

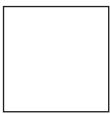


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**International
Criminal
Court**

Regulations of the Registry

Regulations of the Registry



Approved by the Presidency on 6th March 2006

As amended on 25th September 2006

Date of entry into force of amendments: 25th September 2006

As amended on 4th December 2013

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Chapter 1 General Provisions¹

Regulation 1 Adoption of these Regulations

1. These Regulations have been adopted pursuant to rule 14 and shall be read subject to the Statute, the Rules and the Regulations of the Court.
2. These Regulations have been adopted in English and French. Translations in the official languages of the Court are equally authentic.

Regulation 2² Use of terms

1. In these Regulations:
 - “Advisory Committee” refers to the Advisory Committee on Legal Texts established by regulation 4 of the Regulations of the Court;
 - “article” refers to an article of the Statute;
 - “assistant to counsel” refers to persons assisting counsel as described in rule 22, sub-rule 1, and in regulation 68 of the Regulations of the Court;
 - “Chamber” refers to a Chamber of the Court;
 - “Chief Custody Officer” refers to the officer appointed by the Court as the head of the staff of the detention centre;
 - “counsel” refers to a defence counsel, whether lead or associate counsel, or a legal representative of a victim;
 - “Court” refers to the International Criminal Court;
 - “detained person” refers to any person detained in a detention centre;
 - “detention centre” refers to any prison facility other than the prison facility described in article 103, paragraph 4, maintained by the Court or maintained by other authorities and made available to the Court;
 - “host State” refers to the Netherlands;
 - “judge” refers to a judge of the Court;
 - “list of counsel” refers to the list of counsel as described in rule 21, sub-rule 2 and includes legal representatives of victims and those counsel retained without legal assistance paid by the Court who wish to be included in the list;
 - “medical officer” refers to the medical officer of a detention centre as described in regulation 155;
 - “persons at risk” refers to any person at risk on account of testimony given by a witness pursuant to article 68, paragraphs 1 and 2, as described in rule 87, sub-rule 1;
 - “Presidency” refers to the organ of the Court as described in article 34 comprised of the President and the First and Second Vice-Presidents of the Court;
 - “President” refers to the President of the Court;
 - “Presiding Judge” refers to the Presiding Judge of a Chamber;
 - “Prosecutor” refers to the Prosecutor of the Court;
 - “Registrar” refers to the Registrar of the Court;
 - “regulation” refers to a regulation of the Regulations of the Registry;
 - “Regulations” refers to the Regulations of the Registry;

1 Amendment 4 December 2013, entered into force 5 December 2013 (title, French only)

2 Amended 4 December 2013, entered into force 5 December 2013.

- “rule” refers to a rule of the Rules of Procedure and Evidence including provisional rules drawn up under article 51, paragraph 3;
 - “Rules” refers to the Rules of Procedure and Evidence;
 - “Statute” refers to the Rome Statute of the International Criminal Court.
2. In these Regulations the singular shall include the plural and vice versa.

Regulation 3³

Designation of members of the Advisory Committee on Legal Texts

1. The Registrar shall designate the Registry representative to the Advisory Committee.
2. The representative of counsel included in the list of counsel shall be elected as follows:
 - (a) The Registrar shall set the schedule for the elections and inform counsel on the list of counsel by email. Those who wish to stand for election shall announce their candidacy by way of email within thirty calendar days of the date of dispatch of the Registrar’s email. The Registrar may extend this time limit, where necessary. If no candidate stands, all counsel on the list of counsel shall be eligible.
 - (b) When the period referred to in (a) has expired, the Registrar shall distribute the list of candidates to all counsel on the list of counsel by way of email. They may cast their vote for one of the candidates within thirty calendar days of the date of dispatch.
 - (c) The vote shall be secret. Counsel shall vote by returning a confidential voting slip by postal or courier services to the Registry. All correspondence received shall be treated with due regard for confidentiality. Only votes sent within thirty calendar days of the date of dispatch of the list of candidates shall be counted, the postmark or receipt of the courier operator being proof thereof.
 - (d) Once the ballot has closed, the Registry shall count the votes and submit the results to the Registrar.
 - (e) The candidate having obtained a relative majority of the votes cast shall be elected. If two or more candidates obtain the same number of votes, lots shall be drawn between them.
 - (f) The Registrar shall notify the successful candidate of his or her election to the Advisory Committee, inform counsel on the list of counsel of the outcome of the election and have the results published on the Court website.
 - (g) Within thirty calendar days of the publication of the results, candidates who have not been elected may file a complaint with the Registrar concerning any issue relating to the election procedure. After having considered the complaint, the Registrar shall take a decision.
 - (h) Within thirty calendar days of the notification of the decision taken by the Registrar, any candidate whose complaint has been rejected may ask the Presidency to review the matter. In this event, the Registrar shall transmit the entire file to the Presidency.
 - (i) The Registrar may file a response within fifteen calendar days of notification of the application for review.
 - (j) The Presidency may ask the Registrar to provide any additional information necessary for a decision on the application. The decision of the Presidency shall be final.
3. Counsel elected shall serve as a member of the Advisory Committee for a period of three years. He or she may be re-elected once.

Regulation 4⁴

Amendments to these Regulations

1. Any proposal for amendments to these Regulations shall be accompanied by explanatory material, and those documents shall be presented in writing to the Registrar in both working languages of the Court.
2. Having made an initial assessment of the relevance of the proposal, and having consulted the Prosecutor on any matters which may affect the operation of the Office of the Prosecutor, the Registrar shall submit the proposal for amendments as well as any explanatory material referred to in sub-regulation 1 to the Presidency for approval.

3 Amended 4 December 2013, entered into force 5 December 2013.

4 Amended 4 December 2013, entered into force 5 December 2013.

3. Amendments to these Regulations shall not be applied retroactively to the detriment of a person to whom article 55, paragraph 2 or article 58 applies or an accused, a convicted or an acquitted person.
4. Amendments to these Regulations shall not be prejudicial to the rights of other participants in the proceedings.

