

GENERAL CONFERENCE – TWENTY-SEVENTH REGULAR SESSION

October 1983

INFORMATION FOR DELEGATIONS



INTERNATIONAL ATOMIC ENERGY AGENCY

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CONTENTS

General Arrangements	The conference building	1	Conference Secretariat	3
	Information desk and delegates' aide	1	Administrative Co-ordination and	
	Accreditation of delegates and protocol	2	Conference services	4
	Officers of the Conference and supporting services	3	Documents services	4
	The President of the Conference	3	Accommodation for private meetings	5
	Chairman of the Committee of the Whole	3	Press, radio and television	5
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The Session	The Journal	7	Voluntary contributions to the	
	Documents	7	Technical Assistance and Co-	
	Times of meetings	8	operation Fund for 1984	10
	Meeting rooms	8	Working languages and	
	Seating	8	interpretation	10
	Speakers' list	9	Recording of meeting proceedings	11
	Written texts of speeches	9	Voting by show of hands	11
<hr/>				
The Agency	Member States and the Board of Governors	12	The Director General of the IAEA	13
			The Secretariat	14
<hr/>				
General Facilities and Services	Snack-bar	20	Travel desk	21
	Bank	20	Car traffic and parking	21
	Telephone calls	20	First aid	22
	Telegrams	21		
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Plans		23		

GENERAL ARRANGEMENTS

THE CONFERENCE BUILDING

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

The session will open at 10 a.m. on Monday, 10 October.

Participants are advised that badges will be needed for entry into the building during the session.

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.

ACCREDITATION OF DELEGATES AND PROTOCOL

Zeremoniensaal, Mezzanine, No.17

- Chief of Protocol** Mr. P. DANOEWINATA (ext. 242)
- Credentials** Those delegates who have been unable to submit their credentials earlier are requested to deposit them directly with the Credentials Office as soon as possible after their arrival in Vienna.
- Badges and car labels** Each participant requires a badge with a photograph for entry into the building during the session. Badges will be issued at the Registration Desk to those participants who have not yet registered and who are not in possession of a VIC ground pass. 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 the Chief of Protocol 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.

OFFICERS OF THE CONFERENCE AND SUPPORTING SERVICES

THE PRESIDENT OF THE CONFERENCE

Radetzky Suite, Mezzanine, No. 11, ext.210

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

CONFERENCE SECRETARIAT

Marmorsaal, Mezzanine, No.15

Conference Secretary

Mr. M. SANMUGANATHAN (ext.201)

Assistant

Ms. I. HIRSCHMANN (ext.201/226)

Credentials Officers

Mr. V. BOULANENKOV (ext.320)

Ms. R. MACMILLAN (ext.239)

Committee of the Whole

Marmorsaal, Mezzanine, No.15

Secretary

Mr. M. DAVIES (ext.201)

Division of Budget and Finance

Mr. R. SCHENK (ext.253)

Legal Division

Mr. M. CAMCIGIL (ext.233)

**ADMINISTRATIVE CO-ORDINATION
AND CONFERENCE SERVICES**

Zeremoniensaal, Mezzanine, No.16

Acting Head

Ms. C. DE MOL van OTTERLOO (ext.270)

Assistant

Mr. L. KARDOS (ext.272)

Chief Interpreter

Mr. S. SAMARINE (ext.374)

Chief, Documents Services

Mr. G. DREGER (ext.326)

DOCUMENTS SERVICES

Vorsaal, Mezzanine, No.3

Documents

On working days, the Documents Station will be open from 8.30 a.m. until, normally, 6.30 p.m. 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. A limited amount of typing can also be arranged for delegations (Room 209).

Mail Letters and invitations for participants will be put in delegations' distribution boxes at the Documents Station.

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 services (Zeremoniensaal, Mezzanine, No.16) or, during the meetings, to the Conference Officer.

