

Reference: ICC-ASP/19/S/73

The Secretariat of the Assembly of States Parties presents its compliments to States and further to its note ICC-ASP/19/S/61, dated 4 November 2020, regarding the invitation to the nineteenth session of the Assembly, which shall take place at the World Forum Convention Center from 14 to 16 December 2020, has the honour to indicate that the afternoon of the first day, namely 14 December, would be devoted to the provisional agenda item entitled “General debate”.

Further to the 19 November 2020 decision by the Bureau of the Assembly, a limited number of pre-recorded videos or in-person statements may be delivered during the three hours allocated to the General debate. Ministers, Vice-Ministers and State Secretaries will be given precedence on the list. Time slots will be allocated on first-come first-serve basis with States Parties being given priority. Due to the limited time available, statements which may not be played or delivered in-person, including those of Observer and Invited States, inter-governmental organizations and non-governmental organizations, may be submitted via a pre-recorded video or a written statement and will be posted on the Assembly webpage.

Therefore, the Bureau encourages States to deliver statements of no more than five minutes and also invites States in a position to do so to submit a pre-recorded video or written statements.

Delegations who would like to be inscribed on the list of speakers for the General debate are requested to contact the Secretariat of the Assembly as of **2 December 2020** (Central European Time), via e-mail to [asp@icc-cpi.int](mailto:asp@icc-cpi.int). The Secretariat would welcome receiving the name of the speaker and the indication as to whether the statement will be delivered via pre-recorded video or in-person. The Secretariat will only be able to accommodate speakers within the three hour plenary meeting. All additional pre-recorded and written statements will be posted on the webpage of the Assembly.

Information regarding the technical specifications of the pre-recorded statements is attached. The written statements may be submitted to the Secretariat via e-mail in Word and pdf format to [asp@icc-cpi.int](mailto:asp@icc-cpi.int).

The Hague, 30 November 2020



## **Annex**

### **Pre-recorded Statements**

#### **Audio Video Guidelines for the General Debate of the nineteenth session of the Assembly of States Parties 14-16 December 2020**

The Hague, World Forum Convention Center

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#### **I. Introduction**

1. The Bureau of the Assembly decided on 19 November 2020 that each State Party, Observer State, Invited State and a limited number of civil society representatives shall be invited to participate in the general debate. They can submit a pre-recorded statement, which in the case of Ministers, Vice-Ministers and State Secretaries may be played in the main conference room during the plenary meeting on the general debate scheduled from 15:00 to 18:00 on 14 December 2020.

#### **II. Technical focal point of each delegation for each meeting**

2. In the first instance please provide no later than 4 December 2020, the name and contact details of the technical focal point for the above meeting. The Secretariat of the Assembly of States Parties will be in contact with the technical focal points related to pre-recorded video statements.
3. Please send the technical focal point contact name and details to: [asp19.videorecordings@gmail.com](mailto:asp19.videorecordings@gmail.com). If there are any questions, please send an email to the above-mentioned email address.

#### **III. Interpretation requirements related to the pre-recorded video statements**

4. Ensure the speaker speaks clearly and at a moderate pace to enable accurate interpretation;
5. When submitting the pre-recorded statement, provide a copy of the text of the statement for the Interpretation Services and ensure that name of each pre-recorded statement file clearly indicates the name of the speaker and affiliation;
6. For pre-recorded statement in a language other than Arabic, English, French or Spanish, provide an audio recording of the interpretation into one of these four languages. In addition, provide the text of the statement translated into one of these four languages for the Interpretation Services.<sup>1</sup>

#### **IV. Audio visual file general guidance for Broadcast and Conferences**

##### **7. For file submission video quality preferably**

- HD resolution of 1920 x 1080 pixels in an aspect ratio of 16:9
- H264 video file format

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<sup>1</sup> In case of languages other than Arabic, English, French or Spanish, when a video address is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded translation needs to be synchronously broadcast on the corresponding language channel.

- 29.97 frames per second (60 fields) known as 1080i/29.97, top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

#### **8. Alternately file submission video quality as a minimum**

- HD resolution of 1280 x 720 pixels in an aspect ratio of 16:9
- H264 video file format
- 30 frames per second (60 fields) known as 720p top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

#### **9. Audio**

- General recommendation is that material should conform to SMPTE 382M Standard or AES3
- The preferred bit depth for audio recording is 24 bits per sample. The minimum bit depth is 16 bits per sample.
- All audio should be recorded at a minimum sample rate of 48 KHz, although sampling at 96 KHz is encouraged. Recording or digitizing audio using an uncompressed lossless codec, such as WAV-PCM.
- Sound must be recorded with appropriately placed microphones, giving minimum background noise and without peak distortion.
- The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
- The audio must be reasonably continuous and smoothly mixed and edited. Audio levels must be appropriate to the scene portrayed and dynamic range must not be excessive. They must be suitable for the whole range of domestic listening situations.
- Surround and Stereo audio must be appropriately balanced and free from phase differences.
- The audio must not show dynamic and/or frequency response artefacts due to the action of noise reduction or low bit rate coding systems.
- If possible, please include Closed Captions [subtitles] preferably in Arabic, English, French or Spanish. Please also provide a copy of the translated text.

#### **10. Meta Data**

- Metadata should conform to NewsML- G2 2.28

### **V. Secretariat of the Assembly of States Parties contact**

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