

GC(XXIII)/INF/187

GENERAL CONFERENCE – TWENTY-THIRD REGULAR SESSION

Vigyan Bhavan, New Delhi

December 1979

INFORMATION FOR DELEGATIONS



INTERNATIONAL ATOMIC ENERGY AGENCY

The compilation of this handbook was completed on 2 November 1979.

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Note:

Information on the location of the offices, services and facilities listed in this handbook, as well as the respective telephone extensions, will be distributed separately.

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GENERAL ARRANGEMENTS

THE CONFERENCE CENTRE

The Conference is meeting in the Vigyan Bhavan Conference Centre, Maulana Azad Road, New Delhi-110011, India.

Shuttle buses will run between certain hotels and the Centre; also chauffeur-driven cars can be hired (see "Local Transportation" on page 5 below).

The Centre has three floors. The Plenary Hall and Meeting Room B are on the ground floor. Meeting Rooms C, D, E and F are on the first floor and Meeting Rooms G and H on the second floor.

The session will open on Tuesday, 4 December 1979, at 10.30 a.m. and every participant is kindly requested to obtain from the Protocol Office the identity badge which will be needed for entry into the Conference Centre before that date.

Participants at the meeting of the Board of Governors on Friday, 30 November, are requested to obtain their badges before this meeting.

INFORMATION DESK

The Information Desk is situated in the Lobby of the Main Entrance. In addition to giving information about the Conference itself, the services which will be provided to delegations and the location of offices of staff, it will also provide a

lost-and-found service, take messages and incoming telephone calls, and arrange for participants to be paged.

PROTOCOL OFFICE

Chief of the Service

Mr. P. DANOEWINATA

The Protocol Office is situated to the right of the Main Lobby.

Credentials

Those delegates who have not submitted their credentials earlier are requested to deposit them at the Protocol Office as soon as possible after their arrival in New Delhi.

Passes and registration

An identity badge for each member of a delegation will be issued upon registration of the delegation at the Protocol Office and access to the Conference Centre will be granted only to persons in possession of this badge.

Delegations' list

Delegations should subsequently notify the Protocol Office, in writing, of such changes as may be required in the particulars provided at the time of registration, so that the delegations' list may be kept up to date.

PUBLIC INFORMATION

Chief of the Service

Mr. G. DELCOIGNE

Press Officer

Mr. H. MEYER

The Public Information Office is located on the ground floor in the Annex to the Conference Centre.

Press briefings The Press Officer will be ready to help delegations to arrange press conferences and to circulate information material.

Press releases Press releases will be prepared in English and copies will be put in the distribution boxes at the Documents Station as soon as they are ready.

DOCUMENTS AND PRINTING SERVICES

Chief of the Service Mr. G. DREGER

Documents The Documents Station is situated to the right of the Main Lobby.

A delegation wishing to change the request it has made to the Documents Station for the documents it requires during the session should inform the official at the counter.

Documents in preparation overnight will usually be ready for collection by 8.30 a.m. The Documents Station will be open from that hour until, normally, 6.30 p.m. on working days.

Mail Letters and invitations for participants will be delivered to the Documents Station and will be handed over at the counter to the addressee on request, against his signature.

DOCUMENTARY REFERENCE SERVICE

A small collection of the Agency's documents has been brought to New Delhi as potential reference material. Participants who would like to make use of this material should apply to the Documents Station.

ACCOMMODATION FOR PRIVATE MEETINGS

Arrangements for the use of rooms for private meetings (without interpretation) may be made by applying to the Conference Co-ordination Services or, during meetings, to the Conference Officer.

LOUNGE

The lounge is situated to the left of the Plenary Hall.

DELEGATES' AIDE

The delegates' aide will take messages and have participants paged. The aide will also arrange for a limited amount of typing to be done for participants.

TRAVEL AGENT

A Travel Agent will be at the disposal of participants to make arrangements for sight-seeing, excursions and tours in the country.

AIR TRAVEL COUNTER

Air India and Indian Airlines have a counter in the Main Lobby of the Centre.

CAFETERIA

A Cafeteria will be functioning at the Conference Centre.

FIRST AID

Emergency medical attention is obtainable in the first-aid room at the Conference Centre from 9 a.m. to 6 p.m. After 6 p.m., in case of need, your hotel has a resident doctor.

