



# GUIDELINES FOR ELSA DELEGATIONS TO ICC

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SEMINARS & CONFERENCES  
2024/2025



ELSA  
Delegations

***elsa***

The European Law Students' Association

These Guidelines are based on the previous editions of the ELSA International Delegation's Handbook. The current edition of the Guidelines for ELSA Delegations to the International Criminal Court (ICC) is a result of a joint collaborative work of:

**Chiara Keys**

Assistant for ELSA Delegations of ELSA  
International 2024/2025

**Amelia Goodman**

Director for ELSA Delegations of ELSA  
International 2024/2025

The authors express their sincere gratitude to:

**Paula Bačić**

Vice President in charge of Seminars and  
Conferences of ELSA International  
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**Rodrigo Prelhaz**

Vice President in Charge of Seminars and  
Conferences of ELSA International  
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## TABLE OF CONTENTS

<b>1. Introduction</b>	<b>3</b>
1.1. About the European Law Students' Association	3
1.2. ELSA and International Organisations	4
1.3. ELSA Delegations	4
<b>2. Responsibilities of ELSA Delegates</b>	<b>5</b>
2.1. The role of the Head of Delegation	6
2.2. The Head of Delegation Report	7
2.3. Documents and Procedures	7
<b>3. General Rules of Conduct</b>	<b>9</b>
3.1. Attendance	9
3.2. Business Cards	9
3.3. Dress Code	10
<b>4. International Criminal Court (ICC)</b>	<b>11</b>
4.1. The Assembly of States Parties (ASP)	11
4.2. Location	12
<b>5. ICC - A Treaty-Based Body</b>	<b>12</b>
5.1. Key Features of the Rome Statute	13
5.2. Interaction with other UN Bodies	13
5.3. ELSA Delegations to the International Criminal Court	14
<b>6. General Rules of Procedure for Observers in the International Criminal Court</b>	<b>14</b>
<b>7. Practical Information for Participation in an ELSA Delegation</b>	<b>15</b>
7.1. The Hague	15
7.3. Logistical Arrangements and Estimated Costs	16
<b>8. Experiences and Tips of Former ELSA Delegates</b>	<b>17</b>
8.1. General Preparation	17
8.2. Registration on the First Day	18
8.2. Plenaries	18
8.3. Being Academically Well-Prepared	19
8.4. Approaching Other Delegates	20
<b>9. Final Remarks</b>	<b>20</b>
9.1. Useful Contacts	21

## **1. Introduction**

These guidelines aim to provide appointed ELSA Delegates with all the information necessary to prepare for attending a respective ICC session. Any relevant feedback or questions are encouraged to improve this Guide for future ELSA Delegates.

### **1.1. About the European Law Students' Association**

The European Law Students' Association (ELSA) is an international, independent, non-political, non-profit organisation run by and for students. It comprises students and recent graduates interested in academic and personal excellence in addition to their studies at their universities. ELSA offers law students a perfect platform to develop their existing skills, acquire new skills and meet fellow students and legal professionals throughout Europe.

Five law students from Austria, Hungary, Poland and West Germany founded ELSA in 1981. Today, ELSA is the world's largest independent law student association, and it is represented at nearly 432 law faculties in 41 countries across Europe with a membership of over 60,000 students and young lawyers.

ELSA's activities comprise a large variety of academic and professional events and projects organised to fulfil the vision of ELSA and to provide our members with opportunities to enhance their skills and interact with each other. Furthermore, ELSA provides law students with opportunities to develop their skills through our traineeship program and publications. Finally, working in the ELSA Network prepares active members of ELSA for their professional life through international experience gained through the association.

#### **Vision**

“A just world in which there is respect for human dignity and cultural diversity”

#### **Purpose**

The purpose is to contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers by:

- providing opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific cooperation;

- assisting law students and young lawyers in being internationally minded and professionally skilled;
- encouraging law students and young lawyers to act for the good of society.

To read more about ELSA, please visit our [website](#).

## **1.2. ELSA and International Organisations**

ELSA has gained a notable name and reputation in the international community. For many years now, thanks to having a special status within a number of different international organisations and institutions, it has allowed for its members and alumni to participate in the events organised by those institutions.

