



International Atomic Energy Agency

General Conference - Eleventh Regular Session

INFORMATION
FOR
DELEGATIONS

GC(XI)INF/95

Printed by the
International Atomic Energy Agency
in Austria - September 1967

*The compilation of this handbook was finished
on 15 September 1967*

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GENERAL ARRANGEMENTS

D1. PROTOCOL OFFICE (*Zeremoniensaal*)¹⁾

Chief of the Service

Mr. G. KLEVANSKI

Protocol Officer

Mr. P. DANOEWINATA

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 Vienna.

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

Passes and car labels. Passes for entry into the *Kongresszentrum* will be issued to all participants. On request, participants will also be given labels for chauffeur-driven or owner-driven cars.

1) Except as otherwise indicated, all offices are on the *Mezzanine*, of which a plan is given on page 32.

2. DOCUMENTS STATION¹⁾

Documents Officer

Mr. A. FERRARI

A delegation wishing to change the request it has handed in at the counter of the Documents Station for the documents it requires during the session should inform the official at that counter.

Documents in preparation overnight will usually be ready for collection at 8.30 a.m. The Station will be open from that hour until, normally, 7 p.m. during the working days of the Conference.

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

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3. PUBLIC INFORMATION SERVICE ¹⁾

Chief of the Service

Mr. N. LUND

Press Liaison Officer

Mr. P. FENT

Radio Officer

Mr. R. NIVELLE

Television Officer

Mr. R. MORRELL

Press releases, which will be issued in English, French, German, Russian and Spanish, will be put in participants's distribution boxes at the Documents Station as soon as they are ready. Extra copies may be obtained from the Press Room. 1)

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

Radio and television. The Secretariat is in touch with national radio and television services, and the Radio and Television Officers will approach dele-

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gations to meet requests from these services for sound and visual recordings to be made during the session.

4. INFORMATION DESK¹⁾

The Information Desk is at the top of the main staircase; in addition to giving information about the Conference, it provides a lost-and-found service. It will also take messages for participants and, if necessary, arrange for them to be paged.

5. LIBRARY

Chief of the Library

Mr. R. KEPPLÉ

The services of the Agency's Library at 9 *Kärntner Ring* (room 85, Mezzanine) are available to participants from 8.30 a.m. to 5.30 p.m. on working days. In addition to books, periodicals and technical reports, the Library contains the Agency's documents as well as selected documents of the United

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Nations and the specialized agencies, and also a collection of more than 400 films on peaceful uses of nuclear energy.

6. ACCOMMODATION FOR PRIVATE MEETINGS

Arrangements for the use of medium-sized rooms (without interpretation facilities) for private meetings may be made by applying to the Administrative Co-ordination Office or, during meetings, to the Conference Officer in the *Festsaal*.¹⁾

7. LOUNGE (*Zeremoniensaal*)¹⁾

A receptionist will be on duty in the Lounge to take messages for participants and, if necessary, arrange for them to be paged.

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8. BAR

There is a bar in the *Wintergarten*¹⁾ which will be open from 9.30 a.m. until half an hour after the end of the last meeting of the day. Sandwiches and other light refreshments will also be obtainable there.

9. BANK²⁾

The *Creditanstalt-Bankverein* and the *Österreichische Länderbank* will jointly provide banking facilities from 9.30 a.m. to 6.30 p.m., Monday to Friday, and from 9.30 a.m. to 12.30 p.m. on Saturday if there is a meeting.

10. POST, TELEGRAMS AND TELEPHONES²⁾

The *post office* will be open from 9 a.m. to 1.30 p.m. and again from 2.30 p.m. to 6.30 p.m., Monday to Friday, and from 9.30 a.m. to 12.30 p.m. on Saturday if there is a meeting.

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2) See the plan on page 31.

Telegrams can be dispatched from the post office. Incoming telegrams 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 Vienna.

Local *telephone calls* are free of charge from telephones in the Lounge, in the lobbies alongside and behind the *Festsaal*, and on the counter of the Documents Station. Long-distance calls may be placed *only* with the post office. The number of the *Kongresszentrum* switchboard is 57 55 71; incoming calls can be taken by the receptionist in the Lounge.

11. CAR TRAFFIC

A car park for participants, the press and the Secretariat is provided in the *Heldenplatz* immediately outside the *Kongresszentrum*. Only cars displaying a label issued by the Protocol Office will be admitted to it.

A plan showing the flow of traffic to and from the *Kongresszentrum* is to be found in the Conference Journal. Participants are asked to ensure that their chauffeurs obey the traffic and parking signs, as well as the directions of the police officers at the entrance to the car park, and those of the Agency's wardens inside it.

