

[ICC] RESTRICTED

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

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**HANDBOOK FOR PARTICIPANTS**

25 September 2024



**TWENTY-THIRD SESSION**

World Forum Convention Center - The Hague

2 to 7 December 2024

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Prepared by the Secretariat of the Assembly of States Parties, 25 September 2024.

## Introduction

At its tenth plenary meeting, on 14 December 2023, the Assembly of States Parties to the Rome Statute of the International Criminal Court (the Assembly) decided to convene its twenty-third session in The Hague, The Netherlands from 2 to 7 December 2024.

Invitations to the twenty-third session of the Assembly were sent to States and other entities on 22 January 2024 (Note verbale ICC-ASP/23/S/01).

The Assembly has a Bureau consisting of the President, two Vice-Presidents and 18 members elected by the Assembly from among the representatives of the States Parties for three-year terms. At the beginning of the twenty-second session on 4 December 2023, the Assembly elected H.E. Ms. Päivi Kaukoranta (Finland) to serve as President for the period 2023-2026. H.E. Mr. Michael Imran Kanu (Sierra Leone) and H.E. Ms. Margareta Kassangana (Poland) were elected to serve as Vice-Presidents. The other current members of the Bureau are: Belgium, Bolivia, Bosnia and Herzegovina, Brazil, Chile, Cyprus, Ecuador, Finland, Italy, Japan, Kenya, Latvia, New Zealand, Poland, Republic of Korea, Senegal, Sierra Leone, Slovenia, South Africa, Switzerland and Uganda.

## Venue and dates

The twenty-third session of the Assembly will be held from 2 to 7 December 2024 in the World Forum Convention Center (WFCC), Churchillplein 10, The Hague (Den Haag), the Netherlands.

## Opening of the session

The official opening of the twenty-third session will take place in the King Willem-Alexander room at the World Forum Convention Center on 2 December 2024 at 10:00 hours. Participants are requested to be seated in the World Forum Theater (King Willem Alexander) by 09:45 hours. Please note that all times mentioned in the Handbook are Central European times (CET).

The twenty-third 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. Register each participant who is not already in possession of an ICC badge by using the [registration form](#).
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 5 below](#).

## Registration

All States participants are advised that they will be admitted to the conference only upon presentation of a Conference pass. The [registration form](#) was disseminated to all States via email on 9 September 2024.

NGOs wishing to attend the twenty-third session must submit a written request naming each of their representatives on official letterhead to the ASP Secretariat or to the Coalition for the International Criminal Court (CICC) by 15 November 2024. NGO representatives will have to present the letter issued by the ASP Secretariat, confirming their eligibility to attend the twenty-third session, to the registration desk to obtain a conference pass.

Delegates who have registered by 27 November 2024 can collect their badges during early registration as of Sunday, 1 December from 15:00 to 17:00 hours at the World Forum Convention Centre. Daily registration desks will be open from 2 to 7 December from 08:00 to 16:00 hours. Conference passes will be issued upon presentation of valid identification, preferably a passport.

*The Hague-based delegates of States who are in possession of an ICC badge, do not need to submit a registration form, as they can access the premises with the ICC badge.*

Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to register as early as possible.

During registration, Governments should ensure that the registration form includes the individual email address of each member of the delegation. Providing the individual e-mail addresses will ensure that all representatives receive any additional information that the Secretariat might need to send with regard to the twenty-third session.

## 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-third session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in The Hague, from 2 to 7 December 2024,

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

Twenty- third 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-third session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in The Hague, from 2 to 7 December 2024,

Twenty-third 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

Journalists wishing to cover the session and related events must submit an official letter of assignment or copy of their press card along with the completed accreditation form to the Secretariat (by e-mail to [asp@icc-cpi.int](mailto:asp@icc-cpi.int)). The media accreditation form would be available on the [webpage of the Assembly](#).

Journalists accredited with the International Criminal Court are not required to submit the accreditation form, but must indicate their interest to attend the session. Completed accreditation forms and expressions of interest must be submitted to the Secretariat of the Assembly (via e-mail to [asp@icc-cpi.int](mailto:asp@icc-cpi.int)).

The application period for accreditation starts on Friday, 15 November and closes on Thursday, 5 December at 17:00 hours CET.

Press badges will be issued and handed out at the World Forum to journalists that have received accreditation upon presentation of a passport or a valid ID with photo. Only those representatives of the media possessing press badges will be given access to meetings and special events that will be open to the media.

Accredited correspondents are permitted access to open meetings in designated areas within the conference room. However, according to rule 42 of the *Rules of Procedure and Evidence*, the Assembly may decide that if exceptional circumstances arise, its meetings may be held in private.

Media crews interested in filming inside the World Forum Convention Center are kindly reminded that they should always liaise with the focal point from the Secretariat of the Assembly in order to obtain film authorization from the President of the Assembly, after which they would be escorted to the area reserved for that purpose. Any other requests for filming, particularly on the floor of the conference room where the Assembly is convening its session, should be cleared through the focal point from the Secretariat.

Audio/video recordings are permitted only during plenary meetings of the Assembly, which include the General debate. There might be limitations on video/audio recording depending on whether any voting takes place during the session. If that is the case, film crews might be required to move to the part of the conference room from where the confidentiality of the vote would not be compromised.

