

ASSEMBLY OF STATES PARTIES

TO THE ROME STATUTE OF THE
INTERNATIONAL CRIMINAL COURT

HANDBOOK FOR PARTICIPANTS



Tenth session: United Nations Headquarters - New York
12 to 21 December 2011

CONTENTS

PAGE	
1	Introduction
1	Venue and dates
1	Opening of the session
1	On-line address for tenth session documentation
2	Checklist for States
2	Registration
3	Credentials
3	Notifications
4	Participants
5	Media
5	Visa information
5	List of participants
6	Journal
6	Languages
6	Seating arrangements
6	Meetings
7	Decision-making
7	Elections
7	General Debate
8	Statements
8	Distribution of official documents
9	Booking of meeting rooms
9	Security and safety
9	Emergency and medical services
9	Social events
9	Hotels
9	Telephone facilities
10	Parking
10	Taxis
10	Public transportation
10	Banking and currency exchange
10	Shops
11	Contact information
12	Annex: List of States Parties as of 21 September 2011

INTRODUCTION

At its fifth plenary meeting on 10 December 2010, the Assembly of States Parties to the Rome Statute of the International Criminal Court (“the Assembly”) decided to hold its tenth session at the United Nations (“the UN”) Headquarters in New York from 12 to 21 December 2011.

Invitations to the tenth session of the Assembly were sent to States and other entities on 7 February 2011 (Note verbale ICC-ASP/10/S/01).

The Assembly has a Bureau consisting of the President, two Vice-Presidents and 18 members elected by the Assembly from among the representatives of the States Parties for three-year terms. At the beginning of the sixth session, the Assembly elected H. E. Mr. Christian Wenaweser (Liechtenstein) to serve as President for the period 2008-2011.

VENUE AND DATES

The tenth session of the Assembly will be held from 12 to 21 December 2011 at the UN Headquarters, New York, United States.

OPENING OF THE SESSION

The official opening of the tenth session will take place in Conference Room 2 (NLB) in the new conference building at the UN Headquarters in New York on 12 December at 10:00 hours. Participants are requested to be seated in Conference Room 2 by 9:45 hours.

Tenth session documentation, including the *Rules of Procedure of the Assembly of States Parties* can be found online at:

<http://www.icc-cpi.int/Menus/ASP/Sessions/Documentation/10th+Session/>

CHECKLIST FOR STATES:

- 1) States Parties: Submit credentials to the ASP Secretariat
- 2) Observer States: Submit a notification to the ASP Secretariat with the names of participants
- 3) Regarding attendance at the tenth session, Missions must submit to the UN SG.6 forms for delegates not holding a valid UN grounds pass

Credentials should be sent to the ASP Secretariat, Room C-0458, Maanweg 174, 2516 AB, The Hague, The Netherlands. Copies may also be sent via fax to +31-70-381 5476 or via e-mail to asp@icc-cpi.int.

As of 9 December 2011, original credentials for the tenth session should no longer be sent to the ASP Secretariat in The Hague, but delivered directly to the ASP Secretariat at the beginning of the session in New York and if possible, not later than 24 hours after the commencement of the session.

For more details and sample credentials letter/notification letter, see page 3 below.

REGISTRATION

All States participants will need a valid UN grounds pass for access to all meetings of the Assembly at the UN Headquarters. Delegations not holding a valid UN grounds pass will have to liaise through their Missions in New York. A letter signed by the Head of Chancery or Administrative Officer, containing the names of participants and the completed SG.6 forms, must be sent to the Chief of Protocol of the UN. Once the forms have been authorized by Protocol, Missions are requested to deliver them to the delegates for processing at the Pass and ID Office.

Observers from international/intergovernmental organizations will have to obtain a UN grounds pass according to established UN procedures.

