

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

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**HANDBOOK FOR PARTICIPANTS**

2 December 2021



**TWENTIETH SESSION**

World Forum Convention Center - The Hague

6 to 11 December 2021

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Prepared by the Secretariat of the Assembly of States Parties, 2 December 2021.

## Introduction

At its fourth plenary meeting, on 16 December 2020, the Assembly of States Parties to the Rome Statute of the International Criminal Court (the Assembly) decided to convene its twentieth session in The Hague, The Netherlands from 6 to 11 December 2021.

Invitations to the twentieth session of the Assembly was sent to States and other entities on 25 February 2021 (Note verbale ICC-ASP/20/S/30).

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 first resumption of the nineteenth session on 18 December 2020, the Assembly elected H. E. Ms. Silvia Fernández de Gurmendi (Argentina) to serve as President for the period 2021-2023. At its 6th meeting, on 12 February 2021, the Assembly elected H.E. Ms. Kateřina Sequensová (Czech Republic) and H.E. Mr. Robert Rae (Canada) to serve as Vice-Presidents. The other current members of the Bureau are: Bangladesh, Brazil, Côte d'Ivoire, Cyprus, Ecuador, Ghana, Kenya, Liechtenstein, Mexico, Norway, Romania, Senegal, Serbia, Slovakia, Spain, the State of Palestine, Uganda and the United Kingdom.<sup>1</sup>

## Venue and dates

The twentieth session of the Assembly will be held from 6 to 11 December 2021 in the World Forum Convention Center (WFCC), Churchillplein 10, The Hague (Den Haag), the Netherlands.

## Opening of the session

The official opening of the twentieth session will take place in the King Willem-Alexander room at the World Forum Convention Center on 6 December 2021 at 10:00 hours. Participants are requested to be seated in the World Forum Theater by 09:45 hours. Please note that all times mentioned in the Handbook are The Hague times.

Twentieth session documentation can be found [here](#).

The *Rules of Procedure of the Assembly of States Parties and other relevant publications* can be accessed [here](#).

## Checklist for states

1. Register each participant who will attend session in-person by using the registration form. In addition, each participant will require a day pass to enter the World Forum Convention Center and access will be limited to **two representatives per State Party and two representatives per Observer and Invited State** at any given time.
2. States Parties: Submit credentials to the Secretariat of the Assembly of States Parties with in-person participants.

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<sup>1</sup> At its 17th meeting, on 12 January 2021, the Bureau took note of the seat-sharing arrangements agreed to by the Asia-Pacific Group States and the Western European and other States Group: [https://asp.icc-cpi.int/iccdocs/asp\\_docs/ASP19R/Bureau17.agenda%20and%20decisions%20-%20ENG.pdf](https://asp.icc-cpi.int/iccdocs/asp_docs/ASP19R/Bureau17.agenda%20and%20decisions%20-%20ENG.pdf).

3. Observer States: Submit a notification to the Secretariat of the Assembly of States Parties with the names of in-person participants.

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

### **General considerations in the context of COVID-19**

The practical arrangements for the conduct of the twentieth session will be affected by COVID-19, including with regard to whether certain events take place, how they are conducted and the number of attendees. These arrangements have been made taking into account risk assessments and advice provided by the World Forum as well as the guidance received from the City of The Hague and the Dutch government (Notes Verbales DPG-Min-BuZa.2021.182-66 dated 1 October 2021, DPG-Min-BuZa.2021.10340-21 dated 10 November 2021 and DPG-Min-BuZa.2021.10385-37 dated 16 November 2021) and up-to-date understanding of the risks posed by the pandemic to delegates, attendees and Court staff .

### **COVID-19 certificate**

All attendees and support staff will be asked to confirm their vaccination status before entering the World Forum premises. Access will be granted to the participants who can present one of the following documents:

- a) the European Union digital COVID certificate (DCC)<sup>2</sup> or Dutch COVID-19 entry pass system with QR codes, which includes:
  - i) full vaccination;
  - ii) recovery certificate; or
- b) written paper proof of vaccination with vaccines approved by the European Medicines Agency (EMA) or on the Emergency Use Listing of the World Health Organization (WHO).<sup>3</sup>

The Secretariat of the Assembly would provide a non-transferable a sticker for the name badge to attendees who present a) or b) as per above so that they do not need to show the COVID-19 pass QR code or written proof of vaccination again during the week of twentieth session.

