

GENERAL CONFERENCE - EIGHTEENTH REGULAR SESSION

INFORMATION  
FOR  
DELEGATIONS



1974

INTERNATIONAL ATOMIC ENERGY AGENCY

## 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 the badge that will be needed for entry into the building during the session before the session opens at 3.00 p.m. on Monday, 16 September. Badges will be issued by the protocol office.

The ground floor and the mezzanine of the building are being used for the session. Plans are to be found at the end of this handbook references to the two floors being given in the form: Mezzanine, No. 1

### INFORMATION DESK

Mezzanine, No. 2

The information desk (ext. 422) is at the top of the main staircase in addition to giving information about the Conference, it provides lost-and-found service. It will also take messages for participants and if necessary, arrange for them to be pagcd.

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## PROTOCOL OFFICE

Mezzanine, No.15

Chief of the Service

Mr. P. DANOEWINATA (ext. 242)

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.

Badges and  
car labels

A badge for each participant will be issued upon registration of a delegation at the protocol office. Participants are requested to wear their badges when entering and while they are inside the Conference building. On request, participants will also be given labels for their cars.

Delegations' list

It is particularly requested that the protocol office be notified, in writing, of any change required in the particulars provided at the time of registration of a delegation, so that the delegations' list may be kept up to date.

## DOCUMENTS AND MAIL

Mezzanine, No.3

Documents Officer

Mr. H. SMIDS (ext. 298)

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 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 RELATIONS**

Mezzanine, No.11

<b>Director</b>	Mr. D. FISCHER
<b>Chief of Inter-Agency Liaison Assistant</b>	Miss M. JEFFREYS Mr. G. APOLLONOV

## **PUBLIC INFORMATION**

Mezzanine, No.6

<b>Chief of the Service</b>	Mr. G. DELCOIGNE
<b>Press Officer</b>	Mrs. M. WATKINS
<b>Radio and Television Officer</b>	Mr. G. MOIR

Press briefings The Press Officer is 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 Officer will approach delegations with a view to meeting requests from these services for sound and visual recordings to be made during the session.

## LIBRARY

Officer in charge Miss M. KEUSHIGERIAN

The services of the Agency's Library at Kärntner Ring 9 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 600 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 conference services office (mezzanine, No.12) or, during meetings, to the Conference Officer.

### LOUNGE

Mezzanine, No.16

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.

### SNACK-BAR

Mezzanine, No.15

The snack-bar will be open from 9.30 a.m. to 6.30 p.m.

### BANK

Groundfloor, No.3

The Creditanstalt-Bankverein and the Österreichische Länderbank will jointly provide banking facilities from 9.00 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.

## TELEPHONE CALLS

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

Outgoing local calls are free of charge. Long distance calls can be booked by the delegates' aide or at the information desk. Participants will be asked to sign a slip when booking a call and to pay for the call after it has been completed.

## TELEGRAMS

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, if possible, be forwarded to his private address in Vienna.

Outgoing telegrams can be handed in to the delegates' aide or to the information desk for dispatch. Participants will be asked to sign a slip when handing in a telegram and to pay for it after dispatch, which may take up to two hours.

## TRAVEL DESK

Groundfloor, No.4

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 location of the Conference building in relation to the Agency's Headquarters and the flow of traffic between the two buildings.

Parking space is reserved in the Heidenplatz 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 Heidenplatz, as well as those of the Agency's wardens on duty in the car park.

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

## **FIRST AID (ext. 295)**

Groundfloor, No.8

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, No.14

Editor Mr L. ADAMS (ext. 234)

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(XVIII)/523, and other documents issued for it are listed in document GC(XVII)/DOCS/122 and subsequent documents bearing the same symbol. The Conference's rules of procedure are to be found in the booklet GC(XVIII)/INF/146.

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 Monday, 15 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 information desk will direct participants to the Ratsaal, which 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. Japan 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. C. Deplanche or Miss L. Huber, the officials responsible for keeping the list, at their desk (mezzanine, No.17, ext. 358 or 359) -- or, immediately before and during plenary meetings, at the 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 press-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**

The President of the Conference will have an office on the mezzanine (No.10, ext. 210).

