

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

---

**HANDBOOK FOR PARTICIPANTS**



**Fifth session:**

---

World Forum Convention Center - The Hague  
23 November to 1 December 2006

---

**Resumed fifth session:**

---

United Nations Headquarters - New York  
29-31 January 2007

---

**CONTENTS**

PAGE	
1	<b>Introduction</b>
1	<b>Venue and dates</b>
1	<b>Opening of the session</b>
2	<b>Checklist for States</b>
2	<b>Registration</b>
3	<b>Credentials</b>
3	<b>Notifications</b>
4	<b>Participants</b>
4	<b>On-line addresses for: <i>Rules of Procedure; ASP documentation</i></b>
5	<b>List of participants</b>
5	<b>Journal</b>
5	<b>Languages</b>
5	<b>Seating arrangements</b>
5	<b>Meetings</b>
5	<b>Decision-making</b>
6	<b>Elections</b>
6	<b>Statements</b>
7	<b>Distribution of official documents</b>
7	<b>Booking of meeting rooms</b>
7	<b>Security &amp; safety</b>
7	<b>Emergency and medical services</b>
8	<b>Social events</b>
8	<b>Hotels</b>
8	<b>Catering</b>
8	<b>Telephone and internet facilities</b>
9	<b>Postal services</b>
9	<b>Parking</b>
9	<b>Taxis</b>
9	<b>Public transportation</b>
10	<b>Banking and currency exchange</b>
10	<b>Shops</b>
10	<b>Cloakroom</b>
11	<b>Contact information</b>
12	<b>Annex I: List of States Parties as of 1 October 2006</b>
13	<b>Annex II: Visa information</b>
14	<b>Online addresses: <i>NL MFA visa information; list of Dutch consulates</i></b>
15	<b>Annex III: Traveling by Public Transport in The Hague and Environs</b>

## INTRODUCTION

At its 4th meeting, on 3 December 2005, the Assembly of States Parties to the Rome Statute of the International Criminal Court (the Assembly) decided to convene its fifth session in The Hague in November/December 2006, and to have a resumed fifth session\* in New York, with both exact dates to be determined by the Bureau of the Assembly. The Bureau decided that the fifth session in The Hague would be held from 23 to 25 November and 27 November to 1 December 2006, and the resumed fifth session in New York from 29 to 31 January 2007.

Invitations to the fifth session of the Assembly were sent to States and other entities in February and March 2006. The provisional agenda and registration forms were distributed at the end of September.

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 fourth session, the Assembly elected H. E. Mr. Bruno Stagno Ugarte (Costa Rica) to serve as President for the period 2005-2008. The Assembly also elected Vice-Presidents and other Members of the Bureau (see <http://www.icc-cpi.int/asp/aspbureau.html>).

## VENUE AND DATES

### THE HAGUE

The fifth session of the Assembly will be held from 23 November – 1 December 2006 in the World Forum Convention Center (WFCC), Churchillplein 10, The Hague (Den Haag), the Netherlands.

### NEW YORK

The resumed fifth session of the Assembly will be held on 29 – 31 January 2007 at United Nations Headquarters, First Avenue and 42<sup>nd</sup> Street, New York, United States.

## OPENING OF THE SESSION

### THE HAGUE

The official opening of the fifth session will take place in the World Forum Theater at the World Forum Convention Center on 23 November 2006 at 10:00 hours. Participants are requested to be seated in the World Forum Theater by 09:45 hours.

### NEW YORK

The official opening of the resumed fifth session will take place in Conference Room 4 at United Nations Headquarters in New York on 29 January at 10:00 hours. Participants are requested to be seated in Conference Room 4 by 09:45 hours.

\*Special Working Group on the Crime of Aggression

Online documentation: [http://www.icc-cpi.int/asp/documentation/doc\\_5thsession.html](http://www.icc-cpi.int/asp/documentation/doc_5thsession.html)

**CHECKLIST FOR STATES:**

- 1) Register each participant by using the registration form received by mail
- 2) States Parties: Submit credentials to the ASP Secretariat of the Assembly of States Parties
- 3) Observer States: Submit a notification to the ASP Secretariat with the names of participants
- 4) Regarding attendance at the resumed fifth 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**

**THE HAGUE**

All States participants are advised that they will be admitted to the conference only upon presentation of a Conference pass with a photograph. Registration forms were distributed to States and observers by mail and will be made available on the Court’s website.

