media hosts will determine where the press may sit and walk in each location. Please be as discrete and quiet as possible.
4. You are not permitted to record or photograph confidential documents or documents and other items belonging to participants.
5. You are not permitted to approach participants or spokespersons with video and/or audio equipment that is already recording without their express permission.
6. Participants may at all times refuse interviews and recordings. You should respect their wishes immediately.
7. Please ensure that you do not impede other attendees by blocking corridors, doorways, etc.
8. You are not permitted to film security personnel in any way that allows them to be identified.

When you collect your press pass you will be asked to sign to confirm its receipt and to confirm that you will observe the above rules throughout EUNL2016. These rules will be strictly enforced.