

Practical information for experts visiting the European Centre for Disease Prevention and Control

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1. The European Centre for Disease Prevention and Control (ECDC)

The aim of this document is to provide practical information to experts who are visiting the European Centre for Disease Prevention and Control (also referred to as ECDC or Centre).

The European Centre for Disease Prevention is an EU agency aimed at strengthening Europe's defences against infectious diseases. ECDC works in three key strategic areas: it provides evidence for effective and efficient decision-making, it strengthens public health systems, and it supports the response to public health threats.

ECDC core functions cover a wide spectrum of activities: surveillance, epidemic intelligence, response, scientific advice, microbiology, preparedness, public health training, international relations, health communication, and the scientific journal *Eurosurveillance*.

ECDC disease programmes cover antimicrobial resistance and healthcare-associated infections; emerging and vector-borne diseases; food- and waterborne diseases and zoonoses; HIV, sexually transmitted infections and viral hepatitis; influenza and other respiratory viruses; tuberculosis; and vaccine-preventable diseases. All in all, ECDC monitors 52 communicable diseases.

2. Where we are

The European Centre for Disease Prevention and Control is located at:

Gustav III:s Boulevard 40
16973 Solna
Sweden

Tel: +46 (0)8 586 010 00
Fax: +46 (0)8 586 010 01

Website: www.ecdc.europa.eu

3. Important forms to complete and read

If you are invited by the Centre to attend a meeting, as an expert you need to complete and get acquainted with certain forms before you can be involved.

These forms include:

- Declaration of Interests (DoI)
- Travel Request Form or Registration Form (depending on the type of your invitation)
- Privacy Statement

A member of staff is always available to help you through this process and answer any questions you may have.

Please note that submission of DoI is required only if your participation in an ECDC event may affect the scientific position of the Centre.

For visits and interviews you will not be requested to submit the DoI and/or the Travel Request/ Registration Form.

3.1. Declaration of Interests

Excellence, independence and transparency are essential elements of the ECDC work. To ensure the Centre's independence, high scientific quality, transparency and efficiency, the ECDC has developed its Independence Policy and implementing rules on declarations of interest to describe how independence, both in scientific advice and the day-to-day operations of ECDC, can be maintained.

As part of this policy, experts are required to submit a DoI in those situations where the scientific independence of ECDC needs to be safeguarded. If your participation in an ECDC event may affect the scientific position of the Centre, you will be sent a step-by-step guide containing a link to ECDC electronic submission system for the Annual Declaration of Interests to be filled in order to declare your interests.

3.2. Travel Request Form/ Registration Form

Experts invited to participate to meetings organised by ECDC need to complete the Travel Request Form or the Registration Form depending on the type of their invitation. By submitting the respective form you confirm your participation in the event you are invited to.

3.3. Privacy Statement

The Centre processes personal data collected in order to grant visitors access to ECDC premises to attend meetings and, where applicable, in order to reimburse costs incurred by visitors in connection to meetings it organises. All collected data is processed in accordance with Regulation (EC) 45/2011¹ and in line with the ECDC privacy statement.

If you are invited to a meeting, the Centre will send you the ECDC Privacy Statement document prior to the event. If you are visiting the Center for another reason, you will receive the ECDC Privacy Statement upon your arrival.

You should get acquainted with the Statement and tick a respective box in the attendance list if you are requested to sign one.

3.4. Meetings sub-group

This information is relevant for those visitors who are invited to participate at a meeting organised by the Centre.

ECDC Meetings sub-group is responsible for providing logistical support to the organisation of ECDC meetings, as well as travel arrangements and reimbursements.

Travel arrangements Meetings@ecdc.europa.eu

Reimbursements Reimbursements@ecdc.europa.eu

3.5. Additional requirements

Please inform us if you will require any assistance when you visit the Centre, e.g. if you have mobility or visual impairment, which would mean you could have difficulty exiting the building unaided during the emergency. Please also inform us if you will be accompanied by a carer.

¹ Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

4. Getting to our premises

Below you will find the public transport options for travelling to our premises.

From Arlanda airport

- Take the airport shuttle (**Flygbussarna**) bus route towards Stockholm Cityterminalen. Disembark at Frösunda stop and walk the remaining distance (journey time around 40 minutes);
- Alternatively, take the commuter train 40 (Pendeltåg 40) towards Södertälje centrum. Disembark at Ulriksdal station, then take bus 509 towards Brommaplan and disembark at Rosenborgsgatan. Walk the remaining distance (journey time around 50 minutes).