CONFERENCE SECRETARIAT

Mezzanine, No.12

Conference Secretary

Mr. P. BOLTON (ext. 201)

Deputy

Mr. P. HERZBERG (ext. 226)

Assistant

Mrs. R. CLEMANN (ext. 201)

Chief Interpreter

Mr. S. SAMARINE (ext. 410)

Committee Secretaries

Mezzanine, No.13

Credentials

Secretary

Mr. B. NETCHAEV (ext. 220)

Assistant

Mrs. R. MACMILLAN (ext. 220)

General

Secretary

Mr. P. BOLTON

Programme, Technical

Secretary

Mr. R. SCHENK (ext. 230)

and Budget

Assistant

Mrs. G. LEITNER (ext. 230)

Administrative and Legal

Secretary

Mr. R. RAINER (ext. 233)

Assistant

Mr. J. RAMES (ext. 235)

CONFERENCE SERVICES

Mezzanine, No.12

Chief

Mr. R. NAJAR

Assistant

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, resident representatives, etc. is published in English in a booklet entitled "Board of Governors and Permanent Missions". The latest issue is No. 32 of June 1974; the documents service can provide copies.

### **THE SECRETARIAT**

#### **Director General**

The Director General has an office on the mezzanine, No.9, ext. 211. He will be assisted by Mr. B. Hasani (Special Adviser), Mr. T. Wojcik (Special Assistant) and Miss B. Tschek (Personal Secretary). mezzanine, No.8, ext. 321, 322 and 211 respectively.

**Senior officers** 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 52 45 11), except as indicated by an asterisk.

### Department of Administration

Mr. J. HALL, Mezzanine, No.7 (ext. 203)\*

Office of Internal Audit and  
Management Services  
Mr. D. BROSHY, Room 190

The Agency's Liaison Office,  
United Nations Headquarters,  
New York  
Mr. G. FERRI, Mezzanine, No. 5  
(ext. 248)\*

Division of Budget and Finance  
Mr. H. ENNOR, Room 103

Legal Division  
Mr. H. OTSUKA, Mezzanine, No.13  
(ext. 400)\*

Division of General Services  
Mr. M.U. KHAN, Room 121f

Division of Personnel  
Mr. W.B. LYNCH, Room 111

**Department of Research and Isotopes**

Mr. H. GLUBRECHT, Room 429

Joint FAO/IAEA Division of Atomic Energy  
in Food and Agriculture  
Mr. C.G. LAMM, Room 439

