

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

HANDBOOK FOR PARTICIPANTS

9 July 2026



**SPECIAL SESSION ON DISCIPLINARY PROCEEDINGS
INVOLVING AN ELECTED OFFICIAL**

United Nations Headquarters – New York

24 July 2026

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Prepared by the Secretariat of the Assembly of States Parties, 9 July 2026.

Introduction

At its fifteenth meeting, held on 8 June 2026, the Bureau took a decision concerning the outcome of disciplinary proceedings involving an elected official of the International Criminal Court. At its sixteenth meeting, held on 17 June 2026, the Bureau decided, pursuant to rule 8 of the Rules of Procedure of the Assembly of States Parties, to convene a special session of the Assembly of States Parties (“the Assembly”) on disciplinary proceedings involving an elected official on 24 July 2026, at the United Nations Headquarters, New York.

Invitations to the special session of the Assembly were sent to States and other entities on 23 June 2026 (Note verbale ICC-ASP/S-2/SP/100).

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 first plenary meeting of the twenty-second session, on 4 December 2023, the Assembly elected Ms. Päivi Kaukoranta (Finland) to serve as President for the period 2023-2026. At the same meeting, the Assembly elected Mr. Michael Imran Kanu (Sierra Leone) and Ms. Margareta Kassangana (Poland) as Vice-Presidents. The Assembly also elected other members of the Bureau as follows: Belgium, Bolivia, Bosnia and Herzegovina, Brazil, Chile, Cyprus, Ecuador, Italy, Japan, Kenya, Latvia, New Zealand, Republic of Korea, Senegal, Slovenia, South Africa, Switzerland and Uganda.

Venue and date

The special session of the Assembly will be held on 24 July 2026, at United Nations Headquarters, New York, United States.

Opening of the session

The official opening of the special session will take place in Conference Room 1 at United Nations Headquarters in New York on 24 July at 10:00 hours. Participants are requested to be seated in Conference Room 1 by 9:45 hours. All times mentioned in the present Handbook are Eastern Standard Time (EST).

As per its decision of 17 June 2026, the Bureau recommend to the Assembly that the special session be held in private, pursuant to rule 42, paragraph 1, of the Rules of Procedure of the Assembly of States Parties, in light of the exceptional circumstance of disciplinary proceedings involving an elected official, which are confidential. Apart from the public segments of the opening and closing plenary meetings, it is anticipated that the special session will be open only to States Parties. The decisions taken at the special session shall be announced during the closing plenary meeting on 24 July 2026.

The documentation of the special session is available [here](#).

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

Checklist for States

1. Delegates not holding a valid United Nations ground pass are advised to liaise through their Permanent Missions in New York for the issuance of United Nations ground passes.

2. States Parties: Submit credentials to the Secretariat of the Assembly of States Parties (“Secretariat”).
3. Observer States: Submit a notification to the Secretariat of the Assembly of States Parties with the names of the participants. Observer States are reminded that it is anticipated that the special session will be private and thus open only to States Parties, with the public segments of the opening and closing plenary meetings being held in public.

For more details and a sample credentials letter/notification letter, see [page 6 below](#).

Registration

The Secretariat wishes to note that a United Nations grounds pass is required for access to the United Nations premises during the special session. Members of the official delegations not holding a valid United Nations grounds pass are advised to make the necessary arrangements through their respective 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 uploaded onto the registration platform “**eRegistration system**” landing page at the eDelegate Portal (<https://e-delegate.un.org/>) using the “**Attach delegations list**” blue button, followed by an online application for a United Nations grounds pass via the “eRegistration” system, not later than 20 July 2026. Once the online applications have been approved by the Protocol and Liaison Service, approval emails for each delegate will be sent to the registration focal points of the respective Permanent Missions. Please be reminded that hard copies of the approval emails and passports of the delegates 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 United Nations grounds pass according to established United Nations procedures. In light of its 17 June 2026 decision to recommend to the Assembly that the special session be held in private, it is anticipated that the special session will be open only to States Parties. The decisions taken at the special session shall be announced during the closing plenary meeting on 24 July 2026. Should a representative of an international/intergovernmental organization wish to attend the public meetings of the special session, which are anticipated to be brief opening and closing plenary meetings, then pursuant to rule 92, paragraphs 1 and 2, of the Rules of Procedure of the Assembly of States Parties, a communication containing the name of the representative appointed to participate as an observer in the special session should be addressed to the Secretariat of the Assembly of States Parties by 23 July 2026. As of 24 July 2026, all communications should be delivered directly to the Secretariat of the Assembly in New York.

