

# INFORMATION NOTE FOR PARTICIPANTS

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

IAEA Headquarters in Vienna, Austria  
Vienna International Centre (VIC)  
Plenary, M Building  
4 to 6 May 2022

### 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>Online registration should be <b>completed by Wednesday, 27 April 2022</b>.</p> <p>On-site registration is handled by the UN Security and Safety Services (UNDSS) with the issuance of a JC color coded photo badge.</p> <p>In order to avoid lines at Gate 1 and to be on time for the official opening on Wednesday, 4 May 2022, at 10:00 a.m., delegates are strongly encouraged to avail themselves of the on-site registration.</p> <p>On-site registration and issuance of color-coded photo badges will take place at the VIC, Gate 1, on the following dates and times:</p> <ul style="list-style-type: none"><li>• Friday, 29 April 2022, from 12:00 noon to 3:00 p.m.; and</li><li>• Wednesday, 4 May 2022, from 8:00 a.m. to 10:00 a.m.</li></ul>
<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 Ms Lydie Evrard, 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.</p> <p>In practice, the IAEA accepts credentials issued <b>either</b>:</p> <ul style="list-style-type: none"><li>• <b>by an official of the Ministry for Foreign Affairs</b> or</li><li>• <b>by the 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</p>

	<p>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 by not later than <b>Wednesday, 27 April 2022</b>.</p>
Please be aware of the following:	
	<p>A <b>dedicated colour coded photo badge</b> is introduced <u>for all participants, including staff from Permanent Missions</u>, in order to strengthen the measures to enforce the confidential nature of the Joint Convention meetings.</p> <p>Contracting Parties are requested to note that, for security reasons, all delegates will be required to have a JC colour coded photo badge to attend the Fourth Extraordinary Meeting. Delegates will be contacted by email in advance of the meeting for the purpose of uploading their photo. Delegates will receive an email from UNODC-Conference Registration: <a href="mailto:unodc-conferenceregistration@un.org">unodc-conferenceregistration@un.org</a>. Please check your emails and junk mail.</p> <p>Permanent Missions staff with VIC badges will also require obtaining a JC colour coded photo badge to attend the Fourth Extraordinary Meeting. <u>No exceptions will be made.</u></p> <p>Delegates are requested to collect their meeting badges in person from Gate 1.</p> <p>Should Permanent Missions wish to designate a member of their staff to collect meeting badges on behalf of the Delegation, please note that this would be possible 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:joint-convention.contact-point@iaea.org">joint-convention.contact-point@iaea.org</a>; <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>. In such cases, however, the person designated to collect these is fully responsible for the delivery of the meeting badges to the members of his/her delegation, since once collected, badges <u>can neither be returned</u> to the Registration Desk <u>nor reprinted</u>.</p> <p>Delegates are reminded to bring an identification document with picture to facilitate the registration process and entry to the VIC premises.</p>
<b>Meeting Material Paper smart:</b>	Following the paper smart concept, delegates are informed that all documents related to the Fourth Extraordinary Meeting are available on the <a href="#">JC secure website</a> .
<b>List of Participants:</b>	A draft list of participants will be made available in print (1 copy per delegation) during the meeting. The final list 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 or for re-bookings and no shows.
<b>Covid-19 related measures:</b>	Delegates attending the Fourth Extraordinary Meeting of the Contracting Parties to the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management at the IAEA Headquarters within the Vienna International Centre (VIC) are asked to take note of the information below with regards to the COVID-19 pandemic. It is the responsibility of participants to check and follow the travel guidance issued by their country of departure and the authorities in Austria

	<p>and to prepare and provide the necessary documents and paperwork as required for travel (<a href="#">Coronavirus: Entry Regulations to Austria</a>). <a href="#">The latest information on the COVID-19 pandemic in Austria</a>, as provided by the Austrian authorities, can be found under the above link. Please note that stricter rules might apply during your stay in Vienna than for your entry to Austria.</p> <p>Member States are reminded of the following safety measures and specific instructions when attending the meeting:</p> <ul style="list-style-type: none"> <li>• All meeting participants must have assigned seats and wear FFP2 masks also while sitting.</li> <li>• A distance of at least <b>one</b> metre from other people must be maintained at all times during meetings.</li> <li>• Masks can be exceptionally removed by a speaker if the one metre distance is kept, and the person is not speaking for more than 15 minutes.</li> <li>• Participants are reminded that FFP2 masks must also be worn in all common spaces in the VIC, including meeting rooms.</li> <li>• Contact tracing will be facilitated by recording participants' contact details and seating arrangements. To this, participants must register themselves on each conference day using the QR code provided by the meeting organizers (e.g., OR codes on desks).</li> </ul>
<b>Internet Access:</b>	Wireless internet access is available on the meeting premises.
<b>IAEA website:</b>	<p>Some practical information such as listed below are available on the <a href="#">IAEA website</a>.</p> <ul style="list-style-type: none"> <li>• <a href="#">Guide to the Vienna International Centre (VIC)</a></li> <li>• <a href="#">COVID-19 Quick Guide</a></li> <li>• <a href="#">VIC Guidebook for People with Disabilities</a></li> <li>• <a href="#">Vienna public transportation map</a></li> <li>• <a href="#">Austria Visa Information</a></li> </ul>
<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> .