NGOs wishing to attend the fifth session must submit a written request naming each of its representatives on official letterhead to the ASP Secretariat or to the Coalition for an International Criminal Court (CICC) by 6 November 2006. NGO representatives will have to present the letter issued by the ASP Secretariat, confirming their eligibility to attend the fifth session, to the registration desk to obtain a Conference pass.

The on-site registration of participants will start at the World Forum Convention Center on Wednesday, 22 November from 11:00 to 21:00 hours and from 23 November through 1 December from 08:00 to 17:00 hours. Conference passes will be issued upon presentation of valid identification, preferably a passport.

For participants who arrive early in The Hague or who are based in The Hague, **pre-registration** will be possible at the International Criminal Court at Maanweg 174, The Hague on Monday, 20 November and Tuesday 21 November from 14:00 – 18:00 hours.

**NEW YORK**

All States participants will need a United Nations valid grounds pass for access to all meetings of the Assembly at 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 fifth session must submit a written request naming each of its representatives on official letterhead to the ASP Secretariat or the CICC by 1 December 2006. 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.

UN grounds passes can be obtained at the UN Pass and ID office, located at the corner of 45<sup>th</sup> and 1<sup>st</sup> Avenue, 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 24 hours 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 [*fifth session*] [*fifth session and resumed fifth session*] of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in [*The Hague and/or New York*], from [*dates from the fifth, and/or resumed fifth session*],

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 [*fifth session*] [*fifth session and resumed fifth session*] of the Assembly of States Parties to the Rome Statute of the International Criminal Court:

Fifth session in The Hague:

Representative (one): [name and title]  
 Alternate(s): [name(s) and title(s)]  
 Adviser(s): [name(s) and title(s)]

Resumed fifth 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 honor to submit the composition of the [*name of State*] delegation to the [*fifth session*] [*fifth session and resumed fifth session*] of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in [*The Hague and/ or New York*], from [*dates from the fifth, and/or the resumed fifth session*],

Fifth session in The Hague:

Representative (one): [name and title]  
 Alternate(s): [name(s) and title(s)]  
 Adviser(s): [name(s) and title(s)]

Resumed fifth 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/asp/documentation/doc\\_5thsession.html](http://www.icc-cpi.int/asp/documentation/doc_5thsession.html)

## **LIST OF PARTICIPANTS**

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

## **JOURNAL**

### **THE HAGUE**

A daily programme of meetings, events, and announcements will be available at the Registration Desk and at the Documentation Counter.

### **NEW YORK**

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 (Serbia, for the fifth session). Four designated seats, two of 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 printed in the *Conference Journal*, which will be issued on a daily 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; 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 112.8 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.”

## **ELECTIONS**

At its resumed fifth session in New York, the Assembly shall proceed with the second election of the members of the Board of Directors of the Trust Fund for Victims. Information on the nominations can be found at: <http://www.icc-cpi.int/asp/elections.html>.

## **STATEMENTS**

Representatives wishing to circulate statements to all participants are requested to provide 250 copies to the Meeting Room Attendant, who will be located in the front of the meeting room. Alternatively, representatives who do not wish to have their statements circulated but would still wish to help ensure that the impact of their words is equally strong in all languages, are requested to read at a reasonable speed and to hand in 14 copies of the statement for distribution to the President, Rapporteur, Secretariat, and interpreters. In either case, copies of statements should be delivered to the Meeting Room Attendant before the speaker takes the floor, preferably at the start of the meeting, to allow sufficient time for distribution of statements to the interpreters. Conference participants are reminded that the Secretariat will not be in a position to offer reproduction services for such texts.

