

**Informal Meeting of Ministers for Public Administration
8 June 2005**

A) Media programme

- | | |
|---------------------|---|
| 8.30 am – 9.00 am | Arrival of the delegations
<i>Visual media : coverage of the arrival outside the building</i> |
| 9.00 am -10.30 am | First working session
<i>Visual media : <i>tour de table</i> at the beginning of the working session</i> |
| 10.30 am | Family photo
<i>In the presence of the visual media</i> |
| 11.00 am – 12.45 pm | Second working session |
| 1.15 pm | Ministers' working lunch |
| 3.45 -5.15 pm | Third working session
<i>Visual media : <i>tour de table</i> at the beginning of the working session</i> |
| 5.30 | Press conference of the Presidency and the Commission
<i>In the presence of all the media</i>
<i>Languages : French-English</i> |

B) The press centre

The Informal Meeting of Ministers for Public Administration takes place at the *Waasserhaus* in Mondorf-les-Bains.

The *Waasserhaus*, which is a part of the Domaine Thermal in Mondorf-les-Bains, is situated at the entrance of a 40 hectares park.

The press centre of the *Waasserhaus* offers 6 computers, free Internet access, telephones (with connexion to analogical and digital modem), printers, photocopiers and fax machines.

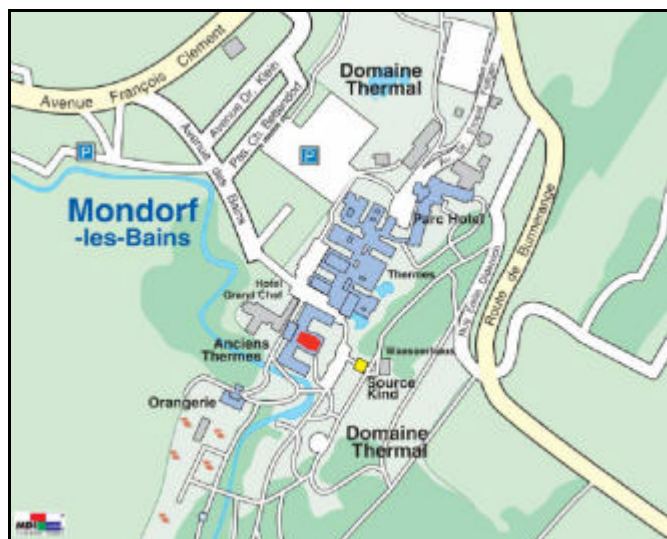
The wireless lan is another service provided by the Presidency.

Opening hours of the press centre :

Wednesday 8 June 2005 : 7.30 am – 8 pm

Address :

Avenue des Bains
L-5601 Mondorf-les-Bains



C) Parking

Please use the public car parking of the Domaine Thermal in Mondorf.

D) Accreditation

Media accreditation is compulsory for this meeting. Access will only be granted to media representatives who are duly accredited.

Withdrawal of the badges

Accreditation badges (yellow) must be collected personally at the accreditation desk. They are not transferable.

The identification badge will only be issued on presentation of:

- a valid passport or national identity card with a photograph,
- a valid press card or an ORIGINAL letter from the newspaper's editorial office signed by the editor-in-chief, stating the professional status of those persons who do not have a press card.

Accreditation badges must be worn visibly throughout the meeting.

The accreditation desk must be notified immediately of any loss of a badge.

Contact:

E-mail: accreditation@eu2005.lu

Opening hours of the accreditation desk

Wednesday 8 June 2005: from 7.30 am to 5.30 pm

E) TV and Radio

The Broadcasting Center Europe (BCE) will provide support for sending your images. Please note that there are no television/radio editing rooms in the press centre.

Contact:

Nico Rath

Tel: (+352) 2480-7016

Mobile: (+352) 021-193.887

Mobile: (+352) 021-148.100

E-mail: nico_raths@bce.lu

Address:

45, boulevard Pierre Frieden

L-1543 Luxembourg

Media pool

Considering the number of applications for coverage by the visual media, pool systems might be operating.

Photo service

The Presidency provides photo coverage. Photos can be downloaded from the website of the Luxembourg Presidency of the Council of the European Union:

<http://www.eu2005.lu/en/actualites/photos/index.html>

F) Catering

The Luxembourg Presidency is delighted to offer lunch to the media representatives in the Restaurant « Grand Chef » in Mondorf-les-Bains.

Opening hours of the restaurant :

Wednesday 8 June 2005 : 11.30 am – 2.30 pm

Adress :

36, avenue des Bains
L-5610 Mondorf-les-Bains

Website : http://www.grandchef.lu/restaurant_about.php

Refreshments are served continuously in the press centre.

