



IAEA

International Atomic Energy Agency

Atoms for Peace and Development

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Eighth Review Meeting of the Contracting Parties to the Convention on Nuclear Safety

IAEA Headquarters in Vienna, Austria
15 – 26 March 2021

General Information, Logistics and Information Technology (IT)

Credentials:	<p>The Secretariat wishes to remind Contracting Parties that, pursuant to Rule 8 of the Rules of Procedure and Financial Rules for the 8th Review Meeting of the Contracting Parties to the Convention on Nuclear Safety, 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 Friday, 5 March 2021.</p> <p>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.</p>
Conference Location:	<p>International Atomic Energy Agency (IAEA)</p> <p>Vienna International Centre (VIC) Wagramer Strasse 5 1400 Vienna, Austria</p> <p>Board Room B/M1, first floor, M Building</p> <p>Tel no: (+43) 1 2600-213036</p>
Registration:	<p>In order to facilitate the registration process, Contracting Parties are kindly requested to submit the composition of their delegations that will attend the 8th Review Meeting by not later than Friday, 5 March 2021, to the following email address: Convention-for-Nuclear-Safety.Contact-Point@iaea.org and Conventions.Contact-Point@iaea.org.</p>
	<p>Registration is handled by the UN Security and Safety Service (UNDSS) with the issuance of a CNS colour coded photo badge.</p>
	<p>In order to avoid lines at Gate 1 and to be on time for the official opening on Monday, 15 March 2021 at 10:00 a.m., participants are strongly encouraged to avail themselves of the on-site registration.</p>
	<p>On-site registration and issuance of colour coded photo badges will take place at the VIC, Gate 1, on the following dates and times:</p>

	<p>Thursday, 11 March, from 12:00 noon to 4:00 p.m.;</p> <p>Friday, 12 March, from 8:00 a.m. to 12:00 noon;</p> <p>Sunday, 14 March, from 12:00 noon to 4:00 p.m. (With Screening and photo badge issuance Services);</p> <p>Monday, 15 March, from 8:00 a.m. to 4:00 p.m.; and</p> <p>Tuesday, 16 March, from 8:00 a.m. to 4:00 p.m.</p>
Please be aware of the following:	
	<ul style="list-style-type: none"> - Since the Second Extraordinary Meeting held in August 2012, it was decided to introduce a dedicated colour coded photo badge for all participants, including staff from Permanent Missions in order to strengthen the measures to enforce the confidentiality nature of the Convention meetings (in accordance with Rule 20 of the Rules of Procedure and Financial Rules, INFCIRC/573/Rev.6).
	<ul style="list-style-type: none"> - Contracting Parties are requested to note that for security reasons all delegates will be required to have a CNS colour coded photo badge to attend the 8th Review Meeting. They are therefore requested to provide an email address to: Convention-for-Nuclear-Safety.Contact-Point@iaea.org and Conventions.Contact-Point@iaea.org. Delegates will be contacted by email in advance of the meeting for the purpose of uploading their photo.
	<ul style="list-style-type: none"> - Permanent Mission staff with VIC badges will also require to obtain a CNS colour coded photo badge to attend the Review Meeting. <u>No exceptions will be made.</u>
	<ul style="list-style-type: none"> - Should you wish to designate a staff member to collect the CNS meeting badges on behalf of the Delegation, please note that this can only be done via a Note Verbale authorizing the staff member to collect the badges. The Note Verbale should be presented at the Registration desk at Gate 1. Please note the Registration times quoted above. In addition to presenting the Hard copy of the Note Verbale at the registration desk, please send an electronic copy to Convention-for-Nuclear-Safety.Contact-Point@iaea.org and Conventions.Contact-Point@iaea.org. 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 nor reprinted.</u>
	<ul style="list-style-type: none"> - All other delegates are requested to collect their passes in person from Gate 1.
	<ul style="list-style-type: none"> - Delegates are reminded to bring an identification document with picture to facilitate their entry to the VIC premises and the registration process.
Opening Plenary Session	Monday, 15 March 2021, at 10:00 a.m.
Opening Country Group Sessions	Monday, 15 March 2021, at 13:45 p.m.
Final Plenary Session Starts	Monday, 22 March 2021, at 9:00 a.m.
Final Plenary Session Ends	Friday, 26 March 2021

<p>Conference Material</p> <p>Paper smart and National Presentations</p>	<p>Delegates are reminded that documentation is available electronically on the CNS secure website, which will be updated regularly on a daily basis to publish related documents (PowerPoint presentations of National Reports, etc.)</p> <p>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.</p> <p>Before the opening plenary session, two complete set(s) of documents will be made available to each Contracting Party. Should revisions be made to the documents, please be informed that the updated versions will be made available on the CNS secure website.</p> <p>Following the paper smart concept, delegates are informed that at least <u>one day prior to their National Presentation, each Contracting Party is requested to provide an electronic copy</u> of it to the Secretariat.</p> <p>Kindly follow below steps to upload your presentation:</p> <ul style="list-style-type: none"> - Please upload your national presentation on the CNS secure website, as <u>PDF</u>, at least <u>one day in advance of your national review</u> under “information from Contracting Parties”. <i>(you will be able to overwrite the document if you need to make a modification).</i> - Send your national presentation via email, as <u>PowerPoint</u>, at least one day prior to your national presentation to the CNS Secretariat at CNS-8RM-presentations@iaea.org. The size limitation for the files being sent is 25MB. <p>As no national presentation will be accepted through USB memory sticks, please be mindful of the time necessary for the clerk assigned to your Country Group (CG) to download the presentation, make necessary number of copies and to distribute in the CG. Please send it at least one day in advance.</p> <p>Only this version will be made available in a printed format to each Contracting Party. Should revisions be made to the documents, please be informed that the updated versions will be made available on the CNS secure website only.</p> <p>We encourage, each Contracting Party to make the last version of their presentation available on the secure website, under “information from Contracting Parties”.</p>
<p>Exchange of information</p>	<p>Please be aware that no information between Contracting Parties and the CNS Secretariat should be exchanged through USB memory sticks as virus scan kiosks are no longer available at the Agency.</p> <p>In order to keep the IT environment safe for all users when exchanging information with the CNS Secretariat, please follow the below guidelines:</p> <ul style="list-style-type: none"> • First, always use the CNS secure website to upload relevant national documents. • Second, if you are unable to upload a document directly on the CNS secure website, send it through email to the CNS Secretariat. The size limitation for the files being sent is 25MB.

	Please, be reminded that <u>only CNS National Contacts can upload information</u> on the CNS secure website.
Absence of Internet Corner and interactive presentations	For your information, Internet Corners are no longer available on the ground floor of the M building. Moreover, interactive presentations will be used during Topical Sessions. Therefore, we encourage you to bring your own laptop or any smart devices to the 8 th Review Meeting of the Contracting Parties to the CNS.
PowerPoint Presentations	PowerPoint presentations can be displayed on 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 as we cannot ensure the functionality in all meeting facilities.
Interpretation:	The working languages of the plenary sessions of the CNS 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.
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 CNS 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.
Visa:	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 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. 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: Convention-for-Nuclear-Safety.Contact-Point@iaea.org and Conventions.Contact-Point@iaea.org .
Internet Access:	Wireless internet access is available on the conference premises.
IAEA website:	The following logistical information is available on the IAEA website: https://www.iaea.org/events Guide to the Vienna International Centre (VIC); Hotel information; Vienna Information; Vienna Sightseeing; Vienna Metro Map.
CNS secure website:	Contracting Parties will be able to view Agendas, and PowerPoint presentations released before and during the event.

