



**UNITED  
NATIONS**



**United Nations Diplomatic Conference  
of Plenipotentiaries on the Establishment  
of an International Criminal Court**

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15 June-17 July 1998

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**UNITED NATIONS DIPLOMATIC CONFERENCE OF PLENIPOTENTIARIES  
ON THE ESTABLISHMENT OF AN INTERNATIONAL CRIMINAL COURT**

**Information note for participants**

The purpose of the present note is to assist participants in the United Nations Diplomatic Conference of Plenipotentiaries on the Establishment of an International Criminal Court.

**DATE AND PLACE OF THE CONFERENCE**

The United Nations Diplomatic Conference of Plenipotentiaries on the Establishment of an International Criminal Court will be held from 15 June to 17 July 1998 in the Plenary Hall at the headquarters of the Food and Agriculture Organization of the United Nations (FAO), in Rome. FAO is located on Viale delle Terme di Caracalla, 00100 Rome, adjacent to the Circo Massimo.

**CONFERENCE ARRANGEMENTS**

**Arrival of delegates**

Special arrangements will be made at the airports by the Italian authorities to facilitate quick clearance for all delegates arriving in Rome to participate in the Conference.

**Registration of participants and issuance of identification cards**

Only participants who have been officially designated in writing by an invited Government or organization will be registered. Such participants will be provided with a special ID card permitting access to FAO premises during the Conference.

A centre for registration of participants and issuance of access/identification passes will be open from Thursday, 11 June, to the last day of the Conference at the Villa at FAO headquarters. The hours of operation will be as follows:

98-12829 (E) 140598 200598



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11-13 June	8.30 a.m.-6 p.m.
14 June	10 a.m.-9 p.m.
15 June	8 a.m.-6 p.m.
16 June to the last day of the Conference	9.30 a.m.-5.30 p.m.

Admission to FAO premises will require, at all times, the presentation of identification cards. All participants in the Conference - delegates, United Nations Secretariat staff, representatives of United Nations programmes, specialized agencies, accredited intergovernmental organizations and special guests - are therefore requested to register at the Villa at FAO headquarters. Following registration, each participant will be issued an identification card or grounds pass.

Owing to the limited number of seats in the Plenary Hall, three seats will be assigned to each delegation participating in the plenary sessions of the Conference. In addition to individual grounds passes, three transferable "Plenary Hall" cards will be provided to each delegation. Therefore, at the opening session of the Conference and at other designated sessions, only a combination of the two cards will give access to the Plenary Hall. Plenary Hall cards will also be issued to other participants, in addition to government delegations, in proportion to the seats assigned to them in the Plenary Hall.

The registration process will be greatly facilitated if Conference credentials containing lists of the names of participants are transmitted by each delegation prior to actual registration in person. It is suggested that delegations submit this information to the Chief of Protocol, Protocol and Liaison Service, Room S-201A (Attn: Mrs. Marybeth Curran) at United Nations Headquarters before 4 June, and thereafter to the United Nations Protocol Registration/Accreditation Unit in Rome (tel.: 39-6-570-50306; fax: 39-6-570-50303).

The loss of an identification card must be reported immediately to Chief of Security Services at FAO (tel.: 39-6-570-53489; fax: 39-6-570-55663).

#### List of participants

Since the Protocol and Liaison Service has been authorized to oversee the publication of the provisional lists of delegations to the Conference, delegations are urged to communicate to the Protocol and Liaison Service the names and functional titles of all the participating delegates as soon as possible.

Delegations of States participating in the Conference are reminded that credentials of representatives to the Conference must be signed either by the Head of State or Government or by the Minister for Foreign Affairs. All other communications in this respect shall be considered provisional credentials until such time as formal credentials are received by the Executive Secretary of the Conference.

#### Parking facilities

A limited number of parking spaces will be available for delegations during the Conference within the FAO premises and outside, across the street from FAO.