If written texts are provided in more than one official language, delegations should indicate clearly which of those texts is to be accepted as the official text. Furthermore, delegates should specify whether that official text will be read out as written or if it should be checked against delivery, in which case the words “check against delivery” should be clearly indicated on the top right corner of the first page.

Other written statements submitted by the designated representatives of entities, intergovernmental organizations and other entities that have received a standing invitation from the General Assembly of the United Nations, regional intergovernmental organizations or other accredited international bodies and non-governmental organizations shall be made available by the ASP Secretariat to representatives of the States Parties and Observer States in the quantities and in the language or languages in which the statements are made available to it, provided that a statement submitted on behalf of non-governmental organization is related to the work of the Assembly and is on a subject in which the organization has a special competence. Written statements shall not be reproduced at the expense of the Assembly and shall not be issued as official documents.

## **DISTRIBUTION OF OFFICIAL DOCUMENTS**

### **THE HAGUE**

One set of documents will be provided to each delegation in the World Forum Theater. Additional documents may be obtained from the documentation counter in the Asia Room across from the main entrance of the World Forum Theater.

### **NEW YORK**

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**

### **THE HAGUE**

Rooms for meetings, including those of regional groups or other informal meetings of States, may be reserved on a first-come, first-serve basis by contacting the ASP Secretariat.

### **NEW YORK**

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.

## **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 HAGUE**

Should medical first aid be required, security personnel may be contacted (extension 8484). 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.

For participants with a non-acute medical problem that really needs attention and who have no embassy or mother-organisation in the Netherlands, the Court's doctor can be contacted via the States Registration Desk.

Nearest hospital:

Red Cross Hospital (Rode Kruis Ziekenhuis) Sportlaan 600, 2566 MJ Den Haag. Phone: 070 312-6200/361-4761.

### **NEW YORK**

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 Conference Services and Protocol Officer (see page 11 for contact information). Announcements about social events may be made in meetings or published in the *Journal*.

## **HOTELS**

### **THE HAGUE**

All participants are solely responsible for the reservations and payments of hotel rooms. Hotel information can be found at [www.denhaag.com/tourism/gb/](http://www.denhaag.com/tourism/gb/). It is advisable to make reservations as soon as possible due to limited availability.

### **NEW YORK**

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/).

## **CATERING**

### **THE HAGUE**

Lunches will be available in the conference cafeteria at the World Forum Convention Center between 12:00 and 14:30 hours. A coffee corner will be located in the Oceania Foyer. In addition, the World Forum Convention Center has a café and restaurant on either side of the main reception area.

### **NEW YORK**

Breakfast, lunch and dinner will be available in the UN cafeteria on the first floor from 8:00 to 20:30 hours. The Austria (Vienna) Cafe in the basement offers beverages and snacks from 9:00 - 18:00 hours. The delegates' lounge on the second floor has a snack bar which is open from 10:00-17:00 hours. The delegates dining room requires reservation (963.7625/7626).

## **TELEPHONE AND INTERNET FACILITIES**

### **THE HAGUE**

Telephone booths can be found in the lobby. Telephone cards may be purchased from the Reception Desk for five Euros or ten Euros each. 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.

Directory assistance for numbers within the Netherlands: 0900 8008. For international numbers: 0900 8418.

An internet café for participants will be located in the Oceania Foyer.

### **NEW YORK**

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.

Computers with internet access for state delegations can be found in the Delegates' Lounge and in the First Basement of the Secretariat Building.

## POSTAL SERVICES

### THE HAGUE

Stamps can be bought at the information desk at the World Forum Convention Center. A mailbox can be found next to the paid cloak room, at the right, when entering the WFCC.

### NEW YORK

A sub-branch of the United States Post Office is located on the concourse level in room S-B1-26 (ext. 3.7353) and is open from 9:00-17:30 hours.

## PARKING

### THE HAGUE

Paid parking is available in the underground garage at the WFCC. Day tickets (€10, including VAT) may be purchased at the main reception desk.

