

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

HANDBOOK FOR PARTICIPANTS

15 November 2013



Twelfth session:

World Forum Convention Center - The Hague
20 to 28 November 2013

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INTRODUCTION

At its eighth plenary meeting, on 21 November 2012, the Assembly of States Parties to the Rome Statute of the International Criminal Court (the Assembly) decided to convene its twelfth session in The Hague, The Netherlands from 20 to 28 November 2013.

Invitations to the twelfth session of the Assembly were sent to States and other entities on 13 February 2013 (Note verbale ICC-ASP/12/S/02).

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 tenth session, the Assembly elected H. E. Ms. Tiina Intelmann (Estonia) to serve as President for the period 2012-2015. H. E. Mr. Markus Börlin (Switzerland) and H. E. Mr. Ken Kanda (Ghana) were elected to serve as Vice- Presidents. The other current members of the Bureau are: Argentina, Belgium, Brazil, Canada, Chile, Czech Republic, Gabon, Finland, Hungary, Japan, Nigeria, Portugal, the Republic of Korea, Samoa, Slovakia, South Africa, Trinidad and Tobago and Uganda.

VENUE AND DATES

The twelfth session of the Assembly will be held from 20 to 28 November 2013 in the World Forum Convention Center (WFCC), Churchillplein 10, The Hague (Den Haag), the Netherlands.

OPENING OF THE SESSION

The official opening of the twelfth session will take place in the World Forum Theater at the World Forum Convention Center on 20 November 2013 at 10:00 hours. Participants are requested to be seated in the World Forum Theater by 09:45 hours.

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

http://www.icc-cpi.int/en_menus/asp/sessions/documentation/12th-session/Pages/default.aspx

CHECKLIST FOR STATES:

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

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

REGISTRATION

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

http://www.icc-cpi.int/iccdocs/asp_docs/ASP12/ASP12-RegistrationForm-ENG-FRA.pdf

NGOs wishing to attend the twelfth session must submit a written request naming each of its representatives on official letterhead to the ASP Secretariat or to the Coalition for the International Criminal Court (CICC) by 30 October 2013. NGO representatives will have to present the letter issued by the ASP Secretariat, confirming their eligibility to attend the twelfth 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, 19 November from 11:00 to 20:00 hours and from 20 to 28 November from 8:00 to 16:00 hours except Sunday, 24 November. Conference passes will be issued upon presentation of valid identification, preferably a passport.

Delegates who have submitted the registration forms by Friday, 15 November, 18:00 (CET) can collect their badges (and for the rest of the delegation not based in The Hague) as of Tuesday, 19 November, as of 11:00 at the registration desk at the World Forum Convention Centre.

The Hague based delegates of States Parties who are in possession of an ICC badge, do not need to submit a registration form, as they can access the premises with the ICC badge.

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

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

CREDENTIALS

Credentials of States Parties

Pursuant to Rule 24 of the *Rules of Procedure of the Assembly of States Parties*, original credentials of representatives of States Parties and the names of alternates and advisers shall be submitted to the Secretariat if possible not later than 24h after the opening of the session. Advance scanned copies of credentials should be sent by e-mail to the Secretariat (asp@icc-cpi.int) on the understanding that original credentials will also be submitted not later than 24h after the opening of the session. The credentials shall be issued by the Head of State or Government or by the Minister of Foreign Affairs or by a person authorized by either of them.

Rule 26: Pending a decision of the Assembly upon their credentials, representatives of States Parties shall be entitled to participate provisionally in the Assembly.

SAMPLE OF CREDENTIALS LETTER FOR STATES PARTIES

[OFFICIAL LETTERHEAD]

Address to Secretariat of the Assembly

Whereas [*name of State Party*] desires to be represented at the twelfth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in The Hague, from 20 to 28 November 2013,

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

Twelfth session in The Hague:

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

The representative has full powers to act and take decisions on behalf of the Government of [*name of State Party*]

[CERTIFIED WITH SIGNATURE AND SEAL]

NOTIFICATIONS

Notifications from Observer States

Pursuant to Rule 28 of the *Rules of Procedure of the Assembly of States Parties*, regarding original notification of participation of representatives of Observer States, the names of designated representatives of Observer States and of alternates and advisers who accompany them shall be submitted to the Secretariat. Advance scanned copies of notifications should be sent by e-mail to the Secretariat (asp@icc-cpi.int) on the understanding that original notifications will also be submitted.

