Practical information Guidebook
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1. Introduction

The next Conference of Presidents of Parliament will be held at the Council of Europe Headquarters in Strasbourg, France, on 24 and 25 October 2019.

The Conference is composed of Speakers and Presidents of the Parliaments of the 47 Member States of the Council of Europe, of the Parliamentary Assembly of the Council of Europe and the European Parliament, of parliaments enjoying observer and partner for democracy status with the Parliamentary Assembly of the Council of Europe (PACE) and of international parliamentary assemblies. The Parliaments of Central Asia and Maghreb are also associated.

The Conference will deal with three major topical issues:

► “Our Common European Home”: the next 70 years.
► Implementing the UN 2030 Agenda and its Sustainable Development Goals: contribution by Parliaments.
► Women in politics and in the public discourse – What role can national Parliaments play in combatting the increasing level of harassment and hate speech towards female politicians and parliamentarians?
2. Message from the President of the Parliamentary Assembly of the Council of Europe

"The 24 and 25 October 2019 will mark the European Conference of Presidents of Parliament: a unique event bringing together – since 1975 - not only the Presidents of the parliaments of the 47 member States of the Council of Europe, but also those parliaments enjoying observer or partner for democracy status – or other privileged relations with our Assembly – as well as the Presidents of other international parliamentary assemblies.

How can we strengthen our common European home, so that it may fully play its role as the guardian of human rights across the continent over the next 70 years? What strategy should we adopt to make national parliaments real actors in the implementation of the sustainable development goals? What levers can we use to achieve real equality between women and men and what actions should be taken to make our parliaments a workplace where women and men can truly work on an equal footing? These are some of the questions we will focus on during this conference. Our parliaments face many challenges and only by exchanging and sharing experiences and expertise can we succeed in identifying the best ways forward to tackle these and other burning issues of today.

This exercise of a strengthened dialogue, cooperation and the search for common solutions is all the more symbolic as The Council of Europe is celebrating its 70th anniversary. This conference embodies yet again our commitment to the ultimate goal of our Organisation, namely « to achieve a greater unity between its members », in order to preserve our common space based on the shared values that 830 million European citizens call « home ». I therefore look forward to being a part of this conference with you."

Liliane Maury Pasquier
President of the Parliamentary Assembly
3. Conference venue and secretariat

Parliamentary Assembly Chamber (1st floor)
Council of Europe – Palais de l’Europe
Avenue de l’Europe
F-67075 Strasbourg Cedex

WEBSITE
► http://website-pace.net/en_GB/web/apce/conferences

CONFERENCE’S SECRETARIAT
► sap.speakersconference2019@coe.int

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone 1</th>
<th>Phone 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Wojciech Sawicki</td>
<td>Secretary General of the Parliamentary Assembly</td>
<td>+33 (0)388 41 3630</td>
<td>+33 (0)6 87 53 40 38</td>
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<tr>
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<td>+33 (0)6 98 02 35 44</td>
</tr>
<tr>
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<td>+33 (0)6 63 49 37 92</td>
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<tr>
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<td>+33 (0)6 85 74 73 00</td>
</tr>
<tr>
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<td>+33 (0)6 12 05 43 36</td>
</tr>
</tbody>
</table>
4. Practical Information

1. CONTACTS

E-mail: sap.speakersconference2019@coe.int
Accueil: +33(0)3 88 41 3322 / 3838

Conference team members will be clearly identifiable throughout the Conference: red ID holder.
When you are in the Palais de l’Europe, to call an internal extension, please dial the 4 last numbers of the telephone numbers (numbers in bold).