All NGOs wishing to attend the tenth session must submit a written request naming each of its representatives on official letterhead to the ASP Secretariat or the CICC by 18 November 2011. NGO representatives who currently hold a UN grounds pass can use this pass to attend the meetings. Other NGO representatives will have to present the letter issued by the ASP Secretariat confirming their attendance to the registration desk for NGOs in the lobby at the UN visitors' entrance.

All NGO representatives must enter via the visitors' entrance located on First Avenue between 45th and 46th Street and proceed to the ICC registration desk located in the Visitor's Lobby.

All NGO representatives must present the authorized paperwork, i.e. their confirmation letter and a government-issued photo ID (passport or driver's license), upon which an NGO ID card will be issued and valid for the length of the Assembly.

The ICC registration desk is open on Monday 12 December from 9:00 to 13:00 hours and on call on Tuesday 13 December from 9:00 – 11:00 hours.

NGO representatives wishing to register outside those hours can do so by liaising with the ASP Secretariat via the following phone number: +31-646-448-793.

CREREDENTIALS

Credentials of States Parties

Pursuant to rule 24 of the *Rules of Procedure of the Assembly of States Parties*, the credentials of representatives of States Parties and the names of alternates and advisers shall be submitted to the Secretariat if possible not later than 24h after the opening of the session. The credentials shall be issued by the Head of State or Government or by the Minister of Foreign Affairs or by a person authorized by either of them.

Rule 26: Pending a decision of the Assembly upon their credentials, representatives of States Parties shall be entitled to participate provisionally in the Assembly.

SAMPLE OF CREDENTIALS LETTER FOR STATES PARTIES

[OFFICIAL LETTERHEAD]

Address to Secretariat of the Assembly

Whereas [*name of State Party*] desires to be represented at the tenth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in New York, from 12 to 21 December 2011.

Now therefore we [*Head of State or Government or Minister of Foreign Affairs or person authorized by either*] have appointed the following participants to represent [*name of State Party*] to the tenth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court:

Tenth session in New York:

Representative (one): [name and title]
 Alternate(s): [name(s) and title(s)]
 Adviser(s): [name(s) and title(s)]

The representative has full powers to act and take decisions on behalf of the Government of [...]

[CERTIFIED WITH SIGNATURE AND SEAL]

NOTIFICATIONS

Notifications from Observer States

Pursuant to rule 28 of the *Rules of Procedure of the Assembly of States Parties*, regarding notification of participation of representatives of Observer States, the names of designated representatives of Observer States and of alternates and advisers who accompany them shall be submitted to the Secretariat.

States not having observer status

Pursuant to rule 94 of the *Rules of Procedure of the Assembly of States Parties*, at the beginning of each session of the Assembly, the President may, subject to the approval of the Assembly, invite a given State which is not a party and does not have observer status to designate a representative to be present during the work of the Assembly.

SAMPLE OF NOTIFICATION FROM OBSERVER STATES

[OFFICIAL LETTERHEAD]

The Embassy/Mission of [*name of State*] presents its compliments to the Secretariat of the Assembly of States Parties and has the honour to submit the composition of the [*name of State*] delegation to the tenth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in New York, from 12 to 21 December 2011,

Tenth session in New York:

Representative (one): [name and title]
 Alternate(s): [name(s) and title(s)]
 Adviser(s): [name(s) and title(s)]

The Embassy/Mission of [*name of State*] avails itself of this opportunity to renew to the Secretariat of the Assembly of States Parties the assurances of its highest consideration.

[CERTIFIED WITH SIGNATURE AND SEAL]

PARTICIPANTS

STATES

All States Parties to the Rome Statute are entitled to participate in the meetings and will have the right to request the inclusion of supplementary items on the agenda, deliver statements, and to vote. Other States which have signed the Statute or the Final Act are also invited to participate in the meeting as observers, without a right to vote. A State which is not a party and does not have observer status may be invited by the President subject to the approval of the Assembly.

