

# INFORMATION NOTE FOR PARTICIPANTS

## Joint Eighth and Ninth Review Meeting of the Contracting Parties to the Convention on Nuclear Safety (CNS)

IAEA Headquarters in Vienna, Austria  
Vienna International Centre (VIC)  
20 – 31 March 2023

### General Information and Logistics

<b>Meeting Location</b>	International Atomic Energy Agency (IAEA) Vienna International Centre (VIC) Wagramer Strasse 5 1400 Vienna, Austria Board Room B/M1, M Building
<b>Registration</b>	<b><u>Registration</u></b>  Designated focal points are requested to register all members of their delegation through the <a href="https://intouchplus.iaea.org">InTouch+</a> online portal, accessible under the following link: <a href="https://intouchplus.iaea.org">https://intouchplus.iaea.org</a> .  <b>Online registration should be completed by Monday, 13 March 2023.</b>  In case of any issues with the registration, please contact <a href="mailto:Conventions.Contact-Point@iaea.org">Conventions.Contact-Point@iaea.org</a> .  Registered delegates shall comply with the entry requirements to Austria and shall apply for a visa, if necessary, as soon as possible (for more information, please refer to the <a href="#">Austria visa information</a> on the IAEA website).
<b>Credentials</b>	The Secretariat wishes to remind Contracting Parties that, pursuant to Rule 8 of the <i>Rules of Procedure and Financial Rules</i> of the Convention on Nuclear Safety (CNS) (document INFCIRC/573/Rev.6), the credentials of delegates and the names of alternates, experts and advisers are to be submitted to Ms Lydie Evrard, Deputy Director General, Head of the Department of Nuclear Safety and Security, in her capacity as Secretary of the Joint 8 <sup>th</sup> and 9 <sup>th</sup> CNS Review Meeting.  Credentials should be issued by the Ministry for Foreign Affairs or, in the case of organizations, by the competent authority of that organization.  In practice, the IAEA accepts credentials issued either: <ul style="list-style-type: none"><li>• <b>by an official of the Ministry for Foreign Affairs or</b></li><li>• <b>by the Resident Representative of a Contracting Party,</b></li></ul> provided that they have been duly signed by one of these individuals.

	<p>Therefore, in addition to the credentials issued by an official from the Ministry, a letter from and signed by the Resident Representative of a Contracting Party containing the title of the meeting and the name and title of the delegate may also be accepted as proper credentials. A copy of such a letter or an unsigned Note Verbale from the Permanent Mission would, however, not be sufficient.</p> <p>Contracting Parties are kindly requested to submit credentials of delegates <b>no later than Monday, 13 March 2023</b>.</p>
<p><b>Formalities on Arrival</b></p> <p><b>Badge Collection</b></p>	<p>Access to the VIC and the Review Meeting is handled by the UN Security and Safety Services (UNDSS) with the issuance of a <b>dedicated CNS colour-coded photo badge</b>. This dedicated colour-coded photo badge is introduced <b>for all participants, including staff from Permanent Missions</b>, in order to strengthen the measures to enforce the confidential nature of the CNS meetings.</p> <p><b>Permanent Mission staff</b>, who already hold a VIC badge, will also be required to obtain a CNS colour-coded photo badge to attend the Joint 8<sup>th</sup> and 9<sup>th</sup> CNS Review Meeting. <u>No exceptions will be made.</u></p> <p>Registered delegates will receive an email notification from the United Nations Pass Office (<a href="mailto:unodc-conferenceregistration@un.org">unodc-conferenceregistration@un.org</a>) in advance of the meeting for the purpose of uploading a passport-sized coloured photograph (.jpeg format) for the preparation of conference badges. Delegates are kindly requested to check their email spam folder in case of delays in receiving this email notification. Failure to successfully upload a photograph will result in delegates having to line up at the United Nations Pass Office to be photographed and have their badges issued on site.</p> <p>To avoid long queues during the morning of Monday, 20 March 2023, registered participants are strongly encouraged to collect their badges in advance upon presentation of a valid photo ID at the Registration Desk at Gate 1 on the following days:</p> <ul style="list-style-type: none"> <li>• <b>Friday, 17 March 2023, from 10:00 a.m. to 4:00 p.m.</b></li> <li>• <b>Sunday, 19 March 2023, from 2:30 p.m. to 6:00 p.m.</b></li> </ul> <p>Should advance collection of badges not be possible, badges can be collected at the IAEA Registration Desk at Gate 1 <b>as of 7:30 a.m. on Monday, 20 March 2023</b>.</p> <p>In principle, badges should be collected in person. However, advance collection of pre-printed badges on behalf of a delegation is possible as follows:</p> <p>Permanent Missions wishing to authorize a member of their delegation to collect the CNS badges on behalf of the delegation are requested to advise the Secretariat of this by sending an email to <a href="mailto:Conventions.Contact-Point@iaea.org">Conventions.Contact-Point@iaea.org</a> by <b>Wednesday, 15 March 2023</b>.</p> <p>Should Permanent Missions wish to designate another member of their staff to collect the CNS meeting badges on behalf of the delegation, please note that this can only be done via a Note Verbale. The Note Verbale authorizing the staff member to collect the badges should be sent to <a href="mailto:Conventions.Contact-Point@iaea.org">Conventions.Contact-Point@iaea.org</a>, with a copy to <a href="mailto:Official.Mail@iaea.org">Official.Mail@iaea.org</a>, by <b>Wednesday, 15 March 2023</b>. The signed and stamped original of the Note Verbale has to be presented at the Registration Desk at Gate 1</p>