2. WELCOME AT STRASBOURG AIRPORT

Participants will be welcomed on their arrival at Strasbourg airport by the following members of the Secretariat of the Parliamentary Assembly:

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Alessandro Mancini</td>
<td>+33(0)6 09 17 61 70</td>
</tr>
<tr>
<td>Ms Anna Lungu</td>
<td>+33(0)6 62 27 65 23</td>
</tr>
<tr>
<td>Mr Alexis Salanson</td>
<td>+33(0)6 65 18 21 87</td>
</tr>
<tr>
<td>Ms Kelly Sipp</td>
<td>+33(0)6 62 13 93 51</td>
</tr>
</tbody>
</table>

Strasbourg airport offers free of charge WiFi internet access.
There are up to 5 shuttle trains per hour to and from the airport and Strasbourg main station. The journey lasts 8 minutes.
3. REGISTRATION AND INFORMATION DESK

The Registration and information desk is located in the main hall of the Palais de l’Europe on the ground floor, where the following staff of the Parliamentary Assembly will welcome participants:

<table>
<thead>
<tr>
<th>Ms Anne Wiesmeyer</th>
<th>Ms Catherine Lakbar</th>
<th>Ms Christine Willkomm-Pereira</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Ms Anne Wiesmeyer" /></td>
<td><img src="image2.png" alt="Ms Catherine Lakbar" /></td>
<td><img src="image3.png" alt="Ms Christine Willkomm-Pereira" /></td>
</tr>
</tbody>
</table>

Tel: +33 (0)388 41 3322 / 3838

The registration and information desk will be open as follow:
- **Wednesday 23 October** from 9.00 to 17.00
- **Thursday 24 October** from 8.00 to 19.00
- **Friday 25 October** from 8.00 to 13.00

Permanent Representations are invited to collect the files and badges of their national delegations on **Wednesday 23 October**, if possible.

4. IDENTIFICATION AND CONFERENCE KIT

Participants will receive their identity badges and Conference kit upon registration.

Participants and accompanying persons are kindly requested **to wear visibly their badges** on all occasions during the Conference. For security reasons, admission to the Conference facilities and social events is limited to those wearing the badge.

5. ACCESS TO THE CHAMBER

For security reasons, access to the Chamber and galleries is reserved for persons wearing Conference identity badges.

The following staff members will be present in the Assembly chamber for any question or request for information you may have:

<table>
<thead>
<tr>
<th>Ms Linda McIntosh</th>
<th>Ms Bogdana Buzarnescu</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image4.png" alt="Ms Linda McIntosh" /></td>
<td><img src="image5.png" alt="Ms Bogdana Buzarnescu" /></td>
</tr>
</tbody>
</table>
6. TABLE OFFICE AND SECRETARIAT

The Table Office is located on the 1st floor – Office 1.076 (Lift VI).

During the Conference, to register for debates and for any questions of procedure or related matters, please contact the Table Office Secretariat (tel: +33 (0)3 90 21 49 91).

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Alfred Sixto</td>
<td>Head of the Table Office</td>
<td>Tel: + 33 (0)388 41 2244 E-mail : <a href="mailto:alfred.sixto@coe.int">alfred.sixto@coe.int</a></td>
</tr>
<tr>
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<td>Head of the Secretariat of the Committee on Rules of Procedure, Immunities and Institutional Affairs</td>
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</tr>
<tr>
<td>Ms Martine Meyer</td>
<td>Administrative assistant</td>
<td>Tel: +33 (0)388 41 3507 E-mail : <a href="mailto:martine.meyer@coe.int">martine.meyer@coe.int</a></td>
</tr>
<tr>
<td>Ms Susan Fellah</td>
<td>Assistant</td>
<td>Tel: +33 (0)3 90 21 5249 E-mail: <a href="mailto:susan.fellah@coe.int">susan.fellah@coe.int</a></td>
</tr>
</tbody>
</table>

**List of speakers**

Before the start of the Conference, Presidents can be registered in the list of speakers for different themes by sending an email to the Secretariat of the Conference: sap.speakersconference2019@coe.int.

During the Conference they can do so with the Table Office - Office 1.076, Lift VI (tel: +33 (0)3 90 21 49 91).

The order of the speakers will be determined by the drawing of lots organised during the meeting of Secretaries of national delegations which will take place at 9 am on Thursday 24 October 2019 (room 5). The list thus established will be distributed as soon as possible to allow speakers to know when they will be called to address the Conference.

Speakers registering after the drawing of lots will be added to the list in the order in which they have registered.

