



**Cour
Pénale
Internationale**

**International
Criminal
Court**

Reporting on the ICC

**A Practical Guide
for the Media**



Reporting on the International Criminal Court

A Practical Guide for the Media

Welcome to this practical guide for media professionals reporting on the International Criminal Court (ICC).

Whether you are reporting on the work of the ICC from the building itself, or if you are overseas, this practical guide will help you find what you need to report effectively on the Court's work.

This Practical Guide incorporates advice from the media and was developed in partnership with GCC Law & Media Consultancy. We are looking forward to receiving your feedback and comments at: PublicAffairs.Unit@icc-cpi.int

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1. Contacts

International Criminal Court The Hague Headquarters

For queries regarding the Office of the Prosecutor:

E OTPNewsDesk@icc-cpi.int
T +31 (0) 70 515 89 45 and
+31 (0) 70 515 87 23

For all other queries:

On record, attributable comments by the
ICC Spokesperson
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General queries and background information

E PublicAffairs.Unit@icc-cpi.int
T +31 (0) 70 515 92 94 and
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Association of Journalists at the International Criminal Court (AJICC)

The Association of Journalists at the ICC
is a grouping of journalists who may have
useful suggestions or insights for your
work. It is currently chaired by Thomas
Verfuss of the Dutch National News
Agency ANP:

E thomas_verfuss@yahoo.com
M +31 (0)6 53 38 16 87 and
+31 (0)70 414 14 31

2. About the Court



The main entrance of the ICC's Headquarters in The Hague,
The Netherlands ©ICC-CPI / Wim Cappelen

The International Criminal Court (ICC) is the first permanent international court established to investigate, prosecute and try individuals accused of committing the most serious crimes of concern to the international community as a whole, namely the crime of genocide, crimes against humanity, and war crimes, when committed after 1 July 2002. The Court will also have jurisdiction over the crime of aggression once the conditions adopted in 2010 at the Rome Statute Review Conference are fulfilled.

The Court may exercise jurisdiction over those crimes only if they were committed on the territory of a State Party to the Rome Statute, or a state that has accepted the ICC's jurisdiction, or by one of its nationals. These conditions, however, do not apply if a situation is referred to the Prosecutor by the United Nations Security Council, whose resolutions are binding on all United Nations member states.

The ICC was founded based on a treaty, the Rome Statute, joined by over 120 countries worldwide. The ICC's jurisdiction and proceedings are governed by the Rome Statute. In all of its activities, the ICC observes the highest standards of fairness and due process.

The ICC is a court of last resort and is not a substitute for national courts. It can only intervene where a state is unable or unwilling to genuinely carry out the investigation and prosecute the perpetrators.

The seat of the Court is in The Hague, the Netherlands. The Rome Statute provides that the Court may sit elsewhere whenever the judges consider it desirable. The Court has also set up offices in the areas where it is conducting investigations.

The ICC is different from other Courts and tribunals. For example, where the ICC only prosecutes individuals, the International Court of Justice regulates disputes between states. It is also different from the International Criminal Tribunal for the former Yugoslavia, the International Criminal Tribunal for Rwanda, the Special Tribunal for Lebanon, and the Special Court for Sierra Leone, as the ICC is a permanent institution with international jurisdiction, whereas these other tribunals are temporary and were created in relation to a specific conflict before the creation of the ICC.

The ICC is an independent international organisation, and is not part of the United Nations system. The ICC and the United Nations signed an agreement governing their institutional relationship and their cooperation on various levels.



Appeals Chamber Judges entering the Courtroom to deliver an Appeals Judgment in the Lubanga case on 1 December 2014 ©ICC-CPI

3. Media support

Transparency and accountability are cornerstones of the ICC. While protecting the integrity of judicial proceedings, the Court must make its activities public and accessible. The role of journalists worldwide is vital in this process.

To assist journalists in accessing and gathering information regarding the work of the Court, two offices have been established:

- The ICC Public Affairs Office, which provides information to the media on all aspects related to the work of the Presidency, Chambers and the Registry, and the Court in general.
- The OTP Public Information Office, which handles media requests on the work and mandate of the Office of the Prosecutor.

