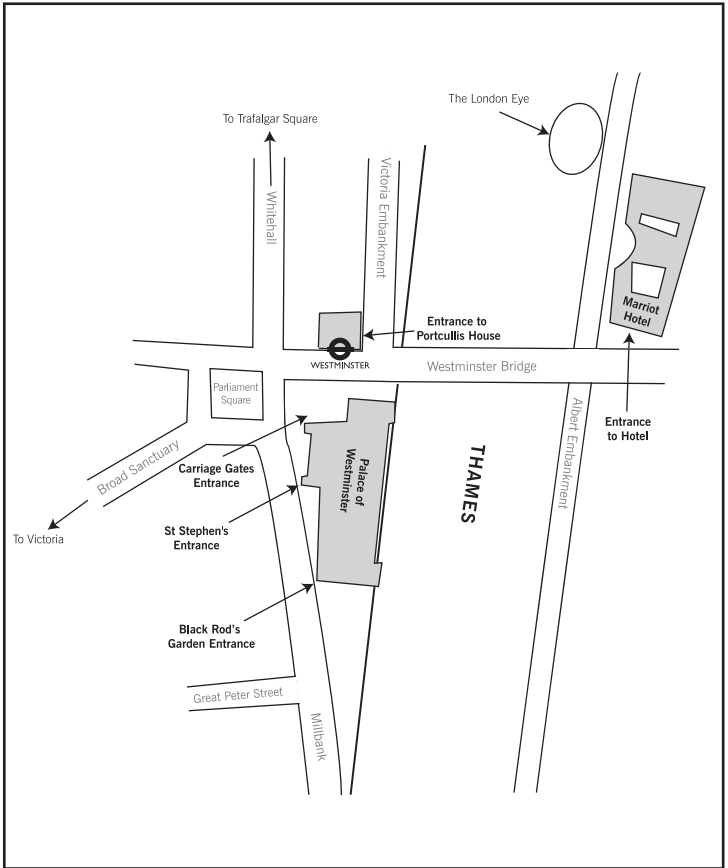




## **COSAC Chairpersons**

London  
*17 & 18 July 2005*

# Map of Westminster Area



## **Addresses and Telephone Numbers**

### **Conference Hotel**

Marriott County Hall  
London Marriott County Hall  
London SE1 7PB  
Tel: +44 (0)870 400 7200  
Fax: +44 (0)20 7923 5300

### **Conference Venue**

Portcullis House  
Victoria Embankment  
London SW1A 0AA  
Tel: +44 (0)20 7219 4144 (Monday only)  
*(Messages for delegates may also be left on this number.)*  
Fax: +44 (0)20 7219 1123

### **Administrative Arrangements**

Overseas Office (European Section)  
House of Commons  
7 Millbank  
London SW1A 0AA  
Tel: +44 (0) 20 7219 3293  
Fax: +44 (0) 20 7219 6832  
Duty Mobile: +44 (0)7905550638

## **Conference Staff**

Dorian Gerhold, *Clerk of the European Scrutiny Committee, House of Commons*

Simon Burton, *Clerk of the European Union Committee, House of Lords*

Libby Davidson, *Second Clerk of the European Scrutiny Committee*

## **Conference Co-ordinators**

Tracey Garratty

Andrea Pull

Alison Game

## **Conference Assistants**

Karen Barrett

Siobhan Conway

Meg Hawkins

Priscilla Hungerford

Allen Mitchell

Yasmin Muthy

Tom Powell

## **Conference Programme**

### **Sunday 17 July**

- 14.00 Registration desk opens Marriott Hotel  
County Hall
- 19.00 Coaches depart from hotel for  
House of Lords
- 19.15 Reception in the Lord Chancellor's  
Apartments
- 19.45 Family Photo in the Royal Gallery
- 20.00 Dinner in Peers Dining Room
- 22.30 Coaches return to hotel

