



INFORMAL MEETING OF MINISTERS OF AGRICULTURE
29-31 May 2016

1. General information

In the first half of 2016 the Netherlands holds the Presidency of the Council of the European Union. We are delighted that we will be able to welcome you to the Netherlands from the 29th to the 31st of May 2016. This administrative note contains practical information that will be useful to you during your preparations for and your stay in the Netherlands.

The official programme of your informal ministerial meeting will be sent separately. The informal ministerial meeting will take place from the 29th until the 31st of May. We will be based in Eindhoven and on 29 and 30 May the programme will take place in different venues in and around Eindhoven.

On 31 May, the informal meeting will move from Eindhoven to our central Presidency location for the official meeting; the National Maritime Museum in the centre of Amsterdam

2. Registration and accreditation

For this ministerial meeting we invite ministers and their partner, as well as two other delegates and two SCA delegates. It is possible to register alternates who can act as designated representatives if needed.

We would like to ask you to appoint one person responsible for registering all delegates. (Registration Officer). Please, send their name and contact details to the following email address as soon as possible: Agri-EU2016@minez.nl

The venues are accessible only to accredited individuals. Heads of Delegation will receive a pin, to distinguish them from other delegates who will receive a personal and non-transferable badge.

2.1 Registration

The designated Registration Officer will receive an e-mail from CPEU (Central Project organisation of the EU Presidency of the Netherlands) containing a link for the registration of the whole delegation. They will be asked to supply the following for each delegate:

- name and address
- a scan of the holder's information page of your passport
- a passport photo

Badges will be issued only to individuals who have successfully completed the registration procedure and received accreditation.

Personal information supplied during registration will be processed in accordance with the Dutch Personal Data Protection Act.

Depending on the current threat analysis, the accreditation process may include security screening. This will be performed by the Dutch police.

2.2 Accreditation

Accreditation will take place after registration and/or screening. The Registration Officer will be informed accordingly by email.

This process can take one to three weeks. You will be able to monitor the progress and status of the accreditation process using the registration tool.

Pins and badges will be handed out upon arrival (either in Eindhoven or Amsterdam, depending on the location of the arrival).

2.3 Contact information

If you have any questions or require assistance with registration and accreditation, please email EU-NL-2016@minbuza.nl or telephone +31 (0)70 348 7474 (from 9:00 to 17:00 on weekdays).

For any other questions, please email Agri-EU2016@minez.nl.

2.4 Security

All necessary security measures in and around the different venues have been taken in accordance with the National Police and the National Coordinator for Counterterrorism and Security, on the basis of a national threat analysis.

It is possible to bring personal security guards. It is not allowed to bring weapons into the country.

3. Arrival and departure

3.1 Arrival by plane at Schiphol Amsterdam Airport

Arrival and departure will be arranged for the delegation and tailored to their travel plans. Heads of Delegation and their delegations will be greeted and seen off at the VIP lounge at Schiphol Amsterdam Airport.

3.2 Arrival by car

HoD and delegates who are travelling by car can travel directly to the hotel

Inntel Hotels Art

Eindhoven - Mathildelaan 1 (navigation address)

5611 BJ Eindhoven

T +31 (0)40 751 35 00

SCA delegates who are travelling by car can travel directly to the hotel

Pullman Eindhoven Cocagne

Vestdijk 47

5611 CA EINDHOVEN

T +31 (0) 40 2326111

4. Accommodation

4.1 Hotel reservation

The programme includes two overnight stays in a hotel in Eindhoven.