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All delegations are requested to contact the Chief of Security Services for parking decals (tel.: 39-6-5705-3489; fax: 39-6-5705-5663).

Chauffeurs' identification cards giving access to FAO premises will be issued by the Chief of Security Services at FAO upon receipt of proper credentials, such as written requests from the heads of the respective missions in Rome containing proper identification, such as a national passport.

#### Identification cards

Only bearers of the special Conference ID cards, which are not transferable, will be allowed to enter FAO premises during the Conference.

#### Access to FAO premises

There will be one main entrance to FAO during the Conference:

Building A entrance for all delegates.

Owing to the limited seating capacity in the Plenary Hall, admission will be restricted to three persons from each government delegation and two persons from each intergovernmental organization observer delegation.

#### Conference rooms

The opening session of the Conference and the general debate will take place in the Plenary Hall (3rd floor, Building A) at FAO headquarters.

The meeting rooms for other committees and working groups will be announced in the daily journal to be issued during the Conference.

#### Documents distribution

While Conference documents will be distributed in advance to all invited Governments and organizations, they will also be available during the Conference. For this purpose, there will be a documents desk located on the 1st floor of Building A (at the entrance to the Red and Green Rooms).

The daily journal and other in-session documents will be available for delegates at the Documents Desk.

The Documents Desk will distribute only official documents in the official United Nations languages.

Delegates who wish to send documents back to their countries may do so using the postal and other delivery services available in the designated offices on the ground floor of Building B.

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## **MEDIA FACILITIES**

### **Accreditation**

The Accreditation Centre for media will be located in the Villa, next to the Indonesia Pavilion. All media representatives assigned to cover the Conference must have proper accreditation and passes. Completed application forms, together with a letter of assignment on official letterhead from the editor or bureau chief, should be mailed or faxed to:

Media Accreditation and Liaison Unit  
Department of Public Information  
ICC  
Room S-250  
United Nations  
New York, N.Y. 10017  
Fax: 212-963-4642

In Rome, as of 11 June 1998:

Tel.: 39-6-570-50307; fax: 39-6-570-50304

Registration of participants and accreditation for the press will take place daily in Rome, on FAO premises, in the Villa beginning on Thursday, 11 June, at 3 p.m. and thereafter from 9 a.m. to 6 p.m. Photo passes for the media will be processed and issued throughout the Conference upon presentation of two photo IDs (passport, official national press pass, driver's licence, work ID, etc.). Journalists applying in person for accreditation to the Conference should complete an application form and present two photo IDs (passport, official national press pass, driver's licence, work ID, etc.).

Admission to the FAO grounds will require, at all times, the presentation of an official Conference photo identification pass.

### **Media Centre**

The United Nations will establish a Media Centre for the local as well as the visiting press corps. Facilities for press coverage will be available on the ground floor of Building A, in the Romania Room.

These facilities will consist of a press working area equipped with about 50 journalists' workstations. The workstations cannot be reserved and will be available on an as needed/as available basis.

The Accreditation Liaison Officer will also distribute tickets on a first-come, first-served basis for access to the Mezzanine for journalists to cover the high-level sessions. Representatives of the visual media (TV and photo) should also contact the Accreditation Liaison Officer in the Villa.

### United Nations press releases coverage

The Department of Public Information will provide daily coverage by press releases, in English and French, of the meetings of the Conference. They may be obtained from the documents counter adjacent to the Media Centre.

A media documents counter with information materials for representatives of the media and a telecommunications centre (available at commercial rates) will be located in the same area.

### Television

Television transmissions of the plenary sessions will be carried live with English language sound on closed-circuit television (CCTV) monitors located in the press working area.

### Radio

Facilities will be available for radio producers to take direct audio feed (i.e., through plug-in to a distribution box) of both the language of the speaker (floor) and the simultaneous interpretation into English.

