



International Atomic Energy Agency

General Conference - Ninth Regular Session

INFORMATION
FOR
DELEGATIONS

GC(IX)/INF/81

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GENERAL ARRANGEMENTS

INTRODUCTION

1. The *ninth regular session of the General Conference* is being held at the Tokyo Prince Hotel, the address of which is 3 Shiba Park, Minato-ku, Tokyo.

2. *The Hotel*, which is large and modern, offers many miscellaneous facilities; for example, cigarettes and newspapers are obtainable on the first floor (at ground level) and there is an extensive shopping centre in the basement. Certain additional facilities have been specially arranged for the session, and these are described below.

3. *The meeting rooms* are on the second floor. Plenary meetings will be held in the Providence Hall¹⁾; committees will also meet in that room as well as in the Sunflower Hall¹⁾. Two small rooms, without interpretation facilities, are also available for private meetings; they may be reserved by applying to the Conference Officer at his office (561) or, during meetings, at his desk in the Providence Hall.

4. *Offices*. The President of the Conference will have an office on the fifth floor (552), as has the Chairman of the Board of Governors (571). The Secretariat's offices are on the first, second, fourth and fifth floors, as indicated in the following pages.

¹⁾ See the plan on page 25

5. *The Hotel telephone number* is 434-4221, and the central switch-board will provide service for the Conference. Office extensions are given in the Conference telephone directory, copies of which may be obtained from the Documents Station²⁾).

PUBLIC INFORMATION SERVICE

<i>Chief of the Service</i>	MR. N. LUND	First floor, ³⁾ <i>Camelia Hall</i>
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PRESS ROOM

<i>Press Liaison Officer</i>	MR. P. FIINT	First floor, ³⁾ <i>Camelia Hall</i>
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6. *Press releases* will be put in participants' distribution boxes at the Documents Station²⁾ as soon as they are issued. Extra copies may be obtained from the Press Room.

7. *Press briefings.* The Press Liaison Officer is ready to help delegations to arrange press conferences and to circulate information material.

RADIO AND TELEVISION OFFICE *Room 428*

<i>Radio Officer</i>	MR. R. NIVELLE
<i>Television Officer</i>	MR. R. MORRELL

²⁾ See paragraph 10 below

³⁾ See the plan on page 24

8. The Radio and Television Officers will arrange for recordings and films to be made of any interviews delegations would like to have broadcast by their national radio or television networks.

DELEGATES' LOUNGE

Second floor, Banquet Lobby¹⁾

9. There are information and travel desks in the Delegates' Lounge. The Information Desk will also take messages and arrange for participants to be paged in order to take incoming telephone calls; in addition it will provide a lost-and-found service. The Travel Desk can help to arrange visits to places of interest in Tokyo, as well as tours outside the city; it will also be able to make arrangements for return travel.

DOCUMENTS STATION

Second floor, Banquet Lobby¹⁾

Documents Officer

MR. H. SEITL

10. Each delegation, and each non-member State and organization that has an observer or representative attending the session, is provided with a distribution box at the Documents Station. This will initially contain:

- (a) A set of documents so far issued for the session;
- (b) The first issue of the Conference Journal;
- (c) A copy of the Conference telephone directory; and
- (d) A documents request form (form D-108), which should be completed and handed in at the Station counter.

11. Copies of further documents, in the Languages and numbers asked for on the request form, will be placed in each box as they come off the press during the session. A delegation wishing to change its request for documents should inform the official at the counter.

12. Documents in preparation overnight will usually be ready for collection at 8 a.m. The Station will be open on week-days from that hour until, normally, 7 p.m.

PROTOCOL OFFICE

Second floor, Banquet Lobby¹⁾

Chief of the Service

MR. G. KLEVANSKI

Protocol Officer

MR. P. DANOEWINATA

13. *Credentials.* Any delegate who has been unable to submit his credentials earlier is requested to deposit them at the Protocol Office *as soon as possible* after his arrival in Tokyo.

14. *Registration of delegations.* Delegations are requested to register at the Protocol Office. They should also notify it, in writing, of any subsequent changes in the particulars thus entered on the registration form, so that the delegations' list may be kept up to date.

15. *Passes and badges.* Upon registration all participants will be issued with individual passes and badges.

