

Handbook for Participants

Assembly of States Parties
to the Rome Statute of the
International Criminal Court



Third Session
The Hague, 6-10 September 2004

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1 Introduction

At its 5th meeting, on 12 September 2003, the Assembly of States Parties to the Rome Statute of the International Criminal Court (the Assembly) decided to convene its third session in The Hague from 6 to 10 September 2004.

Invitations to the third session of the Assembly were sent to States and other entities in April 2004. The provisional agenda and registration forms were distributed in early July 2004.

The Assembly has a Bureau consisting of the President, who shall preside, two Vice-Presidents and eighteen members elected by the Assembly from among the representatives of the States Parties for three-year terms. The Assembly of States Parties elected its Bureau as follows:

President: H.R.H. Prince Zeid Ra'ad Zeid Al-Hussein (Jordan)

Vice-Presidents: Mr. Alieu Ibrahim Kanu (Sierra Leone) and Mr. Felipe Paolillo (Uruguay)

Other members: Austria, Croatia, Cyprus, Democratic Republic of the Congo, Ecuador, Gabon, Malta, Mongolia, Namibia, Netherlands, New Zealand, Nigeria, Norway, Peru, Romania, Serbia and Montenegro, Trinidad and Tobago, United Kingdom of Great Britain and Northern Ireland.

2 Venue and Dates

The third session of the Assembly will be held from 6 to 10 September at the Netherlands Congress Centre (Nederlands Congres Centrum, NCC), Churchillplein 10, The Hague (Den Haag), the Netherlands.

3 Opening of the session

The official opening of the third session will take place in the Prins Willem-Alexander Hall (PWA Hall) at the Netherlands Congress Centre (NCC) on 6 September 2004 at 10:00 hours. In order that the opening meeting of the third session may begin punctually, participants are requested to be seated in the PWA Hall by 09:45 hours.

4 Registration

Participants are advised that each member of a delegation will be admitted to the conference only upon presentation of a Conference pass with a photograph. Registration forms were mailed to States and participating observers in early July and these will have to be returned to the Secretariat by 1 September for State representatives and observers.

To register, non-governmental organizations have to submit a written request on official letterhead with the name of the organization and each of its representatives to the Secretariat or the Coalition for an International Criminal Court by 13 August 2004.

The on-site registration of participants to the Conference will start at the NCC on Sunday, 5 September at 11.00 hours through 18.00 hours and from 6 to 10 September from 08:00 to 18.00 hours. 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 the following days:

Thursday, 26 August	13:00 - 16:00 hours
Friday, 27 August	13:00 - 16:00 hours
Thursday, 2 September	13:00 - 16:00 hours
Friday, 3 September	13:00 - 16:00 hours

5 Credentials

States are reminded that credentials for the third session need to be issued for all representatives to the Assembly in accordance with rule 24 of the Rules of Procedure of the Assembly of States Parties. Credentials of representatives, and the names of alternate representatives and advisers, should be submitted by 1 September 2004 to the Director of the ASP Secretariat, International Criminal Court, Maanweg 174, 2516 AB The Hague. From 6 September 2004, credentials should be submitted directly to the Secretariat at the session of the Assembly of States Parties, if possible, not later than 24 hours after the commencement of the session. The credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs or by a person authorized by either of them.

SAMPLE FORM OF CREDENTIALS

REPRESENTATIVE TO THE THIRD SESSION OF THE ASSEMBLY OF STATES PARTIES TO THE ROME STATUTE

WHEREAS (State Party) desires to be represented at the third session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in The Hague, the Netherlands, from 6 to 10 September 2004,

NOW THEREFORE we (name and title) have appointed and by these presents do confirm as representative of (State Party) to the third session of the Assembly of States Parties to the Rome Statute:

(His)(Her) Excellency

(name)

(title)

The Representative has full powers to act and take decisions on behalf of the Government of _____ (State Party)

IN FAITH WHEREOF we have signed these presents at _____ on _____.

Signature _____
(title)

(Head of State or Government
or Minister of Foreign Affairs or authorized person)

6 Journal

A daily programme of meetings, events, and announcements will be available at the Registration Desk and at the Documentation Counter.

7 Participants

States

All States Parties to the Rome Statute are invited to participate in the meeting and will have the right to request supplementary items on the agenda, make speeches 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 representatives 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.

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.

8 List of participants

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

9 Languages

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

For the Plenary and the meetings of the Special Working Group on the crime of aggression, simultaneous interpretation into Arabic, Chinese, English, French, Russian and Spanish will be provided.

