

General Conference

GC(SPL.2)/INF/1

Date: 5 November 2019

General Distribution

Original: English

Second special session

Advance Information for Delegations

A. Opening of the Second Special Session

1. The Second Special Session of the General Conference¹ will open on **Monday, 2 December 2019, at 10.00 a.m.** It will be held in the Board Room B in the M Building (first floor) of the Vienna International Centre (VIC). The Second Special Session of the General Conference has been called for in order to approve the appointment of the Director General.

2. Unless otherwise decided by the Conference, the morning meeting will begin at 10.00 a.m. and the afternoon meeting, if needed, will begin at 3.00 p.m. Delegates are requested to be in their places by those times in order to allow meetings to start punctually.

B. Registration Process

3. Rule 23 of the Rules of Procedure of the General Conference² provides for each Member State of the Agency to be represented at the General Conference by one delegate, who may be accompanied by as many alternates, advisers, technical advisers, experts and persons of similar status as may be required by the delegation.

4. Member States are kindly requested to communicate to the Secretariat the composition of their delegations well in advance and, if possible, 72 hours in advance of the session. This should be done through the Agency's General Conference online registration system, available as of **Saturday, 2 November 2019**, at <https://gc-registration.iaea.org/>. For this purpose, registration procedures were

¹ The provisional agenda for the Second Special Session is contained in document GC(SPL.2)/1.

² Document GC(XXXI)/INF/245/Rev.1.

sent to all delegations, as an attachment to the invitation letters of 1 November 2019, together with their respective usernames and passwords.

5. Each participant attending the General Conference will require a badge with a photograph in order to enter the VIC. Once meeting participants are registered online, the VIC Security Pass Office will send an email notification to the email address provided by the participant, containing a link to upload a photograph or to confirm/exchange an existing photograph in the United Nations Pass Office database. Participants who have not uploaded their photographs successfully will need to allow for additional time to have their pictures taken and their access badges issued on site.

6. To avoid long queues during the morning of Monday, 2 December 2019, registered participants are strongly encouraged to collect their badges in advance upon presentation of a valid photo ID at the IAEA Registration Desk at Gate 1 of the VIC on the following days:

Thursday, 28 November	9.00 a.m. to 6.00 p.m.
Friday, 29 November	9.00 a.m. to 6.00 p.m.
Sunday, 1 December	10.00 a.m. to 6.00 p.m.

7. Badges should generally be collected in person, but an authorized person can pick up pre-printed badges in advance by presenting a note verbale or an official letter specifying the name of the collector and listing the names of participants whose badges are to be collected. Please note that, once collected, badges cannot be returned to the IAEA Registration Desk or be reprinted. Should advance collection of badges not be possible, badges can be collected at the IAEA Registration Desk at Gate 1, as of **7.30 a.m. on Monday, 2 December**.

8. Participants are reminded that badges must be worn visibly at all times on the premises of the VIC.

9. On-site registration will be possible at the IAEA Registration Desk at Gate 1 (upon presentation of an official letter of nomination, together with a photo ID) on the following days:

Thursday, 28 November	9.00 a.m. to 6.00 p.m.
Friday, 29 November	9.00 a.m. to 6.00 p.m.
Sunday, 1 December	10.00 a.m. to 6.00 p.m.
Monday, 2 December	7.30 a.m. to 1.00 p.m.

Please allow ample time for security screening and registration.

10. Questions regarding the registration process should be addressed by email to GCRS.Contact-Point@iaea.org.

11. Conference participants who require visas to enter Austria are urged to contact the nearest consular representative of Austria and apply for valid entry visas well in advance. Visa related enquiries should be addressed to GCRS.Contact-Point@iaea.org.

12. Member States are also reminded that, in accordance with Rule 26 of the Rules of Procedure of the General Conference, the cost of attendance at the General Conference of the delegation of each Member State shall be borne by the Member State concerned.

13. A provisional list of participants (document GC(SPL.2)/INF/3 Provisional List) will be available on the website of the Second Special Session of the General Conference on Friday prior to the General Conference containing information that has been received by the Secretariat by **10.00 a.m. on Friday, 29 November 2019**.

14. Should changes be required after issuance of the provisional list of participants, delegations are requested to inform Protocol in room A2706 or in writing to GCRS.Contact-Point@iaea.org, **by 3.00 p.m. on Monday, 2 December 2019**. A final list of participants (document GC(SPL.2)/INF/3) — containing information that has been communicated to the Secretariat will be published on the website of the Second Special Session on the same date.