### Press conference

On Sunday, 14 June, in the afternoon, Mr. Hans Corell, the Legal Counsel of the United Nations, who will serve as the Representative of the Secretary-General during the Conference, will hold a press briefing for all journalists attending the Conference. The press conference will take place in the Iran Room (time of the press conference to be announced later).

### Copies of speeches for the press

Delegations wishing to make the speech of their Head of State, Head of Government or Head of Delegation available to the press should bring a minimum of 100 copies to the Media Centre in the Romania Room. Member States wishing to have their speeches posted on the United Nations Web site for the Conference should provide the text, preferably in electronic format, on a diskette, to the DPI Internet Centre (Room A 482, 4th floor, Building A).

## **NGO REGISTRATION AND FACILITIES**

### Registration

Registration of participants from non-governmental organizations (NGOs) will be conducted at the Villa at FAO headquarters, Rome.

In order to be registered, all NGOs must have previously been accredited by the Preparatory Committee on the Establishment of an International Criminal Court in accordance with General Assembly resolution 52/160 of 15 December 1997 and have received letters of invitation to attend the Conference. A list of NGOs that were accredited is maintained (A/AC.249/1998/CRP.22) and will be checked against registration at the Conference.

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Upon presentation of two valid photo IDs, NGO participants will be registered and issued a special ID card for access to the FAO premises.

Registration of participants will take place daily from 11 June to the end of the Conference. Please refer to the first page of this note for the hours of registration.

#### NGO facility room

The Sudan Room, located on the 3rd floor of Building B, will serve as the NGO facility room. The room is equipped with closed-circuit televisions (CCTVs). It will serve as the main focal point for all NGO activities.

#### Access to conference rooms

Seating is very limited in all conference rooms. Therefore only a small number of NGOs can be allowed access to the conference rooms at any given time. Provision has been made to broadcast some of the Conference proceedings on CCTV.

For any further information please call the Codification Division of the Office of Legal Affairs of the United Nations, New York, at tel.: 212-963-5345; fax: 212-963-1963 until 12 June 1998; and thereafter in Rome, at tel.: 39-6-5705-0305; fax: 39-6-5705-0302.

### SECURITY

During the Conference the Italian authorities will provide security outside the FAO premises. FAO Security Services will be responsible for all security aspects within the premises.

Specific requests regarding security arrangements within FAO premises and related matters should be addressed to FAO Security Services, Room B-060, ext. 5-3489 (tel.: 5705-3489 from outside the FAO complex).

### GENERAL INFORMATION SERVICES

#### Public telephones

Public telephones and the Fax Office will be located in Building A, Room A-276, and the Romania Room on the ground floor of Building A, as well as nearby areas. Telephone cards for making local and international calls can be purchased at the Italian Post Office branch in FAO, the FAO newsstand, the bank (see below) or at any tobacconist's outside the FAO complex.

As from 19 June, it will be necessary to use the city prefix (area code) for all calls including local calls. For example, to call the local number 55-55-555 in Rome, it will be necessary to dial 06-55-55-555.

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### Banking and currency exchange facilities

The unit of Italian currency is the lira. The rate of exchange of the lira to the United States dollar is approximately US\$ 1 = Lit 1,800. The exact rate of exchange of the lira can be obtained on a daily basis from the FAO branch of the Banca Commerciale Italiana (BCI), on the ground floor of Building B.

The Banca Commerciale Italiana will be open from Monday to Friday from 8.40 a.m. to 1.35 p.m., and from 2.45 to 4 p.m. Special counter services and cash dispensers for cashing foreign currency will be provided. Cash dispensers are also available to handle the cashing of convertible currency notes, travellers' cheques, Eurocheques and credit card withdrawals. In addition to BCI, the Italian Post Office located next to the Bank on the ground floor of Building B will also offer currency exchange facilities. The working hours of the Post Office are from 8.25 a.m. to 6.25 p.m. from Monday to Friday.

