

INFORMATION NOTE FOR PARTICIPANTS

Organizational Meeting for the Tenth Review Meeting of the Contracting Parties to the Convention on Nuclear Safety

IAEA Headquarters, Vienna, Austria
Vienna International Centre (VIC)
Boardroom A, M Building
5 September 2024

General Information and Logistics

Meeting Location	International Atomic Energy Agency (IAEA) Vienna International Centre (VIC) Wagramer Strasse 5 1400 Vienna, Austria Boardroom A, M Building
Registration	<p>Designated focal points are requested to register all members of their delegation through the InTouch+ online portal, accessible under the following link: https://intouchplus.iaea.org/.</p> <p>Online registration should be completed by Wednesday, 28 August 2024.</p> <p>In case of any issues with the registration, please contact: Conventions.Contact-Point@iaea.org</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 Austria visa information on the IAEA website).</p>
Credentials	<p>The Secretariat wishes to remind the Contracting Parties that, pursuant to Rule 8 of the <i>CNS Rules of Procedure and Financial Rules</i> (INFCIRC/573/Rev.7), the credentials of delegates, and the names of experts and advisers are to be submitted to the Deputy Director General, Head of the Department of Nuclear Safety and Security, Ms Lydie Evrard, in her capacity as Secretary of the Meeting, and credentials shall be issued by the Ministry for Foreign Affairs or, in the case of organizations, by the competent authority of that organization.</p> <p>In practice, the IAEA accepts credentials issued either:</p> <ul style="list-style-type: none">- by an official of the Ministry for Foreign Affairs; or- by the Resident Representative of a Contracting Party. <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 submit the credentials of delegates by not later than Wednesday, 28 August 2024.</p>

Formalities on Arrival	<p>Access to the VIC and the Review Meeting is handled by the UN Security and Safety Services (UNDSS) with the issuance of a dedicated CNS colour-coded photo badge. This dedicated colour-coded photo badge is introduced for all participants, including staff from Permanent Missions, in order to strengthen the measures to enforce the confidential nature of the CNS meetings.</p>
Badge Collection	<p>Permanent Mission staff, who already hold a VIC badge, will also be required to obtain a CNS colour-coded photo badge to attend the Tenth Organizational Meeting. <u>No exceptions will be made.</u></p> <p>Registered delegates will receive an email notification from the United Nations Pass Office (unodc-conferenceregistration@un.org) 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 Thursday, 5 September 2024, registered participants <u>are strongly encouraged</u> 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"> • Tuesday, 3 September 2024, from 10:00 a.m. to 4:00 p.m. • Wednesday, 4 September 2024, from 2:30 p.m. to 6:00 p.m. <p>Should advance collection of badges not be possible, badges can be collected at the IAEA Registration Desk at Gate 1 as of 7:30 a.m. on Thursday, 5 September 2024.</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: Conventions.Contact-Point@iaea.org by Thursday, 22 August 2024.</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: Conventions.Contact-Point@iaea.org, with a copy to Official.Mail@iaea.org, by Thursday, 22 August 2024. The signed and stamped original of the Note Verbale has to be presented at the Registration Desk at Gate 1 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 nor reprinted.</u></p>
Additional Information	
Meeting Material Paper Smart Concept	<p>Following the IAEA's paper-smart concept, delegates are informed that all documents related to the Organizational Meeting are available on the CNS secure website: https://nucleus.iaea.org/sites/cnsweb/SitePages/Home.aspx</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.</p>
Requests for Interpretation in	<p>During the Organizational Meeting, Contracting Parties can submit their requests for interpretation during Country Group Sessions.</p>

Country Group Sessions	<p><i>According to the Rules of Procedure and Financial Rules (INFCIRC/573/Rev.7, Rule 40.5.(b)), “if Contracting Parties can substantiate that they would otherwise not be able to participate effectively in the discussions of the Country Group to which they are allocated, they can request - within the budget limits - interpretation from and into another working language during all sessions of the Country Group (the request shall be filed at the Organizational Meeting).”</i></p> <p>Contracting Parties should submit their requests for interpretation by 5 August 2024 on the CNS secure website: https://nucleus.iaea.org/sites/cnsweb/SitePages/Home.aspx, using the “Organizational Meeting Form Interpretation” under Forms tab.</p>
List of Participants	<p>The list of participants will be made available in printed format (1 copy per delegation).</p> <p>The final list will be published on the CNS secure website.</p>
Accommodation	<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: www.iaea.org/events.</p> <p>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.</p>
Internet Access	Wireless Internet access is available on the meeting premises.
IAEA website	<p>Some practical information is available on the IAEA website, including:</p> <ul style="list-style-type: none"> • Guide to the Vienna International Centre (VIC) IAEA • VIC Guide for People with Disabilities • COVID-19 Quick Guide • Hotel List Vienna • Vienna Public Transportation Map • Austria Visa Information
CNS secure website	<p>Contracting Parties will be able to view all documents released before, during and after the meeting at: https://nucleus.iaea.org/sites/cnsweb/SitePages/Home.aspx</p>