### NEW YORK

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

## TAXIS

### THE HAGUE

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: 070-358 9999  
Hofstad Taxi: 070-346 2626

### NEW YORK

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 unlicensed taxis but to go to the taxi stand where you will be given an indication of the fare to your destination.

## PUBLIC TRANSPORTATION

### THE HAGUE

The WFCC can be reached by trams #1, #10 (limited hours) or #17, and by bus #14. Transport tickets (strippenkaarten) valid for trams and buses can be purchased from the main reception desk, or from tobacco shops, newsstands, train stations, post offices or transport kiosks. (Tickets bought directly from the driver cost up to 40% more per ride.) With pre-purchased strippenkaarten, a single journey within one zone costs 2 strips (€1.60), two zones cost 3 strips (€2,40). Strippenkaarten of 15 strips or 45 strips, are more economical per ride. Once on board, the driver can determine the amount of strips needed per individual ride. (See Annex III for additional information.)

### NEW YORK

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**

### **THE HAGUE**

There is a cash dispenser to the left of the main entrance at the WFCC. 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. Smaller shops, however, may only accept cash.

### **NEW YORK**

There is a Chase Bank and cash dispenser (ATM) in the UN Secretariat Building on the fourth floor. The bank is open from 9:00-16:00 hours. An additional ATM machine can be found on the first floor. In the area of Grand Central station there are many currency exchange facilities. Credit cards are widely accepted.

## **SHOPS**

### **THE HAGUE**

Some small shops are open on week days from 9:00 hours until 18:00 hours, with larger shops opening at 10:00. Bakeries open earlier. On Thursday evenings, large stores stay open until 21:00 hours. On Sundays, the large stores in the city center are open, but not until 12:00 hours (noon).

### **NEW YORK**

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

## **CLOAKROOM**

### **THE HAGUE**

Coat racks will be located at the entrance of the Conference area upon entering through the metal detectors, to the left.

### **NEW YORK**

A cloakroom is available to delegates in the General Assembly building, to the left of the Delegates entrance on the first floor, from 9:00-19:00 hours. The UN does not accept responsibility for valuables and documentation left in cloakrooms.

## 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	Maanweg 174	Phone:	+31 (0)70 515 8097
2500 CM The Hague	2516 AB The Hague	General Fax:	+31 (0)70 515 8376
The Netherlands	The Netherlands	Fax for registration:	+31 (0)70 381 5476
		General Email:	asp@asp.icc-cpi.int

#### ***Relevant Secretariat staff:***

Mr Renan Villacis, Director *ad interim*,  
 Secretariat of the Assembly of State Parties  
 Tel: 31-70-515 8097 (Ms Malika Lazaar, assistant)  
*Secretary of the Assembly*

Ms Gabriela Murino  
 Conference Services and Protocol Officer  
*Conference coordination, language services, documentation control, social events*  
 Tel: 31-70-515 8419

Legal Officer [under recruitment]  
*Credentials, elections*  
 Tel: 31-70-515 8536

Ms Sylvia Toone  
 Conference Officer  
*Registration, list of participants, NGO liaison, LDC Trust Fund liaison, other developing States liaison*  
 Tel: 31-70-515 9592

Ms Milcah Mbindyo  
 Meetings Services and Administrative Assistant  
*Journal, meeting room services, reservation of meeting rooms*  
 Tel: 31-70-515 8466

**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	Iceland	San Marino
Bosnia and Herzegovina	Ireland	Senegal
Botswana	Italy	Serbia
Brazil		Sierra Leone
Bulgaria	Jordan	Slovakia
Burkina Faso		Slovenia
Burundi	Kenya	South Africa
		Spain
Cambodia		Sweden
Canada	Latvia	Switzerland
Central African Republic	Lesotho	
Colombia	Liberia	Tajikistan
Comoros	Liechtenstein	The Former Yugoslav Republic of Macedonia
Congo	Lithuania	Timor-Leste
Costa Rica	Luxembourg	Trinidad and Tobago
Croatia		
Cyprus	Malawi	
	Mali	Uganda
Democratic Republic of the Congo	Malta	United Kingdom of Britain and Northern Ireland
Denmark	Marshall Islands	United Republic of Tanzania
Djibouti	Mauritius	Uruguay
Dominica	Mexico	
Dominican Republic	Mongolia	
		Venezuela (Bolivarian Republic of)
Ecuador	Namibia	
Estonia	Nauru	Zambia
	Netherlands	
Fiji	New Zealand	
Finland	Niger	
France	Nigeria	
	Norway	

