

REVIEW CONFERENCE
OF THE ROME STATUTE OF THE
INTERNATIONAL CRIMINAL COURT

HANDBOOK FOR PARTICIPANTS



Review Conference:

Munyonyo Commonwealth Resort, Kampala,
Uganda – 31 May to 11 June 2010

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INTRODUCTION

At its eighth plenary meeting, on 26 November 2009, the Assembly of States Parties to the Rome Statute of the International Criminal Court (the Assembly) decided to convene the Review Conference of the Rome Statute of the International Criminal Court (the Review Conference) in Kampala, Uganda from 31 May to 11 June 2010.

On 7 August 2009, the United Nations Secretary General convened the Review Conference and sent letters to all Heads of State.

On 15 September 2009, the President of the Assembly invited Governments to attend the Review Conference (ASP/2009/139).

Further to these, the Secretariat sent invitations to States and other entities in January 2010 (ICC-ASP/RC/SP/55).

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.

According to rule 18 of the *Rules of Procedure of the Review Conference*, the Bureau will assist the Conference in the discharge of its responsibilities.

Online addresses for the Review Conference:

All documentation: <http://www.icc-cpi.int/Menus/ASP/ReviewConference>

Government of Uganda official Review Conference website: <http://www.iccuganda2010.ug>

VENUE AND DATES

The Review Conference will be held from 31 May to 11 June 2010 at the Munyonyo Commonwealth Resort, Kampala, Uganda.

The Munyonyo Commonwealth Resort is located 35 kilometres from central Kampala (<http://www.munyonyocommonwealth.com/>).

OPENING OF THE SESSION

The official opening of the Review Conference will take place in the Speke Ballroom, 31 May 2010 at 10:00 hours. Participants are requested to be seated in the Speke Ballroom by 9:45 hours.

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 4 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.

Non-Governmental Organizations (NGOs) with the right to participate in the Review Conference

In accordance with rule 70 of the Draft rules of procedure of the Review Conferences, Non-Governmental Organizations may participate in the Review Conference if they fulfil at least one of the following conditions:

- a) having been invited to the Rome Conference;
- b) having been registered to the Preparatory Commission for the ICC;
- c) having consultative status with the ECOSOC and their activities being relevant to the activities of the Court; and
- d) having been invited to participate in the Review Conference by the Assembly of States Parties.

Non-governmental organizations eligible for accreditation and wishing to participate in the Conference must submit a written request on official letterhead with the names of their representatives to attend the Review Conference *at the latest by Friday 16 April 2010*. The requests should be addressed to:

Mr. Renan Villacis, Director of the Secretariat of the Assembly of States Parties, by fax to: +31-70-515 8376 or by mail to: Secretariat of the Assembly of States Parties, International Criminal Court, Room C-0690, Maanweg 174, 2516 AB The Hague, The Netherlands, or via e-mail to asp@icc-cpi.int

Please note that the Secretariat of the Assembly of States Parties does not provide any funding for participating NGOs.

In response to the request to participate, NGOs will receive a *confirmation letter* from the Secretariat of the Assembly of States Parties which will be a pre-condition for registration and obtaining a Conference pass.

Please note that due to limited capacity of the venue, access to the Plenary and other meeting rooms might be restricted to a limited number of NGOs at a time, although it will always be possible to follow public debates through screens in different rooms.

Additional information regarding the Review Conference is available on the Internet website of the Court (<http://www.icc-cpi.int>), under "Assembly of States Parties" and on the Coalition for the International Criminal Court's website (www.iccnw.org).

Other organizations, entities or persons wishing to attend the Review Conference

Due to limited capacity of the Conference venue, only the organizations and entities falling under the categories of observers and other participants, pursuant to rules 69 and 70 of the Draft rules of procedure of the Review Conferences, will be allowed to attend the Review Conference.

Persons or institutions not falling under these rules may nonetheless wish to attend the events being organized by States, the CICC and its NGO members on the various stocktaking and

amendment issues which will be held alongside the Conference in the “People’s Space”. They may also follow the public debates through screens in different rooms.

In order to being able to participate in the events taking place at the People’s Space, requests must be submitted to (under preparation).

Please, refer to the Coalition for the International Criminal Court’s website for further information: www.iccnw.org

On-site registration of participants (under preparation). Conference passes will be issued upon presentation of valid identification, preferably a passport.

