

**ASSEMBLY OF STATES PARTIES**

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

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**HANDBOOK FOR PARTICIPANTS**



**Sixteenth session:**

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United Nations Headquarters - New York  
04 to 14 December 2017

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## CONTENTS

PAGE	
1	<b>Introduction</b>
1	<b>Venue and dates</b>
1	<b>Opening of the session</b>
1	<b>On-line address for: <i>Rules of Procedure; ASP documentation</i></b>
1	<b>Checklist for States</b>
2	<b>Registration</b>
4	<b>Credentials</b>
4	<b>Notifications</b>
5	<b>Participants</b>
6	<b>Media</b>
7	<b>Visa information</b>
7	<b>List of participants</b>
7	<b>Provisional Agenda, Work Programme and ASP Journal</b>
7	<b>Languages</b>
7	<b>Seating arrangements</b>
7	<b>Meetings</b>
8	<b>Decision-making</b>
8	<b>Elections</b>
8	<b>General Debate</b>
9	<b>Statements</b>
10	<b>Distribution of official documents</b>
10	<b>Booking of meeting rooms</b>
10	<b>Security and safety</b>
10	<b>Emergency and medical services</b>
10	<b>Side-events</b>
11	<b>Hotels</b>
11	<b>Telephone facilities</b>
11	<b>Parking</b>
12	<b>Taxis</b>
12	<b>Public transportation</b>
12	<b>Banking and currency exchange</b>
12	<b>Shops</b>
13	<b>Contact information</b>
14	<b>Annex I: List of States Parties as of 30 October 2017</b>
15	<b>Annex II: Decision by the Bureau: Understanding on the participation of Observer States in meetings of the Assembly of States Parties</b>

## INTRODUCTION

At its eleventh plenary meeting on 24 November 2017, the Assembly of States Parties to the Rome Statute of the International Criminal Court (“the Assembly”) decided to hold its sixteenth session at the United Nations (“the UN”) Headquarters in New York from 4 to 14 December 2017.

Invitations to the sixteenth session of the Assembly were sent to States and other entities on 7 March 2017 (Note verbale ICC-ASP/16/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. The composition of the Bureau 2002-2017 can be found at the following link: [https://asp.icc-cpi.int/iccdocs/asp\\_docs/Bureau/ASP1-15\\_BureauMembers-ENG.pdf](https://asp.icc-cpi.int/iccdocs/asp_docs/Bureau/ASP1-15_BureauMembers-ENG.pdf).

## VENUE AND DATES

The sixteenth session of the Assembly will be held from 4 to 14 December 2017 at the UN Headquarters, New York, United States.

## OPENING OF THE SESSION

The official opening of the sixteenth session will take place in Conference Room 4 (UN General Assembly Building) at the UN 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.

Sixteenth session documentation, including the *Rules of Procedure of the Assembly of States Parties* can be found online at:

[https://asp.icc-cpi.int/en\\_menus/asp/sessions/documentation/16th-session/Pages/default.aspx](https://asp.icc-cpi.int/en_menus/asp/sessions/documentation/16th-session/Pages/default.aspx)

## CHECKLIST FOR STATES

- 1) States Parties: Submit credentials to the Secretariat of the Assembly of States Parties
- 2) Observer States: Submit a notification to the Secretariat of the Assembly of States Parties with the names of participants
- 3) Regarding attendance at the sixteenth session, Missions must submit to the UN SG.6 forms for delegates not holding a valid UN grounds pass

Credentials should be sent to the ASP Secretariat, Oude Waalsdorperweg 10, 2597 AK The Hague, The Netherlands. Copies may also be sent via fax to +31-70-515 8376 or via e-mail to [asp@icc-cpi.int](mailto:asp@icc-cpi.int).

As of 4 December 2017, original credentials for the sixteenth session should no longer be sent to the ASP Secretariat in The Hague, but delivered directly to the ASP Secretariat at the beginning of the session in New York (Conference Room E at the UN Headquarters) and if possible, not later than 24 hours after the commencement of the session.