3.1. Requesting interviews and background information

To request an interview with ICC officials, please use the interview request form in Annex 1 of this guide which will help ICC press officers to swiftly answer your request and send it by e-mail.

Questions or interview requests related to the **Office of the Prosecutor** should be addressed to:

E OTPNewsDesk@icc-cpi.int

T +31 (0) 70 515 89 45 and
+31 (0) 70 515 87 23

Questions or interview requests related to **all other aspects of the Court**, including the Presidency, Chambers, and the Registry, as well as the Trust Fund for Victims, should be addressed directly to:

E PublicAffairs.Unit@icc-cpi.int

T +31 (0) 70 515 92 94 and
+31 (0) 70 515 97 67

To request an interview with ICC officials, please use the interview request form in Annex 1 of this guide which will help ICC press officers to swiftly answer your request and send it by e-mail.



Should you require an interview with the ICC Spokesperson, please contact him directly:

Fadi El Abdallah, ICC spokesperson

E Fadi.El-Abdallah@icc-cpi.int

T +31 (0) 70 515 91 52

M +31 (0) 6 46 44 89 38

The ICC Spokesperson speaks on the record and his remarks may be quoted and attributed to him.

All other press officers speak on background and can assist with practical information to facilitate your work.

3.2. Using audio-visual materials and photographs

ICC audio-visual materials

The ICC continually produces a number of video and audio materials on its activities, including programmes on cases and situations or on specific topics, summaries of hearings, and other relevant events.

Those products and images can be viewed on the ICC YouTube channel: <http://www.youtube.com/IntlCriminalCourt>

You can also download ICC archive footage from the ICC website: <http://www.icc-cpi.int>

All material is available free of charge. You must credit the ICC when broadcasting ICC video materials: © **ICC-CPI**


To request additional material, please contact: Violeta Willemsen-Curcic, ICC AV Producer at Violeta.WillemsenCurcic@icc-cpi.int

ICC Photographs

A wide range of pictures of ICC hearings, activities, and events can be downloaded from the ICC Flickr account: <http://www.flickr.com/photos/icc-cpi>

All photographs holding the copyright © ICC-CPI are available free of charge. They may not be manipulated. You must credit the ICC when you publish any ICC picture:

© **ICC-CPI**



Photographs holding any other copyright require usage permissions directly from the relevant photographer.

To request additional material, please contact the ICC Public Affairs Unit at PublicAffairs.Unit@icc-cpi.int

3.3. Staying informed

- By subscribing to the ICC mailing list, you will receive regular ICC news, videos, and press releases. Please email PublicAffairs.Unit@icc-cpi.int to request to be added to our list.
- By following the ICC on Twitter, you will receive regular updates: @IntlCrimCourt
- By regularly consulting the ICC website and subscribing to the ICC's RSS feeds, you will receive alerts for latest news and court records in real time, as they are posted on the website.

4. Watching ICC hearings online

ICC hearings (trials or other proceedings) can be watched online on the ICC website at the following links:

Courtroom I:

English: <http://www.icc-cpi.int/AVStream/icc1.aspx>

Français: <http://www.icc-cpi.int/AVStream/icc2.aspx>

Courtroom II:

English: <http://www.icc-cpi.int/AVStream/icc3.aspx>

Français: <http://www.icc-cpi.int/AVStream/icc4.aspx>

The online streaming has a 30-minute delay, unless the hearing is for the pronouncing of a judgment or a decision of the judges, in which case the hearing is broadcast live.

The schedule for ICC hearings and judicial recess can be found online:

[http://www.icc-cpi.int/en_menus/icc/situations and cases/hearing schedule](http://www.icc-cpi.int/en_menus/icc/situations_and_cases/hearing_schedule)



View of the ICC Courtroom ©ICC-CPI / Marco Okhuizen

5. Attending ICC hearings

ICC hearings are generally open to the public and can be attended by journalists at the ICC's headquarters in The Hague, The Netherlands.

Prior to attendance, please consult the hearing schedule or contact us for more information. We also invite you to read the rules of behavior to be followed in the public gallery.

The media centre generally opens 1 hour before the beginning of hearings and closes 1.5 hours after the end of hearings.

