

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

---

**HANDBOOK FOR PARTICIPANTS**



---

**Fourth session:**

World Forum Convention Center\* - The Hague  
28 November to 3 December 2005

---

**Resumed fourth session:**

United Nations Headquarters - New York  
26-27 January 2006

---

*\* formerly known as the Netherlands Congress Center (NCC)*

## CONTENTS

<b>PAGE</b>	
<b>1</b>	<b>Introduction</b>
<b>1</b>	<b>Venue and dates</b>
<b>1</b>	<b>Opening of the session</b>
<b>2</b>	<b>Registration</b>
<b>3</b>	<b>Credentials</b>
<b>4</b>	<b>Participants</b>
<b>5</b>	<b>List of participants</b>
<b>5</b>	<b>Journal</b>
<b>5</b>	<b>Languages</b>
<b>5</b>	<b>Seating arrangements</b>
<b>5</b>	<b>Meetings</b>
<b>5</b>	<b>Decision-making</b>
<b>6</b>	<b>Elections</b>
<b>6</b>	<b>Statements</b>
<b>7</b>	<b>Distribution of official documents</b>
<b>7</b>	<b>Booking of meeting rooms</b>
<b>7</b>	<b>Security &amp; safety</b>
<b>7</b>	<b>Emergency and medical services</b>
<b>8</b>	<b>Social events</b>
<b>8</b>	<b>Hotels</b>
<b>8</b>	<b>Catering</b>
<b>8</b>	<b>Telephone and internet facilities</b>
<b>9</b>	<b>Postal services</b>
<b>9</b>	<b>Parking</b>
<b>9</b>	<b>Taxis</b>
<b>9</b>	<b>Public transportation</b>
<b>10</b>	<b>Banking and currency exchange</b>
<b>10</b>	<b>Shops</b>
<b>10</b>	<b>Cloakroom</b>
<b>11</b>	<b>Contact Information</b>
<b>12</b>	<b>Annex I: List of States Parties as of 1 September 2005</b>
<b>13</b>	<b>Annex II: Visa information</b>

## **INTRODUCTION**

At its 6th meeting, on 10 September 2004, the Assembly of States Parties to the Rome Statute of the International Criminal Court (the Assembly) decided to convene its fourth session in The Hague in November 2005, and to have a resumed fourth session in New York for the election of judges and the elections to the Committee on Budget and Finance, with both exact dates to be determined by the Bureau of the Assembly. The Bureau decided that the fourth session in The Hague be held from 28 November to 3 December 2005 and to hold the resumed fourth session in New York on 26-27 January 2006.

Invitations to the fourth session of the Assembly were sent to States and other entities in March 2005. The provisional agenda and registration forms were distributed at the end of September.

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. The President of the Assembly is H.R.H. Prince Zeid Ra'ad Zeid Al-Husseini (Jordan). At the third session, H.E. Mr. Bruno Stagno Ugarte (Costa Rica) was elected to be President as of the beginning of the fourth session. The Assembly will elect Vice-Presidents and other Members of the Bureau at the beginning of the session.

## **VENUE AND DATES**

### **THE HAGUE**

The fourth session of the Assembly will be held from 28 November - 3 December 2005 in the World Forum Convention Center (formerly known as the Netherlands Congress Center), Churchillplein 10, The Hague (Den Haag), the Netherlands.

### **NEW YORK**

The resumed fourth session of the Assembly will be held on 26 - 27 January 2006 at United Nations Headquarters, First Avenue and 42nd Street, New York, United States.

## **OPENING OF THE SESSION**

### **THE HAGUE**

The official opening of the fourth session will take place in the World Forum Theater (also known as the Prince Willem-Alexander Hall) at the World Forum Convention Center on 28 November 2005 at 10:00 hours. Participants are requested to be seated in the World Forum Theater by 09:45 hours.

### **NEW YORK**

The official opening of the resumed fourth session will take place in Conference Room 4 at United Nations Headquarters in New York on 26 January at 10:00 hours. Participants are requested to be seated in Conference Room 4 by 09:45 hours.

**CHECKLIST FOR STATES:**

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

*For more details and sample credentials letter/notification see below*

**REGISTRATION****THE HAGUE**

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 fourth session must submit a written request naming each of its representatives on official letterhead to the ASP Secretariat or the Coalition for an International Criminal Court (CICC) by 9 October 2005. NGO representatives will have to present the letter issued by the ASP Secretariat confirming their eligibility to attend the fourth 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 Sunday, 27 November from 11:00 to 21:00 hours and from 28 November through 3 December from 08:00 to 17.00 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 Thursday 24 November and Friday 25 November from 14:00 - 18:00 hours.

