

## INFORMATION NOTE FOR PARTICIPANTS

### Fifth Extraordinary Meeting of the Contracting Parties to the Joint Convention

IAEA Headquarters in Vienna, Austria  
Vienna International Centre (VIC)  
25 to 26 March 2024

and

### Organizational Meeting for the Eighth Review Meeting of the Contracting Parties to the Joint Convention

IAEA Headquarters in Vienna, Austria  
Vienna International Centre (VIC)  
27 to 28 March 2024

### General Information and Logistics

<b>Meeting Location</b>	<p>International Atomic Energy Agency (IAEA) Vienna International Centre (VIC) Wagramer Strasse 5 1400 Vienna, Austria Board Room B/M1, M Building</p>
<b>Registration</b>	<p>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></p> <p><b>Online registration should be completed no later than Wednesday, 20 March 2024.</b></p> <p>In case of any issues with the registration, please contact <a href="mailto:Joint-Convention.Contact-Point@iaea.org">Joint-Convention.Contact-Point@iaea.org</a>.</p> <p>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).</p>
<b>Credentials</b>	<p>The Secretariat wishes to remind Contracting Parties that, pursuant to Rule 8 of the <i>Rules of Procedure and Financial Rules</i> for the Joint Convention, the credentials of delegates and the names of alternates, experts and advisers are to be submitted to the Deputy Director General, Head of the Department of Nuclear Safety and Security, in her capacity as Secretary of the Joint Convention meetings.</p> <p>Credentials should be issued by the Ministry of Foreign Affairs. In practice, the IAEA accepts credentials issued <b>either</b>:</p> <ul style="list-style-type: none"><li>• by an <b>official of the Ministry for Foreign Affairs</b> or</li><li>• by the <b>Resident Representative of a Contracting Party</b>,</li></ul> <p>provided that they have been duly signed by one of these individuals.</p> <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 <b>submit credentials for the Fifth Extraordinary Meeting no later than Monday, 18 March 2024.</b></p> <p>Contracting Parties are kindly requested to <b>submit credentials for the Organizational Meeting no later than Wednesday, 20 March 2024.</b></p> <p>Electronic copies should be submitted to <a href="mailto:Credentials@iaea.org">Credentials@iaea.org</a>. The originals should be submitted to the Office of Legal Affairs (office A2780).</p>
<p><b>Formalities on arrival</b></p> <p><b>Badge collection</b></p>	<p>Access to the VIC and the Fifth Extraordinary Meeting and the Organizational Meeting is handled by the UN Security and Safety Services (UNSSS) with the issuance of a <b>dedicated Joint Convention (JC) colour-coded photo badge</b>. The <b>dedicated colour-coded photo badge</b> will be issued <b>for all participants</b>, in order to strengthen the measures to enforce the confidential nature of the Joint Convention meetings.</p> <p>Permanent Missions staff, who already hold a VIC badge, will also be required to obtain a JC colour-coded photo badge to attend the Fifth Extraordinary Meeting and the Organizational Meeting. <u>No exceptions will be made.</u></p> <p><u>The same badge will be valid both for the Fifth Extraordinary Meeting and the Organizational Meeting.</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 meetings for the purpose of uploading a passport-sized coloured photograph (.jpeg format) for the preparation of 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>In order to avoid lines at Gate 1 and to be on time for the <b>official opening on Monday, 25 March 2024, at 10:00 a.m.</b>, 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.</p> <p>Badge collection will be possible on the following dates and times:</p> <ul style="list-style-type: none"> <li>• <b>Friday, 22 March 2024, from 10:00 a.m. – 2:00 p.m.</b></li> <li>• <b>As of Monday, 25 March 2024, daily from 8:00 a.m. – 4:00 p.m.</b></li> </ul> <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 meeting 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> <b>by Wednesday, 20 March 2023.</b></p> <p>Permanent Missions wishing to authorize another member of their staff to collect the meeting badges on behalf of the delegation, are requested to do so via a Note Verbale. The Note Verbale authorizing the staff member to collect the meeting badges should be presented at Gate 1. Please note the registration times quoted above. In addition to presenting a hard copy of the Note Verbale to the registration desk, please send an electronic copy 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> <b>by Wednesday, 20 March 2023.</b></p> <p>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. Once collected, badges <u>can neither be returned to the Registration Desk nor reprinted.</u></p>
<p><b>Additional Information</b></p>	

<b>Meeting Material: Paper-Smart Concept</b>	Following the paper smart concept, delegates are informed that all documents related to the Fifth Extraordinary Meeting and the Organizational Meeting are available on the <a href="#">JC secure website</a> .
<b>JC secure website</b>	Contracting Parties will be able to view documents released before and during the meetings on the <a href="#">JC secure website</a> .
<b>Interpretation</b>	The working languages at the Fifth Extraordinary Meeting 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.  The Organizational Meeting will be held in English only.
<b>List of Participants</b>	Draft lists of participants for the Extraordinary Meeting and the Organizational Meeting will be made available in print (1 copy per delegation) during these meetings. The final lists will be published on the <a href="#">JC secure website</a> .
<b>Accommodation</b>	Participants must make their own travel and hotel arrangements. Hotels which are offering a reduced rate for the meeting are listed on the <a href="#">IAEA conference website</a> . 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 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 such as listed below is available on the <a href="#">IAEA website</a> . <ul style="list-style-type: none"> <li>• <a href="#">Guide to the Vienna International Centre (VIC)</a></li> <li>• <a href="#">VIC Guidebook for People with Disabilities</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>