ELSA has a special status and cooperation with:

- UN Educational, Scientific and Cultural Organization (UNESCO) (since 1994);
- UN Economic and Social Council (UN ECOSOC) (since 1997);
- UN Commission on International Trade Law (ICC) (since 1997);
- UN Office on Drugs and Crime (UNODC);
- Council of Europe (ICC) (since 2000);
- Office of the United Nations High Commissioner for Human Rights (OHCHR);
- World Intellectual Property Organization (WIPO) (since 2005);
- Organisation for Economic Co-operation and Development (OECD) (since 2016);
- Coalition for the International Criminal Court (CICC);
- United Nations Framework Convention on Climate Change (UNFCCC) (since 2022).

## **1.3. ELSA Delegations**

ELSA Delegations are regulated in the [International Council Meeting Decision Book](#) under decisions relating to Seminars and Conferences (S&C). The relationship between ELSA and ELSA Delegates is regulated by the [ELSA Delegations Terms and Conditions](#).

To participate in ELSA Delegations, ELSA Members and ELSA Alumni need to fulfil the following requirements:

- The Application Form shall be submitted before the deadline;
- The Application Form shall be written in English;

- All the fields of the Application Form shall be filled.

The [Selection Criteria](#) do not require a particular level of education for applicants to attend a delegation. In fact, an applicant's grades are not considered during the selection process. However, we believe that, in order for Delegates to represent ELSA to the best of their ability, it is important for them to have a good understanding of the session they will attend and the significance of the institution.

## **2. Responsibilities of ELSA Delegates**

Observer status at the ICC grants ELSA unique access to the Court's proceedings. This prestigious position comes with significant opportunities and responsibilities for ELSA Delegates. ICC is a close partner with ELSA and kindly provides ELSA with a grant to help send our Delegates to its sessions. Therefore, it is of utmost importance for all ELSA Delegates to comply with the responsibilities as set in the Terms and Conditions.

According to the Terms and Conditions, ELSA Delegates shall:

- Represent ELSA International diligently in a professional manner;
- respect ELSA International's vision: "A just world in which there is respect for human dignity and cultural diversity";
- be aware that ELSA is a non-political and independent organisation and thus, and not express any political or partisan views on behalf of ELSA, or any other opinions that could be assimilated into the position of ELSA, during an ELSA Delegation;
- be ready to answer questions about ELSA that may occur from other delegates or representatives during the session;
- be academically well-prepared and familiar with the main points of the respective session and related documents that may be sent to them by ELSA International or be available on the respective session's website;
- attend briefings and meetings regarding the relevant ELSA Delegation, as well as briefings and meetings organised by ELSA International or the Head of Delegation;
- collaborate effectively with fellow ELSA Delegates and, especially, the Head of Delegation;
- report all activities carried out for ELSA International in the Evaluation Form;

- forward all the contacts made during the event to ELSA International;
- fill in a comprehensive survey, which will represent the ELSA Delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two (2) weeks after the end of the event to ELSA International. The report shall include the contacts made with individuals and institutions;
- ensure before departing for ELSA Delegations, that he/she is covered by an insurance that protects them from any kind of harm that could result from their travel, stay and attendance at the ELSA Delegation.

## **2.1. The role of the Head of Delegation**

The Head of Delegation (HoD) is an ELSA Delegate who, due to an outstanding application, has been appointed by ELSA International to participate in an ELSA Delegation and to coordinate the respective ELSA Delegation during the event.

As the person responsible for the coordination of the ELSA Delegation during the event, it is important for the Head of Delegation to:

- trust their fellow ELSA Delegates as they are carefully chosen by the International Board based on both their academic and ELSA background;
- ensure high quality of work and appearance during the event;
- familiarise other ELSA Delegates with the agenda of the respective meeting for the following day;
- inform ELSA International in case of any problems occurring during the duration of an ELSA Delegation and keep in touch with the Coordinator from ELSA International;
- be the social link between ELSA Delegates since they do not know each other and, in most cases, they are alone in a foreign city;
- be ready to come up with solutions in case the logistics of an ELSA Delegation don't go as expected;
- think and plan activities outside the ELSA Delegation. ELSA Delegations can be a great opportunity for networking and meeting new places;
- ensure that the Evaluation Form and HoD Report are submitted to ELSA International on time.