### Bookshops

The Food for Thought Bookstore, located on the ground floor of Building B between the newsstand and the General Insurance Company, offers a selection of English and French language books, gift stationery, writing paper, gift wrapping paper, greeting cards and guidebooks. The bookstore is open from 8 a.m. to 6 p.m. For more information, please call ext. 5-3127 (tel.: 5705-3127 from outside the FAO complex).

### Catering facilities

The FAO headquarters complex offers a variety of dining and snack bar facilities where one may sit down for a meal or order a quick snack and/or beverage. Listed below are all of the available locations (see map at the back of this note) as well as a brief description of the catering facilities offered.

#### Snack bars

There are several snack bars on the premises, offering hot and cold beverages and a variety of pastries and sandwiches. Locations and hours of operation are as follows:

<u>Location</u>	<u>Hours of operation</u>
Bar "C" (8th floor)	7.30 to 10.45 a.m. and 11.30 a.m. to 4.45 p.m.
Bar Caracalla (8th floor)	8.30 to 10.45 a.m. and 2.30 to 4 p.m.
Polish Bar (ground floor, Building A)	7.30 to 10.45 a.m. and 11.30 a.m. to 5.30 p.m.

#### Vending machines

Vending machines with refreshments will be located throughout the Conference area.

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### Restaurant and Cafeteria

The restaurant and cafeteria are located on the 8th floor of Building B and serve meals from noon to 2.30 p.m.

The 8th floor can be reached by taking any elevator to the 7th floor and then walking up one level to the restaurant or cafeteria.

The restaurant offers an à la carte menu or fixed-price meals. Reservations are required and interested parties are requested to call ext. 5-4268 or 5-6823, tel.: 5705-4268 and 5705-6823 from outside the FAO complex, to make advanced bookings.

The cafeteria offers hot main courses, soup, pasta, grilled meat and seafood, salads, vegetables and a variety of cold beverages.

The Secretariat is examining the possibility of having extended hours for the opening of the cafeteria and the Polish Bar.

### Emergency telephone numbers in Italy

The following numbers may come in handy in case of emergency:

<u>General hospitals</u>	<u>Switchboard</u>	<u>Medical emergency</u>
Giovanni via dell' Amba Aradam 9, Rome	77051	77 05 5297
Fatevenefratelli, Isola Tiberina, Rome	68371	68 37 299
S. Camillo, Circ. ne Gianicolense 87, Rome	58701	58 70 4666
Rome Tropical Hospital: Spallanzani, Via Portuense 292, Rome	55 1701	

### Emergency numbers to be called when outside FAO:

Carabinieri	112
Police	113
Fire	115
Ambulance (Red Cross)	5510

### Emergency numbers within FAO:

Medical Services	30 (53400)
Fire	33 (53333)
FAO Security Services	35 (53501)
Italian Security Operations in FAO	37 (54229/54252)

After 19 June, all local calls will require the city prefix, 06 (see "Public telephones" above).

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## Facilities for disabled persons

### Building access

The FAO buildings are being brought into line with European Community and Italian disabled facility building codes. At present, the disabled may access the Building D entrance.

### First aid/medical services

Medical services for emergencies and first aid will be provided throughout the Conference in Building B, 1st floor (see map at the back of this note).

Hospital services and medical specialist services, where necessary, will be provided by the host country, in cooperation with the FAO Medical Services. Information on access and admission is available at the medical services.

Participants in the Conference with special medical requirements are requested to inform the FAO Medical Services prior to their arrival.

### Health insurance

All participants are advised to carry sufficient health insurance to be able to meet any eventual expenses.

### Lost and found office

Objects found should be handed over either to the Security Desk, Building B, or to the Lost and Found Office, which is located in Room B-062, ext. 55159 (tel.: 5705-5159 from outside the FAO complex). Any inquiries on lost property or items should be made to that office.

### Newsstand

There is one newsstand located on the FAO premises. It is situated on the ground floor of Building B near the Banca Commerciale Italiana. It offers a variety of newspapers in several languages, a selection of magazines, postcards, maps and a large selection of Italian periodicals. The newsstand will operate from 6.30 a.m. to 6 p.m. For more information, please call ext. 53273 (tel.: 5705-3273 from outside the FAO complex).