PRESS, RADIO AND TELEVISION

Rittersaal, Mezzanine, No.7

Press briefings The Press Officers are ready to help delegations to arrange press conferences and to circulate information material. Badges for the Press will be issued by Public Information (Verbindungsgalerie, Mezzanine No.7).

Press releases Press releases will be prepared in Arabic, 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 Press Officers 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.7, ext.250

Press OfficersMr. H. MEYER (ext.266)
Mr. J. DAGLISH (ext.265)

THE SESSION

THE JOURNAL

Issues of the Journal 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 documents GC(XXVII)/683 and Add.1 and 2, and other documents issued for it are listed in document GC(XXVII)/DOCS/222 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 and Mod.1.

Delegates wishing to submit draft resolutions or other documents to the Conference are 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, 10 October, will be at 10 a.m. Unless otherwise decided by the Conference, morning meetings will 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 floor. The Information Desk will direct participants to the Ratsaal, which is on the fourth floor.

In the Festsaal and the Neuer Saal, portable radio receivers with which participants can listen to the proceedings will be available. 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 Borad of Governors during the past year. Czechoslovakia 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 Ms. L. Huber, the official responsible for keeping the list, at her desk (Mezzanine, No.18, 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 AND CO-OPERATION FUND FOR 1984

To enable up-to-date information to be provided to the General Conference regarding the voluntary contributions to the Technical Assistance and Co-operation Fund for 1984, the Contributions Officer, Ms. H. Byler, will be available to receive pledges at her desk (Mezzanine, No.19, 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 Arabic, 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, he should, under Rule 87 of the Rules of Procedure, himself arrange for interpretation into one of the working languages and provide the Secretariat with a written text of his speech in advance in that working language.

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 country 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. 66 of September 1983, and copies may be obtained from the Documents Station.

THE DIRECTOR GENERAL OF THE IAEA

Mr. H. Blix
Radetzky Suite No.10, ext.211

		Office	Ext.
Special Assistants	Mr. T. Wojcik	Radetzky Suite No. 9	218
	Mr. J. Molander	Radetzky Suite No. 9	321
Assistant	Ms. N. Alonso	Radetzky Suite No.9	228
Personal Assistant	Ms. B. Tschech	Radetzky Suite No. 9	228
Secretary	Ms. M. Robausch	Radetzky Suite No. 9	228
Representative of the Director General to the United Nations	Mr. M. Shaker	Entreezimmer	256
Chief, IAEA Office in Geneva	Ms. M. Opelz	Entreezimmer	264

SECRETARIAT OF THE POLICY-MAKING ORGANS

Secretary of the Policy-making Organs	Mr. M. Sanmuganathan	Marmorsaal	201
Assistants	Mr. M. Davies	Marmorsaal	201
	Ms. I. Hirschmann	Marmorsaal	201

THE SECRETARIAT

DEPARTMENT OF ADMINISTRATION

Deputy Director General
Mr. Nelson F. Sievering, Jr.
Radetzky Suite No.8, ext.203

Administrative Officer	Ms. S. Stainer	Office	Ext.
Secretary	Ms. G. Fouchard	Radetzky Suite No.9	204
		Radetzky Suite No.9	203
Director, Division of External Relations	Mr. C. Herzig	Antekammer No.14	245
Director, Division of Budget and Finance	Mr. B. Bechetoille	Rittersaal No.12	253
Acting Director, Legal Division	Mr. R. Rainer	Rittersaal No.13	233
Director, Division of General Services	Mr. D. Broshy	VIC	2360/1150

		Office	Ext.
Director, Division of Personnel	Mr. K. M. Chima	VIC	2360/1525
Director, Division of Languages	Mr. L. Alonso de Huarte	Parterre, Unterteilung	396
Director, Division of Public Information	Mr. G. Delcoigne	Rittersaal No.7	250
Acting Head, Office of Internal Audit and Management Services	Mr. K. Gjevnoe	VIC	2360/1047

