

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

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**HANDBOOK FOR PARTICIPANTS**



**Resumed eighth session:**

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United Nations Headquarters - New York  
22 to 25 March 2010

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**CONTENTS**

<b>PAGE</b>	
<b>1</b>	<b>Introduction</b>
<b>1</b>	<b>Venue and dates</b>
<b>1</b>	<b>Opening of the session</b>
<b>2</b>	<b>Checklist for States</b>
<b>2</b>	<b>Registration</b>
<b>3</b>	<b>Credentials</b>
<b>3</b>	<b>Notifications</b>
<b>4</b>	<b>Participants</b>
<b>4</b>	<b>On-line addresses for: <i>Rules of Procedure; ASP documentation</i></b>
<b>5</b>	<b>List of participants</b>
<b>5</b>	<b>Journal</b>
<b>5</b>	<b>Languages</b>
<b>5</b>	<b>Seating arrangements</b>
<b>5</b>	<b>Meetings</b>
<b>5</b>	<b>Decision-making</b>
<b>7</b>	<b>Distribution of official documents</b>
<b>7</b>	<b>Booking of meeting rooms</b>
<b>7</b>	<b>Security &amp; safety</b>
<b>7</b>	<b>Emergency and medical services</b>
<b>8</b>	<b>Social events</b>
<b>8</b>	<b>Hotels</b>
<b>8</b>	<b>Telephone and internet facilities</b>
<b>8</b>	<b>Parking</b>
<b>8</b>	<b>Taxis</b>
<b>8</b>	<b>Public transportation</b>
<b>8</b>	<b>Banking and currency exchange</b>
<b>8</b>	<b>Shops</b>
<b>9</b>	<b>Contact information</b>
<b>10</b>	<b>Annex I: List of States Parties as of 21 July 2009</b>
<b>11</b>	<b>Annex II: Visa information</b>

## **INTRODUCTION**

At its 8<sup>th</sup> plenary meeting on 26 November 2009, the Assembly of States Parties to the Rome Statute of the International Criminal Court (the Assembly) decided to hold its resumed eighth session at the United Nations Headquarters in New York for a period of three working days between 22 and 25 March 2010.

Invitations to the resumed eighth session of the Assembly were sent to States and other entities in January 2010 (Note verbale ICC-ASP/R8/SP/01).

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 sixth session, the Assembly elected H. E. Mr. Christian Wenaweser (Liechtenstein) to serve as President for the period 2008-2011.

## **VENUE AND DATES**

The resumed eighth session of the Assembly will be held between 22 and 25 March 2010 at the United Nations Headquarters, New York, United States.

## **OPENING OF THE SESSION**

The official opening of the resumption of the eighth session will take place in Conference Room 4 (TNLB) in the new conference building at the United Nations Headquarters in New York on 22 March at 10:00 hours. Participants are requested to be seated in Conference Room 4 by 9:45 hours.

### **Online documentation:**

<http://www.icc-cpi.int/Menus/ASP/Sessions/Documentation/8th+Session+Resumption.htm>

**CHECKLIST FOR STATES:**

- 1) Register each participant by using the registration form received by mail
- 2) States Parties: Submit credentials to the ASP Secretariat
- 3) Observer States: Submit a notification to the ASP Secretariat with the names of participants
- 4) Regarding attendance at the resumed eighth session, Missions must submit SG.6 forms for delegates not holding a valid UN grounds pass

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

**REGISTRATION**

All States participants will need a United Nations valid grounds pass for access to all meetings of the Assembly at the UN Headquarters. Delegations not holding a valid UN grounds pass will have to liaise through their Missions in New York. A letter signed by the Head of Chancery or Administrative Officer, containing the names of participants and the completed SG.6 forms, must be sent to the Chief of Protocol of the UN. Once the forms have been authorized by Protocol, missions are requested to deliver them to the delegates, for processing at the Pass and ID Office.

Observers from international/intergovernmental organizations will have to obtain a UN grounds pass according to established UN procedures.

All NGOs wishing to attend the resumed eighth session must submit a written request naming each of its representatives on official letterhead to the ASP Secretariat or the CICC by Friday 26 February 2010. NGO representatives who currently hold a UN grounds pass can use this pass to attend the meetings. Other NGO representatives will have to present the letter issued by the ASP Secretariat confirming their attendance to the registration desk for NGOs in the lobby at the UN Visitors' entrance.

