

July 15, 2002

MEMORANDUM TO: OIP Desk Officers

FROM: Janice Dunn Lee, Director **/RA/**
Office of International Programs

SUBJECT: PREPARATION FOR THE 2002 IAEA GENERAL CONFERENCE

I would like to request your cooperation in compiling the briefing book for Chairman Meserve for the 2002 IAEA General Conference, to be held the week of September 16-20, 2002, in Vienna, Austria. As before, inputs for bilateral meetings as well as discussions with the IAEA Secretariat are required. I would, therefore, like to ask that each of you provide the following input to Clarence Breskovic no later than Friday, August 16, 2002.

- Background and Talking Points for each country with which the Chairman will be holding a bilateral meeting or signing an agreement.
- Updated country profiles for the planned and possible bilateral meetings.

The list of planned and possible bilateral meetings as well as planned and possible agreement signings is attached for your reference. Examples of format for background and talking points are also attached. Inputs should be saved into the OIP G:/ drive in a folder labeled "GC2002", as well as e-mailed to Clarence. I appreciate your cooperation in making the 2002 IAEA General Conference a success.

Attachment: As stated

ATTACHMENT

List of Planned and Possible Bilateral Meetings:

<u>Planned</u>	<u>Possible</u>
Russia	Spain
France	India
Japan	Bulgaria
China	Canada
Ukraine	South Korea
Finland	
South Africa	

List of Bilateral Agreements To Be Signed:

<u>Planned</u>	<u>Possible</u>
Switzerland	United Kingdom
Japan	Mexico
Armenia	
Netherlands	

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*Previously concurred

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DATE	7/12/02	7/12/02	7/12/02	7/12/02	7/15/02

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