DEPARTMENT OF RESEARCH AND ISOTOPES

Deputy Director General

Mr. M. Zifferero

Office No.405, ext.236

		Office	Ext.
Director, Joint FAO/IAEA Division of Isotope and Radiation Applications of Atomic Energy for Food and Agricultural Development	Mr. B. Sigurbjoernsson	VIC	2360/1610
Director, Division of Life Sciences	Mr. M. Nofal	VIC	2360/1650
Director, Division of Research and Laboratories	Mr. V. Ferronsky	VIC	2360/1700
Head, Seibersdorf Laboratory	Mr. C. Taylor	Seibersdorf	
Head, Monaco Laboratory	Mr. R. Fukai	Monaco	
Director, International Centre for Theoretical Physics	Mr. A. Salam	Trieste	

DEPARTMENT OF SAFEGUARDS

Deputy Director General
Mr. P. Tempus
Office No.404, ext.234

Director, Division of Operations A	Mr. V. Schuricht	VIC	2360/2119
Director, Division of Operations B	Mr. B. Agu	VIC	2360/1900
Director, Division of Operations C	Mr. H. Iwamoto	VIC	2360/2050
Director, Division of Development and Technical Support	Mr. A. von Baeckmann	VIC	2360/1840
Director, Division of Safeguards Information Treatment	Mr. L. Issaev	VIC	2360/2200
Director, Division of Safeguards Evaluation	Mr. R. Parsick	VIC	2360/1809
Director, Division of Standardization, Training and Administrative Support	Mr. C. Buechler	VIC	2360/1836

DEPARTMENT OF TECHNICAL CO-OPERATION

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

		Office	Ext.
Director, Division of Technical Assistance and Co-operation	Mr. J. Quartey	VIC	2360/2320
Director, Division of Publications	Mr. A. Brown	VIC	2360/2420

DEPARTMENT OF NUCLEAR ENERGY AND SAFETY

Deputy Director General
Mr. B. Semenov
Office No.406, ext.275

		Office	Ext.
Director, Division of Nuclear Power	Mr. H.J. Laue	VIC	2360/2750
Director, Division of Nuclear Fuel Cycle	Mr. S. Fareeduddin	VIC	2360/2650
Director, Division of Nuclear Safety	Mr. M. Rosen	VIC	2360/2700
Acting Director, Division of Scientific and Technical Information	Mr. A. Muehlberger	VIC	2360/2830

GENERAL FACILITIES AND SERVICES

SNACK-BAR

Wintergarten, Mezzanine, No.20

The snack-bar will be open from 8.30 a.m. to 6.30 p.m. One menu, soups and sandwiches will be served.

BANK

Ground floor, No.4

The Creditanstalt-Bankverein and the Österreichische Länderbank will provide banking facilities from 9 a.m. to 6.30 p.m., Monday to Friday, and from 9 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. 3

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 route between the two buildings.

Parking space is reserved in the Heldenplatz for cars displaying a label issued at the Registration Desk. Participants are asked to ensure that their chauffeurs comply with the directions of the police officers stationed in the Heldenplatz.