- c) negative test result (a QR code of the Dutch COVID-19 entry pass system is acceptable). On-site antigen testing will be available for free for delegates/participants who do not fall under the first two groups indicated in paragraphs a) and b) or that wish to undertake the test in order to access other venues in The Hague. The testing process would take about 20 minutes. The test would be valid for 24 hours and would need to be undertaken on a daily basis. This would allow individuals to receive a QR code which could be uploaded to the CoronaCheck app or to receive a paper certificate valid for 24 hours, including for entry to the other venues, such as restaurants, bars, etc. The tests

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<sup>2</sup> [https://ec.europa.eu/info/live-work-travel-eu/coronavirus-response/safe-covid-19-vaccines-europeans/eu-digital-covid-certificate\\_en](https://ec.europa.eu/info/live-work-travel-eu/coronavirus-response/safe-covid-19-vaccines-europeans/eu-digital-covid-certificate_en); 22 non-EU countries (and territories) have joined the EU Digital COVID certificate system and the COVID certificates issued in those countries are accepted in the EU.

<sup>3</sup> <https://www.government.nl/topics/coronavirus-covid-19/visiting-the-netherlands-from-abroad/requirements-for-proof-of-vaccination>.

will be conducted by a professional health company authorized by the Dutch Ministry of Health (<https://www.alegriahealth.com/covid-testen>).

In case of a positive test result, the participant will not be allowed to enter the Conference venue and will have to follow the guidelines of the Dutch government that will be communicated to them by the personnel of the testing station.

The testing station located at the World Forum will be open daily from 08.00 hrs. . Participants are strongly advised to arrive at the World Forum early in the morning to be on time for the session.

### **Access and movement**

Entry to the World Forum Convention Center will be restricted in order to meet the occupancy limits and ensure that adequate space is maintained for physical distancing. No visitors will be allowed entry.

In order to minimize the contact between the participants, time slots will be allocated. The participants will be informed of the latter prior to the twentieth session of the Assembly. All participants will be required to attest as a condition of entry that they have not had symptoms of or been diagnosed with COVID-19, or had close contact with someone who has symptoms of or has been diagnosed with COVID-19, in the previous 14 days (see annex II below). International travellers should familiarize themselves with local health requirements

### **Personal protective measures**

All attendees will be expected to wear a KN-95 mask which they will receive upon entry to the World Forum Convention Center, covering the nose and mouth, except when directly addressing a meeting. All attendees will be required to lower their face covering when entering the compound or passing other security checkpoints if so requested by security officers to allow confirmation of photo identification. Physical distancing of 1.5 metres is to be maintained except where to do so is considered unsafe or impractical. Hand sanitizing stations will be provided and increased cleaning will be implemented between meetings and for high-touch surfaces in order to reduce contact hazards. Frequent hand-washing with soap and water is encouraged.

In addition, the following mitigation measures will be in place:

- the Secretariat will provide the entry and exit safety briefings from the podium<sup>4</sup>;
- attendees should ensure that they use the designated entry and exit locations for their meetings so as to limit crowding;
- attendees should avoid gathering in groups for conversations and photos; and
- movement in the conference room, including on the podium, should be limited;
- there will be no rooms available for informal meetings or bilaterals.

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<sup>4</sup> During an emergency, any exit or entrance may be used in accordance with the World Forum's emergency plans.

## Reporting illness

Attendees who become ill are requested to leave the complex immediately and seek medical care. It must be noted that State Parties and respective Embassies are responsible for having in place arrangements to assist their delegates in case of an emergency or medical situation, including liaising with the respective health establishments, general practitioner in The Hague and to ensure that their insurers cover any costs incurred.

For participants with a non-acute medical problem that really needs attention and who have no Embassy or mother-organization in the Netherlands, can contact International Health Centre in The Hague to arrange an appointment, tel.: +31 70 306 5111.

Attendees who are diagnosed with COVID-19 or show symptoms of the illness are strongly encouraged to notify the security or the Secretariat staff member. In addition, the WFCC provides a dedicated room with the medical First Aid station in Princess Alexia Room, as well as an isolation room dedicated to COVID-19, therefore anyone who exhibits possible symptoms or requires immediate care can be safely and comfortably quarantined until outside first responders arrive.