Each State Party shall be represented by one representative, who may be accompanied by alternates and advisers. Each Observer State may be represented in the Assembly by one designated representative, who may be accompanied by alternates and advisers. The representative may designate an alternate or an adviser to act in his/her capacity.

INTERGOVERNMENTAL ORGANIZATIONS AND OTHER ENTITIES

Entities, (regional) intergovernmental organizations and other entities with a UNGA standing invitation, as well as other international bodies who were invited to the Rome Conference, accredited to the Preparatory Commission or are invited by the Assembly, may participate as observers, without the right to vote (see *Rules of Procedure*, rule 92, for complete text).

NON-GOVERNMENTAL ORGANIZATIONS (NGOs)

NGOs invited to the Rome Conference in 1998, registered to the Preparatory Commission for the International Criminal Court, or having consultative status with ECOSOC whose activities are relevant to the activities of the Court, and other NGOs invited by the Assembly may attend under the conditions laid down in the Assembly's Rules of Procedure (see *Rules of Procedure*, rule 93, for complete text).

INTERNATIONAL CRIMINAL COURT

The President of the Court, the Prosecutor and the Registrar, or their representatives, may participate, as appropriate, in meetings of the Assembly and the Bureau in accordance with the provisions of the *Rules of Procedure* and may make oral or written statements and provide information on any question under consideration.

UNITED NATIONS

The UN has a standing invitation to participate, without the right to vote, in the work and deliberations of the Assembly. The Secretary-General of the UN, or his/her designated member of the UN Secretariat, may participate in the meetings of the Assembly and the Bureau. He/She may make oral or written statements concerning any question under consideration by the Assembly which pertains to UN activities and provide information as appropriate.

MEDIA

All journalists wishing to cover the session and related events must submit an official letter of assignment by fax to +31 (0)70 515 83 76 as well as by e-mail to esterluteran@gmail.com.

The application period for accreditation starts on Tuesday 29 November and closes on Tuesday 20 December 2011 at 17:00 hours EST.

It is advisable to consult the website of the United Nations Media Accreditation and Liaison Unit (<http://www.un.org/media/accreditation/liaison.htm>) in advance of the session in order to apply for the required media accreditation at United Nations Headquarters. No admittance will be allowed to any of the scheduled events without prior accreditation. Journalists already accredited with the United Nations do not need to submit the letter of assignment, but are requested to confirm their participation via e-mail to esterluteran@gmail.com (copy aspnewyork@gmail.com).

Film crews interested in filming inside Conference Room 2 of the North Lawn Building where the Assembly is holding its session are kindly reminded that they should always liaise with the focal point from the Secretariat of the Assembly in order to obtain film authorization from the President of the Assembly, after which they would be escorted to the gallery / area reserved for that purpose. Any other requests for filming, particularly on the floor of the conference room where the Assembly is convening its session, should be cleared through the focal point from the Secretariat.

Audio/video recordings are permitted only during plenary meetings of the Assembly, which include elections sessions and general debate. There might be limitations on video/audio recording depending when the actual casting of the ballot will take place during the elections. If that is the case, film crews might be required to move to the part of the conference room from where the confidentiality of the vote would not be compromised.

Further information about the tenth session of the Assembly can be found on the website of the International Criminal Court at:
<http://www.icc-cpi.int/nr/exeres/8e728ec3-5785-4127-83d7-d910d99df603.htm>.

N.B.: The Assembly of States Parties does not deal with visa issues. Members of the media are responsible for obtaining an appropriate visa to travel into the United States of America if needed. Visa may be obtained from a diplomatic or consular mission of the United States of America in the country of residence.

For additional information please contact Ms. Estera Luteranova at +1 646 591 8218 or via email at esterluteran@gmail.com.

VISA INFORMATION

For visas to the United States, States should follow UN procedure.

LIST OF PARTICIPANTS

A draft list of participants will be produced during the course of the tenth session.

