

ASSEMBLY OF STATES PARTIES

**TO THE ROME STATUTE OF THE
INTERNATIONAL CRIMINAL COURT**

HANDBOOK FOR PARTICIPANTS

Sixth session:

United Nations Headquarters - New York 30
November to 14 December 2007

Resumed sixth session:

United Nations Headquarters - New York
2 to 6 June 2008

CONTENTS

PAGE	
1	Introduction
1	Venue and dates
1	Opening of the session
2	Checklist for States
2	Registration
3	Credentials
3	Notifications
4	Participants
4	On-line addresses for: <i>Rules of Procedure; ASP documentation</i>
5	List of participants
5	Journal
5	Languages
5	Seating arrangements
5	Meetings
5	Decision-making
6	Elections
6	Statements
7	Distribution of official documents
7	Booking of meeting rooms
7	Security & safety
7	Emergency and medical services
8	Social events
8	Hotels
8	Catering
8	Telephone and internet facilities
9	Postal services
9	Parking
9	Taxis
9	Public transportation
10	Banking and currency exchange
10	Shops
10	Cloakroom
11	Contact information
12	Annex I: List of States Parties as of 1 November 2007
13	Annex II: Visa information

INTRODUCTION

At its 4th meeting, on 3 December 2005, the Assembly of States Parties to the Rome Statute of the International Criminal Court (the Assembly) decided to convene its sixth session in New York in November/December 2007, and to have a resumed sixth session* in New York, with both specific dates to be determined by the Bureau of the Assembly. The Bureau decided that the sixth session would be held from 30 November to 14 December 2007, and the resumed sixth session from 2 to 6 June 2008.

Invitations to the sixth session of the Assembly were sent to States and other entities in March 2007. The provisional agenda and registration forms were distributed. Information regarding credentials for the sixth session was mailed to States Parties on 26 July 2007.

The Assembly has a Bureau consisting of the President, two Vice-Presidents and 18 members elected by the Assembly from among the representatives of the States Parties for three-year terms. At the beginning of the fourth session, the Assembly elected H. E. Mr. Bruno Stagno Ugarte (Costa Rica) to serve as President for the period 2005-2008. The Assembly also elected Vice-Presidents and other Members of the Bureau (see <http://www.icc-cpi.int/asp/aspbureau.html>).

VENUE AND DATES

SIXTH SESSION

The sixth session of the Assembly will be held from 30 November to 14 December 2007 at the United Nations Headquarters, First Avenue and 42nd Street, New York, United States.

RESUMED SIXTH SESSION

The resumed sixth session of the Assembly will be held from 2 to 6 June 2008 at United Nations Headquarters, First Avenue and 42nd Street, New York, United States.

OPENING OF THE SIXTH SESSION

The official opening of the sixth session will take place in Conference Room 4 at United Nations Headquarters in New York on 30 November at 10:00 hours. Participants are requested to be seated in Conference Room 4 by 9:45 hours.

*Special Working Group on the Crime of Aggression

Online documentation: http://www.icc-cpi.int/asp/documentation/doc_6thsession.html

CHECKLIST FOR STATES FOR THE SIXTH SESSION:

- 1) Register each participant by using the registration form received by mail (or see website)
- 2) States Parties: Submit credentials to the ASP Secretariat of the Assembly of States Parties
- 3) Observer States: Submit a notification to the ASP Secretariat with the names of participants
- 4) Regarding attendance at the resumed fifth session, Missions must submit SG.6 forms for delegates not holding a valid UN grounds pass

For more details and sample credentials letter/notification letter, see page 3 below

REGISTRATION

All **States** participants will need a United Nations valid grounds pass for access to all meetings of the Assembly at UN Headquarters. Delegations not holding a valid UN grounds pass will have to liaise through their Missions in New York. A letter signed by the Head of Chancery or Administrative Officer, containing the names of participants and the completed SG.6 forms, must be sent to the Chief of Protocol of the UN. Once the forms have been authorized by Protocol, Missions are requested to deliver them to the delegates, for processing at the Pass and ID Office.

Registration forms were distributed to States and observers by mail and will be made available on the Court's website.

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

All **NGOs** wishing to attend the sixth session must submit a written request naming each of its representatives on official letterhead to the ASP Secretariat or the Coalition for an International Criminal Court (CICC) by 1 November 2007. NGO representatives who currently hold a UN grounds pass can use this pass to attend the meetings. Other NGO representatives will have to present the letter issued by the ASP Secretariat, confirming their eligibility to attend the sixth session, to the registration desk for NGOs in the lobby at the UN Visitors' entrance.

UN grounds passes can be obtained at the **UN Pass and ID office**, located at the corner of 45th and 1st Avenue, between 9:00-16:00 hours (closed between 12:45-14:00 hours). Passes are issued upon presentation of two valid proofs of identification.