\* As of 1 October 2006, 100 countries were States Parties to the Rome Statute of the International Criminal Court. Out of them 27 were African States, 12 were Asian States, 15 were from Eastern Europe, 21 were from Latin America and the Caribbean, and 25 were from Western Europe and other States. On 18 August 2006, Comoros (African States) deposited its instrument of ratification with the Secretary-General of the United Nations. On 22 August 2006, Saint Kitts and Nevis (Latin America and the Caribbean) deposited its instrument of accession with the Secretary General of the United Nations. The Statute will enter into force for these new States Parties on the first day of the month after the 60th day following the deposit of the instrument of ratification /accession. This will bring the total number of States Parties to 102 on 1 November 2006.

## ANNEX II

### VISAS FOR THE NETHERLANDS

Members of delegations, representatives of international organizations, non-governmental organizations, and the media are responsible for obtaining an appropriate visa entry into the Netherlands if they need one. Visas may be applied for at a diplomatic or consular mission of the Netherlands in the delegates' country of residence, preferably three weeks in advance. Visas will be issued free of charge. Applicants should provide the letter of invitation from the Secretariat of the Assembly. In case of a country where the Netherlands does not have a consular mission, delegates may obtain a visa from the mission of another Schengen country that is responsible for issuing visas on behalf of the Netherlands. The Schengen countries are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, and Sweden.

Participants from the following countries **do** have to apply for a visa:

Afghanistan, Albania\*, Algeria, Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belize, Benin, Bhutan, Bosnia and Herzegovina, Botswana, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad\*, China, Colombia, Comoros, Congo, Cook Islands, Côte d'Ivoire, Cuba, Democratic Republic of the Congo, Democratic People's Republic of Korea, Djibouti, Dominica, Dominican Republic, Ecuador\*\*, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guinea, Guinea-Bissau, Guyana, Haiti, India, Indonesia\*\*, Islamic Republic of Iran, Iraq, Jamaica\*\*, Jordan, Kazakhstan, Kenya, Kiribati, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Lebanon, Lesotho, Liberia, Libyan Arab Jamahiriya, Madagascar, Malawi\*\*, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia, Mongolia, Morocco\*\*, Mozambique, Myanmar, Namibia, Nauru, Nepal, Niger, Nigeria, Oman, Pakistan\*, Palau, Papua New Guinea, Peru\*\*, Philippines, Qatar, Republic of Moldova, Russian Federation, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Sao Tome and Principe, Saudi Arabia, Senegal, Serbia, Senegal\*, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Africa, Sri Lanka, Sudan, Suriname, Swaziland, Syria, Tajikistan, Tanzania, Thailand\*\*, The former Yugoslav Republic of Macedonia\*, Timor-Leste, Togo, Tonga, Trinidad and Tobago, Tunisia\*\*, Turkey\*\*, Turkmenistan, Tuvalu, Uganda, Ukraine, United Arab Emirates, Uzbekistan, Vanuatu, Viet Nam, Yemen, Zambia, Zimbabwe.

*Countries marked \*:* holders of diplomatic passports are exempt from visa requirements.

*Countries marked \*\*:* holders of diplomatic, official, and service passports are exempt from visa requirements

Participants from member States of the European Union and Schengen countries as well as the following countries **do not** require a visa for entry into the Netherlands:

Andorra, Argentina, Australia, Bolivia, Brazil, Brunei Darussalam, Bulgaria, Canada, Chile, Costa Rica, Croatia, Cyprus\*, Czech Republic, El Salvador, Estonia, Guatemala, Holy See, Honduras, Hungary, Israel, Japan, Latvia, Liechtenstein, Lithuania, Malaysia, Malta, Mexico, Monaco, New Zealand, Nicaragua, Panama, Paraguay, Poland, Republic of Korea, Romania, San Marino, Singapore, Slovakia, Slovenia, Switzerland, United States of America, Uruguay, Venezuela.