States not having observer status

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

SAMPLE OF NOTIFICATION FROM OBSERVER STATES

[OFFICIAL LETTERHEAD]

The Embassy/Mission of [*name of State*] presents its compliments to the Secretariat of the Assembly of States Parties and has the honor to submit the composition of the [*name of State*] delegation to the twelfth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in The Hague, from 20 to 28 November 2013,

Twelfth session in The Hague:

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

The Embassy/Mission of [*name of State*] avails itself of this opportunity to renew to the Secretariat of the Assembly of States Parties the assurances of its highest consideration.

[CERTIFIED WITH SIGNATURE AND SEAL]

PARTICIPANTS

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

STATES

All States Parties to the Rome Statute are entitled to participate in the meeting and will have the right to request the inclusion of supplementary items on the agenda, deliver statements, and to vote. Other States which have signed the Statute or the Final Act are also invited to participate in the meeting as observers, without a right to vote. A State which is not a party and does not have observer status may be invited by the President subject to the approval of the Assembly.

Each State Party shall be represented by one representative, who may be accompanied by alternates and advisers. Each Observer State may be represented in the Assembly by one designated representative, who may be accompanied by alternates and advisers. The representative may designate an alternate or an adviser to act in his/her capacity.

INTERGOVERNMENTAL ORGANIZATIONS AND OTHER ENTITIES

Entities, (regional) intergovernmental organizations and other entities with a United Nations General Assembly (UNGA) standing invitation, as well as other international bodies who were invited to the Rome Conference, accredited to the Preparatory Commission or are invited by the Assembly, may participate as observers, without the right to vote. (See *Rules of Procedure*, Rule 92, for complete text).

NON-GOVERNMENTAL ORGANIZATIONS (NGOS)

NGOs invited to the Rome Conference in 1998, registered to the Preparatory Commission for the International Criminal Court, or having consultative status with ECOSOC whose activities are relevant to the activities of the Court, and other NGOs invited by the Assembly may attend under the conditions laid down in the Assembly's Rules of Procedure. (See *Rules of Procedure*, Rule 93, for complete text).

INTERNATIONAL CRIMINAL COURT

The President of the Court, the Prosecutor and the Registrar, or their representatives, may participate, as appropriate, in meetings of the Assembly and the Bureau in accordance with the provisions of the *Rules of Procedure* and may make oral or written statements and provide information on any question under consideration.

UNITED NATIONS

The United Nations has a standing invitation to participate, without the right to vote, in the work and deliberations of the Assembly. The Secretary-General of the UN, or his/her designated member of the UN Secretariat, may participate in the meetings of the Assembly and the Bureau. He/She may make oral or written statements concerning any question under consideration by the Assembly which pertains to United Nations activities and provide information as appropriate.

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

MEDIA

Journalists wishing to cover the session and related events must submit an official letter of assignment or copy of their press card along with the completed accreditation form to the following e-mail address: asp@icc-cpi.int. Please find the accreditation form at the following link:

[http://www.icc-](http://www.icc-cpi.int/en_menus/icc/press%20and%20media/press%20releases/Pages/MA144.aspx)

[cpi.int/en_menus/icc/press%20and%20media/press%20releases/Pages/MA144.aspx](http://www.icc-cpi.int/en_menus/icc/press%20and%20media/press%20releases/Pages/MA144.aspx).

Journalists already accredited with the International Criminal Court do not need to submit the accreditation form nor the letter, but are kindly requested to confirm their participation via e-mail to: asp@icc-cpi.int.

The application period for accreditation starts on Friday 8 November and closes on Tuesday 26 November at 16:00 hours CET.

Press badges will be issued and handed out at the World Forum to journalists that have received accreditation upon presentation of a passport or a valid ID with photo. Only those representatives of the media possessing press badges will be given access to meetings and special events that will be open to the media.

Please note that there will be no press facilities available at the World Forum.