Participants may have their chauffeur-driven cars summoned by loud-speaker when they leave the building if they apply to the porter. The porter will also call taxis on request.

12. TRAVEL DESK ²⁾

Participants who would like *Cosmos*, the Secretariat's travel agent, to help them make arrangements for their return travel should apply at the travel desk. The bookings they require will be easier to obtain if they apply early. *Cosmos* will also make arrangements for car hire, excursions, sight-seeing, etc.

13. FIRST AID (*Ground floor, ext. 295*) ²⁾

Emergency medical attention is obtainable, from 9.30 a.m. until the close of the last meeting of the day, in the first-aid room. For emergency assistance at other times, apply to the porter in the entrance lobby (telephone 57 55 71, ext. 330).

²⁾ See the plan on page 31.

THE SESSION

14. CONFERENCE JOURNAL

Editor Miss M. KRIPPNER (*Room 205*)

The Conference Journal will appear every day first thing in the morning. It gives: the programme of meetings for the day, with the agenda items to be taken at each meeting; a forecast of the meetings for the following day; Conference announcements, including any necessary changes in the information given in this handbook; and notice of social events taking place during the session.

15. DOCUMENTS

A list of the documents prepared for the session is given in document GC(XI)/DOCS/76; additions to the list will be issued at intervals. The provisional agenda for the session is in document GC(XI)/354 and the Rules of Procedure in the booklet GC(VII)/INF/60.

16. TIMES OF MEETINGS

The opening meeting on Tuesday, 26 September, will be at 3 p.m.

Afternoon meetings will normally be at that time, and morning meetings at 10.30 a.m.

17. MEETING ROOMS

Plenary meetings will be held in the *Festsaal*; committees will meet in that room, the *Neuer Saal* and the *Ratssaal*. The first two rooms are on the Mezzanine; the *Ratssaal* is on the first floor.

18. SEATING

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

19. WORKING LANGUAGES AND INTERPRETATION

The working languages of the Conference are English, French, Russian ;

and Spanish. Statements made in any one of these languages will be interpreted simultaneously into the others.

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

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.

20. TAPE RECORDINGS OF MEETINGS

A participant wishing to listen to the tape recording of a meeting should request the Conference Officer to make the necessary arrangements.

21. SPEAKERS' LIST

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. Singh, the officer responsible for keeping the list, at his desk in the *Zeremoniensaal*¹⁾ — or, immediately before and during plenary meetings, at his desk in the *Festsaal* near the foot of the podium — of the agenda item to which they wish to speak.

22. DRAFT RESOLUTIONS AND OTHER DOCUMENTS

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*.

23. VOTING BY SHOW OF HANDS

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

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24. PRESIDENT'S OFFICE

The President of the Conference will have an office in the *Radetzky Suite*¹⁾.

25. CONFERENCE SECRETARIAT

Conference Secretary	Mr. P. BOLTON	<i>Marmorsaal</i>
<i>Assistant</i>	Mrs. R. SCHEIN	"
Committee Secretaries		
<i>Credentials Committee</i>	Mr. V. KHAMANEV	<i>Geheime Ratstube</i>
<i>Assistant</i>	Mr. P. PFUND	"
<i>General Committee</i>	Mr. P. BOLTON	<i>Marmorsaal</i>

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<i>Programme, Technical and Budget Committee</i>	Mr. M. MOEBIUS	<i>Gebeime Ratstube</i>
<i>Assistant</i>	Mr. E. YOUKEL	"
<i>Administrative and Legal Committee</i>	Mr. R. RAINER	"
Administrative Co-ordinator	Mr. F. HEROLD	<i>Marmorsaal</i>
<i>Assistant</i>	Miss C. BURKE	"
Chief Interpreter (Acting)	Mr. F. VEJARANO	<i>Room 214</i>
Chief of the Languages Services	Mr. L. MEANA	<i>Room 209</i>

AUSTRIA	Federal Ministry of Foreign Affairs 4) 1010, Ballhausplatz 2	63 56 31 ext. 320 - 326
BELGIUM	1010 Parkring 12/VI	52 86 88 52 86 89
BOLIVIA	1200, Treustraße 59/2	23 33 71
BRAZIL	1010, Am Lugeck 1	52 06 31
BULGARIA	1040, Schwindgasse 8	65 64 44, 65 31 13
BURMA		
BYELORUSSIAN SOVIET SOCIALIST REPUBLIC		
CAMBODIA		
CAMEROON		

4) Liaison office.