Similarly, as per the Bureau decision of 17 June 2026, all non-governmental organizations wishing to attend the public segment of the special session must submit a written request naming each of its representatives on official letterhead to the Secretariat or the Coalition for International Criminal Court (CICC) by 10 July 2026, bearing in mind that the private meetings of the special session will be open only to States Parties. The decisions taken at the special session shall be announced during the closing plenary meeting.

Access of NGOs to the Conference Room 1 is limited by the number of seats available in that room, and only during the brief opening and closing plenary meetings. All accredited NGO representatives will have to have a Special Event Ticket in order to access Conference Room 1.

All individuals present on the United Nations premises are expected to fully cooperate with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with Section 10 of the [United Nations Headquarters Agreement](#) and [ST/AI/2019/5](#), entitled “Authority of United Nations Security Officers”.

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, as soon as possible after the opening of the session. Electronic copies of credentials (preferably in PDF format) should be sent by e-mail to the Secretariat (asp@icc-cpi.int) by 23 July 2026, on the understanding that the original credentials will be submitted as soon as possible after the opening of the special session to the Secretariat. 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]

Addressed to: Secretariat of the Assembly

Whereas [name of State Party] desires to be represented at the special session of the Assembly on disciplinary proceedings involving an elected official to be held at United Nations Headquarters, New York, on 24 July 2026,

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 special session of the Assembly on disciplinary proceedings involving an elected official:

Special 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 [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. Electronic 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.

Sample of notification from Observer States

[OFFICIAL LETTERHEAD]

Addressed to: Secretariat of the Assembly

The Embassy/Permanent 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 delegation of [name of State] to the special session of the Assembly on disciplinary proceedings involving an elected official to be held at United Nations Headquarters in New York, on 24 July 2026,

Special 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/Permanent 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 as per the Rules of Procedure of the Assembly. Other States which have signed the Statute or the Final Act are also invited to participate in the meeting as observers, as per rule 92 of the Rules of Procedure. 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, as per rule 94 of the Rules of Procedure.

Each State Party shall be represented by one representative, who may be accompanied by alternates and advisers, in accordance with rule 23 (1) of the Rules of Procedure. Each Observer State may be represented in the Assembly by one designated representative, who may be accompanied by alternates and advisers, in accordance with rule 23 (2). The representative may designate an alternate or an adviser to act in his/her capacity, as per rule 23 (3).

Intergovernmental organizations and other entities

Entities, (regional) intergovernmental organizations and other entities with a United Nations General Assembly 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. (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 the open meetings of the special session, in accordance with the provisions of rule 34 of the *Rules of Procedure*.

United Nations

The United Nations has a standing invitation to participate, without the right to vote, in the work and deliberations of the Assembly, pursuant to rule 35. The Secretary-General of the United Nations, or a member of the United Nations Secretariat designated by him/her, 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, in accordance with rule 36.

Participating States, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.

Media

The Assembly of States Parties to the Rome Statute of the International Criminal Court (“the Assembly”) will hold its special session on disciplinary proceedings involving an elected official at United Nations Headquarters in New York, on 24 July 2026. On 17 June 2026, the Bureau of the Assembly decided to recommend to the Assembly that the special session be held in private, pursuant to rule 42, paragraph 1, of the Rules of Procedure of the Assembly, in light of the exceptional circumstance of disciplinary proceedings involving an elected official, which are confidential. It is thus anticipated that the special session will be open only to States Parties, except for the open segments of the opening and closing plenary meetings. The decisions taken at the special session shall be announced during the closing plenary meeting on 24 July 2026.

