

EUROPEAN SPACE AGENCY

Council Working Group for the preparation of the Council Meeting at Ministerial Level (CM25)

CM25 practical arrangements

Summary

Representatives of ESA Member, Associate and Cooperating States as well as observers will find attached the practical arrangements concerning the ESA Council meeting at ministerial level to be held on Wednesday, 26 and Thursday, 27 November 2025 (CM25) at the Congress Centrum Bremen, Germany.

An ESA Council meeting at delegate level, for ESA Member, Associate and Cooperating States, will take place at the same venue on Tuesday, 25 November 2025.

Action required

Delegations are invited to take note of this document, and to inform the Director General's Cabinet (cabinet@esa.int) of the following:

- 1) nominate a point of contact for registration purposes by **10 July 2025** (the registration link will be sent to the nominated contact persons once the registration platform becomes available at the end of August);
- 2) indicate by **24 July 2025** if they wish to reserve a meeting room for the duration of the CM25 meeting;
- 3) provide the names of their nominated Digital Subscription Tool (DST) Users for CM25 by **17 July 2025**.

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1. Meeting venue and date

The ESA Council meeting at ministerial level (CM25), gathering ESA Member, Associate and Cooperating States, as well as observers, will take place on Wednesday, 26 and Thursday, 27 November 2025 at:

Congress Centrum Bremen (CCB)
Theodor-Heuss-Allee 15
28215 Bremen

Please note that an ESA Council meeting at delegate level, for ESA Member, Associate and Cooperating States, will also take place at the Congress Centrum Bremen on Tuesday, 25 November 2025.

2. Access to the meeting venue

The venue will have the following opening and closing times (time to be adapted according to the needs of the meeting):

Date	Time*
Monday, 24 November 2025	07:30 – 20:00
Tuesday, 25 November 2025	07:30 – 20:00
Wednesday, 26 November 2025	07:30 – 18:00

3. How to get to Bremen and the meeting venue CCB

Bremen is served by Bremen Airport Hans Koschnick (BRE), located approximately 7.5 km southwest of the city centre.

The meeting venue, Congress Centrum Bremen (CCB), is centrally located and easily accessible by public transportation. It is just a short walk of approximately five minutes from Bremen Central Station.

From Bremen Airport, the CCB can be reached in about 20 minutes by tram or taxi. Tram line 6 provides a direct connection from the airport to the venue.

Public transport options to the CCB:

Tram: Line 6 (from the airport) and line 5 – stop: *Hauptbahnhof-Nord / Messe*
Bus: Lines 24, 26 and 27 – stop: *Hauptbahnhof-Nord / Messe*
Train: Bremen Central Station – exit through the *north* exit and follow signs to the Congress Centrum Bremen

Further information is available on the official CCB website: [Getting to the CCB](#).

4. Registration procedure to CM25 / Composition of delegations

A registration platform is being set up to register participants to CM25 and to manage hotel bookings (see also section 5 below).

Each Head of Delegation is invited to nominate a contact person, for registration purposes, to cabinet@esa.int by **10 July 2025**. The assigned contact person will be contacted in case of need for further information on their delegation's registration.

As soon as the registration platform becomes available, a registration link will be shared with the nominated contact persons.

One registration should be completed per person or per delegation by the nominated contact person. This contact person may be a participant or simply the delegation's point of contact responsible for the composition of the delegation.

The deadline for registration to CM25 and booking of recommended hotels is **10 October 2025**.

Delegations are invited to consider the maximum capacity of the Main Meeting Room (see section 9 below) when establishing the composition of their delegation.

For any questions regarding the registration platform as well as accommodation (see section 5 below), including modifications, please contact Bremen Convention Bureau (esa-cm25@bremen-tourism.de).

5. Accommodation

ESA has made block-bookings in the following three hotels located near the meeting venue:

Hotel
Parkhotel Bremen Im Bürgerpark 28209 Bremen
Maritim Hotel Bremen Hollerallee 99, 28215 Bremen
Courtyard by Marriott Bremen Theodor-Heuss-Allee 2, 28215 Bremen

Booking should be done via the registration platform (see section 4 above) before the deadline of **10 October 2025**. After this date, all rooms not already booked will be released.

