

Journal

5 December 2018

**INTERNATIONAL CRIMINAL COURT
SEVENTEENTH SESSION OF THE ASSEMBLY OF STATES PARTIES
THE HAGUE, 5 – 12 DECEMBER 2018**

Forthcoming official meetings¹

Thursday, 6 December 2018

Third plenary meeting

- General debate

10:00 – 13:00.....King Willem Alexander

Fourth plenary meeting

- General debate

15:00 – 18:00.....King Willem Alexander

Friday, 7 December 2018

Fifth plenary meeting

-Cooperation (including signing ceremony of the enforcement of sentences agreement)²

10:00 – 13:00.....King Willem Alexander

¹ Unless otherwise specified, the meetings are open to States Parties, non-States Parties (Observer States and invited States), the Court, intergovernmental organizations, non-governmental organizations and other observers and participants as defined in Rules 92 and 93 of the Rules of Procedure of the Assembly of States Parties.

² The plenary session on cooperation is titled “20 years after Rome: Back to the major challenges of cooperation”. The panel discussion will be divided into three segments. A speakers’ list will be opened and States and other stakeholders wishing to intervene in the discussions should request inscription on the list as soon as possible at: iccaspcoperation@gmail.com and legal.la-haye-amba@diplomatie.gouv.fr. Participants are kindly requested to deliver statements of no more than three minutes. For further information please refer to the Concept note at the ASP website: https://asp.icc-cpi.int/en_menus/asp/sessions/documentation/17th-session/Pages/ASP-17-Panel-Discussions.aspx.

Sixth plenary meeting**- Twentieth anniversary³**

15:00 – 17:00.....King Willem Alexander

Reserved

17:00 – 18:00.....King Willem Alexander

Saturday, 8 December 2018**Informal consultations on the omnibus resolution**

10:00 – 13:00.....Europe 1&2

Reserved

15:00 – 16:30.....King Willem Alexander

Reserved

16:30 – 18:00.....King Willem Alexander

Monday, 10 December 2018**Seventh plenary meeting****- Consideration of the budget: Presentations by the Registrar and the Chair of the Committee on Budget and Finance****- Consideration of the Audit reports**

10:00 – 11:30.....King Willem Alexander

Eighth plenary meeting**- Progress report by the Coordinators****- Introduction of draft resolutions**

11:30 – 12:00.....King Willem Alexander

Working Group on the budget⁴

12:00 – 13:00.....King Willem Alexander

Informal consultations on the omnibus resolution

15:00 – 16:30..... Europe 1&2

Reserved

16:30 – 18:00.....King Willem Alexander

³ The plenary session on Twentieth anniversary is titled: “Rome Statute 20 years - Addressing current and future challenges”. The panel discussion will be divided into two segments: Interactive panel consisting of six speakers (1 hour), followed by an interactive segment (40 minutes). A speakers’ list will be opened and States and other stakeholders wishing to intervene in the discussions should request inscription on the list as soon as possible at: ASPplenarypanel@gmail.com Participants are kindly requested to limit their interventions to no more than three minutes. For further information please refer to the Concept note at the ASP website: https://asp.icc-cpi.int/iccdocs/asp_docs/ASP17/ASP17.20th%20anniversaryConceptNote.pdf.

⁴ Closed meeting: Open only to States Parties and the Court.

Tuesday, 11 December 2018

Ninth plenary meeting

- Achievements and challenges regarding victims' participation and legal representation after 20 years of the adoption of Rome Statute⁵

10:00 – 12:00.....King Willem Alexander

Reserved

12:00 – 13:00.....King Willem Alexander

Reserved

15:00 – 16:30.....King Willem Alexander

Reserved

16:30 – 18:00.....King Willem Alexander

Wednesday, 12 December 2018

Reserved

10:00 – 11:30.....King Willem Alexander

Reserved

11:30 – 13:00.....King Willem Alexander

Meeting of the Credentials Committee⁶

12:30 – 13:00.....Europe 1&2

Tenth plenary meeting

- Consideration of reports
- Report of the Credentials Committee
- Oral report of the Rapporteur
- Adoption of the report
- Closure of the session

15:00 – 18:00.....King Willem Alexander

⁵ The plenary session on victims is titled “Achievements and challenges regarding victims' participation and legal representation 20 years after the adoption of Rome Statute”. The panel discussion will be divided into two segments: Interactive panel consisting of six speakers representing the Court, legal representatives of victims, and civil society (1 hour), followed by an interactive segment (1 hour). A speakers' list will be opened and States and other stakeholders wishing to intervene in the discussions should request inscription on the list as soon as possible at: aspvictims@gmail.com and copied to the co-focal points at: eel@mrecic.gov.ar and Philip.Dixon@fco.gov.uk. Participants are kindly requested to limit their interventions to no more than two minutes. Participants are also encouraged to engage in the interactive dialogue with the panelists during the session that will follow the panel discussion, and to refrain as far as possible from making lengthy prepared statements. For further information please refer to the Concept note at the ASP website: https://asp.icc-cpi.int/en_menus/asp/sessions/documentation/17th-session/Pages/ASP-17-Panel-Discussions.aspx.

⁶ Closed meeting: Open only to members of the Credentials Committee.

Other forthcoming meetings

Thursday, 6 December 2018

European Union coordination meeting

09:00 – 10:00.....Oceania 2

Coordination meeting of the Western European and Others Group

09:30 – 10:00.....Everest 1&2

The ICC's Jurisdiction Over the Crime of Aggression (hosted by Liechtenstein)

08:30 – 09:45.....Europe 1&2

Supporting reparative justice for victims in the Rome Statute system: what States Parties can do (more) (co-hosted by Ireland, Uganda and the Trust Fund for Victims (TFV))

13:15 – 14:45.....Europe 1&2

Investigating International Crimes at the National Level: Realizing the Promise of Complementarity in the Gambia & the Case for Specialized Expertise (co-hosted by Canada, the Netherlands and the Justice Rapid Response (JRR))

13:15 – 14:45.....Oceania

Challenges and opportunities for the universality of the Rome Statute system: Strategies and best practices tailored to the Asia- Pacific region (co-hosted by the Netherlands, the Republic of Korea and Parliamentarians for Global Action (PGA))

13:15 – 14:45.....Oceania 2

Victims' Participation in ICC Proceedings: Examining the Role of Counsel (co-hosted by Chile, the International Federation for Human Rights (FIDH), Open Society Initiative for Eastern Africa, Trust Africa and Victim's Support Initiative)

13:15 – 14:45.....Everest 1&2

Challenges and Prospects on the ICC's Horizon: Afghanistan, Myanmar and More (co-hosted by the American Bar Association and the International Federation for Human Rights (FIDH))

13:00 – 15:00.....Africa

From Bemba to Rombhot: Reflections & Perspectives for the ICC in the Central African Republic (hosted by the International Federation for Human Rights (FIDH))

13:00 – 15:00.....Antarctica

Reception by the Trust Fund for Victims (co-hosted by Bangladesh, Bosnia and Herzegovina, Georgia, Japan, Mali, the United Kingdom, Uruguay and the Trust Fund for Victims (TFV))

18:15 – 20:00.....Oceania Lounge

Friday, 7 December 2018

Victim's right to be heard: How to strengthen victim participation in the Arab World (hosted by Lawyers for Justice Libya)

08:00 – 10:00.....Antarctica

Bureau meeting⁷

08:30 – 09:30.....Oceania

Preliminary Examinations: impact, policies and practices (co-hosted by Norway, Center for International Law Research and Policy (CILRAP), Leiden University and Human Rights Watch)

08:30 – 09:45.....Europe 1&2

Cooperation with the ICC: What the ASP and UNSC must do (co-hosted by Ireland and Institute for Security Studies (ISS))

08:30 – 09:45.....Everest 1&2

European Union coordination meeting

09:00 – 10:00.....Oceania 2

Coordination meeting of the Eastern European Group

13:30 – 14:30.....Europe 1&2

Presentation of a video documentary, “The Prosecutors” - Film excerpt screening on prosecution of sexual violence in Bosnia and Herzegovina, Colombia, and the Democratic Republic of Congo (co-hosted by Chile, Costa Rica, Norway, ART WORKS Projects and Open Society Justice Initiative)

13:15 – 14:45.....King Willem Alexander

Memory of Political Violence in Venezuela ... we are missing 142/Memoria de la violencia política en Venezuela...nos faltan 142 (co-hosted by the Bolivarian Republic of Venezuela and Red de apoyo por la Justicia y la Paz)

13:15 – 14:45.....Oceania

Justice for Syria: Universal jurisdiction as a main emerging tool to complement the International Criminal Court (co-hosted by Liechtenstein and European Center for Constitutional and Human Rights (ECCHR))

13:15 – 14:45.....Oceania 2

Complementarity in Action: Bringing Yahya Jammeh to Justice in Ghana (co-hosted by Australia, the Netherlands, Norway, the United Kingdom and Africa Legal Aid)

13:15 – 14:45.....Everest 1&2

Visit to the permanent premises⁸

13:15 – 14:45.....ICC permanent premises

Listening to victims from Afghanistan - Views of Afghan society on the ICC and the peace process (hosted by the Human Rights Watch, the International Federation for Human Rights (FIDH) and Transitional Justice Coordination Group – Afghanistan)

13:15 – 14:45.....Yangtze

La Complémentarité en pratique: La Jurisprudence Congolaise relative aux crimes internationaux (hosted by CAD DRC)

13:00 – 15:00.....Africa

⁷ Closed meeting: Open only to members of the Bureau.⁸ Buses will be available at the World Forum Convention Center at 13:00 and will leave for the permanent premises at 13:15. After the tour, the buses will depart from the permanent premises to the World Forum Convention Center at 14:30. Lunch will not be provided however a simple lunch can be purchased at the visitor’s restaurant.

Drug-trafficking, Public Policy and Crimes Against Humanity- Discussing the situations in Mexico, the Philippines and Colombia (hosted by Comisión Mexicana de Defensa y Promoción de los Derechos Humanos and International Federation for Human Rights (FIDH))

13:00 – 15:00.....Antarctica

Hard Law Obligations, Atrocity Crimes and the Veto (co-hosted by Costa Rica, Liechtenstein and the Netherlands)

17:00 – 18:30.....Oceania 2

The Gbagbo-Blé Goudé and Jean-Pierre Bemba trials: crossviews and possible impacts on Côte d’Ivoire, the DRC and the CAR (co-hosted by the Ivorian Observatory for Human Rights and the Institute for Security Studies)

18:00 – 20:00.....Africa

The case for survivor-centered justice: Policy issues and challenges (hosted by the Institute for Justice and Reconciliation)

18:00 – 20:00.....Antarctica

Reception on the occasion of the seventeenth session of the Assembly of States Parties (co-hosted by the City of The Hague and the Coalition for the International Criminal Court (CICC))⁹

18:30.....Restaurant Gember¹⁰

Saturday, 8 December 2018

Prosecution of War Crimes in Iraqi Kurdistan: the ISIS case and the Saddam Hussein Case (hosted by the Kurdish National Coalition for the ICC)

08:00 – 10:00.....Antarctica

European Union coordination meeting

09:00 – 10:00.....Oceania 2

Commemorating 20 years of the ICC in Africa through cartoons (co-hosted by the United Kingdom and Journalist for Justice)

13:15-14:45.....Europe 1&2

El rol de América Latina y el Caribe ante la Corte Penal Internacional: contribución y compromisos a los 20 años de la adopción del Estatuto (co-hosted by Costa Rica and Coalition for the International Criminal Court (CICC))

13:15 – 14:45.....Oceania

10 Years After the War: Victims of the Georgia Situation (co-hosted by Georgia, the Netherlands, and Justice International)

13:15 – 14:45.....Africa

From Impunity to Accountability? A New Transitional Justice Policy for Mexico (co-hosted by Centro Diocesano de Derechos Humanos “Fray Juan de Larios”, Comisión Mexicana de Defensa y Promoción de los Derechos Humanos, Familias Unidas en la Búsqueda y

⁹ By invitation only.

¹⁰ Stadhouderslaan 43, 2517 HV The Hague.

Localización de Personas Desaparecidas - Piedras Negras/Coahuila, Fundación para la Justicia y el Estado Democrático de Derecho, I(dh)eas - Litigio Estratégico en Derechos Humanos, Instituto Mexicano de Derechos Humanos y Democracia, and Open Society Justice Initiative)

13:00 – 15:00.....Antarctica

20 years since the Rome Statute of the ICC – The Status of International Rule of Law and Access to International Justice in Africa (co-hosted by Kenya Human Rights Commission and Kenyatta University)

18:00 – 20:00.....Africa

The 2016 ICC Policy Paper: What it means to environmentalists worldwide (hosted by the Institute for Environmental Security)

18:00 – 20:00.....Antarctica

Monday, 10 December 2018

Prosecuting International Crimes Committed Against the Palestinian People (hosted by the International Association of Democratic Lawyers)

08:00 – 10:00.....Antarctica

European Union coordination meeting

09:00 – 10:00.....Oceania 2

International Nuremberg Principles Academy: Islam and International Criminal Law and Justice (co-hosted by Germany and International Nuremberg Principles Academy)

13:15 – 14:45.....Europe 1&2

Launch of the ICC Office of the Prosecutor’s report on Preliminary Examination Activities 2018 (co-hosted by Bulgaria, Czech Republic, Finland, Niger, Norway, Senegal, Slovenia, Tunisia, Uruguay, and the ICC Office of the Prosecutor (OTP))

13:30 – 14:45.....Oceania

Panel discussion on “What makes violence ‘sexual’?” and launch of the “Call it what it is” Campaign to define sexual violence and the “Gender Report Card on the ICC 2018” (co-hosted by Argentina, Australia, Canada, Costa Rica, New Zealand, Republic of Korea, Sweden, Switzerland, United Kingdom, and Women’s Initiatives for Gender Justice)

13:15 – 14:45.....Oceania 2

Towards accountability for the war crime of starvation in internal armed conflict (co-hosted by Switzerland and the Oxford Institute for Ethics, Law & Armed Conflict)

13:15 – 14:45.....Everest 1&2

Global Civil Society and European States: Advancing international justice in the 20 years to come (co-hosted by Austria as Presidency of the Council of the European Union and Coalition for the International Criminal Court (CICC))

13:15 – 14:45.....Antarctica

Creative responses to International Criminal Justice - Complementarity and Capacity Building (co-hosted by Finland, Germany, the Netherlands, Nigeria, Switzerland, and Wayamo Foundation/Africa Group for Justice and Accountability (AGJA))

18:00 – 20:00.....Kilimanjaro 1 & 2

Reception - Memory Boxes exhibition: Making Afghan victims' memories and stories matter (hosted by the Transitional Justice Coordination Group – Afghanistan)

18:00 – 20:00..... World Café

Justice, peace and security in Africa: deepening the role of the ICC (hosted by the Africa Network of International Criminal Justice)

18:00 – 20:00..... Africa

Ratification of the Rome Statute as an important step to combating impunity for grave crimes in Ukraine (hosted by the International Renaissance Foundation)

18:00 – 20:00..... Antarctica

Film screening: Peace Through Justice - The Legacy of Thomas Buergenthal (hosted by International Nuremberg Principles Academy)¹¹

19:00..... Omniversum¹²

Tuesday, 11 December 2018

Colombia, context and current challenges: towards another interim report on the Preliminary Examination? (co-hosted by Avocats Sans Frontieres Canada, Comision Colombiana de Juristas and HUMANAS)

08:00 – 10:00..... Antarctica

Documenting conflict and atrocity-related sexual violence crimes in CAR, Iraq, Myanmar and Sri Lanka: Country supplements to the International Protocol on the Documentation and Investigation of Sexual Violence in Conflict (co-hosted by the United Kingdom Foreign and Commonwealth Office, the Centre for International Law Research and Policy - Case Matrix Network, the Commission for International Justice and Accountability, the Institute for International Criminal Investigations and Redress)

08:30 – 09:45..... Europe 1&2

European Union coordination meeting

09:00 – 10:00..... Oceania 2

Realizing Victims' Right to Reparation at the International Criminal Court (co-hosted by Chile, Finland, Switzerland, Redress and the Trust Fund for Victims (TFV))

13:15 – 14:45..... Europe 1&2

Déclaration de Paris sur l'efficacité de la justice pénale internationale (co-hosted by France, Germany and Senegal)

13:15 – 14:45..... Oceania

Victims at the Heart of Justice: Reflections on Victims' Participation at the ICC (co-hosted by the State of Palestine, the United Kingdom and the International Federation for Human Rights (FIDH))

13:15 – 14:45..... Oceania 2

¹¹ Free of charge. Registration required at the following link:

<https://www.nurembergacademy.org/events/film-screening-peace-through-justice-in-the-hague/>

¹² President Kennedylaan 5, 2517 JK The Hague.

The role of ICCBA in supporting and enhancing complementarity (co-hosted by France, Senegal and the International Criminal Court Bar Association (ICCBA))

13:15 – 14:45.....Everest 1&2

Complementarity and Cooperation Revisited: What role for the ICC in supporting national and hybrid investigations and prosecutions? (co-hosted by Luxembourg, the Republic of Korea and Open Society Justice Initiative (OSJI))

13:15 – 14:45.....Yangtze

Visit to the permanent premises¹³

13:15 – 14:45.....ICC permanent premises

Nigeria and the ICC: Addressing (Non) - Accountability (hosted by Amnesty International)

13:00 – 15:00.....Antarctica

Closing the impunity gap: a pragmatic approach to universal jurisdiction (co-hosted by the Center for Justice and Accountability and Civitas Maxima)

18:00 – 20:00.....Africa

Advancing Reparative Justice: Instructive Frameworks and Processes (hosted by the Institute for Security Studies (ISS))

18:00 – 20:00.....Antarctica

Wednesday, 12 December 2018

European Union coordination meeting

09:00 – 10:00.....Oceania 2

Victim Participation in the Transitional Justice Contexts (co-hosted by the Netherlands, Uganda, Avocats Sans Frontieres, Impunity Watch and Redress)

13:15 – 14:45.....Oceania

¹³ Buses will be available at the World Forum Convention Center at 13:00 and will leave for the permanent premises at 13:15. After the tour, the buses will depart from the permanent premises to the World Forum Convention Center at 14:30. Lunch will not be provided however a simple lunch can be purchased at the visitor's restaurant.

Exhibits**Trauma, healing and hope (hosted by the International Criminal Court)**

5 to 12 December.....World Forum Lobby

Trust Fund for Victims exhibit (hosted by the Trust Fund for Victims)

5 to 12 December.....Oceania Lounge

Commemorating 20 years of the ICC in Africa through cartoons (co-hosted by the United Kingdom and Journalist for Justice)5 to 12 December.....The west hallway to the World Forum Theatre¹⁴**Memory Boxes Exhibition: making Afghan victims' memories and stories matter (co-hosted by the Islamic Republic of Afghanistan, the Permanent Representation of the Kingdom of Belgium to the International Institutions in The Hague, Canada, the Afghanistan Human Rights and Democracy Organization (AHRDO), and the International Institute of Social Studies (ISS))**5 to 12 December.....The west hallway to the World Forum Theatre¹⁵

¹⁴ Between conference rooms Africa, Antarctica and Asia.¹⁵ Between conference rooms Africa, Antarctica and Asia.

Announcements

Free WiFi is available in the building.
Password: "worldforum"

For catering service please contact:
Ms. Johanna Weiland
E: johanna.weiland@worldforum.nl
T: +31(0)6 120 11 876

For information and costs of audio/video system, or any special IT need, please contact:
Ms. Johanna Weiland
E: johanna.weiland@worldforum.nl
T: +31(0)6 120 11 876

Seventeenth session documentation, including daily updated ASP Journal can be found on the website of the Assembly at:
https://asp.icc-cpi.int/EN_Menus/asp/sessions/documentation/17th-session/pages/default.aspx

The payment at the restaurant and food counters (World Café and Oceania Lounge) can only be made by card (debit and credit). They do not accept cash.

Guidelines for the preparation and conduct of sessions of the Assembly

The Guidelines adopted by the Bureau of the Assembly of States Parties on 15 November 2018 regarding side events, general debate and documents are included as an annex and can be found on the website of the Assembly at the following link:

https://asp.icc-cpi.int/iccdocs/asp_docs/ASP17/Guidelines%20preparation%20and%20conduct%20of%20ASP%2029Nov2018.1200.pdf.

Prepared statements

Speakers at the Assembly of States Parties are advised that providing in advance copies of prepared statements which they intend to read out in the Assembly greatly facilitates the work of the Secretariat by permitting a sufficient number of copies to be distributed to all meeting participants and by assisting interpreters, reporters and press officers in maintaining the quality of the product delivered. Although interpretations rely upon the statement actually delivered, copies of texts help interpreters to correctly render details and nuances. Speakers are therefore encouraged, whenever possible, to provide copies of their statements, as early as possible in advance of delivery, to the Conference Officer in the King Willem Alexander Hall.

Delegations are kindly requested to make 20 copies for minimum distribution to the podium and relevant services, and 250 additional copies for general distribution in the King Willem Alexander Hall.

Delegations are also invited to send by e-mail an electronic copy of their statement(s), in one or more of the four official languages, to ensure timely posting of the text on the Assembly website and as a step to reducing paper usage. Statements should be sent to: asp@icc-cpi.int.

Requests for side events/booking of conference rooms

Rooms for side events and meetings, including those of regional groups or other informal meetings of States, may be reserved by contacting the focal point of the Secretariat, Ms. Estera Luteranova at esterluteran@gmail.com. For inclusion of the side event/meeting to the ASP Journal please provide the focal point with the following information: the title of the event, names of the organizers, and preferred date and time. Modifications to the ASP Journal will be reflected in the following version.

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

The participation in side-events taking place within the secure area of the Assembly will be restricted to those who receive accreditation.

Subscription to ASP emails

Delegations who wish to subscribe to ASP mailing list should convey their contact information to the following email: asp@icc-cpi.int. The official ASP emails will be distributed from the following email address only: asp@icc-cpi.int.

Handbook

For further information regarding the session please refer to the Handbook for Participants: https://asp.icc-cpi.int/iccdocs/asp_docs/ASP17/ASP17.Handbook.27nov18.0930-ENG.pdf.

Other announcements

We would like to request side event organizers to keep 15 minutes between (side) events so that the World Forum can clean and tidy up the room before the next scheduled event.

* * *

ANNEX**BUREAU OF THE ASSEMBLY OF STATES PARTIES****Guidelines for the preparation and conduct of sessions of the Assembly¹⁶**

The Bureau of the Assembly of States Parties to the Rome Statute of the International Criminal Court,

Mindful that, under article 112 (3) (c) of the Rome Statute, the Bureau shall assist the Assembly in the discharge of its responsibilities,

In view of the role of the Bureau in preparing the annual session of the Assembly and the need to continue to streamline and increase the efficiency of the sessions of the Assembly,

1. Decides to adopt the enclosed “Guidelines for the preparation and conduct of the sessions of the Assembly of States Parties”;
2. Decides to request the Secretariat to distribute the text of the present decision and its enclosure among States Parties and Observer States.

Appendix**1. SIDE-EVENTS****a) General**

- Side events are organized in the margins of the official meetings of the Assembly.
- The topic of the side event should be relevant to the work of the International Criminal Court/Assembly of States Parties;
- The Bureau sets the deadline for the submission of requests to organize side events at the venue of the Assembly.
- Side events should be sponsored by a State Party. Side events not sponsored by a State Party are to be held in the two rooms allocated to non-governmental organizations, in direct consultation with the Coalition for the International Criminal Court;
- Side events should not be organized during the official working hours of the Assembly (10:00-13:00 and 15:00-18:00) so as not to interfere with its work. Side events scheduled during those hours will not be included in the Journal of the Assembly.
- Side event organizers are discouraged from holding side events during the first few days of the session (mainly during the general debate or election of judges) as the official plenary meetings might be extended during the lunchbreak and into the evening.
- Side event organizers must provide the Secretariat with the name, date, time and sponsorship of a side event.
- The organizers of side events should plan to hold their event in English or make their own interpretation arrangements as the Secretariat does not provide interpretation services for side events.
- The Secretariat does not send invitations to side events. The invitations should be sent by the organizers for their respective side event.
- Side events are only open to participants accredited to the respective session of the Assembly.¹⁷ Organizers of events seeking selected, not accredited, audiences, or

¹⁶ Adopted by the Bureau at its meeting on 15 November 2018.

- attendance by invitation only, should acquire a booking at a different location, i.e. outside the secured parameters of the venue of the Assembly.
- The Secretariat keeps an overview list of all side events. All side events are included in the Journal of the Assembly (once all information is available).¹⁸ In order to be included in the Journal, the organizers should send the title of the event, names of the organizers, and time and venue, to the Secretariat. The Journal is published on the webpage of the respective session of the Assembly.
 - The Secretariat shall make every effort to accommodate all eligible requests for side events. However, due to the high demand of side events during the sessions of the Assembly, it might not be possible to accommodate all requests at the venue of the Assembly.
 - Official and informal meetings of the Assembly and its subsidiary bodies have first priority over other events or meetings. Therefore, side events may have to be cancelled at the last minute, and without prior notice, if an urgent meeting of the Assembly or its subsidiary body needs to use the meeting room where the side event was scheduled to take place.

b) The Hague

- In addition to the main plenary room, the Secretariat has four mid-size rooms available for informal meetings of the Assembly, meetings of the regional groups, and side events, as well as five small executive rooms for bilateral meetings requested by States and the Court.

In The Hague, the Secretariat is responsible for the allocation of rooms and all associated services. However, the arrangement and associated costs of any additional services, such as interpretation, supplementary IT equipment or catering, are the responsibility of the organizers. Organizers of side events are requested to contact the focal point for side events at the World Forum Convention Centre.

Due to the limited space availability, the Secretariat kindly requests organizers of side events to send their requests for rooms before the deadline determined by the Bureau, which is generally four weeks prior to the commencement of the session. All requests are processed depending on availability of the conference rooms, which are allocated on a first-come first-served basis, and to the extent possible, on the requested dates and time. Furthermore, there should be an endeavour to allow all States Parties an opportunity to organize side events at the World Forum Convention Centre, given the finite spaces available at the venue.

- Side events are only open to participants accredited to the respective session of the Assembly. Accreditation, registration and issuance of badges are the responsibility of the Secretariat. If side event organizers wish to request an access badge for one or more participants (such as panellists)¹⁹ who are not officially accredited to the respective session of the Assembly, the Secretariat usually provides them with a temporary access pass valid for the duration of the side event. In order to obtain a temporary access pass, the request should first be placed by the organizers. Consequently, once confirmed by the Secretariat, the participant is required to leave a valid Identification Document (ID card or passport) at the registration desk and to collect it again upon the conclusion of the event and return of the temporary pass to the registration desk.
- The Secretariat ensures that the rooms are tidy and free before each side event. The Secretariat also places signs outside the conference rooms indicating the name of a

¹⁷ Registered States representatives, invited inter-governmental organizations and accredited non-governmental organizations. General public, staff of other organizations located in The Hague, academia, etc. interested in attending a side event are not accredited participants of the sessions of the Assembly.

¹⁸ An advance version of the ASP Journal is posted on the web page of the Assembly four weeks prior to the commencement of the session.

¹⁹ Not applicable to non-accredited general public, such as staff of other organizations located in The Hague, academia, etc. interested in attending a side event.

respective side event. The configuration of the rooms cannot be altered and the organizers are requested to remove all their materials after the conclusion of the side event as side events take place in conference rooms where official meetings are also held.

c) New York

- At the United Nations Headquarters (UNHQ), the Secretariat is not in charge of room allocation for side events nor does the Secretariat cover any costs associated with these events.
- Delegations interested in organizing side events must request a conference room directly with the United Nations via their respective Permanent Missions. Their request should be directly addressed to the relevant conference services departments of the United Nations, which then dispatch the pre-booking to requestors via appropriate channels.
- All associated services and required equipment must be booked via the respective Permanent Mission.
- Arrangements and associated costs of any additional services, such as interpretation, supplementary IT equipment or catering are the responsibility of the organizers, who should contact the United Nations directly.
- Issuance of badges is controlled by UN Security. If a side event participant is not a delegate nor accredited through a non-governmental organization, the organizing State must request the United Nations access pass on the participant's behalf.
- The sale of any printed materials or goods at the UNHQ during the side events or at any other time is strictly prohibited.

2. GENERAL DEBATE

a) Pre-session

- Once the programme of work for the session of the Assembly is approved by the Bureau,²⁰ the Secretariat sends a note verbale informing States of the dates when the General debate segment is scheduled, as well as the opening date and time for inscription on the list of speakers. The list of speakers is open for inscriptions six weeks prior to the session of the Assembly.
- The Secretariat only accepts written inscriptions sent after the opening date and time. Inscriptions sent prior to that date and time will not be taken into consideration and will have to be resent.
- The list of speakers is divided into four categories:
 - a) States Parties;
 - b) Observer and invited States;
 - c) Intergovernmental Organizations;
 - d) International Criminal Court Bar Association;²¹ and non-governmental Organizations.
- The order of speakers within each segment²² is based on a first-come, first-served basis. Therefore, the Secretariat records the inscriptions of delegations based on the exact time and date of the request for inscription.
- Within each segment, Ministerial level speakers are accorded precedence on the list, followed by Vice-Ministers.
- A State speaking on behalf of a group of States is also accorded precedence on the list of speakers.
- The allocated time slot is determined as follows:

²⁰ Usually in the course of September.

²¹ Bureau decision of 18 October 2017.

²² A segment is the three hour period of a morning/afternoon plenary devoted to the General debate.

- a) If the speaker is a Minister, the allocated time slot is at the beginning of the Ministerial level, i.e. he/she would be the first speaker at the Ministerial level.
 - b) If the speaker is a Vice-Minister, he/she would speak immediately after the Ministerial level speakers and would be the first speaker at the Vice-Minister level.
 - c) If the speaker is not a Minister or a Vice-Minister, the allocated time slot would be immediately after the Ministerial and Vice-Ministerial level speakers.
 - d) In the case of two or more speakers at the same level, the general rule will be applied and the time slot shall be accorded on a first-come first-served basis.
- 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 segment should be communicated as soon as possible to the Secretariat. In case of a change in level of speaker (from Minister/Vice Minister to lower level) the delegation shall be inscribed in the order in which the initial request was received.
 - The list of speakers shall be prepared on the basis of the agreed **five minute** statement by each delegation.
 - States may wish to participate in the General debate by making written submissions instead, which would be posted on the website of the Assembly. The Bureau of the Assembly encourages States in a position to do so to submit written statements only.
 - One week prior to the commencement of the session of the Assembly the Secretariat will send an e-mail to each delegation with the approximate date and time of their allocated time slot on the list. Delegations should bear in mind that the indicated date and time is approximate.

b) In-session

- The list is made public on the first day of the General debate and placed at the conference officer's desk in the conference room.
- In order to assist the speakers with the timely delivery of their statements, a light mechanism (timer) will be installed at the lectern and set to five minutes.
- Delegations wishing to change their allocated time slot can do so by approaching another delegation and securing a swap of the time slot. If this is the case, the delegations should inform the Secretariat of the changed time slot as soon as possible.

c) Post-session

- After the closing of the General debate segment, the Secretariat shall prepare a final list of speakers and post it on the Assembly web page with the respective statements. All statements, including written submissions, shall be listed on the website in alphabetical order within their respective categories.
- The Bureau encourages delegations to submit an electronic copy of their statement to the Secretariat as soon as possible so as to enable the Secretariat to post them on the website.

3. DOCUMENTS

a) Paper-light

- In accordance with the "paper-light" approach endorsed by the Bureau the Secretariat continues its endeavors to increase the efficiency of meetings by providing delegations with electronic access to meeting programmes, agendas, documents and statements, while at the same time reducing the carbon footprint and waste, as well as providing financial savings to States Parties.

- In this context, the Secretariat shall provide the documents for Bureau meetings and the meetings of its Hague and New York Working Groups in digital format only, with the exception of the budget, the draft reports to be considered for adoption by the Bureau, and any other document which the President or the respective Vice-President deems necessary to be available in printed copy at the meeting.
- All States Parties are encouraged to use the Extranet designed for the work of the subsidiary bodies of the Bureau and the Assembly, containing all necessary documentation on the work in progress.²³
- With regard to the sessions of the Assembly, pre-session documents shall be made available to delegations on a USB stick as soon as possible after the opening of the session.

b) Distribution of documents, paper and statements

- Any document, paper or statement that representatives wish to circulate in the room can only be distributed by the Secretariat staff once the distribution is authorized by the presiding officer. In such cases, representatives are requested to provide 250 copies to the conference room officer.
- Written statements shall not be reproduced at the expense of the Assembly and shall not be issued as official documents.

c) Statements made before or after the adoption of resolutions

- The Secretariat shall reflect in the Official Records of the respective session the statement *as delivered* at the respective plenary meeting of the Assembly.

²³ ICC-ASP/14/Res.4, para. 65(e).