4.1.1 Hotel HoD and delegation

All Ministers are invited to stay at Hotel Inntel Art , Mathildelaan 1 in the city centre of Eindhoven. The rooms for the ministers and delegate 1 will be booked by the organisation. The other delegate can book a room through the following link:

<http://www.inntelhotelsarteindhoven.nl/en/ministryofeconomics>

4.1.2 Hotel SCA delegations

The SCA delegations are advised to stay at the Pullman Cocagne hotel. The SCA delegation can book a room through the following link:

<http://businesstravel.accorhotels.com/gb/booking/advanced-search.shtml?identification.reserverType=SC&identification.reserverId=SC386717722&identification.reserverContract=2109806&search.destination=5374>. If you opt for any alternative accommodation, please be aware that no other direct transport to the activities and venues will be provided.

4.2 Hotel bills

4.2.1 Hotel HoD and delegation

The Government of the Netherlands will pay for hotel accommodation for the Head of Delegation plus partner, as well as one delegate in the designated hotel. Costs of incidentals are, however, not included.

4.2.2 Other delegates

Other delegates, will be responsible for reserving and paying own accommodation costs. You will be asked to enter your credit card details when making a hotel reservation. You will receive a confirmation of your booking from the hotel. The costs of the hotel accommodation will not be charged until you will check out.

5. Delegation Liaison Officers

The Dutch government will assign a Delegation Liaison Officer (DLO) to each delegation. The DLO is your point of contact for all matters. Your DLO will contact your country's embassy in the Netherlands, well in advance of the informal ministerial meeting.

6. Transportation on 29, 30 and 31 May

All transportation during the official programme will be arranged by the organisation.

6.1 Transport on Sunday 29 May

From Airport to hotel

Transport upon arrival will be tailored to your travel plans.

For Heads of Delegation, partner and their delegations (max 5) a car and a minivan will be arranged from Schiphol Amsterdam Airport to the hotel in Eindhoven.

From hotel to dinner location v.v.

At 5.30 pm busses for the HoD and delegates busses will leave from the Inntel Hotels Art and for the SCA delegates from the hotel Pullman Eindhoven Cocagne to the dinner location and will return to the hotel at 9.30 pm.

6.2 Transport on Monday 30 May

At 8.30 am busses for the HoD and delegates will leave from the Inntel Hotels Art to the Expo location on Strijp S.

At 08.30 am busses for the SCA delegates will leave from the hotel Pullman Eindhoven Cocagne to the company visits

At 5.00 pm the busses will return to the different hotels.

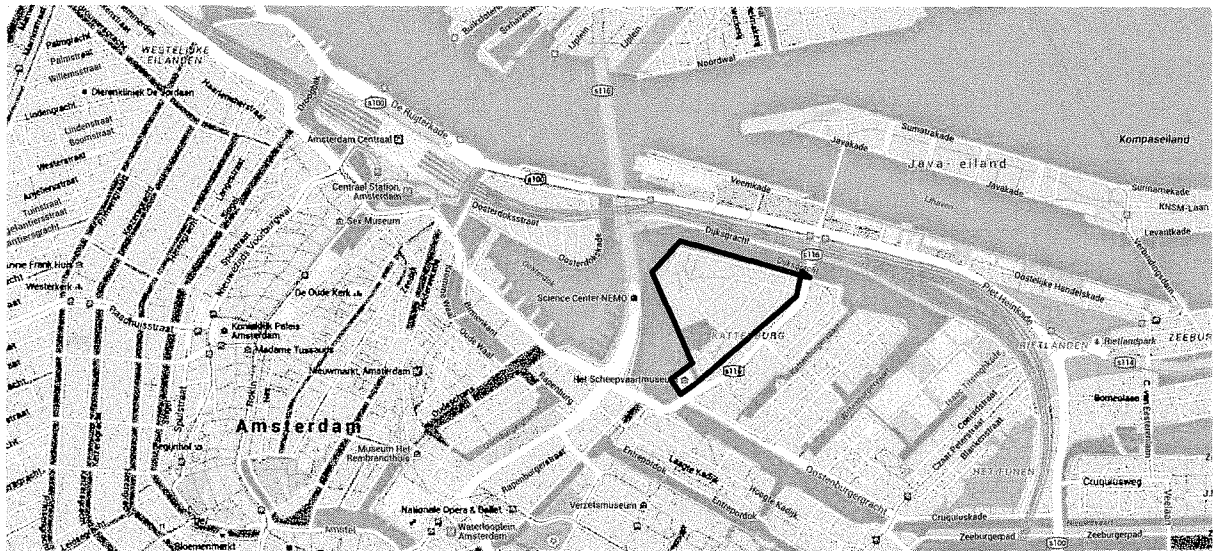
At 7.00 pm the busses for HoD and all delegates will leave from the two hotels to the dinner location and will return at 10.00 pm.