Regulation 5⁵ **Publication of the Official Journal**

The Registrar shall be responsible for publishing the Official Journal of the Court.

Regulation 5 *bis*⁶ **Public information and outreach**

1. In fulfilment of the Registrar's mandate to provide information pursuant to rule 13, sub-rule 1 of the Rules of Procedure and Evidence, the Registry shall ensure the public dissemination of appropriate, neutral and timely information concerning the activities of the Court through public information and outreach programmes.
2. Public information programmes shall be aimed at fostering public understanding and support for the work of the Court. To this end, the Registry may employ various means of communication, including print and broadcast media, internet-based technologies, visits to the Court and public-speaking engagements by Court officials.
3. Outreach programmes shall be aimed at making the Court's judicial proceedings accessible to those communities affected by the situations and cases before the Court. To this end, the Registry shall develop appropriate communication tools and strategies, such as consultation and town-hall meetings, radio and television programmes, leaflets, booklets, posters and videos.

Regulation 6 **Website of the Court**

The Registrar shall have administrative responsibility for the publication of the website of the Court.

Regulation 7⁷ ***Tableau de bord***

1. The *tableau de bord* is a compilation of proceedings-related information available to the Registrar. It is updated on a regular basis as decided by the Registrar and forwarded to him or her by the competent persons from the relevant services within the Registry.
2. The *tableau de bord* is made available to all organs of the Court.

Regulation 8 **Presence in the field**

In order to fulfil his or her obligations under the Statute and the Rules, the Registrar may, subject to the prior approval of the President and on the basis of an ad hoc arrangement or an agreement with the State concerned, maintain a presence of Registry staff in the field and, where necessary, establish a field office.

5 Amended 4 December 2013, entered into force 5 December 2013.

6 Adopted 4 December 2013, entered into force 5 December 2013.

7 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

Chapter 2 Proceedings before the Court

Section 1 Provisions related to all stages of the proceedings

Subsection 1 General provisions

Regulation 9⁸ **Non-compliance with the Regulations of the Court or with orders of a Chamber**

The Registrar shall inform the Chamber as soon as he or she becomes aware of a case that in his or her opinion does not comply with the provisions of the Regulations of the Court or with an order or deadline set by the Court.

Regulation 10⁹ **E-court system**

1. The e-court system is an information system which manages and provides access to judicial records and material.
2. In consultation with the relevant organs of the Court and participants, the Registrar shall establish and update a list of persons authorised in the proceedings to access, through the e-court system, judicial records and material.
3. Indexes and statistics shall be created by and be readily available in the e-court system.
4. Evidence in the e-court system shall be managed in accordance with the e-court protocol, which defines the standards according to which the participants prepare and provide, in electronic form, evidence, information on witnesses and victims and other material for the purposes of judicial proceedings.
5. The e-court protocol shall be managed by an inter-organ working group.

Regulation 11 **Templates for use during the proceedings**

In order to ensure the appropriate formatting of documents for use during the proceedings before the Court, the Registrar shall produce templates for approval by the Presidency in accordance with regulation 23, sub-regulation 2, of the Regulations of the Court.

Regulation 12 **Templates and standard forms for the administration and servicing of the Court**

The Registrar shall issue any templates and standard forms necessary for the administration and servicing of the Court and inform the Presidency thereof.

Regulation 13¹⁰ **Authentication of documents, material, orders and decisions**

The Registry shall authenticate the sources of documents, material, orders and decisions received for filing.

Regulation 14¹¹ **Levels of confidentiality**

Judicial records and material shall be classified as follows:

- (a) Public: available to the public;
- (b) Confidential: not to be disclosed to the public;
- (c) Under seal: confidential; accessible and known only to a limited number of persons. Each organ and/or participant shall compile and maintain a list of persons who have or have had access to judicial records and material so classified; or

8 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

9 Amended 4 December 2013, entered into force 5 December 2013.

10 Amended 4 December 2013, entered into force 5 December 2013.

11 Amended 4 December 2013, entered into force 5 December 2013.

- (d) Secret: accessible and known to a very limited number of persons. Each organ and/or participant shall compile and maintain a list of persons who have or have had access to judicial records and material so classified. Under this classification circulation is restricted, including as regards downloading and printing.

Subsection 2 Access and storage

Regulation 15 Registry vault

1. An area within the Registry shall be designated as the Registry vault and shall contain a safe.
2. Staff members authorised to access the Registry vault shall be designated in writing by the Registrar.

Regulation 16¹²

Access to the record and to the original form of evidence and audiovisual recordings of the proceedings

1. In general, the record shall be accessible through the e-court system provided for in regulation 10, sub-regulation 1.
2. The original form of evidence and of audiovisual recordings of proceedings shall be stored in the Registry vault.
3. Chambers and participants may consult the original form of evidence or of audiovisual recordings of proceedings, depending on the level of confidentiality of the evidence or recording. Experts or other specified persons may consult the original form of evidence or of audiovisual recordings of proceedings, subject to an order of the Chamber.
4. Consultation of the original form of evidence or of audiovisual recordings of proceedings shall be requested using the approved standard form and shall be recorded by the Registry. Such consultation shall occur in the area designated within the Registry and under the supervision of a representative of the Registry in order to prevent any alteration from being made.
5. In exceptional circumstances, Chambers, participants, experts and other specified persons may request to consult the original form of evidence or of audiovisual recordings of proceedings outside the area designated within the Registry for a period not to exceed 24 hours. Reasons for such a request shall be indicated on the standard form. The same procedure shall apply where consultation is requested outside the designated area within the Registry for a period exceeding 24 hours.

Regulation 17¹³

Copies of audio and video recordings of proceedings

1. Copies of the audio and video recordings of proceedings may be provided upon request, with or without payment of a fee, and subject to the authorisation of the Registrar.
2. Participants shall be provided with copies of the audio and video recordings of proceedings, upon request and without payment of a fee, unless the Registrar decides otherwise for reasons relating to the availability of resources.