10 Seating arrangements

States Parties will be seated, in the Prins-Willem Alexander Hall, in English alphabetical order, starting with the state drawn by lot. Four designated seats, two of which will be at a table, will be provided to each State Party. Observer States will be seated in alphabetical order behind the States Parties.

11 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 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.

12 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.

13 Elections

At its third session, the Assembly shall elect a Deputy Prosecutor and 6 members of the Committee on Budget and Finance. Nominations and resumes will be distributed in mid-July and posted on the ICC website.

14 General statements in the Plenary

Requests from States for speaking slots for general statements in the Plenary are made through the office of the Director, Secretariat of the Assembly of States Parties. Reservations are made on a first-come, first-serve basis. ***Representatives wishing to circulate their speeches to all participants are requested to provide 250 copies to the Meeting Room Attendant, who will be located in the PWA Hall.*** Alternatively, representatives who do not wish to have their speeches 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 8 copies of the statement for distribution to the interpreters. In either case, copies of speeches 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 speeches 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, inter-governmental 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 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 a 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.

15 Distribution of official documents

One set of documents will be provided to each delegation in the PWA Hall. Additional documentation may be obtained from the main documentation distribution counter located in Breugel 3 across from the main entrance of the PWA Hall.

16 Booking of meeting rooms

Rooms for meetings of regional groups or other informal meetings of states may be reserved on a first-come, first-serve basis by contacting the Meeting and Administration Assistant.

One meeting room, Breugel 1, has been allocated for the use by NGOs. The Coalition for the International Criminal Court will coordinate the use of this room.

17 Security and safety

Only participants with conference badges will be able to enter the secure conference area in the Netherlands Congress Centre where the Assembly meetings will be held. These badges will be made upon registration and should be worn at all times in the conference area. Lost passes should be reported without delay to a security officer. Metal detectors will be in operation at the entrance of the conference area where the Assembly meetings will be held.

Delegates are reminded not to leave briefcases or any valuable items unattended in the meeting rooms.

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

Participants are advised to carry their valuables safely, especially at railway stations and while on public transport.

18 Social events

For coordination purposes, the organisers of receptions and other protocol events should contact Ms Gabriela Murino (see below for contact information).

19 Contact information

All inquiries should be addressed to:

Secretariat, Assembly of States Parties
P.O. Box 19519
2500 CM The Hague, The Netherlands

Phone: +31(0)70 515 8097
Fax: +31(0)70 515 8376
Email: asp@asp.icc-cpi.int

Secretariat of the Assembly of States Parties

Dr Medard Rwelamira
Director, Secretariat of the Assembly of State Parties
Tel: 31-70-515 8017
Coordination of the Conference and inscription on the list of speakers

Ms Gabriela Murino
Conference Services and Protocol Officer
Language services, documentation control, protocol, social events
Tel: 31-70-515 8419

Mr Renan Villacis
Legal Officer
Credentials, elections
Tel: 31-70-515 8536

Ms Lydia Swart
Conference Officer
List of participants, Registration, NGO assistance, LDC Trust Fund liaison
Tel: 31-70-515 8031

Ms Milcah Mbindyo
Meeting and Administration Assistant
Meeting room services, Journal, reservation of meeting rooms
Tel: 31-70-515 8466

20 Medical Services

Should medical first aid be required, security personnel may be contacted.

Emergency telephone numbers in The Hague

The main number to call in case of an emergency:
112

The police can be reached at 0900-8844 and the fire department at 322-2555.

21 Hotels in The Hague

All participants are solely responsible for the reservations and payments of hotel rooms. Due to other meetings held in The Hague in the same week, participants are urged to make their hotel reservations as soon as possible. Hotel information can be found at www.denhaag.com/gb/ under the section 'look&book'.

22 Catering

Lunches will be available in the conference cafeteria in the Jan Steen Hall at the Netherlands Congress Centre between 12:00 and 14:30 hours. A coffee corner will be located in the Vermeer Lounge. In addition, the Netherlands Congress Centre has a café and restaurant on either side of the NCC main reception area.

23 Telephone and internet facilities

Telephone booths can be found in the lobby of the Netherlands Congress Center. Telephone cards may be purchased from the NCC Reception Desk.

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 of The Hague do not require a city code. The city code for Amsterdam and Schiphol airport is 020.

Directory information within the Netherlands: 0900 8008
Directory information for international numbers: 0900 8418

An internet café for participants will be located in the Vermeer Lounge.

24 Postal services

Stamps can be bought at the information desk at the Netherlands Congress Center. A mailbox can be found next to the NCC paid cloak room.

25 Parking

Paid parking is available in the underground garage at the Netherlands Congress Center. Day tickets (10 euros) may be purchased at the NCC main reception desk.