A Chamber might determine that certain proceedings are to be conducted in closed session, fully or partially, in order to protect the safety of victims and witnesses or the confidentiality of sensitive evidentiary material. Moreover, a closed session (temporary or not) can be ordered in the course of a hearing. In some cases, closed sessions last only for a few minutes, in some others they can last for some hours or days. Private or closed sessions might not be reflected in the hearing schedule.

5.1. Media accreditation

On regular hearing days, no prior accreditation is required for journalists. You will only need to present a valid ID and a press card which will be exchanged for a media badge.

On days of high-level hearings (the opening of a trial, first appearance of a suspect, etc.), prior registration is required. Before such hearings, detailed information on how to register will be clearly indicated on the ICC website and circulated by email to those on the mailing list.

5.2. How to get to the Court

By Public Transport

From Den Haag Hollands Spoor station:

Take bus 26 in the direction of Voorburg Station and stop at the Regulusweg bus stop.

From Den Haag Centraal station:

Bus timetables are available on the HTM transport company's website: www.htm.nl

Take a train going in the direction of Utrecht and get off at Voorburg station. From there, the ICC is a 5 minute walk.

Train timetables are available on the NS train company's website: www.ns.nl

By Car

Parking facilities are available for media representatives at the intersection of Regulusweg and Wegstraat.

The ICC parking code changes monthly and can be requested from the Public Affairs Unit:

E PublicAffairs.Unit@icc-cpi.int

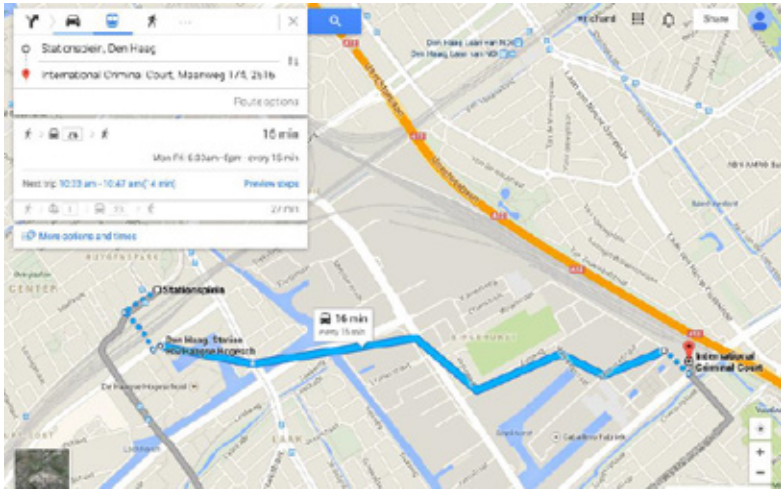
T +31 (0) 70 515 92 94 or

+31 (0) 70 515 94 00

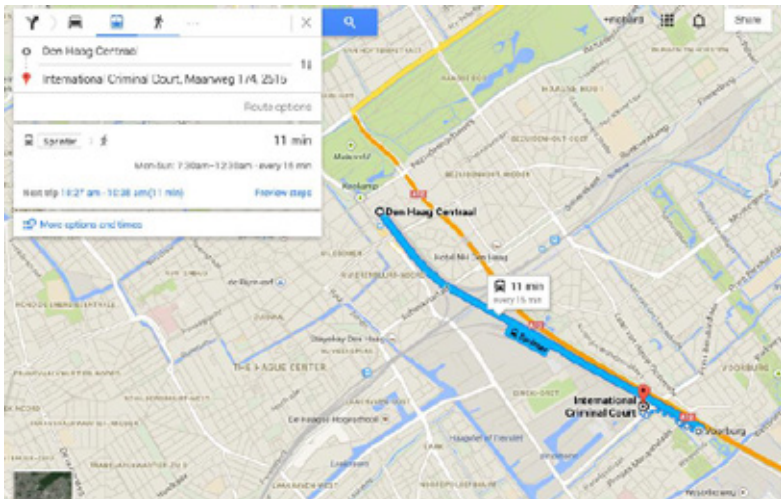
TV Satellite Vans

SNG trucks can record the satellite signal from a distribution box located in the media parking lot.

