

GENERAL CONFERENCE - FIFTEENTH REGULAR SESSION

**INFORMATION
FOR
DELEGATIONS**



1971

INTERNATIONAL ATOMIC ENERGY AGENCY

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GENERAL ARRANGEMENTS

THE CONFERENCE BUILDING

The Conference is meeting in the Congress Centre (Kongresszentrum) in the Hofburg, which is entered from the Heldenplatz. The telephone number is 57 55 71. Every participant is advised to obtain a pass for entry into the building, from the protocol office, before the session opens at 3.00 p.m. on Tuesday, 21 September.

INFORMATION DESK

Mezzanine

The information desk (ext. 422) 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.

PROTOCOL OFFICE

Zeremoniensaal (Mezzanine)

Chief of the Service
Assistant

Mr. P. DANOEWINATA (ext. 242)
Mr. P. RENDI (ext. 241)

Credentials

Those delegates who have been unable to submit their credentials earlier are requested to deposit them at the protocol office as soon as possible after their arrival in Vienna.

Passes and
registration

A pass for each member of a delegation will be issued upon registration of the delegation at the protocol office. Delegations should subsequently notify the office, in writing, of such changes as may be required in the particulars provided at the time of registration, so that the delegations' list may be kept up to date.

Car labels

Participants will, on request, be given labels for chauffeur-driven or owner-driven cars.

DOCUMENTS AND MAIL SERVICE

Mezzanine

Documents Officer

Mr. H. SMIDS (ext. 299)

A delegation wishing to change the request it has made to the documents service for the documents it requires during the session should inform the official at the counter.

Documents in preparation overnight will usually be ready for collection by 8.30 a.m. The counter will be manned from that hour until, normally, 6.30 p.m. on working days.

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

EXTERNAL LIAISON SERVICE

Antekammer (Mezzanine)

Chief of the Service	Mr. D. FISCHER (ext. 245)
Deputy	Miss M. JEFFREYS (ext. 247)
Assistant	Mr. G. APOLLONOV (ext. 246)

PUBLIC INFORMATION SERVICE

Mezzanine

Chief of the Service	Mr. D. FISCHER (ext. 245)
Assistant	Mr. G. DELCOIGNE (ext. 250)
Press Officers	Mr. K. DALLIBOR (ext. 251)
	Mr. J. DAGLISH (ext. 253)
Radio and Television Officers	Mr. D. HANNANT (ext. 266)
	Mr. W. SCHILLER (ext. 265)

Press briefings The Press Officers are ready to help delegations to arrange press conferences and to circulate information material.

Press releases Press releases will be prepared in English, French, German, Russian and Spanish, and copies will be put in the distribution boxes of the documents service as soon as they are ready.

Radio and television The Secretariat is in touch with national radio and television services, and the Radio and Television Officers will approach delegations with a view to meeting requests from these services for sound and visual recordings to be made during the session.

LIBRARY

Chief of the Library Mr. A. VESPRY

The services of the Agency's Library at Kärntner Ring 9 (room G 40, ext. 566) 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 Nations and the specialized agencies, and also a collection of some 500 films on the peaceful uses of nuclear energy.

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 (Marmorsaal) or, during meetings, to the Conference Officer.

LOUNGE

Zeremoniensaal (Mezzanine)

A delegates' aide will be on duty in the Lounge; her telephone extension is 333. She will take messages and have participants paged on request; she can also arrange for a limited amount of typing to be done for participants.

BAR

Wintergarten (Mezzanine)

The bar will be open from 9.30 a.m. until half an hour after the end of the last meeting of the day. Sandwiches and light meals will also be obtainable there.

BANK

Groundfloor

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.

POST AND TELECOMMUNICATIONS

Entreezimmer (Mezzanine)

The post and telecommunications office will be open from 9.30 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.

Payment for telegrams and telex messages will be requested after they have been dispatched, and for long distance telephone calls after they have been completed.

Local telephone calls are free of charge from telephones in the Lounge, the lobbies alongside and behind the Festsaal, and on the counter of the documents service.

Incoming telephone calls will, on request, be taken by the delegates' aide in the Lounge. The number is 57 55 71, ext. 333.

Incoming telegrams will be delivered to the information desk and announced on a blackboard there and by paging the addressee. If not applied for within a few hours, they will be forwarded to his private address in Vienna.

TRAVEL DESK

Groundfloor

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, sightseeing, etc.

CAR TRAFFIC

The Journal will publish a plan showing the flow of traffic to and from the Heldenplatz, where parking space is reserved for cars displaying a label issued by the protocol office.

Participants are particularly asked to ensure that their chauffeurs obey the directions of the police officers stationed in the Heldenplatz, as well as those of the Agency's wardens on duty in the car park.

