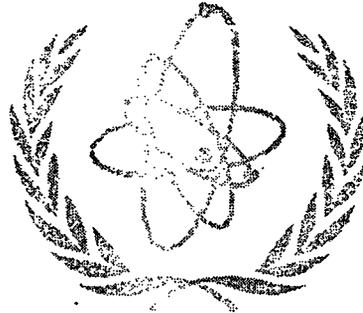


GC(XXI)/INF/171



INTERNATIONAL ATOMIC ENERGY AGENCY

TWENTIETH ANNIVERSARY

1957-1977

GENERAL
CONFERENCE

TWENTY-FIRST
REGULAR
SESSION

INFORMATION
FOR
DELEGATIONS

The compilation of this handbook was completed on 16 September 1977.

Printed by the International Atomic Energy Agency in Austria.

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GENERAL ARRANGEMENTS

THE CONFERENCE BUILDING

The Conference is meeting in the Congress Centre (Kongresszentrum) of the Hofburg. Entry to the Congress Centre is from the Heldenplatz; the telephone number is 57 55 71.

The session will open at 11 a.m. on Monday, 26 September.

Participants are advised that special badges will be needed for entry into the building during the session. These badges will be issued to delegations by the Protocol Office at the time of registration.

The ground floor and the mezzanine of the building are being placed at the disposal of the Conference. The precise location of offices and desks (e.g. Information Desk – Mezzanine, No.2) may be determined by reference to the plans of the ground floor and the mezzanine at the end of this handbook.

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 and the

location of staff, 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

Mezzanine, No. 15

Chief of the Service

Mr. P. DANOEWINATA (ext. 244)

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 to permit the use of parking space in the Heldenplatz.

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 normally be manned from that hour until 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 or his representative on request, against signature.

EXTERNAL RELATIONS

Mezzanine, No.11

**Assistant
Director General** Mr. D. FISCHER

**Chief of
Inter-Agency Liaison** Mr. P. PAPADIMITROPOULOS

Assistant Mr. N. TITKOV

PUBLIC INFORMATION

Mezzanine, No.6

Chief of the Service Mr. G. DELCOIGNE

Press Officers Mr. D. POPOFF
Mrs. F. GART
Mrs. G. WEISS

**Radio and
Television Officers** Mr. H. MEYER
Mrs. E. TESAR

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 at the Documents Station 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

The services of the Agency's Library at Kärntner Ring 11 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 rooms for private meetings (without interpretation facilities) may be made by applying to the conference services office (Mezzanine, No.12) or, during meetings, to the Conference Officer.

LOUNGE

Mezzanine, No.16

Delegates' aide

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.19

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

BANK

Ground floor, No.3

The Creditanstalt-Bankverein and the Österreichische Länderbank will 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 also 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

Ground floor, 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. Early application is strongly advised in all cases. Cosmos will also make arrangements for car hire, excursions, sight-seeing, etc.

CAR TRAFFIC

The first issues of the Journal will contain 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 Heldenplatz for cars displaying a label issued by the Protocol Office. Participants are 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 of the Conference building will summon chauffeur-driven cars by loudspeaker. He will also call taxis.

FIRST AID (ext. 295)

Ground floor, No.8

Emergency medical attention is obtainable in the first-aid room from 8.30 a.m. until the close of the last meeting of the day. For emergency assistance at other times, apply to the guard at Kärntner Ring 11 (telephone 52 45 11, ext. 260).

THE SESSION

THE JOURNAL

Mezzanine, No.12

Editor Mr. L. ADAMS (ext. 234)

The first issue of the Journal will be available on Friday, 23 September. Subsequent issues will appear early in the morning of each working day and will contain the agenda items to be taken at that day's meetings, a forecast of the meetings for the following day and other notices and announcements of interest to delegations.

DOCUMENTS

The provisional agenda for the session is given in document GC(XXI)/577, and other documents issued for it are listed in document GC(XXI)/DOCS/145 and subsequent documents bearing the same symbol. The Rules of Procedure of the General Conference are to be found in the booklet GC(XIX)/INF/152.

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, 26 September, will be at 11 a.m. The afternoon meeting on that day will start at 3.30 p.m. Thereafter, morning meetings will normally be at 10.30 a.m. and afternoon meetings at 3 p.m.