Regulation 18

Implementation of orders of a Chamber for disclosure of a record of closed proceedings

1. When the Chamber orders the disclosure of all or part of the record of closed proceedings in accordance with rule 137, sub-rule 2, and regulation 20, sub-regulation 3, of the Regulations of the Court, the Registrar shall proceed in accordance with rule 16, sub-rule 2 (b).
2. In implementing an order as referred to in sub-regulation 1, and within the limits of that order, the Registrar shall ensure, if possible with the assistance of the participants, the security or safety of victims, witnesses or other persons at risk.

¹² Amended 4 December 2013, entered into force 5 December 2013.

¹³ Amended 4 December 2013, entered into force 5 December 2013 (French text only).

Regulation 19¹⁴
Judicial archives

1. Judicial records and material not pertaining to a pending situation or case shall be stored and preserved in the archives of the Registry.
2. Regulation 16 shall apply *mutatis mutandis*.
3. A copy shall be made of archived judicial records and material and kept safely in a secure location outside the premises of the Court.
4. The Registry shall take all necessary steps to ensure the preservation of physical material and electronic information delivered into its custody in the course of proceedings.

Subsection 3 Composition of situation or case record

Regulation 20¹⁵
Opening of a situation or case record

1. The Registry shall open a situation record once the Presidency has assigned the situation to a Pre-Trial Chamber pursuant to regulation 46, sub-regulation 2, of the Regulations of the Court, or as ordered by a Chamber or the President of a Division.
2. Subject to an order of a Chamber, the Registry shall open a case record upon receipt of an application requesting the issuance of a warrant of arrest or a summons to appear pursuant to article 58.
3. Upon opening a situation or case record, the Registry shall:
 - (a) Assign it a situation or case number in accordance with regulation 27, sub-regulation 1, and communicate that number to the Chamber and to the participants; and
 - (b) Provide the judges assigned and, where necessary, the participants, with access to the e-court system provided for in regulation 10, sub-regulation 1.

Regulation 21¹⁶
Content of a situation or case record

1. The situation or case record shall be registered in the e-court system provided for in regulation 10, sub-regulation 1, in accordance with the registration procedure set out in subsection 4 of section 1 of this chapter.
2. The situation or case record shall be a full and accurate record of all proceedings and shall contain, *inter alia*:
 - (a) Orders and decisions by the Presidency and a Chamber;
 - (b) Documents and material as originally filed with the Registry by a participant;
 - (c) The evidence communicated to the Pre-Trial Chamber pursuant to rule 121, sub-rule 2 (c);
 - (d) Situation or case-related correspondence addressed to the Registry;
 - (e) Official translations;
 - (f) Items, if any, transferred in accordance with regulation 22;
 - (g) The evidence as registered by the Registry in accordance with regulation 28;
 - (h) The list of witnesses called in the proceedings maintained by the Registry in accordance with regulation 55;
 - (i) The list of the victims authorised to participate in the proceedings maintained by the Registry;
 - (j) The list of the victims asking for reparations maintained by the Registry;
 - (k) The transcripts and indexes to the transcripts in accordance with regulation 50 (b) and (c) and regulation 51;

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15 Amended 4 December 2013, entered into force 5 December 2013.

16 Amended 4 December 2013, entered into force 5 December 2013.

- (l) The confidential minutes of the proceedings, if any, as drafted by the courtroom officer in accordance with regulation 40, sub-regulation 4;
 - (m) The reference to the oral decisions of the Chamber maintained by the Registry;
 - (n) The audio and video recordings of proceedings;
 - (o) The notification form provided for in regulation 31, sub-regulation 2 of the Regulations of the Court; and
 - (p) Any other item pursuant to an order of a Chamber or the Presidency.
3. Subject to an order of the Chamber, the case record shall also contain the record of the situation related to the case at hand. Prior to the transfer of the situation record, the Registry shall inform the Chamber so that it may, where necessary, issue an order restricting the transfer.

Regulation 22¹⁷

Transfer from one record to another

Following an order of the Chamber, all or part of one situation or case record shall be transferred to another situation or case record, for reasons relating to, *inter alia*, a joinder or separation of trials under rule 136.

Regulation 23¹⁸

Stamp certifying copies

A stamp indicating that copies are exact replicas of the originals and confirming that judicial records and material are certified copies shall be placed on each page of the judicial record or on the material itself.

Subsection 4 Registration procedures

Regulation 24¹⁹

Filing of documents, material, orders and decisions with the Registry

1. Documents, material, orders and decisions may be filed with the Registry by hand, by post or by electronic means. When filed by electronic means, they should be provided in full-text searchable format.
2. Documents, material, orders and decisions filed with the Registry shall state the information referred to in regulation 23, sub-regulation 1, of the Regulations of the Court and the level of confidentiality. Templates shall be used if available.
3. The Presidency, a Chamber or a participant filing documents, material, orders or decisions which require urgent measures to be taken shall inform the relevant courtroom officer as soon as possible and insert the word "URGENT" on the cover page in capital letters. Outside the filing hours described in regulation 33, sub-regulation 2 of the Regulations of the Court, the Presidency, the Chamber or the participant requesting urgent measures shall contact the duty officer provided for in regulation 39.
4. Where proceedings are held without notification of one or more of the participants or where they do not have an opportunity to voice their arguments, documents, material and orders shall be filed *ex parte*. The words "EX PARTE" shall be inserted on the cover page in capital letters and the recipients other than the Chamber shall be specified after the phrase "only available to".
5. If filed electronically, documents, material, orders and decisions shall be sent to the following email address: judoc@icc-cpi.int.
6. If filed by hand or by post, documents, material, orders and decisions shall be submitted to the court management section within the Registry.
7. Documents, material, orders and decisions filed after the filing hours described in regulation 33, sub-regulation 2 of the Regulations of the Court, shall be registered during filing hours on the next working day.