C. Credentials of Delegates

15. Heads of Delegation (but not other members of delegations) will require credentials specifically for the session, **even if they are already accredited to the Agency in some other capacity** (for example, as Resident Representative). In accordance with Rule 27 of the Rules of Procedure of the General Conference, original credentials must be issued either by the Head of State or Government or by the Minister for Foreign Affairs of the Member State concerned and must be submitted to the Acting Director General, if possible not later than seven days before the start of the Conference, i.e. **Monday, 25 November 2019**, in order to facilitate the smooth proceeding of the Conference, in particular the work of the General Committee.

16. **As of 2.30 p.m. on Sunday, 1 December 2019**, original credentials that have not been previously submitted to the Acting Director General should be hand delivered to the Credentials Officer (M Building, first floor, room M01 19). It should be noted that credentials cannot be accepted during registration at Gate 1 of the VIC.

17. For any **assistance** regarding credentials, please contact the Credentials Officer at Credentials@iaea.org.

D. Working Languages and Interpretation

18. The working languages of the Second Special Session of the General Conference are Arabic, Chinese, English, French, Russian and Spanish, and statements made in any one of these languages during the formal meetings of the Second Special Session of the General Conference will be interpreted simultaneously into the other working languages. Delegates are asked to provide the Statements Desk with a written text of their statement in advance, in both PDF and Word formats, in one of the working languages.

19. If delegates wish to make a speech in a language other than the working languages, they should, in accordance with Rule 87 of the Rules of Procedure of the General Conference, themselves arrange for interpretation into one of the working languages and inform the Secretariat as soon as possible, and provide an advance copy of their statement in English for the benefit of the interpreters.

E. Information Technology Services

E.1. IT Service and Support

20. For the duration of the Second Special Session of the General Conference, the IT support team of the Agency's Division of Information Technology will be available in the M building. The IT Service Desk can be reached on ext. 26150.

E.2. External Email and Internet Services

21. High speed wireless Internet is available throughout the M Building by connecting to the free Wi-Fi network "WLAN-GUEST". Use of the IAEA Guest Wireless Network is subject to the IAEA Guest Wireless Acceptable Use Policy, <https://www.iaea.org/sites/default/files/19/11/internetaccess.pdf>

E.3. Live Video Streaming

22. Plenary sessions will be streamed live over the Internet. The streaming can be accessed on the Agency's website <https://www.iaea.org/about/policy/gc/special2/general-information>.

F. General Information

F.1. VIC Entry for Official Cars

23. During the Second Special Session of the General Conference, the cars of Permanent Missions and of Permanent Mission staff registered with the VIC Garage Administration can be parked as usual in the VIC. Apart from drivers and cars of Permanent Missions, additional chauffeured cars may be allowed entry to the VIC for the duration of the Conference. Due to space limitations at the VIC, parking permits for temporary vehicles will be allocated on a first-come first-served basis until there are no further spots available. Vehicles accessing the VIC via Gate 2 should not exceed 2.10 metres in height.

24. Requests for temporary parking permits shall be submitted via email to Protocol (Protocol.Contact-Point@iaea.org) and Garage Administration (Vicgarageadmin@unvienna.org) by note verbal, as soon as possible, and not later than 72 hours prior to the Conference. The parking permit shall be collected not later than by 3.00 p.m. on Friday, 29 November 2019 at Garage Administration (Rotunda, next to the newspaper shop, C Building), as Garage Administration is not open on weekends. Drivers who are not in possession of valid VIC driver badge shall be registered through the General Conference online registration system as Support Staff, with the remark Driver. Both the temporary parking permits and the drivers' badges shall be collected in advance, as they will be required when accessing the VIC.

F.2. VIC Commissary

25. Access to the Commissary is limited to holders of an access card validated for Commissary access. In accordance with the relevant agreement between the Agency and the Republic of Austria, the **Heads of Delegation** of Member States participating in the Second Special Session of the General Conference — Austrian nationals and stateless persons resident in Austria excluded — are entitled to Commissary access for the duration of the Conference's session. Such Commissary access is embedded

in the conference badge and will need to be activated at the Commissary Information Desk/Service Point.

F.3. Non-Smoking Policy at the VIC

26. Smoking in the VIC is restricted to designated smoking shelters at the following P-3 level locations:

- i. The designated smoking shelter between Towers A and B;
- ii. The designated smoking shelter in front of Tower D; and
- iii. The designated smoking shelter between Towers D and E.

27. Smoking, including electronic cigarettes, is not permitted in any other area of the VIC, including terraces, the Memorial Plaza and all other open spaces.