

PRACTICAL INFORMATION NOTE



POLAND25.EU



INFORMAL MEETING OF THE EU DIRECTORS-GENERAL
(DEVELOPMENT AND HUMANITARIAN)
8-9 APRIL 2025
POLAND, WARSAW

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Meeting information and agenda

Below is a preliminary programme. Official invitation will follow.

Tuesday, 8 April

15:00 – 17:00	Side event (format 2+0) <i>Re-balancing European voices in the EU international cooperation agenda: ETTG - PISM dialogue on resilience – session on fragility and resilience</i> (Diplomatic Academy, Miodowa 10, Warsaw)
17.30 – 18.30	Tour of the Royal Castle (format 2+0)
19.30 – 21.30	Dinner (format 2+0) (Foksal 3/5, 00-366 Warsaw)

Wednesday, 9 April

8:30 – 9:00	Registration
9:00 - 9:10	Opening of the Informal EU Directors-General Meeting
9:10 - 10:40	First working session
10:40-10:50	Coffee break
10:50-12:50	Second working session
12:50 – 13:00	Family Photo
13:00 – 14:15	Lunch
14:15 – 16:15	Third working session

Delegation format

Delegations of EU Member States can register a maximum of three (3) delegates (2 +1):

- 1 Director for Development Cooperation,
- 1 Director for Humanitarian Affairs;
- 1 expert.

Working language of the meeting and interpretation

Interpretation will not be provided during the event. The meeting will be held in English-only format.

Accreditation

Participants register through a dedicated DAO (Delegation Accreditation Officer).

Only successfully completed accreditation authorises to attend the meeting.

Please, prepare a recent photo (taken within the last 3 months preceding the date of the meeting) before the commencement of the registration. Moreover, we kindly ask you to make sure that all the personal data entered has been written down correctly, as some of the data will be displayed on the badge.

All personal data provided during the accreditation process is processed in accordance with the EU General Data Protection Regulation (GDPR). A link to the regulations can be found on the accreditation platform.

For the DAO

Once appointed, the officer will receive an e-mail containing first log-in information as well as a link to the official presidency accreditation platform.

Please make sure to provide all details correctly before submitting any registration.

For more instructions on how to create an account on the official presidency accreditation platform, please refer to the user guide in the top right-hand corner of the platform landing page. If you have any questions regarding your registration please send an email to: accreditation.poland25eu@kprm.gov.pl

You are kindly requested to register your delegation as soon as possible and provide all the necessary information by **31 March**.

DEADLINES

Date	Measure	Contact track
18 March	Opening of the accreditation	Please send your name and surname, e-mail and DAO mobile number to:
	Appointment of the Delegation Accreditation Officer (DAO)	accreditation.poland25eu@kprm.gov.pl <i>e-mail of the meeting coordinator at DPREZ</i> A link to the accreditation system will be sent to the DAO
21 March	Deadline for the appointment of the DAO	
31 March	Closure of the accreditation	

BADGE

After successful completion of the accreditation process, you will receive an e-mail confirmation including the electronic ID (attached pdf file containing a QR code). Please, save the file on your mobile phone or tablet. **The QR code downloaded from the accreditation system (Configuration → Documents) and your personal badge (electronic or plastic)** entitles you to free use of public transportation in Warsaw on the days of the event, the day before and the day after the event.

At the entrance to the meeting venue, it will be necessary to present an electronic badge and a document with a photo. You will then receive printed badge which, for security reasons, should be worn visibly throughout the meeting.

Central venues of the meeting

PGE Narodowy Stadium

The Kazimierz Górski PGE Narodowy Stadium (formerly the National Stadium in Warsaw) is the largest stadium in Poland and one of the most modern multi-purpose arenas in Europe. It was built in anticipation of the 2012 UEFA European Football Championship, organised jointly by Poland and Ukraine. The official opening took place on 29 January 2012, while a month later, the first friendly meeting between Poland and Portugal was played on the pitch of the stadium. In addition to the role of the arena as a concert and sports venue, it also features Warsaw's largest conference centre, as well as office and retail space.

Address:

Al. Księcia J. Poniatowskiego 1

03-901 Warszawa

<https://www.pgenarodowy.pl/>

The Royal Castle

The Royal Castle in Warsaw is one of the most important royal residences in Europe. However, it is not the beauty of the architecture, the dazzling interior design or the rank of the works of art gathered in the castle walls that determine the unique significance of the building, but the symbolic charge contained in it.