JOURNAL

A daily programme of meetings, events, and announcements can be found in the *UN Journal* which is available online at <http://www.un.org/Docs/journal/En/lateste.pdf>

LANGUAGES

Arabic, Chinese, English, French, Russian and Spanish are the official languages, as well as the working languages of the Assembly.

For the Plenary and the meetings of the Working Groups, simultaneous interpretation into Arabic, English, French and Spanish will be provided.

SEATING ARRANGEMENTS

States Parties will be seated in English alphabetical order, starting with the State drawn by lot (Italy, for the tenth session).

Due to the current renovations of the UN Headquarters, the seating arrangements will be limited compared to prior sessions. Accordingly, each State Party will be provided with two designated seats, one of which will be at a table. Observer States and invited States will be seated in alphabetical order behind the States Parties. International/Intergovernmental organizations, representatives from the Court, and NGOs will be seated in designated areas.

MEETINGS

The meetings of the Assembly and of its subsidiary bodies with general membership shall be held in public, unless the Assembly decides that exceptional circumstances require that the meetings shall be held in private. As a general rule, meetings of the Bureau and of subsidiary bodies with limited membership shall be held in private, unless the body concerned decides otherwise.

The programme of the meetings will be included in the *ASP Journal*, which will be issued digitally on a regular basis and will specify conference rooms and times of meetings:

http://www.icc-cpi.int/iccdocs/asp_docs/ASP10/ASP10-Journal-ENG.pdf

Unless otherwise indicated, morning meetings will be held from 10:00 to 13:00 hours and afternoon meetings from 15:00 to 18:00 hours.

DECISION-MAKING

Every effort shall be made to reach decisions in the Assembly and in the Bureau by consensus. If consensus cannot be reached, decisions shall be taken by vote. Each State Party shall have one vote. Decisions on matters of substance must be approved by a two-third majority of States Parties present and voting. Decisions on matters of procedure shall be taken by a simple majority of States Parties present and voting. States Parties are reminded of article 112, paragraph 8, of the Rome Statute of the International Criminal Court which reads:

“A State Party which is in arrears in the payment of its financial contributions towards the costs of the Court shall have no vote in the Assembly and in the Bureau if the amount of its arrears equals or exceeds the amount of the contributions due from it for the preceding two full years. The Assembly may, nevertheless, permit such a State Party to vote in the Assembly and in the Bureau if it is satisfied that the failure to pay is due to conditions beyond the control of the State Party.”

As at 28 November 2011, there were 9 States in arrears.

ELECTIONS

At the tenth session in New York, the Assembly shall proceed with the election of: the Prosecutor, six judges, the President of the Assembly as well as two Vice-Presidents, 18 members of the Bureau as well as six members of the Committee on Budget and Finance.

In accordance with article 112, paragraph 8, of the Rome Statute, States in arrears would not be able to vote at the tenth session.

More information on the elections as well as nominations can be found at:

<http://www.icc-cpi.int/Menus/ASP/Elections/>.

GENERAL DEBATE

The general debate will take place on the third day of the Assembly, on 14 December. Delegations are invited to inscribe themselves on the list of speakers as of 30 November 2011 by contacting the Secretariat via fax (+31 70 515 8376) or email (asp@icc-cpi.int). If possible, the name of the speaker should be provided. Ministerial level representatives will be accorded precedence on the list.

States are encouraged to deliver statements of no more than 5 minutes.

STATEMENTS

Representatives wishing to circulate statements to all participants are requested to provide 250 copies to the meeting room attendant.

Alternatively, representatives who do not wish to have their statements circulated but would still wish to help ensure that the impact of their words is equally strong in all languages, are requested to read at a reasonable speed and to hand in 20 copies of the statement for distribution to the President, Rapporteur, Secretariat, and interpreters.