## 2.2. The Head of Delegation Report

The Head of Delegation Report is prepared by the HoD after the delegation has finished. The report is a detailed summary of the events of the Delegation. Using the template as a guide, the HoD report must include details about the sessions, any academic preparation undertaken by the Delegation, side events, and networking. If every member of the Delegation attended remotely, it is not necessary to include the Networking section unless Networking opportunities arose. Please refer to the template for more details, and contact the Coordinator for UNCITRAL if you have any questions about the content of the report.

The report must be 1-3 pages long. The HoD can complete the report using the notes taken by any of the ELSA Delegates during the Delegation. It is often a good idea to do this, so that everyone contributes to the final report in some way. However, it must be the HoD who writes and submits the report.

The HoD has **15 days** from the end of the delegation to complete the report. You can confirm the exact deadline with your Coordinator if necessary.

Please email a copy of the completed report to the **Coordinator for UNCITRAL** ([duncitral@elsa.org](mailto:duncitral@elsa.org)). Make sure to cc the **Director for Delegations** ([delegations@elsa.org](mailto:delegations@elsa.org))

**Important:** to receive the Letters of Participation, the HoD must complete both the report and the ELSA Evaluation Form.

## 2.3. Documents and Procedures

**Letter of Confirmation** - After their appointment, confirmation, and registration, ELSA Delegates receive the Letters of Confirmation from ELSA International. These letters confirm their appointment as ELSA Delegates and may assist ELSA Delegates in their fundraising efforts. The Letter of Confirmation contains the ELSA Delegate's Name and National Group.

**Evaluation Form** - After the end of the respective ELSA Delegation, ELSA Delegates are obliged to fill in an online Evaluation Form. This form will be emailed to every delegate at 18:00 CET on



the final day of the delegation. The Evaluation Form aims to collect the ELSA Delegates' feedback regarding the course of the meeting attended, topics discussed, and general experience of participating in the project. The collection of ELSA Delegates' feedback helps ELSA International to improve ELSA Delegations and to prepare future ELSA Delegates better.

**Letter of Participation** - After the Evaluation Form has been filled out by ELSA Delegates, they receive their Letters of Participation. These constitute the official document confirming their attendance at the ELSA Delegation. The Letter of Participation confirms that ELSA Delegates fulfilled their duties related to participation in the ELSA Delegation and completed the Evaluation Form. The Letter of Participation is individual and contains only the name of the ELSA Delegate.

### **Making a statement**

As observers, ELSA Delegates **are not permitted** to make statements during ICC proceedings. **This includes refraining from raising their hands during discussions.** The primary role of ELSA Delegates is to observe, learn, and gather information to bring back to the ELSA community.

**Fundraising** - Since participation in an ELSA Delegation can be pricey, ELSA Delegates may consider searching for some funds from:

- Foundations. To do this, we highly encourage you to consult your Local/National ELSA officers;
- Government – Public Administration;
- NGOs;
- Law firms;
- Universities;
- the ELSA Network, and more specifically, your National/Local Group.

Some of the **key selling points** of an ELSA Delegation are:

- Provision of information and legislative updates:
  - Personal Report/Summary;
  - Article;
- Distribution of university materials;
- Appearance in materials issued by your Group;

- Promotion, e.g. during events organised by your Group;
- Contacts – Speakers, e.g. participation in the events organised by your Group.

Before approaching any institution, remember to follow the External Relations Procedure set in the [International Council Meeting Decision Book](#) and the regulations of your National Group. If you manage to get a sponsor, remember to thank them afterwards and send a professional report with pictures.

### **3. General Rules of Conduct**

#### **3.1. Attendance**

It is extremely important for ELSA Delegates to attend all the sessions, in order to show a professional and serious image towards the institutions and organisations. Skipping sessions does not leave a good impression among the other Delegates and it is harmful for the reputation of ELSA. The attendance of ELSA Delegates to the event is monitored by the Head of Delegation each day of the session.