**NEW YORK**

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

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

All NGOs wishing to attend the resumed fourth session must submit a written request naming each of its representatives on official letterhead to the ASP Secretariat or the CICC by 5 December 2005. NGO representatives who currently hold a UN grounds pass can use this pass to attend the meetings. Other NGO representatives will have to present the letter issued by the ASP Secretariat confirming their eligibility to attend the resumed fourth session to the UN pass office to obtain access to the UN.

UN grounds passes can be obtained at the UN Pass and ID office, located at the corner of 45th & 1st Avenue, between 9:00-16:00 hours (closed between 12:45-14:00 hours). Passes are issued upon presentation of two valid proofs of identification.

## CREREDENTIALS

### Credentials of States Parties

Pursuant to Rule 24 of the *Rules of Procedure of the Assembly of States Parties*, the credentials of representatives of States Parties and the names of alternates and advisers shall be submitted to the Secretariat if possible not later than 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 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 [fourth session] [fourth session and resumed fourth session] of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in [The Hague and/or New York], from [dates from the fourth, and/or resumed fourth session],

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 [fourth session] [fourth session and resumed fourth session] of the Assembly of States Parties to the Rome Statute of the International Criminal Court :

Fourth session in The Hague:

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

Resumed fourth session in New York:

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

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

[CERTIFIED WITH SIGNATURE AND SEAL]

## NOTIFICATIONS

### Notifications from Observer States

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

### States not having observer status

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

### SAMPLE OF NOTIFICATION FROM OBSERVER STATES

[OFFICIAL LETTERHEAD]

The Embassy/Mission of [*name of State*] presents its compliments to the Secretariat of the Assembly of States Parties and has the honor to submit the composition of the [*name of State*] delegation to the [fourth session] [fourth session and resumed fourth session] of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in [The Hague and/or New York], from [dates from the fourth, and/or the resumed fourth session],

Fourth session in The Hague:

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

Resumed fourth session in New York:

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

The Embassy/Mission of [*name of State*] avails itself of this opportunity to renew to the ... 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/library/asp/ICC-ASP-Rules\\_of\\_Procedure\\_English.pdf](http://www.icc-cpi.int/library/asp/ICC-ASP-Rules_of_Procedure_English.pdf)

## **LIST OF PARTICIPANTS**

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

## **JOURNAL**

### **THE HAGUE**

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

### **NEW YORK**

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

## **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 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 (Nigeria for the fourth 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 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 112.8 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 its resumed fourth session in New York, the Assembly shall elect six judges and six members of the Committee on Budget and Finance. Information on the nominations can be found at: <http://www.icc-cpi.int/asp/elections.html>.

## **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 14 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, 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 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 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.

The procedure for the election of the judges and members of the Committee on Budget and Finance (CBF), as well as details on nominations can be found at:

**<http://www.icc-cpi.int/asp/elections.html>**



## DISTRIBUTION OF OFFICIAL DOCUMENTS

### THE HAGUE

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

### NEW YORK

A limited number of copies of documents will be provided to each delegation at the documents counter in Conference Room 4.

## BOOKING OF MEETING ROOMS

### THE HAGUE

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.

### NEW YORK

Rooms for meetings of regional groups and other major groupings of Member States should be reserved by chairpersons of those groups, and rooms for other informal meetings of Member States will need to be reserved by a Permanent Mission according to established UN practice.

## 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 SERVICES

### THE HAGUE

Should medical first aid be required, security personnel may be contacted. The main number to call in case of an **emergency: 112**. The police can be reached at 0900-8844 and the regional alarm centre for fire department and first aid at 424 4644.

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 called via the States Registration Desk.

Nearest hospital:  
Red Cross Hospital (Haagse Rode Kruis)  
Sportlaan 600, 2566 MJ Den Haag  
Phone: 312 6200

### NEW YORK

The UN Medical Services Division provides emergency medical assistance to delegates and members of diplomatic missions to the United Nations. A medical clinic is situated in the Secretariat Building (Room S-0535) and is open from 8:30 to 18:00 hours. Telephone: 963-7090.

**In case of an emergency within the UN, call 963-6666.**

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

## **SOCIAL EVENTS**

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

## **HOTELS**

### **THE HAGUE**

All participants are solely responsible for the reservations and payments of hotel rooms. Hotel information can be found at [www.denhaag.com/tourism/gb/](http://www.denhaag.com/tourism/gb/). It is advisable to make reservations as soon as possible due to limited availability.

### **NEW YORK**

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

## **CATERING**

### **THE HAGUE**

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.