### Photographs

Photographs taken during meetings in the Plenary Hall and during ceremonies will be put on display. Delegates wishing to purchase copies will be able to place their orders at the photograph stand located on the ground floor of Building B.

### Photo shop

The photo shop, located on the ground floor of Building B near the Food for Thought Bookstore, offers photo developing services along with a selection of films, CDs, batteries and other photo accessories for purchase. The photo

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shop's operating hours are from 8.30 a.m. to 6 p.m. For more information, please call 5-3278 (tel.: 5705-3278 from outside the FAO complex).

#### Postal service

The Italian Post Office, located on the ground floor, Building B (adjacent to the Bank), will provide normal services for stamps, parcels, telex, telegrams, registered mail, postal/money orders, currency exchange, etc.

#### Courier services

A DHL stand, located on the general ground floor, Building C, will provide courier services to delegates.

#### Transportation

Train, bus and taxi service is available from Fiumicino airport to the city centre. Conference participants are particularly cautioned against taking "pirate" taxis from the airport. Regular taxis are clearly marked.

#### Car rentals

Some car rental firms have offices at both Ciampino and Fiumicino airports (open seven days a week from 9 a.m. to 6.30 p.m.). A valid driver's licence and credit card are required.

Avis Fiumicino Airport, Ciampino Airport, Termini Station and 11 offices in town.

Information tel.: (06) 419-98  
Bookings tel.: (06) 419-99

Eurodollar Fiumicino Airport, Ciampino Airport and five offices in town.

Bookings tel.:

Fiumicino: 65 95 3547  
Ciampino: 79 34 0838

Europcar Fiumicino Airport, Ciampino Airport, Termini Station and eight offices in town.

Bookings, Milan, tel.: (02) 703-99700

Hertz Fiumicino Airport, Ciampino Airport, Termini Station and four offices in town.

Bookings tel.:

Fiumicino: 65 01 1448  
Ciampino: 79 34 0616

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Maggiore Fiumicino Airport, Ciampino Airport, Termini Station and five offices in town.

Bookings tel.:

Fiumicino: 65 01 0678

Ciampino: 79 34 0368

Car rental services are also available on FAO premises.

#### Automobile Club of Italy

The Automobile Club of Italy (ACI) office, located on the ground floor of Building B near the Bank, offers a variety of automobile services, including car rentals. The ACI office operating hours are from 9 a.m. to 6 p.m. For more information, please call ext. 5-3039 (tel.: 5705-3039 from outside the FAO complex). The Summertime Travel Agency office, located on the ground floor of Building D, also provides car rental services.

#### Public transportation

Tickets for public transport can be purchased at underground stations, bus terminal stations, tobacco shops, convenience stores, cafés and newspaper stands that show the sign "Metrebus". Tickets for public transport can also be purchased at the newspaper stand located on FAO premises and at the FAO Staff Co-op Service Desk.

#### Taxis

Taxi companies in Rome provide 24-hour service. There are a number of taxi stands throughout the city centre of Rome. Taxis can be booked by calling one of the following major taxi companies:

Cosmos	88177
La Capitale	4994
Pronto Taxi	6645
Radio Taxi	3570 or 63898
Radio Tevere	4157

Upon receiving a call, the taxi company operator will ask for the caller's telephone number and will give the caller the taxi's identification number (which will be marked on both sides of the car), as well as the estimated time it will take the taxi to reach the caller.

A taxi may be called by the FAO receptionist at the Reception Desk, ground floor, Building A entrance.

#### Travel facilities (flight reservation and reconfirmation)

The Summertime Travel Agency office, located on the ground floor of Building D, is open from 8.30 a.m. to 5.30 p.m. Participants are reminded that airline offices in Rome are open from 9 a.m. to 5 p.m. on weekdays but are

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closed on Saturdays and Sundays. Participants are kindly requested to take note of this fact in case of urgent re-routing.

