



## **International Conference on Nuclear Security: Commitments and Actions**

IAEA Headquarters in Vienna, Austria  
5 to 9 December 2016

### **Information for Permanent Missions to the IAEA**

*The following information has been made available via email to Permanent Missions of Member States of the IAEA.*

#### **Registration Procedures**

Permanent Missions that have not done so already are kindly requested to communicate to the Secretariat the composition of their delegations by **28 November 2016**, in order to ensure that the first edition of the List of Participants is as complete as possible.

Member States are requested to note that for security reasons all conference participants, **including Ministers and other Heads of Delegations**, with the exception of those holding a VIC grounds pass, will be required to have a Nuclear Security Conference photo access pass. They are therefore requested to also provide an email address, at which they will be contacted for the purpose of uploading their photo.

Member States are informed that, based on the above, it will be possible to pre-print passes for the International Conference on Nuclear Security, and that these will be available at Gate 1 of the VIC on the Friday (**2 December 2016** from 9.00 am - 4.00 pm) and Sunday (**4 December 2016**, from 3.00 pm - 6.30 pm) preceding the opening of the Conference. In addition to collection in person, collection of pre-printed badges will be possible upon presentation of an official note or letter specifying the name of the collector and listing the names of participants whose badges are to be collected. Please note that once badges have been collected, they cannot be returned to the Registration Desk nor reprinted.

#### **Access to the VIC by Car**

Apart from registered cars and drivers of Permanent Missions, additional chauffeured cars will be allowed entry for drop-off and pick-up only, once the necessary information (i.e. name of the driver, car make and licence plate number) has been communicated to [NuclearSecurity2016@iaea.org](mailto:NuclearSecurity2016@iaea.org). This information must be received by **28 November 2016**. The United Nations Security and Safety Service (UNDSS) will grant access through Gate 2 of the VIC after cross-checking the data and upon presentation of a valid photo ID by the driver. To facilitate entrance procedures, red entry cards, that may be downloaded under the following link: <http://www-pub.iaea.org/mtcd/meetingsfiles/drop-off-and-pick-up-only2016ns.pdf>, should be clearly displayed on the dashboard of these cars. Member States are kindly reminded that the drivers of these cars will not be allowed to leave the cars unattended.

#### **VIC Commissary**

Commissary access will be embedded in the conference badge of the Head of Delegation and will need to be activated at the Commissary Information Desk. If the Head of Delegation departs before the end of the Conference, commissary access will be deactivated upon the departure and subsequently activated for the designated new Head of Delegation upon notification of the Conference Secretariat in Room M0E67, M Building, of the VIC, or by email to: [NuclearSecurity2016@iaea.org](mailto:NuclearSecurity2016@iaea.org). An updated badge will be issued in the UN Pass Office at Gate 1 of the VIC for the designated new Head of Delegation.

All communications with regards to the conference should be submitted to the IAEA via email to [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org), with cc to [NuclearSecurity2016@iaea.org](mailto:NuclearSecurity2016@iaea.org).

The Draft Programme for the Conference is available on the Conference Website (<https://www.iaea.org/events/nuclear-security-conference>) and will be updated regularly in the lead up to the Conference.

## **Special access arrangements for high-level participants**

In the case where a national armed escort or escorts are envisaged to accompany the high-level dignitary, Member States are kindly requested to send an email to [protocol.contact-point@iaea.org](mailto:protocol.contact-point@iaea.org) to ensure compliance with the relevant VIC access and security procedures.

## **Plenary Session**

All plenary sessions of the Ministerial Segment will take place in Board Room B/M1, First Floor, M Building. On Monday, 5 December, the sessions will begin at 10.00 and 15:00 respectively, on Tuesday, 6 December, the plenary session will begin at 09.00. Delegates are requested to be seated by those times in order to allow meetings to start punctually.

Each Member State will be allocated **four seats** and Member States will be seated in English alphabetical order. Ministers and Heads of Delegation will speak in the order determined by the speakers' ballot and following the practice of giving priority to Ministers.

The proceedings will be conducted with simultaneous interpretation in all official languages.

## **Speaking guide for Ministers**

In order to make the best use of time available and accommodate all speakers, Ministers and other Heads of Delegations are kindly reminded to keep the length of their statements to a maximum of 5-7 minutes. To facilitate interpretation and public distribution of statements via the conference website the texts of statements to be delivered should in advance be provided in electronic format (email: [NuclearSecurity2016@iaea.org](mailto:NuclearSecurity2016@iaea.org)) or handed to the Statements' Assistant at the Statements Desk in the Plenary Hall (M building, first floor),

All statements, as received, will be made available on the conference website <https://www.iaea.org/events/nuclear-security-conference> as soon as possible after delivery, unless the distribution is restricted by the Member State. In such cases, this should be clearly marked on the statement. For uploading purposes, statements should be clean versions, free of any handwriting or crossed out text.

## **Lunch Programme**

### Buffet Luncheon for Ministers and other Heads of Delegation

A buffet luncheon for Ministers and other Heads of Delegation ( plus 1) will be hosted by the President of the Conference in a designated area outside Board Room C (4<sup>th</sup> Floor, C Building) on Monday, 5 December 2016 from 12.30 to -13:30.

RSVP would be greatly appreciated via email to [NuclearSecurity2016@iaea.org](mailto:NuclearSecurity2016@iaea.org) by **1 December 2016**.

### Interactive Session

During the extended lunch hour of 13:30-15:00 there is an opportunity for Member States to participate in an "Interactive Session" that is designed to highlight the Convention on the Physical Protection of Nuclear Material (CPPNM) and the Amendment to the Convention on the Physical Protection of Nuclear Material (A-CPPNM).

The interactive session will be closed to the media and the public and will be held on a not-for-attribution basis to encourage discussion. No formal national statements are expected and statements will not be recorded. The session will be facilitated in English, with simultaneous interpretation, in all official languages.

Member States who are interested in participating in the interactive session should register their interest at the following email address [NSInteractiveSession@iaea.org](mailto:NSInteractiveSession@iaea.org) by **1 December 2016**. Access will be limited to holders of special access badges that will be distributed at the Registration Desk at Gate 1 based on the earlier registration of interest.

Member States are encouraged to visit the conference web site where an updated conference programme is available together with other more general logistical information:

<https://www.iaea.org/events/nuclear-security-conference>