

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

HANDBOOK FOR PARTICIPANTS

22 November 2023



TWENTY-SECOND SESSION

United Nations Headquarters – New York

4 to 14 December 2023

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Prepared by the Secretariat of the Assembly of States Parties, 22 November 2023.

Introduction

At its ninth plenary meeting, on 9 December 2022, the Assembly of States Parties to the Rome Statute of the International Criminal Court (“the Assembly”) decided to convene its twenty-second session at the United Nations Headquarters in New York from 4 to 14 December 2023.

Invitations to the twenty-second session of the Assembly were sent to States and other entities on 13 January 2023 (Note verbale ICC-ASP/22/S/03).

The Assembly has a Bureau consisting of the President, two Vice-Presidents and 18 members elected by the Assembly from among the representatives of the States Parties for three-year terms. At the beginning of the first resumption of the nineteenth session on 18 December 2020, the Assembly elected H.E. Ms. Silvia Fernández de Gurmendi (Argentina) to serve as President for the period 2021-2023. At its 6th meeting, on 12 February 2021, the Assembly elected H.E. Ms. Kateřina Sequensová (Czech Republic) and H.E. Mr. Robert Rae (Canada) to serve as Vice-Presidents. The other current members of the Bureau are: Bangladesh, Brazil, Côte d’Ivoire, Ecuador, Germany, Ghana, Japan, Kenya, Mexico, Norway, Republic of Korea, Romania, Senegal, Serbia, Slovakia, Spain, Uganda and the United Kingdom.¹

Venue and dates

The twenty-second session of the Assembly will be held from 4 to 14 December 2023 at the United Nations Headquarters, New York, United States.

Opening of the session

The official opening of the twenty-second session will take place in Conference room 4 (United Nations General Assembly Building) at the United Nations Headquarters in New York on 4 December at 10:00 hours. Participants are requested to be seated in Conference room 4 by 9:45 hours. Please note that all times mentioned in the Handbook are Eastern Standard Time (EST).

The twenty-second session documentation can be found [here](#).

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

Checklist for States

1. Delegates not holding a valid United Nations ground pass are advised to liaise through their permanent missions in New York for issuance of the United Nations ground passes.
2. States Parties: Submit credentials to the Secretariat of the Assembly of States Parties.
3. Observer States: Submit a notification to the Secretariat of the Assembly of States Parties with the names of the participants.

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

¹ At its 17th meeting, on 8 January 2021, the Bureau took note of the seat-sharing arrangements agreed to by the Asia-Pacific Group States and the Western European and other States Group: https://asp.icc-cpi.int/iccdocs/asp_docs/ASP19R/Bureau17.agenda%20and%20decisions%20-%20ENG.pdf.

Registration

All States participants will need valid United Nations grounds pass for access to all meetings of the Assembly at the United Nations Headquarters. Delegates not holding a valid United Nations ground 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 United Nations grounds pass via the “eRegistration” system available at the eDelegate Portal (<https://edelegate.un.int/>), not later than 22 November 2023. Once the online applications have been approved by the Protocol Office, 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 United Nations grounds pass according to established United Nations procedures.

All NGOs wishing to attend the twenty-second session must submit a written request naming each of its representatives on official letterhead to the ASP Secretariat or the Coalition for International Criminal Court (CICC) by 27 October 2023.

The Secretariat wishes to inform all NGOs participants that there is a difference between accreditation and badging:

- a) Accreditation means that NGO participants are invited by the Secretariat to attend the Assembly session.
- b) Badging is process of obtaining the permission to enter the premises where the Assembly is holding its annual session.

As the twenty-second session is held at the United Nations Headquarters, the badging process is determined by the United Nations rules. **Accreditation of the NGOs by the Secretariat of the Assembly does not guarantee access to the United Nations Headquarters.**

Access of NGOs to the main Conference room 4 will be directly limited by number of seats available in that room (180 seats).