Journalists wishing to cover the session must submit an official letter of assignment or a copy of their press card via e-mail to asp@icc-cpi.int.

The application period for accreditation starts on Wednesday, 15 July and closes on Thursday, 23 July 2026 at 17:00 EST.

Media representatives are advised to consult the website of the United Nations Media Accreditation and Liaison Unit (MALU) in advance of the session in order to apply for the required media accreditation at the United Nations Headquarters. No admittance will be allowed to open segments of the opening and closing plenary meetings without prior accreditation. Journalists already accredited with the United Nations do not need to submit a letter of assignment or a copy of their press card, but are requested to confirm their participation via e-mail to asp@icc-cpi.int.

Accredited correspondents are permitted access to open meetings in designated areas (press gallery) within Conference Room 1.

Photo/video correspondents interested in taking photographs and/or filming inside Conference Room 1, where the Assembly is holding its session, can cover the open segments of the meetings from the designated media booths with MALU escort.

Audio/video recordings are permitted only during the open segments of the meetings of the Assembly.

Further information about the special session can be found on the Assembly [website](#).

N.B.: The Assembly of States Parties does not deal with visa issues. Members of the media are responsible for obtaining an appropriate visa to travel into the United States of America, if needed. Visas may be obtained from a diplomatic or consular mission of the United States of America in the country of residence.

For additional information please contact the Secretariat of the Assembly of States Parties to the Rome Statute via email at asp@icc-cpi.int.

Visa information

For visas to the United States, States should follow standard procedure.

The U.S. Consulate in the Netherlands encourages diplomatic and official personnel traveling to New York for the special session of the Assembly to reach out to AmsterdamDiplomats@state.gov as soon as possible to obtain an appropriate visa. Applicants will receive specific instructions via email on completing the visa application. Any official visa requires a note verbale from a respective Embassy stating the dates and purpose of travel. Applicants traveling on official business usually have their appearance waived but if an interview is needed, the consulate will make arrangements for an appointment outside of the normal visa appointment process.

Provisional agenda, work programme and ASP Journal

The provisional agenda for the special session of the Assembly is contained in document ICC-ASP/S-2/1 and can be found on the website of the Assembly [here](#).

In addition, the provisional programme of work, as approved by the Bureau, is available [here](#).

The ASP Journal containing information on meetings and announcements will be available on the webpage of the Assembly. The programme of the meetings will be included in the ASP Journal, which will be issued digitally and will specify conference rooms and times of meetings [here](#).

Languages

For the plenary and the meetings of the Working Groups taking place in Conference Room 1, simultaneous interpretation into Arabic, English, French and Spanish will be provided.

Seating arrangements

States Parties will be seated in the English alphabetical order. Observer States will be seated in alphabetical order behind the States Parties during the public segments of the plenary meetings. Two designated seats, one at the table with a microphone and one behind, will be provided to each State. International/intergovernmental organizations, representatives of the Court, and NGOs will be seated in designated areas.

Meetings

As per the Bureau decision of 17 June 2026, it recommend to the Assembly that the special session be held in private, pursuant to rule 42, paragraph 1, of the Rules of Procedure of the Assembly of States Parties, in light of the exceptional circumstance of disciplinary proceedings involving an elected official, which are confidential. Therefore, it is anticipated that the private meetings of the special session will be open only to States Parties. The decisions taken at the special session shall be announced during the closing plenary meeting on 24 July 2026. Unless otherwise indicated, the morning meetings will be held from 10:00 to 10:30 (public plenary) and 10:30 to 13:00 hours (private plenary), and the afternoon meetings from 15:00 to 17:30 (private plenary) and 17:30 to 18:00 hours (public plenary).