On request the guard at the main entrance will summon chauffeur-driven cars by loudspeaker. He will also call taxis.

FIRST AID (ext. 295)

Groundfloor

Emergency medical attention is obtainable in the first-aid room from 9.30 a.m. until the close of the last meeting of the day. For emergency assistance at other times, apply to the guard at the main entrance (telephone 57 55 71, ext. 331).

THE SESSION

THE JOURNAL

Mezzanine

Editors

Miss M. KRIPPNER (ext. 239)

Mr. E. DOYLE (ext. 239)

The Journal will appear every working 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; announcements; and notice of social events taking place during the session.

DOCUMENTS

The provisional agenda for the session is the subject of documents GC(XV)/454 and Mod. 1, and other documents issued for it are listed in documents bearing the symbol GC(XV)/DOCS/..., starting with number 100. The Conference's rules of procedure are to be found in the booklet GC(VII)/INF/60.

A delegate wishing to submit a draft resolution or other document to the Conference is requested to provide the Conference Secretary or the appropriate Committee Secretary with several copies of the text as early as possible.

TIMES OF MEETINGS

The opening meeting of the session on Tuesday, 21 September, will be at 3.00 p.m. Afternoon meetings will normally be at that time, and morning meetings at 10.30 a.m.

MEETING ROOMS

Plenary meetings will be held in the Festsaal; committees will meet in the Neuer Saal and the Ratsaal. The first two rooms are on the mezzanine; the Ratsaal is on the first floor.

In the Festsaal and the Neuer Saal portable radio receivers will be available with which participants can listen to the proceedings. It is particularly asked that these receivers be left behind in the meeting room, since they must be serviced before they can be used again.

SEATING

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 State which has provided the Chairman of the Board of Governors during the past year. India will accordingly occupy that place, followed by other Members in their English alphabetical order.

SPEAKERS' LIST

In order to facilitate the conduct of business a speakers' list is kept for all plenary meetings. Delegates intending to speak should, as long as possible in advance, inform Mr. T. Byer, the officer responsible for keeping the list, at his desk in the Zeremoniensaal, ext. 358 — 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.

WRITTEN TEXTS OF SPEECHES

It will be much appreciated if a delegate proposing to speak from a written text will provide the Conference Officer with copies in advance. This will greatly facilitate the work of the interpreters, the precis-writers and the public information service.

WORKING LANGUAGES AND INTERPRETATION

The working languages of the Conference are English, French, Russian and Spanish, and statements made in any one of these languages will be interpreted simultaneously into the others. The proceedings of plenary meetings will also be simultaneously interpreted into German, through the courtesy of the Austrian Government.

TAPE RECORDINGS

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

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.

PRESIDENT'S OFFICE

Mezzanine

The President of the Conference will have an office in the Radetzky Suite (ext. 210).

CONFERENCE SECRETARIAT

Mezzanine

Conference Secretary	Mr. P. BOLTON, Marmorsaal (ext. 201)
Assistant	Mrs. R. SCHEIN (ext. 202)
Administrative Co-ordinator	Mrs. C. BESNYÖ, Marmorsaal (ext. 221)
Assistant	Mrs. F. OBOZINSKI (ext. 223)
Chief Interpreter	Mr. F. VEJARANO, Room 214 (ext. 410)
Director of the Languages Division	Mr. L. MEANA, Room 207 (ext. 417)
Committees	
Credentials	Secretary Mr. V. KHAMANEV, Zeremoniensaal (ext. 234)
	Assistant Mr. M. CAMCIGIL (ext. 235)
General	Secretary Mr. P. BOLTON, Marmorsaal (ext. 201)
Programme, Technical and Budget	Joint Secretaries Mr. J. FLEMING, Geheime Ratstube (ext. 231)
	Mr. E. YOUKEL (ext. 230)
Administrative and Legal	Secretary Mr. R. RAINER, Geheime Ratstube (ext. 233)
	Assistant Mr. J. RAMES (ext. 235)

THE AGENCY

MEMBERSHIP AND THE BOARD OF GOVERNORS

Comprehensive information on the membership of the Agency, the composition of the Board of Governors, resident representatives, etc. is published in a booklet entitled "Board of Governors and Permanent Missions". The latest issue is No. 23 of July 1971, with a modification to bring it up to date; the documents service can provide copies.

THE SECRETARIAT

The Director General has an office in the Radetzky Suite (Mezzanine, ext. 211). He will be assisted by Mr. B. Hasani (Special Adviser), Mr. P. Herzberg (Special Assistant), Mrs. M. Opelz (Assistant) and Miss B. Tschsch (Personal Secretary).

