

GENERAL CONFERENCE - SIXTEENTH REGULAR SESSION

Mexico City

September 1972

INFORMATION FOR DELEGATIONS



INTERNATIONAL ATOMIC ENERGY AGENCY

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GENERAL ARRANGEMENTS

THE CONFERENCE BUILDING

The address of the conference centre of the Secretariat of External Relations, where the Conference is meeting, is Avenida Nonoalco 1. The telephone number is 529-90-00. Every participant is advised to obtain a pass for entry into the conference centre, from the protocol office, before the session opens at 4.30 p.m. on Tuesday, 26 September.

INFORMATION DESK (ext. 721 and 722)

The information desk is situated in the entrance hall on the left-hand side. In addition to giving information about the Conference itself, the services to delegations which will be provided and the location of offices of staff, it

provides a lost-and-found service. It will also take messages and incoming telephone calls, and arrange for participants to be paged.

ROTOCOL OFFICE

Chief of the Service	Mr. F. DANOEWINATA (ext. 360)
Location	The protocol office is situated at the foot of the stairs which descend from the right-hand end of the entrance hall.
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 Mexico.
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.

DOCUMENTS AND MAIL SERVICE

Documents Officer Mr. H. SMIDS (ext. 707)

The documents station is situated immediately to the right of the main entrance.

A delegation wishing to change the request it has made to the documents station 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 9.00 a.m. The counter will be manned from that hour until, normally, 7.30 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 RELATIONS SERVICE

Chief of the Service Mr. D. FISCHER (ext. 734)
Deputy Miss M. JEFFREYS

BLIC INFORMATION SERVICE

ef of the Service Mr. G. DELCOIGNE (ext. 353)

Press, Radio
and Television
Officers Miss G. PENICHET (ext. 352)
 Mr. F. de la LAMA (ext. 352)
 Mrs. E. VILLEGAS (ext. 352)

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, Russian and Spanish, and copies will be put in the distribution boxes of the documents services 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 may approach delegations with a view to meeting requests from the services for sound and visual recordings to be made during the session.

DOCUMENTARY REFERENCE SERVICE

A small collection of the Agency's documents has been brought to Mexico City as potential reference material. Participants who would like to make use of this material should apply to Mr. Smids at the documents station (ext. 707).

ACCOMMODATION FOR PRIVATE MEETINGS

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

LOUNGE

The lounge runs from the foot of the stairs which descend from the entrance hall.

Delegates' aides. The delegates' aides will take messages and have participants paged. They can also arrange for a limited amount of typing to be done for participants.

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Travel desk. Participants who would like help in arranging for their return travel should apply at the travel desk. The bookings they require will be easier to obtain if they apply early. The travel desk is also ready to make arrangements for sight-seeing, excursions, etc.

Coffee bar. A small bar will serve coffee throughout the day.

POST AND TELECOMMUNICATIONS

The post and telecommunications office is situated at the end of the short corridor immediately on the left of the entrance. It will be open from 8.30 a.m. to 7.30 p.m..

Payment for telegrams and telex messages will be requested before they are dispatched.

Local telephone calls (numbers beginning with a 5) are free of charge. They can be made from the white telephones, two of which are in booths near the protocol office.

Long-distance telephone calls can only be made from the six telephone booths near the protocol office. A secretary will be on duty to assist in booking such calls.

Incoming telegrams will be delivered to the information desk and announced on a blackboard there and by paging the addressee.

BANK

There is a branch of the National Bank of Mexico next to the post office. It will be open from 9 a.m. to 3 p.m.

BAR AND RESTAURANT

There is a restaurant area on the upper floor of the conference centre. It contains a bar which will be open from 10 a.m. until 8.30 p.m. and which will serve drinks and sandwiches. Beyond the bar is a restaurant which will

serve a modest menu. At the far end of the area a first-class restaurant will offer three different menus. Cigarettes, tobacco and newspapers are obtainable at a stand at the entrance to the restaurant area.

FIRST AID (ext. 313)

Emergency medical attention is obtainable in the first-aid room in the basement of the office building of the Secretariat of External Relations.

CAR HIRE

There are several firms in Mexico City from which cars may be hired. The information desk can supply details of the services available.

THE SESSION

THE JOURNAL

Editor Mr. E. DOYLE (ext. 646)

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 given in document GC(XVI)/478, and other documents issued for

it are listed in document GC(XVI)/DOCS/108 and subsequent documents bearing the same symbol. 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.

MES OF MEETINGS

The opening meeting of the session on Tuesday, 26 September will be at 4.30 p.m. Morning meetings will normally be at 10.30 a.m. and afternoon meetings at 4 p.m.

MEETING ROOMS

Plenary meetings will be held in the Sala Juárez; committees will meet in the Main Committee room and in the

Boardroom. These two rooms are on the lower floor of the conference centre, whereas the Sala Juárez is on the upper floor.

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. The Netherlands will accordingly occupy that place, followed by other Members in their Spanish alphabetical order.

SPEAKERS' LIST (ext. 717)

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 the officer responsible for keeping the list at his desk in

the lounge - or, immediately before and during plenary meetings, at his desk in the Sala Juárez 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.