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

Media crews interested in filming inside the World Forum Convention Center are kindly reminded that they should always liaise with the focal point from the Secretariat of the Assembly, Ms. Estera Luteranova, in order to obtain film authorization from the President of the Assembly, after which they would be escorted to the area reserved for that purpose. Any other requests for filming, particularly on the floor of the conference room where the Assembly is convening its session, should be cleared through the focal point from the Secretariat.

Audio/video recordings are permitted only during plenary meetings of the Assembly, which include elections sessions and general debate. There might be limitations on video/audio recording depending on whether the actual casting of the ballot will take place during the elections. If that is the case, film crews might be required to move to the part of the conference room from where the confidentiality of the vote would not be compromised.

Further information about the twelfth session can be found on the Assembly website. Please also see Provisional Work Programme for schedule of meetings at: http://www.icc-cpi.int/iccdocs/asp_docs/ASP12/ASP12-ProvWorkProg-ENG.pdf.

The daily ASP Journal can be found at:

http://www.icc-cpi.int/iccdocs/asp_docs/ASP12/ICC-ASP-12-1-ENG.pdf.

Journalists are invited to follow the President of the Assembly, Ambassador Tiina Intelmann, on Facebook at www.facebook.com/TIntelmann and Twitter @TIntelmann. For additional information please contact Ms. Estera Luteranova at +31 (0) 646 168 669 or via e-mail at esterluteran@gmail.com.

LIST OF PARTICIPANTS

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

PROVISIONAL AGENDA, WORK PROGRAMME AND ASP JOURNAL

The annotated provisional agenda for the twelfth session of the Assembly is contained in document ICC-ASP/12/1 and can be found at the website of the Assembly:
http://www.icc-cpi.int/iccdocs/asp_docs/ASP12/ICC-ASP-12-1-ENG.pdf.

In view of the crucial nature of the matters to be considered by the Assembly at the session and the need to reach important decisions, Government representation at the highest possible political level is strongly encouraged. Governments are also encouraged to include in their delegations representatives of central authorities and other Government representatives with expertise in the issues covered in the agenda.

In addition, the provisional programme of work, as approved by the Bureau in early November 2013, can be found at the following link:
http://www.icc-cpi.int/iccdocs/asp_docs/ASP12/ASP12-ProvWorkProg-ENG.pdf.

A daily ASP Journal containing information on meetings, side-events, and announcements will be available on the LCD screen upon entering the Assembly of States Parties section of the World Forum Convention Center, as well as on the ICC web site on the following link:
http://www.icc-cpi.int/iccdocs/asp_docs/ASP12/ASP12-Journal-ENG.pdf.

LANGUAGES

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

For the Plenary and the meetings of the Working Groups taking place in the World Forum Theatre simultaneous interpretation into Arabic, English, French, and Spanish will be provided.

Each seat in the World Forum Theater of the World Form Convention Center for which simultaneous interpretation is available will be equipped with a portable receiving set and headphone. **Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary.**

SEATING ARRANGEMENTS

States Parties will be seated in English alphabetical order, starting with the State drawn by lot (Central African Republic for the twelfth 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 included in the *ASP Journal*, which will be issued digitally on a daily basis and will specify conference rooms and times of meetings:
http://www.icc-cpi.int/iccdocs/asp_docs/ASP12/ASP12-Journal-ENG.pdf.

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

DECISION-MAKING

Every effort shall be made to reach decisions in the Assembly and in the Bureau by consensus. If consensus cannot be reached, decisions shall be taken by vote. Each State Party shall have one vote. Decisions on matters of substance must be approved by a two-thirds majority of States Parties present and voting. Decisions on matters of procedure shall be taken by a simple majority of States Parties present and voting. States Parties are reminded of article 112, paragraph 8, of the Rome Statute of the International Criminal Court which reads:

“A State Party which is in arrears in the payment of its financial contributions towards the costs of the Court shall have no vote in the Assembly and in the Bureau if the amount of its arrears equals or exceeds the amount of the contributions due from it for the preceding two full years. The Assembly may, nevertheless, permit such a State Party to vote in the Assembly and in the Bureau if it is satisfied that the failure to pay is due to conditions beyond the control of the State Party.”

As at 17 October 2013, there were 9 States in arrears.

ELECTIONS

At the twelfth session in The Hague, the Assembly shall proceed with the election to fill a judicial vacancy and the election of six members of the Committee on Budget and Finance.

