



Reference: ICC-ASP/23/S/60

The Secretariat of the Assembly of States Parties presents its compliments to States and further to its note ICC-ASP/23/S/01, dated 22 January 2024, regarding the invitation to the twenty-third session of the Assembly, which shall take place at the World Forum Convention Center from 2 to 7 December 2024, has the honour to indicate that the afternoon of the first day and the morning and afternoon of the second day of the session, namely 2 and 3 December 2024, would be devoted to the provisional agenda item entitled “General debate”.

Further to the 4 September 2024 decision by the Bureau of the Assembly, 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 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.

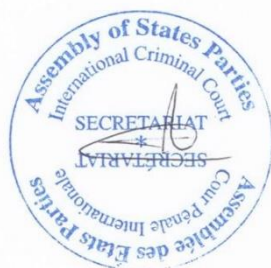
Delegations who would like to be inscribed on the list of speakers for the General debate are requested to contact the Secretariat of the Assembly as of **21 October 2024** (Central European Time), via e-mail to [asp@icc-cpi.int](mailto:asp@icc-cpi.int). The Secretariat will only be able to accommodate speakers within the time allocated to the General debate agenda item.

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 2 December 2024 (Central European Time).

Pre-recorded statements need to follow the technical specifications and procedures for submission contained in the annex.

The written statements may be submitted to the Secretariat via e-mail in Word and pdf format to [asp@icc-cpi.int](mailto:asp@icc-cpi.int).

The Hague, 14 October 2024



## Annex

### **Pre-recorded Statements Audio Video Guidelines for the General debate of the twenty-third second session of the Assembly of States Parties 2 to 7 December 2024**

The Hague, World Forum Convention Center

---

#### **I. Introduction**

1. The Bureau of the Assembly decided on 4 September 2024 that each State Party, Observer State, Invited State and a limited number of civil society representatives shall be invited to participate in the General debate. They may submit a pre-recorded statement, which would not be played during the General debate plenary but would be posted on the webpage of the Assembly.

#### **II. Technical focal point of each delegation for each meeting**

2. For delegations whose speaker wishes to submit her or his statement by video, please provide, no later than 23 November 2024, the name and contact details of the technical focal point for the submission. The Secretariat of the Assembly of States Parties will be in contact with the technical focal point for all matters pertaining to the pre-recorded video statements. All pre-recorded statements should be submitted by end of 2 December 2024 (Central European Time).
3. Please send the technical focal point contact name and details to: [asp19.videorecordings@gmail.com](mailto:asp19.videorecordings@gmail.com). If there are any questions, please send an email to the above-mentioned email address.

#### **III. Audio visual file general guidance**

##### **4. For file submission video quality preferably**

- HD resolution of 1920 x 1080 pixels in an aspect ratio of 16:9
- H264 video file format
- 29.97 frames per second (60 fields) known as 1080i/29.97, top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

##### **5. Alternately file submission video quality as a minimum**

- HD resolution of 1280 x 720 pixels in an aspect ratio of 16:9
- H264 video file format
- 30 frames per second (60 fields) known as 720p top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

##### **6. Audio**

- The general recommendation is that material should conform to SMPTE 382M Standard or AES3
- The preferred bit depth for audio recording is 24 bits per sample. The minimum bit depth is 16 bits per sample.

- All audio should be recorded at a minimum sample rate of 48 KHz, although sampling at 96 KHz is encouraged. Recording or digitizing audio using an uncompressed lossless codec, such as WAV-PCM.
- Sound must be recorded with appropriately placed microphones, giving minimum background noise and without peak distortion.
- The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
- The audio must be reasonably continuous and smoothly mixed and edited. Audio levels must be appropriate to the scene portrayed and dynamic range must not be excessive. They must be suitable for the whole range of domestic listening situations.
- Surround and Stereo audio must be appropriately balanced and free from phase differences.
- The audio must not show dynamic and/or frequency response artefacts due to the action of noise reduction or low bit rate coding systems.
- Please kindly refrain from including any background music with the statement.
- If possible, please include Closed Captions [subtitles] preferably in Arabic, English, French or Spanish. Please also provide a copy of the translated text.

#### **7. Meta Data**

- Metadata should conform to NewsML- G2 2.28

#### **IV. Secretariat of the Assembly of States Parties contact**

---

Estera Luteranová  
Email: [Estera.Luteranova@icc-cpi.int](mailto:Estera.Luteranova@icc-cpi.int)