CREDENTIALS

Credentials of States Parties

Pursuant to Rule 24 of the *Rules of Procedure of the Assembly of States Parties*, the credentials of representatives of States Parties and the names of alternates and advisers shall be submitted to the Secretariat if possible not later than 24 hours after the opening of the session. The credentials shall be issued by the Head of State or Government or by the Minister of Foreign Affairs or by a person authorized by either of them.

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

SAMPLE OF CREDENTIALS LETTER FOR STATES PARTIES

[OFFICIAL LETTERHEAD]

Address to Secretariat of the Assembly

Whereas [name of State Party] desires to be represented at the [sixth session] [sixth session and resumed sixth session] of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in [New York], from [dates from the sixth, and/or resumed sixth session],

Now therefore we [Head of State or Government or Minister of Foreign Affairs or person authorized by either] have appointed the following participants to represent [name of State Party] to the [sixth session] [sixth session and resumed sixth session] of the Assembly of States Parties to the Rome Statute of the International Criminal Court:

Sixth session in New York:

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

Resumed sixth session in New York:

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

The representative has full powers to act and take decisions on behalf of the Government of ...

[CERTIFIED WITH SIGNATURE AND SEAL]

NOTIFICATIONS

Notifications from Observer States

Pursuant to Rule 28 of the *Rules of Procedure of the Assembly of States Parties*, regarding notification of participation of representatives of Observer States, the names of designated representatives of Observer States and of alternates and advisers who accompany them shall be submitted to the Secretariat.

States not having observer status

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

SAMPLE OF NOTIFICATION FROM OBSERVER STATES

[OFFICIAL LETTERHEAD]

The Embassy/Mission of [name of State] presents its compliments to the Secretariat of the Assembly of States Parties and has the honour to submit the composition of the [name of State] delegation to the [sixth session] [sixth session and resumed sixth session] of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in [New York], from [dates from the sixth, and/or the resumed sixth session],

Sixth session in New York:

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

Resumed sixth session in New York:

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

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

[CERTIFIED WITH SIGNATURE AND SEAL]

PARTICIPANTS

STATES

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

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

INTERGOVERNMENTAL ORGANIZATIONS AND OTHER ENTITIES

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

NON-GOVERNMENTAL ORGANIZATIONS (NGOs)

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

INTERNATIONAL CRIMINAL COURT

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

UNITED NATIONS

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

The *Rules of Procedure of the Assembly of States Parties* to the Rome Statute of the International Criminal Court can be found online at:

http://www.icc-cpi.int/library/asp/ICC-ASP-Rules_of_Procedure_English.pdf

http://www.icc-cpi.int/library/asp/ICC-ASP-Rules_of_Procedure_French.pdf

http://www.icc-cpi.int/library/asp/ICC-ASP-Rules_of_Procedure_Spanish.pdf

For all ASP documentation, go to: http://www.icc-cpi.int/asp/documentation/doc_6thsession.html

LIST OF PARTICIPANTS

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

JOURNAL

A daily programme of meetings, events, and announcements at the UN can be found in the *UN Journal* which is available online at <http://www.un.org/Docs/journal/En/lateste.pdf>.

LANGUAGES

Arabic, Chinese, English, French, Russian and Spanish are the official languages, as well as the working languages, of the Assembly.

For the Plenary and the meetings of the Working Groups, simultaneous interpretation into Arabic, Chinese, English, French, Russian and Spanish will be provided.

SEATING ARRANGEMENTS

States Parties will be seated in English alphabetical order, starting with the State drawn by lot (Botswana, for the sixth 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.

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

DECISION-MAKING

Every effort shall be made to reach decisions in the Assembly and in the Bureau by consensus. If consensus cannot be reached, decisions shall be taken by vote. Each State Party shall have one vote. Decisions on matters of substance must be approved by a two-thirds majority of States Parties present and voting. Decisions on matters of procedure shall be taken by a simple majority of States Parties present and voting. States Parties are reminded of article 112.8 of the Rome Statute of the International Criminal Court which reads:

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

ELECTIONS

At its sixth session in New York, the Assembly shall proceed with the election to fill three judicial vacancies, as well as the election of the members of the Committee on Budget and Finance. Information on the nominations can be found at:

http://www.icc-cpi.int/asp/election_2007.html.

STATEMENTS

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

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

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

DISTRIBUTION OF OFFICIAL DOCUMENTS

A limited number of copies of documents will be provided to each delegation at the documentation counter in Conference Room 4.

BOOKING OF MEETING ROOMS

Rooms for meetings of regional groups and other major groupings of States should be reserved by chairpersons of those groups, and rooms for other informal meetings of States will need to be reserved by a Permanent Mission according to established UN practice.

SECURITY AND SAFETY

Delegates are reminded not to leave briefcases or any valuable items unattended in the meeting rooms. Participants are advised to carry their valuables safely, especially at railway stations and while on public transport.