Registration and obtainment of UN grounds passes will take place at the United Nations General Assembly Visitor's Lobby located at First Avenue and 46<sup>th</sup> street, (immediately proceeding security screening) between 9:00-16:00 hours (closed between 12:45-14:00 hours). Passes are issued upon presentation of two valid proofs of identification.

**CREDENTIALS**

**Credentials of States Parties**

Pursuant to Rule 24 of the *Rules of Procedure of the Assembly of States Parties*, the 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. 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 resumed eighth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in New York, from 22 to 25 March 2010.

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

Resumed eighth session in New York:  
 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 [...]

[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 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.

**States not having observer status**

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

**SAMPLE OF NOTIFICATION FROM OBSERVER STATES**

**[OFFICIAL LETTERHEAD]**

The Embassy/Mission of [*name of State*] presents its compliments to the Secretariat of the Assembly of States Parties and has the honour to submit the composition of the [*name of State*] delegation to the resumed eighth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in New York, from 22 to 25 March 2010,

Resumed eighth session in New York:  
 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

### 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.

The *Rules of Procedure of the Assembly of States Parties to the Rome Statute of the International Criminal Court* can be found online at:

[http://www.icc-cpi.int/library/asp/ICC-ASP-Rules\\_of\\_Procedure\\_English.pdf](http://www.icc-cpi.int/library/asp/ICC-ASP-Rules_of_Procedure_English.pdf)

[http://www.icc-cpi.int/library/asp/ICC-ASP-Rules\\_of\\_Procedure\\_French.pdf](http://www.icc-cpi.int/library/asp/ICC-ASP-Rules_of_Procedure_French.pdf)

[http://www.icc-cpi.int/library/asp/ICC-ASP-Rules\\_of\\_Procedure\\_Spanish.pdf](http://www.icc-cpi.int/library/asp/ICC-ASP-Rules_of_Procedure_Spanish.pdf)

For all ASP documentation, go to: <http://www.icc-cpi.int/Menus/ASP/Sessions/Documentation/>

## **LIST OF PARTICIPANTS**

A draft list of participants will be produced during the course of the resumed eighth session.

## **JOURNAL**

A daily programme of meetings, events, and announcements can be found in the *UN Journal* which is available online at <http://www.un.org/Docs/journal/En/lateste.pdf>

## **LANGUAGES**

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

For the Plenary and the meetings of the Working Groups, simultaneous interpretation into Arabic, Chinese, English, French, Russian and Spanish will be provided.

## **SEATING ARRANGEMENTS**

States Parties will be seated in English alphabetical order, starting with the State drawn by lot (Brazil, for the resumed eighth session). Due to the current renovations of the United Nations Headquarters, the seating arrangements will be limited compared to prior sessions. Accordingly, each State Party will be provided with two designated seats, one of which will be at a table. 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 on a regular basis and will specify conference rooms and times of meetings.

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

## **DECISION-MAKING**

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

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

As at 6 March 2010, there were 15 States in arrears.



## **DISTRIBUTION OF OFFICIAL DOCUMENTS**

A limited number of copies of documents will be provided to each delegation at the documents counter in Conference Room 4.

## **BOOKING OF MEETING ROOMS**

Rooms for meetings of regional groups and other major groupings of States should be reserved by chairpersons of those groups, and rooms for other informal meetings of States will need to be reserved by a Permanent Mission according to established UN practice.

In light of the changes resulting from the United Nations Headquarters renovations, the number of conference rooms is more limited than at prior sessions.

## **SECURITY AND SAFETY**

Delegates are reminded not to leave briefcases or any valuable items unattended in the meeting rooms. Participants are advised to carry their valuables safely, especially at railway stations and while on public transport.

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

## **EMERGENCY AND MEDICAL SERVICE**

The UN Medical Services Division provides emergency medical assistance to delegates and members of diplomatic missions to the United Nations. A medical clinic is situated in the Secretariat Building (Room S-0535) and is open from 8:30 to 18:00 hours  
Telephone: (212) 963-7090.

For emergencies within the UN, the 24-hour emergency telephone number is (212) 963-6666.

In case of an emergency outside the UN call **911**.

## **SOCIAL EVENTS**

For coordination purposes, the organisers of receptions and other protocol events should contact the Secretariat (see page 9 for contact information). Announcements about social events may be made in meetings or included in the *ASP Journal*.

## **HOTELS**

All participants are solely responsible for the reservations and payments of hotel rooms. Hotel information can be found at [www.nyc.com/hotels/](http://www.nyc.com/hotels/).

