



Practical information note

INFORMAL MEETING OF EDUCATION AND YOUTH MINISTERS

PLACE

ZARAGOZA

DATE

18 AND 19 SEPTEMBER 2023

peue2023.zaragoza@presidencia.gob.es



OFFICE FOR THE COORDINATION OF
THE SPANISH PRESIDENCY OF THE
COUNCIL OF THE EUROPEAN UNION

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GENERAL INFORMATION

The Spanish Presidency of the Council of the European Union welcomes you to Zaragoza for the Informal Meeting of Education and Youth Ministers, which will take place on 18 and 19 September.

The Office for the Coordination of the Spanish Presidency of the Council of the European Union (OCPUE for its acronym in Spanish) is pleased to provide the following Practical Information Note (PIN) to assist delegations in preparing for the Council.

Please note that this information may be subject to change. The Spanish Presidency will use the accreditation platform to share all types of updated information related to the meeting. This includes documentation from the Informal Ministerial Meeting (IMM), the programme and practical information. As soon as a new document or change is uploaded to the platform, the platform will automatically notify the delegation members by email. If you have any questions, you may contact peue2023.zaragoza@presidencia.gob.es.

DEADLINES

Date	What must be done	Where to go/Who to contact
14 August	<ul style="list-style-type: none"> - Opening of the online accreditation platform - Appoint the Delegation Accreditation Officer (DAO) to proceed with the accreditation. 	peue2023.zaragoza@presidencia.gob.es
20 August	Deadline for appointing the DAO from each country	
From 14 August to 3 September	Registration of delegations	Through the online accreditation platform.
3 September	Deadline for accrediting the delegation	
18 and 19 September	Informal Meeting of Education and Youth Ministers	peue2023.zaragoza@presidencia.gob.es

LOCATION

During the second half of 2023, the Spanish Presidency of the Council of the European Union has opted for a territorially structured presidency model, holding 24 Informal Ministerial Meetings (IMM), which will take place in cities in all the autonomous communities of Spain, to highlight the cultural richness and diversity of our country. In addition, the visit of the College of Commissioners to Madrid has been organised and an Informal Meeting of Heads of State or Government will also be organised in Granada. Alongside these meetings, other expert-level meetings and cultural activities are taking place, meaning that more than 400 events are expected to take place within the framework of the Spanish Presidency.

In this context, the Spanish Presidency has chosen the city of Zaragoza, capital of the Autonomous Community of Aragón, as the venue for the Informal Meeting of Education and Youth Ministers, which will be held on 18 and 19 September.

Zaragoza is a city with more than 2,000 years of history, known for the *Basilica del Pilar* (Cathedral-Basilica of Our Lady of the Pillar), its Roman foundation and its cultural diversity. It has two majestic cathedrals, a fortified Islamic palace in the centre of the city, monumental remains of Roman Caesar Augusta and Renaissance-style palatial houses. The city stands out for its cultural heritage, including unique treasures from the work of Francisco de Goya and emblems of modern architecture.

Aragón in general is a territory in which education has played a fundamental social role. The University of Zaragoza dates back to the 16th century and today hosts an educational community of almost 40,000 members, with a strong commitment to internationalisation. In turn, the Aragonese education system is a pioneer in meeting the challenges of education in the 21st century, enhancing the quality of the system and favouring school success, without leaving behind the attention to diversity and the acceptance of foreign students, support for rural schools and educational innovation. Its vocational training system is also being promoted alongside the new Vocational Training Law in parallel with its industry, with centres of excellence in sectors such as automotive and renewable energies. Furthermore, the city of Zaragoza is a Child Friendly City and has a strong youth associative movement, including pro-European groups.