**Bilateral meetings**

Four meeting rooms are at the disposal of participants for the purpose of bilateral talks: rooms 16 and 17, ground floor (near the cafeteria), room Berlin, 1st floor (near the Parliamentarians' Bar), and room 5.161, 5th floor.

To book one of these meeting rooms, for bilateral talks, please contact:

- before the Conference: sap.speakersconference2019@coe.int
- during the Conference: the Table Office - Office 1.076 - Lift VI (tel:+33 (0)390 21 4991).
7. WORKING LANGUAGES

Conference documents will be available in English and French. Simultaneous interpretation will be provided into and from English, French, German, Italian and Russian.

Any delegation requiring interpretation of the speech of their President by their own interpreter will be given access to an interpretation booth. For any request, please contact the Conference Secretariat.

Additional booths can be allocated, in chronological order of requests made, for simultaneous interpretation in other languages. Please note that these requests must comply with the working conditions of interpreters working for the Council of Europe.

<table>
<thead>
<tr>
<th>Interpretation Channels (Chamber)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Channel 0: original language of the speaker</td>
</tr>
<tr>
<td>Channel 1  German</td>
</tr>
<tr>
<td>Channel 2  English</td>
</tr>
<tr>
<td>Channel 3  French</td>
</tr>
<tr>
<td>Channel 4  Italian</td>
</tr>
<tr>
<td>Channel 5  Russian</td>
</tr>
<tr>
<td>Channel 6  Spanish</td>
</tr>
<tr>
<td>Channel 7  Turkish</td>
</tr>
<tr>
<td>Channel 8  Greek</td>
</tr>
<tr>
<td>Channel 9  Polish</td>
</tr>
<tr>
<td>Channel 10 Hungarian</td>
</tr>
<tr>
<td>Channel 11 Slovak</td>
</tr>
<tr>
<td>Channel 12</td>
</tr>
</tbody>
</table>

**NB:** hearing-impaired persons are kindly requested to contact the Secretariat in order to be provided with special earphones.

**IMPORTANT:** In order to facilitate the work of the interpreters, speakers are invited to provide in advance a copy of any written speeches to the Table Office - sap.speakersconference2019@coe.int – Office 1.076 (Lift VI – tel: +33 (0)3 90 21 49 91).

**Why give a copy of your prepared speech to the interpreters?**

The interpreter conveys an oral message orally in another language. In order to do so, he or she has to receive, decode, reformat and deliver that message simultaneously. This may seem easy in the case of an impromptu speech which develops gradually as the speaker's ideas take shape; but it becomes a sometimes impossible feat when the speech is read out.

Why? Because a speech that is read out has first of all been written down.

A written text is prepared, reworked and improved, often over several successive versions. It will nearly always be more structured, and invariably more compact, than an impromptu speech.

That compactness – information density – is the main difficulty in simultaneous interpreting.

There is only one way in which the interpreter can get round the problem: it is to prepare, polish and improve his/her interpretation of the text that is to be read out. Consequently, it is vital for him or her to have a look at it beforehand. If you deny your interpreter an advance look at a text you have prepared, then, much of the effort that has gone into its preparation is wasted.

If interpreters ask to have advance copies of speeches that are to be read out, it is not so much to make their own job easier as to provide a better service.
8. DOCUMENTATION

Documents of the Conference as well as speeches (once delivered) will be made available to participants at the documentation desk (1st floor in front of the Chamber entrance – Lift IV).

Other documents and reports on the different sectors of work of the Council of Europe will also be available at the documentation desk.

9. SOCIAL EVENTS

Participation in social events is strictly reserved for persons invited. Guests are kindly requested to bring their invitation with them and wear their Conference identity badges.

On Thursday 24 October 2019, following the reception of the city of Strasbourg, shuttle busses to the city centre (two stops at “Gare centrale” and “Hotel Novotel Halles”) will leave at 9pm and 9.30pm from the Council of Europe (Palais).

10. INFORMATION TECHNOLOGY

The Council of Europe Wifi service allows external users, who are on the Council’s premises, to obtain a wireless connection to the Internet free of charge.