From Bromma airport

- Take the airport shuttle (**Flygbussarna**) bus route towards Mall of Scandinavia (Arenastaden) and disembark at Pyramidvägen. Walk to Solna station and take bus 67 towards Frösundavik, or bus 508 or 509 towards Danderyds sjukhus, and disembark at Frösunda port. Walk the remaining distance (journey time around 40 minutes).

From the Stockholm central station

- Take the commuter train 40 (Pendeltåg 40) towards Märsta or the commuter train 41 (Pendeltåg 41) towards Upplands Väsby and disembark at Solna station. Change for bus 67 towards Frösundavik and disembark at Frösunda port. Walk the remaining distance (journey time around 30 minutes).

5. Finding the ECDC

5.1. Location map



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European Centre for Disease Prevention and Control (ECDC)

Gustav den III:s Boulevard 40, 169 73 Solna, Sweden

Phone: +46 (0)8 58 60 10 00 - Fax: +46 (0)8 58 60 10 01

www.ecdc.europa.eu

5.2. Means of transport

5.2.1. Airport coaches

The airport shuttle (Flygbussarna) bus route Arlanda-Stockholm Cityterminalen stops at Frösunda, which is within walking distance of ECDC. Tickets are sold on-board shuttle busses, at ticket machines, Flygbussarna's ticket desks, on the website, as well as in Flygbussarna's app. Purchased tickets are valid for 3 months from the date of purchase and in either direction (to/from airport). [Read more about the airport coaches.](#)

5.2.2. Public transport

ECDC premises are easy to reach using Stockholm's public transport system ([Stockholmslokaltrafik/SL](#)).

To travel on public transport in Stockholm, you will need to use an SL access card. The card can be purchased for 20 SEK and then loaded with money for single trips or with a ticket that is valid for a set period of time, for example 24 hrs, 48 hrs or 1 week. Stockholm's public transport system is split into three zones. Both ECDC and central Stockholm are located within zone A. More information on different ticketing options is available on the [SL website](#). For timetables please use the [SL journey planner](#).

5.2.3. Taxi

There are many taxi companies to choose from in Stockholm. Approved taxis with metered fares always bear yellow number plates. Credit cards are readily accepted. [Read more about taxis in Stockholm.](#)

6. Once you arrive at the ECDC

On arriving for your meeting at the ECDC, please report to the reception desk, where you will be issued with a security badge with a white lanyard (refer to 7.3). The procedure should not take long, but we recommend arriving in good time before your meeting starts to reduce any possible inconveniences. Please bring an identity document with you (as this enables quick and accurate recognition of your name).

Please wear your security badge for the duration of your visit to the ECDC offices. You will need it to enter and exit via speed gates in the lobby area by reception.

Kindly note that at the start of each day of the meeting you will need to go through a security check similar to that at an airport, when you will be screened and your luggage X-rayed. At the end of each meeting day you will need to return your security badge to the reception.

The meeting room areas used by visitors are on the 5th and the 9th floors. Lifts to the 9th floor are located beyond the speed gates. To use the lifts you need to be escorted by security or a staff member.

7. Facilities and equipment available

7.1. Disabled facilities

The ECDC is entirely wheelchair accessible and each floor has 1-2 disabled toilet facilities.

7.2. Wi-Fi

A dedicated Wi-Fi services for visitors is available for use on your personal device. All visitors participating at a meeting will be provided with individual wi-fi login details.

7.3. Lanyards

You will be provided with a cardholder and a lanyard.

White lanyards: Meeting delegates, personal visitors, visitors, interviewees

Green lanyards: ECDC staff, Seconded National Experts, interims, consultants, trainees

Red lanyards: ECDC Facilities staff, landlord and building maintenance representatives

7.4. Storage of personal property

There is ample storage space for luggage, coats, etc. in room 586. For access please contact the reception.

The storage place is intended to for use while attending meetings at the ECDC. There is a high level of security in the building, but the ECDC cannot be responsible for any belongings left in the building.

7.5. Help with taxi ordering

Please contact the reception if you need help with taxi ordering.