*For more details and sample credentials letter/notification letter, see page 4 below.*

## REGISTRATION, ACCREDITATION AND BADGING

All States participants will need a valid UN grounds pass for access to all meetings of the Assembly at the UN Headquarters. Delegates not holding a valid UN grounds pass are advised to liaise through their permanent 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, permanent missions are requested to deliver them to the delegates for processing at the United Nations Pass and ID Office.

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

All NGOs wishing to attend the sixteenth 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 31 October 2017.

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 sixteenth session is held at the United Nations Headquarters, the badging process is determined by UN rules. **Accreditation of the NGOs by the ASP Secretariat does not guarantee access to the United Nations Headquarters.**

The CICC will decide which 200 representatives of the NGOs will get a two week photo-badge and a seat in the Conference Room 4.

NGO representatives who currently hold a UN grounds pass can use this pass to attend the meetings. ECOSOC accredited NGOs must apply independently for the annual or temporary passes through CSOnet (<http://csonet.org/?menu=86>). They can request seven annual passes and up to nine temporary passes. If the ECOSOC NGO participants do not receive ECOSOC passes, they will either:

- a) Receive photo-badges for duration of the conference, although the number of NGO participants who can receive these passes is determined by the space available in the Conference Room 4; or
- b) They will be placed on the waiting list as other NGOs without ECOSOC consultative status whose access would depend on whether the United Nations would be able to provide the Secretariat of the Assembly with an overflow room.

The United Nations Pass and ID Office can only distribute limited amount of passes to NGO participants depending on the space available in the Conference Room 4 and **additional participants may not get access into the UN at all**, unless the Secretariat can secure the overflow rooms. Therefore, NGO participants besides the 200 who the CICC would allocate seats to, will be placed on the waiting list for an overflow room. The access to the United Nations will depend on whether the Secretariat of the Assembly could secure an overflow room. If that is the case, name-specific passes would be distributed by the CICC outside of the UN Visitors' entrance on First Avenue between 45<sup>th</sup> and 46<sup>th</sup> Street.

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 UN Security in order to obtain their badge at the UN 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 UN 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 sixteenth session of the Assembly.

Furthermore, as the space in Conference Room 4 at the United Nations where the Assembly will be meeting is limited, the access would be controlled by secondary day specific tickets which would be distributed daily by a representative from the CICC to 200 NGO representatives at the UN Visitor Lobby area located on First Avenue between 45<sup>th</sup> and 46<sup>th</sup> Street.

All NGO representatives must enter via the visitors' entrance located on First Avenue between 45<sup>th</sup> and 46<sup>th</sup> Street and proceed to the ICC registration desk located in the General Assembly Visitor's Lobby to receive secondary tickets to access the Conference Room 4.

**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 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]**

*Address to Secretariat of the Assembly*

Whereas [*name of State Party*] desires to be represented at the sixteenth 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 2017.

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

Sixteenth 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. 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]**

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 sixteenth 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 2017,

Sixteenth 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**

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 meetings 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 the 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 UN activities and provide information as appropriate.

*The decision of the Bureau of the Assembly, regarding participation of Observer States in meetings of the Assembly, dated 18 November 2017 is contained in annex II.*

*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 sixteenth session at United Nations Headquarters in New York, from 4 to 14 December 2017. During the session, the Assembly will, inter alia, elect the new President of the Assembly for the seventeenth to nineteenth sessions, six new judges, and six members of the Committee on Budget and Finance.

All journalists wishing to cover the session and related events must submit an official letter of assignment by fax to +31 (0)70 515 83 76 as well as by e-mail to [esterluteran@gmail.com](mailto:esterluteran@gmail.com).

The application period for accreditation starts on Monday 20 November and closes on Wednesday 13 December 2017 at 17:00 hours EST.

