

Practical Information Note

EUPAN Working Level Meeting

Dublin, Ireland

1–2 October 2026



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Introduction

The Irish Presidency of the Council of the European Union 2026 looks forward to welcoming you to Dublin for the EUPAN Working Level meeting on 1–2 October 2026. We are pleased to share this Practical Information Note (PIN) to assist you in preparing for the meeting.

Ireland's priorities for its EU Presidency will focus on competitiveness, values and security, reflecting on the key challenges and opportunities facing Europe in the period ahead. Ireland will prioritise efforts to strengthen the competitiveness of the European economy, safeguard the Union's fundamental values at home and abroad, and enhance the security of European citizens. Further information on the Irish Presidency of the Council of the European Union is available [here](#).

Please note that the information contained in this PIN may be subject to change. Updated information, including any updates to the meeting programme, practical arrangements or meeting documentation, will be shared through the online Accreditation Platform. Registered delegates will receive email notifications when updated material is shared on the Accreditation Platform.

The responsibility of chairing EUPAN on behalf of the Irish Presidency is held by the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation, within our mandate of responsibility for public service reform. More information on the Department is available [here](#). The hosting team includes representatives from the Public Service Transformation, Public Service Workforce and Public Service Resourcing areas. Your key contacts are:

Marianne Cassidy, Head of Division, Public Service Transformation
Sarah Glavey, Head of Unit, Public Service Transformation
Róisín Walsh, Head of Unit, Public Service Workforce Capability and Inclusion
Alan Plummer, Assistant Principal, Public Service Transformation
Nicolás Puyane, Administrative Officer, Public Service Transformation

Please review the detailed information provided below, and if you have any queries, please contact eupanirl@per.gov.ie.

We look forward to welcoming you to Dublin in October for two days of stimulating discussion and knowledge exchange to progress the priorities of EUPAN, under the Irish Presidency.

Deadlines

Date	What you need to do	Where to go/Who to contact
13 August	Accreditation platform opens	eupanirl@per.gov.ie
23 September	Deadline for registration of delegates	Via the Accreditation Portal
1-2 October	EUPAN Working Level meeting	Dublin Castle, Palace Street, Dublin 2

Location

The EUPAN Working Level meeting will take place in Dublin. Located on the east coast of Ireland, the history of Ireland's capital city dates back over 1,000 years when the first known



settlement was built in what is now the city centre. Dublin's streets reflect the evolution of the city since then, from the cobbled medieval streets of Temple Bar to the Georgian townhouses and Victorian parks dotted throughout the city, and the modern architecture in the Docklands district. The iconic River Liffey flows through the heart of the city and connects it to the bustling Dublin Port.

Venue 1: Meeting Venue 1–2 October 2026

The EUPAN Working Level meeting will take place in the Printworks Conference Centre in Dublin Castle. Constructed in the early 13th century on the site of a Viking settlement, Dublin Castle lies at the heart of the city centre and is now the setting for some of Ireland's most important state events.

Access to the venue is only through Dublin Castle Palace Street Gate, Dublin Castle, Palace Street, Dublin 2. The Printworks is on the immediate left following entry from the Palace Street Gate.



Venue 2: Cultural site visit and Dinner Venue

We are very pleased to invite delegates on a visit to EPIC, The Irish Emigration Museum. The cultural event will consist of a guided tour which tells the story of Irish emigration and the global impact of the Irish diaspora. It is located in the historic CHQ building on Custom House Quay in Dublin Docklands. Delegates should confirm attendance on the Accreditation Platform.

Address:

EPIC, The Irish Emigration Museum,
CHQ, Custom House Quay,
Dublin 1, D01 R9Y0



Following the cultural visit, dinner will be hosted in Urban Brewing Restaurant, located in a unique setting in the vaults of CHQ (which adjoins the EPIC museum).