#### Visa requirements

All participants in the Conference are urged to obtain entry visas to Italy prior to their departure from their home country or duty station. The Italian Government has advised that where there is no Italian embassy or consulate, participants may obtain their entry visa to Italy from any embassy or consulate of a State party to the Schengen Agreement. Most of the States members of the European Union are also States parties to the Schengen Agreement.\* No provision has been made for participants to obtain entry visas to Italy on arrival at the Rome airports.

#### Weather forecasts

Rome has a particularly mild climate throughout the year. As a result of its geographical position close to the sea and the natural barriers which surround it, the city is protected from extreme weather. Because of the relatively high temperatures during June and July (average temperature around 30 degrees Celsius), light clothing is generally recommended.

#### Other useful information

##### Shopping

Shops in Italy are usually open from 9 a.m. to 1 p.m. and from 3.30 to 7.30 p.m. However, many of the shops in the city centre also remain open during the lunch break.

##### Credit cards

Internationally recognized travellers' cheques and credit cards are accepted in hotels, major shops and restaurants. Any problems encountered with the use of credit cards should be referred to the local representatives of the credit card agencies.

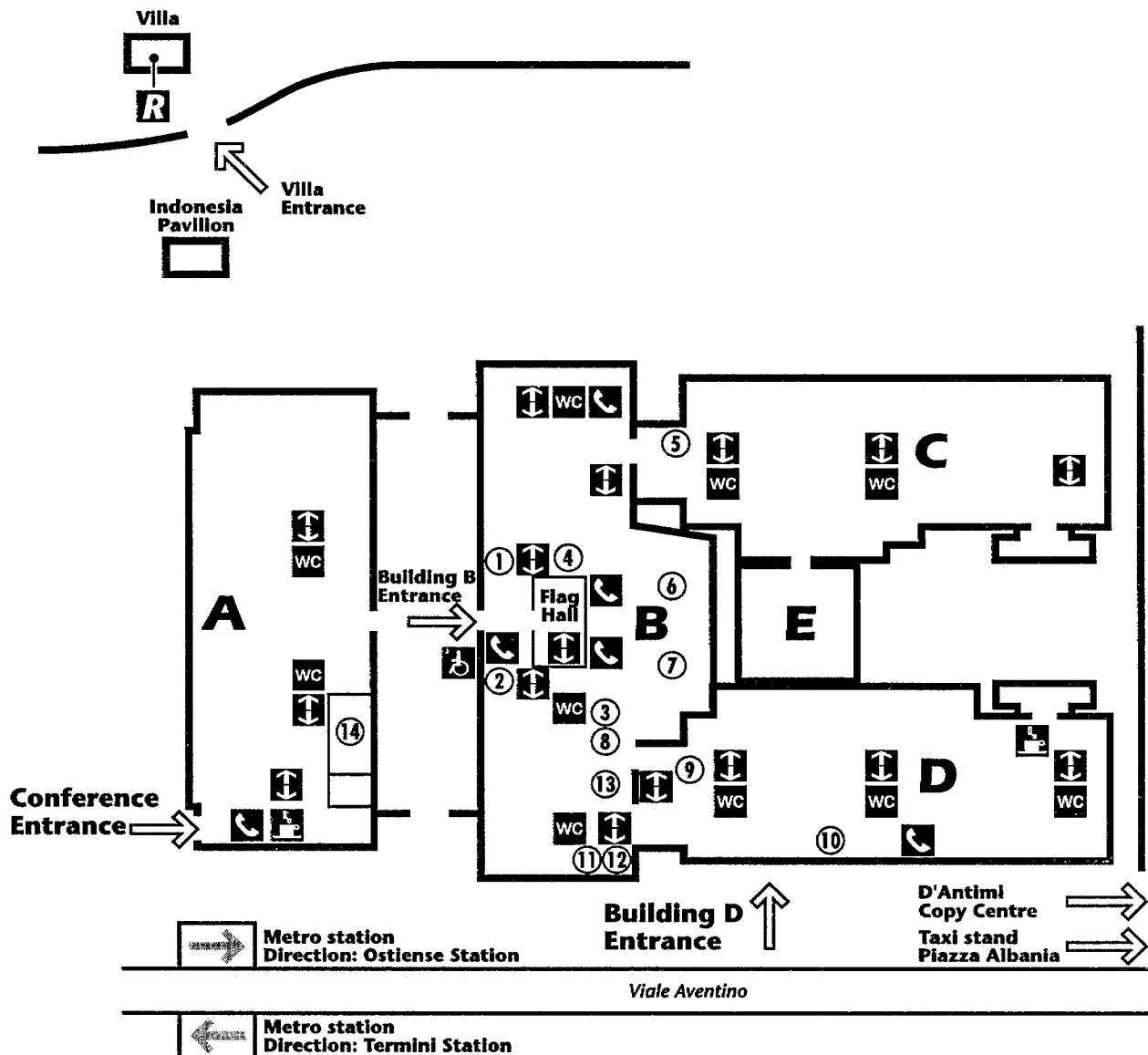
##### Protecting your valuables

**A word of caution:** International cities which attract many tourists also attract those who wish to steal from tourists. You are therefore advised to carry your valuables safely or keep them in a safe place. It is also recommended that you keep an inventory of your credit cards and photocopies of your most important documents.

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\* Current States parties to the Schengen Agreement are: Austria, Belgium, France, Germany, Greece, Italy, Luxembourg, Netherlands, Portugal and Spain.