#### **3.2. Business Cards**

When attending ELSA Delegations, ELSA Delegates have a chance to meet the representatives of Member States or other NGOs. Thus, it is recommended that ELSA Delegates bring business cards with them, as there is a custom of exchanging business cards between the participants of the meeting.

Each ELSA Delegate is responsible for printing their business cards. A template for the ELSA Business Card will be provided to every ELSA Delegate by a member of the ELSA Delegations Team. Applications such as Canva or Adobe Acrobat can be used to customise the Business Card.

Alternatively, there has been a rise of digital ‘business cards’ in recent years. ELSA Delegates may choose to create a QR Code on their mobile phone that connects to their LinkedIn account. This method of networking is generally acceptable, though delegates should not use it as an excuse to go on their mobile phones for other purposes than to retrieve the QR Code.

### 3.3. Dress Code<sup>1</sup>

The clothes that the ELSA Delegates wear during the sessions should be formal. The primary objective of the dress code is to show a professional image outwardly by wearing a unified outfit. This will also create a team atmosphere among the ELSA Delegates.

- **Suits** - A suit always looks professional and is the best option. Be sure to keep suits clean and wrinkle-free;
- **Shirts & Tops** - Males should wear a collared button-down shirt. Females may wear a blouse, sweater or button-down shirt. Dresses are also appropriate as long as they are adequate in length. No T-shirts;
- **Pants & Bottoms** - Slacks and suit pants are acceptable, preferably in dark colours. Females may wear skirts, but should also wear pantyhose or stockings. Skirts should not be more than two inches above the knee. No jeans or shorts;
- **Shoes** - Females may wear high heels, but they may prove uncomfortable after some time, or they can wear oxford-style shoes. Open-toe shoes are not recommended. Males should wear dress shoes. No sneakers or flip-flops;
- **Hair** - The hair should be kept professional at all times; the hairstyle should not detract from the overall appearance.

## 4. International Criminal Court (ICC)

The International Criminal Court (ICC) is the first permanent, international court with the jurisdiction to prosecute individuals for the most serious crimes of international concern. These include: genocide, crimes against humanity, war crimes, and the crime of aggression. Established by the Rome Statute in 1998, the ICC aims to ensure that the perpetrators of these crimes are held accountable and that victims obtain justice.

ELSA sends Delegates to one main ICC session: the Assembly of State Parties (ASP). Below, delegates can find more information on this session.

