

Guidelines for ASP accreditation

The following guidelines have been established by the International Secretariat of the Coalition for the International Criminal Court (IS-CICC) to inform all Coalition members of the administrative steps required to apply for accreditation for the upcoming eighteenth session of the Assembly of States Parties scheduled to take place from 2 to 7 December 2019 at the World Forum Convention Centre in The Hague.¹

Rule 93 of the [Rules of Procedure of the Assembly of States Parties](#) determines the conditions for NGOs participation at the meetings of the Assembly of States Parties, i.e.:

Non-governmental organizations invited to the Rome Conference, registered to the Preparatory Commission for the International Criminal Court, or having consultative status with the Economic and Social Council of the United Nations whose activities are relevant to the activities of the Court and other nongovernmental organizations invited by the Assembly may attend meetings of the ASP and of its subsidiary bodies, receive copies of official documents, and make oral statements through limited number of representatives at the opening and closing meetings of the Assembly upon the invitation of the President and subject to the approval of the Assembly and/or at the opening and closing meeting of subsidiary bodies when the subsidiary body concerned deems it appropriate.

1- Direct accreditation with the ASP Secretariat²

If your [organization has consultative status with the UN ECOSOC](#) or was invited to the Rome Conference **you can request accreditation directly with the Secretariat** of the Assembly of States Parties (SASP).

If you can request accreditation directly, we suggest you proceed that way. Please bear in mind that by registering directly, your organization will be accredited under its own name (rather than under the name of the Coalition for the ICC).

Please present your accreditation request to the ASP Secretariat via email at asp@icc-cpi.int, **by mail** to the Secretariat of the Assembly of States Parties, International Criminal Court, Room A.00.49, Oude Waalsdorperweg 10, 2597AK, The Hague, The Netherlands or via fax at +31 (0)70 515 8376 **no later than Friday, 15 November 2019**. Accreditation requests received after the deadline will not be considered.

The accreditation request shall be submitted in the form of the official letter to the ASP Secretariat by ONE REPRESENTATIVE ON BEHALF OF EACH ORGANIZATION, and shall include the following details:

- Name of the organization
- Last name and name of representative(s) to be accredited
- Position/title of representative(s) to be accredited
- Based in (City, Country)
- Email of each representative(s) to be accredited.

Incomplete requests will not be considered.

Please be reminded that in order to be included in ASP-related CICC communications, you will need to inform the CICC Secretariat of your accreditation request with the SASP. Please inform the Secretariat by sending an email to asp@coalitionfortheicc.org.

¹ Please note that these guidelines only apply to the eighteenth session of the Assembly held in The Hague since procedures for accreditation and issuance of badges are different for sessions held in New York where the badging process is controlled by UN Security.

² Please note that the **ASP Secretariat does not deal with visa related issues.**

2- Accreditation under the Coalition for the ICC umbrella (CICC members)

The International Secretariat of the Coalition for the International Criminal Court assists the ASP Secretariat in managing accreditation requests made by its members, but the final approval of accreditation requests will be made by the ASP Secretariat.

Please bear in mind that only registered non-governmental organizations qualify for membership of the Coalition for the ICC. Consequently, the Coalition for the ICC does not grant membership to individuals. *(If your organization is not a CICC member, please see the section below for exceptional accreditations)*

Accreditation requests can be submitted through the Coalition's website (<http://www.coalitionfortheicc.org/webform/asp-18-accreditation-accreditation-laep-18-acreditacion-la-aep-18>) or by sending an email to asp@coalitionfortheicc.org.

Members of the Coalition for the ICC that wish to attend the 2019 ASP session should submit an accreditation request as soon as possible, and in any case **no later than Friday, 8 November 2019**. Save for requests by speakers/panelists, **accreditation requests submitted after the deadline will not be considered.**

Accreditation requests submitted after the deadline can still be accepted for: **speakers/panelists at side events** (please present proof of the engagement as speaker). In this case a **temporary day pass** will be issued, giving access to the ASP premises only during the very day of the side-event. Please note that all requests for day passes should be submitted at least 3 days in advance of the event by sending an email to asp@coalitionfortheicc.org.

Accreditation requests shall be submitted by ONE REPRESENTATIVE ON BEHALF OF EACH ORGANIZATION, and shall include the following information:

- Name of the organization
- Is your organization member of CICC?
- Last name and name of representative(s) to be accredited
- Position/title of representative(s) to be accredited
- Based in (City, Country)
- Email of each representative(s) to be accredited

Accreditation requests will be considered on a rolling basis, but due to the high number of requests, it might take up to two weeks to receive a response. **Incomplete requests will not be considered.**

3- Exceptional accreditation for non-CICC members

Organizations that are not members of the Coalition for the ICC and do not possess consultative status with the UN ECOSOC may request accreditation under the umbrella of the Coalition for the ICC if:

- The organization is a registered not-for-profit entity;
- The organization has a mission concerning justice and accountability
- The organization's participation at the ASP will further its mission (*organizations that are non CICC members are requested to complete a questionnaire in relation to their activities and their objectives for ASP participation; (Download HERE!)*)
- The organization has previously engaged with the CICC Secretariat, or with members of the Coalition.

These requests shall be considered exceptional, and shall be assessed on a case-by-case basis following the guidelines below.

The deadline for submitting accreditation requests for organizations that are not CICC members is Friday, 1 November 2019. Accreditation requests can be submitted through the Coalition's website (<http://www.coalitionfortheicc.org/webform/asp-18-accreditation-accreditation-laep-18-acreditacion-la-aep-18>) or by sending an email to asp@coalitionfortheicc.org. Requests received after the deadline will not be considered.

Accreditation requests by non-CICC member organizations shall be submitted by one representative on behalf of the entire organization, and shall include:

- Name of the organization
- Last name and first name of representative(s) to be accredited
- Position/title of representative(s) to be accredited
- Based in (City, Country)
- Email of representative(s) to be accredited
- Questionnaire supporting the accreditation request ([Download HERE!](#))

PLEASE BE INFORMED THAT ACCREDITATION UNDER THE CICC UMBRELLA WITHOUT MEMBERSHIP IN THE COALITION FOR THE ICC DOES NOT GRANT YOU THE RIGHT TO PARTICIPATE IN CICC-MEMBERS ONLY MEETINGS. You will be able to attend ASP sessions and side events open to all accredited participants, but you WILL NOT be able to attend meetings organized for the members of the Coalition for the ICC. We request your cooperation in respecting this rule.

In assessing the accreditation requests, we will rely on the following:

- The accreditation request will be assessed by the CICC Secretariat based on the reasons for participation provided in the questionnaire.
- In order to receive accreditation, the non-CICC member organization needs to demonstrate credible links with the CICC International Secretariat or with a CICC member organization.
- **Previous ASP accreditation will not translate into a right to receive accreditation for future ASP sessions.** This rule applies to those who might have been previously accredited on the basis of their association/employment with a CICC member organization or their association with an organization possessing UN ECOSOC status, or on an ad hoc basis.
- The requests for students' participation for the purpose of exposure to the meetings will be rejected.