Further information regarding registration can be found at:
<http://www.iccuganda2010.ug/index.php?page=registration>

CREDENTIALS

Credentials of States Parties

Pursuant to Rule 13 of the *Rules of Procedure of the Review Conference*, 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 24 hours 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 15: 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 Review Conference of the Rome Statute of the International Criminal Court to be held in Kampala, Uganda from 31 May to 11 June 2010,

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 Review Conference of the Rome Statute of the International Criminal Court:

Review Conference in Kampala, Uganda:
 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 17 of the *Rules of Procedure of the Review Conference*, 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 71 of the *Rules of Procedure of the Review Conference*, at the beginning of the Conference, the President may, subject to the approval of the Conference, 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 Review Conference of the Rome Statute of the International Criminal Court to be held in Kampala, Uganda from 31 May to 11 June 2010,

Review Conference in Kampala, Uganda:
 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 Conference.

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 Conference 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 of the Review Conference*, rule 69, for complete text).

NON-GOVERNMENTAL ORGANIZATIONS

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 rule 70 of the *Rules of Procedure of the Review Conference*.

Information on the People's Space may be found at: <http://www.iccnw.org>

INTERNATIONAL CRIMINAL COURT

The President of the Court, the Prosecutor and the Registrar, or their representatives, may participate, as appropriate, in meetings of the Conference and the Bureau in accordance with the *Rules of Procedure of the Review Conference* rule 23 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 Conference. The Secretary-General of the UN, or his/her designated member of the UN Secretariat, may participate in the meetings of the Conference and the Bureau. He/She may make oral or written statements concerning any question under consideration by the Conference which pertains to United Nations activities and provide information as appropriate.

AIRSPACE RIGHTS AND OTHER SECURITY ARRANGEMENTS

For airspace rights, States and other participants should contact Civil Aviation Authority (CAA). The Authority's full address is:

Civil Aviation Authority

Head Office

P.O. Box 5536, Kampala

Tel: 256 414 352000 / 0312 352000

Airport Tel: +256 414 353000 / 0312 353000

Fax: +256 414 321401 / 256 414 320571

For aircraft/flight clearance requests:

Tel: +256 414 321173 / +256 414 321016

Fax: +256 414 321452

Email: aviation@caa.co.ug

Telex: 61508 CAA UGA

Website: www.caa.co.ug

For information regarding arms and equipment, States and other participants should contact Uganda Police Force, Mr. Joseph Mugisa:

Tel (mobile): +256 712 144799

Email: mugisaabwoli@yahoo.com

A copy of requests made to Mr. Joseph Mugisa should be made to the Ugandan Review Conference focal point, Mr. John Suuza, at:
focal.point@iccuganda2010.ug or jbrsuuza@gmail.com

The following information should be provided in advance:

- i) What kind of security guard is accompanying the VIP? Is he or she a private or government operative?
- ii) Who/what kind of person is the security guard protecting?
- iii) What are the likely numbers of security guards and category as in i) above?
- iv) What kind of weapons i.e., type and caliber plus number of ammunitions for each weapon?

LIST OF PARTICIPANTS

A digital draft list of participants will be produced during the course of the Review Conference.

JOURNAL

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.

A daily programme of meetings, events, and announcements will also be available upon entering the Conference section of the Munyonyo Commonwealth Resort.

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

LANGUAGES

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

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

SEATING ARRANGEMENTS

States Parties will be seated in English alphabetical order. 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.

Given the limited number of seats available in the Speke Ballroom, some participants may have to follow the Conference via video/audio signals conveyed to other conference rooms/People's Space.

MEETINGS

The meetings of the Conference and of its subsidiary bodies with general membership shall be held in public, unless the Conference 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.

DECISION-MAKING

Every effort shall be made to reach decisions in the Conference 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 14 March 2010, there were 10 States in arrears.

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 15 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 Conference 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 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 Conference and shall not be issued as official documents.

GENERAL DEBATE

The general debate will take place on the first and second day of the Conference, on 31 May and 1 June. Delegations are invited to inscribe themselves on the list of speakers as of 16 March and before 23 April 2010 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.

DISTRIBUTION OF OFFICIAL DOCUMENTS

One set of pre-session documents will be provided to each delegation in the Speke Ballroom. Additional in-session documents may be obtained from the documentation counter.

All participants are encouraged to download digital versions of documents from the Court's website.

Wi-Fi will be available in the Speke and Victoria Ballrooms, as well as at the main reception.

