

**ASSEMBLY OF STATES PARTIES
TO THE ROME STATUTE OF THE
INTERNATIONAL CRIMINAL COURT**

HANDBOOK FOR PARTICIPANTS

15 June 2015



**Resumed thirteenth
session:**

Ministry of Foreign Affairs of the Netherlands -
The Hague
24 to 25 June 2015

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INTRODUCTION

At its thirteenth plenary meeting, on 17 December 2014, the Assembly of States Parties to the Rome Statute of the International Criminal Court (the Assembly) decided to mandate the Bureau to convene its resumed thirteenth session. On 23 January 2015, The Bureau decided to hold the resumed thirteenth session in The Hague, The Netherlands from 24 to 25 June 2015.

Invitations to the resumed thirteenth session of the Assembly were sent to States and other entities on 3 February 2015 (Note verbale ICC-ASP/R13/SP/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 thirteenth session, the Assembly elected H. E. Mr. Sidiki Kaba (Senegal) to serve as President for the period 2014-2017. H. E. Mr. Álvaro Moerzinger (Uruguay) and H. E. Mr. Sebastiano Cardi (Italy) were elected to serve as Vice-Presidents. The other current members of the Bureau are: Chile, Colombia, Costa Rica, Czech Republic, Germany, Ghana, Hungary, Japan, Netherlands, Nigeria, Republic of Korea, Romania, Samoa, Slovenia, South Africa, Sweden, Uganda and the United Kingdom.

VENUE AND DATES

The resumed thirteenth session of the Assembly will be held from 24 to 25 June 2015 at the Ministry of Foreign Affairs of the Netherlands, located at Bezuidenhoutseweg 67, 2594 AC The Hague, the Netherlands.

OPENING OF THE SESSION

The official opening of the resumed thirteenth session will take place at the “van Kleffens” meeting room in the Ministry of Foreign Affairs on 24 June 2015 at 10:00 hours. Participants are requested to be seated in the “van Kleffens” meeting room by 09:45 hours.

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

http://www.icc-cpi.int/en_menus/asp/sessions/documentation/13th-session-resumption/Pages/default.aspx

CHECKLIST FOR STATES:

- 1) Register each participant by using the registration form
- 2) States Parties: Submit credentials to the Secretariat of the Assembly of States Parties
- 3) Observer States: Submit a notification to the Secretariat of the Assembly of States Parties with the names of participants

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

REGISTRATION

All States participants are advised that they will be admitted to the conference only upon presentation of a Conference pass. Registration forms were distributed to States and observers by email and are available on the Court's website at:

http://www.icc-cpi.int/iccdocs/asp_docs/ASP13R/ASP13R-Registration-Form-ENG-FRA.pdf.

NGOs wishing to attend the resumed thirteenth session must submit a written request naming each of its representatives on official letterhead to the ASP Secretariat or to the Coalition for the International Criminal Court (CICC) by 16 June 2015. NGO representatives will have to present the letter issued by the ASP Secretariat, confirming their eligibility to attend the resumed thirteenth session, to the registration desk to obtain a Conference pass.

The Secretariat of the Assembly kindly requests that the enclosed registration form be submitted to the Secretariat (by fax to: +31-70-515-8376 or by e-mail to asp@icc-cpi.int) **no later than 16 June 2015**, so as to expedite the issuance of conference badges for the resumed thirteenth session, as well as the compilation of the List of Participants of the resumed thirteenth session.

The on-site registration of participants will start at the Ministry of Foreign Affairs on Wednesday, 24 June from 08:30 hours. Conference passes will be issued upon presentation of valid identification, preferably a passport.

The Hague based delegates of States Parties who are in possession of an ICC badge can access the Ministry of Foreign Affairs upon presentation of their ICC badge and valid identification. Delegates who are in possession of an ICC badge are still required to submit the registration form for the compilation of the List of Participants.

Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to register as early as possible.

During registration, Governments should ensure that the registration form includes individual email address of each member of the delegation. Providing the individual e-mail addresses will ensure that all representatives receive any additional information that the Secretariat might need to send with regard to the resumed thirteenth session.

ACCESS TO PREMISES

Heads of Delegations, Ambassadors and Chargés d'affaires, may avail themselves of the VIP entrance of the Ministry (located at Prins Clauslaan 5, 2594 AC The Hague). In order to facilitate the access to the VIP entrance, the Secretariat kindly requests that the diplomatic car plate number be communicated to dkp-2@minbuza.nl **no later than 16 June 2015**.