Senior officers of the Secretariat, other than those mentioned earlier in this handbook, are listed below. Their offices are at Kärntner Ring 9-13, (telephone 5245 11), except as indicated by an asterisk.

Department of Administration

Mr. J. HALL, Radetzky Suite (ext. 203)*

Office of Internal Audit and Management
Services

Mr. D. BROSHY, Room 190

Division of Budget and Finance

Mr. H. ENNOR, Room 103

Division of Conference and General Services

Mr. A. EL FASSI, Mezzanine,
Room 209 (ext. 222)*

Representative of the Director General to
the United Nations

Mr. L. ISSAEV, Mezzanine, Room 208
(ext. 413)*

Legal Division

Mr. S. SUGIHARA, Geheime Ratstube
(ext. 232)*

Division of Personnel

Mr. M. U. KHAN, Room 111

Department of Research and Isotopes

Mr. A. FINKELSTEIN, Room 429

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

Mr. M. FRIED, Room 440

Division of Life Sciences

Mr. K. SCHEER, Room 433

Division of Research and Laboratories

Mr. V. FERRONSKY, Room 417

Laboratories:

Seibersdorf

Mr. G. COOK

Monaco

Mr. J. JOSEPH

International Centre for Theoretical

Physics, Trieste

Mr. A. SALAM

Department of Safeguards and Inspection

Mr. R. ROMETSCH, Room 368

Division of Development

Mr. E. LOPEZ-MENCHERO, Room 322A

