

Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management ("Joint Convention")

Fifth Review Meeting

**IAEA Headquarters
Vienna, Austria**

11–22 May 2015

Information Note for Participants (Revised)¹

I. Registration

In order to facilitate the registration process, Contracting Parties to the Joint Convention are kindly requested to submit **nominations for their delegations** that will attend the Fifth Review Meeting by, preferably, no later than **Monday, 13 April 2015**, to the following email address: Official.Mail@iaea.org.

The IAEA Secretariat wishes to draw attention to Rule 8 of the Rules of Procedure and Financial Rules for the Joint Convention, which requires that the credentials of delegates and the names of alternates, advisers and experts be issued by the Ministry of Foreign Affairs or, in the case of regional organizations of an integration or other nature, by the competent authority of that organization, and submitted to the Deputy Director General, Head of the Department of Nuclear Safety and Security, Mr Denis Flory, in his capacity as Secretary of the Meeting no later than **4 May 2015**.

It should be noted that the practice for past Review Meetings of Contracting Parties to the Joint Convention, whereby grounds passes were marked with a dot to identify participants with access rights to the meeting rooms, has been reviewed and, in order to strengthen the measures assuring the confidential nature of such meetings, it has been decided to introduce a **dedicated colour-coded grounds pass** for all participants, including staff from the Permanent Missions.

Access to the Vienna International Center (VIC) is handled by the United Nations Security and Safety Section (UNSSS), which is responsible for the issuance of ground passes. When no photo is contained in the UNSSS' database, an automatically generated email will be sent requesting participants to

¹ This version cancels and supersedes the one issued previously.

upload their photographs. Submitting a photograph is essential for the issuance of a badge, and greatly eases the on-site registration process. All Permanent Mission staff that are in possession of a VIC ground pass are also required to register online and upload a photograph.

The **on-site registration** will take place at Checkpoint 1/Gate 1 of the VIC as follows:

- 1) Friday, 8 May 2015: from 8.00 a.m. to 4.00 p.m.
(Collection of pre-printed badges and photo badge issuance);
- 2) Saturday, 9 May 2015: from 12.00 a.m. to 4.00 p.m.
(Collection of pre-printed ground passes is open exclusively for JC Officers)
- 3) Sunday, 10 May 2015: from 12.00 a.m. to 4.00 p.m.
(Collection of pre-printed badges);
- 4) Monday, 11 May 2015: from 8.00 a.m. to 3.00 p.m.
(Collection of pre-printed badges and photo badge issuance)

During the above indicated dates and times, **dedicated colour-coded grounds pass** with photographs will be issued to nominated participants upon presentation of a valid identity document with a photograph. Participants whose nominations are submitted **after Monday, 13 April 2015** should — in addition to valid identification — present a copy of their nominations/credentials in order to obtain their ground passes. Kindly note that only holders of **dedicated colour-coded grounds pass** will be allowed into the conference rooms and that they will not be subject to screening, upon arrival and they can gain access to the VIC through staff entrance, Gate 1.

In order to avoid queues at Checkpoint 1/Gate 1 and to arrive on time for the official opening of the Review Meeting at **10.00 a.m. on Monday, 11 May 2015**, participants are strongly encouraged to make use of the on-site registration dates on **Friday, 8 May 2015** and **Sunday, 10 May 2015**². Permanent Missions may collect the grounds passes for all members of their delegations. In such cases, however, the designated collector will need to:

- (a) Be in possession of an appropriate authorization signed by the Resident Representative or the Chargé d'Affaires; and
- (b) Be responsible for the delivery of the ground passes to all members of his/her delegation, as, **once collected, passes cannot be reprinted.**

II. Visas

Participants requiring a visa to enter Austria should contact the nearest consular or diplomatic mission of Austria as early as possible. Austria is a Schengen State and, therefore, visa applications should be for a “**Schengen visa**” and must be submitted at least **four weeks before entry into Austria**. In States where Austria has no consular or diplomatic mission, visas can be obtained from a Schengen partner State representing Austria in the country in question.

The IAEA is able to assist, upon request, participants who encounter difficulties in obtaining a visa. In such instances, all necessary information (full names as they appear in the passport, as well as a copy

² Please note that photographs cannot be taken on Sunday 10 May; therefore, those participants who have not uploaded a photograph earlier, can only register on Friday 8 or Monday 11 May 2015.

of the relevant page of the passport, as well as length of stay, and a short description of the problem encountered, if any) should be sent, at least **four weeks prior to the meeting** to: Joint-Convention.Contact-Point@iaea.org.

III. Hotel Accommodation and How to Reach the Vienna International Centre

Information on hotel accommodation and on how to reach the VIC can be found on the IAEA website under the heading “Other Information” at: <http://www-pub.iaea.org/iaeametings>.

Participants are kindly informed that, due to the Eurovision Song Contest taking place in Vienna in May 2015, the availability of hotel rooms in the vicinity of the VIC will be limited. Special rates have been negotiated with a hotel within walking distance of the VIC (see below) and participants are advised to make their hotel arrangements as early as possible.

The NH Danube City Hotel is able to offer, subject to availability, special discounted accommodation at the rate of €99 per room, per night, including breakfast. This hotel is situated within five minutes’ walking distance from the VIC. Reservations should be made by participants directly via email to: groups.nhdanubecity@nh-hotels.com with reference to the reservation code: **C0-100.8 IAEA**.

IV. Contact

For any enquiries related to the organization of the meeting, please contact: Joint-Convention@iaea.org

V. General facilities and services during the meeting

COMMUNICATIONS

Internet Access

Computers are available in the M building at the two Internet Corners as well as on the 4th floor of C building for delegates to access the Internet and send and receive email messages using their individual email address. Delegates using their own laptops with wireless capability will be able to utilize the wireless Internet throughout the VIC.

SERVICES

Catering Facilities

Snacks and beverages will be available at the coffee bars in the M building on the ground floor and in C building, 4th floor. The VIC restaurant and cafeteria are situated on the ground floor, F building.

Postal Services

Full postal services are available at the VIC from 8.00 am to 6.00 pm between Monday and Friday. The post office is located on the first floor of the C building.

Banking Services

Full banking services are available at the VIC from 9.00 am to 3.00 pm on Monday, Tuesday, Wednesday and Friday and 9.00 am to 5.00 pm on Thursday.

IAEA Souvenirs

Souvenirs of the IAEA will be on sale from 11.30 am to 2.30 pm, every day from Tuesday to Friday. The souvenir stand is located on the ground floor towards the B building.

Travel Services

American Express travel services are available at their office C0E1 near the Rotunda on the ground floor.

Pharmacy Services

The pharmacy is located at the VIC, F building, 7th floor, Room F0714–16 and is open from 10.00 am till 5.00 pm from Monday to Friday.

Dry Cleaning Services

Dry cleaning services are available at the VIC, G building, ground floor, Room G0E77 from 11.30 am till 3.00 pm from Monday to Friday.

LOST AND FOUND

Personal belongings should not be left unattended. Items found should be handed to the Lost and Found Office in the VIC, F building, ground floor, Room F0E21, ext. 3903.