

**ASSEMBLY OF STATES PARTIES**

**TO THE ROME STATUTE OF THE**  
**INTERNATIONAL CRIMINAL COURT**

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**HANDBOOK FOR PARTICIPANTS**



**Eighth session:**

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World Forum Convention Center - The Hague  
18 to 26 November 2009

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## **INTRODUCTION**

At its seventh meeting, on 21 November 2008, the Assembly of States Parties to the Rome Statute of the International Criminal Court (the Assembly) decided to convene its eighth session in The Hague in November 2009. The eighth session will be held in The Hague from 18 to 26 November 2009.

Invitations to the eighth session of the Assembly were sent to States and other entities in April 2009 (Note verbale ICC-ASP/8/S/16).

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 eighth session of the Assembly will be held from 18 to 26 November 2009 in the World Forum Convention Center (WFCC), Churchillplein 10, The Hague (Den Haag), the Netherlands.

## **OPENING OF THE SESSION**

The official opening of the eighth session will take place in the World Forum Theater at the World Forum Convention Center on 18 November 2008 at 10:00 hours. Participants are requested to be seated in the World Forum Theater by 9:45 hours.

**Online documentation:** <http://www.icc-cpi.int/Menus/ASP/Sessions/Documentation/8th+session>.

## **CHECKLIST FOR STATES:**

- 1) Register each participant by using the registration form received by mail
- 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 with a photograph. Registration forms were distributed to States and observers by mail and will be made available on the Court's website.

NGOs wishing to attend the eighth session must submit a written request naming each of its representatives on official letterhead to the ASP Secretariat or to the Coalition for an International Criminal Court (CICC) by 30 October 2009. NGO representatives will have to present the letter issued by the ASP Secretariat, confirming their eligibility to attend the eighth session, to the registration desk to obtain a Conference pass.

The on-site registration of participants will start at the World Forum Convention Center on Tuesday, 17 November from 11:00 to 20:00 hours and from 18 to 26 November from 8:00 to 16:00 hours except Sunday 22 November. Conference passes will be issued upon presentation of valid identification, preferably a passport.

For participants who arrive early in The Hague or who are based in The Hague, **pre-registration** will be possible at the International Criminal Court at Maanweg 174, The Hague on Monday, 16 November from 15:00 to 16:30 hours.

## CREDENTIALS

### 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 eighth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in The Hague, from 18 to 26 November 2009,

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

Eighth 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 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 honor to submit the composition of the [*name of State*] delegation to the eighth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in The Hague, from 18 to 26 November 2009,

Eighth 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**

### **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.

The *Rules of Procedure of the Assembly of States Parties* to the Rome Statute of the International Criminal Court can be found online at:

<http://www.icc-cpi.int/Menus/ASP/Sessions/Documentation/8th+session>

For all ASP documentation, go to: <http://www.icc-cpi.int/Menus/ASP/Sessions/Documentation/8th+session>

## **LIST OF PARTICIPANTS**

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

## **JOURNAL**

A daily programme of meetings, events, and announcements will be available on the LCD screens upon entering the Assembly of States Parties section of the World Forum Convention Center.

## **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, Chinese, English, French, Russian and Spanish will be provided.

## **SEATING ARRANGEMENTS**

States Parties will be seated in English alphabetical order, starting with the State drawn by lot (Brazil for the eighth session). Four designated seats, two of which will be at a table, will be provided to each State Party. 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 printed in the Conference *Journal*, which will be issued digitally on a daily basis and will specify conference rooms and times of meetings.

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."

## **ELECTIONS**

At the eighth session in The Hague, the Assembly shall proceed with the election of two judges and five members of the Board of Directors of the Trust Fund for Victims. Information on the nominations can be found at: <http://www.icc-cpi.int/Menus/ASP/Elections/>.

## **STATEMENTS**

Representatives wishing to circulate statements to all participants are requested to provide 250 copies to the Meeting Room Attendant, who will be located in the front of the meeting room. 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. Conference 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 United Nations, regional intergovernmental organizations or other accredited international bodies and non-governmental organizations shall be made available by the ASP Secretariat to representatives of the States Parties and Observer States in the quantities and in the language or languages in which the statements are made available to it, provided that a statement submitted on behalf of non-governmental organization is related to the work of the Assembly and is on a subject in which the organization has a special competence. Written statements shall not be reproduced at the expense of the Assembly and shall not be issued as official documents.

## **DISTRIBUTION OF OFFICIAL DOCUMENTS**

One set of documents will be provided to each delegation in the World Forum Theater. Additional in-session documents may be obtained from the documentation counter in the Asia Room across from the main entrance of the World Forum Theater.

## **BOOKING OF MEETING ROOMS**

Rooms for meetings, including those of regional groups or other informal meetings of States, may be reserved on a first-come, first-serve basis by contacting the ASP Secretariat.