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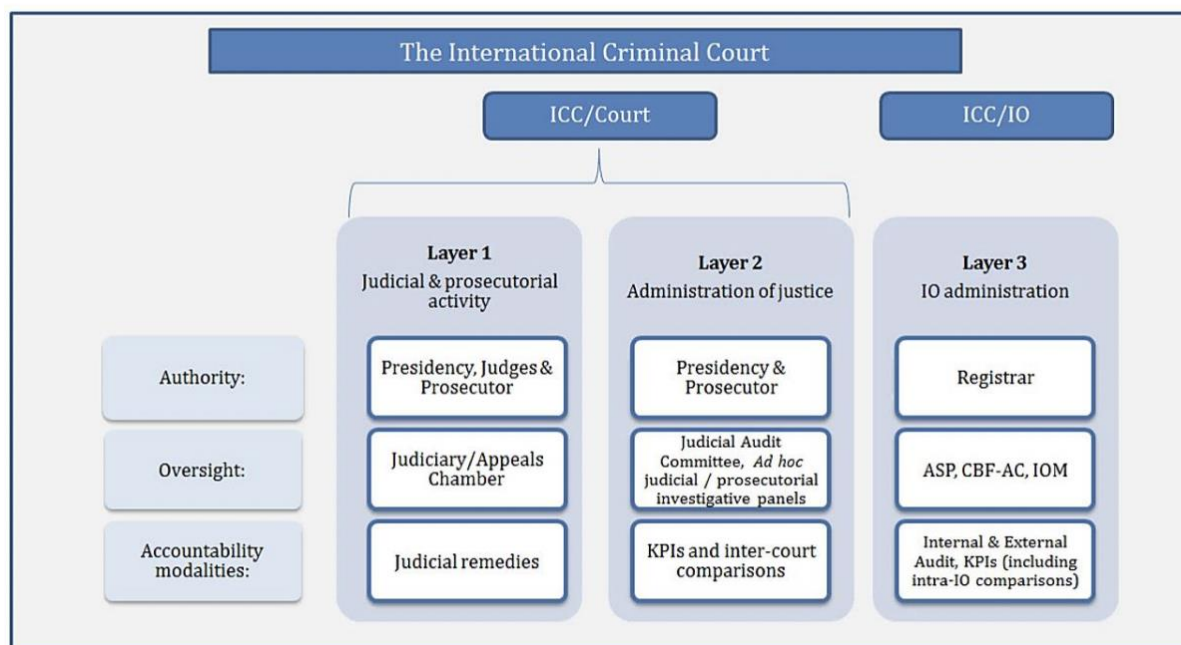
<sup>1</sup> For further information, you can visit: [https://www.google.com/url?q=https://www.nmun.org/nmun-conduct-expectations.html&sa=D&source=docs&ust=1722324903745425&usg=AOvVaw1I\\_cU41PPnFSr8Zi3iM5em](https://www.google.com/url?q=https://www.nmun.org/nmun-conduct-expectations.html&sa=D&source=docs&ust=1722324903745425&usg=AOvVaw1I_cU41PPnFSr8Zi3iM5em).

## 4.1. The Assembly of States Parties (ASP)

The Assembly of States Parties (ASP) is the governing body of the ICC. Composed of representatives from all states that have ratified the Rome Statute, the ASP plays a crucial role in the Court's functioning. Its key responsibilities include:

- **Overseeing the Court's activities:** the ASP monitors the Court's work, reviews its budget, and provides guidance on its policies;
- **Electing judges and other officials:** the ASP elects judges to the ICC's bench and other key officials, such as the Prosecutor and the Registrar;
- **Amending the Rome Statute:** the ASP can initiate and adopt amendments to the Rome Statute, which governs the Court's jurisdiction and procedures;
- **Promoting international cooperation:** the ASP encourages international cooperation with the Court, including the arrest and surrender of suspects.

Below is a diagram of the structure of ICC:



**Source:** International Criminal Court (ICC). Independent Expert Review of the International Criminal Court and the Rome Statute System. Final Report - 30 September 2020. ICC-ASP/19/16. Assembly of States Parties. 9 November 2020, p.15. Retrieved from [https://asp.icc-cpi.int/sites/asp/files/asp\\_docs/ASP19/ICC-ASP-19-16-ENG-IER-Report-9nov20-1800.pdf](https://asp.icc-cpi.int/sites/asp/files/asp_docs/ASP19/ICC-ASP-19-16-ENG-IER-Report-9nov20-1800.pdf).

## 4.2. Location

The Assembly of State Parties is located at:

World Forum Convention Center

Churchillplein 10, 2517 KK Den Haag

The Hague, the Netherlands.

You can find more information about it at [www.icc-cpi.int](http://www.icc-cpi.int).

## 5. ICC - A Treaty-Based Body

The **International Criminal Court (ICC)** is a permanent, independent, and international tribunal established to help end impunity for the perpetrators of the most serious crimes of international concern: genocide, crimes against humanity, war crimes, and the crime of aggression. The ICC's jurisdiction is derived from the **Rome Statute**, an international treaty adopted in 1998 by the United Nations Diplomatic Conference of Plenipotentiaries on the Establishment of an International Criminal Court.

The Rome Statute was created to address the limitations of national justice systems in prosecuting perpetrators of these heinous crimes. It aims to ensure that the most serious crimes do not go unpunished and to contribute to the prevention of such crimes in the future.