MEETING ROOMS

Plenary meetings will be held in the Festsaal; the Committee of the Whole will meet in the Neuer Saal and the General Committee in 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 at meetings of the Committee of the Whole, 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. Senegal will accordingly occupy that place, followed by other Member States in English alphabetical order.

Delegates are reminded that for the opening meeting on the morning of Monday, 26 September, special seating arrangements have been made.

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 precis-writers and the public information service.

Should a delegate wish to have his speech reproduced and distributed, one copy in its final form should be handed to Mr. H. Smids at the Documents Station together with instructions as to when it can be released.

VOLUNTARY CONTRIBUTIONS TO THE GENERAL FUND FOR 1978

To enable up-to-date information to be provided to the General Conference regarding the voluntary contributions to the General Fund, the Contributions Officer, Mrs. H. Byler, will be available to receive pledges at her desk (Mezzanine, No. 18, ext. 240) or, immediately before and during plenary meetings, at a desk in the Festsaal near the foot of the podium.

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. T. GARRETT (ext. 201)

Assistant

Mr. T. DUNNE (ext. 201)

Credentials Officers

Mr. B. NETCHAEV (ext. 220)

Mrs. MACMILLAN (ext. 239)

Committee of the Whole

Mezzanine, No.12

Secretaries

Mr. R. RAINER (ext. 235)

Mr. R. SCHENK (ext. 233)

Assistant

Mrs. G. LEITNER (ext. 231)

CONFERENCE SERVICES

Mezzanine, No.12

Chief

Mr. R. NAJAR (ext. 227/221)

Assistant

Mrs. C. BESNYÖ (ext. 222)

Chief Interpreter

Mr. S. SAMARINE (ext. 410)

THE AGENCY

BOARD OF GOVERNORS AND PERMANENT MISSIONS OF MEMBER STATES

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 of Member States". The latest issue is No. 41 of May 1977, and copies may be obtained from the Documents Station.

CHAIRMAN OF THE BOARD OF GOVERNORS

The Chairman of the Board will have an office on the Mezzanine (No. 13, ext. 400).

THE SECRETARIAT

The Director General has an office on the Mezzanine, No. 9, ext. 211. He will be assisted by Mr. T. Wojcik and Mr. C. O'Neai (Special Assistants), Mezzanine, No. 8, ext. 322 and 321 respectively, and by Mrs. N. Alonso, Miss B. Tschsch and Miss M. Robausch, Mezzanine, No. 8.

Senior officers Senior officers of the Secretariat, other than those mentioned earlier in this handbook, are listed below. The Information Desk can provide the telephone extensions of staff where these are not indicated.

Department of Administration

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

Office of Internal Audit and
Management Services
Mr. D. BROSHY

Division of Budget and Finance
Mr. J. ABBADESSA, Mezzanine, No.14
(ext. 367)

Division of General Services
Mr. M. KHAN

Representative of the Director General
to the United Nations
Mr. B. KOUVSHINNIKOV
(ext. 417/248)

Legal Division
Mr. D. EDWARDS, Mezzanine, No.14
(ext. 232)

IAEA Office in Geneva
Mrs. M. OPELZ
(ext. 368)

Division of Personnel
Mr. W. LYNCH

Department of Research and Isotopes

Mr. H. GLUBRECHT

**Joint FAO/IAEA Division of Atomic Energy
in Food and Agriculture
Mr. M. FRIED**

**Division of Life Sciences
Mr. M. SAIKI**

**Division of Research and Laboratories
Mr. A. SHALNOV**

Laboratories:

**Seibersdorf
Mr. G. COOK**

**Monaco
Mr. C. OSTERBERG**

**International Centre for Theoretical
Physics, Trieste
Mr. A. SALAM**

Department of Safeguards

Mr. R. ROMETSCH

Division of Development and Technical Support

Mr. A. von BAECKMANN

Division of Operations (A)

Mr. K. KLIK

Division of Operations (B)

Mr. T. HAGINOYA

Division of Safeguards

Information Treatment

Mr. V. SHMELEV

Department of Technical Assistance and Publications

Mr. H. BITTENCOURT

(ext. 369/314)