In case of symptoms related to COVID-19 you can make an appointment to get tested by calling the toll-free number 0800 1202 (or +31 850 659 063 if you are calling from a foreign phone). You can get tested in order to receive a written statement for the purposes of travelling, which can be arranged with private companies, such as KLM Travel Clinic upon appointment. Please see more information in the webpage [here](#).

The nearest hospital is: Haga Ziekenhuis Sportlaan 600, 2566 MJ Den Haag. Phone: +31 (0)70 210 00 00.

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.

## Contact Tracing

The process of contact tracing will be performed by the members of the Secretariat of the Assembly for all the participants who will enter the World Forum Convention Center. There will be a contact tracing desk and an exit registration desk where participants will be required to provide their contact details: First Name, Last Name, Affiliation. In addition, the time of the entry and exit will be noted down by the staff members in charge of the contact tracing.

In case any of the participants is diagnosed with COVID-19 within 14 days of their attendance to the ASP19 event, they are kindly requested to notify the Secretariat of the Assembly via email: [asp@icc-cpi.int](mailto:asp@icc-cpi.int).

## Venue configuration and seating arrangements

Throughout the premises, doors will be left open to allow no-touch passage. In addition, walkways will be arranged, facilitating movement to and from the meeting rooms, toilets, and corridors. To improve one-way flow, floor markings and direction signs will be placed on these walkways. Seating will be removed from common areas. All attendees are requested to avoid congregating in common spaces.

The seating arrangement in the main plenary room (King Willem Alexander or KWA) will be arranged as follows: social distancing of 1.5 meters is to be observed between delegations.

Each State Party is entitled to have two seats at the desk in the KWA with a microphone and table with no social distancing within a delegation.

Observer and invited States will be entitled to two delegates per State: one delegate will be seated on the main floor with a microphone and table while the second delegate would be seated at the balcony.

Each international organization that has registered by the deadline will have one dedicated seat with a microphone and table.

## Registration

All States participants are advised that they will be admitted to the conference only upon presentation of a Conference pass and a daily pass. The registration form was disseminated to all States via email on 4 November 2021 and can also be accessed [here](#).

The number of the NGOs attending the twentieth session in-person will be limited to sixteen. They must submit a written request naming each of its representatives on official letterhead to the Secretariat or to the Coalition for the International Criminal Court (CICC) by 19 November 2021. NGO representatives will have to present the letter issued by the ASP Secretariat, confirming their eligibility to attend the twentieth session, to the registration desk to obtain a Conference pass and a daily pass.

Delegates who have registered by , 3 December 2021 can start to collect their badges during early registration as of Sunday, 5 December from 15:00 to 16700 at the registration desk at the World Forum Convention Centre. Daily registration desk will be open from 6 to 11 December from 8:00 to 16:00 hours. Conference passes will be issued upon presentation of valid identification, preferably a passport.

The Hague or Brussels based delegates of States who are already in possession of an ICC badge, also need to submit a registration form, and they can access the premises with the ICC badge only if they have a day pass.

During registration, Governments should ensure that the registration form includes the 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 twentieth 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 (preferably in PDF format) 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 twentieth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in The Hague, from 6 to 11 December 2021,

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

Twentieth 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]

*Address to Secretariat of the Assembly*

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 twentieth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in The Hague, from 6 to 11 December 2021,

Twentieth 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.*

## List of participants

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

## Provisional agenda, work programme and ASP Journal

The provisional agenda for the twentieth session of the Assembly is contained in document ICC-ASP/20/1 and can be found at the website of the Assembly [here](#).

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 can be found at the above link.

The daily ASP Journal containing information on meetings, side-events, and announcements will be available on the webpage of the Assembly.

## Languages

For the Plenary and the meetings of the Working Groups taking place in the King Willem-Alexander room simultaneous interpretation into Arabic, English, French and Spanish will be provided.

Each seat in the World Forum Theater of the World Forum Convention Center for which simultaneous interpretation is available will be equipped with individually wrapped portable receiving set and headphone. All participants should leave the headsets on the table when departing the meeting at the King Willem Alexander conference room to allow for proper clean up.

*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 lots (Australia for the twentieth session). Two designated seats 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 [here](#).

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

The plenary sessions will be live streamed on the [ICC YouTube channel](#) of the International Criminal Court in floor, English and French language.

## 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 31 October, there were 9 States in arrears.

## Elections

At the twentieth session, the Assembly shall proceed with an election of the Bureau, two deputy prosecutors, nine members of the Advisory Committee on nominations of judges and five members of the Board of Directors of the Trust Fund for Victims.

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

More information on the elections as well as nominations can be found [here](#).

## General debate

The general debate will take place on the first day of the Assembly, i.e. Monday, 6 December, from 15:00 to 18:00 and on the second day, Tuesday, 7 December, from 10:00 to 13:00 and from 15:00-18:00.

As per Bureau decision from 8 September 2021 and given the challenges faced by the coronavirus (COVID-19) pandemic, the modalities of holding the General debate would include the pre-recorded videos or in-person statements which may be delivered during 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. All pre-recorded statements should be submitted by end of 1 December 2021 (Central European Time). 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 written statements only.

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.

Each delegation will be allocated one slot only. Delegations are advised that any changes to the level of representation for the general debate of the twentieth session should be communicated as soon as possible to the focal point of the Secretariat dealing with the general debate, Ms. Estera Luteranova, at: [Estera.Luteranova@icc-cpi.int](mailto:Estera.Luteranova@icc-cpi.int).

## Statements

Given the COVID-19 related risks, the Assembly will strive to have a paper-less approach. Written statements will not be distributed in the conference room.

Speakers at the Assembly of States Parties are advised that providing in advance digital copies of prepared statements which they intend to read out in the Assembly greatly facilitates the work of the Secretariat. 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.

Delegations are thus 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. Statements should be sent to: [asp@icc-cpi.int](mailto:asp@icc-cpi.int).

In accordance with the Bureau's decision on moving towards paper-less 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](mailto:asp@icc-cpi.int)).

*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 twentieth session, pre-session documentation will no longer be made available to delegations.

All pre-session documentation in official languages is available [here](#).

The in-session documentation will not be distributed in the conference room due to COVID-19, the Assembly will strive to have a paper-less approach.

## Security and safety

The security officers are present at the World Forum at all times and take every precaution to ensure the meetings are safe and secure. All participants must pass through security screening before accessing the Assembly premises.

Restrictions will be in place on the use of cellular telephones, radio transmitters, recording devices and camera equipment inside the conference area.

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.

## **Emergency and medical service**

### **The Hague**

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.

The participants with a non-acute medical problem can contact International Health Centre in The Hague and arrange an appointment, tel.: +31 70 306 5111.

Nearest hospital: Haga Ziekenhuis Sportlaan 600, 2566 MJ Den Haag. Phone: +31 (0)70 210 00 00.

## **Social and side-events**

There will be no in-person social and side-events or exhibits. Side-events may be organized by the States, observers and non-governmental organizations in the virtual form. Virtual side-events sponsored by at least one State Party will be published in the ASP Journal. The respective organizers must convey the name of the side event, respective organizers, date and time (in the CET time zone) as well as virtual meeting credentials (meeting link) to the ASP Secretariat.

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.

## **Media**

Due to restrictions related to COVID-19 the participation of media will be limited to five participants and will be seated at the balcony.

## **Accessibility for persons with disabilities**

Attendees who require assistance or accommodation in the application of health and safety measures due to disabilities and in light of the additional restrictions and requirements relating to COVID-19 should contact the Secretariat via email at [asp@icc-cpi.int](mailto:asp@icc-cpi.int).

## **Hotels**

All participants are solely responsible for the reservations and payments of hotel rooms and, if necessary, contacting his or her Embassy for assistance. It is advisable to make reservations as soon as possible due to limited availability.

## Catering

Coffee, tea and small snacks will be available in the café space after the security filters. The café space will close at 17:00. Each participant will have a bottled water on the desk at the conference room.

## Telephone and internet facilities

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.

Free Wi-Fi will be available in the King Willem-Alexander room, and main public areas.

## Parking

The World Forum is easily accessible and has its own parking facilities. Exit cards for the garage are available through the front office of World Forum or you can pay at the payment terminals in the parking garage (payment per hour) using your debit card or credit card. Please note that it is not possible to pay with cash.