Other participants of the resumed thirteenth session are kindly requested to avail themselves of the main entrance of the Ministry, located at Bezuidenhoutseweg 67, 2594 AC The Hague.

CREDENTIALS**Credentials of States Parties**

Pursuant to Rule 24 of the *Rules of Procedure of the Assembly of States Parties*, original 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. Advance scanned copies of credentials should be sent by e-mail to the Secretariat (asp@icc-cpi.int) on the understanding that original credentials will also be submitted 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 resumed thirteenth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in The Hague, from 24 to 25 June 2015,

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 resumed thirteenth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court:

Resumed thirteenth session in The Hague:

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 [*name of State Party*]

[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 original 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. Advance scanned copies of notifications should be sent by e-mail to the Secretariat (asp@icc-cpi.int) on the understanding that original notifications will also be submitted.

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 honor to submit the composition of the [*name of State*] delegation to the resumed thirteenth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in The Hague, from 24 to 25 June 2015,

Resumed thirteenth session in The Hague:

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

According to the Rules of Procedure of the Assembly of States Parties, the following may take part in the sessions of the Assembly:

STATES

All States Parties to the Rome Statute are entitled to participate in the meeting 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 United Nations General Assembly (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 United Nations 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 United Nations activities and provide information as appropriate.

Participating Governments, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.

MEDIA

The Assembly of States Parties to the Rome Statute of the International Criminal Court (“the Assembly”) will convene its resumed thirteenth session at the "van Kleffens" meeting room at the Ministry of Foreign Affairs of the Netherlands, located at Bezuidenhoutseweg 67, 2594 AC The Hague from 24 to 25 June 2015. During the session, the Assembly will hold the election to fill one judicial vacancy.

Journalists wishing to cover the resumed thirteenth session of the Assembly must submit an official letter of assignment or copy of their press card along with the completed accreditation form to the Secretariat (by e-mail to esterluteran@gmail.com or by fax to: +31-70-515-8376). Please find the accreditation form at the following link:
http://www.icc-cpi.int/iccdocs/asp_docs/ASP13R/ASP13R-Media-Accreditation-Form-ENG.pdf.

The application period for accreditation starts on Tuesday, 16 June and closes on Wednesday, 24 June at 17:00 hours CET.

Press badges will be issued and handed out at the Ministry of Foreign Affairs of the Netherlands starting on Wednesday, 24 June from 08:30 hours to journalists that have received accreditation upon presentation of a passport or a valid ID with photo. Only those representatives of the media possessing press badges will be given access to meetings that will be open to the media.

Please note that there will be no press facilities available at the Ministry of Foreign Affairs.

Accredited correspondents are permitted access to open meetings in designated areas within the "van Kleffens" meeting room in the Ministry of Foreign Affairs of the Netherlands. However, according to rule 42 of the Rules of Procedure and Evidence, the Assembly may decide that if exceptional circumstances arise, its meetings may be held in private.

Media crews interested in filming inside the Ministry of Foreign Affairs are kindly reminded that they should always liaise with the focal point from the Secretariat of the Assembly, Ms. Estera Luteranova, in order to obtain film authorization from the President of the Assembly, after which they would be escorted to the area reserved for that purpose. Any other requests for filming, particularly on the floor of the meeting 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. There might be limitations on video/audio recording depending on whether the actual casting of the ballot will take place during the elections. If that is the case, camera crews might be required to move to the part of the meeting room from where the confidentiality of the vote would not be compromised.

Further information about the resumed thirteenth session can be found on the Assembly website:

http://www.icc-cpi.int/en_menus/asp/sessions/documentation/13th-session-resumption/Pages/default.aspx.

Journalists are invited to follow the President of the Assembly, Minister Sidiki Kaba, on Facebook at www.facebook.com/sidiki.kaba.77 and Twitter @ICC_PASP. For additional information please contact Ms. Estera Luteranova at +31 652 671 504 or via e-mail at esterluteran@gmail.com.

LIST OF PARTICIPANTS

A digital draft list of participants will be produced during the course of the resumed thirteenth session.

PROVISIONAL AGENDA AND ASP JOURNAL

The provisional agenda for the resumed thirteenth session of the Assembly is contained in document ICC-ASP/13/43 and can be found at the website of the Assembly:
http://www.icc-cpi.int/iccdocs/asp_docs/ASP13R/ICC-ASP-13-43-ENG.pdf.