Address:

Urban Brewing Restaurant
Vault C, CHQ, Custom House Quay,
Dublin 1, D01 Y6P5

Delegates should confirm attendance at the dinner and advise of any dietary requirements on the Accreditation Platform. The dress code is business casual.

CHQ is approximately a 20-minute walk from Dublin Castle.

Programme

This preliminary programme is subject to change. The final programme will be shared with registered delegation members via the Accreditation Platform in advance of the meeting. The themes of the programme align with those of Better Public Services, Ireland's public service transformation strategy and with the themes of the EUPAN's strategy paper.

1 October 2026	08:45 09:30 - 16:30 18:15 - 19:00 19:00 - 21:00	Registration opens Meeting Day 1 Cultural Visit Dinner
2 October 2026	09:30 - 13:00 13:00 - 14:00	Meeting Day 2 Lunch (and Departure)

Interpretation

This meeting will be conducted through English as the working language of EUPAN. Simultaneous interpretation will not be provided.



Delegation

Delegation size and format

The delegation format for the EUPAN Working Level meeting will be limited to a maximum of two (2) delegates per country/organisation. Please ensure that participants are registered on the Accreditation Platform as a 'delegate'.

Registration and accreditation

For security reasons, each delegate must be registered and accredited in order to gain access to the meeting venue.

A **Delegation Accreditation Officer (DAO)** must be appointed by each invited delegation. Please send the DAO's full name, phone number and email address to receive log-in details. The DAO must register both members of the delegation on the Accreditation Platform, in line with the instructions below.

Please note that in compliance with data security requirements, the Accreditation Platform requires Two-Factor Authentication. You will require access to an authenticator application such as Microsoft Authenticator or Google Authenticator in order to access the Accreditation Platform.

To facilitate the smooth running of the programme, please ensure that all delegates have registered and that all requested information has been provided, including dietary and accessibility requirements of delegates, by the registration deadline of 23 September. Please ensure that all details are completed correctly before submitting the registration request, as certain information (for example, the delegates' names) will be printed on the accreditation badge.

All personal information provided for accreditation will be processed in accordance with the General Data Protection Regulation (GDPR). Full details can be found in the Privacy Notice on the Accreditation Platform.

If you have any queries about the registration process, please email eupanirl@per.gov.ie.



Accreditation badges

Accreditation badges can be collected at the security access point on 1 October 2026 from 08.45am at the Palace Street Gate, Dublin Castle. This is the same entrance to access the meeting.

Delegates will be requested to provide a photo ID document when collecting their badge. Delegate badges are strictly personal and non-transferable and must be visible at all times within the meeting venue and at all events within the meeting programme.

If you lose your accreditation badge, please immediately notify your meeting host. Please also notify the accreditation team by sending an email to EUPresidency.accreditation@dfa.ie

Transport

Entering Ireland

Please note that Ireland is not part of the Schengen Area. Therefore, EU citizens must present a valid passport or national identity card to enter Ireland. Full details are available [here](#).

Citizens of other countries must present a valid passport or recognised travel document to enter Ireland and may also need a visa. You can find out if you need a visa to enter Ireland [here](#).

Transport options

Delegates are invited to make their own travel arrangements for transfer to and from the airport. Information on public transport and taxi options to and from Dublin Airport are available [here](#).

In line with the Irish EU Presidency's sustainability policy, delegates are encouraged to arrive at the meeting venue and other programme elements on foot or by public transport. Information about public transport options can be found at the [Links of Interest](#) section below.

Accommodation

The Accreditation Platform includes a link to the Irish EU Presidency accommodation booking platform, where you will find a list of hotels with availability for the dates of the meeting. While it is not mandatory to use this platform for booking accommodation, by booking through this platform, delegates will be able to avail of the Irish EU Presidency room rate. Accommodation in Dublin is typically in high demand, and delegates are strongly encouraged to book rooms as soon as possible, to ensure availability.

Security

The Irish Presidency will ensure security during the meeting in close cooperation with An Garda Síochána, Ireland's national police and security service. Please note that there will be airport level security at the meeting venue so please allow sufficient time to access the venue.