It is advisable to consult the website of the United Nations Media Accreditation and Liaison Unit (<http://www.un.org/en/media/accreditation/index.shtml>) in advance of the session in order to apply for the required media accreditation at 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, but are requested to confirm their participation via e-mail to [esterluteran@gmail.com](mailto:esterluteran@gmail.com) (copy: [aspnewyork@gmail.com](mailto:aspnewyork@gmail.com)). For escort into media designated area within the conference room where the Assembly will be meeting, please go to Media Accreditation and Liaison Unit office located on the on the 2<sup>nd</sup> floor of the UN Secretariat Building.

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 of the Assembly of States Parties, the Assembly may decide that if exceptional circumstances arise, its meetings may be held in private.

Film crews interested in filming inside Conference Room 4 where the Assembly is holding its session 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 gallery / 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, excluding elections.

Further information about the sixteenth session can be found on the Assembly website, including, provisional work programme and the daily ASP Journal.

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 [esterluteran@gmail.com](mailto:esterluteran@gmail.com).

## VISA INFORMATION

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

## LIST OF PARTICIPANTS

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

## PROVISIONAL AGENDA, WORK PROGRAMME AND ASP JOURNAL

The annotated provisional agenda for the sixteenth session of the Assembly is contained in document ICC-ASP/16/1 and can be found at the website of the Assembly:  
[https://asp.icc-cpi.int/iccdocs/asp\\_docs/ASP16/ICC-ASP-16-1-ENG.pdf](https://asp.icc-cpi.int/iccdocs/asp_docs/ASP16/ICC-ASP-16-1-ENG.pdf).

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 approved by the Bureau on 18 October 2017 and which the ASP will adopt on 4 December, is available at the following link:  
[https://asp.icc-cpi.int/iccdocs/asp\\_docs/ASP16/ASP16-ProvWorkProg-ENG.pdf](https://asp.icc-cpi.int/iccdocs/asp_docs/ASP16/ASP16-ProvWorkProg-ENG.pdf).  
A daily programme of official meetings can be found in the *UN Journal* which is available online at <http://www.un.org/Docs/journal/En/lateste.pdf>.

A daily ASP Journal containing information on meetings, side-events, and announcements will be available on the ICC website at the following link:  
[https://asp.icc-cpi.int/en\\_menus/asp/sessions/documentation/16th-session/Pages/default.aspx](https://asp.icc-cpi.int/en_menus/asp/sessions/documentation/16th-session/Pages/default.aspx).

## 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, English, French and Spanish will be provided.

## SEATING ARRANGEMENTS

States Parties will be seated in English alphabetical order, starting with the State drawn by lot (Chile for the sixteenth session).

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 regular basis and will specify conference rooms and times of meetings:  
[https://asp.icc-cpi.int/en\\_menus/asp/sessions/documentation/16th-session/Pages/default.aspx](https://asp.icc-cpi.int/en_menus/asp/sessions/documentation/16th-session/Pages/default.aspx).

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

*The decision of the Bureau of the Assembly, regarding participation of Observer States in meetings of the Assembly, dated 18 November 2017 is contained in annex II.*

## **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-third 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 30 October 2017, there were 11 States in arrears.

## **ELECTIONS**

At the sixteenth 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 2017 until conclusion of the nineteenth session (November/December 2020).

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 sixteenth session.

More information on the elections of six judges and six members of the Committee on Budget and Finance as well as nominations can be found at:  
[https://asp.icc-cpi.int/en\\_menus/asp/elections/pages/election2017.aspx](https://asp.icc-cpi.int/en_menus/asp/elections/pages/election2017.aspx).

The mock election for six judges will be held on 1 December 2017 at 13:15-14:30 in Conference Room 4 (UN General Assembly Building).

## **GENERAL DEBATE**

The Bureau has decided to hold the provisional agenda item entitled “General debate” in the afternoon session of 6 December, and in the morning session of 7 December.

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 30 October 2017 (Central European Time), via fax +31 70 515 8376 or e-mail to [asp@icc-cpi.int](mailto:asp@icc-cpi.int), with an indication of their preferred day and segment (morning or afternoon). If possible, the Secretariat would welcome receiving the name of the speaker. Ministerial level representatives would be accorded precedence on the list.