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 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

Information regarding emergency and medical service can be found in the Handbook for delegates page 10:

http://www.iccuganda2010.ug/uploads/Delegates_Information_Handbook_Version_1.pdf

SOCIAL EVENTS

For coordination purposes, the organisers of receptions and other protocol events should contact the Secretariat (see page 12 for contact information). Announcements about social events may be made in meetings or published in the *Journal*.

ACCOMMODATION

Information regarding accommodation can be found at:

<http://www.iccuganda2010.ug/index.php?page=accommodation> and

<http://www.munyonyocommonwealth.com/>

All participants are solely responsible for the reservations and payments of hotel rooms. It is advisable to make reservations as soon as possible due to limited availability.

Given the limited number of hotel rooms available at the Munyonyo Commonwealth Resort, most participants will have to stay in central Kampala.

The Government of Uganda will provide regular transportation between Entebbe airport, central Kampala and the Munyonyo Commonwealth Resort.

CATERING AND RESTAURANTS

Information regarding restaurants can be found at:

<http://www.iccuganda2010.ug/index.php?page=popular-restaurants-in-kampala>

TELEPHONE AND INTERNET FACILITIES

Telephone booths can be found at the entrance of the Victoria Ballroom. Telephone cards may be purchased from the reception. If you are calling from outside Uganda to Kampala, add the country code (256) and the area code (41) to the telephone number. From within Uganda, calls to Kampala should be preceded by the area code (41). Calls within the city do not require a city code.

An internet café for participants will be located in the Royal Room (Victoria building) and additional computers will be available in the public areas for use by participants.

Free Wi-Fi will be available in the Victoria, Speke and Munyonyo buildings.

TRANSPORTATION

Information regarding travel and transportation can be found at:

<http://www.iccuganda2010.ug/index.php?page=travel-information>

BANKING AND CURRENCY EXCHANGE

Information regarding banking and currency exchange can be found at:

<http://www.iccuganda2010.ug/index.php?page=forex>

Most international currencies are convertible to Uganda Shillings (UGX) at banks and exchange bureaus. Below is a guide of exchange rates as at January 2010:

1USD = 1,953 -1,964 (UGX)

1€ = 2,740 – 2,760 (UGX)

1£ = 3,150 - 3,200 (UGX)

SHOPPING

Information regarding shopping can be found at:

<http://www.iccuganda2010.ug/index.php?page=shopping-locations>

VISA INFORMATION

According to the information made available by the Government of Uganda, for nationals of States requiring entry visa in Uganda, requirements are as follows,

1. One dully filled Application form by each applicant;
2. Every section of the application form must be completed. Incomplete forms will not be processed;
3. 2 passport size photographs;
4. Must submit original Passport valid past the date of your expected departure from Uganda;
5. Letter of invitation/introduction, if travelling on business;
6. Applicants may be requested to submit additional supporting documentation.

The Government of Uganda advises travellers to ensure that their passport has a validity of at least six months from the date of the intended travel.

The Government of Uganda has waived visa fees for all participants in the Review Conference. Participants from those countries where Uganda has diplomatic presence are advised to obtain visas from the respective embassies/high commissions or consulates.

For those countries where Uganda does not have diplomatic presence, visas may be obtained on arrival at Entebbe International Airport at designated counters.

Delegates are advised to carry with them evidence of accreditation or invitation by the Secretariat of the Assembly of States Parties.

The visa enables the holder to proceed to a port of entry where he/she must comply with the laws and regulations governing the admission of persons to the Republic of Uganda.

For further information, please refer to the Government of Uganda's webpage:

www.iccuganda2010.ug

LOST AND FOUND

Lost/found articles should be handed over to the conference security staff located on the ground floor of the Speke Ballroom building.

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. Juan Antonio Escudero
 Senior Legal Officer
 Tel: 31-70-515 9256

Mr. Serban Coman
 Conference Services and Protocol Officer

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. Signe Lind
 Assistant Legal Officer
 Tel: 31-70-515 9546

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

Mr. Samuel Tercero
 Assistant (in charge of registration of NGOs)
 Tel: 31-70-515 9645

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		
Dominican Republic	Namibia	Zambia
	Nauru	
Ecuador	Netherlands	
Estonia	New Zealand	
	Niger	
Fiji	Nigeria	
Finland	Norway	
France		

* As of 21 July 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.