In either case, copies of statements should be delivered to the meeting room attendant before the speaker takes the floor, preferably at the start of the meeting, to allow sufficient time for distribution of statements to the interpreters. Assembly participants are reminded that the Secretariat will not be in a position to offer reproduction services for such texts.

If written texts are provided in more than one official language, delegations should indicate clearly which of those texts is to be accepted as the official text. Furthermore, delegates should specify whether that official text will be read out as written or if it should be checked against delivery, in which case the words “check against delivery” should be clearly indicated on the top right corner of the first page.

Other written statements submitted by the designated representatives of entities, intergovernmental organizations and other entities that have received a standing invitation from the General Assembly of the UN, regional intergovernmental organizations or other accredited international bodies and non-governmental organizations shall be made available by the Secretariat to representatives of the States Parties and Observer States. The statements shall be made available in the quantities and in the language or languages in which the statements are made available, provided that a statement submitted on behalf of an organization is related to the work of the Assembly and is on a subject in which the organization has a special competence.

In accordance with the Bureau’s decision on moving towards “greener” conference serving, delegations and all participants are requested to provide to the Secretariat digital versions of their statements, preferably in advance of the meetings (asp@icc-cpi.int).

Written statements shall not be reproduced at the expense of the Assembly and shall not be issued as official documents.

DISTRIBUTION OF OFFICIAL DOCUMENTS

In accordance with the Bureau’s decision on pursuing a paper-light approach to documentation for the tenth session, pre-session documentation will no longer be made available to delegations.

The Secretariat will provide at the session USB memory sticks containing the pre-session documentation for all delegations.

Documentation in official languages is available at:

<http://www.icc-cpi.int/Menus/ASP/Sessions/Documentation/10th+Session/>

BOOKING OF MEETING ROOMS

Rooms for meetings of regional groups and other major groupings of States should be reserved by chairpersons of those groups.

Rooms for other informal meetings of States will need to be reserved by a Permanent Mission according to established UN practice.

In light of the changes resulting from the UN Headquarters renovations, the number of conference rooms is more limited than at prior sessions.

SECURITY AND SAFETY

Delegates are reminded not to leave briefcases or any valuable items unattended in the meeting rooms. Participants are advised to carry their valuables safely, especially at railway stations and while on public transport.

Restrictions will be in place on the use of cellular telephones, radio transmitters, recording devices and camera equipment inside the conference area.

EMERGENCY AND MEDICAL SERVICE

The UN Medical Services Division provides medical assistance to delegates and members of diplomatic missions to the UN. A medical clinic is situated at 300 E 42nd Street, 7th floor, and is open Monday to Friday from 9am to 4.30pm.
Telephone: (212) 963-7080.

For emergencies within the UN during office hours the number is (212) 963-7777; outside office hours (nights, holidays and weekends) the emergency number is (212) 963-6666.

In case of an emergency outside the UN call **911**.

SOCIAL EVENTS

For coordination purposes, the organisers of receptions and other protocol events should contact the Secretariat (see page 10 for contact information). Announcements about social events may be made in meetings or included in the *ASP Journal*.

HOTELS

All participants are solely responsible for the reservations and payments of hotel rooms. Hotel information can be found at www.nyc.com/hotels.

TELEPHONE FACILITIES

Extensions within the UN are preceded by the 963 or 367 prefixes. Direct internal calls can be made by dialling the access code “3” or “7” plus the extension. The main listed number of the UN is 1 (212) 963-1234.

Directory information: 411 or 555-1212.

PARKING

Parking for delegates at the UN should be arranged by Missions according to established UN practice. Public parking is available on 44th Street between First and Second Avenue.

TAXIS

Yellow taxis are numerous everywhere and can be hailed when their (middle) light on their roofs are lit. At airports you are advised not to accept a ride from un-licensed taxis but to go to the taxi stand where you will be given an indication of the fare to your destination.