\* A visa is required of anyone holding a certificate of identity issued by the Government of Cyprus

**For visa forms, please visit the following website:**

[www.minbuza.nl/en/welcome/comingtoNL,visas\\_x\\_consular\\_services/index.html](http://www.minbuza.nl/en/welcome/comingtoNL,visas_x_consular_services/index.html)

**For a list of Dutch consulates, please visit:**

<http://www.minbuza.nl/en/home> (click on Missions)

- - - 0 - - -

## ANNEX III

### **Public Transport in The Hague**

The public transport network (*HTM*) of trams and buses in the Netherlands is divided into zones. The number of zones your trip will cross are indicated on the HTM *lijnenkaart* (bus/tram line map) posted at most stops, or in HTM timetables available at major train stations.

A *strippenkaart* is a ticket that is valid on any bus, tram, or metro throughout the Netherlands (regardless of where you purchase it), and on some trains (for instance, your HTM bus/tram ticket is good on trains between The Hague Central Station and Voorburg Station). To validate the *strippenkaart* for your journey, you must stamp it (or have it stamped by the driver) in the bus or tram. The number of strips you need to stamp for your journey is usually equal to the number of zones your trip will cross, **plus** one strip, for the basic rate. Within the valid time period of your stamped strips, you are entitled to unlimited travel within the zones you are stamped for.

#### **Ticket Prices (as of 1 January 2006)**

2 strippenkaart ticket	Euro 1.60	
3 strippenkaart ticket	Euro 2.40	
8 strippenkaart ticket	Euro 6.40	
15 strippenkaart ticket	Euro 6.70	(This ticket can be purchased at the WFCC Registration Desk)
45 strippenkaart ticket	Euro 19.80	



## Travelling by public transport in The Hague and the Haaglanden Region

### Routes and timetables

Public transport in the Haaglanden region is provided by HTM (HTM Personenvervoer nv). Our buses, trams and RandstadRail can take you almost anywhere you want to go in the Haaglanden region, which embraces The Hague, Delft, Rijswijk, Voorburg, Leidschendam, Nootdorp, Wateringen and Zoetermeer.

Via our website [www.htm.net](http://www.htm.net) the *Lijnnetkaart* (route map) provides a good overview of all our routes. It also shows street names and public and touristic locations. You can easily find your destination by searching for a particular street or location in our route map; you can also see an overview of all public transport in the vicinity of your destination. The various lines and stops in the map are clickable and will put you through to the timetables. You can also search our timetable database directly from the homepage of this website. The tables are available for each line individually, sortable by destination and stops. First, choose the route and your preferred destination. You will then be taken to a page where you can choose between planning a route (from a to b, on one bus or one tram line) or consulting the timetables or route lists.

### Tickets: Zones and *strippen*

For pricing purposes, the Netherlands is divided into zones for travel by bus or tram. The Hague and Haaglanden region is also divided in this way. The HTM zonemap shows how many zones a trip will cross (you find the zonemap on our website in the English section; also an overview of all zones is presented in all bus- and tramstops).

To travel by bus or tram, you can choose from various types of tickets. The *strippenkaart* (literally 'ticket of strips') is the most well known. This long, narrow ticket is divided into segments known as *strippen*.

You decide beforehand how many zones your trip will cross and then count off the required number of *strippen* on your ticket. Each zone costs one *strip* and there is a starting fee of one *strip*. You therefore add one *strip* to the total to arrive at the number of *strippen* your trip requires. On HTM buses, the driver can stamp your *strippenkaart* for you. Just tell him or her your destination or the number of zones you want to cross. When you board a tram, you can either stamp your *strippenkaart* yourself with the stamping machine or ask the driver to stamp it for you. To use the stamping machine, count the correct number of *strippen*, fold your ticket at the bottom of the correct *strip*, and then insert the card with the fold forwards into the stamping machine until you hear a click. It is possible for more than one person to travel on the same *strippenkaart*. All you have to do is stamp the correct number of *strippen* for each person. For example, if you and a friend are going to cross two zones, stamp the last one of three *strippen* for yourself and then do the same for your friend.