A daily ASP Journal containing information on meetings, side-events, and announcements will be available on the ICC web site on the following link:
http://www.icc-cpi.int/en_menus/asp/sessions/documentation/13th-session-resumption/Pages/ASP13R-Journal.aspx.

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 taking place in the "van Kleffens" meeting room simultaneous interpretation into Arabic, English, French, and Spanish will be provided.

Each seat in the "van Kleffens" meeting room of the Ministry of Foreign Affairs for which simultaneous interpretation is available will be equipped with a portable receiving set and headphone. **Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary.**

SEATING ARRANGEMENTS

States Parties will be seated in English alphabetical order. Two designated seats will be provided to each State Party. Behind the States Parties, there will be open seating for observer States and invited States as well as delegates from States Parties with larger delegations. International/Intergovernmental organizations, NGOs and members of the press will be seated in the balcony, which is accessed by a separate entrance.

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 daily basis and will specify conference rooms and times of meetings:
http://www.icc-cpi.int/en_menus/asp/sessions/documentation/13th-session-resumption/Pages/ASP13R-Journal.aspx.

Unless otherwise indicated, morning meetings will be held from 10:00 to 13:00 hours; 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-thirds 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 31 May 2015, there were 12 States Parties in arrears.

ELECTIONS

At the resumed thirteenth session in The Hague, the Assembly shall proceed with the election to fill a judicial vacancy.

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

More information on the elections as well as nominations can be found at:
http://www.icc-cpi.int/en_menus/asp/elections/Pages/election2015.aspx

DISTRIBUTION OF OFFICIAL DOCUMENTS

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

Documentation in official languages is available at:
http://www.icc-cpi.int/en_menus/asp/sessions/documentation/13th-session-resumption/Pages/default.aspx

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 HAGUE

The main number to call in case of an Emergency (police, fire, ambulance) is **112**. For non-urgent matters, the police can be reached at 0900-8844.

For participants with a non-acute medical problem that really needs attention and who have no embassy or mother-organisation in the Netherlands, the Court's doctor can be contacted via the States Registration Desk.

Nearest hospital:
MCH Westeinde
Lijnbaan 32
2512 VA The Hague
Telephone: (070) 330 20 00
Website: www.mchaaglanden.nl

HOTELS

All participants are solely responsible for the reservations and payments of hotel rooms and, if necessary, contacting his or her Embassy for assistance. Hotel information can be found at <http://www.holland.com/uk/cities/thehague/>. It is advisable to make reservations as soon as possible due to limited availability.

CATERING

Lunch will be provided daily by the Ministry of Foreign Affairs of the Netherlands.

INTERNET

Free Wi-Fi will be available at the Ministry of Foreign Affairs.

TAXIS

Participants are advised to only use licensed taxis which have blue number plates. When ordering a taxi, please indicate that special ICC rates are available to you when you use taxis from the following companies:

Noordzee Taxi: 070-358 9999

Hofstad Taxi: 070-346 2626

PUBLIC TRANSPORTATION

The Ministry of Foreign Affairs of the Netherlands is located a short 4 minute walk from The Hague Central Station, which is a public transportation hub.

A The Hague Central Railway Station, Netherlands

- Leave Koningin Julianaplein towards Bezuidenhoutseweg
- 375 ft

Turn right on to Bezuidenhoutseweg

- 512 ft

Turn right on to Prinses Irenestraat

- 121 ft

Arrive at Bezuidenhoutseweg 67, 2594 AC The Hague, Netherlands on the left

The last intersection is Bezuidenhoutseweg. If you reach Anna van Buerenstraat, you've gone too far

B Bezuidenhoutseweg 67, 2594 AC The Hague, Netherland



BANKING AND CURRENCY EXCHANGE

In the center of town, and at the railway stations, you will also find currency exchange facilities. The currency of the Netherlands is the euro. Credit cards are accepted at most major stores, restaurants and hotels.

SHOPS

Some small shops are open on week days from 9:00 hours until 18:00 hours, with larger shops opening at 10:00. Bakeries open earlier. On Thursday evenings, large stores stay open until 21:00 hours. On Sundays, the large stores in the city center are open, but not until 12:00 hours (noon).