LOCAL TRANSPORTATION

For the duration of the Conference, a shuttle bus service at fixed times will be available from the hotels where block bookings have been made to the Conference Centre and back. If delegates wish to hire chauffeur-driven cars for their exclusive use, they may contact India Tourism Development Corporation at the Ashoka Hotel (telephone number 375570 and 370101/166).

POST AND TELECOMMUNICATIONS

Post and Telegraph
Office

The Post and Telegraph Office is situated to the right of the Main Lobby. A selection of special commemorative Indian stamps will also be on sale at the counter.

Telephones

Separate telephone booths are available to make local as well as long-distance calls.

BANK

A branch of the State Bank of India will be operating at the Conference Centre.

THE SESSION

THE JOURNAL

The first issue of the Journal will be available on Friday, 30 November. Subsequent issues will appear early in the morning of each working day during the session and will contain the agenda items to be taken at that day's meetings, a forecast of the meetings for the following day and other notices and announcements of interest to delegations.

DOCUMENTS

The provisional agenda for the session is given in document GC(XXIII)/609 and other documents issued for it are listed in document GC(XXIII)/DOCS/173 and subsequent documents bearing the same symbol. The Rules of Procedure of the General Conference are to be found in the booklet GC(XIX)/INF/152.

A delegate wishing to submit a draft resolution or other document to the Conference is requested to provide the Conference Secretary or the appropriate Committee Secretary with several copies of the text as early as possible.

TIMES OF MEETINGS

The opening meeting of the session on Tuesday, 4 December, will be at 10.30 a.m. Morning meetings will normally begin at that time, and afternoon

meetings at 3 p.m. Delegates are kindly requested to be in their places by those times in order to allow meetings to start punctually.

MEETING ROOMS

Plenary meetings will be held in the Plenary Hall on the ground floor; the Committee of the Whole and the General Committee will meet in meeting rooms on the first and second floor. The Information Desk will direct participants to the meeting rooms.

In the Plenary Hall and in the other meeting rooms headphones will be available with which participants can listen to the proceedings. It is requested that these headphones be left behind in the meeting rooms since they must be serviced before they can be used again.

SEATING

In plenary meetings and at meetings of the Committee of the Whole, the first seat facing the President or Chairman, and to his right, is accorded to the Member State which has provided the Chairman of the Board of Governors during the past year. Saudi Arabia will accordingly occupy that place, followed by other Member States in English alphabetical order.

SPEAKERS' LIST

In order to facilitate the conduct of business a speakers' list is kept for all plenary meetings. Delegates intending to speak should, as long as possible in

advance, inform Miss L. Huber, the official responsible for keeping this list, at her office – or, immediately before and during plenary meetings at the desk in the Plenary Hall – of the agenda item to which they wish to speak. The names of delegates will be entered on this list strictly in the order in which requests are received.

Until Friday, 23 November, requests for inscription may be made to the Secretariat of the Policy-making Organs of the International Atomic Energy Agency in Vienna.

WRITTEN TEXTS OF SPEECHES

It will be much appreciated if a delegate proposing to speak from a written text will provide the Conference Officer with copies in advance. This will greatly facilitate the work of the interpreters, the precis-writers and the Public Information Service.

Should a delegate wish to have his speech reproduced and distributed, one copy in its final form should be handed to the Documents Station together with instructions as to when it can be released.

VOLUNTARY CONTRIBUTIONS TO THE GENERAL FUND FOR 1980

To enable up-to-date information to be provided to the General Conference regarding voluntary contributions to the General Fund, the Contribution Officer, Mrs. H. Byler, will be available to receive pledges at her office or, immediately before or during plenary meetings, at a desk in the Plenary Hall.

WORKING LANGUAGES AND INTERPRETATION

The working languages of the Conference are English, French, Russian and Spanish, and statements made in any one of these languages will be interpreted simultaneously into the others. If a delegate wishes to make a speech in a language other than the working languages provided, he should, under Rule 87 of the Rules of Procedure, arrange himself for interpretation into one of the working languages and provide the Secretariat with a written text of his speech in advance.

TAPE RECORDINGS

A participant wishing to listen to the tape recording of a meeting should request the Conference Officer to make the necessary arrangements.

VOTING BY SHOW OF HANDS

To facilitate the counting of a vote by show of hands, delegates are asked to register their votes by raising the white name-plate they will find on their desks.

PRESIDENT'S OFFICE

The President of the Conference will have an office in the Conference Centre.