Division of Publications

Mr. L. SELF

Division of Technical Assistance

Mr. S. SRISUKH

Department of Technical Operations

Mr. I. ZHELUDEV

Division of Nuclear Power and Reactors

Mr. A.-J. POLLIART

**Division of Scientific and Technical
Information**

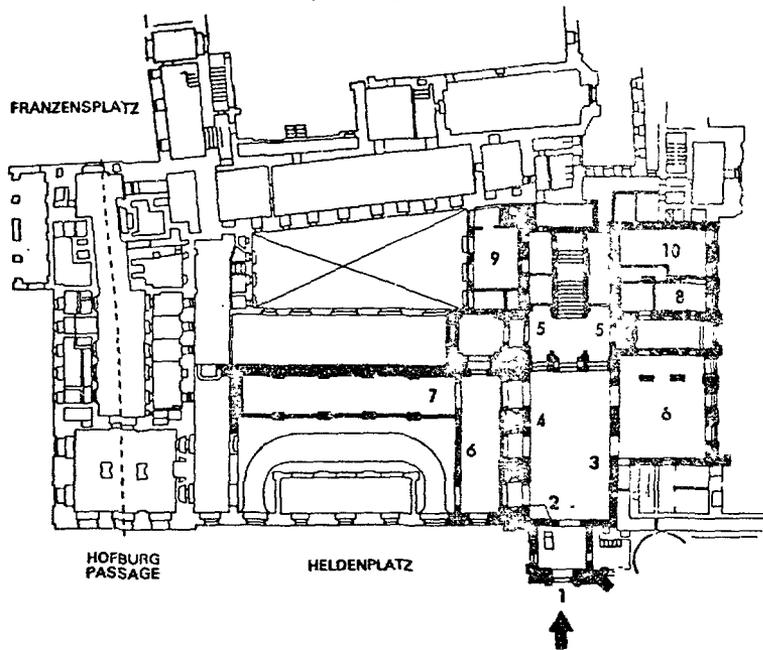
Mr. E. BRUNENKANT

Division of Nuclear Safety and

Environmental Protection

Mr. C. MILLAR

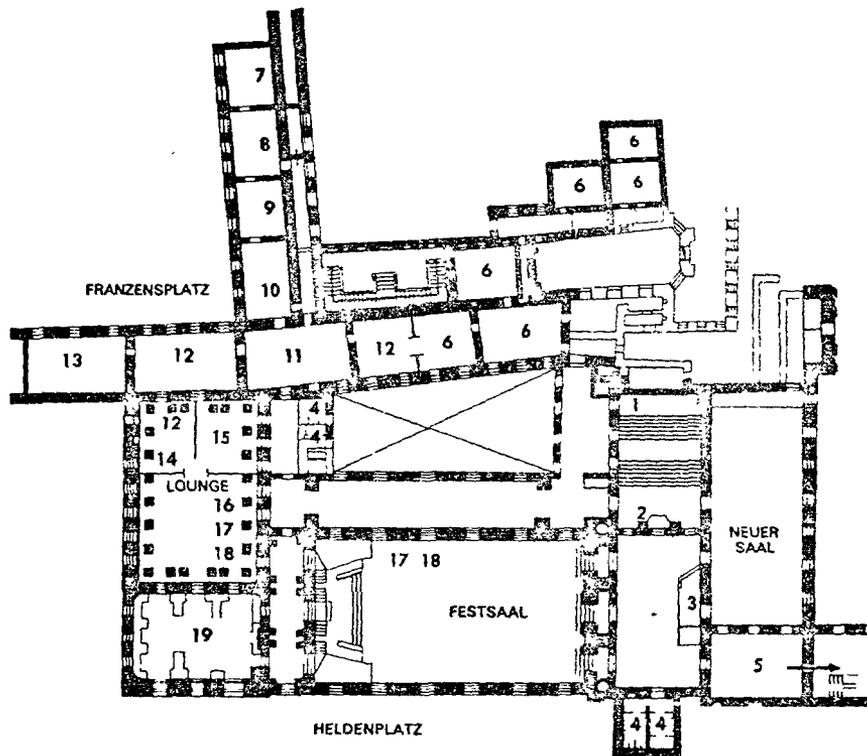
PLANS



CONGRESS CENTRE

GROUND FLOOR

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



CONGRESS CENTRE MEZZANINE

- 1 Main staircase
- 2 Information Desk
- 3 Documents Station
- 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 Assistant Director General for External Relations
- 12 Conference secretariat and services
- 13 Chairman of the Board of Governors
- 14 Budget and Finance
Legal
- 15 Protocol and Credentials
- 16 Delegates' aide
- 17 Speakers' list
- 18 Voluntary contributions
- 19 Snack-bar