

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

**Sixth Review Meeting**

21 May to 1 June 2018, Vienna, Austria

**INFORMATION FOR PARTICIPANTS**

**OPENING PLENARY SESSION**

The opening Plenary will take place on Monday, 21 May 2018, at 10.00 a.m. in the Plenary of Board Room B/M1, M building, first floor (M01).

**NOMINATIONS**

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 Sixth Review Meeting, by not later than **Monday 16, April 2018**, to Ms Irene Bollozos-Semana ([I.Bollozos@iaea.org](mailto:I.Bollozos@iaea.org)) with a copy to [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org).

**CREDENTIALS**

The Secretariat wishes to remind Contracting Parties that, pursuant to Rule 8 of the Rules of Procedure and Financial Rules for the Joint Convention, the credentials of delegates and the names of alternates, experts and advisers shall 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 Review Meeting, no later than **Monday, 14 May 2018**.

Credentials shall be issued by the Ministry for Foreign Affairs or, in the case of regional organizations of integration or other nature, by the competent authority of that organization.

**BADGING**

It should be noted that in order to increase the measures enforcing the confidentiality nature of JC Review Meetings, a dedicated JC colour coded photo badge will be issued for all JC participants.

Permanent Mission staff with VIC badges will also require to obtain a JC colour coded photo badge to attend the Review Meeting. No exceptions will be made.

Participants who confirm their participation and provide an email address to [I.Bollozos@iaea.org](mailto:I.Bollozos@iaea.org) will be contacted by email, in advance of the meeting, for the purpose of uploading their photo.

Badges will be issued upon presentation of a valid ID with a photograph.

Participants whose nominations have been submitted **after Monday, 16 April 2018** should – in addition to a valid ID – present a copy of their credentials in order to obtain their ground passes.

## REGISTRATION

In order to be on time for the official opening on **Monday, 21 May 2018 at 10:00 a.m.**, participants are strongly encouraged to avail themselves of the on-site registration at Gate 1 of the Vienna International Centre (VIC) on the following days/times:

Friday, 18 May 2018 8.00 a.m. to 3.00 p.m.

Sunday, 20 May 2018 9.00 a.m. to 4.00 p.m.

Monday, 21 May 2018 8.00 a.m. to 12.00 noon

In principle, badges should be collected in person. However, advance collection of pre-printed badges is possible by an authorized person of Permanent Missions. Permanent Missions are requested to advise of this in writing by sending an email to [I.Bollozos@iaea.org](mailto:I.Bollozos@iaea.org) by not later than **Monday, 16 April 2018**. 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 **can neither be returned** to the Registration Desk **nor reprinted**.

Participants who have not registered online and participants who did not send a photograph are requested to enter through Gate 1 and proceed to the designated IAEA Registration Desk, where staff will assist them with the registration process and/or photo badging. A photo ID card and a copy of the official nomination are required to be presented at the IAEA Registration Desk.

Please allow ample time for security screening and registration process!

## CONFERENCE MATERIAL – PAPER SMART

To demonstrate its commitment to sustainability, the Review Meeting will be organized as a *green meeting* trying to keep the ecological impact as low as possible on the areas of paper smart documentation, waste reduction, recycling and returning name badges - these will all help to reduce the environmental impact. The Vienna

International Centre is already a workplace that is powered by carbon neutral electricity from 100% renewable sources.

## EXCHANGE OF INFORMATION VIA USB STICKS

Please be informed that two virus scan kiosks will be available in room M0E 58, M building, ground floor. In order to keep the IT environment safe for all users when exchanging information, please follow the below guidelines:

- Use the virus scan kiosks in M building before connecting your USB memory stick to an IAEA computer.
- Have **only the files that need to be exchanged** saved on your USB memory stick, as a high number of saved files will increase the scanning time. Example: 99MB data takes only 15 seconds to scan.
- Do not use USB memory sticks handed out by exhibitors or vendors. Keep in mind that a truly safe USB memory stick doesn't exist and it has to be checked regularly for malware or viruses.

## INTERPRETATION

The working languages of the plenary sessions of the Review Meeting are Arabic, Chinese, English, French, Russian and Spanish, and statements made in any one of these languages will be interpreted simultaneously into the other working languages.

Interpretation will also be provided, in different language combinations, in some of the country groups.

## POWERPOINT PRESENTATIONS

PowerPoint presentations can be displayed on either 4:3 or 16:9 aspect ratios. We advise you to choose and use only one of the two ratios for all presentations given during your PowerPoint presentation. We do not recommend the use of sound effects in your PowerPoint presentation.

Delegates are reminded that documentation is available electronically on the JC closed website, which will be updated regularly on a daily basis to publish related documents (PowerPoint presentations of National Reports, etc.).

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 to the plenary and to the country group sessions.

Before the opening plenary session, two complete sets of documents will be made available to each Contracting Party.

## **IAEA WEBSITE**

Information on Agency meetings can be found on the IAEA website:

<http://www-pub.iaea.org/iaeameetings/>

## **INTERNET ACCESS**

Wireless internet access is available on the conference premises.