The Wifi ID is COE guest.

Assembly secretariat Information Technology Unit contact during the Conference: it.unit@coe.int; Tel : +33 (0)3 90 21 4064.

Ms Sophie Athanassiadou
Administrative assistant
Tel: + 33 (0)388 41 3896

Mr David Parrott
Assistant
Tel: +33 (0)3 90 21 4064
11. PRESS SERVICE

Communication

- **News related to the conference** will be published at: [http://assembly.coe.int](http://assembly.coe.int)
  National parliaments and international assemblies are kindly invited to add this link to their own web pages.

- **The conference will be streamed live** at: [http://assembly.coe.int](http://assembly.coe.int)

- **A multimedia studio – the MediaBox** – is available to all participants. Using this multi-camera facility, participants can record short video clips – statements or interviews to be shared on social media, published on a website or blog, or sent by e-mail to contacts, journalists, or other interested groups. A teleprompter is also available (the text to be read should be brought on a USB stick or sent to mediabox.pace@coe.int).

- **Videos of the Speakers’ interventions** can be swiftly downloaded, edited and published on social media via: [Audiovisual Content Manager](http://assembly.coe.int). This «self-service» tool also allows users to share the livestream of the session.

- **A press conference room** is available on the second floor (Room 1). Requests should be sent to: catherine.becarmin@coe.int

- **Photos** will be published online and can be downloaded at: [https://www.flickr.com/photos/parliamentaryassembly/sets](https://www.flickr.com/photos/parliamentaryassembly/sets)

Journalists

- **Accreditation requests** shall be submitted at the following online form by all media representatives, including those accompanying delegations: [https://www.coe.int/en/web/portal/accreditation](https://www.coe.int/en/web/portal/accreditation)

- **A fully-equipped press room** is available for journalists on the second floor (Room 4).

- **TV cameras** can operate in the press gallery of the Debating Chamber and in the area foreseen in the foyer of the Debating Chamber.

- **Photographers** have access to the plenary but are invited to remain in the inner circle so as not to disturb the conference.

- **Journalists** can follow the conference either from the press room or from the press gallery in the Debating Chamber.

Contacts:

<table>
<thead>
<tr>
<th>Mr Francesc Ferrer</th>
<th>Ms Catherine Becarmin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy to the Head of the Division</td>
<td>Assistant</td>
</tr>
<tr>
<td>Tel: +33 (0)388 41 3250</td>
<td>Tel: +33 (0)388 41 3193</td>
</tr>
</tbody>
</table>
12. TRANSPORT

In most cases, transfers to and from the Conference venue will be provided by the Permanent Representations to the Council of Europe of the countries concerned.

However, should this not be the case, Ms Danièle Gastl can be contacted in order to arrange transport:

Ms Danièle Gastl  
Tel: +33 (0)388 41 3165  
Mobile: + 33 (0)6 62 26 54 89 (during the Conference)

Please note that the City of Strasbourg will provide the usual shuttles from and to Frankfurt Airport as during the Parliamentary sessions.

13. OFFICES FOR DELEGATIONS

Delegations of member states, observers, as well as partners for democracy have an office at the Palais de l’Europe (see list of «Delegation offices» page 27).

Other delegations will be provided with an office when addressing the Secretariat of the Conference.

Moreover, offices 1.081 and 1.083/85 located on the 1st floor, next to the Table office, are at the disposal of delegations. Here there are 6 computers with internet access, printers and photocopying facilities.

14. PARLIAMENTARIANS’ BAR

The Parliamentarians’ Bar will be open throughout the Conference (first floor in front of the Chamber) from 9.00 to 19.00 on 24 October and from 9.00 to 12.00 on 25 October. Complimentary coffee, tea and fruit juices will be available for Conference participants.

Other non-complimentary beverages and snacks will also be available.

15. BANK

La banque située dans le hall de l’entrée principale (rez-de-chaussée) sera ouverte de 8h30 à 17h30.

16. POST OFFICE

The post office located in the main hall (ground floor) will be open from 9.15 to 12.30 and from 13.30 to 17.00.