G) Practical information

1. Safety

Ambulance Tel: 112
Emergencies (Police) Tel: 113

2. IT Help Desk of the press centre

Tel: (+352) 24 74 99 99

3. Telephone communications

Information

Online phone directory of Luxembourg
National phone numbers
International phone numbers

<http://www.editus.lu>
Tel: (+352) 118 17
Tel: (+352) 118 16

International phone calls

In order to call Luxembourg from abroad, please dial +352 followed by the phone or fax number of your correspondent.

For an international call from Luxembourg, please dial 00 followed by the country code and the phone number of your correspondent.

Austria	43
Belgium	32
Bulgaria	359
Croatia	357
Cyprus	385
Czech Republic	420
Denmark	45
Estonia	372
Finland	358
France	33
Germany	49
Greece	30
Hungary	36
Ireland	35
Italy	39
Latvia	371
Lithuania	370
Malta	356
Netherlands, the	31
Poland	48
Portugal	351
Romania	40
United Kingdom	44
Slovakia	421

Slovenia	386
Spain	34
Sweden	46
Turkey	90

4. Tourism and hotel reservation

Luxembourg National Tourist Office (NTO)

Tel: (+352) 48 11 99

E-mail: info@ont.lu

<http://www.ont.lu>

Luxembourg City Tourist Office (LCTO)

Tel: (+352) 22 28 09

E-mail: touristinfo@luxembourg-city.lu

<http://www.lcto.lu>

5. Transport

Luxembourg national railways (CFL)

Tel: (+352) 49 90 49 90 (information and reservation)

Fax: (+352) 49 35 32

E-mail: info@cfl.lu

<http://www.cfl.lu>

Airport – Luxembourg-Findel

Tel: (+352) 2456 50 50 (information)

<http://www.luxair.lu>

Municipal bus service

Tel: (+352) 47 96 29 75

<http://www.autobus.lu>

Breakdown service

Automobile Club du Grand-Duché de Luxembourg

Tel (breakdown service): (+352) 26 000

Tel (other services): (+352) 45 00 45-1

Fax: (+352) 45 04 55

<http://www.acl.lu>

Taxi

Please ask the Presidency staff to call a taxi.

6. Other useful contacts

Information and Press Service of the Government

33, boulevard Roosevelt

L-2450 Luxembourg

Tel: (+352) 478-2181

Fax: (+352) 47 02 85

E-mail: info@sip.etat.lu

<http://www.gouvernement.lu>

<http://www.ue2005.lu>

Ministry for Foreign Affairs and Immigration

5, rue Notre-Dame

L-2240 Luxembourg

Tel: (+352) 478 24 49

Fax: (+352) 22 32 85

F. Guided tours

Notice for the media wishing to realize a portrayal of the Grand Duchy of Luxembourg

Television crews, cameramen, journalists and photographers, already accredited by the Press and Information Service of the Government, may contact the National Tourist Office (NTO) in order to obtain information for a portrayal of the Grand Duchy of Luxembourg within the framework of the Luxembourg Presidency of the European Union.

Upon request, the NTO, in cooperation with the Luxembourg City Tourist Office and local tourist boards, will provide – free of charge – guided tours meeting with their specific needs. The departure point, time and duration of the guided tour will be determined according to the availability of the media representatives.

For technical reasons, contacting the press service of the NTO several days before arriving in Luxembourg is recommended. As far as possible, an escort may be provided at the last minute.

Furthermore, the NTO will provide the media with photos on CD representing sights of the Grand Duchy of Luxembourg and Luxembourg City. Upon request, television crews will be able to obtain from the NTO a Betacam version of a film of the Grand Duchy of Luxembourg, free of copyright. Please note that a selection of press releases on recent news in the tourist department of the Grand Duchy is listed in the section “Presse professionnelle” of the Internet site www.visitluxembourg.lu (www.ont/presse.lu).

The NTO press service as well as its reception centre at the railway station (open seven days a week, tel: (352) 48 11 99, fax: (352) 42 82 82 30) and the “Luxembourg Presidency” desk at the airport (open seven days a week) are available to the media for all additional information.

NTO contact points:

Jean-Claude Conter, in charge of the National Tourist Office Press Service
Tel: (+352) 42 82 82 25
E-mail: jeanclaudio.conter@ont.lu

Pit Gelz, National Tourist Office Press Service
Tel: (+352) 42 82 82 33
E-mail: pit.gelz@ont.lu
Fax: (+352) 42 82 82 38