



60 Years

IAEA Atoms for Peace and Development

J5-CO-100.10 and J5-CO-100.11

Third Extraordinary Meeting of the Contracting Parties to the Joint Convention

IAEA Headquarters in Vienna, Austria
16 to 17 May 2017

and

Organizational Meeting for the Sixth Review Meeting of the Contracting Parties to the Joint Convention

IAEA Headquarters in Vienna, Austria
18 to 19 May 2017

General Information and Logistics

Conference Location:	International Atomic Energy Agency (IAEA) Vienna International Centre (VIC) Wagramer Strasse 5 1400 Vienna, Austria Board Room B/M1, first floor, M Building Tel no: (+43) 1 2600-27111								
Registration:	In order to facilitate the registration process, Contracting Parties are kindly requested to submit the composition of their delegations that will attend the Third Extraordinary Meeting by not later than Tuesday, 9 May 2017 and that will attend the Organizational Meeting by not later than Thursday, 11 May 2017 , to the following email address: I.Bollozos@iaea.org , with a copy to Conventions.Contact-Point@iaea.org .								
	Registration is handled by the UN Security and Safety Service (UNDSS) with the issuance of a JC colour coded photo badge.								
	In order to avoid lines at Gate 1 and to be on time for the official opening on Tuesday, 16 May 2017 at 10:00 a.m., participants are strongly encouraged to avail themselves of the on-site registration.								
	On-site registration and issuance of colour coded photo badges will take place at the VIC, Gate 1, on the following dates and times:								
	<table> <tr> <td>Friday, 12 May</td> <td>8.00 a.m. – 12.00 a.m.</td> </tr> <tr> <td>Monday, 15 May</td> <td>8.00 a.m. – 4.00 p.m.</td> </tr> <tr> <td>Tuesday, 16 May</td> <td>8.00 a.m. – 4.00 p.m.</td> </tr> <tr> <td>Wednesday, 17 May</td> <td>8.00 a.m. – 4.00 p.m.</td> </tr> </table>	Friday, 12 May	8.00 a.m. – 12.00 a.m.	Monday, 15 May	8.00 a.m. – 4.00 p.m.	Tuesday, 16 May	8.00 a.m. – 4.00 p.m.	Wednesday, 17 May	8.00 a.m. – 4.00 p.m.
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	Please be aware of the following:								
	- A dedicated colour coded photo badge is introduced <u>for all participants, including staff from Permanent Missions</u> , in order to strengthen the measures to enforce the nature of the Joint Convention meetings as being open only to Contracting Parties (in accordance with Rules 7 and 8 of the <i>Rules of Procedure and Financial Rules</i> , INFCIRC/602/Rev.5).								

	- Contracting Parties are requested to note that, for security reasons, all delegates will be required to have a JC colour coded photo badge to attend both meetings. Contracting Parties are therefore requested to provide a valid email address of each delegate to I.Bollozos@iaea.org , with a copy to Conventions.Contact-Point@iaea.org . Delegates will then be contacted by email in advance of the meetings for the purpose of uploading their photo.
	- Permanent Mission staff with VIC badges will also require to obtain a JC colour coded photo badge to attend both meetings. <u>No exceptions will be made.</u>
	- If Permanent Missions would like to authorize a member of the delegation to collect meeting badges on behalf of their delegation, they are requested to advice of this in writing by sending an email to I.Bollozos@iaea.org , with a copy to Conventions.Contact-Point@iaea.org by not later than Tuesday, 9 May 2017 . In such cases, however, the person designated to collect these is fully responsible for the delivery of the passes to the members of his/her delegation, since, once collected, passes <u>can neither be returned</u> to the Registration Desk <u>nor reprinted</u> .
	- All other delegates are requested to collect their passes in person from Gate 1.
	- Delegates are reminded to bring an identification document with picture to facilitate their entry to the VIC premises and the registration process.
Opening Third Extraordinary Meeting:	Tuesday, 16 May 2017 , at 10:00 a.m.
Opening Organizational Meeting:	Thursday, 18 May 2017 , at 10:00 a.m.
Conference Material Paper smart:	Delegates are reminded that documentation is available electronically on the JC secure website, which will be updated regularly on a daily basis to publish related documents. Delegates are urged to make full use of this service so as to reduce the costs to the Agency of printing and distributing hard copies of documents. Before the opening of each meeting, one complete set of documents will be made available to each Contracting Party. Should revisions be made to the documents, the updated versions will be made available on the JC secure website.
Languages:	The working languages of both meetings are English only.
List of Participants:	The list of participants will be made available in printed format (1 copy per delegation). The final list will be published on the JC secure website.
Accommodation:	Participants must make their own travel and hotel arrangements. Hotels which are offering a reduced rate for the meeting are listed on the conference website. Please note that the IAEA is not in a position to assist participants with hotel bookings nor can the IAEA assume responsibility for paying cancellation fees or for re-bookings and no shows.
Issuance of Credentials:	The credentials of delegates and the names of alternates, experts and advisers for both meetings are to be submitted to the IAEA Deputy Director General, Head of the Department of Nuclear Safety and Security, Mr Juan Carlos Lentijo, in his capacity as Secretary of the Joint Convention meetings. Credentials should be issued by the Ministry for Foreign Affairs (in

	<p>accordance with Rule 8 of the <i>Rules of Procedure and Financial Rules</i>, INFCIRC/602/Rev.5). Separate credentials are required to be submitted for both meetings.</p> <p>Contracting Parties are kindly requested to submit the credentials of delegates that will attend the Third Extraordinary Meeting by not later than Tuesday, 9 May 2017, and that will attend the Organizational Meeting by not later than Thursday, 11 May 2017.</p>
Visa:	<p>Participants requiring a visa to enter Austria should contact the nearest consular or diplomatic representative of Austria as early as possible.</p> <p>Austria is a Schengen State and, therefore, visa applications for a ‘Schengen visa’ must be submitted <u>at least four weeks before entry into Austria</u>. In States in which Austria has no consular or diplomatic representation, visas can be obtained from a Schengen partner State representing Austria in the country in question.</p> <p>Only in exceptional cases is the IAEA able to assist participants who encounter difficulties in obtaining a visa. In such instances, all necessary information (full name as it appears in the passport, date of birth, nationality, type of passport, passport number, place and dates of issue and expiry, length of stay, arrival date, flight details and a short description of the problem encountered) should be sent, <u>at least four weeks prior to the meeting</u>, to: I.Bollozos@iaea.org, with a copy to Conventions.Contact-Point@iaea.org.</p>
Internet Access:	Wireless internet access is available on the conference premises.
IAEA website:	<p>On the IAEA website http://www-pub.iaea.org/iaeametings/, the following logistical information is available:</p> <p>Guide to the Vienna International Centre (VIC); Hotel Information; Vienna Information; Vienna Sightseeing; Vienna Metro Map.</p>
JC secure website:	Contracting Parties will be able to view documents released before and during the meetings.