There is no power supply available in the media parking lot, so you need to bring a generator.



Map data ©2014 Google



Map data ©2014 Google



The public entrance of the ICC's headquarters in The Hague, The Netherlands ©ICC-CPI

5.3. Upon arrival

The ICC headquarters in The Hague have two entrances: a side entrance for the public, including media, on Regulusweg and a main entrance for staff, officials and announced visitors located on Maanweg 174.

To attend a hearing, you should enter via the public entrance of the Court, located on Regulusweg. This is the entrance on the left of the ICC building as you face it. Please mind the fast traffic of cars and bicycles on both the public entrance side and below the stairs on the main entrance side.

Pass through the revolving doors and then through security (a procedure similar to that at an airport). On busy days this can take time, so we recommend arriving at least 30 minutes before the start of a hearing.

At the information desk on the right, you must exchange your valid press ID or passport for an ICC media badge. You must wear this badge visibly at all times while inside the building. The badge gives you access to three areas of the Court: the public galleries (to attend the hearing), the ICC media centre (to work) and the ICC press briefing room (when there is a press briefing).

When you leave the building at the end of the day please remember to give back your badge and collect your press ID or passport.

5.4. Media Centre

Media representatives attending ICC hearings can use, and bring their equipment to, the ICC media centre located on floor 1-A.

The room seats up to 64 people and contains:

- a free Wi-Fi Internet service (no password required);
- cards (plug + play) for those without Wi-Fi capability on their PC or laptop;
- 6 computers with Internet access;
- 7 telephones for internal calls only (there are no public phones);
- 4 large TV monitors for following hearings (with a 30-minute delay);
- lockers for storing personal items if you choose to go to the public gallery, where only a notepad and pen is allowed.



Journalists at work in the ICC media centre at the ICC headquarters ©ICC-CPI

Inside the media centre, status lights (positioned by the lockers) indicate the current status of each court – whether it is in open session (green light) or closed session (red light).

There are 2 staircases: One from the lobby to the media centre, the other from the media centre directly to the public galleries.

There is sometimes background noise in the media centre from other journalists making reports. Please be ready for the possibility of such noise being a factor of your report.

There are times when uploading large files, for example sound or image files, will take longer than usual. Please take this into account when filing to deadline. You may want to bring your own cable should the wireless system be overstretched on busy days. The electrical outlets are standard for the European continent (round prongs, 220 volts); journalists are advised to bring converters and adapters for their equipment, as required.

5.5. Public galleries

The public galleries are located on floors 2, 3 and 4. Seats are reserved in the public galleries for media representatives.