Social media

Content from the Irish EU Presidency is available on our social media accounts and Presidency website:

X [@Ireland2026eu](https://twitter.com/Ireland2026eu)

in [Irish Presidency of the Council of the EU 2026](https://www.linkedin.com/company/irish-presidency-of-the-council-of-the-eu-2026/)

▶ [@DFATIRL](https://www.facebook.com/DFATIRL)

Instagram [@ireland2026eu](https://www.instagram.com/ireland2026eu)

YouTube [@Ireland2026EU](https://www.youtube.com/Ireland2026EU)

 <https://irish-presidency.consilium.europa.eu/en/>

General Information

Useful contacts

For general queries relating to the meeting logistics or content: eupanirl@per.gov.ie

Emergency services (police, ambulance, fire): 112 or 999.

Internet/WiFi

Wireless internet access is available throughout the meeting venue. The network name and password will be available on signage in the venue.

Electricity



The standard electricity supply in Ireland is 230V at a frequency of 50Hz (the same as in other EU Member States). Three-pin power plugs and sockets of Type G are used. Delegates travelling from EU Member States will require a power plug adaptor in order to use electronic devices safely in Ireland.

First Aid and Medical Assistance

If medical assistance is required during the meeting, please alert venue staff.

Accessibility

At the time of accreditation, the platform will ask for relevant information on allergies, dietary restrictions and dietary preferences, and invite sharing of any meeting-related accessibility requirements. It is important that this information is provided so that delegates may receive all appropriate supports.

Lost and Found

If you have lost or found an item in the meeting venue, please bring it to the attention of your meeting host. Please note that the Irish EU Presidency is not liable for personal injuries, losses or damage to the personal property of registered delegates. All delegates should make their own arrangements with respect to personal insurance for their property.



Weather

Temperatures in Dublin in October typically range between 8°C and 14°C. Rain can be expected at any time of year!

Links of interest

1. 🌐 Tourism Ireland – <https://www.ireland.com>
Official tourism website with destinations, itineraries, and travel inspiration.
2. 🚌 Transport for Ireland – <https://www.transportforireland.ie>
3. 🚆 Iarnród Éireann – <https://www.irishrail.ie>
Train schedules and ticket booking.
4. 🚌 Bus Éireann – <https://www.buseireann.ie>
Regional bus services across the country.
5. ☁️ Met Éireann – <https://www.met.ie>
Official weather forecasts and alerts.
6. 🏰 Visit Dublin – <https://www.visitdublin.com>
7. 🆘 Tourist SOS Ireland – <https://www.touristsos.ie>
Free assistance service for tourists who lose documents or need support.
8. 🦋 Wild Atlantic Way – <https://www.wildatlanticway.com>
Information on Ireland's famous coastal scenic route.

Irish Presidency Sustainability Policy

The Irish Presidency of the Council of the European Union provides a significant opportunity to demonstrate Ireland's commitment to sustainability and environmental responsibility. Ireland is committed to embedding sustainable practices across all aspects of planning and delivery of our EU Presidency.

To reaffirm our commitment, Ireland has developed a Sustainability Policy for our EU Presidency, applying it directly to official EU Presidency meetings and events held in Ireland. The objective of the policy is to support the organisation and delivery of EU Presidency meetings as sustainably as possible. We wish to encourage the implementation of initiatives that are environmentally, socially and economically responsible throughout the organisation and delivery stages.

We hope that our efforts will be visible across our meetings and events and that you will be inspired to continue making sustainable and environmentally conscious choices. More information about the Sustainability Policy will be available on the official website of the Irish Presidency of the Council of the European Union.



ÉIRE2026.EU
IRELAND2026.EU

Uachtaránacht na hÉireann ar
Chomhairle an Aontais Eorpaigh 2026
Irish Presidency of the Council of
the European Union 2026