

DECORATION

WHAT ARE THE GENERAL RULES APPLICABLE TO WORKS OF ART AND THE ORGANISATION OF EXHIBITIONS IN THE BUILDINGS OF THE GENERAL SECRETARIAT OF THE COUNCIL?

The document in the Annex sets out the practical arrangements for the installation of the decorations and the technical data.

The Protocol and Meetings Directorate is responsible for managing areas available in the various buildings of the GSC. Any suggestion for the use of those areas must be submitted to the **Director of the Protocol and Meetings Directorate** for prior authorization. Depending on the nature of the project, authorization is granted by the latter or by the Director-General for Organisational Development and Services (ORG). The project must be sent at least three months before the beginning of the presidency.

Approval is based on technical and logistical feasibility and compliance with safety requirements. Presidencies retain ownership of and are responsible for the content of their project. The GSC, however, advises presidencies to consider all possible implications, in particular in terms of reputation and image, when selecting their projects. The GSC stands ready to provide further advice, if requested, based on the experience of past presidencies.

The approval of the various plans, whether originating from the Directorates-General or from the presidencies, or any other stakeholder, is the responsibility of the Protocol and Meetings Directorate, in cooperation with the Buildings/Logistics Directorate.

No structural modifications to the buildings are allowed. Information concerning technical restrictions on the use of the different areas of the buildings (maximum floor loads, for example) is available from the Buildings Unit.

Contacts:

Ms Ragnheidur Roubineau, Head of Protocol and Director of the Protocol and Meetings Directorate: ragnheidur.roubineau@consilium.europa.eu

protocol@consilium.europa.eu, with a copy to:

reception.desks@consilium.europa.eu

Projects must be in keeping with the aesthetic appearance of the GSC buildings.

ANNEX – DECORATIVE INSTALLATIONS CHOSEN BY ROTATING PRESIDENCIES

PRACTICAL ARRANGEMENTS FOR INSTALLING DECORATIONS

1. APPLICATIONS FOR ACCESS FOR A PREPARATORY VISIT

1.1. Procedure to follow for a visit

The request for a visit must be made by the Permanent representation to the protocol service (protocol@consilium.europa.eu).

Applications should be made **at least 72 working hours** before the date requested.

The protocol service organises a preparatory visit to show the parts that can be decorated by the presidency. A year before the beginning of the presidency, a more detailed visit is organised with all the GSC services involved (press, safety and buildings).

'Visitor' access is by the Rue de la Loi entrance, during normal working hours (7.30 to 19.00).

'Technical visitor' access is by the Chaussée d'Etterbeek entrance, during the opening hours of the dispatching section of the Buildings Unit, i.e. from 6.00 to 18.00.

1.2 Production of badges

In order to obtain access to the premises, the technicians carrying out the work will require badges. A request must therefore be submitted to the Buildings Unit for each individual (in an Excel-type format), and should include the following details:

- surname;
- first name;
- nationality;
- identity card or passport number;
- date of birth;
- the vehicle type and registration number.

This request should be sent by email to the General Maintenance Office, with a copy to the Buildings Helpline, **at least 72 working hours** before the works commence.

Contacts: access.general@consilium.europa.eu

2. SITES WHICH MAY BE DECORATED AND TECHNICAL DATA

The following provides practical and technical information on the different parts of the Justus Lipsius, Europa and Lex buildings that can be decorated by the presidency.

The logo to be used is the co-branded Council-presidency logo.

Presidencies are not obliged to decorate all spaces outlined below.

For more information on the rules and technical specifications regarding co-branding, you can contact: creative.visual.identity@consilium.europa.eu

Examples of co-branding can be found online on the TV newsroom website::