The United Nations Security will be able to issue 250 two-week, name specific photo badges. NGO representatives will have to present the authorized paperwork, i.e., the letter issued by the ASP Secretariat confirming their attendance as well as a government-issued photo ID (passport or driver’s license) and additional information requested by the United Nations Security in order to obtain their badge at the United Nations Pass and ID Office located at 320 East 45th Street, New York, NY 10017. Office hours are Monday through Friday from 9:00 to 16:00. On 4 December, the United Nations United Nations Pass and ID Office will open one hour early as of 8:00 to accommodate large number of NGO participants wishing to participate in the twenty-second session of the Assembly.

Furthermore, as the space in Conference room 4 at the United Nations where the Assembly will be meeting will be limited, the access will be controlled by secondary day specific tickets which will be distributed daily on first come first serve basis by

a representative from the CICC at the United Nations Visitor Lobby area located on First Avenue between 45th and 46th Street (180 seats). Both NGOs with ECOSOC consultative status as well as all other NGOs must have this ticket in order to access Conference room 4. These secondary day specific tickets guarantee a seat in the Conference room 4. These tickets will be valid per day and provided to the Secretariat of the Assembly by the United Nations Security.

All NGOs with ECOSOC consultative status are advised to apply independently for annual or temporary passes through CSOnet (<http://csonet.org/?menu=86>) directly via the United Nations. According to the United Nations website, they can request seven annual passes and up to nine temporary passes. If participants do not receive ECOSOC passes, they should contact the CICC directly as they could receive photo-badges for duration of the conference although the number of NGO participants who are able to receive these passes is limited.

Credentials

Credentials of States Parties

Pursuant to Rule 24 of the *Rules of Procedure of the Assembly of States Parties*, original credentials of representatives of States Parties and the names of alternates and advisers shall be submitted to the Secretariat, if possible, not later than 24h after the opening of the session. Advance scanned copies of credentials (preferably in PDF format) should be sent by e-mail to the Secretariat (asp@icc-cpi.int) on the understanding that original credentials will also be submitted not later than 24h after the opening of the session. The credentials shall be issued by the Head of State or Government or by the Minister of Foreign Affairs or by a person authorized by either of them.

Rule 26: Pending a decision of the Assembly upon their credentials, representatives of States Parties shall be entitled to participate provisionally in the Assembly.

Sample of credentials letter for States Parties

[OFFICIAL LETTERHEAD]

Addressed to: Secretariat of the Assembly

Whereas [name of State Party] desires to be represented at the twenty-second session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in New York, from 4 to 14 December 2023,

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 twenty-second session of the Assembly of States Parties to the Rome Statute of the International Criminal Court:

Twenty-second session in The Hague:

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

The representative has full powers to act and take decisions on behalf of the Government of [name of State Party]

[CERTIFIED WITH SIGNATURE AND SEAL]

Notifications

Notifications from Observer States

Pursuant to Rule 28 of the *Rules of Procedure of the Assembly of States Parties*, regarding original notification of participation of representatives of Observer States, the names of designated representatives of Observer States and of alternates and advisers who accompany them shall be submitted to the Secretariat. Advance scanned copies of notifications should be sent by e-mail to the Secretariat (asp@icc-cpi.int) on the understanding that original notifications will also be submitted.

States not having observer status

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

Sample of notification from Observer States

[OFFICIAL LETTERHEAD]

Addressed to: Secretariat of the Assembly

The Embassy/Mission of [name of State] presents its compliments to the Secretariat of the Assembly of States Parties and has the honor to submit the composition of the [name of State] delegation to the twenty-second session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in New York, from 4 to 14 December 2023,

Twenty- second session in The Hague:

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

The Embassy/Mission of [name of State] avails itself of this opportunity to renew to the Secretariat of the Assembly of States Parties the assurances of its highest consideration.

[CERTIFIED WITH SIGNATURE AND SEAL]

Participants

According to the *Rules of Procedure of the Assembly of States Parties*, the following may take part in the sessions of the Assembly:

States

All States Parties to the Rome Statute are entitled to participate in the meeting and will have the right to request the inclusion of supplementary items on the agenda, deliver statements, and to vote. Other States which have signed the Statute or the Final Act are also invited to participate in the meeting as observers, without a right to vote. A State which is not a party and does not have observer status may be invited by the President subject to the approval of the Assembly.