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18 Amended 4 December 2013, entered into force 5 December 2013.

19 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 25²⁰

Registration of corrections and redactions to documents, material, orders or decisions

1. The title of a corrected version of a document, material, an order or a decision shall commence with the words "Corrected version of" followed by the title, date and registration number of the original document, material, order or decision subject to correction. A *corrigendum*, listing the corrections, shall be appended to the corrected version.
2. The date and signature of the corrected document, material, order or decision shall reflect the date of filing and identity of its signatory.
3. The title of a redacted version of a document, material, an order or a decision shall, depending on its confidentiality classification, commence with the words "Public redacted version of" or "Confidential redacted version of", followed by the title, date and registration number of the original document, material, order or decision subject to redaction.
4. The date and the signature of the redacted document, material, order or decision shall reflect the date of filing and identity of its signatory.
5. Redactions to documents, material, orders or decisions shall conform to information security guidelines.

Regulation 26²¹

Registration of documents, material, orders and decisions

1. Documents, material, orders and decisions filed in accordance with regulation 24 shall be registered by the Registry in the e-court system provided for in regulation 10, sub-regulation 1.
2. Documents, material, orders and decisions filed in hard copy shall be converted into a full-text searchable electronic format. The Registry shall ensure that documents, material, orders and decisions are not altered in any way.
3. Documents, material, orders and decisions shall be registered in chronological order, and the following registration reference shall be indicated on the header of each page or on the material itself:
 - (a) The registration number in accordance with regulation 27;
 - (b) The registration date;
 - (c) The page numbers, which shall start with number 1 for each new document, material, order or decision page numbering;
 - (d) The initials of the registering person; and
 - (e) The letters indicating the phase of the proceedings during which the document, material, order or decision has been registered.
4. For the purposes of sub-regulation 3 (e), the following letters shall be used:
 - (a) "PT" for the pre-trial phase;
 - (b) "T" for the trial phase;
 - (c) "A" for the appeals phase for appeals under rule 150. If more than one appeal in the same case is lodged, a consecutive number shall be included after the letter "A", starting with the number 2;
 - (d) "OA" for appeals under rules 154 or 155, preceded by the letter or letters indicating the phase of the proceeding in which the appeal is lodged. If more than one appeal in the same phase of the proceeding, and in the same situation or the same case is lodged, a consecutive number shall be included after the letters "OA", starting with the number 2;
 - (e) "RN" for the revision phase; and
 - (f) "RW" for the review concerning reduction of sentence under article 110.

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21 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 27²²

Numbering procedure

1. The situation or case number shall be composed as follows:
 - (a) First, the acronym “ICC”, for the International Criminal Court;
 - (b) Second, the serial number of the situation in a given year; and
 - (c) Third, as soon as a case starts the serial number of the case in a given year.
2. The registration number referred to in regulation 26, sub-regulation 3 (a), shall be inserted as follows:
 - (a) A serial number shall be added to the situation or case number, starting with number 1 for the first document, material, order or decision in the situation or case; and
 - (b) The following abbreviations shall be added, as appropriate:
 - (i) “Corr”, indicating that it is a *corrigendum*;
 - (ii) “Conf”, indicating that the document, material, order or decision is confidential;
 - (iii) “Exp”, indicating that the document, material, order or decision is *ex parte*; and
 - (iv) “t”, indicating that the document, material, order or decision is a translation, followed by the standard international abbreviation for the language in question;
 - (v) “Red”, indicating that the document, material, order or decision is a redacted version; and
 - (vi) “Anx”, indicating that the document, material, order or decision is an annex.

Regulation 28²³

Numbering and registration of evidence during a hearing

1. Evidence tendered at a hearing, including upon order of the Chamber, shall bear a unique identification number in accordance with the e-court protocol provided for by regulation 10, sub-regulation 4. Where a Chamber orders that an evidence number be assigned, only one such number shall be assigned to any one exhibit in a given situation or case.
2. The evidence number under sub-regulation 1 shall be composed of:
 - (a) The letters “CHM” denoting “Chamber”, where the evidence is produced upon order of a Chamber; or
 - (b) A letter indicating the tendering participant, “D” for Defence or “V” for Victims, followed by a three-digit code; or
 - (c) The letters “OTP” indicating that the Prosecution tendered the evidence; or
 - (d) The letters “PCV” indicating that the Office of Public Counsel for Victims tendered the evidence; or
 - (e) The letters “PCD” indicating that the Office of Public Counsel for the Defence tendered the evidence; and
 - (f) A serial number indicating the chronological order in which the evidence was tendered.
3. The following information shall be registered:
 - (a) The situation or case number;
 - (b) The name of the participant tendering the evidence or an indication that the evidence was produced in Court, upon order of the Chamber and the date of such order;
 - (c) The date whereon the evidence was tendered;
 - (d) The assigned evidence number;
 - (e) The admission or exclusion of the evidence;
 - (f) A brief description of the evidence;
 - (g) The initials of the courtroom officer registering the evidence;

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23 Amended 4 December 2013, entered into force 5 December 2013.

- (h) Information, if any, about previous disclosure of the evidence;
- (i) The ruling, if any, on the admission of the evidence by the Chamber;
- (j) The name or pseudonym of the witness through whom the evidence was tendered in Court;
- (k) Whether an objection was raised against the relevance and/or admissibility of the evidence, and if so, by whom; and
- (l) The level of confidentiality, if any.

Regulation 29²⁴

Numbering and registration of documents and material other than evidence presented during a hearing

1. Where documents or material other than evidence are submitted by participants during a hearing or produced upon order of a Chamber and where the Chamber orders their registration in the situation or case record, they shall be numbered as follows:
 - (a) First, the acronym “ICC” for the International Criminal Court;
 - (b) Second, the situation or case number;
 - (c) Third, the letters “HNE” for hearing not evidence; and
 - (d) Fourth, the serial number assigned by the courtroom officer.
2. The following information shall be registered:
 - (a) The date of registration;
 - (b) The name of the participant submitting the document or material or that the document or material was produced upon order of a Chamber and the date of such order;
 - (c) Whether objections were raised against its registration, and if so, by whom;
 - (d) The level of confidentiality, if any; and
 - (e) The relevant references in the transcript.