The Royal Castle is a monument to Polish independence – like it, dying over turbulent times and reborn like a Phoenix from the ashes. As the historical seat of kings, the Sejm, and the President of the Second Polish Republic, it is a kind of bridge connecting Polish monarchical and republican traditions.

Razed to the ground by order of Adolf Hitler in 1944, the Castle did not exist for nearly three decades, only to be erected again in the years 1971–1984 on the wave of a great social upheaval. The process of rebuilding the body and meticulous reconstruction of

the interior, based on elements of decoration and equipment saved from the war, culminated in the building being entered on the UNESCO World Heritage List.

Address:

plac Zamkowy 4

00-277, Warsaw

<https://www.zamek-krolewski.pl/en>

Villa Foksal Restaurant

The Villa Foksal restaurant is the product of Warsaw's vibrant history, with the Villa being constructed in the late 19th century, and bearing witness to the city's development ever since. one of the most elegant streets in the capital, sitting adjacent to the famed Nowy Świat.

Address:

Foksal Street 3/5

00-366, Warsaw

Transport

The QR code downloaded from the accreditation system (Configuration → Documents) and your personal badge (electronic or plastic) entitles you to free use of all kinds of public transportation (buses, trams, subway) on the territory of the capital city of Warsaw on the days of the event, the day before and the day after the meeting.

IMPORTANT: it also applies to Fast City Rail (SKM - trains of red colour), but not to Mazovian Rails trains (KM).



Fast City Rail

Free use



Mazovian Rails train

It is necessary to have a valid ticket!

Moreover, it is possible to use Warsaw taxis or transport provided through mobile applications.

Please be advised that the e-badge enabling participation in the event and the QR code entitling to free public transport **are not the same documents**.

FROM THE AIRPORT TO THE CENTRE OF WARSAW

No transfer service will be provided on behalf of the Presidency and the delegates are responsible for their own transport on the territory of Warsaw. Below you will find transfer options to the city centre:

<https://www.lotnisko-chopina.pl/en/public-transport.html>

TO/FROM THE CENTRAL RAILWAY STATION

AIRPORT

The Central Station area is directly connected to Chopin Airport by:
bus line 175,
Fast City Rail (SKM) and Mazovian Rails (KM) trains.

PGE NARODOWY STADIUM

The Central Station area is directly connected with the PGE Narodowy Stadium by:
trams lines: 7, 9, 22, 24, 25,

buses lines: 117, 507, 521,

trains of the Fast City Rail (SKM) and Mazovian Rails (KM).

ACCESS TO PGE NARODOWY

The PGE Narodowy Stadium can be accessed:

by bus - please, choose the Rondo Waszyngtona bus stop and use the lines: 102, 111, 117, 123, 128, 146, 147, 158, 166, 507, 509, 517, 521,

by tram - please, choose the Rondo Waszyngtona bus stop and use the lines: 7, 8, 9, 22, 24, 45, 77,

by train - please, choose Warszawa Stadion and use the trains of the Fast City Rail or Mazovian Rails,