<https://newsroom.consilium.europa.eu/videos?keywords=decoration>

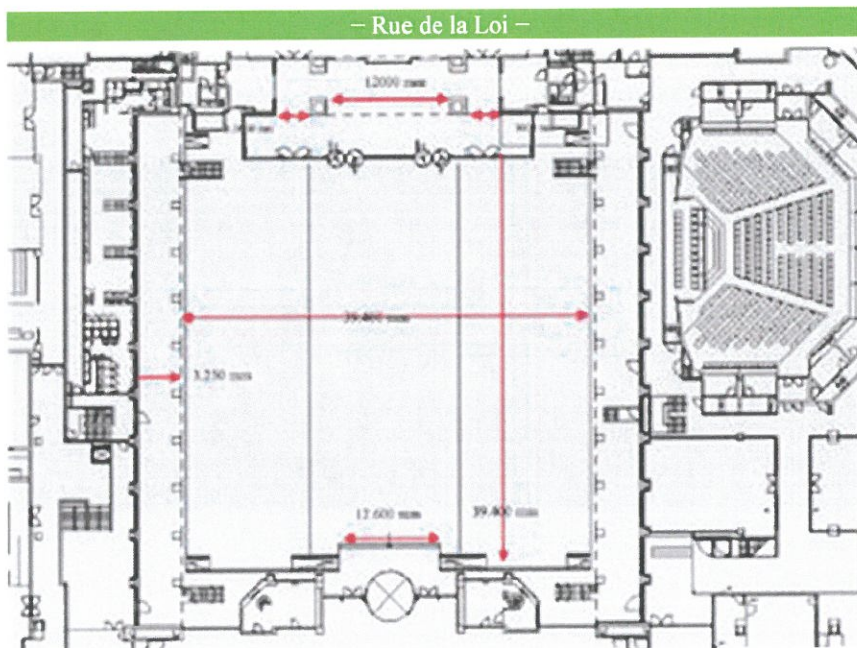
Justus Lipsius building

2.1. Atrium

The central granite strip must be kept clear to ensure easy access for fire engines at all times. (7.4m x 39m)

The Atrium surface for decorate is: 36m x 40 two times

The main door of the Atrium can be open for trucks. The door has the following measures: 4.40m high, 4,00 m width.



All the banners in the Atrium must present the co-branded version of the logo. The banners on the sides of the mezzanines are 3 500 mm wide and 1 300 mm high. There are two banners of this type on each side of the Atrium.

The banner hung above the large revolving door on the Atrium side is 9 000 mm wide and 4 750 mm high. The top of the banner has a flap to allow a 1 cm diameter pipe to be inserted. The bottom of the banner has the same type of flap into which a tube of 3.5 cm diameter can be inserted.

The presidency should provide all means of lifting necessary for the work.

The use of combustion-powered lifts during lifting operations is prohibited.

The use of thermal machines (drilling, grinding) is restricted so as not to disrupt the work of the Council.

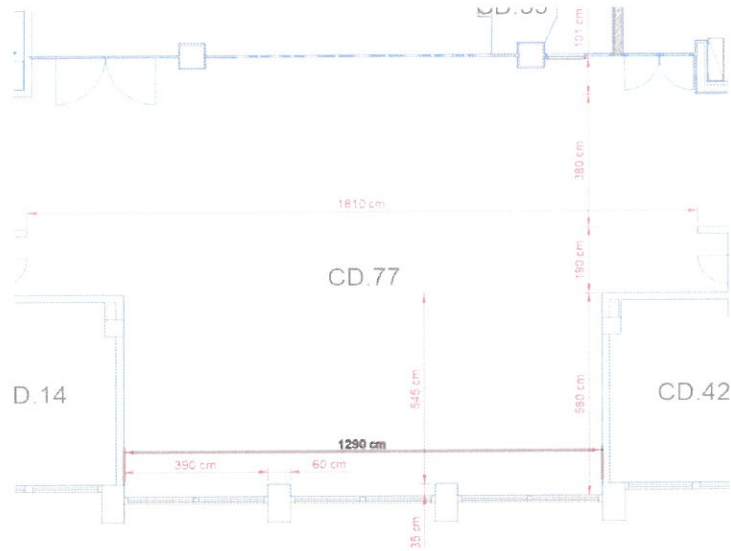


Banner hung above the main entrance to the JL building (Atrium side 9.000mx4750m)