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 name-plate they will find on their desks.

PRESIDENT'S OFFICE

The President of the Conference will have an office near the Main Committee room on the lower floor of the Conference centre (ext. 364).

CONFERENCE SECRETARIAT

Conference Secretary	Mr. P. BOLTON	(ext. 726)
Deputy	Mr. P. HERZBERG	(ext. 646)
Assistant	Mrs. R. SCHEIN	(ext. 723)
Chief Interpreter	Mr. S. SAMARINE	(ext. 724)

Committee Secretaries (ext. 365)

Credentials	Secretary	Mr. R. RAINER
General	Secretary	Mr. P. BOLTON
Programme, Technical and Budget	Secretary	Mr. R. SCHENK
	Assistant	Mrs. G. LEITNER
Administrative and Legal	Secretary	Mr. R. RAINER

Administrative Co-ordinator	Mr. R. NAJAR	(ext. 757)
Deputy	Mrs. C. BESNYÖ	

THE AGENCY

MEMBERSHIP AND THE BOARD OF GOVERNORS

Comprehensive information on the membership of the Agency, the composition of the Board of Governors, etc. is published in a booklet entitled "Board of Governors and Permanent Missions". The latest issue is No.26 of July 1972; the documents station can provide copies.

THE SECRETARIAT

The Director General, his deputies and other senior officers of the Secretariat not mentioned earlier in this handbook can be located on the 20th floor of the office building of the Secretariat of External Relations, as follows:

The Director General, Dr. Sigvard EKLUND (ext. 738)

Mr. B. HASANI (Special Adviser)

Mrs. M. OPELZ (Assistant)

Deputy Director General (Administration)

Mr. J. HALL

Deputy Director General (Research and Isotopes)

Mr. A. FINKELSTEIN

Inspector General

Mr. R. ROMETSCH

Deputy Director General (Technical Assistance
and Publications)

Mr. U. GOSWAMI

Deputy Director General (Technical Operations)

Mr. Y. CHERNILIN

Director, Division of Budget and Finance

Mr. H. ENNOR

Director, Legal Division

Mr. S. SUGIHARA

Director, Division of Personnel

Mr. M. -U. KHAN

Representative of the Director General to the
United Nations

Mr. L. ISSAEV

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

Mr. M. FRIED

Director, Division of Operations

Mr. S. NAKICENOVIC

Division of Technical Assistance

Mr. O. ILOYD

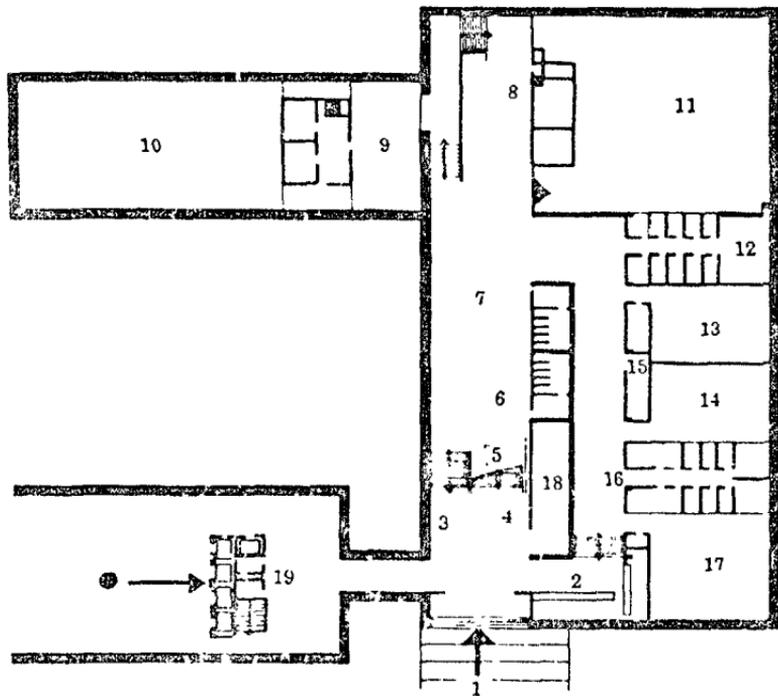
Mr. C. NUGUID

Mr. A. OTEIZA-QUIRN

Director, Division of Nuclear Safety and
Environmental Protection

Mr. Z. WILHELMI

THE CONFERENCE CENTRE



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|---|--|
| 1. Main entrance | 11. Main committee room |
| 2. Documents station | 12. President's office |
| 3. Information desk | 13. Conference secretariat |
| 4. Stairs leading up to the plenary hall (Sala Juárez) and restaurant | 14. Private meeting room |
| 5. Travel desk | 15. Telephones |
| 6. Speakers' list | 16. Protocol |
| 7. Lounge | 17. Committee secretaries and external relations |
| 8. Coffee bar | 18. Cloakroom |
| 9. Public information | 19. Bank and post office |
| 10. Boardroom | |



Lifts to the office building of the Secretariat of External Relations

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|------------|--------------------------------------|
| 9th floor | Administrative unit |
| 10th floor | Language services |
| 20th floor | Director General and senior officers |