

GC(XXIV)/INF/192

GENERAL CONFERENCE – TWENTY-FOURTH REGULAR SESSION

September 1980

INFORMATION FOR DELEGATIONS



INTERNATIONAL ATOMIC ENERGY AGENCY

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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 10.30 a.m. on Monday, 22 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 precise location of offices, meeting rooms and the Information Desk may be ascertained by reference to the floor plans at the end of the handbook.

INFORMATION DESK AND DELEGATES' AIDE

Mezzanine, No.2

An Information Desk (ext. 422) is at the top of the main staircase; in addition to giving information about the Conference and the

meeting facilities, it provides a lost-and-found service. It will also take messages for participants and, if necessary, arrange for them to be paged. A limited amount of typing can also be arranged to be done for participants.

ACCREDITATION OF DELEGATES AND PROTOCOL

Zeremoniensaal, Mezzanine, No.15

Credentials Those delegates who have been unable to submit their credentials earlier are requested to deposit them at the Credentials 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. For security reasons 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 Mr. P. Danoewinata, the official in charge of accreditation, 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.

Chief of Protocol Mr. P. DANOEWINATA (ext. 244)

THE PRESIDENT OF THE CONFERENCE Radetzky Suite, Mezzanine, No. 10, ext.210

CHAIRMAN OF THE COMMITTEE OF THE WHOLE Office No.402, ext. 222/278

CONFERENCE SECRETARIAT Marmorsaal, Mezzanine, No.14

Conference Secretary Mr. G. LE GUELTE (ext.201)

Assistant Miss I. HIRSCHMANN (ext.201/226)

Credentials Officers Mr. Y. KHARKEVICH (ext.320)
Mrs. R. MACMILLAN (ext.239)

Committee of the Whole

Marmorsaal, Mezzanine, No.14

Secretary

Mr. M. DAVIES (ext.201)

Division of Budget and Finance

Mr. R. SCHENK (ext.253)

Legal Division

Mr. R. RAINER (ext.235)

**ADMINISTRATIVE CO-ORDINATION
AND CONFERENCE SERVICES**

Zeremoniensaal, Mezzanine, No.14

Chief

Mr. R. NAJAR (ext.270)

Assistant

Mr. A. DONA (ext.272)

Chief Interpreter

Mr. S. SAMARINE (ext.327)

Chief, Documents Services

Mr. G. DREGER (ext.326)

DOCUMENTS SERVICES

Vorsaal, Mezzanine, No.3

Documents

The Documents Station will be open from 8:30 a.m. until normally 6:30 p.m. on working days. Each delegation will be assigned a special box where all working documents of the conference are distributed. Documents in preparation over night will usually be ready for collection by 8:30 a.m.

Mail **Letters and invitations** for participants will be delivered to the Documents Station and will be handed over to the addressee on request, against signature.

Documents Officer Mr. H. SMIDS (ext.299)

ACCOMMODATION FOR PRIVATE MEETINGS

Arrangements for the use of rooms for private meetings (without interpretation facilities) may be made by applying to the conference co-ordination office (Zeremoniensaal, Mezzanine, No.14) or, during the meetings, to the Conference Officer.

PRESS, RADIO AND TELEVISION

Rittersaal, Mezzanine, No.6

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

Division of Public Information**Director**

Mr. G. DELCOIGNE

Office No.6, ext.250

Press Officers

Mr. J. MARTIN BERMEJO (ext.256)

Mr. T. WILKIE (ext.251)

**Radio and
Television Officer**

Mr. H. MEYER (ext.266)

THE SESSION

THE JOURNAL

The first issue of the Journal will be available on Thursday, 18 September. Subsequent issues will appear early in the morning of each working day during the session 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(XXIV)/626 and other documents issued for it are listed in document GC(XXIV)/DOCS/184 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, 22 September, will be at 10:30 a.m. Morning meetings will normally begin at that time, and afternoon meetings at 3 p.m. Delegates are kindly requested to be in their places by those times in order to allow meetings to start punctually.

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. France will accordingly occupy that place, followed by other Member States in 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 Miss L. Huber, the official responsible for keeping the list, at her desk (Mezzanine, No.16, 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.

VOLUNTARY CONTRIBUTIONS TO THE TECHNICAL ASSISTANCE FUND FOR 1981

To enable up-to-date information to be provided to the General Conference regarding the voluntary contributions to the Technical Assistance Fund for 1981, the Contributions Officer, Mrs. H. Byler, will be available to receive pledges at her desk (Mezzanine, No.17, 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. If a delegate wishes to make a speech in a language other than the working languages provided, he should, under Rule 87 of the Rules of Procedure, arrange himself for interpretation into one of the working languages and provide the Secretariat with a written text of his speech in advance.

RECORDING OF MEETING PROCEEDINGS

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.