17. KIOSK

The kiosk located in the main hall (ground floor) will be open from 8.00 to 18.00.

18. MEDICAL SERVICE

A medical service will be available during the conference. It is located in the main hall (ground floor). The telephone number of the service is 2442 (in case of emergency dial 18).
5. Useful telephone numbers

COUNCIL OF EUROPE SWITCHBOARD
- Tel. +33 (0)3 88 41 20 00
- Telephone operator: 9
- Control Centre: 3344
- Emergency Number: 18 ou 112 (from an internal telephone)
- Medical Service: Tel. +33 388 41 2442

PARLIAMENTARY ASSEMBLY
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- Mr Wojciech Sawicki – Tel. +33 388 41 3630
DIRECTOR OF THE COMMITTEES
- Ms Marja Ruotanen – Tel. +33 388 41 3045
SECRETARIAT OF THE SECRETARY GENERAL
- Ms Annick Schneider – Tel. +33 388 41 2549
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- Head of the Private Office
  Mr Mark Neville – Tel. +33 388 41 2341
- Secretariat of the President
  Ms Julie Bertalmio – Tel. +33 388 41 2094
TABLE OFFICE – Tel. +33 388 41 3097
- Head of the Table Office
  Mr Alfred Sixto – Tel. +33 388 41 2244
COMMUNICATION DIVISION
- Mr Francesc Ferrer – Tel. +33 388 41 3250

PROTOCOL
- Protocol Secretariat – Tel. +33 388 41 2084

MEETING ROOMS
- Room 16 – Tel. +33 390 21 4716
- Room 17 – Tel. +33 390 21 4717
- Room “Berlin” – Tel. +33 388 41 3788
- Room 5161 – Tel. +33 390 21 4176

MISCELLANEOUS
- Hôpital Civil: 03 88 11 67 68
- Nouvel Hôpital Civil: 03 88 11 67 68
- SAMU (Ambulance): 15
- Police: 17 / 03 90 23 17 17
- Entzheim airport: 03 88 64 67 67
- Train Station: 0 892 35 35 35
6. Permanent Representations to the Council of Europe

**ALBANIA / ALBANIE**
Ms Albana DAUTLLARI
Ambassador Extraordinary and Plenipotentiary
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**AUSTRIA / AUTRICHE**
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**BELGIUM / BELGIQUE**
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*Ambassadeur Extraordinaire et Plénipotentiaire*
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**CZECH REPUBLIC / REPUBLIQUE TCHEQUE**
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**DENMARK / DANEMARK**
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GEORGIA / GEORGIE
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LITHUANIA / LITUANIE
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Ambassadeur Extraordinaire et Plénipotentiaire
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Tel. 03.90.41.17.50
LUXEMBOURG
Mr Stephan MÜLLER
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Représentant Permanent Adjoint
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7. Diplomatic missions of countries whose Parliaments enjoy Observer or Partner for Democracy status with the Parliamentary Assembly of the Council of Europe

**CANADA**

Mr Robert SINCLAIR  
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*Ministre Conseiller et Chef adjoint de mission*  
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Mr Jorge LOMÓNACO  
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Permanent Observer / *Observateur Permanent*  
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**MOROCCO / MAROC**

Mr Khalid AFKIR  
General Consul / *Consul Général*  
55 rue du Conseil des Quinze – 67000 Strasbourg  
Tel. 03 88 35 88 11 – Fax 03.88.35.68.51
### 8. Parliamentary delegation offices

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<th>Country</th>
<th>Offices</th>
<th>Telephone</th>
<th>Fax</th>
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HUNGARY / HONGRIE
Offices n° 5126/5128/5130/5132
Tél.: 03 88 41 2070

ICELAND / ISLANDE
Office n° 5035
Tél.: 03 88 41 2656

IRELAND / IRLANDE
Offices n° 5004/5006/5008
Tél.: 03 90 21 4795
Fax: 03 88 41 2651