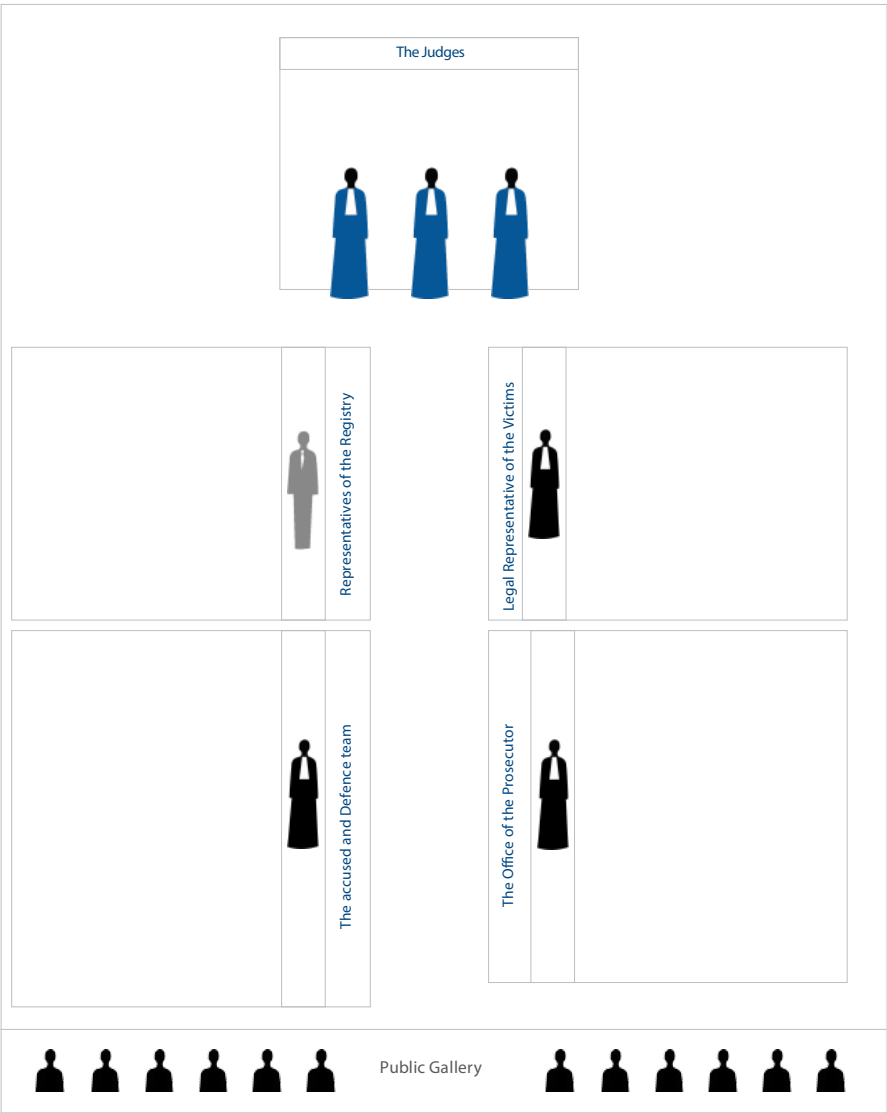
You are not permitted to bring any recording devices, cameras or phones into the public galleries. **Only a notepad and pen is allowed.**

You are invited to carefully read the rules of behavior before entering the gallery.

On entering the gallery you will be given a receiving device and headphones with which to listen to court proceedings. You can choose to hear the proceedings in the floor language (language used in the courtroom), in English or in French. The channels for the different languages are indicated in each public gallery.



Members of the public attending an ICC hearing in the public gallery ©ICC-CPI





View of the ICC courtroom ©ICC-CPI

Understanding the ICC courtroom

Facing you, behind glass screens, are the ICC judges sitting in the upper row. Legal officers and Registry clerks sit beneath them in the lower row. There may be a single judge for certain hearings; or three judges at pre-trial and trial stage; or five judges at the appeals stage.

When a testimony is being given, the witness will sit in the middle of the courtroom facing the judges. The judges may provide protective measures for a witness or victim at risk. This could be face/voice distortion, the use of a pseudonym, or a curtain.

As you look at the courtroom from the public gallery, the Prosecution team sits in the area on the right-hand side while the defendant and defence counsel sit on the left-hand side, facing the prosecution.

The 'Legal representatives of victims', i.e., the lawyers representing the victims in the case or situation, are sitting on the right side at the back.

Representatives of the ICC Registry or of a government, if participating in the hearing, sit on the left side at the back.

6. Attending press conferences

The press briefing room is located on the first floor and is used for press briefings with ICC officials, including the ICC President, Prosecutor, Registrar, Defence teams or Legal representatives of victims.

You will be alerted of a press conference via an email sent to the ICC mailing list and a tweet via the ICC's Twitter account. Prior registration may be required; the procedure to be followed will be indicated in the e-mail.

Recording press conferences:

You can leave your recording device on the lectern at the front of the room to ensure a loud and clear recording.

The ICC will also provide an audio-visual recording and photographs of the press conference for download, distributed via email to the mailing list after the conference.

Getting a one-on-one interview with the speakers at a press briefing:

You are encouraged to ask questions at the end of a briefing during the customary Question & Answer time. If you still require an exclusive interview after the briefing, please contact the relevant press office (the Public Affairs Unit or the OTP media liaison) beforehand to arrange this. (See contacts on pages 1 and 2.)