Each State Party shall be represented by one representative, who may be accompanied by alternates and advisers. Each Observer State may be represented in the Assembly by one designated representative, who may be accompanied by alternates and advisers. The representative may designate an alternate or an adviser to act in his/her capacity.

Intergovernmental organizations and other entities

Entities, (regional) intergovernmental organizations and other entities with a United Nations General Assembly (UNGA) standing invitation, as well as other international bodies who were invited to the Rome Conference, accredited to the Preparatory Commission or are invited by the Assembly, may participate as observers, without the right to vote. (See *Rules of Procedure*, Rule 92, for complete text).

Non-governmental organizations (NGOs)

NGOs invited to the Rome Conference in 1998, registered to the Preparatory Commission for the International Criminal Court, or having consultative status with the ECOSOC whose activities are relevant to the activities of the Court, and other NGOs invited by the Assembly may attend under the conditions laid down in the Assembly's *Rules of Procedure*. (See *Rules of Procedure*, Rule 93, for complete text).

International Criminal Court

The President of the Court, the Prosecutor and the Registrar, or their representatives, may participate, as appropriate, in meetings of the Assembly and the Bureau in accordance with the provisions of the *Rules of Procedure* and may make oral or written statements and provide information on any question under consideration.

United Nations

The United Nations has a standing invitation to participate, without the right to vote, in the work and deliberations of the Assembly. The Secretary-General of the UN, or his/her designated member of the UN Secretariat, may participate in the meetings of the Assembly and the Bureau. He/She may make oral or written statements concerning any question under consideration by the Assembly which pertains to United Nations activities and provide information as appropriate.

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

Media

The Assembly of States Parties to the Rome Statute of the International Criminal Court (“the Assembly”) will hold its twenty-second session at United Nations Headquarters in New York, from 4 to 14 December 2023. During the session, the Assembly will, *inter alia*, elect the new President of the Assembly for the twenty-third to twenty-fifth sessions, six new judges, and six members of the Committee on Budget and Finance.

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

The application period for accreditation starts on Monday, 20 November and closes on Wednesday, 13 December 2023 at 17:00 hours 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 any of the scheduled events without prior accreditation. Journalists already accredited with the United Nations do not need to submit the letter of assignment or copy of their press card, but are requested to confirm their participation via e-mail to asp@icc-cpi.int. For escort into media designated area within Conference room 4 where the Assembly will be meeting, please go to MALU office located in room S-250 on the second floor of the UN Secretariat building.

Accredited correspondents without cameras are permitted access to open meetings in designated areas (press gallery) within Conference room 4. However, according to rule 42 of the Rules of Procedure of the Assembly of States Parties, the Assembly may decide that if exceptional circumstances arise, its meetings may be held in private.

Photo/video correspondents interested in taking photographs and/or filming inside Conference room 4 where the Assembly is holding its session can cover the open meetings from the designated media booths with MALU escort.

Audio/video recordings are permitted only during plenary meetings of the Assembly, excluding elections.

Further information about the twenty-second 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. Visa 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 Ms. Estera Luteranova at +1 646 591 8218 or via email at estera.luteranova@icc-cpi.int.

Visa information

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

The U.S. Consulate in the Netherlands encourages diplomatic and official personnel traveling to New York for the Assembly of States Parties in December 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 twenty-second session of the Assembly is contained in document ICC-ASP/22/1 and can be found on the website of the Assembly [here](#).

In view of the crucial nature of the matters to be considered by the Assembly at the session and the need to reach important decisions, Government representation at the highest possible political level is strongly encouraged. Governments are also encouraged to include in their delegations representatives of central authorities and other Government representatives with expertise in the issues covered in the agenda.

In addition, the provisional programme of work, as approved by the Bureau, can be found at the above link.

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

Languages

For the plenary and the meetings of the Working Groups taking place in Conference room 4, simultaneous interpretation into Arabic, English, French and Spanish will be provided.

Seating arrangements

States Parties will be seated in English alphabetical order, starting with the State drawn by lots (Jordan for the twenty-second session). Observer States and invited States will be seated in alphabetical order behind the States Parties. Two designated seats, one at the table with microphone and one behind, will be provided to each State. International/Intergovernmental organizations, representatives from the Court, and NGOs will be seated in designated areas.