ITALY / ITALIE
Office n° 5207
Tél.: 03 88 41 2658
Fax: 03 90 21 5023

LATVIA / LETTONIE
Offices n° 5119/5121
Tél.: 03 90 21 4082

LIECHTENSTEIN
Offices n° 5196/5198
Tél.: 03 88 41 2661
Fax: 03 88 41 3597

LITHUANIA / LITUANIE
Offices n° 5147/5149
Tél.: 03 90 21 4080
Fax: 03 88 41 3706

LUXEMBOURG
Offices n° 5231/5233
Tél.: 03 88 41 2663
Fax: 03 88 25 6631

MALTA / MALTE
Office n° 5041
Tél.: 03 88 41 3805

REPUBLIC OF MOLDOVA / REPUBLIQUE DE MOLDOVA
Office n° 5173
Tél.: 03 88 41 3996

MONACO
Offices n° 5028/5030
Tél.: 03 88 41 3976

MONTEenegRO
Offices n° 5019/5021
Tél.: 03 90 21 5043

NETHERLANDS / PAYS-BAS
Offices n° 5245/5247
Tél.: 03 88 41 2669

NORTH MACEDONIA / MACEDOINE DU NORD
Offices n° 5140/5142/5144
Tél.: 03 88 41 3001

NORWAY / NORVEGE
Office n° 5014
Tél.: 03 88 41 3808
Fax: 03 88 41 3796

POLAND / POLOGNE
Office n° 5106
Tél.: 03 88 41 2068
Fax: 03 88 41 2734

PORTUGAL
Offices n° 5179/5181
Tél.: 03 88 41 2664
Fax: 03 88 41 3629

ROMANIA / ROUMANIE
Office n° 5157
Tél.: 03 88 41 3856
Fax: 03 88 41 2982

RUSSIAN FEDERATION / FEDERATION DE RUSSIE
Offices n° 5060/62/64/66/69
Tél.: 03 90 21 4617
Offices n° 5.071/5.073
Tél.: 03 88 41 3859
SAN MARINO / SAINT MARIN
Office n° 5032
Tel.: 03 88 41 2670

SERBIA / SERBIE
Office n° 5056
Tel.: 03 90 21 4693

SLOVAK REPUBLIC / RÉPUBLIQUE SLOVAQUE
Offices n° 5093/95/97
Tel.: 03 88 41 3969

SLOVENIA / SLOVÉNIE
Offices n° 5157/57A/59
Tel.: 03 88 41 3851
Fax: 03 88 41 2449

SPAIN / ESPAGNE
Offices n° 5146/48/50/52/54/56
Tel.: 03 88 41 2671
Fax: 03 90 21 5134

SWEDEN / SUEDE
Office n° 5027
Tel.: 03 88 41 3809
Fax: 03 88 37 9347

SWITZERLAND / SUISSE
Office n° 5011
Tel.: 03 88 41 2662

TURKEY / TURQUIE
Offices n° 5068 to 5082
Tel.: 03 88 41 2653
Fax: 03 88 41 2741

UKRAINE
Offices n° 5040 to 5050
Tel.: 03 88 41 3006

UNITED KINGDOM / ROYAUME UNI
Offices n° 5162/64
Tel.: 03 88 41 3571

CANADA
Offices n° 5102/5104
Tel.: 03 90 21 4128

ISRAEL
Office n° 5047
Tel.: 03 90 21 5212
Fax: 03 88 41 2921

MEXICO / MEXIQUE
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Tel.: 03 88 41 3968

PARTNERS FOR DEMOCRACY

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KYRGYZSTAN / KIRGHIZSTAN
Office n°5045
Tel.: 03 90 21 5156

MOROCCO / MAROC
Office n°5017
Tel.: 03 88 41 2089

PALESTINIAN NATIONAL COUNCIL / CONSEIL NATIONAL PALESTINIEN
Offices n°5052/5054
Tel.: 03 88 41 3176

OTHER PARLIAMENTARY DELEGATIONS

ALGERIA / ALGERIE
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OSCE PARLIAMENTARY ASSEMBLY / ASSEMBLÉE PARLEMENTAIRE DE L’OSCE
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Tel.: 03 90 21 4684