Decision-making

Every effort shall be made to reach decisions of the special session of the Assembly by consensus, as per rule 61 of the Rules of Procedure. For the special session on disciplinary proceedings involving an elected official, in accordance with article 46 of the Rome Statute, a decision on removal from office of an elected official shall be made by the Assembly of States Parties by secret ballot, by an absolute majority of the States Parties.

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 8 July 2026, there were 13 States Parties in arrears.

Distribution of official documents

In accordance with the Bureau’s 8 September 2021 decision on pursuing a paperless approach to documentation for the special session, pre-session documentation will not be made available to delegations.

All pre-session documentation in official languages is available on the webpage of the Assembly, [here](#).

As the special session strives to have a paperless approach, the in-session documentation will not be distributed in the conference room. Any document, paper or statement that representatives wish to circulate in the room can only be distributed by the conference officers once the distribution is authorized by the presiding officer. In such cases, representatives are requested to provide 250 copies to the conference room officer.

Webcast

The public parts of the opening and closing plenary meetings will be webcast via UN Web TV at the following links:

AM: <https://webtv.un.org/en/asset/kl1/kliza4elol>

PM: <https://webtv.un.org/en/asset/klq/klqv92ej>

Booking of meeting rooms

Rooms for meetings of regional groups and other major groupings of States should be reserved by chairpersons of those groups.

Rooms for other informal meetings of States will need to be reserved by a Permanent Mission according to established United Nations practice.

Security and safety

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 Division provides medical assistance to delegates and members of diplomatic missions to the United Nations. A medical clinic is situated at 405 E 42nd Street, 5th floor and is open Monday to Friday from 9am to 4pm. Telephone: (212) 963-7080 (reception), Email: unhqclinic@un.org.

For emergencies within the United Nations during office hours the number is (212) 963-7777; outside office hours (nights, holidays and weekends) the emergency number is (212) 963-6666.

In case of an emergency outside the United Nations call **911**.

Accessibility for persons with disabilities

Attendees who require assistance or accommodation in the application of health and safety measures due to disabilities should contact the Secretariat via email at 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 permanent mission for assistance.

Telephone and internet facilities

Extensions within the United Nations are preceded by the 963 or 367 prefix. Direct internal calls can be made by dialling the access code “3” or “7” plus the extension. The main listed number of the United Nations is +1 (212) 963-1234.

Parking

Parking for delegates at the United Nations should be arranged by Permanent Missions according to established United Nations practice.

Taxis

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 United Nations Headquarters is at walking distance from Grand Central Station.

The fare for most riders on subways and local, limited, and select bus service buses is \$3.00. Commuters can tap to pay a fare with a credit or debit card, smartphone, wearable device, or OMNY Card at the OMNY reader. Further information is available [here](#).

Banking and currency exchange

In the area of Grand Central Station there are many currency exchange facilities. Credit cards are widely accepted.

ATM machines in the vicinity:

2 United Nations Plaza, 3rd floor (East 44th Street, between First and Second Avenues)

General Assembly Building, Visitors' Lobby (first basement level)

820 Second Avenue (street level)

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

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/Email

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

Staff of the Secretariat

Ms. Gabrielle Louise McIntyre
Director of the Secretariat of the Assembly of States Parties
Secretary of the Assembly

Ms. Gaile Ramoutar
Legal Officer

Ms. Gabriella dos Santos
Legal Officer

Ms. Sofía Iglesias
Legal Officer

Mr. Stephen Lamony
Legal Officer

Ms. Marisa Macpherson
Legal Officer

Mr. Aaron Matta
Legal Officer

Mr. Manuel Eynard
Special Assistant to the President of the Assembly of States Parties

Ms. Estera Luteranová
Special Assistant to the Director

Mr. Jose Rodrigo Moreno
Special Assistant to the Director

Ms. Fabiola Dina-Van Der Hert
Senior Administrative Assistant

Mr. Olalekan da Silva
Administrative Assistant

Annex I

List of States Parties*

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

* As of 1 June 2026, 125 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, 20 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.