CANADA	1020, Obere Donaustrasse 49-51 ⁵⁾	23 32 03, 23 32 94
CEYLON		
CHILE	1010, Am Lugeck 1/III/8	52 33 70
CHINA	1180, Gustav Tschermak Gasse 2	34 71 00
COLOMBIA	1010, Stadiongasse 6-8	42 42 49
CONGO, DEMOCRATIC REPUBLIC OF	532, Bad Godesberg, Beethovenstrasse 13 Federal Republic of Germany	Bad Godesberg 66 517/527
COSTA RICA	1070, Neustiftgasse 117	93 28 085
CUBA	1040, Wiedner Hauptstrasse 57	65 64 99, 65 99445
CYPRUS		
CZECHOSLOVAK SOCIALIST REPUBLIC	1140, Penzingerstrasse 11-13	82 24 01

5) Office of the Governor.

DENMARK	1010, Führichgasse 6	52 79 04, 52 79 05
DOMINICAN REPUBLIC		
ECUADOR		
EL SALVADOR	1010, Opernring 8/II	52 11 63
ETHIOPIA		
FINLAND	1030, Bayerngasse 1	73 47 12, 73 47 13
FRANCE	1040, Technikerstrasse 2 5)	57 96 07
GABON		
GERMANY, FEDERAL REPUBLIC OF	1030 Metternichgasse 3	73 65 11, 73 65 17

5) Office of the Governor.

GHANA	Permanent Mission of Ghana to the United Nations Office at Geneva 56, Rue de Moillebeau 1211 Geneva, Switzerland	Geneva 34 91 50
GREECE	1040, Argentinierstrasse 14	65 31 03, 65 41 05
GUATEMALA	1150, Siebeneichengasse 2	83 25 38
HAITI		
HOLY SEE	1040, Theresianumgasse 31	65 13 27
HUNGARY	1020, Hollandstrasse 4	35 91 61
ICELAND	Kronprinzenstrasse 4 532, Bad Godesberg, Federal Republic of Germany	Bad Godesberg 65 8 21, 65 8 22
INDIA	1010, Opernring 1	57 81 03, 57 81 12
INDONESIA	1190, Lannerstrasse 39	34 24 02, 34 43 40
IRAN	1010, Predigergasse 5	52 19 67, 52 19 68

IRAQ	1010, Johannesgasse 26	73 81 95
ISRAEL	1190, Peter Jordan-Strasse 66	36 16 50
ITALY	1030, Rennweg 27	72 51 21
IVORY COAST		
JAMAICA	3 Chemin des Tournalettes 1211 Conches, Geneva, Switzerland	
JAPAN	1010, Neuer Markt 1/V 5)	52 12 88, 52 12 89
JORDAN		
KENYA		
KOREA, REPUBLIC OF	1130, Hietzinger Hauptstrasse 31	82 63 42
KUWAIT		
LEBANON	1030, Reisnerstrasse 50	73 64 35

5) Office of the Governor.

LIBERIA

LIBYA

LUXEMBOURG

MADAGASCAR

MALI

MEXICO

1010, Parkring 12/X/67

52 73 84

MONACO

1010, Tuchlauben 7a

63 44 72

MOROCCO

Embassy of Morocco
Tunis, Tunisia

NETHERLANDS

1030, Jacquingasse 10

73 35 01

NEW ZEALAND

NICARAGUA

NIGERIA

NORWAY

1030, Bayerngasse 3

72 58 23

PAKISTAN

1030, Bayerngasse 3/IV

73 53 67

PANAMA	1040, Johann Strauss Gasse 6	65 85 88
PARAGUAY		
PERU	1030, Gottfried Keller Gasse 2	73 43 77
PHILIPPINES	Embassy of the Philippines Kornhausplatz 7 3000 Berne, Switzerland	Berne 22 62 32, 22 62 33
POLAND	1130, Hietzinger Hauptstrasse 42c	82 31 03, 82 55 56
PORTUGAL	1010, Strauchgasse 1 - 3/1	63 93 25
ROMANIA	1040, Prinz Eugen Strasse 60	65 32 27, 65 23 43
SAUDI ARABIA		
SENEGAL		
SIERRA LEONE		
SINGAPORE		
SOUTH AFRICA	1030, Reiserstrasse 48	73 56 32, 73 56 33