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

More information on the elections as well as nominations can be found at: http://www.icc-cpi.int/en_menus/asp/sessions/documentation/12th-session/Pages/default.aspx

GENERAL DEBATE

The general debate will take place on the first day of the Assembly, i.e. Wednesday, 20 November, from 15:00 to 18:00 and on the second day, Thursday, 21 November, from 10:00 to 13:00 but may continue into lunchtime and in the evening; and from 18:30 to 20:00. Delegations are invited to inscribe themselves on the list of speakers as of 21 October 2013 by contacting the Secretariat via fax (+31 70 515 8376) or email (asp@icc-cpi.int), with an indication of their preferred segment (morning or afternoon). If possible, the Secretariat would welcome receiving the name and the title of the speaker. Ministerial level representatives will be accorded precedence on the list.

In accordance with rule 50 of the Rules of Procedure and with previous decisions of the Assembly, delegations are kindly reminded to deliver statements of **no more than 5 minutes** and the list of speakers has been prepared on the basis of the agreed 5-minute statement by each delegation. In order to assist the speakers with the timely delivery of their statements, a light mechanism will be installed at the rostrum.

Each delegation will be allocated one slot only, irrespective of the level of representation. Delegations are advised that any changes to the level of representation for the general debate of the twelfth session should be communicated as soon as possible to the focal point of the Secretariat dealing with the general debate, Ms. Gabrijela Filipović, at: Gabrijela.Filipovic@icc-cpi.int.

Delegations with representation at the same level may wish to exchange their speaking slots with each other. If there is upgrading to the higher level, the speaker will be accommodated as a last speaker in his or her category. These arrangements are necessary in order to accommodate all speakers in equitable way. In event of time slot exchange, both delegations are kindly advised to notify the focal point of the Secretariat, otherwise, exchanges shall not be considered completed. The final arrangements will be deemed binding unless dispensed by all delegations involved.

Furthermore, in accordance with the past practice of the Assembly, the States may wish to participate in the general debate by making written submissions, which would be posted on the website of the Assembly. President of the Assembly wishes to invite States in a position to do so to submit written statements only.

For further information on general debate please refer to the letter from the President of the Assembly dated 8 October 2013 at the following link:
http://www.icc-cpi.int/iccdocs/asp_docs/ASP12/PASP-LETTER-ASP12-GD-ENG.pdf

SPECIAL SEGMENT

On 1 November 2013 the Bureau of the Assembly of States Parties to the Rome Statute of the International Criminal Court (hereinafter “the Assembly”) decided to recommend that the Assembly include in the agenda for its twelfth session an additional agenda item entitled: Special Segment as requested by the African Union: “Indictment of sitting Heads of State and Government and its consequences on peace and stability and reconciliation.” This segment is scheduled to take place on 21 November 2013 from 15:00-18:00 at the World Forum Theater. The Bureau may allocate time to continue Special segment if needed.

PLENARY DISCUSSIONS

Victims and cooperation

In relation to the plenary panel discussion on victims, scheduled for Friday, 22 November 2013, from 10:00 to 13:00 and the plenary discussion on cooperation, scheduled to take place on Friday, 22 November from 15:00 to 18:00 can be found at the following links:

English version:

http://www.icc-cpi.int/EN_Menus/asp/sessions/documentation/12th-session/pages/paneldiscussions.aspx

French version:

http://www.icc-cpi.int/FR_Menus/asp/sessions/documentation/12th-session/pages/paneldiscussions.aspx

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.

In accordance with the Bureau’s decision on moving towards “greener” conference serving, delegations and all participants are requested to provide to the Secretariat digital versions of their statements, preferably in advance of the meetings (asp@icc-cpi.int).

Representatives wishing to provide a video statement can do so by submitting the video statement to the Secretariat on USB memory sticks, which would then be posted on the web site, under the General debate segment.

Written statements shall not be reproduced at the expense of the Assembly and shall not be issued as official documents.

DISTRIBUTION OF OFFICIAL DOCUMENTS

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

The Secretariat will provide at the session USB memory sticks containing the pre-session documentation for all delegations at a conference officers desk.

Documentation in official languages is available at:
http://www.icc-cpi.int/en_menus/asp/sessions/documentation/12th-session/Pages/default.aspx

BOOKING OF MEETING ROOMS

Rooms for meetings, including those of regional groups or other informal meetings of States, may be reserved by contacting the focal point of the Secretariat, Ms. Nicole Lange Barends, at: Nicole.LangeBarends@icc-cpi.int.

PHOTOCOPYING

The WFCC reception desk offers photocopy services. There are costs attached to this service.

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 AND SIDE-EVENTS

For coordination purposes, the organizers of receptions and other protocol events should contact the Secretariat (Ms. Nicole Lange Barends: Nicole.LangeBarends@icc-cpi.int). Announcements about social events may be made in meetings or published in the *ASP Journal*.

Please kindly note that the Secretariat does not send invitations to side-events. The invitations shall be sent by organizers for their respective side event.

HOTELS

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

CATERING

The conference restaurant at the World Forum Convention Center, which is part of the adjacent Novotel Hotel, will be open from 11:00 to 15:00 and from 18:00 to 22:00. The restaurant bar is open from 07:00 to 12:00 and from 17:00 to 24:00.

A coffee corner will be located in the Oceania Foyer and will be open from 08:00 to 18:30.

CATERING FOR SIDE-EVENTS

Private luncheons and receptions at the World Forum Convention Center can be arranged by contacting:

Ms. Lisa de Vries
T: +31 (0)70-306 6313
E: lisa.devries@maisonvandenboer.nl

Ms. Natascha van leeuwen
T: +31 (0)70-306 6303
E: natascha.vanleeuwen@maisonvandenboer.nl

TELEPHONE AND INTERNET FACILITIES

Telephone booths can be found in the lobby. Telephone cards may be purchased from the Reception Desk for €5 or €10 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.

Free Wi-Fi will be available in the World Forum Theater, as well as in the Oceania Foyer. Access code/password is: "worldforum".

PARKING

The World Forum is easily accessible and has its own parking facilities. Exit tickets can be purchased at the machines at the entrance to the parking garage (payment per hour).

Parking charges:
1 hour ticket : € 3,50
12 hour ticket : € 13,00
24 hour ticket : € 25,00

There is an ongoing construction at the WFCC, limiting the amount of space for parked cars in front of the main entrance. After dropping off the attendees cars may be parked in the underground garage.

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 (World Forum stop), #10 (World Forum stop), or #17 (Statenplein stop).

Note: Tram 10 only operates at working days during rush-hour from 07.00 until 09.00 hrs and from 15.30 until 18.30 hrs.

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.

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 |
| | | General Email: | asp@icc-cpi.int |

Secretariat staff:

Mr. Renan Villacis
Director of the Secretariat of the Assembly of States Parties
Tel: +31-70-515 9806
Secretary of the Assembly

Mr. Fakhri Dajani
Executive Secretary of the Committee on Budget and Finance
Tel: +31-70-515 9322

Ms. Christiane Bouryolannis
Senior Legal Officer

Ms. Miia Aro-Sánchez
Legal Officer
Tel: +31-70-515 9451

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

Ms. Fanny Fontaine
Legal Officer
Tel: +31-70-515 9590

Ms. Gabriela Augustinyová
Assistant Legal Officer
Tel: +31-70-515 9681

Ms. Gabrijela Filipović (general debate)
Special Assistant to the Director
Tel: +31-70-515 9806

Ms. Estera Luteranová (press)
Special Assistant to the Director
Tel: +31-70 515 8092

Ms. Krisztina Csiki (press)
Special Assistant to the Director
Tel: +31-70-515 8194

Ms. Nicole Lange-Barends
Administrative Assistant (journal and side-events)
Tel: +31-70-515 9129

Ms. Deborah Ruiz Verduzco
Special Assistant to the President of the Assembly
Tel: +31-646 468 617

Mr. Federico Jose Morzinger
Registration officer (registration, badges, general information)
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ANNEX I**LIST OF STATES PARTIES***

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

* As of 14 October 2013, 122 countries are States Parties to the Rome Statute of the International Criminal Court. Out of them 34 are African States, 18 are Asia-Pacific States, 18 are from Eastern Europe, 27 are from Latin America and the Caribbean, and 25 are from Western Europe and other States.

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