THE AGENCY

MEMBER STATES 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 of Member States". The latest issue is No. 53 of August 1980, 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 First Floor (No.1, ext. 316).

THE DIRECTOR GENERAL OF THE IAEA

Mr. S. Eklund
Radetzky Suite No.9, ext.211

		Office	Ext.
Special Adviser	Mr. A.S. Mehta	Radetzky Suite No.7	218
Special Assistants	Mr. T. Wojcik	Radetzky Suite No.8	322
	Mr. C. O'Neal	Radetzky Suite No.8	321
Assistant	Mrs. N. Alonso	Radetzky Suite No.8	228
Personal Secretary	Miss B. Tschech	Radetzky Suite No.8	228
Secretaries	Miss P. Asmus	Radetzky Suite No.8	368
	Miss B. Paul	Radetzky Suite No.8	368
	Miss M. Robausch	Radetzky Suite No.8	228
Representative of the Director General to the United Nations	Mr. B. Kouvshinnikov	206	416
Chief, IAEA Office in Geneva	Mrs. M. Opelz	206	416

THE SECRETARIAT

DEPARTMENT OF ADMINISTRATION

Deputy Director General
Mr. J.A. Hall
Radetzky Suite No.7, ext.203

		Office	Ext.
Administrative Assistant	Mrs. J. Auersperg	Radetzky Suite No.7	203
Secretary	Miss G. Wunderl	Radetzky Suite No.7	203
Assistant Director General for External Relations	Mr. D.A.V. Fischer	Antekammer No.13	245
Director, Division of Budget and Finance	Mr. J. Abbadessa	Rittersaal No.11	232
Director, Legal Division	Mr. L. Herron	Rittersaal No.12	233
Director, Division of General Services	Mr. D. Broshy	VIC	2360/1150

		Office	Ext.
Director, Division of Personnel	Mr. K. Chima	VIC	2360/1525
Director, Division of Languages	Mr. P. Combaux	VIC	2360/1400
Director, Division of Public Information	Mr. G. Delcoigne	Rittersaal No.6	250
Head, Office of Internal Audit and Management Services	Mr. A. Ohmoto	VIC	2360/1030

DEPARTMENT OF RESEARCH AND ISOTOPES

Deputy Director General
Mr. H. Kakihana
Office No.405, ext.236 .

		Office	Ext.
Director, Joint FAO/IAEA Division of Isotopes and Research Application of Atomic Energy in Food and Agriculture	Mr. M. Fried	VIC	2360/1610
Director, Division of Life Sciences	Mr. K. Sundaram	VIC	2360/1650
Director, Division of Research and Laboratories	Mr. V. Frolov	VIC	2360/1700
Head, Seibersdorf Laboratory	Mr. G. Cook	Seibersdorf	
Head, Monaco Laboratory	Mr. A. Walton	Monaco	
Director, International Centre for Theoretical Physics	Mr. A. Salam	Trieste	

DEPARTMENT OF SAFEGUARDS

Deputy Director General
Mr. H. Gruemm
Office No.404, ext.234

		Office	Ext.
Director, Division of Development and Technical Support	Mr. A. von Baeckmann	VIC	2360/1840
Director, Division of Operations (A)	Mr. K. Klik	VIC	2360/1900
Director, Division of Operations (B)	Mr. H. Iwamoto	VIC	2360/2050
Director, Division of Safeguards Information Treatment	Mr. V. Shmelev	VIC	2360/2200

DEPARTMENT OF TECHNICAL ASSISTANCE AND PUBLICATIONS

**Deputy Director General
Mr. C. Vélez Ocón
Office No.408, ext.223**

		Office	Ext.
Director, Division of Publications	Mr. A. Brown	VIC	2360/2420
Director, Division of Technical Assistance	Mr. S. Srisukh	VIC	2360/2320

DEPARTMENT OF TECHNICAL OPERATIONS

Deputy Director General
Mr. I. Zheludev
Office No.406, ext.275

		Office	Ext.
Director, Division of Nuclear Power and Reactors	Mr. H.J. Laue	VIC	2360/2750
Director, Division of Nuclear Safety and Environmental Protection	Mr. S. Fareeduddin	VIC	2360/2650
Director, Division of Scientific and Technical Information	Mr. H. Pryor	VIC	2360/2830

GENERAL FACILITIES AND SERVICES

SNACK-BAR

Wintergarten, 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 9.30 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.

TELEPHONE CALLS

Incoming telephone calls will be taken by the Information Desk. The number is 57 55 71, ext.422.

Outgoing local calls are free of charge. Long distance calls can be booked 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 Information Desk for dispatch. Participants will be asked to sign a slip when handing in a telegram and to pay for it after dispatch.

TRAVEL DESK

Ground floor, No. 4

Participants who require help in making arrangements for their return travel should apply at the travel desk. Early application is strongly advised in all cases. The Travel Agent will also make arrangements for car hire, excursions, sightseeing, and reservations for theatre, concerts etc.