Centre of Zaragoza



Zaragoza Fish Market

PROGRAMME

Monday, 18 September		Arrival at Adolfo Suárez Madrid Barajas Airport
	12:30	Meeting point at Madrid Atocha station <ul style="list-style-type: none"> - Transfer of delegations by bus from the airport to the meeting point - Transport for delegations wishing to go directly to Madrid Atocha station will be provided by their Embassies
	13:00-14:20	Charter train from Madrid Atocha – Zaragoza Delicias <ul style="list-style-type: none"> - Youth delegations will go to the <i>Palacio de Congresos</i> (Conference Centre) - The other delegations will be taken to the hotels
	14:40-15:20	Arrival of the Heads of Delegation for Youth at the <i>Palacio de Congresos</i> , doorstep and handshake
	15:30-17:00	Youth working session
	17:00-17:15	Family photo
	17:15-18:00	Official press conference
	19:15	Departure of Heads of Delegation from the hotels
	19:30-20:15	Cultural activity
	20:45	Gala dinner in the Assembly Hall at the University of Zaragoza
Tuesday, 19 September	08:30	Arrival of Heads of Delegations for Education and Universities at <i>Palacio de Congresos</i> , doorstep and handshake
	09:00-10:30	Universities working session
	10:30-10:40	Joint family photo of Heads of Delegation for Education and Universities
	10:50-11:20	Official press conference / Bilateral meetings
	11:30-13:00	Education working session
	13:15-14:00	Official press conference
	14:15	Departure of delegations to Zaragoza Delicias station
	14:45-16:15	Charter train from Zaragoza Delicias to Madrid Atocha
	16:15	Transfer of delegations to Madrid Barajas Airport

VENUE

PALACIO DE CONGRESOS DE ZARAGOZA (ZARAGOZA CONFERENCE CENTRE)

Address: Plaza Lucas Miret Rodríguez, 1

Website: [PALACIO DE CONGRESOS DE ZARAGOZA \(feriazaragoza.com\)](http://feriazaragoza.com)

The *Palacio de Congresos de Zaragoza*, designed by prestigious architecture firm Nieto y Sobejano, was built to host the EXPO ZARAGOZA 2008 International Exhibition.



Palacio de Congresos de Zaragoza

Plenary session

The plenary meeting and working lunch will take place in “sala A” on floor 0.

1+1 meeting format (Heads of Delegation and one delegate).

Delegates’ lounge

The venue has a specific working room for delegates: “sala C”, located on floor zero.

Rooms for bilateral meetings

The complex has certain spaces reserved for bilateral meetings of delegations. These may be reserved in advance by sending an email to: peue2023.zaragoza@presidencia.gob.es. During the meeting, the rooms may be reserved through the Liaison Officers.

Press centre

The press area has a separate entrance, via Avenida Pablo Ruiz Picasso, situated on floor 0. Certain areas will be set aside on the same floor: “salas 5, 6, 7, and 8.”

Official press conference

The press conference will take place in “sala 2008” on the 5th floor.

It is possible to reserve a room for a delegation’s press conference. This room may be reserved by sending an email to: peue2023.prensa@comunicacion.presidencia.gob.es.

INTERPRETATION

The European Commission’s Directorate-General for Interpretation, SCIC, will provide simultaneous interpretation via interpretation booths.

The language regime for the Informal Meeting will be 5/5, Spanish, English, French, German and Italian (ES, EN, FR, DE, IT).

No interpretation will be provided at the press appearances of the participating ministers with the exception of the presidency’s press conference.

Please note that interpretation will not be provided either during breaks between sessions and during the official dinner.

To facilitate the proper interpretation of the interventions, please send any relevant meeting documents such as speeches or speaking points to this email address peue2023.zaragoza@presidencia.gob.es at least one week before the date of the meeting.

Please note that any additional accompanying interpreters must be registered as part of the official delegation in order to gain access to the meeting venue. Prior to the meeting, the interpreters may ask the organisers to send them the same preparatory information available to the SCIC. This request will be made by sending an email to peue2023.zaragoza@presidencia.gob.es.

DELEGATION

The delegations of EU Member States, the European Commission, the General Secretariat of the Council of the European Union, and other invited institutions will be limited to the 1+2 format. Additionally, it will be possible to bring a security officer if requested. These formats are fixed and no exception is allowed.

If any official photographers or press secretaries from the delegation wish to have access to the meeting venue, they must be accredited as members of the delegation. The same applies to any additional interpreters. Should the Ambassador to Spain of a member or guest State wish to attend the meeting, they must also be accredited as members of the delegation.

REGISTRATION AND ACCREDITATIONS

For security reasons, each delegate must have completed the registration and accreditation procedures in order to gain access to the meeting venue and the official dinner. This registration will be made through the online accreditation platform by the **Delegation Accreditation Officer (DAO)**.

All delegation-related information (including personal details, intolerances, accreditations, hotels, transportation, and security officers) may be processed via the platform.

OPENING AND CLOSING DATES OF THE ACCREDITATION PLATFORM

The relevant Spanish Minister sends a formal letter of invitation to the Heads of Delegation, which includes a QR code providing access to this Practical Information Note enclosed.