2.2. Lobby corridor 00 CD

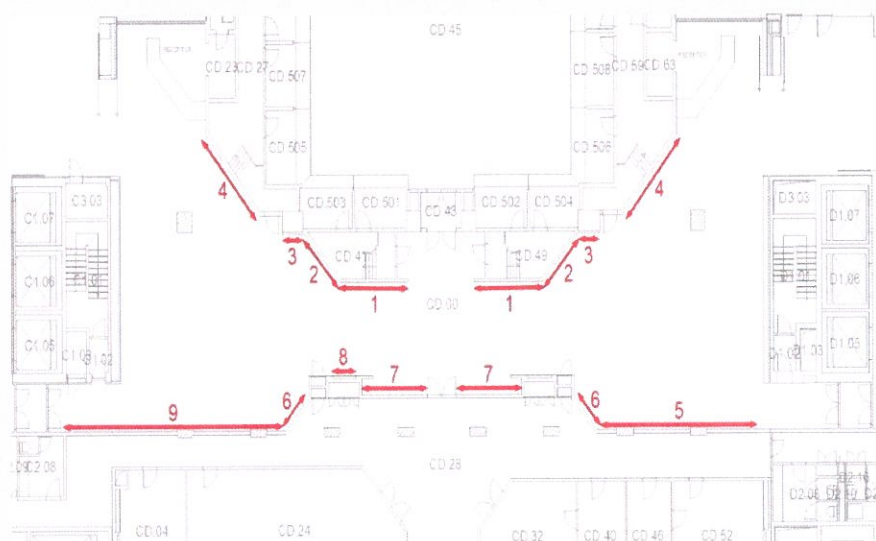
The space behind the revolving doors can be used provided that the field of vision of the CCTV cameras on the side walls is not obstructed and the revolving entrance and exit doors can still be monitored. The usable floor area is 12 600 mm wide and 5.350 mm long.

Movement in the corridor should not be restricted and no sound is allowed in this area;



2.3 Floor 50 corridor CD

Works of art can be displayed on the walls on the right- and left-hand side, following the plan:



Dimensions of the areas available (see table below):

Number	Width in mm	Height in mm
1	4200	3 800
2	3 000	3 800
3	1 400	3 800
4	4 885	3 800
5	9 800	2 200
6	1 994	2 200
7	4 016	2 200

Works of art are hung using transparent wires and hooks attached to the picture rails on the ceiling. The wires and hooks are supplied by the Technical Management and Refurbishment department. For further information:

Contact:

reception.desks@consilium.europa.eu with a copy to: helpline.buildings@consilium.europa.eu

2.4 Floor 50, presidency rooms

The waiting room lobby is a meeting or working area for the Presidencies. The carpet can not be removed, but it is allow to cover it.



Presidency reception room, Justus Lipsius (decoration: 2018 Bulgarian Presidency)



Waiting room- Decoration 2019(German and Finish Presidency)

2.5 Building banner on the Rue de la Loi entrance façade (see below)

The banner dimensions are 3 710 mm wide and 10 580 mm high. The banner must present the co-branded version of the logo.

A cradle which can hold two people (200 kg) and can be suspended from the roof is available for installing the banner on the Rue de la Loi façade.

The presidency should provide all means of lifting necessary for the work.

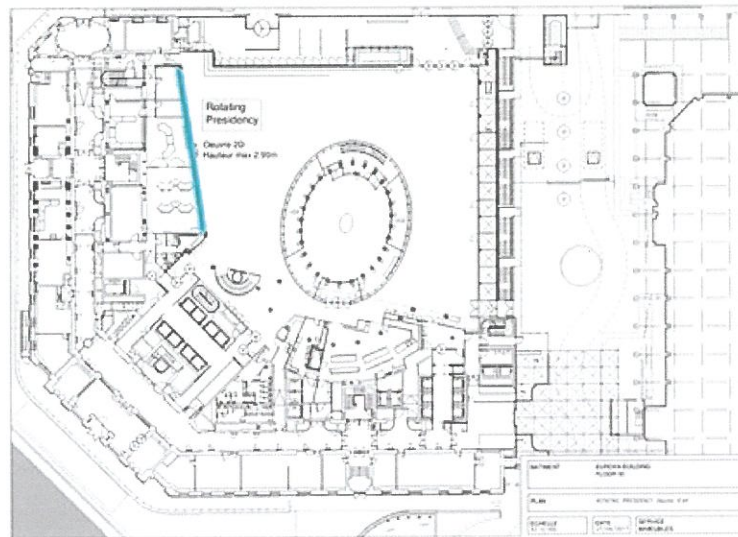


Banner: façade of Justus Lipsius building, Rue de la Loi entrance

Europa building

2.6 Europa building, Forum

In the Forum of the Europa building, only the grey wall can be decorated. The works of art must be hung or self supporting. (16m x 2.40m).