Restrictions will be in place on the use of cellular telephones, radio transmitters, recording devices and camera equipment inside the conference area.

EMERGENCY AND MEDICAL SERVICE

The UN Medical Services Division provides emergency medical assistance to delegates and members of diplomatic missions to the United Nations. A medical clinic is situated in the Secretariat Building (Room S-0535) and is open from 8:30 to 18:00 hours. Telephone: (212) 963-7090.

For emergencies within the UN, the 24-hour emergency telephone number is (212) 963-6666.

In case of an emergency outside the UN call **911**.

SOCIAL EVENTS

For coordination purposes, the organisers of receptions and other protocol events should contact the Conference Services and Protocol Officer (see page 9 for contact information).

HOTELS

All participants are solely responsible for the reservations and payments of hotel rooms. Hotel information can be found at www.nyc.com/hotels.

CATERING

Breakfast, lunch and dinner will be available in the UN cafeteria on the first floor from 8:00 to 20:30 hours. The Austria (Vienna) Cafe in the basement offers beverages and snacks from 9:00 - 18:00 hours. The delegates' lounge on the second floor has a snack bar which is open from 10:00-17:00 hours. The Delegates' Dining Room requires reservation (963-7625/7626).

TELEPHONE AND INTERNET FACILITIES

Extensions within the UN are preceded by the 963 or 367 prefixes. Direct internal calls can be made by dialling the access code "3" or "7" plus the extension. The main listed number of the UN is 1-212 963 1234. Phone booths are located in the Delegates' Lounge or in the conference areas.

Directory information: 411 or 555-1212.

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

POSTAL SERVICES

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

PARKING

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

TAXIS

Yellow taxis are numerous everywhere and can be hailed when their (middle) light on their roofs are lit. At airports you are advised not to accept a ride from unlicensed taxis but to go to the taxi stand where you will be given an indication of the fare to your destination.

PUBLIC TRANSPORTATION

The UN Headquarters is at walking distance from Grand Central Station. Prepaid transport tickets which can be used both on the bus and the subway can be bought at all subway stations. When paying in cash on the bus, one must pay the exact fare in coins only.

BANKING AND CURRENCY EXCHANGE

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

SHOPS

Many shops stay open until late in New York. Some supermarkets stay open all night.

CLOAKROOM

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

CONTACT INFORMATION

SECRETARIAT OF THE ASSEMBLY OF STATES PARTIES

<i>Mailing address:</i>	<i>Street address:</i>	<i>Phone/Fax/Email Numbers</i>	
P.O. Box 19519	Maanweg 174	Phone:	+31 (0)70 515 8097
2500 CM The Hague	2516 AB The Hague	General Fax:	+31 (0)70 515 8376
The Netherlands	The Netherlands	Fax for registration:	+31 (0)70 381 5476
		General Email:	asp@asp.icc-cpi.int

ANNEX I

LIST OF STATES PARTIES*

Afghanistan	Gabon	Panama
Albania	Gambia	Paraguay
Andorra	Georgia	Peru
Antigua and Barbuda	Germany	Poland
Argentina	Ghana	Portugal
Australia	Greece	
Austria	Guinea	Republic of Korea
	Guyana	Romania
Barbados		
Belgium	Honduras	Saint Kitts and Nevis
Belize	Hungary	Saint Vincent and the Grenadines
Benin		Samoa
Bolivia	Iceland	San Marino
Bosnia and Herzegovina	Ireland	Senegal
Botswana	Italy	Serbia
Brazil		Sierra Leone
Bulgaria	Japan	Slovakia
Burkina Faso		Slovenia
Burundi	Jordan	South Africa
		Spain
Cambodia	Kenya	Sweden
Canada		Switzerland
Central African Republic		
Chad	Latvia	Tajikistan
Colombia	Lesotho	The Former Yugoslav Republic
Comoros	Liberia	of Macedonia
Congo	Liechtenstein	Timor-Leste
Costa Rica	Lithuania	Trinidad and Tobago
Croatia	Luxembourg	
Cyprus		
	Malawi	Uganda
Democratic Republic of the Congo	Mali	United Kingdom of Britain and
Denmark	Malta	Northern Ireland
Djibouti	Marshall Islands	United Republic of Tanzania
Dominica	Mauritius	Uruguay
Dominican Republic	Mexico	
	Mongolia	Venezuela (Bolivarian Republic of)
Ecuador	Montenegro	
Estonia		Zambia
	Namibia	
Fiji	Nauru	
Finland	Netherlands	
France	New Zealand	
	Niger	
	Nigeria	
	Norway	

* As of 1 October 2007, 105 countries were States Parties to the Rome Statute of the International Criminal Court. Out of them 29 were African States, 13 were Asian States, 15 were from Eastern Europe, 22 were from Latin America and the Caribbean, and 26 were from Western Europe and other States.

ANNEX II

VISAS

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

- - - 0 - - -