# Floor plans, FAO Headquarters Ground Floor

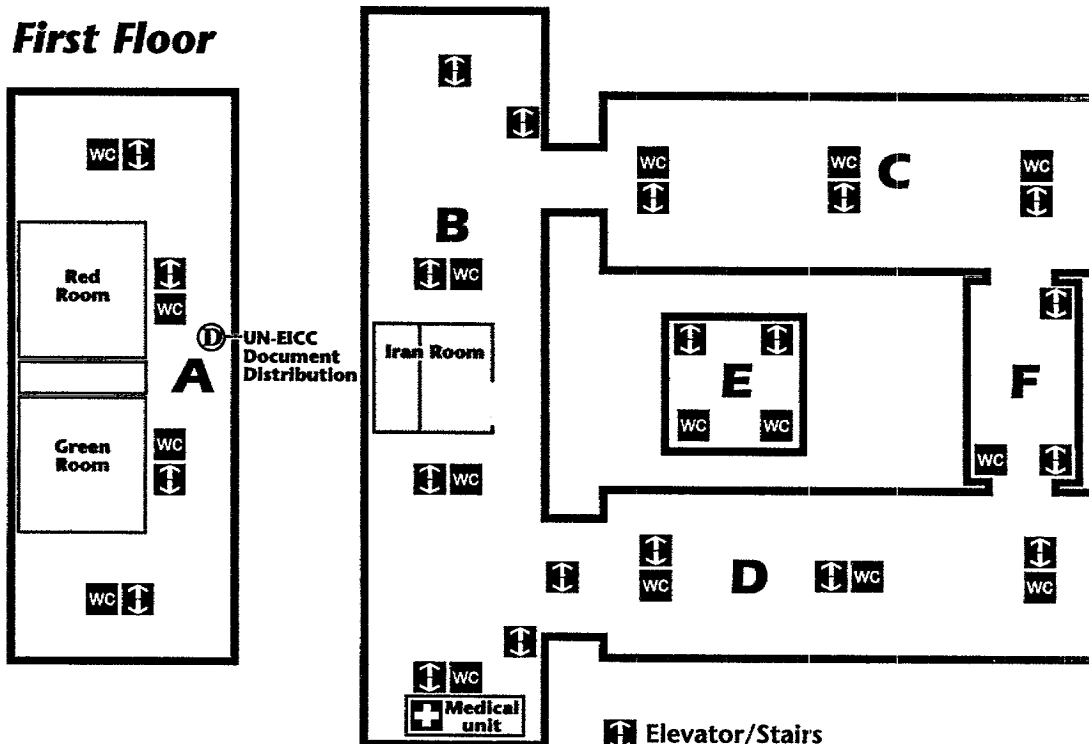


## Legend

<b>R</b> Registration	① Security desk	⑦ Bank B.C.I	⑬ Insurance agency
Public telephones	② FAO shop	⑧ Book shop	⑭ Press working area
Coffee bar	③ News stand	⑨ Photo shop	
Elevator/Stairs	④ Automobile Club ACI	⑩ Travel agency	
<b>WC</b> Toilets	⑤ DHL	⑪ Security office	