Europa Forum

2.7 Video wall in the Europa building with co-branded logo

The video wall in the Europa building is managed by the Council press office. The co-branded version of the logo must be sent in high quality .ai or .eps format to the Media Operations unit.

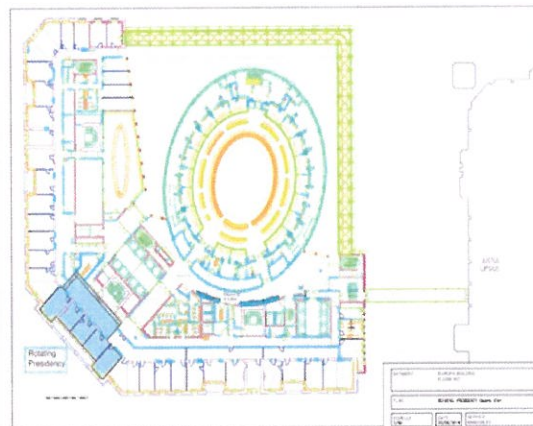
The co-branding will not be included during events not chaired by the rotating presidency (e.g. European Council meetings).

Contact:

anna.madej@consilium.europa.eu

2.8 The presidency rooms

The presidency rooms are on the 7th floor.



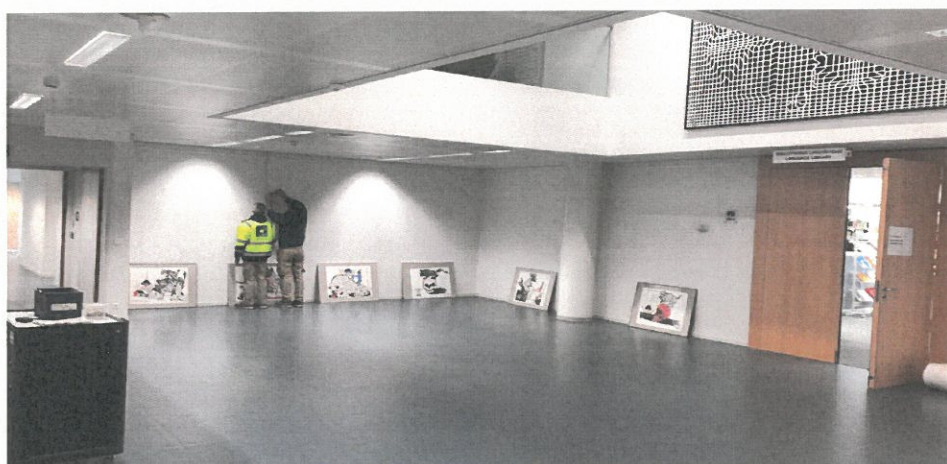
The surface areas of the rooms are shown in the table below.

Building	Floor	Room	Department	Name	Area in m ²
EB	R07	BC.02	Presidency	Rotating pres.	69,42
EB	R07	BC.04	Presidency	Rotating pres.	26,26
EB	R07	BC.06	Presidency	Rotating pres.	18,71
EB	R07	BC.08	Presidency	Rotating pres.	20,35
EB	R07	BC.10	Presidency	Rotating pres.	21,87
EB	R07	S7.2	Presidency	Rotating pres. meeting room	82,60

LEX building

2.9 Language Library

Additional exhibition wall space of 145 m² is available just outside the library on floor 05, see below. Official exhibition opening ceremonies are held there.



Other considerations:

1. The presidency must set up and take down the decorations in the Atrium, which includes storing the equipment, as many times as the Council asks it to. These operations are at the presidency's expense. For information, the Council may ask for the decorations in the Atrium to be taken down at the latest 48 hours in advance.
2. The presidency must take out insurance cover for any equipment, screens, furniture, and decorative objects installed in the Council's premises.
3. The decoration and the maintenance and cleaning of the decorative objects are the sole responsibility of the presidency.
4. Decoration of the spaces also includes any visual projection and audio broadcasting. However, since the Council is a place of work which should be kept quiet, the audio broadcasting of music, instruments, etc. is not possible in its premises. In addition, any visual projection must be approved in advance by the General Secretariat of the Council.