### Boarding, alighting and changing vehicles

Please board our buses only via the front door. Hand your ticket to the driver to stamp or show him or her your valid, stamped *strippenkaart* or your season ticket. Each time you change to another bus (or tram), you must show your ticket again. When you wish to alight from a bus, you must use one of the side or rear doors. You may board (with a valid ticket!) or alight from our trams via any of the doors. To let the driver know that you want the bus or tram to stop at the next stop so that you can get off, press one of the 'stop' buttons in the vehicle. A red light will come on to confirm your request. At the stop, the bus driver will open the doors. Remember, though, that if you want to alight from a tram, you will have to press one of the 'open' buttons beside the doors.



HTM has five simple rules that apply to all our buses, trams and RandstadRail: no smoking, no eating, no drinking, no vandalism and – for your own safety – no speaking to the driver while the vehicle is in motion.

## • Lost & found

Left something behind on a tram or bus? Don't worry: our personnel check their vehicle after every trip. In most cases, they retrieve forgotten objects and deliver them to HTM Klantenservice. You can contact HTM Klantenservice on the following business day (Monday to Friday, 11.00 to 17.00) at (070) 38 48 203. If you lose something on a Friday, Saturday or Sunday, please contact HTM Klantenservice on the following Monday.

## • Where to buy tickets

*Strippenkaarten* and other tickets can be bought from: HTM Klantenservice (shop), Wagenstraat 35 (centre of The Hague)

HTM Klantenservice (ticket office),  
Station Den Haag Centraal

HTM Klantenservice (ticket office),  
Station Hollands Spoor

## Validity of tickets

*Strippenkaarten* and season tickets are valid throughout the Netherlands. A *strippenkaart* entitles you to use any transport company (except the Nederlandse Spoorwegen\*) that operates within the zones you wish to travel through. If you stamp your *strippenkaart* for one, two or three zones, it is valid for 60 minutes; if you stamp it for four, five or six zones, it is valid for 90 minutes. You may change as many times as you wish to other trams or buses, provided that your ticket is still valid. If for some reason your journey will take longer or cross more zones, you will need to stamp additional *strippen*.

\* (For the trains of NS (Nederlandse Spoorwegen) there is an exception to the rule. It is possible to travel by train with a *strippenkaart*, but only from station to station within The Hague).

## Service, safety and ticket inspection

Apart from the tram or bus driver, you may also encounter other HTM staff while you are travelling. These service and ticket inspection staff are there to serve travellers and to ensure safety during the trip. Service staff can be found on all HTM's buses and trams. They are there to provide information and to lend a helping hand to passengers boarding or alighting from the vehicle. They also accompany children to school and assist during major events. These staff are also regularly on patrol at the stops at Station Den Haag Centraal, Station Hollands Spoor and certain stops in the city centre. At these stops, the inspectors might ask to see your ticket before you board a bus or tram. You must be in possession of a valid ticket in all HTM vehicles and at the security stops. If you cannot produce a valid ticket, you will be fined € 37.40. In some instances, however, an inspector might give you the opportunity to buy a € 20 'control ticket' instead of paying the fine.