## **JOINT CONVENTION CLOSED WEBSITE**

Contracting Parties will be able to view contributed papers, agendas, and PowerPoint presentations released before and during the event. Requests regarding access to the website should please be addressed to Ms Irene Bollozos-Semana ([I.Bollozos@iaea.org](mailto:I.Bollozos@iaea.org)).

## **LIST OF PARTICIPANTS**

The list of participants will be made available in printed format (1 copy per Contracting Party). The final list will be published on the JC restricted website.

# **GENERAL SERVICES**

## **BANKING**

Full banking services are available at the VIC from 9.00 a.m. to 5.00 p.m. on Thursdays, and until 3.00 p.m. on other days of the week.

## **CATERING**

Snacks and beverages will be available at the coffee bars in the M building (MOE and M01 levels) and in the C building (4th and 7th floors). The cafeteria and restaurant are located on the ground floor of the F building.

## **DELEGATION ROOMS**

A very limited number of meeting facilities will be available to book as delegation rooms during the first and second week of the Review Meeting. Requests will be attended on a first-come, first-served basis. To book a delegation room kindly send an email to Ms Elizabeth Delgado ([E.Delgado@iaea.org](mailto:E.Delgado@iaea.org)).

## **DRY CLEANING**

Dry cleaning services are available on the G building, ground floor, room G0E77, from 11.30 a.m. to 3.00 p.m. from Monday to Friday.

## **EMERGENCY EVACUATION PROCEDURES**

In the event of an emergency evacuation, participants should follow the instructions of the United Nations security personnel on duty.

The meeting facilities meet all general safety and fire safety standards, thus ensuring the safe evacuation of the entire complex. All emergency exits and escape routes meet the highest safety standards.

Should it become necessary to evacuate parts or all of the M building or the entire VIC, an announcement will be made by the UN Security and Safety Service (UNSSS) by means of the public address system or in person. Please follow the directions of the UNSSS personnel and evacuate the area immediately via the indicated emergency escape route.

Should you or anyone in your party require assistance (e.g. physically challenged or injured) please inform UNSSS personnel immediately.

Evacuation would be via the M building, ground floor (M0E). Using the staircases in the four corners of the M building, all persons would descend to the ground floor (M0E level) and from there exit the building via the signposted emergency exit glass doors onto Bruno-Kreisky-Platz in front of the Austria Center Vienna (ACV). The only exception is the M building first floor (M01) level, from where there is a direct exit outside to a terrace and from there a stairway down to Bruno-Kreisky-Platz and the ACV.

Following evacuation, UNSSS personnel will search the entire area to ensure that no one has been left behind.

## **HOTEL ACCOMMODATION**

Delegates are encouraged to choose environmentally friendly options when planning their participation. Small actions such as choosing environmentally certified accommodation in Vienna can make a big difference. Please note that the IAEA is not

in a position to assist participants with hotel bookings nor can the Agency assume responsibility for paying cancellation fees, for re-bookings or no show.

<http://www-pub.iaea.org/iaeameetings/2017HotelList.pdf>

## **PHARMACY**

The pharmacy is located in the F building, 7th floor, room F0714 - 16 and the opening hours are from 10.00 a.m. to 5.00 p.m. from Monday to Friday.

## **PUBLIC TRANSPORT**

Vienna has an efficient network of public transport - buses, trains, trams and underground lines - that covers most of the city. The IAEA encourages participants to make full use of these greener modes of transportation.

<https://www.wien.info/en/travel-info/transport>

## **SECURITY AND SAFETY SERVICES**

All persons attending the Review Meeting are requested to cooperate with the security personnel. For general enquiries, the UN Security and Safety Services Office is located in the F building, ground floor, room F0E 18, extension 3903.

Personal belongings left unattended will be taken by the United Nations security personnel on duty to the Lost and Found Office in the F building, ground floor, room F0E 21.

## **SMOKING**

Smoking is only permitted at the three designated smoking shelters on the P-3 level.

## **TRAVEL SERVICES**

American Express is the official travel agency of the IAEA. It is located on the ground floor of C building (C0E 01), extension 23060. Opening hours are from 8.30 a.m. to 5.30 p.m., Monday to Friday.

## **VISAS**

Participants requiring a visa to enter Austria should contact the nearest consular or diplomatic representative 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 4 weeks before entry into Austria. In States where Austria has no consular or diplomatic representation, visas can be obtained from a Schengen partner State representing Austria in the country in question.

Only in exceptional cases is the Agency able to assist participants who encounter difficulties in obtaining a visa. In such instance, all necessary information (full names as they appear in the passport, date of birth, nationality, type of passport, as well as a copy of the first page, 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, at least 4 weeks prior to the Sixth Review Meeting, to: [Joint-Convention.Contact-Point@iaea.org](mailto:Joint-Convention.Contact-Point@iaea.org), with a copy to [I.Bollozos@iaea.org](mailto:I.Bollozos@iaea.org).

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