## **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**

Should medical first aid be required, security personnel may be contacted (extension 8484). 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:

Red Cross Hospital (Rode Kruis Ziekenhuis) Sportlaan 600, 2566 MJ Den Haag. Phone: 070 312-6200/361-4761.

## **SOCIAL EVENTS**

For coordination purposes, the organisers of receptions and other protocol events should contact the Secretariat (see page 11 for contact information). Announcements about social events may be made in meetings or published in the *Journal*.

## **HOTELS**

All participants are solely responsible for the reservations and payments of hotel rooms. 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**

Lunches will be available in the conference cafeteria at the World Forum Convention Center between 12:00 and 14:30 hours. A coffee corner will be located in the Oceania Foyer. In addition, the World Forum Convention Center has a café and restaurant on either side of the main reception area.

## **TELEPHONE AND INTERNET FACILITIES**

Telephone booths can be found in the lobby. Telephone cards may be purchased from the Reception Desk for five Euros or ten Euros each. If you are calling from outside the Netherlands to The Hague, add the country code (31) and the city code (70) to the telephone number. From within the Netherlands, calls to The Hague should be preceded by 070. Calls within the city do not require a city code.

Directory assistance for numbers within the Netherlands: 0900 8008. For international numbers: 0900 8418.

An internet café for participants will be located in the Oceania Foyer and additional computers will be available in the public areas for use by participants.

Free Wi-Fi will be available in the World Forum Theater, in the Oceanic Foyer, as well as in the café next to the main reception area.

## **POSTAL SERVICES**

Stamps can be bought at the information desk at the World Forum Convention Center. A mailbox can be found next to the paid cloak room, at the right, when entering the WFCC.

## **PARKING**

Paid parking is available in the underground garage at the WFCC. Day tickets (€10, including VAT) may be purchased at the main reception desk.

## **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 WFCC can be reached by trams #1, #10 (limited hours) or #17, and by bus #14. Transport tickets (strippenkaarten) valid for trams and buses can be purchased from the main reception desk, or from tobacco shops, newsstands, train stations, post offices or transport kiosks. (Tickets bought directly from the driver cost up to 40% more per ride.) With pre-purchased strippenkaarten, a single journey within one zone costs 2 strips (€1.60), two zones cost 3 strips (€2,40). Strippenkaarten of 15 strips or 45 strips, are more economical per ride. Once on board, the driver can determine the amount of strips needed per individual ride. (See Annex III for additional information.)

## **BANKING AND CURRENCY EXCHANGE**

There is a cash dispenser to the left of the main entrance at the WFCC. 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. Smaller shops, however, may only accept cash.

## **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).

## **CLOAKROOM**

Coat racks will be located at the entrance of the Conference area upon entering through the metal detectors, to the left.

## 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
		Fax for registration:	+31 (0)70 381 5476
		General Email:	asp@icc-cpi.int

#### *Secretariat staff:*

Mr. Renan Villacis, Director  
 Secretariat of the Assembly of State Parties  
 Tel: 31-70-515 9806 (Ms. Gabrijela Filipović, Assistant)  
*Secretary of the Assembly*

Mr. Fakhri Dajani  
 Finance and Administration Officer  
 Tel: 31-70-515 9322

Ms. Gaile Ramoutar  
 Legal Officer  
 Tel: 31-70-515 9204

Ms. Esther Halm  
 Associate Legal Officer  
 Tel: 31-70-515 9590

Ms. Fatma Waheb  
 Special Assistant to the Director (in charge of credentials and the Trust Fund for Least Developed Countries and other developing States)  
 Tel: 31-70-515 9814

Ms. Lyudmyla Perepelytsya  
 Assistant (in charge of registration)  
 Tel: 31-70-515 9243

**ANNEX I****LIST OF STATES PARTIES\***

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

\* As of 1 October 2009, 110 countries are States Parties to the Rome Statute of the International Criminal Court. Out of them 30 are [African States](#), 14 are [Asian States](#), 17 are from [Eastern Europe](#), 24 are from [Latin America and the Caribbean](#), and 25 are from [Western Europe and other States](#).

## ANNEX II

### **Public Transport in The Hague**

The public transport network (*HTM*) of trams and buses in the Netherlands is divided into zones. The number of zones your trip will cross are indicated on the HTM *lijnenkaart* (bus/tram line map) posted at most stops, or in HTM timetables available at major train stations.

A *strippenkaart* is a ticket that is valid on any bus, tram, or metro throughout the Netherlands (regardless of where you purchase it), and on some trains (for instance, your HTM bus/tram ticket is good on trains between The Hague Central Station and Voorburg Station). To validate the *strippenkaart* for your journey, you must stamp it (or have it stamped by the driver) in the bus or tram. The number of strips you need to stamp for your journey is usually equal to the number of zones your trip will cross, **plus** one strip, for the basic rate. Within the valid time period of your stamped strips, you are entitled to unlimited travel within the zones you are stamped for.