

INFORMATION NOTE FOR PARTICIPANTS

Eighth Review Meeting of the Contracting Parties to the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management (Joint Convention)

IAEA Headquarters, Vienna, Austria
Vienna International Centre (VIC)
17 to 28 March 2025

General Information and Logistics

Meeting Location	International Atomic Energy Agency (IAEA) Vienna International Centre (VIC) Wagramer Strasse 5 1400 Vienna, Austria M Plenary (BRB/M1), 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>All persons attending the conference need to be registered online with their respective email addresses to be used for the photo upload and further logistical communication. Their names, functional titles and positions in the delegation (Head of Delegation, Alternate, Advisor, Other Members of Delegation, Expert, Observer) will be reflected in the final List of Participants of the Convention.</p> <p>Please note that registration is completed only when the List of Delegates has been submitted to the IAEA, through the system. After successful registration, the Registration Focal Point will receive an automated confirmation email of the registration. Registrations in draft status cannot be verified by the Conference Secretariat and they will not be considered.</p> <p>For detailed step-by-step instructions, please consult our InTouch+ Guide.</p> <p>Online registration should be completed by Monday, 10 March 2025.</p> <p>In case of any issues with the registration, please contact: Joint-Convention.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 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 addressed 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, or, in the case of organizations, by the competent authority of that organization. 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 credentials no later than Wednesday, 12 March 2025.</p> <p>Originals and electronic copies of credentials should be submitted to the following contact point:</p> <p>IAEA Office of Legal Affairs Credentials@iaea.org Room at VIC: A2780</p>
Formalities on Arrival Badge Collection	<p>Due to the confidential nature of the Joint Convention meetings, a dedicated Joint Convention (JC) colour-coded photo badge will be issued for all participants, including staff from Permanent Missions.</p> <p>Permanent Mission staff, who already hold a VIC badge, will also be required to obtain the above-mentioned JC colour-coded photo badge to attend the Joint Convention 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 colour 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 and to be on time for the official opening on Monday, 17 March 2025, at 9:00 a.m., 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"> • Friday, 14 March 2025, from 8:00 a.m. to 4:00 p.m.; and • Sunday, 16 March 2025, 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 Monday, 17 March 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>Should Permanent Missions wish to designate another member of their staff to collect the 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 and listing the names of the delegates whose badges will be collected by the designated Mission member should be sent to: Conventions.Contact-Point@iaea.org, with a copy to Official.Mail@iaea.org, by Wednesday, 12 March 2025. 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</p>

	to the members of his/her delegation, since, once collected, passes <u>can neither be returned</u> to the Registration Desk <u>nor reprinted.</u>
Additional Information	
Meeting Material Paper Smart Concept	<p>Following the IAEA's paper-smart concept, delegates are informed that all documents related to the Eighth Review Meeting of the Contracting Parties to the Joint Convention are available on the JC secure website.</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>
JC secure website	Contracting Parties will be able to view documents released before and during the meetings on the JC secure website .
Interpretation	The working languages at the plenary sessions of the Eighth Review 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.
List of Participants	The draft list of participants will be made available on the JC secure website . The final list will also be published on the JC secure website .
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 such as listed below are available on the IAEA website.</p> <ul style="list-style-type: none"> • Guide to the Vienna International Centre (VIC) • VIC Guidebook for People with Disabilities • Hotel List Vienna • Vienna public transportation map • Austria Visa Information