Regulation 30²⁵

Registration of correspondence

Situation or case-related correspondence addressed to the Registry shall be registered in a correspondence record in the appropriate electronic system.

Regulation 31²⁶

Registration of audiovisual recordings of proceedings

1. The audiovisual recordings of proceedings shall be available in electronic format.
2. The following information shall be registered:
 - (a) The type of material;
 - (b) The situation or case number;
 - (c) The date and time of registration;
 - (d) The initials of the registering person;
 - (e) The type of proceedings;
 - (f) The level of confidentiality of the proceedings;
 - (g) The language(s) spoken; and
 - (h) The location in the Registry vault.

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²⁵ Amended 4 December 2013, entered into force 5 December 2013.

²⁶ Amended 4 December 2013, entered into force 5 December 2013 (French text only).

3. The initial form of the audiovisual recordings shall be labelled with the same information listed in sub-regulation 2 and shall be stored in the Registry vault.

Regulation 32²⁷

Numbering and registration of the transcript

1. The transcript shall be numbered as follows:
 - (a) First, the acronym "ICC" for the International Criminal Court;
 - (b) Second, the situation or case number;
 - (c) Third, the letter "T" for transcript; and
 - (d) Fourth, a serial number.
2. The following information shall be registered:
 - (a) The situation or case number;
 - (b) The stage of the proceedings;
 - (c) The date of the proceedings;
 - (d) The type of proceedings;
 - (e) The level of confidentiality of the proceedings;
 - (f) The language(s) of the proceedings; and
 - (g) The version of the transcript in accordance with regulation 50.

Regulation 33²⁸

Registration of communications

1. A communication addressed to the Presidency, the President, a Chamber, a judge, the Registrar or the Registry which does not pertain to a situation for which a record has been opened pursuant to regulation 20, sub-regulation 1, shall be registered in a communication record and numbered as follows:
 - (a) First, the acronym "ICC" for the International Criminal Court;
 - (b) Second, the abbreviation "COM" for communication;
 - (c) Third, the year of registration; and
 - (d) Fourth, the serial number for the communication registered in a given year.
2. The following information shall be registered:
 - (a) The full name of the sender, if available;
 - (b) The address of the sender, if available;
 - (c) The date on which the communication was received;
 - (d) The date on which the communication was registered;
 - (e) The country or region to which the communication relates; and
 - (f) The level of confidentiality, if any.
3. If a situation record is opened after a communication has been registered, the communication record shall be transferred to the situation record, subject to an order of the Chamber. Prior to the transfer of the communication record, the Registry shall inform the Chamber so that it may, where necessary, issue an order restricting the transfer.

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28 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

Subsection 5 Notification

Regulation 34²⁹

Method of notification

1. Documents, material, orders or decisions shall be notified electronically to a secure ICC email account. The email shall constitute the notification form provided for in regulation 31, sub-regulation 2 of the Regulations of the Court.
2. The notification form shall contain, *inter alia*, the following information:
 - (a) The situation or case number;
 - (b) The date and time when the Registry received the document, material, order or decision;
 - (c) The registration date;
 - (d) The title of the document, material, order or decision;
 - (e) The notification date;
 - (f) The recipient(s) of the document, material, order or decision; and
 - (g) The link to the Court database where the document, material, order or decision is stored.
3. Where it is not possible to notify documents, material, orders or decisions electronically, they shall be notified by facsimile, by post or by hand together with a notification form. Sub-regulation 2 shall apply *mutatis mutandis*.
4. Notification forms shall be stored and indexed in the relevant situation or case record.

Regulation 35³⁰

Method of notification to States

1. In the cases listed in regulation 31, sub-regulation 3 of the Regulations of the Court, a copy of the document, order or decision certified in accordance with regulation 23 shall be notified by way of a note verbale to the State through the designated official channel of communication, and shall be, where required, in the language of the recipient. If the State has appointed counsel to represent its interests before the Court, notification shall be effected electronically or by way of personal service.
2. A record of notification shall be appended to the document, order or decision. The record of notification shall be completed in accordance with regulation 31, sub-regulation 4 of the Regulations of the Court.
3. The record of notification and the note verbale shall be registered in the relevant situation or case record.

Regulation 35 bis³¹

Recipients of notification

The Registrar shall notify only those recipients listed in the template provided for by regulation 24, sub-regulation 2.

Subsection 6 Scheduling of judicial activities

Regulation 36³²

Scheduling

1. The Registry, in consultation with the Presidency and Chambers, shall establish a calendar of proceedings before the Court. The calendar shall be updated on a regular basis and posted on the website of the Court.
2. The calendar shall state, *inter alia*, the name and number of the situation or case, the date, time and location of the proceedings and whether the proceedings are to be held in public or in closed session.

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30 Amended 4 December 2013, entered into force 5 December 2013.

31 Adopted 4 December 2013, entered into force 5 December 2013.

32 Amended 4 December 2013, entered into force 5 December 2013.

3. In scheduling proceedings and in case of conflicting orders by Chambers, the Registry shall give precedence to proceedings pursuant to articles 60 and 61 or pertaining, *inter alia*, to interim release, transfer and detention of persons to whom article 58 applies, arrest warrants, protective orders for victims or witnesses, or the transfer of detained witnesses.

Subsection 7 Proceedings

Regulation 37³³

Management of proceedings

1. The Registry, in concurrence with the Chamber where necessary, shall make all the necessary practical arrangements for proceedings, whether held in public or in closed session.
2. Issues related to the management of proceedings shall be addressed to the Registry.

Regulation 38

Information session on proceedings management

As appropriate, the Registry shall organise for the participants an information session on the functioning of the courtroom and on other practical matters pertaining to the proceedings. Judges and their legal staff shall be invited to attend.