The accreditation platform will open five weeks before the IMM. At that time, all delegations must, first of all, appoint the DAO, as soon as possible, and communicate their details to the email address peue2023.zaragoza@presidencia.gob.es. The accreditation platform will be open from 14 August to 3 September (it will close two weeks before the IMM.)

INSTRUCTIONS FOR THE ACCREDITATION OFFICER

The DAO is responsible for the accreditation of all members of their delegation.

Please register the DAO by sending their contact details (full name, phone number, and email address) to peue2023.zaragoza@presidencia.gob.es no later than 20 August 2023.

Once appointed, the DAO will receive a link to the accreditation platform to register their delegation. DAOs are kindly requested to register their delegation and provide all necessary travel information. The accreditation platform will be open until 3 September 2023.

Please make sure to fill in the delegation's details correctly before submitting the registration as certain information (for example, the name of the delegate) will appear on the badge.

If there are any questions regarding registration, please send an email to peue2023.zaragoza@presidencia.gob.es.

All personal information provided for accreditation will be processed in accordance with the EU General Data Protection Regulation (GDPR).

TYPES OF ACCREDITATIONS

Heads of Delegation will receive a lapel pin and other delegates will receive an accreditation badge (blue badge).

All participants must always wear visibly a valid pin or badge, including during the dinner.

Delegations will be given their pin and badges from their Liaison Officer (DLO) upon arrival. All badges are strictly personal and non-transferable.

If you lose your pin or badge, you must immediately notify your Liaison Officer and the organisers by sending an email to peue2023.zaragoza@presidencia.gob.es.

ACCREDITATION ACCESS

Pin	Heads of Delegation	Allows access to all areas
Blue badge	Delegates	Allows access to the delegates' lounge, and to the press meeting areas.
Pink floater	One per delegation (non-personal, can be exchanged between delegation members)	Allows access to the plenary session

LIAISON OFFICERS

A Liaison Officer (DLO) will be assigned to each delegation to assist and accompany the Head of Delegation and delegates throughout the meeting. The DLO will:

- Serve as a point of contact between the delegation and the organisers.
- Accompany and be available to the delegation, ensuring that the programme schedule is adhered to and that the delegation participates in the events.
- Provide logistical assistance and administrative support at airports, train stations, accommodation and venues.
- Provide and distribute accreditations upon arrival (pins and badges).
- Reserve spaces and slots for bilateral meetings, if requested.

Some days before the start of the ministerial meeting, Liaison Officers will get in contact with Embassies or delegations in Madrid of the countries and institutions that have been invited.

If there are any questions regarding DLOs, please contact: peue2023.zaragoza@presidencia.gob.es.

FLYOVER AND LANDING CLEARANCES FOR STATE FLIGHTS

The Embassies of EU Member States in Madrid and of guest countries must send a Note Verbale requesting a state overflight and an EUDIC Form to the Ministry of Foreign Affairs, European Union and Cooperation at the following email address: sobrevueloscala@maec.es.

For countries holding Annual Diplomatic Clearance, simply tick section 5 (notification). Countries without annual diplomatic clearance for 2023 should tick section 4 (request) on the EUDIC Form, and they will receive a code for the specific flight.

ARRIVALS AND DEPARTURES

Delegations must indicate the place and time of arrival to and departure from Madrid through the accreditation platform.

Delegates who are not travelling with the Head of Delegation will not be welcomed or sent off by the Liaison Officers.

TRANSPORTATION

The Spanish Presidency will provide collective transportation for the entire delegation (including security and liaison officers) exclusively for moving between the different official venues within the programme, only during the 18 and 19 September.

Delegations are advised to make early arrangements for their flights to Spain. Once travel plans have been made, the places and times of arrival and departure must be indicated through the accreditation platform.

The meeting venue and selected hotels are located in the city of Zaragoza. The designated airport for arrivals and departures for the delegations is Madrid Airport. The organisers will provide access to the designated airport's authority lounges exclusively for the Head of Delegation and accompanying delegates if they travel in the same flight. Their use will be requested through the accreditation platform; it is not necessary to request this access by Note Verbale. They may be greeted by ambassadors or representatives accredited by their Embassies at the corresponding authority lounge. The person sent by the Embassy as well as the plate of the car that will be used must be communicated in advance to the following e-mail address: peue2023.zaragoza@presidencia.gob.es. At that time, they will also contact the Liaison Officer who will assist them during the IMM.