Further information about the twenty-third session, including the schedule of official and unofficial meetings can be found on the [Assembly website](#).

Journalists are invited to follow the President of the Assembly, H.E. Ms. Ms. Päivi Kaukoranta, on Twitter @PASPkaukoranta.

For additional information please contact the Secretariat via email: [asp@icc-cpi.int](mailto:asp@icc-cpi.int).

## **Provisional agenda, work programme and ASP Journal**

The provisional agenda for the twenty-third session of the Assembly is contained in document ICC-ASP/23/1 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 the King Willem-Alexander room, simultaneous interpretation into Arabic, English, French and Spanish will be provided.

Each seat in the World Forum Theater of the World Form Convention Center for which simultaneous interpretation is available will be equipped with portable receiving set and headphone.

*Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary.*

## **Seating arrangements**

States Parties will be seated in English alphabetical order, starting with the State drawn by lots (Slovakia for the twenty-third 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 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 on the [ICC YouTube channel](#) of the International Criminal Court in floor, English and French 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 August, there were 13 States in arrears.

## Elections

At the twenty-third session, the Assembly shall proceed with an election of five members of the Board of Directors of the Trust Fund for Victims, five members of the Committee on Budget and Finance and nine members of the Advisory Committee on nominations of judges. .

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

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

## General debate

The General debate will take place on the first day of the Assembly, i.e. Monday, 2 December, from 15:00 to 18:00 hours and on the second day, Tuesday, 3 December, from 10:00 to 13:00 and from 15:00 to 18:00 hours.

As per Bureau decision, dated 4 September 2024, the modalities of holding the General debate would 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. States may submit written or pre-recorded statements in lieu of 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.

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** and the list of speakers has been 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-third

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](mailto: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-third 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. In such cases, representatives are requested to provide 20 copies for distribution to the President, Rapporteur, Secretariat, and interpreters to the conference room officer.

## Security and safety

Security officers are present at the World Forum at all times and take every precaution to ensure the meetings are safe and secure. All participants must pass through a security screening before accessing the Assembly premises.

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 Hague**

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.

The participants with a non-acute medical problem can contact International Health Centre in The Hague and arrange an appointment, tel.: +31 70 306 5111.

Nearest hospital:

HMC Westeinde, Lijnbaan 32, 2512 VA, Den Haag. Phone: 088 979 7900

## **Social and side-events**

States, observers and non-governmental organizations tentatively wishing to hold side-events during the twenty-third session are requested to submit their requests to [aspsideevents@gmail.com](mailto:aspsideevents@gmail.com).

Rooms for side events and meetings, including those of regional groups or other informal meetings of States, may be reserved by contacting the Secretariat via email: [aspsideevents@gmail.com](mailto:aspsideevents@gmail.com). For inclusion of the side event/meeting to the ASP Journal please provide the Secretariat with the following information: the title of the event, names of the organizers (including at least one State Party sponsor) and preferred date and time. Modifications to the ASP Journal will be reflected in the following version.

Please kindly note that the Secretariat does not send invitations to side-events. The invitations shall be sent by organizers for their respective side event. The participation in side-events taking place within the secure area of the Assembly will be restricted to those who receive accreditation.

## **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](mailto:asp@icc-cpi.int).

## **Hotels**

All participants are solely responsible for the reservations and payments of hotel rooms and, if necessary, contacting their Embassy for assistance. It is advisable to make reservations as soon as possible due to limited availability.

## Catering

Coffee, tea and small snacks will be available in the Delegates Lounge after the security screening. The Delegates Lounge will be open daily from 08:30 to 18:30 hours.

## Telephone and internet facilities

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.

Free WiFi will be available in the King Willem-Alexander room, and main public areas.

## Parking

The World Forum is easily accessible and has its own parking facilities. Exit cards for the garage are available at the front desk of the World Forum (event ticket, € 17,50) or you can pay at the payment terminals in the parking garage (payment per hour) using your debit card or credit card. Please note that it is not possible to pay with cash.

The following standard rates apply for the parking garage:

Per hour € 4,00  
From the 5th hour € 17,50  
Event ticket (max. 12 hours) € 17,50  
Day ticket (13-24 hours) € 29,50

After dropping off the attendees at the front entrance, drivers must leave the drop-off point free and may park the vehicles in the underground garage.

## Taxis

Participants are advised to only use licensed taxis which have blue number plates.

## Public transportation

For updates, details and timetables we strongly advise to visit <https://www.htm.nl/> or <https://9292.nl/en>.

## Banking and currency exchange

In the center of town, and at the railway stations, you will find currency exchange facilities. The currency of the Netherlands is the euro. Credit cards are accepted at most major stores, restaurants and hotels.

## Cloakroom

An unguarded cloakroom will be available at the World Forum Conference Center.

## 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](mailto:asp@icc-cpi.int)

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

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. Estera Luteranová  
Special Assistant to the Director

## Annex I

### List of States Parties\*

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

\* As of 1 February 2024, 124 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, 19 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](https://treaties.un.org/Pages/ViewDetails.aspx?src=TREATY&mtdsg_no=XVIII-10&chapter=18&clang=en).