PUBLIC TRANSPORTATION

The UN Headquarters is at walking distance from Grand Central Station. Prepaid transport tickets which can be used both on the bus and the subway can be bought at all subway stations. When paying on the bus, one must pay the exact fare (\$ 2.25) in coins only.

BANKING AND CURRENCY EXCHANGE

There is a Chase Bank and cash dispenser (ATM) at 45th street and First Avenue. In the area of Grand Central Station there are many currency exchange facilities. Credit cards are widely accepted.

SHOPS

Many shops stay open until late. Some supermarkets stay open all night.

CONTACT INFORMATION

SECRETARIAT OF THE ASSEMBLY OF STATES PARTIES

<i>Mailing address:</i>	<i>Street address:</i>	<i>Phone/Fax/Email Numbers</i>	
P.O. Box 19519 2500 CM The Hague The Netherlands	Maanweg 174 2516 AB The Hague The Netherlands	Phone: General Fax: General Email:	+31 (0)70 515 9806 +31 (0)70 515 8376 asp@icc-cpi.int

Secretariat staff:

Mr. Renan Villacis, Director
Director of the Secretariat of the Assembly of States Parties

Ms. Christiane Bouryolannis
Senior Legal Officer

Mr. Juan Antonio Escudero
Senior Legal Officer

Mr. Fakhri Dajani
Finance and Administration Officer

Ms. Gaile Ramoutar
Legal Officer

Ms. Fanny Fontaine
Legal Officer

Ms. Nataša Šebenik
Legal Officer

Ms. Gabrijela Filipović
Special Assistant to the Director

Ms. Estera Luteranova
Special Assistant to the Director

Ms. Carole Joannes
Administrative Assistant

Ms. Adriana Blanc
Administrative Assistant

Mr. René Holbach
Assistant to the ASP President

ANNEX

LIST OF STATES PARTIES*

Afghanistan	Gabon	Panama
Albania	Gambia	Paraguay
Andorra	Georgia	Peru
Antigua and Barbuda	Germany	Philippines
Argentina	Ghana	Poland
Australia	Greece	Portugal
Austria	Grenada	
	Guinea	Republic of Korea
Bangladesh	Guyana	Republic of Moldova
Barbados		Romania
Belgium	Honduras	
Belize	Hungary	Saint Kitts and Nevis
Benin		Saint Lucia
Bolivia (Plurinational State of).	Iceland	Saint Vincent and the Grenadines
Bosnia and Herzegovina	Ireland	Samoa
Botswana	Italy	San Marino
Brazil		Senegal
Bulgaria	Japan	Serbia
Burkina Faso	Jordan	Seychelles
Burundi		Sierra Leone
	Kenya	Slovakia
Cambodia		Slovenia
Canada	Latvia	South Africa
Central African Republic	Lesotho	Spain
Chad	Liberia	Surinam
Chile	Liechtenstein	Sweden
Colombia	Lithuania	Switzerland
Comoros	Luxembourg	
Congo		Tajikistan
Cook Islands	Madagascar	The Former Yugoslav Republic of Macedonia
Costa Rica	Malawi	Timor-Leste
Croatia	Maldives	Trinidad and Tobago
Cyprus	Mali	Tunisia
Czech Republic	Malta	
	Marshall Islands	Uganda
Democratic Republic of the Congo	Mauritius	United Kingdom of Britain and Northern Ireland
Denmark	Mexico	United Republic of Tanzania
Djibouti	Mongolia	Uruguay
Dominica	Montenegro	
Dominican Republic		Venezuela (Bolivarian Republic of)
	Namibia	
Ecuador	Nauru	
Estonia	Netherlands	
	New Zealand	Zambia
Fiji	Niger	
Finland	Nigeria	
France	Norway	

* As of 21 September 2011, 118 countries will be States Parties to the Rome Statute of the International Criminal Court. 32 are African States, 17 are Asian States, 18 are from Eastern Europe, 26 are Latin American and Caribbean States, and 25 are Western European and other States.