The organisers will facilitate access of heads of delegation and their accompanying delegates to the authority lounges of Spanish airports used in connection with the designated airport, provided that the delegations bear the cost of the handling service. It will not be necessary to send a Note Verbale to access these authority lounges, but it must be included in the information introduced in the accreditation platform during registration.

All Heads of Delegation arriving on the days of the meeting will be provided with transport from the authority lounge of Madrid Airport to Madrid Atocha Station, offered by the Spanish Presidency. The transfer from the airport to the station will take 20 minutes. The Spanish Presidency does not offer transfers for delegates that arrive in flights without their head of delegation.

The organisers will provide delegations with a specially chartered high-speed train from Madrid to Zaragoza. The trip takes 75 minutes. On arrival in Zaragoza, delegations will be transferred to the venue or to their hotel accommodation, depending on each delegation's agenda.

The organisers will also facilitate all internal transfers within the city of Zaragoza that form part of the official programme of the informal ministerial meeting by means of collective transportation for heads of delegation and delegates. The delegation or members thereof who do not wish to use them must make their own arrangements to follow the programme.

On the day the meeting ends, the organisers will facilitate the return of the delegations from the meeting venue to Madrid by means of a specially chartered high-speed train. On arrival at Madrid Atocha Station, a collective transfer will be offered to Madrid Airport.

Delegations with a travel schedule other than that covered by the organisers should make their travel arrangements privately.

ACCOMMODATION

The Spanish Presidency has reserved rooms for the Heads of Delegation and the delegates authorised to accompany them in the host cities. The Presidency will only cover the cost of accommodation, breakfast, and corresponding taxes for the night of 18 September for the Head of Delegation and one delegate (1+1), not necessarily in the same hotel.

All other delegates are assigned a room to facilitate coordination and security during the meeting. These overnight stays will be paid for by the delegation itself.

Additional expenses incurred by the Head of Delegation or any other member thereof that are not foreseen in the framework of official events (meals, drinks, minibar, etc.) will be borne by the delegation.

Accommodation is arranged and book via the accreditations platform of the Spanish Presidency. The organisers strongly recommend staying at the hotels that will be assigned to you through the online accreditation platform of the Spanish Presidency. Bookings arranged through the platform are guaranteed.

Should the Head of Delegations or delegates opt for a different hotel, the organisers will not be able to provide you with transportation or security with respect to such accommodation. It shall be the responsibility of those who choose to stay at another hotel to make their way there, travel to the meeting point for the other delegations, make the reservation and check in, with no support from the Liaison Officer during this process.

During the IMM, the Heads of Delegation and their +1 shall stay at Hotel Palafox. All other delegates shall stay at Hotel Hiberus.

HOTEL PALAFOX

Hotel Palafox is located in the centre of Zaragoza city, just 800 metres from the *Basilica del Pilar*.



Plaza del Pilar

CATERING

ZARAGOZA | 18 SEPTEMBER 2023

13:30 Lunch on the train

20:45 Official dinner in the Assembly Hall, University of Zaragoza

The building, which has the status of an *Asset of Cultural Interest*, is the University's oldest historical construction. Considered one of the most outstanding buildings of its time, it contributed decisively to the renewal of Aragonese architecture between the late 19th and early 20th centuries. The dinner will be hosted by chef Carmelo Bosque.

ZARAGOZA | 19 SEPTEMBER 2023

13:00 Informal lunch in the delegates' lounge

SECURITY

The Presidency will provide security during the meeting through the National Police and the Guardia Civil, in addition to local and regional police, where appropriate. Security zones designated by Spanish authorities will only be accessible to accredited vehicles and accredited individuals wearing a valid pin or badge. For this reason, delegates and other accredited participants must always wear visibly a valid pin or badge.

Heads of Delegation have the option to bring a security officer in addition to their delegation. This information must be provided upon accreditation, and the security service must register on the accreditation platform. Special authorisations for the use of weapons and radio frequencies for a security officer must be made by means of a Note Verbale addressed to the Ministry of Foreign Affairs, European Union and Cooperation (which may be sent in advance to the email address seguridaddiplomatica@maec.es). For any questions related to security, including requests to conduct a security visit to Spain ahead of the meeting, delegations should contact peue2023.zaragoza@presidencia.gob.es.

The entry of an EU citizen into Spanish territory shall be made with a valid and current passport or identity document in which the nationality of the holder is stated. Nationals of non-EU countries must be in possession of a valid and current passport or travel document proving their identity, which is deemed valid for this purpose by virtue of international conventions signed by Spain, and must not be subject to any express prohibitions.