6.3 Transport on Tuesday 31 May

At 07.30 am busses for the HoD and delegates and the SCA delegates will leave from the Inntel Hotels Art and the hotel Pullman Eindhoven Cocagne to the Station Eindhoven – PSV Stadium.

HoD and all delegates will travel to Amsterdam by special train.

At 9.45 am delegations will arrive at Amsterdam Central Station. There will be canal boats awaiting you to bring you to the National Maritime Museum and the Europa Building.



9. Facilities and services

The National Maritime Museum and the Europe Building have all the standard facilities of a meeting venue. Information about both the museum and the Europe Building can be found on the EUNL 2016 app (see section 11).

No PCs will be available at the National Maritime Museum. A number of work stations will be set up in the Europe Building. There will be an IT service desk at the National Maritime Museum and the Europe Building providing technical support.

9.1 Internet

All hotels in Eindhoven provide free wifi access. High-quality wireless internet will be available throughout in all meeting venues in Amsterdam. Use is free of charge, and the network will give unlimited access to the internet. No security measures (spam filters, firewalls) will be provided for (or against) individual users. The password to the wireless network will be provided at the venue.

10. Meals

10.1 Lunch

Lunch will be provided for on 30 and 31 May. On 30 May, the lunch will be served in one of our national parks, the Strabrechtse Heide, and will give you a taste of the "Dutch cuisine".

On 31 May, the lunch will be served on canal boats in Amsterdam. During that day,

drinks and light snacks will be available from the coffee bar at the National Maritime Museum.

10.2 Dinner

The programme includes two dinners. On the 29th May there will be drinks and an informal buffet-dinner. On the second day there will be a gala dinner at the Evoluon, an exclusive venue in Eindhoven.

11. Media

At the National Maritime Museum

One-on-one interviews can be held on the first floor of the museum. Arrangements can be made by your DLO or spokesperson.

At the Europe Building

The Europe Building has a press room that holds 300 people. There are also seven briefing rooms. Their capacity is flexible, as several spaces can be joined together. To reserve a room, please go to your DLO or the press desk.

There will be members of the press in the Europe Building and they will use the same restaurant as the delegates. Members of the press will be wearing a yellow badge.

12. App

All accredited delegates will receive a login for the EUNL2016 app (!!), which is available free of charge and is suitable for most devices. It can be downloaded via the app store. We advise you to install the app on your smartphone/tablet before travelling to the Netherlands. The app does supply information on the meeting you are attending, including the agenda, a list of attending delegates and an overview of side events. A web version of the app is also available (<https://webapp.eu2016.nl>). The web version can be accessed with the same login details.

13. General information about the Netherlands/Eindhoven/Amsterdam

For more information on attractions and sights in the Netherlands, Eindhoven and Amsterdam, please go to www.vvv.nl (for the Netherlands), www.thisiseindhoven.nl/en (for the Eindhoven area) and <https://www.iamsterdam.com/en/visiting> (for Amsterdam).

14. Other practical information

Making international calls

The country code for the Netherlands is +31, the Amsterdam dialling code is (0)20, and the Eindhoven dialling code is (0)40.

Electrical sockets

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

Local time

Standard Time Zone: GMT +1

16. Contact information

For registration and accreditation issues:

CPEU2016@minbuza.nl

For other questions:

Agri-EU2016@Minez.nl