Please note that only a limited number of rooms are available in each hotel and that these will be allocated on a first come first served approach.

Breakfast in each hotel is served from 06:30 am.

6. Transport service during the event

6.1. Transport service to CM25 venue

All the hotels are at walking distance from the venue, so no transport service will be organised between the hotels and the venue.

Participants may book taxis at the reception desks in the hotels or at the Reception Desk at the Congress Centrum Bremen.

6.2. Transport service to social events

Transportation for participants will be organised on Wednesday, 26 November 2025 between the Congress Centrum Bremen and the social events' venues and between the social events' venues to the Hotels. On the way back from the social events to the hotels, all buses will follow the same route and stop at each of the suggested hotels listed above (see section 5 above).

More information will be provided in the draft CM25 Programme.

6.3 Taxi services

Taxis can be booked directly with the following companies:

Company	Phone
Taxi-Ruf	+49 421 14014
Taxi Roland	+49 421 14433

7. Badge distribution

Badges will be issued at the meeting venue. To ensure the security of all delegates at the ministerial meeting, those attending will be required to provide official Photographic Identification before any access badges are issued.

Suitable Photographic Identify documents will include Passports, Driving Licences, ESA ID Badges or other Official National ID Photo cards.

Badges will be available for collection during the following timeslots:

Date	Time*	Location
Monday, 24 November 2025	18:00 – 20:00	Reception Desk, Venue
Tuesday, 25 November 2025	08:00 – 10:00	Reception Desk, Venue
Wednesday, 26 November 2025	08:00 – 12:00	Reception Desk, Venue

Badges must be always worn and clearly visible within the meeting venue and during all official social events.

8. Seating arrangements in the Main Meeting Room (MMR)

In the Main Meeting Room, each ESA Member, Associate and Cooperating State will be assigned a maximum of nine seats, three at the main table and six split between the second and third rows.

Each observer delegation will be assigned a maximum of two seats.

9. Listening area and meeting rooms

Additional participants (see section 8 above) may follow the meeting from the balcony in the MMR, designated as the listening area.

Meeting rooms will be available at the Congress Centrum Bremen and can be booked on demand at the CM25 Reception Desk in the Main Hall or via e-mail to the Director General's Cabinet:

cabinet@esa.int

Based on the experience from CM22, booking meeting rooms on demand during the event is expected to meet most needs. However, delegations wishing to secure a meeting room throughout the CM25 meeting are requested to inform the Director General's Cabinet by **24 July 2025**, indicating the size of their delegation.

10. Statements

Due to time constraints, delegations will be given a maximum of 3 minutes each for their intervention. Please note that these interventions are planned to be streamed to the public.

Delegations are invited to provide an advance copy (electronic version) of their statements to the Director General's Cabinet:

cabinet@esa.int

no later than Friday, 21 November 2025

11. Financial subscriptions to ESA optional programmes

The Digital Subscription Tool (DST) will continue to be used to register financial subscriptions to optional programmes at CM25 via the Digital Subscription Tool (DST) Ministerial Site.

Access to the DST platform specifically designed for the CM25 (CM25 DST platform) is restricted to nominated individuals from Delegations (CM25 DST Users). Heads of Delegations are invited to provide the Director General's Cabinet (cabinet@esa.int) with the full names, email addresses and mobile number of their CM25 DST Users, along with their respective role (Owner, Member or Reader¹). Current users for the regular inter-ministerial DST platform can be nominated but must be expressly confirmed by Heads of Delegations as nominated DST Users for the CM25 DST platform, as the two functions are separate. On this basis dedicated training sessions will be offered from July 2025 onwards.

This secure website will be accessible at <https://dst.esa.int/CM25>. Login credentials are the same as those for esa blue-docs and a multi-factor authentication will be introduced to reinforce the security of the platform².

Prior to and during CM25, several subscription rounds will allow Delegations to subscribe to optional programmes via the DST. After each subscription round, States' financial contributions will be timely reported in Document 100 and/or in DST Status Reports, as described in the Document 100 Working Method³.

From June 2025 onwards, Council will be kept informed of the detailed sequence of the subscription process, including the opening and closing of the DST for each subscription round and the schedule for publishing a revision of Document 100 and/or DST Status Reports following each subscription round.