	⑥ Post office	⑫ Lost & Found	

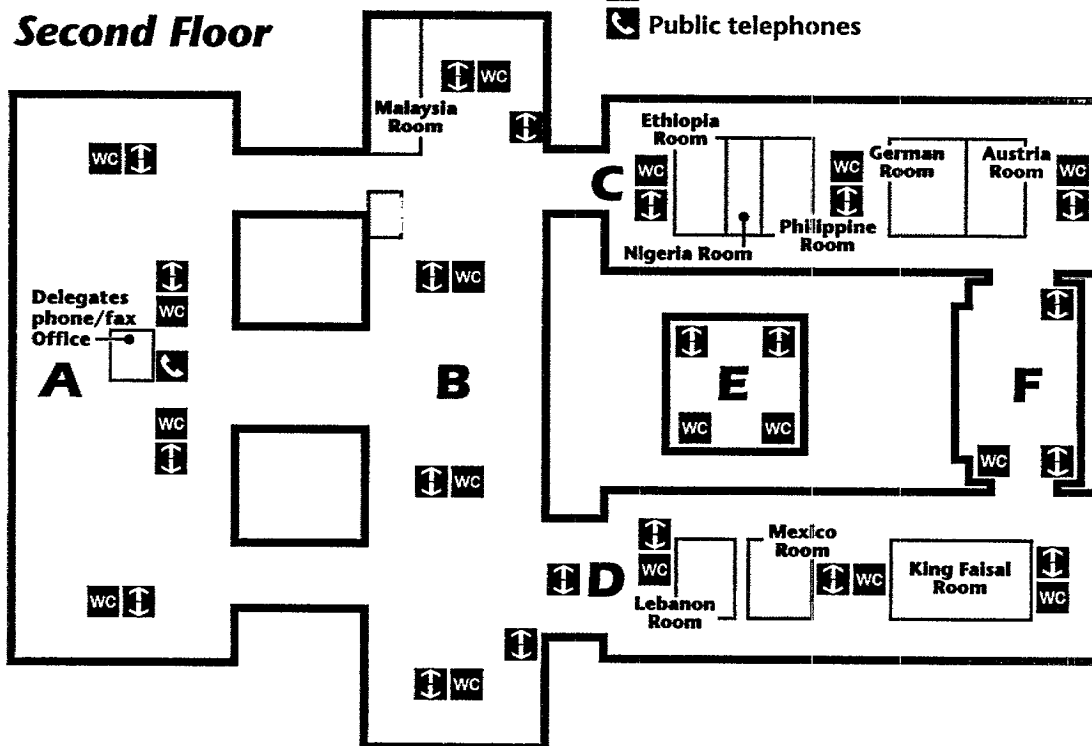
# **Floor plans, FAO Headquarters** **First Floor/Second Floor**

## **First Floor**



- Elevator/Stairs
- Toilets
- Public telephones

## **Second Floor**



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# **Floor plans, FAO Headquarters**

## **Third Floor/Eighth Floor**