Meetings

The meetings of the Assembly and of its subsidiary bodies with general membership shall be held in public, unless the Assembly decides that exceptional circumstances require that the meetings shall be held in private. As a general rule, meetings of the Bureau and of subsidiary bodies with limited membership shall be held in private, unless the body concerned decides otherwise.

The programme of the meetings will be included in the ASP Journal, which will be issued digitally on a daily basis and will specify conference rooms and times of meetings [here](#).

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

The plenary sessions will be live streamed via the [UN Web TV](#) in floor, Arabic, English, French and Spanish language.

Decision-making

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

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

As at 31 October 2023, there were 13 States in arrears.

Elections

At the twenty-second session in New York, the Assembly shall proceed with the election of the President of the Assembly as well as two Vice-Presidents and 18 members of the Bureau who will assume office as of 15 December 2023 until conclusion of the twenty-fifth session (November/December 2026).

Furthermore, the Assembly will elect six judges as well as six members of the Committee on Budget and Finance.

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

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

The mock election for six judges will be held on Friday, 1 December 2023 from 13:15 to 14:30 in Conference room 4.

General debate

The General debate will take place on Wednesday, 6 December, from 15:00 to 18:00 hours and on Thursday, 7 December, from 10:00 to 13:00 hours.

As per Bureau decision, dated 7 September 2023, the modalities of holding the General debate shall include only in-person statements to be delivered during the General debate. Ministers, Vice-Ministers and State Secretaries will be given precedence on the list. Time slots will be allocated on first-come first-serve basis with States Parties being given priority.

The Bureau kindly requests States to limit their statements to five minutes. In order to accommodate all speakers this time limit shall be strictly observed. States may submit written or pre-recorded statements in lieu of or in addition to their in-person statements to be posted on the webpage of the Assembly. The pre-recorded statements will not be played at the General debate plenary.

Delegations wishing to submit written or pre-recorded statements for posting on the Assembly webpage should send them to the Secretariat by the end of 4 December 2023 (Central European Time).

Pre-recorded statements need to follow the technical specifications and procedures for submission contained in the annex of the note verbale ICC-ASP/22/S/66, dated 17 October 2023. The written statements may be submitted to the Secretariat via e-mail in Word and pdf format to asp@icc-cpi.int.

In accordance with rule 50 of the *Rules of Procedure* and with previous decisions of the Assembly, delegations are kindly reminded to deliver statements of **no more than 5 minutes**. The list of speakers would be prepared on the basis of the agreed 5-minute statement by each delegation.

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

Statements

The Secretariat will apply a paperless-approach endorsed by the Bureau as it continues its endeavours to increase the efficiency of meetings. Written statements will not be distributed in the conference room.

Pre-delivery

Speakers at the Assembly of States Parties are advised that providing in advance digital copies of prepared statements which they intend to read out in the Assembly greatly facilitates the work of the Secretariat. Although interpretations rely upon the statement actually delivered, copies of texts help interpreters to correctly render details and nuances. 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.

Post-delivery

Delegations are invited to send by e-mail an electronic copy of their statement(s), in one or more of the four official languages, to ensure timely posting of the text on the Assembly website. Statements should be sent to: asp@icc-cpi.int.

In accordance with the Bureau's decision on paper-less conference serving, delegations and all participants are requested to provide to the Secretariat digital versions of their statements, preferably in advance of the meetings (asp@icc-cpi.int).

Written statements shall not be reproduced at the expense of the Assembly and shall not be issued as official documents.

Distribution of official documents

In accordance with the Bureau's decision on pursuing a paper-less approach to documentation for the twenty-second session, pre-session documentation will no longer be made available to delegations.

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

As the Assembly strives to have a paper-less approach and as per decision by the Bureau dated 8 September 2021, 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.

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**.

Social and side-events

Side events may be organized during the Assembly session, from 4 to 14 December 2023, and should not overlap with the meetings of the Assembly, in order to be reflected in the official Journal. Further details regarding organization of the side events are reflected in the "Guidelines for the preparation and conduct of sessions of the Assembly", which are available on the [Assembly webpage](#).