Regulation 39³⁴

Duty officer of the Registry

1. The duty roster of officers of the Registry established pursuant to regulation 19 of the Regulations of the Court, shall be made available to the Chambers.
2. The duty officer contact number shall be made available to the participants.
3. The duty officer shall be on duty for a period of seven calendar days.
4. The duty officer shall be responsible for dealing with urgent matters arising outside working hours.

Regulation 40³⁵

Courtroom officer

1. The courtroom officer shall represent the Registrar at proceedings and may be assisted by another Registry representative, as appropriate. He or she shall ensure that the necessary practical arrangements for the conduct of the hearing are in place and shall bring to the attention of the Presiding Judge any information that he or she deems necessary.
2. The courtroom officer shall provide support to the Chamber and participants in respect of procedural matters.
3. During hearings, the courtroom officer shall act as a focal point for all matters relating to transcription services, interpretation services, audiovisual services, as well as to security and technical equipment.
4. Where required, the courtroom officer shall prepare confidential minutes of the proceedings, recording the following information:
 - (a) The name and number of the situation or case;
 - (b) The date of the proceedings;
 - (c) The stage of the proceedings;
 - (d) The starting and ending times;
 - (e) The type of proceedings;
 - (f) Whether the proceedings were held in public or closed session;
 - (g) The names and/or any protective references of those present at the proceedings;

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34 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

35 Amended 4 December 2013, entered into force 5 December 2013.

- (h) A summary of the oral decisions issued by the Chamber during the proceedings;
- (i) The deadlines set by the Chamber, if any;
- (j) The forthcoming events in the situation or case;
- (k) Whether a recording was made;
- (l) Whether a transcript was requested; and
- (m) Any other relevant comments.

Regulation 41³⁶

Audio and video recording of hearings

1. For the purpose of rule 137, audiovisual assistants within the Registry shall ensure a full and accurate audio- and video-recording of the hearings. The audiovisual assistants shall ensure that the decorum of the hearing and the dignity of the persons at the hearing are respected.
2. In order to ensure that the audio- and video-recordings reflect the hearings faithfully, the following instructions shall be upheld by the Registry:
 - (a) As a general rule, whenever a judge speaks, a view of the particular judge or an overall view of the judges' bench shall be selected; during a lengthy address by a judge, such as the reading of a decision, a variety of views may be interspersed;
 - (b) As a general rule, the audiovisual assistant shall select a camera view showing the participant addressing the Chamber, whether in close-up or broader view; however, during lengthy presentations by a participant, such view may be interspersed with images of the judges, the accused and the other participants, provided these images are in keeping with the decorum of the hearing.
3. The live and delayed audiovisual feed of public and closed or private sessions as defined in regulation 94 (d) and (e) shall be stored in the archives of the Registry. An electronic version of the audiovisual recordings shall be kept.

Regulation 42

Broadcasting

1. Broadcasting shall start when the judges enter and shall cease as soon as the last judge has left the courtroom.
2. In the event of a disturbance of any nature which requires the Presiding Judge to adjourn the hearing, broadcasting shall cease as soon as the Presiding Judge has formally adjourned the hearing.
3. Footage showing private conversation or deliberations between the judges, between the judges and Registry officers, between counsel and the person to whom article 58 applies, if present, or the accused, and between counsel and assistants to counsel shall not be released for broadcast.
4. Close-up views of the benches shall not be selected for broadcast if they would permit a viewer of the broadcast to identify the name or contents of any book, paper or other items.
5. Close-up views of individual spectators in the public gallery shall not be selected for broadcast.

Regulation 43³⁷

Requests under regulation 21, sub-regulation 8 of the Regulations of the Court

1. Requests under regulation 21, sub-regulation 8 of the Regulations of the Court, shall be made within 30 minutes of the information being mentioned during the hearing.
2. For technical reasons, requests for non-publication may only be implemented effectively where a maximum of four such requests are raised within 30 minutes. Where the limit is exceeded, the courtroom officer shall inform the Presiding Judge and advise on the appropriate measures.
3. A request for non-publication of information may be made more than 30 minutes after the information is mentioned during the hearing if it presents a risk to the security or safety of victims, witnesses or other persons at risk, or is prejudicial to national security interests.

³⁶ Amended 4 December 2013, entered into force 5 December 2013 (French text only).

³⁷ Amended 4 December 2013, entered into force 5 December 2013.

Regulation 44³⁸

Communications under rule 102

1. The Registry shall ensure that a communication made under rule 102 and regulation 25 of the Regulations of the Court, be converted into an electronic format which can be used by the Court.
2. The following information shall be registered:
 - (a) The size of the communication;
 - (b) The length of the communication; and
 - (c) The number of subdivisions of the communication.
3. The communication shall be registered in accordance with the registration procedure set out in subsection 4 of section 1 of this chapter and shall be notified in accordance with subsection 5 of section 1 of this chapter.

Regulation 45³⁹

Arrangements for live testimony by means of audio or video-link technology

1. The Registry shall make the necessary arrangements whenever the Chamber orders that a witness be heard by means of audio or video-link technology, pursuant to article 69, paragraph 2, and rule 67.
2. The participant requesting testimony by means of audio or video-link shall do so at least 15 calendar days in advance, as a rule.
3. In choosing a venue for the conduct of the audio or video-link testimony pursuant to rule 67, sub-rule 3, the Registrar shall consider in particular the following locations:
 - (a) The offices of the Court abroad;
 - (b) A national court;
 - (c) An office of an international organisation; or
 - (d) An embassy or a consulate.