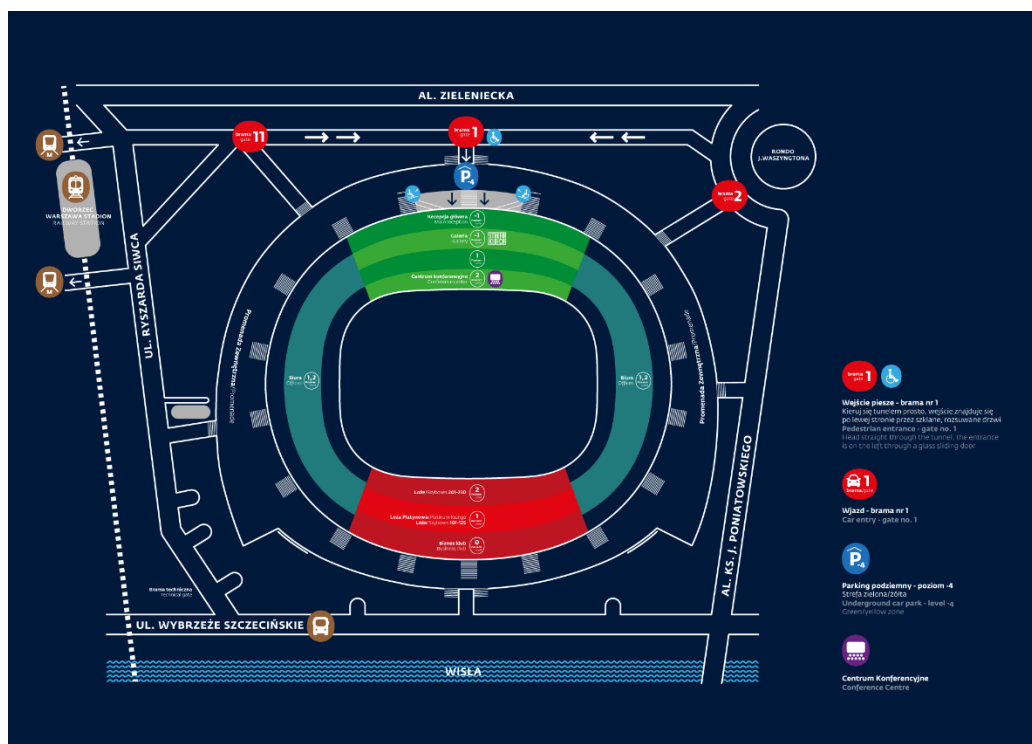
by subway - please, choose the Stadion Narodowy station and use line M2 (please be advised that a walk from metro station takes ca. 15-20 minutes).

It is recommended to arrive by tram.

We also encourage you to use the search engine of Warsaw Public Transport connections: <https://www.wtp.waw.pl/en>.

ENTRANCE TO THE FACILITY

The main entrance to the Conference Centre is located at the Gate no. 1 (from Al. Zieleniecka). Follow the tunnel towards the entrance to the facility from level -4 (internal car park level) and take the lift to level 2. Information and security services will show participants the correct access routes.



Catering

Cold and hot beverages and small snacks will be available at PGE Narodowy during the meeting. Lunch will be served in buffet form.

Security

For security reasons, it is absolutely necessary to wear badges in a visible place throughout the meeting. In addition, at the request of the organisers, the accreditation officers or the facility security guards, it is required to make the QR code on the badge available for the purpose of its scanning.

At the central venues of the presidency, all meeting participants and their luggage will be checked through security control gates. Therefore, in case you decide to bring luggage with you into the building, please make sure it does not contain any items raising security concerns.

Each of the central facilities of the presidency has a medical aid station and an ambulance.

The Terms and Conditions of PGE Narodowy will be posted in the accreditation system. We ask all participants to consult the content of this document.

Accommodation

Due to the efforts of the Warsaw Tourist Organisation (WTO), several Warsaw hotels located in the Śródmieście district have offered guests the opportunity to apply a discount of up to 15% on hotel services. At the same time, we would like to inform that it is valid under the password "presidency" and after providing the name and date of the meeting. The pool of rooms offered as part of this cooperation is limited. A valid list of hotels where you can apply for the discount can be found on the WTO website:

www.warsaw25.eu

Moreover, in the table below we have included a list of hotels in the closest proximity to the central meeting venues:

No.	HOTEL	Booking	Other
1.	Hotel Bellotto	Please contact the hotel reception: +48 22 829 64 44 +48 606 367 368 hotel@hotelbellotto.pl www.hotelbellotto.pl	
2.	Hilton Warsaw City Hotel	Booking link: https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=WAWHI&corporateCode=113461246&flexibleDates=true Please use the following data: Hotel: Hilton Warsaw City Company name: POLISH PRESIDENCY OF THE EU COUNCIL or send an e-mail the address: reservation.warsaw@hilton.com	