## **Monday 18 July**

- 08.00 Welcome desk opens, Marriott Hotel  
County Hall  
*(Registration at Portcullis House only)*
- 08.00 Coach departs Marriott County Hall  
for Portcullis House *(Troika only)*
- 08.15 Registration desk opens
- 08.30 Troika meeting  
*(UK, Austria, Luxembourg and the  
European Parliament only)*  
Attlee Suite, Portcullis House,  
House of Commons
- 09.00 Coaches depart for Chairpersons meeting  
Attlee Suite, Portcullis House,  
House of Commons

### **Meeting**

- 09.30 Words of welcome
- 09.45 Debate on the Secretariat
- 10.45 *Coffee*

- 11.00 Debate on Special Guest status  
(interpretation of Article 4.3 of the Rules of Procedure)
- 11.30 Debate on the parliamentary aspects of the future of the Constitutional Treaty
- 12.30 Lunch, Members Dining Room, House of Commons
- 14.30 In the light of developments on the ratification of the Constitutional Treaty, exchange of views with Margot Wallström, Vice-President of the Commission and Commissioner for Institutional Relations and Communications Strategy on the topics of:
- the way forward for the subsidiarity mechanism, and possible second pilot project
  - methods of scrutiny of the Annual Work Programme of the Commission
- 16.30 - Close of meeting

*Coaches to hotel*

## **General Information**

### **Hotel**

The official hotel for the meeting is the Marriott County Hall, situated just over Westminster Bridge from the Palace of Westminster and Portcullis House. It is approximately five minutes walk.

### **Hotel Check-out Times**

Hotel check out time is 11 am. On Monday 18 July all participants will need to check out prior to attending the meeting. The hotel will be able to assist with the storage of luggage. Delegates should note that storage facilities in Portcullis House are limited, and all items will need to be security checked, which may cause considerable delays. It would therefore be appreciated if, where possible, delegates did not bring luggage to the meeting.

### **Information Desk**

An information desk will be located in the foyer of the hotel. Information regarding the meeting will be notified to delegates through this desk.

Conference staff will be available to answer any queries you might have during the following times:

Sunday 17 July 1400 - 2100

Monday 18 July 0800 - 1000 and 1600 - 1800

### **Telecommunications**

International telephone and fax services are available at all hotels. Charges for telephone calls from hotel rooms in the United Kingdom are extremely high.

## **Meeting**

### **Venue**

The meeting will take place in Portcullis House (which is just over Westminster Bridge on the riverside north of the Palace of Westminster, opposite 'Big Ben').

### **Registration**

Registration will take place at the hotel on arrival when participants will receive their conference badges, handbook, conference folder and documents. For those unable to register on Sunday registration will be open on Monday at Portcullis House. For security reasons any delegates attending the dinner on Sunday will have to have registered before arriving at the House of Lords. Anyone arriving late should go to the Marriott Hotel first and the registration staff will assist with travel to the House of Lords.

### **Badges**

For security reasons, all participants, including accompanying persons, observers, accompanying staff and members of the press, will be required to wear photo identity badges throughout the meeting. There will be no admittance to any aspect of the programme without the appropriate identity badge.

Badges will have a colour coded bar as follows:-

*Red* Delegates

*Blue* Accompanying staff

*Green* Host Staff

*Purple* Interpreters

*Yellow* Press

### **Interpretation**

The House of Commons will provide French/English interpretation. Facilities will also be made available for German, Greek and Italian interpretation.

### **Record of Proceedings**

Minutes of the meeting in both English and French will be printed and sent out after the meeting.

### **Facilities for Delegates**

A room (near the Attlee Suite) will be available for delegates with internet access, a fax and telephone lines.

## **General**

### **Transport**

Coaches will be provided between the Conference Hotel (Marriott County Hall) and Conference venues.

### **Family Photograph**

A group photograph of COSAC Chairpersons will be taken in the Royal Gallery on Sunday evening between the Reception (in the Lord Chancellor's Apartments) and the dinner in the House of Lords.

### **Smoking**

Smoking is not permitted in the Palace of Westminster.

### **Photography**

A permit is needed for any photography within the Parliamentary Estate so delegates are asked not to use a camera.

Notes