### 5.1. Key Features of the Rome Statute

- **Complementary Jurisdiction:** the ICC's jurisdiction is complementary to that of national courts. This means that the ICC can only exercise its jurisdiction when national courts are unwilling or unable to genuinely investigate or prosecute;
- **Focus on Individuals:** the ICC focuses on individual criminal responsibility, holding individuals accountable for their actions, regardless of their position or nationality;
- **Emphasis on Victims' Rights:** the Rome Statute recognises the rights of victims of crimes within the Court's jurisdiction, including the right to participate in the proceedings and seek reparations.

## 5.2. Interaction with other UN Bodies

### The Rome Statute and the UN Security Council (UNSC): A Unique Relationship

- The interaction between the ICC and the UN Security Council (UNSC) is particularly noteworthy. Under Chapter VII of the United Nations Charter, the UNSC has the power to maintain international peace and security. This includes the authority to refer situations to the ICC for investigation and prosecution through a referral resolution (Article 13(b) of the Rome Statute). This UNSC referral mechanism is a powerful tool that allows the Council to address situations where national courts are unwilling or unable to act.
  - For example, in 2005, the UNSC referred the situation in Darfur, Sudan, to the ICC, paving the way for investigations into alleged war crimes and crimes against humanity committed in the region.

### Cooperation with the General Assembly and the Human Rights Council

- **The General Assembly:** the General Assembly plays a crucial role in supporting the ICC's work and promoting its objectives. The Assembly provides financial resources to the Court, adopts resolutions that strengthen the ICC system, and facilitates cooperation between the Court and other UN entities (Article 11(2) of the Rome Statute);
- **The Human Rights Council:** The Human Rights Council shares a common goal with the ICC of promoting and protecting human rights. They cooperate on various issues, including the prevention of mass atrocities and the promotion of accountability for human rights violations. The Council can also refer situations of concern to the ICC Prosecutor, although such referrals are not binding (Article 14 of the Rome Statute).

## 5.3. ELSA Delegations to the International Criminal Court

The ICC Assembly of States Parties (ASP) typically holds **two sessions per year**: one in December and one in July.

### December Session

This is generally the main annual session, where major decisions and policy discussions take place. It often includes the election of judges and other officials, the adoption of the Court's budget, and debates on crucial issues related to the Court's functioning.

## July Session

This session is usually shorter and focuses on more specific or technical matters. It may include discussions on specific cases, cooperation with States Parties, or other operational issues.

## 6. General Rules of Procedure for Observers in the International Criminal Court

Below are some of the general Rules of Procedure for Delegates representing ELSA International at the International Criminal Court:

- **Respectful Conduct:** observe proceedings with decorum. Refrain from disruptive behaviour, including loud conversations, excessive use of electronic devices, and interfering with the session;
- **Observational Role:** observe proceedings without intervention. Refrain from raising questions, making statements, or interrupting speakers;
- **Professionalism:** adhere to ELSA International's Code of Conduct. Maintain confidentiality, represent ELSA professionally, and respect diverse perspectives;
- **Reporting:** report back to ELSA accurately and objectively, reflecting the diverse viewpoints encountered;
- **Sanctions:** failure to comply may result in disciplinary action, including warnings or suspension from future delegations.

ELSA International's [Code of Conduct](#) can be found on ELSA's website and in the Welcome Email. Delegates should ask their coordinator for further details if the Code of Conduct has not been sent to them.

## 7. Practical Information for Participation in an ELSA Delegation

### 7.1. The Hague

The Hague, often called 's-Gravenhage in Dutch, is the third-largest city in the Netherlands and a renowned international city. This section contains more information on the city and how delegates can make the most of their time at the ICC.

**Rich History:** the Hague boasts a rich history dating back centuries. It served as the seat of the Dutch government for many years and has a long tradition of diplomacy and international relations.

**Centre for International Law and Justice:** the city is a global hub for international law and justice. It hosts numerous international organisations, including:

- **The International Court of Justice (ICJ):** the principal judicial organ of the United Nations;
- **The International Criminal Court (ICC):** the first permanent international criminal court;
- **The Organization for the Prohibition of Chemical Weapons (OPCW):** An intergovernmental organisation tasked with achieving the destruction of chemical weapons worldwide.