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, irrespective of the level of representation. Delegations are advised that any changes to the level of representation for the General debate of the sixteenth 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](mailto:Estera.Luteranova@icc-cpi.int) with copy to [esterluteran@gmail.com](mailto:esterluteran@gmail.com) as of 1 December 2017.

Furthermore, in accordance with the past practice of the Assembly, the States may wish to participate in the General debate by making written submissions, which would be posted on the website of the Assembly. President of the Assembly wishes to invite States in a position to do so to submit written statements only.

## STATEMENTS

Representatives wishing to circulate statements to all participants are requested to provide 250 copies to the meeting room attendant.

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 20 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. Assembly 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 Secretariat to representatives of the States Parties and Observer States. The statements shall be made available in the quantities and in the language or languages in which the statements are made available, provided that a statement submitted on behalf of an organization is related to the work of the Assembly and is on a subject in which the organization has a special competence.

In accordance with the Bureau's decision on moving towards "greener" 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).

Representatives wishing to provide a video statement can do so by submitting the video statement to the Secretariat on USB memory sticks, which would then be posted on the web site, under the General debate segment.

*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-light approach to documentation for the sixteenth session, pre-session documentation will no longer be made available to delegations.

The Secretariat will provide at the session USB memory sticks containing the pre-session documentation for all delegations at a conference officers desk.

## **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 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 medical assistance to delegates and members of diplomatic missions to the UN. A medical clinic is situated at 405 E 42<sup>nd</sup> Street, 5<sup>th</sup> floor, Room S-535, and is open Monday to Friday from 9am to 5pm.  
Telephone: (212) 963-2951 or (212) 963-7080.

For emergencies within the UN 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 UN call **911**.

## **SIDE-EVENTS**

For coordination purposes, the organizers of receptions and other protocol events should contact the Secretariat (see page 13 for contact information). Announcements about social events may be made in meetings or included in the *ASP Journal*.

As the Secretariat of the Assembly does not allocate rooms at UNHQ for side events nor can the Secretariat cover any costs associated with these events, delegations interested in organizing side events would have to request a conference room directly from the UN via their UN Missions. Their request should be directly addressed to DGACM/MMS. MMS will then dispatch the pre-booking to requestors via eMeets (<http://icms.un.org>).

Requestors click on the link provided and edit the title, contacts and participants. While editing the room setups, requestors should indicate their requirement for podium signs and services, which may be necessary (sound engineer, power-point presentation, interpretation, etc.).

The UN has indicated that interpretation services would only be provided from 10 to 1 p.m. and from 3 p.m. to 6 p.m. However, organizers have the option to bring interpreters for their side-events but have to inform MMS accordingly.

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.

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 UN Catering via email at [lhayden@culinartinc.com](mailto:lhayden@culinartinc.com) or by phone at +1 212 963 7029/7099.

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. However, respective side-event organizers are advised to send a list of NGOs representatives to the UN Security via Excel sheet provided by the UN (first and last name) in order to receive a name specific event badge since not all the participant will have two-week photo badges. The badges would have to be picked up at the UN Pass and ID office and distributed outside of the UN entrance on First Avenue between 45th and 46th Street.

## **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](http://www.nyc.com/hotels).

## **TELEPHONE 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.

Directory information: 411 or 555-1212.

## **PARKING**

Parking for delegates at the UN should be arranged by Missions according to established UN practice. Public parking is available on 44<sup>th</sup> 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 un-licensed 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 MetroCards 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**

There is a Chase Bank and cash dispenser (ATM) at 45<sup>th</sup> street and First Avenue. 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. Some supermarkets stay open all night.

## CONTACT INFORMATION

### SECRETARIAT OF THE ASSEMBLY OF STATES PARTIES

<i>Mailing address:</i>	<i>Street address:</i>	<i>Phone/Fax/Email Numbers</i>	
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Legal Officer

Ms. Linda Gueye  
Special Assistant to the ASP President

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Special Assistant to the Director

## ANNEX I

## LIST OF STATES PARTIES\*

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

\* As of 30 October 2017, 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: <http://www.un.org/law/icc/index.html>.