At the United Nations Headquarters, the Secretariat is not in charge of room allocation for side events nor does the Secretariat cover any costs associated with these events. Delegations interested in organizing side events must request a conference room directly with the United Nations via their respective Permanent Missions. All associated services and required equipment, such as interpretation, supplementary IT equipment or catering, are the responsibility of the organizers and must also be booked via the respective Permanent Mission.

The United Nations has indicated that interpretation services would only be provided from 10:00 to 13:00 and from 15:00 to 18:00. However, organizers have the option to bring interpreters for their side-events but have to inform Meetings Management Section (MMS) accordingly so that the MMS can provide instructions. Side-event organizers are responsible to organize access for their interpreters and cover all related charges.

The sale of any printed materials or goods at the United Nations Headquarters during the side events or at any other time is strictly prohibited.

For any eMeets assistance, please call the main lines for MMS: (212) 963-8114/963-7351.

Please kindly note that the Secretariat does not send invitations to side events. The invitations should be sent by organizers for their respective side event.

Once the conference room is reserved, please let the Secretariat know the title of the event, names of the organizers, date, time and venue to be included in the ASP Journal. Please send an email to estera.luteranova@icc-cpi.int. Modifications to the ASP Journal will be reflected in the following version.

The United Nations does not allow food or beverages in the conference rooms. Catering can be arranged directly outside of the conference rooms by contacting United Nations catering via email at lhayden@culinartinc.com or by phone at +1 212 963 7029.

Issuance of badges is controlled by United Nations Security. Access to side-events by the NGOs will depend on securing the required access badge. ECOSOC consultative status NGOs and those NGOs with two-week passes will be allowed into the rooms, space permitting.

If a side event participant is not a delegate nor accredited through a non-governmental organization, the organizing State must request the United Nations access pass on the participant's behalf. Respective Permanent Missions are advised to send a list of additional side events attendees to the United Nations Security at security_service_coordinator@un.org, with copy to Captain Dorcus Lourien (dorcus.lourien@un.org), Lieutenant Janelle Hamlet (janelle.hamlet@un.org) and Sergeant Timothy Maweu (maweu@un.org) in order to receive a name specific event tickets (SET badges). The request should be submitted at least two working days prior to the side event by a representative from a Permanent Mission of a State organizing the side event with authorised signatory copied in the message. The badges would have to be picked up at the United Nations Pass and ID office by the respective State that is requesting the badges and handed over directly to the attendees.

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. Hotel information can be found at www.nyc.com/hotels.

Telephone and internet facilities

Extensions within the United Nations 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 United Nations is +1 (212) 963-1234.

Parking

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

Taxis

Yellow taxis are numerous 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 United Nations Headquarters is at walking distance from Grand Central Station.

Fare for most riders on subways and local, limited, and select bus service buses is \$2.90. Commuters can tap to pay a fare with contactless credit/debit card, smartphone, or OMNY card, or pay with a MetroCard. Prepaid transport MetroCards (cost \$1) can be used both on the bus and the subway, and can be bought at all subway stations. When paying on the bus without MetroCard, one must pay the exact fare (\$ 2.75) in coins only.

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

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

Ms. Christiane Bourloyannis-Vrailas
Senior Legal Officer

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

Ms. Gaile Ramoutar
Legal Officer

Ms. Marisa Macpherson
Legal Officer

Mr. Aaron Matta
Legal Officer

Ms. Lismercy Novas
Special Assistant to the President

Ms. Nuria Vehils
Legal Officer

Ms. Estera Luteranová
Special Assistant to the Director

Annex I

List of States Parties*

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

* As of 21 September 2020, 123 countries are States Parties to the Rome Statute of the International Criminal Court. Out of them 33 are African States, 19 are Asia-Pacific States, 18 are from Eastern Europe, 28 are from Latin America and the Caribbean, and 25 are from Western Europe and other States. United Nations Treaty Collection link to the Rome Statute of the ICC: https://treaties.un.org/Pages/ViewDetails.aspx?src=TREATY&mtdsg_no=XVIII-10&chapter=18&clang=en.