GENERAL INFORMATION

Useful contacts

OFFICE FOR THE COORDINATION OF THE SPANISH PRESIDENCY OF THE COUNCIL OF THE EU - OCPUE	peue2023.zaragoza@presidencia.gob.es
MEDICAL EMERGENCY TELEPHONE NUMBER	112
NATIONAL POLICE	091
MUNICIPAL POLICE	092

Internet - Wi-Fi

Wireless internet access is available throughout the meeting venue.

First aid and medical assistance

Each meeting venue will have a medical unit.

At the time of accreditation, the platform will ask for relevant information on allergies, dietary restrictions and preferences of the Heads of Delegation and delegates, and voluntarily: blood group, mobility issues, medicinal allergies and pharmaceutical treatments. It is important that all this information is provided so that they may be addressed properly.

Lost and found

If you have lost or found an item, please contact the Liaison Officer. Please note that the organisers are not liable for personal injuries or loss or damage to the private property of registered delegates. All participants should make their own arrangements with respect to personal insurance for their items.

Weather conditions

Temperatures in Zaragoza in September are expected to range between 15°C and 28°C.

Social media

All content from the Spanish presidency is available on social media:

TWITTER
@eu2023es
INSTAGRAM
www.instagram.com/eu2023es
FACEBOOK
www.facebook.com/eu2023es
YOUTUBE
www.youtube.com/@EU2023ES
FLICKR
www.flickr.com/photos/eu2023es/
LINKEDIN
Spanish Presidency of the Council of the European Union www.linkedin.com/company/eu2023es

Links of interest

The website of the Spanish Presidency of the Council of the European Union 2023 www.eu2023.es contains information on all matters related to the Presidency and is available in Spanish, English, and French.

On the website www.lamoncloa.gob.es/lang/en, you can find all information regarding the current affairs of the Spanish Government.

Photographs

Photographs provided by TURESPAÑA (Turismo de España; www.spain.info/en) and by the establishments themselves.

SPANISH PRESIDENCY SUSTAINABILITY PLAN

The Organising Committee of the Spanish Presidency of the Council of the European Union has adopted this Plan to ensure that the Spanish Presidency is a sustainable Presidency, in line with the **2030 Agenda** and with political priorities such as **ecological transition, inclusion, and equality**.

The **Sustainability Plan** distinguishes between three phases of development: the preparatory phase, the presidency phase, and the completion phase.

During the preparatory phase, i.e., during the months prior to the start of the Spanish Presidency, the Sustainability Plan has called upon all organisational centres to take into account and promote the application of sustainability criteria in public procurement processes.

The presidency phase covers the six months comprising the six months of the Spanish Presidency. To implement this Plan as of 1 July, six commitments are made:

1. Encourage the use of sustainable and low-emission transportation.
2. Opt for a rational use of energy resources.
3. Commit to sustainable, healthy, and local catering services.
4. Promote sustainable use of materials and reduction of waste for a Circular Economy.
5. Ensure inclusion, equality, and universal accessibility.
6. Facilitate transparency and broaden the scope of the Plan.

Finally, the Sustainability Plan includes a completion phase, in which the implementation of the Plan will be accounted for.

PUNTO VIOLETA GUIDE

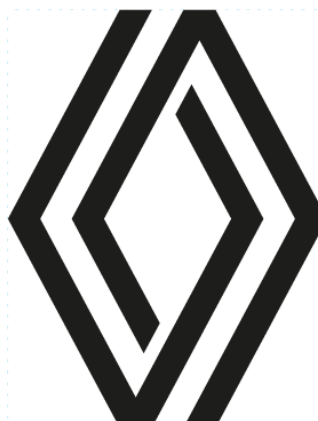
Gender-based violence is not a private problem; it is a violation of human rights that is the responsibility of society as a whole, especially public authorities. For this reason, the Spanish Presidency of the Council of the European Union facilitates access to the **Punto Violeta Guide to act in the face of Violence against women**, an instrument promoted by the Ministry of Equality to involve society as a whole in the fight against male sexist violence and to spread the information needed to know how to act in the event of a case of violence against women.

- [Punto Violeta Guide \(in Spanish\)](#).
- [Punto Violeta Guide \(in English\)](#).
- [Punto Violeta Guide \(in French\)](#).

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