### **NEW YORK**

Breakfast, lunch and dinner will be available in the UN cafeteria on the first floor from 8:00 to 20:30 hours. The Austria (Vienna) Cafe in the basement offers beverages and snacks from 9:00 - 18:00 hours. The delegates' lounge on the second floor has a snack bar which is open from 10:00-17:00 hours. The delegates dining room requires reservation (963.7625/7626).

## **TELEPHONE AND INTERNET FACILITIES**

### **THE HAGUE**

Telephone booths can be found in the lobby. Telephone cards may be purchased from the 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 do not require a city code.

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

An internet café for participants will be located in the Oceania Foyer.

### **NEW YORK**

Extensions within the UN are preceded by the 963 or 367 prefixes. Direct internal calls can be made by dialling the access code "3" or "7" plus the extension. The main listed number of the UN is 1-212-963.1234. Phone booths are located in the Delegates' Lounge or in the conference areas.

Directory information: 411 or 5551212.

Computers with internet access for states delegations can be found in the Delegates' Lounge and in the First Basement of the Secretariat Building.

## **POSTAL SERVICES**

### **THE HAGUE**

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

## **PARKING**

### **THE HAGUE**

Paid parking is available in the underground garage at the Convention Center. Day tickets (€ 10) may be purchased at the main reception desk.

## **TAXIS**

### **THE HAGUE**

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: 070-3589999  
Hofstad Taxi: 070-3615057

## **PUBLIC TRANSPORTATION**

### **THE HAGUE**

The Convention Center can be reached by tram #1, #10 or #17, or by bus #14. Transport tickets (strippenkaarten), valid for all trams and buses, can be purchased from the 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. A single journey within one zone costs 2 strips (€ 1.60), 3 strips cost € 2,40. An advance strippenkaart with 15 strips costs € 6.50; a 45 strips card costs € 19.20. Ask the driver to determine the amount of strips that will need to be stamped.

### **NEW YORK**

A sub-branch of the United States Post Office is located on the concourse level in room S-B1-26 (ext. 3.7353) and is open from 9:00-17:30 hours.

### **NEW YORK**

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

### **NEW YORK**

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

### **NEW YORK**

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

## **BANKING AND CURRENCY EXCHANGE**

### **THE HAGUE**

There is a cash dispenser to the left of the main entrance at the Convention Center. 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.

### **NEW YORK**

There is a Chase Bank and cash dispenser (ATM) in the UN Secretariat Building on the fourth floor. The bank is open from 9:00-16:00 hours. An additional ATM machine can be found on the first floor. In the area of Grand Central station there are many currency exchange facilities. Credit cards are widely accepted.

## **SHOPS**

### **THE HAGUE**

Shops are usually open from 9:00 hours until 18:00 hours. On Thursday evenings, large stores stay open until 21:00 hours. On Sundays, only the large stores in the city center are open after midday.

### **NEW YORK**

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

## **CLOAKROOMS**

### **THE HAGUE**

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

### **NEW YORK**

A cloakroom is available to delegates in the General Assembly building to the left of the Delegates' Entrance on the first floor from 9:00-19:00 hours. The UN does not accept responsibility for valuables and documentation left in cloakrooms.

## CONTACT INFORMATION

### SECRETARIAT OF THE ASSEMBLY OF STATES PARTIES

***Mailing address:***

P.O. Box 19519  
2500 CM The Hague  
The Netherlands

***Street address:***

Maanweg 174  
2516 AB The Hague  
The Netherlands

Phone: +31 (0)70 5158097  
General Fax: +31 (0)70 5158376  
Fax for registration: +31 (0)70 5158204  
General Email: [asp@asp.icc-cpi.int](mailto:asp@asp.icc-cpi.int)

***Relevant Secretariat staff:***

Dr Medard Rwelamira  
Director, Secretariat of the Assembly of State Parties  
Tel: 31-70-515 8097 (Ms Malika Lazaar, assistant)  
*Coordination of the Conference*

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, assistance to participants, 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

## ANNEX I

### LIST OF STATES PARTIES AS OF 1 SEPTEMBER 2005

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

## ANNEX II

### VISAS FOR THE NETHERLANDS

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 applied for at a diplomatic or consular mission of the Netherlands in the delegates' country of residence, preferably three weeks in advance. Visas will be issued free of charge. Applicants should provide the letter of invitation from the Secretariat of the Assembly. In 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, Syria, 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.minbuza.nl/default.asp?CMS\\_ITEM=MBZ423699](http://www.minbuza.nl/default.asp?CMS_ITEM=MBZ423699)

**For a list of Dutch consulates, please visit:**

[http://www.minbuza.nl/default.asp?CMS\\_ITEM=MBZ456360](http://www.minbuza.nl/default.asp?CMS_ITEM=MBZ456360)