	<p>when collecting the badges. Please note the registration times quoted above. Please note that the person designated to collect the badges is fully responsible for the delivery of the meeting badges to the members of his/her delegation, since, once collected, passes <u>can neither be returned to the Registration Desk nor reprinted.</u></p>
<b>Additional Information</b>	
<b>Meeting Material: Paper-Smart Concept</b>	<p>Following the IAEA's paper-smart concept, delegates are informed that all documents related to the Review Meeting are available on the <a href="#">CNS secure website</a>, which will be updated daily to publish related documents (e.g., National Presentations, 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>
<b>Exchange of information National Presentations</b>	<p>Please be informed that exchange of information between Contracting Parties and the CNS Secretariat through USB memory sticks is <u>not possible.</u></p> <p>Contracting Parties are requested to upload relevant national documents to the <a href="#">CNS secure website</a>.</p> <p>Kindly follow the steps below to upload your national presentation:</p> <ul style="list-style-type: none"> <li>- Please <b>upload</b> your national presentation <b>on the CNS secure website</b>, 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>).</li> <li>- Send your national presentation via <b>email</b>, as <u>PowerPoint</u>, at least <b>one day prior</b> to your national presentation, to the CNS Secretariat at: <a href="mailto:CNS-8&amp;9RM-presentations@iaea.org">CNS-8&amp;9RM-presentations@iaea.org</a>. The size limitation for the files being sent is <b>25MB</b>.</li> </ul> <p>We encourage each Contracting Party to <b>make the last version of their presentation available on the CNS secure website</b>, under "<b>Information from Contracting Parties</b>".</p> <p>Information exchange within the individual Country Groups will be managed through Microsoft Teams. More details will be made available directly to the members of the respective Country Groups in due course.</p>
<b>Interpretation</b>	<p>The working languages of the Plenary Sessions of the CNS are Arabic, Chinese, English, French, Russian and Spanish. Statements made in any one of these languages will be interpreted simultaneously into the other working languages.</p> <p>Interpretation will also be provided, in different language combinations, in some of the Country Groups.</p>
<b>List of Participants</b>	<p>The list of participants will be made available in printed format (1 copy per delegation). The final list will be published on the <a href="#">CNS secure website</a>.</p>
<b>Accommodation</b>	<p>Participants must make their own travel and hotel arrangements. Hotels which are offering a reduced rate for the meeting are listed on the IAEA website: <a href="https://www.iaea.org/events/hotel-list">https://www.iaea.org/events/hotel-list</a></p>

	Please note that the IAEA <b>is not in a position</b> to assist participants with hotel bookings, nor can the IAEA assume responsibility for paying cancellation fees or for re-bookings and no shows.
<b>Internet Access</b>	Wireless Internet access is available on the meeting premises.
<b>IAEA website</b>	Some practical information is available on the <a href="#">IAEA website</a> , including: <ul style="list-style-type: none"><li>• <a href="#">Guide to the Vienna International Centre (VIC)   IAEA</a></li><li>• <a href="#">VIC Guide for People with Disabilities</a></li><li>• <a href="#">COVID-19 Quick Guide</a></li><li>• <a href="#">Hotel List Vienna</a></li><li>• <a href="#">Vienna Public Transportation Map</a></li><li>• <a href="#">Austria Visa Information</a></li></ul>