BADGES

16. In order to make it easier to distinguish participants in the Conference from other persons who will be in the Hotel during the session, reproductions of the Agency's symbol are being made available in the form of badges to be pinned to the lapel. Those for members of delegations have a blue ground, for the press a green ground and for the Secretariat a white ground. In addition those members of the Secretariat whose duty it will be to show participants their way will also wear, over the breast pocket, a further badge consisting of a white bar.

MAIL FOR PARTICIPANTS

17. Letters and invitations received at the Hotel for participants will be delivered to the Documents Station. They will be handed over to the addressee on request, against his signature, at the counter.

BANKING FACILITIES

18. Participants who wish to exchange foreign currencies for yen, or to transact other banking business, are invited to apply to the currency exchange desk in the Main Lobby.

BARS AND RESTAURANTS

19. The Information Desk can explain to participants how to reach the

various bars and restaurants which are distributed throughout the Hotel. The nearest to the Delegates' Lounge is the Magnolia Hall , also on the second floor; it serves light lunches as well as other refreshments. It will be reserved for the use of participants during the daytime.

CAR HIRE

20. There are several firms in Tokyo from which cars may be hired. The Information Desk can supply details of the services available.

MEDICAL ATTENTION

21. During the daytime emergency medical attention may be obtained by applying to the Information Desk. For medical assistance at other times, apply to the porter in the Main Lobby.

PARKING

22. Both official and private cars may be left in the parking space in front of the Hotel. Participants may have their cars called by applying to the porter in the Main Lobby.

POST OFFICE, TELEGRAMS AND TELEPHONES

23. *A post and telegraph office* is situated in the Main Lobby.

24. *Incoming telegrams* for participants will be held at the Information Desk and announced on a blackboard there and by paging. If not applied for they will be forwarded after a few hours to the addressee's private address in Tokyo.

25. *Telephones.* Local telephone calls may be made free of charge from several instruments in the Delegates' Lounge, where there are also two booths for long-distance calls. Such calls should be booked through the Information Desk, which will also handle all incoming telephone calls for participants.

SHOPPING

26. Participants may wish to apply to the Information Desk for the names of shops where such things as cameras, pearls, radio-sets and silks can be bought at advantageous prices and free of tax for export.

THE SESSION

TIMES OF MEETINGS

27. The session will open at 11.45 a.m. on Tuesday, 21 September. Normal times of meetings will be 10.30 a.m. and 3 p.m.

DOCUMENTS

28. The Conference's Rules of Procedure are set out in a booklet (GC(VII)/INF/60), and the provisional agenda for the session is in document GC(IX)/295. A list of the documents prepared for the session is given in document GC(IX)/DOCS/64.

JOURNAL

29. The Conference Journal will be issued daily during the session. It gives the programme of meetings for the day, with the agenda items to be taken at each meeting; a forecast of meetings for the following day; announcements, including any necessary amplifications of or corrections to the information in this handbook; and notice of social events in connection with the session.

SEATING

30. In plenary meetings and in committees of all Members, the first seat facing the President or Chairman and to his right is accorded to the Member which has provided the Chairman of the Board of Governors during the past year. Canada will accordingly occupy that place, followed by Members in their English alphabetical order.

SPEAKERS' LIST

31. In order to facilitate the conduct of business a speakers' list is kept for *all* plenary meetings. Members of delegations intending to speak should, as long as possible in advance, inform Mr. P.J. Singh, the officer responsible for keeping the list, at his office (577) or, immediately before and during meetings, at his desk in the Providence Hall near the foot of the podium, of the agenda item to which they wish to speak.

WORKING LANGUAGES AND INTERPRETATION

32. The working languages of the Conference are English, French, Russian and Spanish. Speeches made in any one of the working languages will be interpreted simultaneously into the others.

33. Portable radio sets which participants can use to listen to the proceedings will be available; directions for their use will be provided in the meeting rooms. It is *particularly asked* that these sets, with their headphones, be left behind after meetings, since they must be serviced and tested before they can be used again.

34. It is requested that as far as possible the Conference Officer be provided with the text of any prepared speech before it is delivered, so as to facilitate the work of the interpreters, précis-writers and the public information service.

SUBMISSION OF DRAFT RESOLUTIONS

35. Delegations wishing to submit draft resolutions or other documents to the Conference are requested to provide the Conference Secretary or the appropriate Committee Secretary with *five* copies of the text *as early as possible*.

VOTING BY SHOW OF HANDS

36. To facilitate the counting of a vote by show of hands, delegates are asked to register their votes by raising the white name plates they will find on their desks.