Regulation 46

Conduct of live testimony by means of audio or video-link technology

1. The Registrar shall designate a representative of the Registry or any other suitably qualified person to ensure that the testimony by means of audio or video-link technology is taken in accordance with the Statute, Rules, Regulations of the Court and these Regulations.
2. When testimony is to be given by means of audio or video-link technology, the designated person shall establish audiovisual contact with the courtroom with the assistance of technicians, where required.
3. At the request of the Chamber, the designated person shall call the witness into the transmission room and have him or her make the solemn undertaking.
4. In the case of a video link, the witness shall be able to see and hear the judges, the accused and the person questioning him or her, as well as the relevant evidence as submitted in the courtroom. Likewise, the judges, the accused and the person questioning him or her shall be able to see and hear the witness as well as any evidence submitted from the remote location.
5. Unless otherwise ordered by the Chamber, testimony shall be given in the sole presence of the designated person and a member of the technical team and, where necessary and with the consent of the Chamber, silent observers for participants other than those provided in rule 88, sub-rule 2.
6. The designated person shall keep the Chamber informed at all times of the conditions under which the testimony is being given.
7. Once the witness has been discharged by the Chamber and has left the room, the designated person shall confirm to the Chamber the absence of apparent reasons preventing the testimony being given freely and voluntarily.

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39 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

Regulation 47⁴⁰

Participation in the proceedings via video link of an accused or of persons to whom article 55, paragraph 2, or article 58 applies or of victims

Where the accused or persons to whom article 55, paragraph 2, or article 58 applies, or victims participate in the proceedings via video-link, a direct telephone connection between the said persons and their counsel shall be established in addition to the normal connection.

Regulation 48⁴¹

Proceedings outside the seat of the Court

1. Whenever the Court wishes to sit in a State other than the host State in accordance with rule 100, the Registrar shall make all the necessary arrangements in cooperation with the authorities of the said State.
2. The Registrar shall provide the Court in advance with a security assessment of the State where the Court wishes to sit and with any other relevant information.

Regulation 49

Transmission of an order for safe conduct

1. When a Chamber issues an order for safe conduct, the Registrar shall notify the Ministry of Justice and the Ministry of Foreign Affairs of the host State or of any other relevant State of the copy of the order certified in accordance with regulation 23.
2. The person shall be notified of the certified copy of the order in accordance with regulation 31 of the Regulations of the Court.

Subsection 8 Transcripts

Regulation 50⁴²

Different versions of transcripts

The Registry may produce several versions of the same transcript:

- (a) A confidential real-time version, accessible during the hearing;
- (b) A confidential version, consisting of a corrected, completed and formatted copy of the real-time version;
- (c) A public version, from which closed and/or private sessions, and any other material which is deemed confidential in accordance with an order of the Chamber has been expunged;
- (d) A corrected version of the confidential and/or the public version; or
- (e) A reclassified version, consisting of the confidential transcript reclassified as public upon order of a Chamber, or the public version and previously confidential excerpts reclassified as public upon order of a Chamber.

Regulation 51⁴³

Index of transcripts

The index of transcripts shall record, *inter alia*, the following information, with page references:

- (a) The title of the hearing or proceeding, specifying where it is held *ex parte*;
- (b) The level of confidentiality of the hearing or proceeding, either in public session, private session, closed session;
- (c) The names or pseudonyms of the witnesses heard and the protective measures ordered, if any;
- (d) The names or pseudonyms of the victims heard and the protective measures ordered, if any;
- (e) The evidence presented;

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41 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

42 Amended 4 December 2013, entered into force 5 December 2013.

43 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

- (f) The evidence admitted;
- (g) The oral decisions of the Chamber; and
- (h) The list of participants.

Subsection 9 Evidence

Regulation 52⁴⁴

Presentation of evidence during a hearing

1. During a hearing, evidence shall be presented in electronic format.
2. For the purpose of the presentation, participants shall provide to the courtroom officer in electronic version whenever possible, the evidence they intend to use at the hearing at least three full working days before the scheduled hearing.
3. Evidence provided under sub-regulation 2 is transmitted by the courtroom officer to the interpretation and translation service within the Registry, under strict conditions of confidentiality, for the purpose of regulation 63, sub-regulation 3.

Regulation 53⁴⁵

Handling of evidence during a hearing

1. The courtroom officer shall register and number the evidence in accordance with regulation 28 as soon as it is submitted during a hearing by a participant or produced during a hearing following an order of the Chamber.
2. Where an evidence number is assigned, the courtroom officer shall announce the number for the record.
3. The original form of evidence, whether it is a paper document or an object, shall be placed in the custody of the Registrar and may be consulted in accordance with regulation 16.

Regulation 54⁴⁶

Storage of the original form of evidence

The Registry shall develop a set of procedures for the management of the Registry vault provided for by regulation 15.

Regulation 55⁴⁷

Witnesses

1. The courtroom officer shall maintain a list of the witnesses who appear before the Chamber and shall record, *inter alia*, the following information:
 - (a) The date and time when testimony commenced and ended;
 - (b) The protective measures ordered, if any;
 - (c) The duration of the questioning by the participants and the Chamber;
 - (d) The names of participants who put questions to the witnesses;
 - (e) The evidence submitted by a participant or produced upon order of the Chamber in the course of the testimony;
 - (f) The evidence shown to witnesses during questioning by each participant or the Chamber.
2. The participants shall provide the courtroom officer with the names of the witnesses they intend to call at the hearing at least one full working day before the hearing. They shall also provide all information about the location and time of the appearance of the witnesses in court.

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45 Amended 4 December 2013, entered into force 5 December 2013.