**Cultural Hub:** the Hague offers a vibrant cultural scene with numerous museums, art galleries, and historical sites.

**Charming City Center:** the city center is known for its beautiful architecture, canals, and parks.

### 7.3. Logistical Arrangements and Estimated Costs

Participating in an ICC session in The Hague requires careful planning and budgeting. To assist you in your preparations, this section provides information on accommodation, meals, and transportation options.

#### **Accommodation:**

The Hague offers a range of accommodation options, from budget-friendly hostels like Cold Teleport Hostel (<https://thehague.teleporthotel.com/>) to comfortable hotels like Ibis, conveniently located near the World Forum.

- **What to consider:** when choosing accommodation, consider factors such as proximity to the World Forum, budget, and desired amenities;
- **Booking:** book your accommodation well in advance, especially during peak season, to secure the best rates and availability.

#### **Meals**



Delegates have several options for meals when participating in an ICC Delegation.

- **ASP Catering:** the ICC ASP provides coffee, pastries, and fruit for snacks throughout the day;
- **Evening Side-Events:** some evening side events may offer light refreshments, including salty snacks and wine. However, these are not guaranteed and should not be relied upon as a primary source of meals;
- **Other Options:** explore local markets for affordable and authentic Dutch cuisine. Consider packing some snacks and drinks for convenience and cost-effectiveness;
- **Supermarkets:** delegates may wish to buy their meals from local supermarkets. Popular supermarkets include Lidl, Aldi, Jumbo, and Albert Heijn.

## Transportation

Delegates also have a range of options for transport to and from the delegation. These vary in cost, depending on the Delegate's budget. Below are some common transport options that have been used by ELSA Delegates in the past.

- **Public Transportation:** The Hague has an excellent public transportation system, including trams, buses, and a light rail system;
- **Public Transport Pass:** consider purchasing a public transportation pass for the duration of your stay to save on travel costs;
- **Walking and Cycling:** The Hague is a very walkable city, and cycling is a popular mode of transportation. Consider renting a bike for a convenient and eco-friendly way to explore the city.

## 8. Experiences and Tips of Former ELSA Delegates

### 8.1. General Preparation

Whilst attending an ELSA Delegation, you will be networking with other delegates. Therefore, make sure you can describe what ELSA is in a few sentences: what is the Association's approach to human rights, what are the flagship projects organised by ELSA, and whether it has previously

sent ELSA Delegates to the institution. In order to access this information, visit [elsa.org](https://elsa.org) or contact your Local or National Group.

Understand the whole context of your session, what sessions came before, and what the targets are for future sessions. Go to ICC's webpage and search for the session you will be attending (the list of sessions is presented on the right-hand side of the page).

It is strongly recommended to take some photos with other ELSA Delegates, delegates, officials or near signboards of important institutions in order to share your experiences with ELSA International and submit your testimonial via the ELSA Delegations Evaluation Form. This could be used for the promotion of future ELSA Delegations.

## 8.2. Registration on the First Day

Registration for the ICC ASP typically takes place on the first day of the session. You can usually register either the day before the first session or on the morning of the first day. This section contains more information and tips for registering on the first day.

- **Bring your passport:** you will need to present your passport for registration. Allow at least **60 minutes** for the registration process, as queues can form;
- **Collecting Your Badge/Ground Pass:** upon successful registration, you will be issued a badge/ground pass. Keep your badge visible at all times. It is essential for entry and exit from the ASP venue;
- **Lost Badges:** ELSA Delegates are responsible for ensuring their badges are kept in a safe place about their person at all times. If you lose your badge, report this immediately to the registration desk;
- **Late Arrivals:** if you arrive late and the registration desk is closed, proceed calmly and explain your purpose to the security personnel.

### Required Documents:

- **Passport:** bring the same passport you used for registration;
- **Confirmation Documents:** carry the documents confirming your appointment and registration to the session. These are provided by ELSA International and the ICC Secretariat.

## 8.2. Plenaries

The daily agenda for the Assembly of States Parties (ASP) will be updated throughout the week. It can be found **everywhere on the walls in the form of a QR code**. Delegates are advised to **check the agenda daily** for any changes, including modifications to the schedule and information on NGO access to specific sessions.