3.	Intercontinental Warszawa	Contact details: wrs.reservation@ihg.com and +48 22 328 860	
4.	IBIS STYLES Warszawa Centrum	Please contact the hotel reception: +48 22 211 84 00 HA1J0@ACCOR.COM	
5.	IBIS Warszawa Ostrobramska	Contact e-mail: h3129@accor.com	
6.	NOVOTEL Warszawa Centrum	Please contact the hotel reception: +48 22 596 00 00 H3383@accor.com	10% discount
7.	MERCURE Warszawa Centrum	Please contact the hotel reception: +48 22 697 39 99 h3385@accor.com	
8.	IBIS Warszawa Stare Miasto	Contact e-mail: H3714-RE@accor.com Contact email for group bookings: H3714-SL@accor.com	
9.	Sofitel Warszawa Victoria	Please contact the hotel reception: +48 22 6578011	
10.	The Westin Warsaw Hotel	Please contact the hotel reception: +48 22 450 80 00	Discount from January to March 2025: 15 % off the price on the day of booking, discount from April to June 2025: 10% off the price on the day of booking.
12.	PURO	Booking link: https://purohotel.pl/pl/	Discount of 30%: Request to use the promotional code: NEWCO30
13.	Hotel Polonia Palace	Contact e-mail: poloniapalace@syrena.com.pl	Discount 12% : Promocode: "Prezydencja"
14.	IBIS Reduta	Reservations can be made by contacting the hotel's reservation department h7125@accor.com https://all.accor.com/hotel/7125/index.pl.shtml	
15.	Radisson Blu Sobieski	Reservations can be made by contacting the hotel's reservation department: +48 22 579 1000	

		reservation.sobieski.warsaw@radissonblu.com https://www.radissonhotels.com/en-us/hotels/radisson-blu-warsaw-sobieski	
16.	Mamaison Hotel Le Regina	Contact e-mail: reservations.leregina@mamaison.com +48 22 531 60 60 or +48 22 531 60 00 Promocode: "Prezydencja" or "Presidency" via www.mamaisonleregina.com	Discount 20%
17.	Mamaison Residence Diana	Contact e-mail: reservations.leregina@mamaison.com +48 22 531 60 60 or +48 22 531 60 00 Promocode: "Prezydencja" or "Presidency" via www.mamaisondiana.com	Discount 20%

Facilities

Wi-fi will be available on the premises of the PGE Narodowy conference centre, the password will be provided during the meetings.

Outdoor parking is available on the PGE Narodowy site. It is free of charge and open to the public during opening hours. However, it is possible that parts of the area will be excluded from use by the arena operator due to preparations for events organized on the grounds. Information on this subject is published on the website. Therefore, we recommend access by taxi or by public transport.

Indoor parkings are payable and available from 6:00 a.m. to 10:00 p.m. For guests of the Conference Center, the indoor parking on level -4 is recommended, for which the entrance is through Gate no. 1, from Al. Zieleniecka. A short driver stop is possible there so that guests can go directly to the Conference Center – from the parking lot on level -4, it is possible to take directly the elevator directly to the Conference Center (level +2).

Presidency on the Internet

WEBSITE

<https://www.poland25.eu>

The website of the Polish presidency of the Council of the European Union contains information in English on the following topics:

- Institutional, political and cultural events during the Polish presidency,
- Latest news, press releases,
- Priorities of the Polish presidency,
- The Trio programme,
- The cultural programme,
- Calendar of events,
- Important contacts and links.

SOCIAL MEDIA

All content related to the Polish presidency will also be available on the following social media:

- Instagram <https://www.instagram.com/poland25eu/>
- Facebook <https://www.facebook.com/poland25eu>
- X (Twitter) <https://x.com/poland25eu>
- LinkedIn <https://www.linkedin.com/company/poland25eu/>
- Threads <https://www.threads.net/@poland25eu>
- YouTube <https://www.youtube.com/@poland25eu>
- WhatsApp <https://www.whatsapp.com/channel/0029Vau4VrmC6ZvcKQUann0y>

Information for persons with disabilities

The National PGE Stadium is fully adapted to the needs of persons with disabilities. If you have special needs related to disabilities, please contact the meeting hosts.

Practical information

Emergency number: 112 (fire brigade, medical aid, police)

Electricity: The voltage in Poland is 230 V, 50 Hz.

Local time: Central European summer time zone (CEST) - GMT +2:00

Area code: +48

Currency: The official currency of Poland is the Polish zloty. Official daily exchange rates can be found on the website of the National Bank of Poland: <https://nbp.pl/en/statistic-and-financial-reporting/rates/>

Weather in Poland: <https://meteo.imgw.pl/>

Tap water: Polish tap water is regularly tested in terms of quality and it is safe to drink, <https://www.warszawskakranowka.pl/en/>

Smoking: Smoking is only permitted in designated official meeting areas.

Contact details

Maria Pawłowska-Pławińska

Contact person for the programme
of the event

(+48) 728410352

maria.pawlowska-plawinska@msz.gov.pl

Magdalena Czapska

Accreditation

magdalena.czapska@kprm.gov.pl