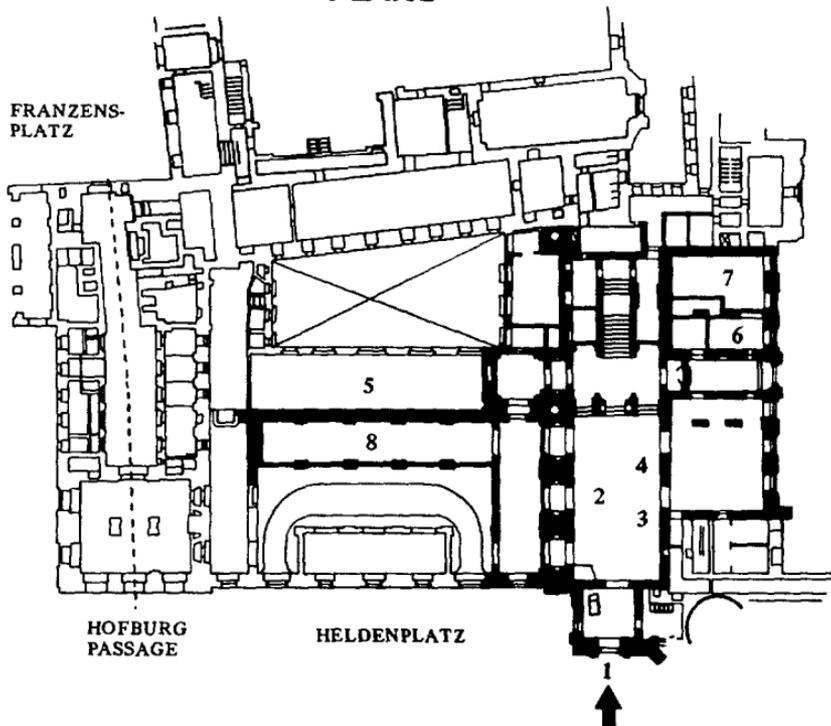
On request, the guard at the main entrance of the Conference building will summon chauffeur-driven cars by loudspeaker. He will also call taxis.

FIRST AID (ext. 295)

Ground floor, No.6

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).

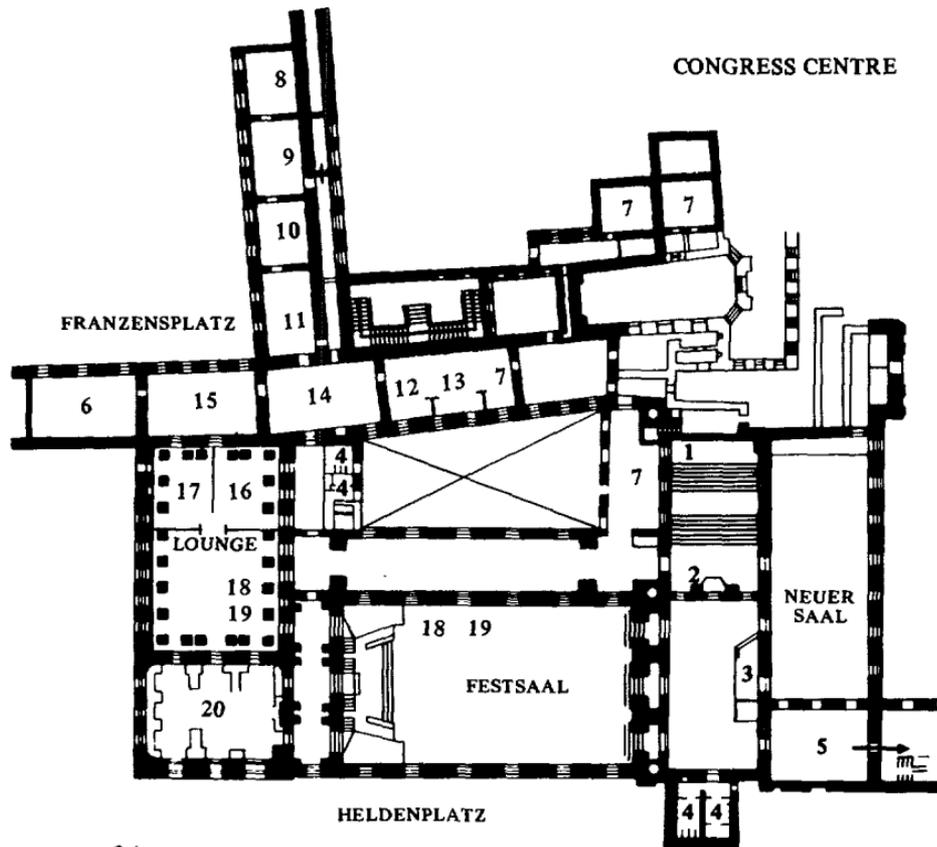
PLANS



CONGRESS CENTRE

GROUND FLOOR

- 1 Main entrance
- 2 Registration desk
- 3 Travel desk
- 4 Bank
- 5 Cloak room
- 6 First aid
- 7 Lavatories
- 8 Prinz Eugen Saal