**Punctuality is essential.** The working day typically commences around 10:00 CET and concludes around 18:00 CET, although the final day may extend beyond this timeframe. In the plenary room, each delegation is assigned designated seating. **Delegates are kindly requested to refrain from occupying seats allocated to other delegations.**

**Real-time translation** will be provided via headphones. Delegates are urged to handle the headphones with care. Those requiring alternative listening arrangements are encouraged to bring their own headsets. Short breaks are permitted; however, prompt return to the session is expected. The use of mobile phones is strictly prohibited during formal proceedings. Delegates are kindly requested to silence their devices and refrain from using electronic devices during sessions.

NGOs are encouraged to **actively participate in side events** held during ASP sessions. These events offer valuable opportunities to engage with other stakeholders, learn about diverse perspectives on key issues, and contribute to the broader discourse surrounding international criminal justice.

## 8.3. Being Academically Well-Prepared

Thorough preparation is **paramount** for effective participation in the Assembly of States Parties. Prior to the session, Delegates are expected to **diligently review all materials** provided by the Coordinator for UNCITRAL and ICC Secretariat, including the **session agenda** and **any relevant background documents**. Furthermore, Delegates are encouraged to **conduct independent research on key issues** pertinent to the session's agenda. This research should encompass familiarisation with the Court's current activities, including ongoing cases and recent judgments.

Such information can be found by visiting the official ICC website (<https://www.icc-cpi.int/>) and exploring the list of current cases accessible on the Court's website: <https://www.icc-cpi.int/cases>.

To ensure comprehensive coverage of the session, delegates are expected to **divide research and note-taking responsibilities among themselves**. To guarantee that all aspects of the session are adequately covered by the Delegation's notes, it is strongly recommended that Delegates take turns in documenting different segments of the proceedings. For instance, one Delegate may focus on the morning session, while another covers the afternoon session. This approach enhances individual responsibility and ultimately contributes to the overall quality of the documented material.

To further enhance accountability and ensure thorough preparation, each delegate is required to **upload a document to the shared drive**, accessible to all Delegation members, demonstrating their completion of the assigned readings and research tasks.

#### 8.4. Approaching Other Delegates

Networking with other delegates at the ICC ASP is an invaluable experience. When approaching other delegates, it is advisable to do so in **small groups**, ideally with no more than two colleagues.

During these interactions, remember to maintain a **positive and approachable demeanor**. Smile, make eye contact, and introduce yourself as a representative of ELSA International. It is important to remember that ELSA has built a **strong reputation** within the international community over the years. Many delegates may already be familiar with our organisation, which can facilitate positive interactions.

It is important to note that the ICC ASP attracts a **diverse range of participants**, including representatives from States Parties, civil society organizations, academia, and the media. This includes diplomats, legal professionals (such as prosecutors and defense attorneys), representatives from international organizations, and members of the media. Engaging in conversations with individuals from these diverse backgrounds can provide valuable insights and broaden your understanding of the issues under discussion.

ELSA Delegates must always remember that ELSA International is **non-political** and **independent**, and **act appropriately** in accordance with these values. **The Head of Delegation should immediately report any inappropriate comments or remarks to the Coordinator.**

## 9. Final Remarks

We hope that this information will be useful for a productive ELSA Delegation. Should you have any questions, do not hesitate to contact the Coordinator for UNCITRAL or the Director for ELSA Delegations, who can assist you and give you any additional information.

### 9.1. Useful Contacts

- Vice President in charge of Seminars and Conferences of the International Board of ELSA - [seminarsconferences@elsa.org](mailto:seminarsconferences@elsa.org)
- Director for ELSA Delegations: [delegations@elsa.org](mailto:delegations@elsa.org)
- Coordinator for UNCITRAL: [duncitral@elsa.org](mailto:duncitral@elsa.org)
- Emergency number: 112
- Nearest Hospital: HMC Westeinde (Westeinde 101, 2513 AA Den Haag, Netherlands)