A press conference in the ICC press briefing room at the ICC's headquarters ©ICC-CPI

7. Important notices

- The media is allowed to film or record interviews in front of the building, inside the media centre or in the press briefing room. However, it is prohibited to film or record elsewhere within the ICC premises.
- Only a notepad and pen is allowed in the public galleries of the courtrooms. You cannot bring cameras, phones, laptops or other electronic devices into the public galleries. These devices are allowed only in the media centre.
- When you enter the public galleries you are provided with headphones and a receiving device.
- Radio reporters need to file sound from the media room and therefore need the room to be as quiet as possible. As a professional courtesy, please keep conversations and noise to an absolute minimum at these times.
- There are no public phones available to the media in the building.

8. Other useful information

- When covering ICC proceedings, you may want to keep in mind the Dutch weather in your planning, as frequent rain and strong winds may affect your filming and interviews outside the building. Overcoats, warm clothing, umbrellas, and external lights may come in handy in case of bad weather.
- Journalists do not have access to the ICC staff cafeteria so you may want to bring your lunch on a long day. Coffee, soft drinks and small snacks are available from vending machines inside the building on the ground floor, near the information desk.
- There are few facilities just outside of the Court building. On Regulusweg 5, you will find an espresso bar. At the Voorburg train station, you will find a kiosk which sells basic supplies and a restaurant. Voorburg village is located at a 10-minute walk from the ICC and also has a few restaurants and shops.
- Journalists needing electronic equipment are advised to go to the city centre of The Hague (Grote Marktstraat and Spui) where a number of shops are located.

9. Learn more



Core Legal Texts of the ICC ©ICC-CPI

Stay connected:

- ICC website: <http://www.icc-cpi.int>
- RSS feed: <http://www.icc-cpi.int/rss>
- Twitter: <http://twitter.com/IntlCrimCourt>
- YouTube: <http://www.youtube.com/IntlCriminalCourt>
- Flickr: <http://www.flickr.com/photos/icc-cpi>
- ICC mailing list: To be added to the list, please email PublicAffairs.Unit@icc-cpi.int



Learn more:

Core legal texts

The following Core legal texts and tools can be found online on our Legal Texts and Tools page: [http://www.icc-cpi.int/en_menus/icc/legal texts and tools](http://www.icc-cpi.int/en_menus/icc/legal%20texts%20and%20tools)

- The Rome Statute;
- The Rules of Procedure and Evidence;
- The Elements of Crimes;
- The Regulations of the Court;
- The Regulations of the Office of the Prosecutor;
- The Regulations of the Registry;
- The Code of Professional Conduct for counsel;
- The Code of Judicial Ethics;
- Staff rules of the International Criminal Court;
- The Staff Regulations;
- The Financial Regulations and Rules;
- The Agreement on the Privileges and Immunities of the International Criminal Court;
- Agreement between the International Criminal Court and the United Nations;
- The Headquarters Agreement with the Host State

Information materials

- Educational Resources:
http://www.icc-cpi.int/en_menus/icc/educational-resources
- ICC Situations and Cases:
[http://www.icc-cpi.int/en_menus/icc/situations and cases](http://www.icc-cpi.int/en_menus/icc/situations%20and%20cases)
- Overview of States parties to the Rome Statute:
[http://www.icc-cpi.int/en_menus/asp/states parties](http://www.icc-cpi.int/en_menus/asp/states%20parties)
- Trust Fund for Victims website:
<http://www.trustfundforvictims.org>
- Assembly of States Parties website:
http://www.icc-cpi.int/en_menus/asp

Annex 1: Interview request form

Contact details:

- Your full name _____
- Organisation _____
- Type of media (TV, radio, newspaper, magazine, etc.) or organisation (NGO, university or research institute, etc.) _____
- Country _____
- Phone number _____
- E-mail address _____
- Physical address _____

- Proposed interview date(s): _____
- ICC personnel you wish to interview (if known): _____

- Type of interview you are requesting:
 - written telephone in person
 - in person, recorded in person, filmed
- Duration of proposed interview: _____

■ Detailed description of your project's intended content: _____

■ General topic of the interview: _____

■ Specific interview questions: _____

To request an interview with an ICC official, please fill out this form and return it to publicaffairs.unit@icc-cpi.int

To request an interview with members of the Office of the Prosecutor, please fill out this form and return it to otpnewsdesk@icc-cpi.int

Please submit separate forms for each person you wish to interview.