

**Secretariat of the Assembly of States Parties to the Rome Statute of
the International Criminal Court**

Information Sheet

States Parties and Observer States are requested to submit credentials and notifications in advance of the session that could allow delegations to participate in-person during the nineteenth session of the Assembly from the 14 until 16 December in The Hague.

States Parties and Observer States are requested to submit credentials and notifications in advance of the session to facilitate the work of the Credentials Committee and of the Assembly .

CREDENTIALS

Credentials of States Parties

Pursuant to Rule 24 of the *Rules of Procedure of the Assembly of States Parties*, the 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 24 hours 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 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 the Secretariat of the Assembly

Whereas [*name of State Party*] desires to be represented in-person at the nineteenth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in The Hague, from 14 to 16 December 2020,

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

Nineteenth 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 notification of in-person 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 in-person during the work of the Assembly.

SAMPLE OF NOTIFICATION FROM OBSERVER STATES

[OFFICIAL LETTERHEAD]

The Embassy 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 nineteenth session of the Assembly of States Parties to the Rome Statute of the International Criminal Court to be held in The Hague, from 14 to 16 December 2020,

Nineteenth 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 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]