REFERENCE DOCUMENTS

37. A small collection of Agency documents has been brought to Tokyo for possible use as reference material. These documents may be consulted in room 583.

SOUND RECORDINGS OF MEETINGS

38. Any participant who wishes to listen to the sound recording of a meeting should request the Conference Officer (Room 561) to make the necessary arrangements.

CONFERENCE SECRETARIAT

<i>Conference Secretary</i>		MR. P.J. BOLTON	553
	<i>Assistant</i>	MRS. R. SCHEIN	555
<i>Committee Secretaries</i>			
<i>Credentials Committee</i>		MR. B. PISSAREV	572
<i>General Committee</i>		MR. P.J. BOLTON	553
<i>Programme, Technical and Budget Committee</i>	<i>Secretary</i>	MISS M.E. JEFFREYS	574
	<i>Assistant Secretary</i>	MR. P.J. SINGH	577
<i>Administrative and Legal Committee</i>		MR. P.C. SZASZ	576
<i>Administration Co-ordination</i>		MR. A. BARRETT	559
		MR. F.W. HEROLD	561
<i>Chief Interpreter</i>		MR. A. BERNSTEIN	427
<i>Chief of the Language Services</i>		MR. L. MEANA	519

THE AGENCY

MEMBERS

39. The ninety-three Members of the Agency are shown below, together with the address and telephone number of their respective missions in Tokyo:

AFGHANISTAN	48, Shinsaka-machi, Akasaka, Minato-ku	408-0638
ALBANIA		
ALGERIA	Shibusawa Building, 1 ban 21-gochi, Shiba-koen, Minato-ku	431-7481/3
ARGENTINA	43, Kita Higakubo-cho, Azabu, Minato-ku	401-9508 401-9512
AUSTRALIA	9, Mita Tsuna-machi, Shiba, Minato-ku	453-0251/9
AUSTRIA	20, Ipponmatsu-cho, Azabu, Minato-ku	451-8281/3
BELGIUM	5, Niban-cho, Chiyoda-ku	262-0191/5
BOLIVIA	Room 1255, New Kaijo Building, 6, 1-chome, Marunouchi, Chiyoda-ku	281-2615
BRAZIL	3rd floor, Aoyama Daiichi Mansions, 11, 4-chome, Omote-machi, Akasaka, Minato-ku	408-4251

BULGARIA	7-2, Shinano-machi, Shinjuku-ku	351-0321 341-0349
BURMA	Rooms 303-4, 2nd floor, 3-chome, Kita-Shinagawa, Shinagawa-ku	441-9291
BYELORUSSIAN SOVIET SOCIALIST REPUBLIC		
CAMBODIA	17, Aoyama Takagi-cho, Akasaka, Minato-ku	401-0191/ 2
CAMEROON		
CANADA	16, 3-chome, Omote-machi, Akasaka, Minato-ku	408-2101/ 8
CEYLON	57, 5-chome, Gotanda, Shinagawa-ku	473-2154/ 5
CHILE	Rooms 412-414, Yaesu Building, 6, 2-chome, Marunouchi, Chiyoda-ku	271-7581
CHINA	30, Sakurada-cho, Azabu, Minato-ku	408-5131/ 5
COLOMBIA	49, 6-chome, Akasaka Aoyama Minami-cho, Minato-ku	401-4289
CONGO, DEMOCRATIC REPUBLIC OF		

COSTA RICA	28, Uguisudani-machi, Shibuya-ku	461-3282
CUBA	23, Kasumi-cho, Azabu, Minato-ku	408-9022 408-5441
CYPRUS		
CZECHOSLOVAK SOCIALIST REPUBLIC	11, Toyowake-cho, Shibuya-ku	401-3116 402-5056
DENMARK	Room 428, Nikkatsu International Building, 1, 1-chome, Yuraku-cho, Chiyoda-ku	271-3338/9
DOMINICAN REPUBLIC	96, Shirokane Imazato-cho, Shiba, Minato-ku	442-6137
ECUADOR	59, Toyooka-cho, Mita, Minato-ku	452-2809
EL SALVADOR	283, Mikawadai-machi, Azabu, Minato-ku	401-8224
ETHIOPIA	17, Toyowake-cho, Shibuya-ku	408-6877 401-8693
FINLAND	62, Tansu-machi, Azabu, Minato-ku	583-7790
FRANCE	40, Fujimi-cho, Azabu, Minato-ku	473-0171/9
GABON		
GERMANY, FEDERAL REPUBLIC OF	35, Hiroo-cho, Azabu, Minato-ku	473-0151/7
GHANA	12, Reinanzaka, Akasaka, Minato-ku	582-1771/3