Division of Life Sciences  
Mr. R. KNISELEY, Room 433

Division of Research and Laboratories  
Mr. A. SHALNOV, Room 417

Laboratories:  
Scibersdorf  
Mr. G. COOK  
Monaco  
Mr. T. BEASLEY

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

Division of Technical Assistance

Mr. O. LLOYD, Room 315

**Department of Technical Operations**

Mr. Y. CHERNILIN, Room 205

Division of Nuclear Safety and  
Environmental Protection

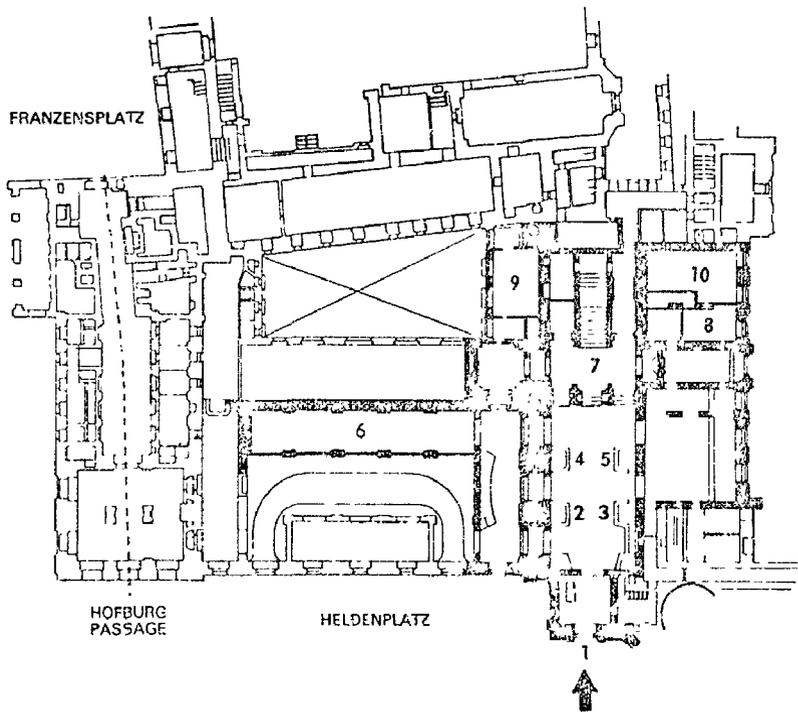
Mr. J. SERVANT, Room 268

Division of Scientific and Technical  
Information

Mr. E. BRUNENKANT, Room 240

Division of Nuclear Power and Reactors

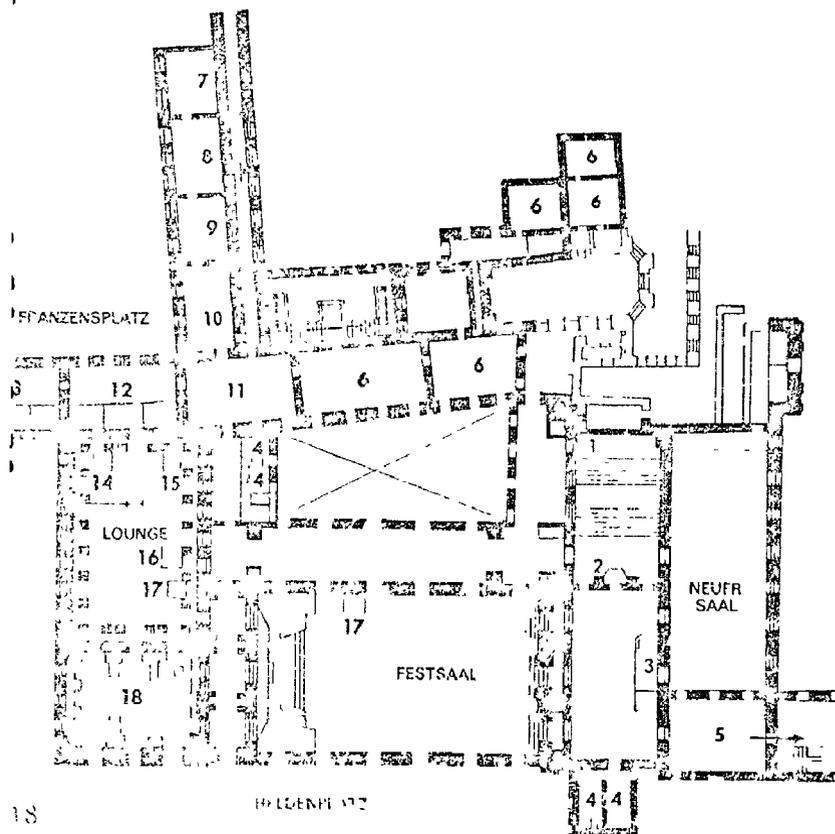
Mr. A.-J. POLLIART, Room 211



## CONGRESS CENTRE

### GROUND FLOOR

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



## CONGRESS CENTRE

### MEZZANINE

- 1 Main staircase
- 2 Information desk
- 3 Documents counter
- 4 Lavatories
- 5 Rooms 201-216
- 6 Public information
- 7 Deputy Director General for Administration
- 8 Director General's staff
- 9 Director General
- 10 President
- 11 External relations
- 12 Conference secretariat and services
- 13 Committee secretaries
- 14 Journal
- 15 Protocol
- 16 Delegates' aide
- 17 Speakers' list
- 18 Snack-bar