The following standard rates apply for the parking garage:

Per hour € 4,00  
From the 5th hour € 17,50  
Event ticket (max. 12 hours) € 17,50

Day ticket (13-24 hours) € 27,50 After dropping off the attendees cars may be parked in the underground garage.

Exit cards for the garage are available through the Front Office of World Forum or you can pay at the payment terminals in the parking garage (payment per hour) using your debit card or credit card. Please note that it is not possible to pay with cash.

## 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: +31(0)70-358 9999  
Hofstad Taxi: +31(0)70-346 2626

Please note that an appropriate mask or face covering that covers the nose and mouth is mandatory in taxis.

## Public transportation

The WFCC can be reached from The Hague Central Station (CS) by tram #16 direction Statenkwartier (Statenplein stop which is 9 minute walk to WFCC).

From The Hague Hollands Spoor (HS), the WFCC can be reached by tram # 1 direction Scheveningen Noord (World Forum stop which is 5 minute walk to WFCC). For further details and timetables please visit [www.htm.nl](http://www.htm.nl).

Please note that an appropriate mask or face covering that covers the nose and mouth is mandatory in all of the public transport in the Netherlands.

## **Banking and currency exchange**

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.

## **Cloakroom**

There will be unguarded cloakroom available at the World Forum Conference Center.

## **Contact information**

### **Secretariat of the Assembly of States Parties**

#### **Mailing address**

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

#### **Street address**

Oude Waalsdorperweg 10  
2597 AK The Hague  
The Netherlands

#### **Phone/Fax/Email Numbers**

Phone: +31 (0)70 799 6500  
General Email: [asp@icc-cpi.int](mailto:asp@icc-cpi.int)

Mr. Renan Villacis, Director  
Director of the Secretariat of the Assembly of States Parties  
*Secretary of the Assembly*

Ms. Christiane Bourloyannis-Vrailas  
Senior Legal Officer

Mr. Fakhri Dajani  
Executive Secretary to the Committee on Budget and Finance

Ms. Gaile Ramoutar  
Legal Officer

Mr. Aaron Matta  
Legal Officer

Mr. Woong Kyu Sung  
Special Assistant to the President

Ms. Estera Luteranová  
Special Assistant to the Director

Mr. Ricardo Izquierdo  
Associate Legal Officer

Ms. Anxhela Furreraj  
Assistant Legal Officer

## Annex I

### List of States Parties\*

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

\* As of 21 September 2020, 123 countries are States Parties to the Rome Statute of the International Criminal Court. Out of them 33 are African States, 19 are Asia-Pacific States, 18 are from Eastern Europe, 28 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: [https://treaties.un.org/Pages/ViewDetails.aspx?src=TREATY&mtdsg\\_no=XVIII-10&chapter=18&clang=en](https://treaties.un.org/Pages/ViewDetails.aspx?src=TREATY&mtdsg_no=XVIII-10&chapter=18&clang=en).

## Annex II

### Health Check

If you happen to answer ‘yes’ to any of the questions below, we kindly request you to leave/not enter the venue.

- 1) Have you experienced one or more of the following symptoms in the last 24 hours?
- 2) Do you have a house mate who currently has a fever and/or experiences respiratory related symptoms?
- 3) Have you been infected by the coronavirus and was this confirmed within the last 7 days?
- 4) Do you have a house mate/family member who has contracted the virus? Did you have any contact with him/her in the last 10 days while he/she was experiencing symptoms?
- 5) Have you been in quarantine due to the fact that you have been in contact with a person that contracted the virus?

### Health check

If you happen to answer 'yes' to any of the questions below, we kindly request you to leave/not enter the venue.

Have you experienced one or more of the following symptoms in the last 24 hours?



Coughing



Cold



Raised body temp./fever



Shortness of breath



Loss of smell and/or taste

Do you have a house mate/family member who has contracted the virus?

**10 days**

Did you have any contact with him/her in the last 10 days while he/she was experiencing symptoms?



Do you have a house mate who currently has a fever and/or experiences respiratory related symptoms?



Have you been in quarantine due to the fact that you have been in contact with a person that contracted the virus?



Have you been infected by the coronavirus and was this confirmed within the last 7 days?