SPAIN	1040, Argentinierstrasse 34	65 85 54, 65 91 66
SUDAN		
SWEDEN	1020, Obere Donaustrasse 49-51	33 45 45, 33 45 47
SWITZERLAND	1030, Prinz Eugen Strasse 7	72 51 11 72 51 15
SYRIAN ARAB REPUBLIC		
THAILAND	1030, Strohgasse 25/VI	73 51 17
TUNISIA	Atomic Energy Commission Office of the Under-Secretary of State for Industry and Commerce, Tunis, Tunisia	Tunis 28 47 30, 26 01 51
TURKEY	1040, Prinz Eugen Strasse 40	65 34 17, 65 34 78
UKRAINIAN SOVIET SOCIALIST REPUBLIC		
UNION OF SOVIET SOCIALIST REPUBLICS	1040, Wohllebengasse 4	65 81 75

UNITED ARAB REPUBLIC	1010, Walfischgasse 10/7 and 1190, Gallmeyergasse 5	52 71 23 36 11 34, 36 11 35
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND	1030, Reisnerstrasse 40	73 15 75, 73 15 77
UNITED STATES OF AMERICA	1080, Schmidgasse 14	34 66 11, 34 75 11
URUGUAY	1010, Opernring 1 E/V/534	57 83 72
VENEZUELA	1010, Rotenturmstrasse 5-9/VII/18	63 59 20, 63 59 27
VIET-NAM		
YUGOSLAVIA	1030, Rennweg 3	73 25 95, 73 25 98

27. THE BOARD OF GOVERNORS

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

ARGENTINA
AUSTRALIA
AUSTRIA
BELGIUM
BRAZIL
CANADA
COLOMBIA
DENMARK
FRANCE
GERMANY, Federal Republic of
GHANA
INDIA
INDONESIA
JAPAN
KOREA, Republic of

LEBANON
MEXICO
PAKISTAN
POLAND
SOUTH AFRICA
TUNISIA
UNION OF SOVIET SOCIALIST
REPUBLICS
UNITED KINGDOM OF GREAT
BRITAIN AND NORTHERN IRELAND
UNITED STATES OF AMERICA
YUGOSLAVIA

Mr. O.A. QUIHILLALT
Sir PHILIP BAXTER
Mr. H. HAYMERLE (Vice-Chairman)
Mr. J. ERRERA
Mr. U. DA COSTA RIBEIRO
Mr. J.A. McCORDICK
Mr. T.A. MARULANDA
Mr. H.H. KOCH
Mr. B. GOLDSCHMIDT
Mr. W. SCHULTE-MEERMANN
Mr. J.A.K. QUARTEY
Mr. R.G. RAJWADE
Miss L. ROESAD
Mr. S. HOGEN
Mr. I.Y. CHUNG

Mr. H. SANDOVAL VALLARTA
Mr. I.H. USMANI
Mr. W. BILLIG (Chairman)
Mr. P.H. PHILIP
Mr. B. TORKI (Vice-Chairman)
Mr. I.D. MOROKHOV
Mr. M.I. MICHAELS
Mr. H.D. SMYTH
Mr. V.R. GUZINA

28. THE SECRETARIAT

The Director General has an office in the *Radetzky Suite* ¹⁾. He will be assisted by Mr. R. SKJOELDEBRAND (Special Assistant) and Miss C. DE MOL VAN OTTERLOO (Personal Assistant).

Senior officers of the Secretariat, other than those mentioned earlier in this handbook, are listed below. Their offices are at 9 - 13 *Kärntner Ring*, except as otherwise indicated.

Department of Administration	Mr. J. HALL	<i>Radetzky Suite</i> ¹⁾
<i>Division of Budget and Finance</i>	Mr. H. ENNOR	<i>Room 103</i>
<i>Division of Conference and General Services</i>	Mr. G. DE SILVA	<i>Marmorsaal</i> ¹⁾
<i>Division of External Liaison and Protocol</i>	Mr. D. FISCHER	<i>Antekammer</i> ¹⁾
<i>Representative of the Director General to the United Nations</i>	Mr. E. PISKAREV	<i>Antekammer</i>
<i>Legal Division</i>	Mr. W. BOULANGER	<i>Room 468</i>
<i>Division of Personnel</i>	Mr. J. WEBB	<i>Room 111</i>

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Department of Research and Isotopes

*Joint FAO/IAEA Division of Atomic
Energy in Food and Agriculture*

Division of Life Sciences

Division of Research and Laboratories

*International Centre for Theoretical
Physics, Trieste*

Laboratories:

*Monaco
Seibersdorf*

Department of Safeguards and Inspection

Division of Safeguards and Inspection

Department of Technical Assistance

Implementation Division

Programme Division

Mr. H. SELIGMAN

Room 429

Mr. R. SILOW

Room 476

Mr. M. FRIED

Room 440

Mr. I. ZEDGINIDZE

Room 435

Mr. G. HARBOTTLE

Room 417

Mr. A. SALAM

Trieste

Mr. J. JOSEPH

Monaco

Mr. G. COOK

Seibersdorf

Mr. A. McKNIGHT

Room 368

Mr. S. NAKICENOVIC

Room 370

Mr. U. GOSWAMI

Room 309

Mr. J. KUBA

Room 301

Mr. F. MEDINA

Room 389

Department of Technical Operations

*Division of Health, Safety and Waste
Disposal*

Division of Nuclear Power and Reactors

*Division of Scientific and Technical
Information*

Mr. I. ZHELUDEV

Room 205

Mr. G. SWINDELL (Acting)

Room 342

Mr. B. SPINRAD

Room 211

Mr. J. WOOLSTON

Room 240

)

PLANS

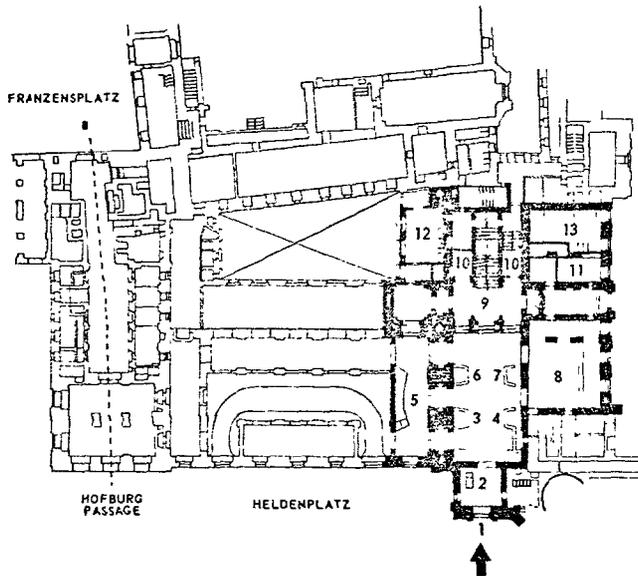
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Kongress-Zentrum

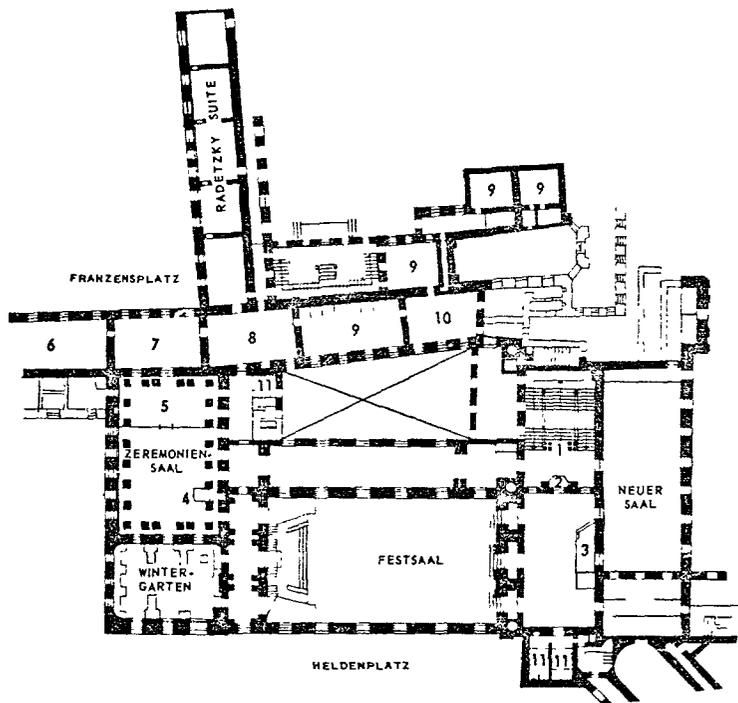


Headquarters building of
the Agency at
Kärntner Ring 11



GROUND FLOOR

- 1 Main entrance
- 2 Porter
- 3 Newspapers
- 4 Bank
- 5 Post office
- 6 Travel desk
- 7 Agency publications
- 8 Exhibition of Soviet photographs
- 9 Main staircase
- 10 Cloak room
- 11 First aid
- 12 Gentlemen's lavatories
- 13 Ladies's lavatories



MEZZANINE FLOOR

- 1 Main staircase
- 2 Information Desk
- 3 Documents station
- 4 Speakers' list
- 5 Protocol office
- 6 Geheime Ratstube
- 7 Marmorsaal
- 8 Antekammer
- 9 Public information
- 10 Press room
- 11 Lavatories