## Trams and buses with destination World Forum:

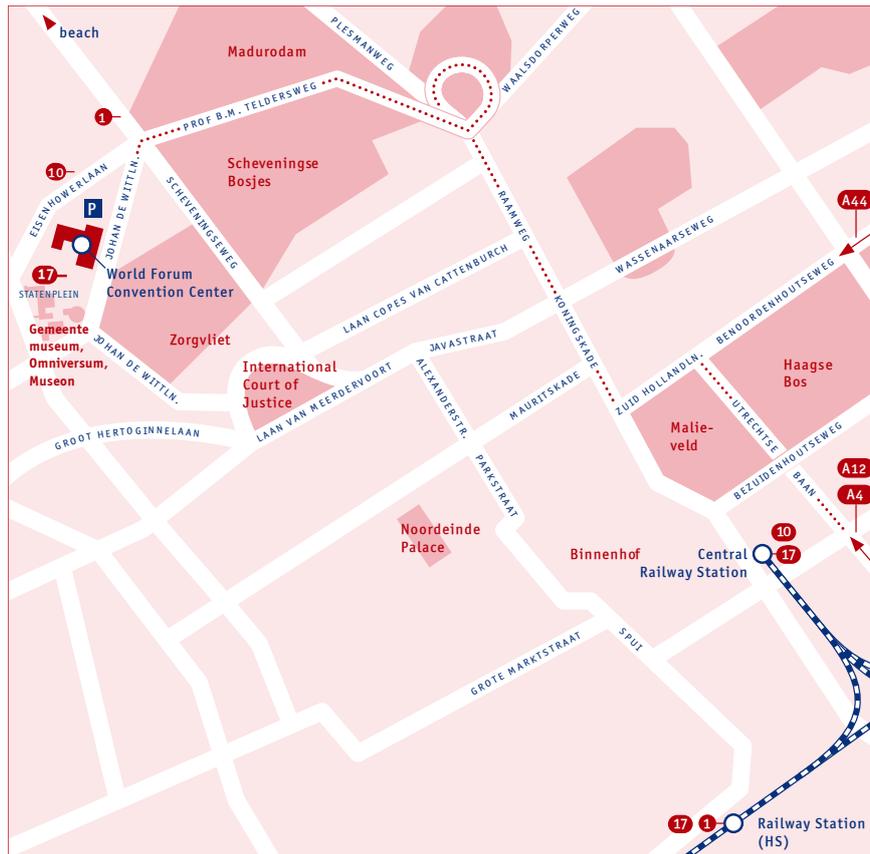
**Tram 17** – alight at stop Statenplein – 5 min. walk (tram 17 also stops at station Den Haag Centraal and station Hollands Spoor).

**Tram 1** – alight at stop World Forum (Nederlands Congres Centrum) – 5 min. walk (tram 1 also stops at station Hollands Spoor).

**Bus 14** – alight at stop World Forum (Nederlands Congres Centrum) – 2 min. walk (bus 14 has no stops at trainstations in The Hague).

**HTM wishes you a pleasant stay in The Hague.**

# ROUTE DESCRIPTION



## By public transport

### From The Hague Central Station (CS)

Take tram #17 and get off at the Statenplein stop or take tram #10 and get off at the World Forum stop.  
Note: Tram 10 only operates on working days during rush-hour from 7.00 until 9.00 hrs and from 15.30 until 18.30 hrs.

### From The Hague Hollands Spoor (HS)

Take tram #17 and get off at the Statenplein stop or take tram #1 and get off at the World Forum stop.

## By car

### From Utrecht/Amsterdam

Follow the A12 to Den Haag. The A12 changes to the Utrechtsebaan. At the end, turn left at the traffic lights to the Zuid Hollandlaan. Turn right at the next traffic lights to the Koningskade, which changes to the Raamweg. After passing under the fly-over immediately take the first right. Follow the bend to the Hubertus viaduct and continue straight along the Prof. B.M. Teldersweg which changes to the Johan de Wittlaan. Follow the signs to World Forum Convention Center.

### From Amsterdam/Leiden

Follow the A44, in the direction of Centrum Den Haag/Scheveningen. The A44 changes successively to the N44, the Benoordenhoutseweg and the Zuid Hollandlaan. Further, as mentioned above.

### From Rotterdam

Coming from the A13, follow at traffic intersection Ypenburg the signs in the direction of Amsterdam (=A4). At the Prins Clausplein follow the signs Den Haag/Voorburg. Pass over the viaduct, follow the signs to Den Haag and continue on the Utrechtsebaan. Further, as mentioned above.

## Parking facilities

World Forum Convention Center has a private underground car park.