46 Amended 4 December 2013, entered into force 5 December 2013.

47 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 56⁴⁸

Experts

1. For the purpose of regulation 44 of the Regulations of the Court, a person seeking to be included in the list of experts shall provide the Registry with the following documentation:
 - (a) A detailed *curriculum vitae*;
 - (b) Proof of his or her qualifications;
 - (c) An appropriate indication of his or her expertise in the relevant field; and
 - (d) Where applicable, a statement of whether he or she is included in any list of experts acting before any national court.
2. The Registrar's decision as to whether a person shall be included in the list of experts shall be notified to that person. If the application is refused, the Registrar shall provide reasons and shall inform the person on how to apply to the Presidency for review of that decision within 15 calendar days of its notification.
3. The Registrar may file a response within 15 calendar days of notification of the application for review.
4. The Presidency may ask the Registrar to provide any additional information necessary to decide on the application. The decision of the Presidency shall be final.
5. An expert already included in the list of experts shall immediately inform the Registrar of any changes in relation to the information he or she provided pursuant to sub-regulation 1.
6. The Registrar may at any time take steps to verify the information provided by an expert included in the list.
7. The Registrar shall remove an expert from the list of experts where he or she:
 - (a) No longer meets the requirements under sub-regulation 1;
 - (b) Has been found guilty of an offence against the administration of justice as described in article 70, paragraph 1; or
 - (c) Has been permanently interdicted from exercising his or her functions before the Court in accordance with rule 171, sub-rule 3.
8. The Registrar shall notify the relevant person of his or her decision under sub-regulation 7 and shall provide reasons therefor.
9. The Registrar shall inform the person about the possibility to apply to the Presidency for review of that decision within 15 calendar days of its notification.
10. The Registrar may file a response within 15 calendar days of notification of the application for review.
11. The Presidency may ask the Registrar to provide any additional information necessary to decide on the application. The decision of the Presidency shall be final.

Section 2 Language services of the Registry

Subsection 1 General provisions

Regulation 57⁴⁹

Scope of application of this section

1. The Registry shall provide interpretation, translation, editing and revision services in accordance with the provisions of the Statute, Rules, Regulations of the Court, and these Regulations.
2. The Registry shall prioritise its translation services as follows:
 - (a) Judicial documents concerning situations or cases; press releases concerning the arrest and transfer of a person to the Court; and documents concerning a request for judicial cooperation;
 - (b) Diplomatic correspondence with direct judicial or financial implications for the Court;

⁴⁸ Amended 4 December 2013, entered into force 5 December 2013.

⁴⁹ Amended 4 December 2013, entered into force 5 December 2013.

- (c) All other documents, which shall be processed in the order in which the requests for translation were received. Urgent requests for translation shall be processed in consultation with the translation units.

Regulation 58⁵⁰

Requests for language services

1. Requests for language services shall be submitted using the approved electronic system or standard forms.
2. A complete list of recipients shall be provided where translations are to be sent to several recipients.
3. Requests for interpretation services involving languages other than the working languages of the Court shall set out the reasons why the interpretation of such languages is required. Such requests should be made at least ten calendar days prior to the event requiring interpretation.

Regulation 59⁵¹

Duty roster

A duty roster of language staff shall be established for urgent requests from the duty officer of the Registry for court and conference interpretation and/or translation outside the working hours of the Court. This provision shall not apply to field interpretation.

Regulation 60⁵²

Linguistic assistance and special assignments

1. Linguistic assistance outside the seat of the Court, other than that covered by the duty roster, shall be provided upon request following the procedure set out in regulation 58. Requests for such linguistic assistance shall be submitted as soon as practicable in order to ensure good coordination of language services.
2. In respect of regulation 175, operational interpretation assignments at the seat of the Court which involve transcription and translation of telephone conversations shall be carried out by field interpreters, translators or court interpreters operating under the strictest confidentiality. They shall receive the parts of conversations to transcribe and translate in a non-sequential manner and shall not be required to comment thereon.

Subsection 2 Court, conference and field interpretation matters⁵³

Regulation 61⁵⁴

Modes of interpretation

1. Court and conference interpretation services shall include the following:
 - (a) Simultaneous interpretation, where the interpreter renders the speaker's message immediately and continuously from a booth;
 - (b) *Chuchotage* or whispering, which is simultaneous interpretation by an interpreter whispering an interpretation of what is said to a maximum of two listeners;
 - (c) Consecutive interpretation, where the interpreter interprets aloud, usually taking notes as the speaker speaks and then concisely interpreting several sentences at a time for an unlimited number of listeners;
 - (d) Liaison interpretation, where the interpreter interprets aloud in and out of two or more languages, interpreting a few sentences at a time, for a very limited number of listeners; and
 - (e) Sight translation, for written documents that need to be translated orally. The interpreter may need to read the document once before performing the sight translation.

50 Amended 4 December 2013, entered into force 5 December 2013.

51 Amended 4 December 2013, entered into force 5 December 2013.

52 Amended 4 December 2013, entered into force 5 December 2013.

53 Amended 4 December, entered into force 5 December 2013 (title).

54 Amended 4 December 2013, entered into force 5 December 2013.

2. For simultaneous interpretation, interpretation booths and audio equipment shall be made available. Interpretation booths shall comply with ISO standard 2603 (built-in booths) or 4043 (mobile booths).
3. The Registry shall advise on the mode of interpretation most suitable for the event to be interpreted.

Regulation 62⁵⁵

Role of team coordinator

1. The Court interpretation team shall have one team coordinator. The team coordinator shall ensure communication between booths, with the courtroom officer, with the audiovisual booth and with the court reporters. In order to fulfil his or her tasks, the team coordinator shall receive in-service training.
2. The team coordinator shall be available to discuss linguistic matters relating to the hearings or proceedings with the judges or the courtroom officer.

Regulation 63

Use of audio and/or video recordings in the proceedings

1. Where interpretation of audio and/or video recording is required, the interpreter may ask for the transcript, if available, or to consult the recording *in extenso* before the hearing or the event requiring interpretation.
2. The sound of any audio and/or video recording played in the courtroom or at the event shall be fed directly into the headphones of the interpreter.
3. Recordings to be used at an event where interpretation is required shall be provided as early as possible, and at least one full working day before the event. The recording shall be returned after the event, if so requested. In order to prepare for hearings, evidence shall be provided to the interpretation and translation service within the Registry in accordance with regulation 52, sub-regulation 3.

Regulation 64⁵⁶

Interpretation services provided at hearings

1. At hearings, a minimum of four interpreters shall work in two booths, an English and a French one, for up to two periods of two hours separated by a 30-minute break or for three periods of one and a half hours with a break of at least one and a half hours between the second and the third period. