



BUREAU OF THE ASSEMBLY OF STATES PARTIES

Seventeenth meeting

The Hague

15 November 2018

Agenda and decisions

The meeting was chaired by the President of the Assembly, H.E. O-Gon Kwon (Republic of Korea)

1. Preparations for the seventeenth session of the Assembly

a) *Programme of work*

As regards the programme of work for the seventeenth session of the Assembly, the State of Palestine suggested that the agenda item which it had proposed could be addressed through a separate panel discussion as part of the plenary session on the 20th anniversary of the Rome Statute in the afternoon on Friday 7 December 2018. The State of Palestine indicated that a written proposal would be shared in due course, and would include the possibility of an Assembly official acting as moderator, as well as the involvement of a representative of civil society, while recalling that the unprecedented challenges being faced by the Court called for the contribution of all concerned. Bureau members welcomed having the subject matter subsumed under the plenary item on the 20th anniversary and to consider it from a forward-looking perspective which would send an important message on behalf of the Assembly on overcoming those challenges. The President invited States to consult further on the details.

The Bureau agreed on an updated programme of work for the seventeenth session, dated 15 November 2018.

b) *Appointment of a Rapporteur*

The President recalled that there was a need to appoint an individual from one of the Bureau members to be Rapporteur for the seventeenth session. The Rapporteur should be from a regional group not represented in the Presidency or Vice-Presidencies of the Assembly, that is, the African group or GRULAC. The individual should be available, preferably, for the eighteenth and nineteenth sessions of the Assembly as well. The President requested the two regional groups to consult internally, to try and agree on one nomination for the position, and to inform the Secretariat as soon as possible.

c) *Elections*

i) *Vice-President*

The President recalled that there was a need to elect a Vice-President of the Assembly, following the resignation of Ambassador Momar Diop (Senegal) at the conclusion of his posting in The Hague. The Bureau agreed to recommend to the Assembly the election of the Coordinator of The Hague Working Group, Ambassador Jens-Otto Horslund (Denmark), as Vice-President, for a period until the conclusion of the nineteenth session.

ii) Bureau member

The President recalled that, pursuant to a seat-sharing arrangement in the Asia-Pacific group,¹ there was a need to formally elect a Bureau member to take the seat which would be vacated by the State of Palestine at the conclusion of the seventeenth session of the Assembly. The Bureau agreed to recommend the election of Bangladesh as a member of the Bureau, for a term from the day after the conclusion of the seventeenth session until the conclusion of the nineteenth session.

iii) Board of Directors of the Trust Fund for Victims

The Bureau agreed to recommend the election by acclamation of five candidates² as members of the Board of Directors of the Trust Fund for Victims.

iv) Advisory Committee on Nominations of Judges

The Bureau adopted the report on the Advisory Committee on Nominations of Judges³ and agreed to recommend the election by acclamation of the eight candidates listed in that report.

d) Credentials Committee

The Bureau agreed to recommend the appointment of South Africa and the State of Palestine to the Credentials Committee. The President recalled that a total of nine States Parties were needed to compose the Credentials Committee of the seventeenth session, and invited States Parties willing to serve on the remaining seats on the Committee to inform the President and the Secretariat as soon as possible.

e) Oral report of the Bureau

The President informed Bureau members that, consistent with established practice, he would deliver an oral report of the Bureau to the Assembly. He would prepare the report in draft form and circulate it to Bureau members for approval by silence procedure.

2. Assessment of the Secretariat

Introduction and background

The President introduced his proposal on the assessment of the Secretariat, dated 15 November. He recalled the specific mandate for the assessment, as set out in the omnibus resolution adopted at the sixteenth session of the Assembly,⁴ as well as the general oversight function of the Bureau, as set out in the resolution establishing the Secretariat.⁵ He noted that the proposal was based on consultations with the Vice-President in New York and the Coordinator of The Hague Working Group, Bureau members and States Parties (via the questionnaires circulated in The Hague and New York), and other stakeholders.

¹ *Official Records...*, Sixteenth session ...2017 (ICC-ASP/16/20), vol.I, part I, para. 17.

² ICC-ASP/17/18.

³ ICC-ASP/17/21.

⁴ ICC-ASP/16/Res.6, annex, para. 7(b).

⁵ ICC-ASP/2/Res.3, annex, para. 10.

The President emphasized that many States Parties had expressed their satisfaction with the assistance and servicing provided by the Secretariat, and had commended the professional and cooperative attitude of the Director and his staff. At the same time, constructive suggestions had been made about possible improvements.

The President noted that the majority of the matters in his proposal did not require a decision of the Bureau, but rather were measures which he intended to implement as President of the Assembly. He invited comments from Bureau members, noting that the next step would be a brief report of the Bureau which would be circulated, in draft form, in advance of the Bureau meeting on 4 December. That report would also include draft text for the omnibus resolution.

In response, Bureau members expressed their appreciation for the work undertaken by the President. There was general satisfaction with the services of the Secretariat, although it was noted that there was always room for improvement. The importance of maintaining an independent Secretariat, especially vis-à-vis the Court and the Registrar, was emphasized, while also highlighting that the unified character of the Secretariat had to be preserved, as the Assembly needed to set an example in being efficient and avoiding a fragmentation by creating any additional secretariats, such as the one seemingly being proposed for the Committee on Budget and Finance. The cultural and linguistic diversity of the staff of the Secretariat was welcomed. A view was expressed that the support of the Secretariat was particularly valuable for smaller delegations.

Proposals of the President

A view was expressed that the proposals from the President were both practical and helpful. Bureau members emphasized the importance of receiving documentation in a timely manner, although it was noted that this was not always within the control of the Secretariat.

The point was made that the proposed annual assessment of the Secretariat would be too resource intensive, at least in the immediate future, albeit recognizing that undertaking such an assessment from time to time was useful. Support was expressed for the proposal to have a journal of meetings.

Furthermore, it was stated that more assistance could be provided to delegations based in Brussels, for example by providing an opportune briefing in the period preceding an Assembly session, in order to allow them to have a better understanding of the key issues to be discussed.

Regarding methodology, a query was raised as to the proportion of States Parties supporting particular proposals. It was noted that some of the proposals related to internal Secretariat matters which were not necessarily appropriate for the Bureau to consider. The point was made that having parallel procedures for feedback in both New York and The Hague had led to duplication and potential confusion. On the other hand, a view was expressed that delegations had benefited from the opportunity to contribute their views in both Working Groups.

The President clarified that he had sought feedback through both Working Groups because the servicing from the Secretariat was different in New York and in The Hague, and he wanted to have a full understanding of the different views.

As regards the proposal for the Secretariat to establish a repertory of Assembly practice, including a collection of legal opinions issued, it was noted that this request had come from the New York Working Group. In response to a query, the Secretariat confirmed that it had the capacity to work on such a repertory during the first months of the year, when the meeting schedule was less intense, although the number of legal opinions involved would not be numerous.

There was no support for any proposals which might have budgetary implications, such as: a) the creation of a Deputy Director position, or b) the establishment of a separate Secretariat/Executive

Secretariat for the Committee on Budget and Finance. The President made it clear that, in light of the concerns expressed, he would not be proceeding with any proposals in these areas. He noted that none of the other proposals would have budgetary implications.

Some Bureau members were not convinced that it was necessary or appropriate to consider a tenure limit for the position of Director of the Secretariat; a query was raised as to what other positions at the Court had such limits. While the President was of the view that the Bureau could consider such a limit for future appointments, as it was not applicable to the incumbent, he did not intend to pursue this proposal.

A view was expressed that it was important for performance appraisals to be consistent with standard Registry procedures. At the same time, the point was made that neither the Registrar nor other Court officials should participate in performance assessments of the Secretariat. The President noted that while he intended to take into account the view of the Registrar, as one of a number of relevant stakeholders, any final views or decisions would be entirely independent.

Regarding the relationship between the New York Liaison Office and the Secretariat, a view was expressed that a sustainable and practical solution was necessary. The provisions of the resolution establishing the Secretariat⁶ and the Bureau option paper on the New York Liaison Office⁷ were recalled in this regard.

It was stated that the forthcoming report by the President should include a different structure, so that any introductory or background information would be clearly differentiated from the recommendations, which should reflect the points on which there was an agreement by the Bureau, including proposed language for the omnibus resolution.

3. Election of the next Prosecutor of the International Criminal Court

Regarding the election of the next Prosecutor of the Court, the President recalled the discussions which had taken place thus far in the Bureau and the two Working Groups. It was the President's intention to collect the views from these different fora and to reflect them in an annex to the oral report of the Bureau. The President would then hold consultations with regional groups during the Assembly in December.

The President noted that it was clear States Parties were in favour of a State-driven, transparent and inclusive process. The point was made that all States Parties should be involved at all stages of the process, including in relation to defining the timeline. Furthermore, it was important to take advantage of the upcoming seventeenth session of the Assembly, so that by the eighteenth session the process could already be in motion. A view was expressed that discussions on these matters should be held in one place only, either The Hague or New York.

The President stated that he intended to expedite the process as much as possible. He suggested that, based on discussions during the upcoming Assembly session, the Bureau could be tasked with further considering the topic (via one of its two Working Groups) during the intersessional period and either taking decisions on behalf of the Assembly or presenting recommendations to the eighteenth session of the Assembly. The Search Committee could then begin its work, at the latest, immediately after the eighteenth session of the Assembly, which would allow for at least nine months before it would need to present its conclusions to the nineteenth session of the Assembly.

The President confirmed that the majority of States Parties seemed to support the establishment of a Search Committee. At the same time, a view was expressed that not all delegations

⁶ ICC-ASP/2/Res.3.

⁷ ICC-ASP/4/6.

were convinced that a Search Committee, with a mandate to actively search for candidates, was required, since there might be merit instead in having an advisory committee, which would evaluate the nominations received.

The President noted that he would continue to consult on these matters in advance of and during the seventeenth session of the Assembly.

4. Review of the procedure for the nomination and election of judges

The Bureau considered the mandate contained in the omnibus resolution adopted at the sixteenth session of the Assembly, which requested the Bureau to “update the Assembly, at its seventeenth session, on the progress of the review of the procedure for the nomination and election of judges”.⁸

Recalling its decision that it would be preferable to defer the discussion of possible amendments to the procedure for nominations to a subsequent year,⁹ the Bureau agreed the draft text for the omnibus resolution set out in annex I.

5. Independent Oversight Mechanism

The Bureau welcomed the new Head of the Independent Oversight Mechanism (IOM), Mr. Saklaine Hedaraly, who had entered on duty on 1 November 2018.

a) Annual report

The Bureau took note of the annual report of the Head of the IOM,¹⁰ submitted in accordance with resolution ICC-ASP/12/Res.6.

6. Adoption of reports

The Bureau adopted the following reports, which had been adopted by The Hague Working Group at its meeting on 14 November:

- a) Report of the Bureau on the Study Group on Governance, dated 9 November 2018;
- b) Report of the Bureau on cooperation, dated 12 November 2018; and
- c) Report of the Bureau on the Plan of action for achieving universality and full implementation of the Rome Statute of the International Criminal Court, dated 14 November.

The Bureau also adopted the following reports, which had been adopted by the New York Working Group via a silence procedure ending on 14 November:

- d) Report of the Bureau on non-cooperation, dated 12 November 2018; and
- e) Report of the Bureau on the arrears of States Parties, dated 12 November 2018.

As regards the reports which were still pending, the President noted that these would be submitted for adoption by silence procedure.

Ambassador Fernando Bucheli (Ecuador) briefed Bureau members on the report of the Working Group on the Revision of the Judges’ Remuneration,¹¹ which was adopted by the Working Group on 8 November 2018 and would be submitted to the Assembly for its consideration.

⁸ ICC-ASP/16/Res.6, annex, para. 6 (b).

⁹ Bureau decisions of 20 September 2018.

¹⁰ ICC-ASP/17/8.

7. Other matters

a) *Status of contributions*

The Bureau took note that, as of 12 November 2018,¹² the total outstanding contributions to the budget of the International Criminal Court stood at €22.9 million.

b) *Contingency Fund notifications*

The Bureau took note of two communications from the Court regarding the Contingency Fund:

- i) A revised Contingency Fund notification for the situation in the Republic of Burundi, as contained in a letter from the Registrar to the Chair of the Committee on Budget and Finance, dated 6 November 2018; and
- ii) A Contingency Fund notification for the case of *Al Hassan* in the situation in the Republic of Mali, as contained in a letter from the Registrar to the Chair of the Committee on Budget and Finance, dated 8 November 2018.

c) *Bureau decision of 18 October 2017 on participation of Observer States: update*

Pursuant to the “Understanding on the participation of Observer States in meetings of the Assembly”, which was adopted by a Bureau decision of 18 October 2017, the Bureau took note of the list of meetings of the Assembly and its subsidiary bodies with general membership which had been held in private in 2018 (annex II).

d) *Guidelines for the preparation and conduct of sessions of the Assembly*

The Bureau adopted the “Guidelines for the preparation and conduct of sessions of the Assembly”, dated 15 October 2018 (annex III).

e) *Voluntary cooperation agreement*

Slovenia informed Bureau members that it would sign an enforcement of sentences agreement with the Court during the signing ceremony at the Assembly which was scheduled for the morning of 7 December.

f) *Next meeting*

The next meeting of the Bureau would be held on Tuesday 4 December at 14:00 hours, at the World Forum Convention Center, the day before the opening of the Assembly session.

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¹¹ ICC-ASP/17/28.

¹² ICC-ASP/17/37, para. 12.

Annex I

Bureau review of the procedure for the nomination and election of judges – text for inclusion in the annex to the omnibus resolution

With regard to elections,

(a) *decides* to continue to review the procedure for the nomination and election of judges as set forth in resolution ICC-ASP/3/Res.6, as amended, on the occasion of future elections after the sixteenth session with a view to making any improvements as may be necessary, taking into account the work conducted so far as reflected in the facilitator's discussion paper;¹³

(b) *requests* the Bureau to update the Assembly, at its eighteenth session, on the progress of the review of the procedure for the nomination and election of judges;¹⁴

¹³ Report to the Bureau on the review of the procedure for the nomination and election of judges (ICC-ASP/15/23), annex I.

¹⁴ *Official Records ... Third session ... 2004* (ICC-ASP/3/25), part III, ICC-ASP/3/Res.6.

Annex II

Meetings of subsidiary bodies of the Assembly held in private in 2018¹⁵

As of 14 November 2018

Meetings held in The Hague

The Hague Working Group

The following meetings included segments held in private: 24 May; 28 May; 1 November.

Review of the work and operational mandate of the IOM

The following meetings were held in private: 25 May; 31 July; 23 October.

Budget

The following meetings were held in private: 12 April; 9 July; 19 July; 11 October; 16 October; 18 October; 31 October; 6 November; 8 November; 13 November.

Budget: Budget Management Oversight

The following meetings were held in private: 1 June; 23 October.

Budget: Premises

The following meeting was held in private: 12 November.

Working Group on the Revision of the Judges' Remuneration

The following meetings were held in private: 12 April; 28 May; 5 July; 18 July; 10 September; 2 October; 30 October; 6 November.

Meetings held in New York

Working Group on Amendments

The following meetings were held in private: 20 April; 13 June; 2 October.

¹⁵ This list is maintained by the Bureau under paragraph 4 of the "Understanding on the participation of Observer States in meetings of the Assembly of States Parties", which was annexed to the Bureau decision of 18 October 2017:

"4. Bearing in mind the provisions of rule 42 of the Rules of Procedure of the Assembly of States Parties, according to which it is up to States Parties of the concerned subsidiary body with general membership to decide whether the in-principle public meetings shall be held in private, and thus whether interested Observer States shall not be allowed to participate in such meetings:

(a) The chairpersons and facilitators of the Assembly are requested to communicate to the Bureau any decision made by States Parties within their respective processes to hold meetings in private, without prejudice to case-by-case deviations as may be decided by the States Parties of the respective processes; and
(b) The Bureau shall keep a list of such decisions."

Annex III

Guidelines for the preparation and conduct of sessions of the Assembly

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.¹⁶ Organizers of events seeking selected, not accredited, audiences, or 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).¹⁷ In order to be included in the

¹⁶ 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.

¹⁷ 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.

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)¹⁸ 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 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.

¹⁸ 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.

- 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,¹⁹ 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;²⁰ and non-governmental Organizations.
- The order of speakers within each segment²¹ 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:
 - 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.

¹⁹ Usually in the course of September.

²⁰ Bureau decision of 18 October 2017.

²¹ A segment is the three hour period of a morning/afternoon plenary devoted to the General debate.

- 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.²²
- 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

²² ICC-ASP/14/Res.4, para. 65(e).

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.