For operational or technical questions concerning the DST, Delegates are invited to contact dst.support@esa.int.

12. Documents and printing

All documents will be made available in electronic format via the ESA electronic document management system (<https://bluedocs.esa.int>). Observers will receive a copy of the documents via email.

¹ The **Reader** role: This role grants access to subscription data in DST, enabling the user to monitor all changes in subscriptions for the Participating States they represent. The user is not authorised to modify any data.

The **Member** role: In addition to the capabilities of Reader role, this role enables the creation of subscription changes and transfers in DST via the Enable Edit button. However, the user is not authorised to submit changes to ESA, meaning that all modifications made by the user remain in an unreleased draft status.

The **Owner** role: In addition to the permissions granted by the Member role, the user has the authority, on behalf of the Participating States, to release all subscription changes to ESA. At least one Owner must be nominated per Participating State.

² See also ESA/C(2025)101

³ See also ESA/C(2025)100

With the ESA electronic document management system, printing is discouraged. However, printed copies can be requested at the Reception Desk if strictly necessary.

13. Disclosure of information and distribution of pictures

It is planned to stream part of CM25 to the public, subject to Council approval concomitantly with the adoption of the CM25 agenda (Rule 8.4 of the Council Rules of Procedure).

ESA official documents are not for public use, except if otherwise decided by Council. A media conference is planned after the end of the meeting in accordance with Rule 22 of the Council Rules of Procedure.

Individual interviews of Ministers and high-level representatives with media can be requested at media@esa.int.

ESA official pictures will be made available to delegations on <https://www.esa.int/>.

14. Languages and interpretation

Simultaneous interpretation into English, French and German will be provided during the Council meeting at delegate level and into English, French, German and Italian during the Council meeting at ministerial level.

15. Cloakroom

A cloakroom will be available at the main entrance of the Congress Centrum Bremen.

The opening hours are:

Date	Time*	Location
Tuesday, 25 November 2025	08:00 – 20:00	Main entrance, Venue
Wednesday, 26 November 2025	08:00 – 20:00	Main entrance, Venue
Thursday, 27 November 2025	08:00 – 18:00	Main entrance, Venue

16. Wi-Fi at the venue

Wi-Fi passwords will be provided upon arrival at the venue.

17. Mobile phones

Delegates are kindly requested to keep their mobile phones in silent mode inside the MMR during the sessions.

18. Security

Specific security measures for Ministers and High-Level Representatives, if any, have to be arranged between the delegations' relevant services, via their respective embassies, and, as needed, the German authorities responsible for security (e.g. transfer from airport to hotel/CM venue).

Please keep the ESA point of contact for security matters (Eduard.Emde@esa.int) informed of Ministers' travel arrangements and special security measures, if foreseen.

19. Social events

Invitations to the following social events will be sent to designated attendees as indicated via the registration platform.

Welcome cocktail/buffet reception on 25 November

On the eve of CM25, all the participants are invited to a standing cocktail/buffet reception by the Host Country, Germany.

This cocktail/buffet reception will take place at the Parkhotel Bremen, from 19:00 to 23:30 on 25 November 2025. Invitations will be sent out in due course.

Dinner on 26 November

Ministers of the ESA Member, Associate and Cooperating States and observers' High-Level Representatives are invited to a dinner by the Free Hanseatic City of Bremen.

This event will take place at Bremen Town Hall at Bremen Market Square (Am Markt 21, 28195 Bremen) from 19:30 to 22:00 on 26 November 2025. Invitations will be sent out in due course.

Ministers of the ESA Member, Associate and Cooperating States may be accompanied by one person.

Cocktail reception/buffet on 26 November

All other participants are invited by ESA to a standing cocktail/buffet reception at Bremen Chamber of Commerce (*Haus Schütting - Am Markt 13, 28195 Bremen*) from 19:30 to 23:30 on 26 November 2025.

20. Dietary requirements

Delegations are kindly invited to indicate any special dietary requirements they and their Minister or High-Level Representative may have during the registration procedure.

21. Inquiries

Please contact: cabinet@esa.int