## **TELEPHONE AND INTERNET FACILITIES**

Extensions within the UN are preceded by the 963 or 367 prefixes. Direct internal calls can be made by dialling the access code “3” or “7” plus the extension. The main listed number of the UN is 1-212 963 1234. Phone booths are located in the Delegates’ Lounge or in the conference areas.

Directory information: 411 or 555-1212.

## **PARKING**

Parking for delegates at the UN should be arranged by Missions according to established UN practice. Public parking is available on 44<sup>th</sup> Street between First and Second Avenue.

## **TAXIS**

Yellow taxis are numerous everywhere and can be hailed when their (middle) light on their roofs are lit. At airports you are advised not to accept a ride from un-licensed taxis but to go to the taxi stand where you will be given an indication of the fare to your destination.

## **PUBLIC TRANSPORTATION**

The UN Headquarters is at walking distance from Grand Central Station. Prepaid transport tickets which can be used both on the bus and the subway can be bought at all subway stations. When paying in cash on the bus, one must pay the exact fare in coins only.

## **BANKING AND CURRENCY EXCHANGE**

There is a Chase Bank and cash dispenser (ATM) at 45<sup>th</sup> street and First Avenue. In the area of Grand Central station there are many currency exchange facilities. Credit cards are widely accepted.

## **SHOPS**

Many shops stay open until late. Some supermarkets stay open all night.

## CONTACT INFORMATION

### SECRETARIAT OF THE ASSEMBLY OF STATES PARTIES

<i>Mailing address:</i>	<i>Street address:</i>	<i>Phone/Fax/Email Numbers</i>	
P.O. Box 19519 2500 CM The Hague The Netherlands	Maanweg 174 2516 AB The Hague The Netherlands	Phone:	+31 (0)70 515 9806
		General Fax:	+31 (0)70 515 8376
		Fax for registration:	+31 (0)70 381 5476
		General Email:	asp@icc-cpi.int

#### *Secretariat staff:*

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Secretariat of the Assembly of State Parties  
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*Secretary of the Assembly*

Ms. Gaile Ramoutar  
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Tel: 31-70-515 9204

Ms. Esther Halm  
Associate Legal Officer  
Tel: 31-70-515 9590

Ms. Signe Lind  
Assistant Legal Officer  
Tel: 31-70-515 9546

**ANNEX I****LIST OF STATES PARTIES\***

Afghanistan	Gabon	Panama
Albania	Gambia	Paraguay
Andorra	Georgia	Peru
Antigua and Barbuda	Germany	Poland
Argentina	Ghana	Portugal
Australia	Greece	
Austria	Guinea	Republic of Korea
	Guyana	Romania
Barbados		
Belgium	Honduras	Saint Kitts and Nevis
Belize	Hungary	Saint Vincent and the Grenadines
Benin		Samoa
Bolivia (Plurinational State of).	Iceland	San Marino
Bosnia and Herzegovina	Ireland	Senegal
Botswana	Italy	Serbia
Brazil		Sierra Leone
Bulgaria	Japan	Slovakia
Burkina Faso	Jordan	Slovenia
Burundi		South Africa
	Kenya	Spain
Cambodia		Surinam
Canada	Latvia	Sweden
Central African Republic	Lesotho	Switzerland
Chad	Liberia	
Chile	Liechtenstein	Tajikistan
Colombia	Lithuania	The Former Yugoslav Republic of Macedonia
Comoros	Luxembourg	Timor-Leste
Congo		Trinidad and Tobago
Cook Islands	Madagascar	
Costa Rica	Malawi	Uganda
Croatia	Mali	United Kingdom of Britain and Northern Ireland
Cyprus	Malta	United Republic of Tanzania
Czech Republic	Marshall Islands	Uruguay
	Mauritius	
Democratic Republic of the Congo	Mexico	
Denmark	Mongolia	Venezuela (Bolivarian Republic of)
Djibouti	Montenegro	
Dominica		Zambia
Dominican Republic	Namibia	
	Nauru	
Ecuador	Netherlands	
Estonia	New Zealand	
	Niger	
Fiji	Nigeria	
Finland	Norway	
France		

\* As of 21 July 2009, 110 countries are States Parties to the Rome Statute of the International Criminal Court. Out of them 30 are [African States](#), 14 are [Asian States](#), 17 are from [Eastern Europe](#), 24 are from [Latin America and the Caribbean](#), and 25 are from [Western Europe and other States](#).

## **ANNEX II**

### **VISA INFORMATION**

For visa to the United States, States should follow UN procedure.