Division of Operations

Mr. S. NAKICENOVIC, Room 370

Department of Technical Assistance and Publications

Mr. U. GOSWAMI, Room 312A

Division of Publications

Mr. H. METZENDORF, Room 155

Department of Technical Operations

Mr. I. ZHELUDEV, Room 205

Division of Health, Safety and

Waste Management

Mr. Z. WILHELMI, Room 268

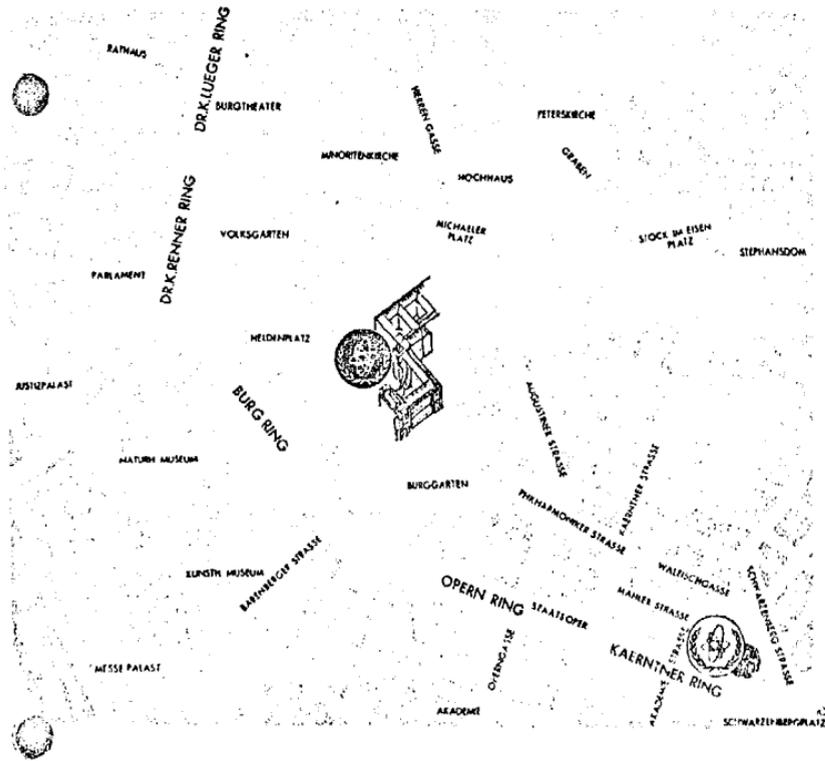
Division of Scientific and Technical

Information

Mr. C. PELZER, Room 240

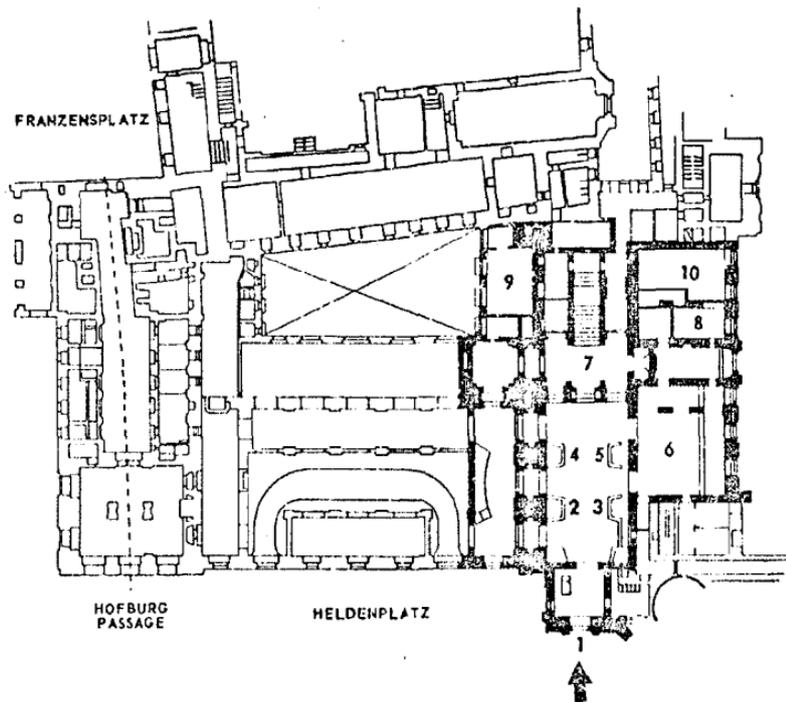
Division of Nuclear Power and Reactors

Mr. C. RENNIE, Room 211



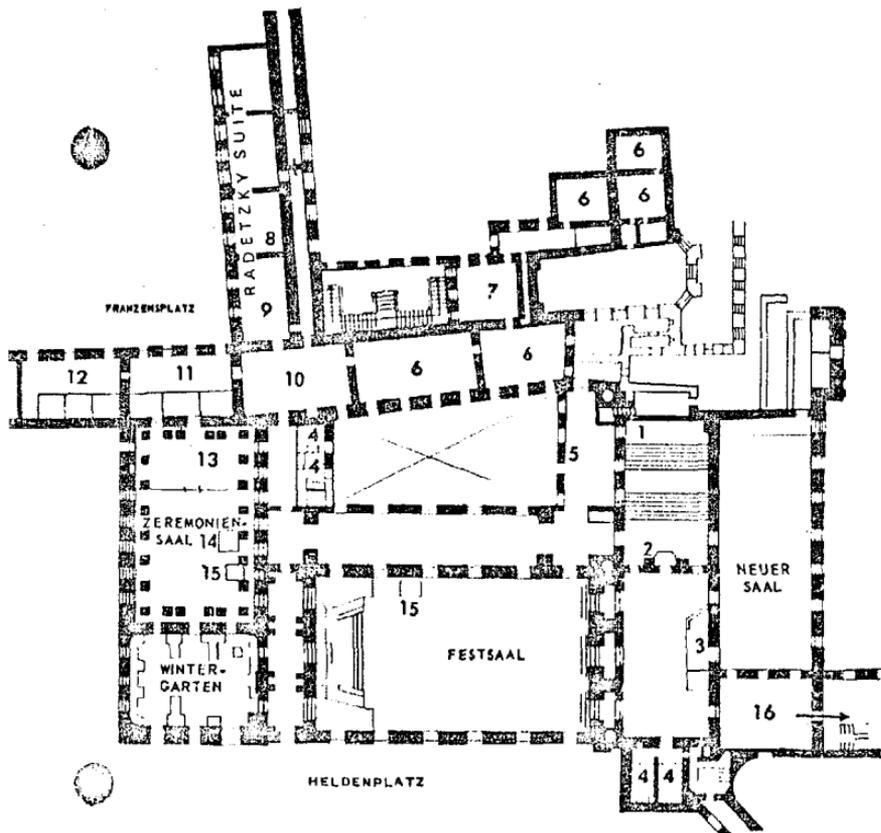
 Congress Centre

 Headquarters build
of the Agency at
Kärntner Ring 9-15



CONGRESS CENTRE
GROUND FLOOR

- 1 Main entrance
- 2 Newspapers
- 3 Bank
- 4 Travel desk
- 5 Agency publications
- 6 Cloak room
- 7 Main staircase
- 8 First aid
- 9 Gentlemen's lavatories
- 10 Ladies' lavatories



CONGRESS CENTRE

MEZZANINE FLOOR

- 1 Main staircase
- 2 Information desk
- 3 Documents counter
- 4 Lavatories
- 5 Journal
- 6 Public information
- 7 Post and telecommunications (Entreezimmer)
- 8 Director General
- 9 President
- 10 Antekammer
- 11 Marmorsaal
- 12 Geheime Ratstube
- 13 Protocol
- 14 Delegates' aide
- 15 Speakers' list
- 16 Rooms 201-216