GREECE	Suite 710/711, Ginza Tokyu Hotel, 5, 5-chome, Ginza-Higashi, Chuo-ku	541-2411 (Ext. 711)
GUATEMALA	531, 3-chome, Shimo-meguro, Meguro-ku	714-6687
HAITI	984, 3-chome, Nakameguro, Meguro-ku	713-5312
HOLY SEE	9-2, Sanban-cho, Chiyoda-ku	261-5993 261-6802
HONDURAS	53, Fujimo-cho, Azabu, Minato-ku	443-8785
HUNGARY	1, Kasumi-cho, Azabu, Minato-ku	401-0296 408-9231/2
ICELAND	112, 1-chome, Kamimeguro, Meguro-ku	461-4046
INDIA	1, 2-chome, Kudan, Chiyoda-ku	262-2391/8
INDONESIA	387, Nakamaru, Kami-Osaki, Shinagawa-ku	441-4201/7
IRAN	169, Honmura-cho, Azabu, Minato-ku	473-4237/8
IRAQ	11, Wakagi-cho, Shibuya-ku	401-7974 400-7817
ISRAEL	22-1, 1-chome, Shoto, Shibuya-ku	467-7161/3
ITALY	28, 1-chome, Mita, Shiba, Minato-ku	451-3460 453-5291/3

IVORY COAST

JAPAN (Gaimusho : Kasumigaseki, Chiyoda-ku 581-3351)

KENYA

KOREA, REPUBLIC OF 1-5, Takeya-cho, Azabu, Minato-ku 451-8206/9
452-7056/8

KUWAIT Arisugawa Apartment, 3rd floor, 35, 441-4088
Hiroo-cho, Azabu, Minato-ku 441-3427
441-8887

LEBANON 95, Azabu Tokyu Apartments, 47, 583-4248
Mamiana-cho, Azabu, Minato-ku 582-7131/6

LIBERIA 4, Hikawa-cho, Akasaka, Minato-ku 583-0009
LIBYA 583-5226

LUXEMBOURG

MADAGASCAR

MALI

MEXICO 21, 2-chome, Nagata-cho, Chiyoda-ku 581-1131/5

MONACO

MOROCCO

NETHERLANDS	1, Sakae-cho, Shiba, Minato-ku	431-5126/9
NEW ZEALAND	26, Sanban-cho, Chiyoda-ku	263-0611/4
NICARAGUA	10, Miyamura-cho, Azabu, Minato-ku	408-5679
NIGERIA	Takagi-cho Mansion, 16, Takagi-cho, Minato-ku	400-7801/2
NORWAY	15-3, Hiroo-cho, Azabu, Minato-ku	443-0493 443-0647
PAKISTAN	22, Nishi-machi, Azabu, Minato-ku	451-8386/7 451-6395
PARAGUAY	310, Kakinokizaka, Meguro-ku	717-3391
PERU	1, Roppongi-cho, Azabu, Minato-ku	401-9807
PHILIPPINES	6, Higashi Toriizaka-machi, Azabu, Minato-ku	583-4101
POLAND	16-1, 1-chome, Nakameguro, Meguro-ku	711-5224/6
PORTUGAL	Apartment 303, 3rd floor, Olympia Annex, 31, 6-chome, Jingumae, Shibuya-ku	400-7907
ROMANIA	32-1, 5-chome, Yoyogi, Shibuya-ku	466-8360/1
SAUDI ARABIA	38, Sakurada-cho, Azabu, Minato-ku	408-5158/9