CAR TRAFFIC AND PARKING

The first issues of the Journal will contain a plan showing the location of the Conference building in relation to the Agency's Headquarters at VIC, Wagramerstrasse 5, and a suggested 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.

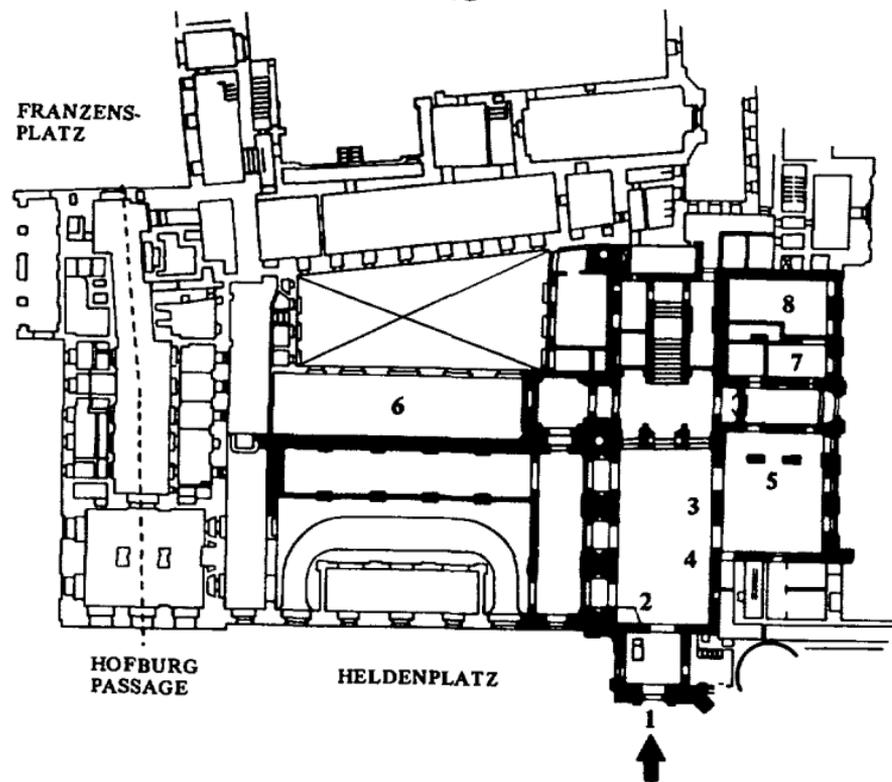
On request, the guard at the main entrance of the Conference building will summon chauffeur-driven cars by loudspeaker. He will also call taxis.

FIRST AID (ext. 295)

Ground floor, No.7

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 VIC (telephone 2360, ext.99).