CONFERENCE SECRETARIAT

Conference Secretary	Mr. G. LE GUELTE
Assistants	Mr. M. DAVIES Miss I. HIRSCHMANN
Credentials Officer	Mrs. R. MACMILLAN

Committee of the Whole

Secretaries	Mr. HA-VINH PHUONG Mr. R. SCHENK
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CONFERENCE CO-ORDINATION SERVICES

Chief	Mr. R. NAJAR
Assistant	Mr. A. DONA
Chief Interpreter	Mr. S. SAMARINE

THE AGENCY

MEMBERSHIP AND THE BOARD OF GOVERNORS

Comprehensive information on the membership of the Agency, the composition of the Board of Governors, etc. is published in a booklet entitled "Board of Governors and Permanent Missions". The latest issue is No.50 of October 1979; the documents station can provide copies.

CHAIRMAN OF THE BOARD OF GOVERNORS

The Chairman of the Board of Governors will have an office on the second floor of the Conference Centre.

THE SECRETARIAT

The Director General, his deputies and other senior officers of the Secretariat not mentioned earlier in this handbook are listed below.

THE DIRECTOR GENERAL

Mr. S. EKLUND

Special Adviser

Mr. A.S. MEHTA

Special Assistant

Mr. T. WOJCIK

Assistant

Mrs. N. ALONSO

Personal Secretary

Miss B. TSCHECH

Deputy Director General for Administration
Deputy Director General for Technical Operations
Deputy Director General for Technical Assistance and Publication
Deputy Director General for Research and Isotopes
Deputy Director General for Safeguards
Assistant Director General for External Relations
Director, IAEA Liaison Office at United Nations, New York

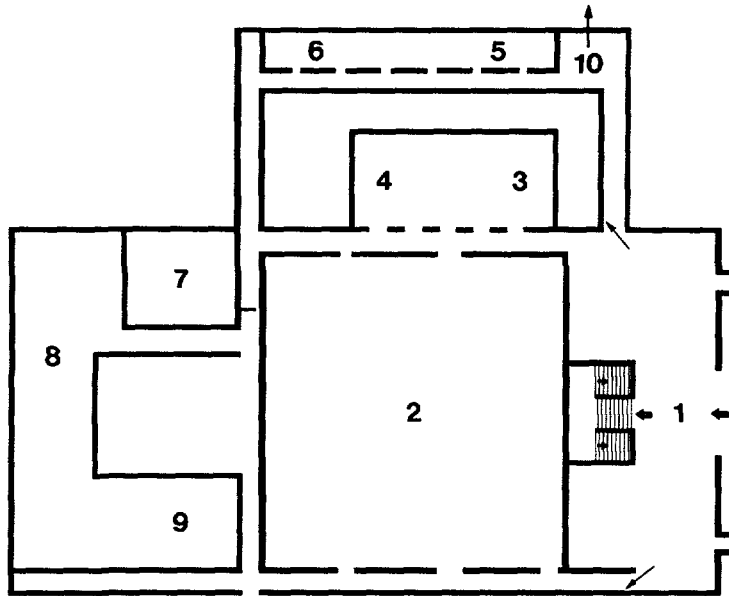
Director, Division of Budget and Finance
Director, Division of General Services
Director, Joint FAO/IAEA Division of Atomic Energy in
Food and Agriculture
Director, Division of Languages
Director, Legal Division
Director, Division of Technical Assistance
Director, Division of Nuclear Power and Reactors
Deputy Director, Division of Nuclear Safety and
Environmental Protection

Mr. J. HALL
Mr. I. ZHELUDEV
Mr. H. BITTENCOURT
Mr. H. KAKIHANA
Mr. H. GRUEMM
Mr. D. FISCHER
Mr. B. KOUVSHINNIKOV

Mr. J. ABBADESSA
Mr. D. BROSHY

Mr. M. FRIED
Mr. P. COMBAUX
Mr. L. HERRON
Mr. S. SRISUKH
Mr. H. LAUE

Mr. M. ROSEN



**THE VIGYAN BHAVAN
CONFERENCE CENTRE
GROUND FLOOR**

- 1 LOBBY
INFORMATION DESK
- 2 PLENARY HALL
- 3 DOCUMENTS
DISTRIBUTION
- 4 BANK/POST
- 5 PROTOCOL
- 6 DELEGATES AID,
SPEAKERS' LIST
- 7 MEETING ROOM B
- 8 CAFETERIA/
RESTAURANT
- 9 LOUNGE
- 10 SIDE ENTRANCE
TO ANNEX