26 Taxis

Usually, taxis are parked in front of the Netherlands Congress Centre.

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:

Hofstad Taxi: 070-3615057

Citytax: 070-3830830

These two taxi companies should not charge you more than 55 Euro from the hotel to Schiphol airport (A discount of approximately 30 Euro).

27 Public Transportation

The Netherlands Congress Center can be reached by tram # 10 or # 17, or by bus # 14. Transport tickets (strippenkaarten), good for all trams and buses, can be purchased from the NCC main reception desk, tobacco shops, newsstands, train stations, post offices and transport kiosks. You can also buy tickets from the driver, but you will pay up to 40% more. Strippenkaarten work by stamping the card in the small yellow machines in the buses or trams or by asking the driver to do so. A single journey within one zone costs 2 strips (€ 1.60), 3 strips cost € 2,40. To go to the Congress Centre you will need 3 strips if you arrive from the station or from the center of town. An advance strippenkaart with 15 strips costs € 6.40; a 45 strips card costs € 18.90.

28 Banking and currency exchange

There is a cash dispenser to the left of the main entrance at the NCC. In the center of town, and at the railway stations, you will 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.

29 Shops

Shops are usually open from 09:00 hour until 18:00 hours. On Thursday evenings, large stores stay open until 21.00 hours. On Sundays, most shops are closed.

30 Cloakroom

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

ANNEX I

List of States Parties*

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

**as of 1 July 2004*

ANNEX II

Visas

Members of delegations, representatives of international organizations, non-governmental organizations, and the media are responsible for obtaining an appropriate visa entry into the Netherlands if they need one. Visas may be obtained from a diplomatic or consular mission of the Netherlands in the delegates' country of residence. Visas will be issued free of charge. In the case of a country where the Netherlands does not have a consular mission, delegates may obtain a visa from the mission of another Schengen country that is responsible for issuing visas on behalf of the Netherlands. The Schengen countries are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, and Sweden.

Participants from the following countries **do** have to apply for a visa:

Afghanistan, Albania, Algeria, Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belize, Benin, Bhutan, Bosnia and Herzegovina, Botswana, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad*, China, Colombia, Comoros, Congo, Cook Islands, Côte d'Ivoire**, Cuba, Democratic Republic of the Congo, Democratic People's Republic of Korea, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guinea, Guinea-Bissau, Guyana, Haiti, India, Indonesia, Islamic Republic of Iran, Iraq, Jamaica**, Jordan, Kazakhstan, Kenya, Kiribati, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Lebanon, Lesotho, Liberia, Libyan Arab Jamahiriya, Madagascar, Malawi**, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia, Mongolia, Morocco**, Mozambique, Myanmar, Namibia, Nauru, Nepal, Niger, Nigeria, Oman, Pakistan**, Palau, Papua New Guinea,

Peru, Philippines, Qatar, Republic of Moldova, Russian Federation, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Sao Tome and Principe, Saudi Arabia, Senegal, Serbia and Montenegro, Senegal, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Africa, Sri Lanka, Sudan, Suriname, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania, Thailand**, The former Yugoslav Republic of Macedonia, Timor-Leste, Togo, Tonga, Trinidad and Tobago, Tunisia**, Turkey**, Turkmenistan, Tuvalu, Uganda, Ukraine, United Arab Emirates, Uzbekistan, Vanuatu, Viet Nam, Yemen, Zambia, Zimbabwe.

Countries marked *: holders of diplomatic passports are exempt from visa requirements.

Countries marked **: holders of diplomatic, official, and service passports are exempt from visa requirements.

Participants from member states of the European Union and Schengen countries, as well as the following countries, **do not** require a visa for entry into the Netherlands:

Andorra, Argentina, Australia, Bolivia, Brazil, Brunei Darussalam, Bulgaria, Canada, Chile, Costa Rica, Croatia, Cyprus*, Czech Republic, El Salvador, Estonia, Guatemala, Holy See, Honduras, Hungary, Israel, Japan, Latvia, Liechtenstein, Lithuania, Malaysia, Malta, Mexico, Monaco, New Zealand, Nicaragua, Panama, Paraguay, Poland, Republic of Korea, Romania, San Marino, Singapore, Slovakia, Slovenia, Switzerland, United States of America, Uruguay, Venezuela.

* A visa is required of anyone holding a certificate of identity issued by the Government of Cyprus.

For visa forms, please visit the following website:

http://www.minbuzanl.econom-i.com/default.asp?CMS_ITEM=MBZ423699

For a list of consulates, please visit:

http://www.minbuza.nl/default.asp?CMS_ITEM=MBZ456418