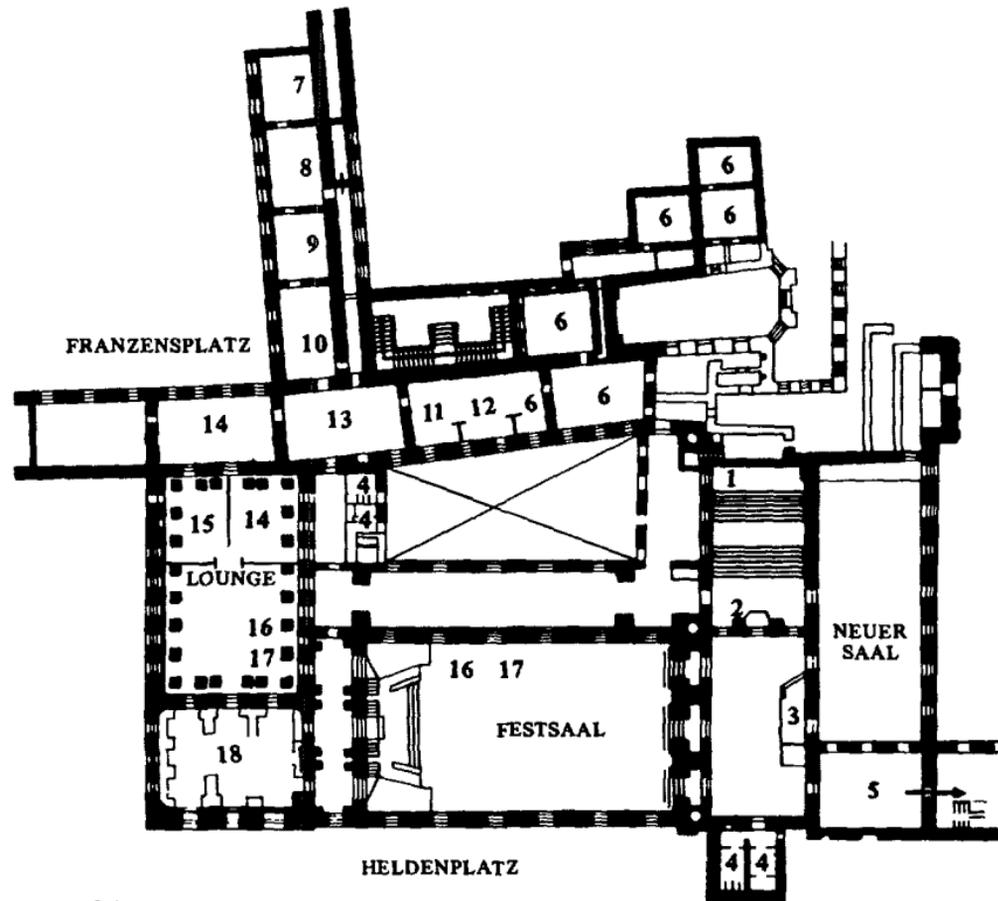
PLANS



CONGRESS CENTRE

GROUND FLOOR

- 1 Main entrance
- 2 Newspapers
- 3 Bank
- 4 Travel desk
- 5 Exhibition
- 6 Cloak room
- 7 First aid
- 8 Lavatories



CONGRESS CENTRE

MEZZANINE

- 1 Main staircase
- 2 Information Desk and Delegates' aide
- 3 Documents Station
- 4 Lavatories
- 5 Rooms 201-216

RITTERSAAL

- 6 Press, Radio and Television

RADETZKY SUITE

- 7 Deputy Director General for Administration
Special Adviser to the Director General
- 8 Director General's staff
- 9 Director General
- 10 President

RITTERSAAL

- 11 Budget and Finance
- 12 Legal

ANTEKAMMER

- 13 Assistant Director General for External Relations

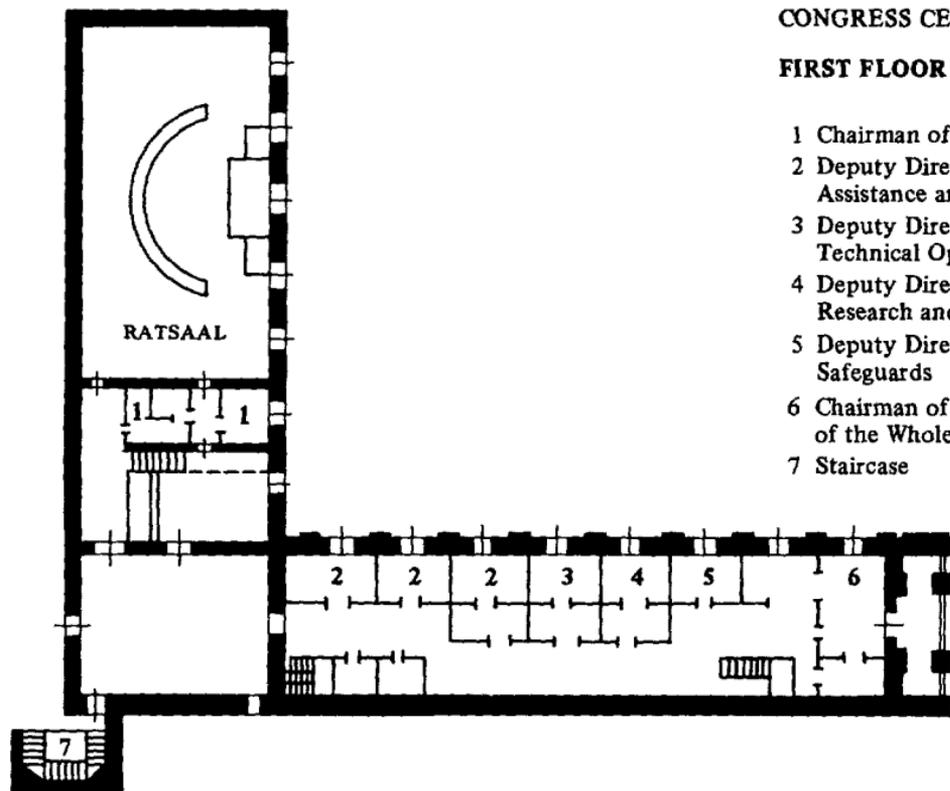
MARMORSAAL AND ZEREMONIENSAAL

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- 17 Voluntary contributions
- 18 SnackBar

CONGRESS CENTRE

FIRST FLOOR

- 1 Chairman of the Board of Governors
- 2 Deputy Director General for Technical Assistance and Publications
- 3 Deputy Director General for Technical Operations
- 4 Deputy Director General for Research and Isotopes
- 5 Deputy Director General for Safeguards
- 6 Chairman of the Committee of the Whole
- 7 Staircase



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