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SECRETARIAT OF THE ASSEMBLY OF STATES PARTIES

Commemoration of the twenty-fifth anniversary of the adoption of the Rome Statute of the International Criminal Court

Trusteeship Council Chamber, United Nations Headquarters, New York

17 July 2023

Information sheet

VENUE AND DATES

17 July 2023: 10:00 to 13:00 and 15:00 to 17:00
Trusteeship Council Chamber, United Nations Headquarters (UNHQ), New York

ACCESS AND REGISTRATION

For States representatives, there is no registration required. The Trusteeship Council Chamber is accessible with a valid United Nations (UN) grounds pass.

Delegates not holding a valid UN grounds pass are advised to liaise through their permanent missions in New York. A letter stamped and signed by the Head of Chancery or Administrative Officer containing the names of the official representatives of the States must be sent to the Chief of Protocol of the United Nations, followed by online application of UN grounds pass via the “eRegistration” system available at the eDelegate Portal (<https://edelegate.un.int/>). Once the online applications have been approved by the UN Protocol and Liaison Service, approval emails for each delegate will be sent to the permanent missions. Please be reminded that hard copies of the approval emails must be presented to the United Nations Pass and ID Office for issuance of the grounds passes.

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

All non-governmental organizations wishing to attend the twenty-fifth anniversary commemoration event must liaise directly with the Coalition for the International Criminal Court (CICC). Participants from non-governmental organizations who do not hold the UN grounds passes will be issued “Special Event ticket” (SET) day passes by the United Nations Department of Safety and Security (UNDSS).

The SET day passes will be distributed on 17 July 2023 as of 09:15 in front of the UN visitors’ entrance (located on First Avenue between 45th and 46th Street) where the SET day pass holders will have to enter the building. Organizing staff will hold a sign indicating “ICC” and will hand over badge upon presentation of a valid photo ID. SET day pass holders will then have to proceed through security filters in order to enter. All SET day pass holders should bring a valid photo ID and should not carry any luggage.

All guests with the SET day passes can enter/exit the Trusteeship Council Chamber via the third floor and walk down onto the main floor. Unfortunately, attendees with the SET day passes will not have access to other areas of the UNHQ due to the large number of special guests at the Headquarters for the High Level Political Forum taking place simultaneously.

SEATING ARRANGEMENTS

Delegations will be seated in two groups: States Parties and Observer States. Invited States who will attend the commemorative event will be assigned a seat in the conference room. In accordance with the drawing of lots conducted by the President of the Assembly on 7 September 2022, the first State Party to occupy the seat in the first row is Lithuania; the other States Parties follow in alphabetical order. Observer States will be seated in alphabetical order.

Each State Party and Observer State will have one seat at the table with a microphone and one seat behind.

International/intergovernmental organizations will be seated in the designated areas.

Non-governmental organizations will have a designated seat with a microphone. Other participants from non-governmental organizations will be seated in the gallery area.

INTERPRETATION

Simultaneous interpretation into Arabic, English, French and Spanish will be provided.

Language interpretation from any other language would have to be provided by the respective Permanent Mission in consultation with the United Nations Secretariat (United Nations Department for General Assembly and Conference Management).

MINISTERIAL ROUND TABLE

All speakers during the Ministerial Round Table would speak from the respective national seat. Given the large number of speakers who have registered, the time limit for all interventions, both at the Opening Ceremony and at the Ministerial Round Table, need to be strictly limited to **three to five minutes** maximum to give the opportunity to all of them to participate.

Speakers that wish to deliver more comprehensive statements are encouraged to provide them in writing to the Secretariat to be posted at the dedicated webpage of the Assembly of States Parties.

Similarly, Ministerial level representatives who wish to participate in the Round Table but are unable to attend in person are also encouraged to submit written statements instead. Their participation in writing will be publicly announced during the ceremony.

The written statements may be submitted to the Secretariat in advance via e-mail in Word and pdf format to asp@icc-cpi.int.

STATEMENTS

The Secretariat will apply a paperless-approach. Written statements will not be distributed in the conference room. Delegations and participants are requested to provide to the Secretariat digital versions of their statements, preferably in advance of the meeting to asp@icc-cpi.int.

Speakers are requested to submit a copy of their statements in one or more of the working languages of the Assembly (Arabic, English, French, Spanish) via email to asp@icc-cpi.int prior to the event to

facilitate interpretation. In the absence of a digital copy, speakers are requested to provide 20 copies of their statements, as early as possible in advance of delivery.

Statements received by the Secretariat will be published after delivery in the language received by the Secretariat on the Assembly website.

MEDIA

The Trusteeship Council Chamber has designated spaces for media. Media can apply for accreditation via the United Nations Media Accreditation and Liaison Unit by following instructions [here](#). Alternatively, permanent missions can request temporary media passes through the e-Registration system on the eDelegate portal.

WEBCAST

The commemorative event will be webcast via the [UN Web TV](#).

FURTHER INFORMATION

Further information regarding the commemoration of the twenty-fifth anniversary of the adoption of the Rome Statute, including updated documents can be found [here](#).

Additional queries may be sent to: asp@icc-cpi.int.