CONGRESS CENTRE

MEZZANINE

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

GEHEIME RATSTUBE

- 6 Private meeting room

RITTERSAAL – VERBINDUNGSGALERIE – MARIA THERESIA APPT.

- 7 Press, Radio and Television

RADETZKY SUITE

- 8 Deputy Director General, Head of the Department of Administration
- 9 Special Assistants to the Director General
- 9 Director General's staff
- 10 Director General
- 11 President

RITTERSAAL

- 12 Budget and Finance
- 13 Legal

ANTEKAMMER

- 14 External Relations

MARMORSAAL

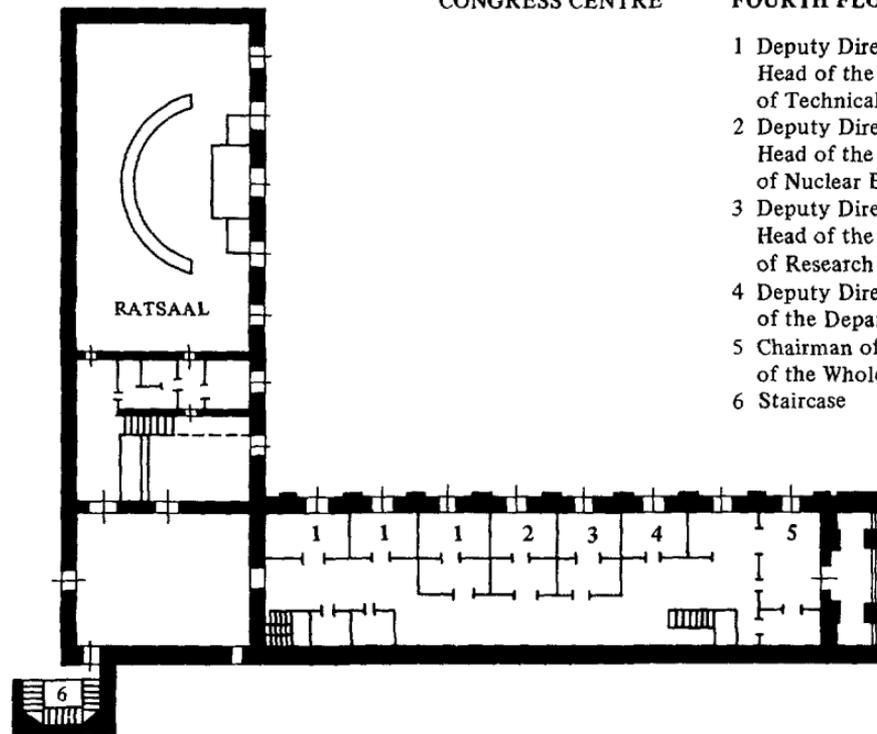
- 15 Conference Secretariat

ZEREMONIENSAAL

- 16 Administrative Co-ordination and Conference Services
- 17 Credentials and Protocol
- 18 Speakers' list
- 19 Voluntary Contributions
- 20 Snack-bar (Wintergarten)

CONGRESS CENTRE

FOURTH FLOOR



- 1 Deputy Director General,
Head of the Department
of Technical Co-operation
- 2 Deputy Director General,
Head of the Department
of Nuclear Energy and Safety
- 3 Deputy Director General,
Head of the Department
of Research and Isotopes
- 4 Deputy Director General, Head
of the Department of Safeguards
- 5 Chairman of the Committee
of the Whole
- 6 Staircase

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