SENEGAL

SOUTH AFRICA	4th floor, Zenkyoren Building, 7, 2-chome, Hirakawa-cho, Chiyoda-ku	265-3366
SPAIN	2, 1-chome, Ichibei-cho, Azabu, Minato-ku	583-8531/ 2
SUDAN		
SWEDEN	15, 1-chome, Ichibei-cho, Azabu, Minato-ku	582-6981/ 5
SWITZERLAND	18, Hiroo-cho, Azabu, Minato-ku	473-0121/ 2
SYRIAN ARAB REPUBLIC		
THAILAND	418, Nakamaru, Kami-Osaki, Shinagawa-ku	441-1386/ 7 441-7352
TUNISIA	Room 609, Tugin Building, 2, 1-chome, Marunouchi, Chiyoda-ku	211-2848 211-2845
TURKEY	33-6, 2-chome, Jingumae, Shibuya-ku	401-2144/ 6
UKRAINIAN SOVIET SOCIALIST REPUBLIC		
UNION OF SOVIET SOCIALIST REPUBLICS	1, Mamiana-cho, Azabu, Minato-ku	583-4224 583-4297

UNITED ARAB REPUBLIC	37, 3-chome, Nishihara-machi, Shibuya-ku	466-0908 466-0832
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND	1, Ichiban-cho, Chiyoda-ku	261-5551
UNITED STATES OF AMERICA	Tameike Tokyu Building, 30, Tameike, Akasaka, Minato-ku	583-7141
URUGUAY	32-go, 28-ban, 1-chome, Hongo, Bunkyo-ku	811-0095
VENEZUELA	22, Nishi-machi, Azabu, Minato-ku	451-3376
VIET-NAM	50, Motoyoyogi-cho, Shibuya-ku	466-3311/ 4
YUGOSLAVIA	316-37, 3-chome, Kita-shinagawa, Shinagawa-ku	447-3571/3

THE BOARD OF GOVERNORS

40. The twenty-five Members serving on the Board of Governors are shown below, together with the names of their Governors :

AFGHANISTAN
ARGENTINA

Mr. A.G. Kakar
Mr. O.A. Quihillalt

AUSTRALIA
BELGIUM
BRAZIL
CANADA
CHILE
CHINA
CONGO, DEMOCRATIC REPUBLIC OF
FINLAND
FRANCE
INDIA
JAPAN
MOROCCO
NETHERLANDS
POLAND
ROMANIA
SOUTH AFRICA
SWITZERLAND
THAILAND
UNION OF SOVIET SOCIALIST REPUBLICS
UNITED ARAB REPUBLIC
UNITED KINGDOM OF GREAT BRITAIN
AND NORTHERN IRELAND
UNITED STATES OF AMERICA
URUGUAY

Sir Philip Baxter
Mr. J. Errera
Mr. L.C. Prado
Miss N.M. Meagher (*Chairman*)
Mr. E. Cruz Coke
Mr. T.C. Liu
Mr. S.P. Tshimbalanga
Mr. E. Laurila
Mr. B. Goldschmidt
Mr. H.J. Bhabha
Mr. S. Hogen
Mr. A. El Fassi
Mr. H.F. Esch auzier
Mr. W. Billig (*Vice-Chairman*)
Mr. H. Hulubei
Mr. D.B. Sole
Mr. U. Hochstrasser
Mr. M. Vejyant-Rangrisht
Mr. V.S. Emelyanov
Mr. H.M. Tohamy (*Vice-Chairman*)
Mr. M.I. Michaels
Mr. H.D. Smyth
Mr. A. Frangella

THE SECRETARIAT

41. The Director General has an office in room 419. He will be assisted by MR. B.H. HASANI (Special adviser, room 421) and Miss C.H. de Mol van Otterloo (Personal Assistant, room 420).

42. The senior officers in the branches of the Secretariat represented in Tokyo, other than those mentioned earlier in this handbook, are :

Department of Administration	MR. A.A. WELLS	558
Division of Budget and Finance	MR. H.R. ENNOR	577
Division of External Liaison and Protocol	MR. D.A.V. FISCHER	556
Legal Division	MR. F. SEYERSTED	422
Representative of the Director General to the United Nations	MR. E.V. PISKAREV	556
Department of Research and Isotopes		
Division of Isotopes	MR. H. VETTER	422
Division of Research and Laboratories	MR. L. YAFFE	422

Department of Safeguards and Inspection	MR. A.D. MCKNIGHT	423
Division of Safeguards and Inspection	MR. S. NAKIĆENVIĆ	422
Department of Technical Assistance	MR. U. GOSWAMI	423
Programme Division	MR. F. MEDINA	422
Department of Technical Operations	MR. G.A. YAGODIN	423
Division of Health, Safety and Waste Disposal	MR. J. SERVANT	422
Division of Nuclear Power and Reactors	MR. D. HURST	422
Division of Scientific and Technical information	MR. B. GROSS	422

PLANS