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:	+31 (0)70 515 9806
		General Fax:	+31 (0)70 515 8376
		General Email:	asp@icc-cpi.int

Secretariat staff:

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Secretary of the Assembly

Mr. Fakhri Dajani
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ANNEX I**LIST OF STATES PARTIES***

A	G	<u>Norway</u>
<u>Afghanistan</u>	<u>Gabon</u>	P
<u>Albania</u>	<u>Gambia</u>	<u>Palestine</u>
<u>Andorra</u>	<u>Georgia</u>	<u>Panama</u>
<u>Antigua and Barbuda</u>	<u>Germany</u>	<u>Paraguay</u>
<u>Argentina</u>	<u>Ghana</u>	<u>Peru</u>
<u>Australia</u>	<u>Greece</u>	<u>Philippines</u>
<u>Austria</u>	<u>Grenada</u>	<u>Poland</u>
B	<u>Guatemala</u>	<u>Portugal</u>
<u>Bangladesh</u>	<u>Guinea</u>	R
<u>Barbados</u>	<u>Guyana</u>	<u>Republic of Korea</u>
<u>Belgium</u>	H	<u>Republic of Moldova</u>
<u>Belize</u>	<u>Honduras</u>	<u>Romania</u>
<u>Benin</u>	<u>Hungary</u>	S
<u>Bolivia (Plurinational State of)</u>	I	<u>Saint Kitts and Nevis</u>
<u>Bosnia and Herzegovina</u>	<u>Iceland</u>	<u>Saint Lucia</u>
<u>Botswana</u>	<u>Ireland</u>	<u>Saint Vincent and the Grenadines</u>
<u>Brazil</u>	<u>Italy</u>	<u>Samoa</u>
<u>Bulgaria</u>	J	<u>San Marino</u>
<u>Burkina Faso</u>	<u>Japan</u>	<u>Senegal</u>
<u>Burundi</u>	<u>Jordan</u>	<u>Serbia</u>
C	K	<u>Seychelles</u>
<u>Cambodia</u>	<u>Kenya</u>	<u>Sierra Leone</u>
<u>Canada</u>	L	<u>Slovakia</u>
<u>Cape Verde</u>	<u>Latvia</u>	<u>Slovenia</u>
<u>Central African Republic</u>	<u>Lesotho</u>	<u>South Africa</u>
<u>Chad</u>	<u>Liberia</u>	<u>Spain</u>
<u>Chile</u>	<u>Liechtenstein</u>	<u>Suriname</u>
<u>Colombia</u>	<u>Lithuania</u>	<u>Sweden</u>
<u>Comoros</u>	<u>Luxembourg</u>	<u>Switzerland</u>
<u>Congo</u>	M	T
<u>Cook Islands</u>	<u>Madagascar</u>	<u>Tajikistan</u>
<u>Costa Rica</u>	<u>Malawi</u>	<u>The former Yugoslav Republic of</u>
<u>Côte d'Ivoire</u>	<u>Maldives</u>	<u>Macedonia</u>
<u>Croatia</u>	<u>Mali</u>	<u>Timor-Leste</u>
<u>Cyprus</u>	<u>Malta</u>	<u>Trinidad and Tobago</u>
<u>Czech Republic</u>	<u>Marshall Islands</u>	<u>Tunisia</u>
D	<u>Mauritius</u>	U
<u>Democratic Republic of the Congo</u>	<u>Mexico</u>	<u>Uganda</u>
<u>Denmark</u>	<u>Mongolia</u>	<u>United Kingdom of Great Britain and</u>
<u>Djibouti</u>	<u>Montenegro</u>	<u>Northern Ireland</u>
<u>Dominica</u>	N	<u>United Republic of Tanzania</u>
<u>Dominican Republic</u>	<u>Namibia</u>	<u>Uruguay</u>
E	<u>Nauru</u>	V
<u>Ecuador</u>	<u>Netherlands</u>	<u>Vanuatu</u>
<u>Estonia</u>	<u>New Zealand</u>	<u>Venezuela (Bolivarian Republic of)</u>
F	<u>Niger</u>	Z
<u>Fiji</u>	<u>Nigeria</u>	<u>Zambia</u>
<u>Finland</u>		
<u>France</u>		

* As of 10 June 2015, 123 countries are States Parties to the Rome Statute of the International Criminal Court. Out of them 34 are African States, 19 are Asia-Pacific States, 18 are from Eastern Europe, 27 are from Latin America and the Caribbean, and 25 are from Western Europe and other States.

United Nations Treaty Collection link to the Rome Statute of the ICC: <http://www.un.org/law/icc/index.html>.