## ANNEX II

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

#### DECISION BY THE BUREAU

18 October 2017

*The Bureau of the Assembly of States Parties to the Rome Statute of the International Criminal Court,*

*Mindful* that, under article 112 (3) (c), of the Rome Statute the Bureau shall assist the Assembly in the discharge of its responsibilities,

*Aware* that certain questions have arisen with regard to the participation of Observer States in the meetings of the Assembly,

*Bearing in mind* the call made by the Assembly of States Parties to intensify their efforts to promote universality,<sup>1</sup>

*Convinced* that participation in the various meetings of the Assembly of States Parties, in a spirit of openness, increases transparency and contributes to a better understanding of the Rome Statute system and that such participation should be conducive to promoting the universality of the Rome Statute, while recognizing the need for certain Assembly deliberations to be conducted only among States that are party to the Rome Statute,

*Recalling* rule 42 of the Rules of Procedure of the Assembly of States Parties concerning the general principles that apply in the case of public and private meetings of the Assembly of States Parties,

*Recalling* that at its first session the Assembly decided that Observer States should be allowed to participate in its deliberations but could not participate in the taking of decisions,<sup>2</sup>

*Recalling* that in accordance with rule 1 of the Rules of Procedure of the Assembly of States Parties, the term “Observer States” means States which have signed the Rome Statute or the Final Act of the Rome Conference and which, pursuant to article 112, paragraph 1, of the Rome Statute, may be observers in the Assembly;

1. *Decides* to adopt the enclosed “Understanding on the participation of Observer States in meetings of the Assembly of States Parties”;
2. *Decides* to request the Secretariat to distribute the text of the present decision and its enclosure among States Parties and Observer States.

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<sup>1</sup> Resolution ICC-ASP/15/Res. 5, “Strengthening the International Criminal Court and the Assembly of States Parties”, para. 1.

<sup>2</sup> *Official Records of the Assembly of States Parties to the Rome Statute of the International Criminal Court, First session, New York, 3-10 September 2002* (ICC-ASP/1/3), part I, para. 12.

## **Appendix**

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

#### **UNDERSTANDING ON THE PARTICIPATION OF OBSERVER STATES IN MEETINGS OF THE ASSEMBLY OF STATES PARTIES**

1. The Rules of Procedure of the Assembly of States Parties, concerning the participation of Observer States, observers and other participants in the meetings of the Assembly should be complied with in full.
2. For the purposes of the present Understanding, the term “meeting” of the Assembly of States Parties includes, but is not limited to, plenary debates, formal meetings and informal consultations, including those held by working groups and other subsidiary bodies with general membership.
3. Observer States’ participation means participation in the deliberations but not in the taking of decisions, as expressed in ICC-ASP/1/3, paragraph 12.
4. Bearing in mind the provisions of rule 42 of the Rules of Procedure of the Assembly of States Parties, according to which it is up to States Parties of the concerned subsidiary body with general membership to decide whether the in-principle public meetings shall be held in private, and thus whether interested Observer States shall not be allowed to participate in such meetings:
  - (a) The chairpersons and facilitators of the Assembly are requested to communicate to the Bureau any decision made by States Parties within their respective processes to hold meetings in private, without prejudice to case-by-case deviations as may be decided by the States Parties of the respective processes; and
  - (b) The Bureau shall keep a list of such decisions.

The above is without prejudice to any matter that the Assembly determines is restricted to only States Parties.

5. Observer States participating in a meeting may request to make statements or interventions following the statements and/or interventions of States Parties.
6. Observer States will not be excluded when a meeting has been made public to observers and other participants as defined by rules 92 and 93 of the Rules of Procedure of the Assembly of States Parties.
7. This Understanding does not apply to the participation of other observers, other participants and States not having observer status in the deliberations of the Assembly, as governed by rules 92, 93 and 94 respectively.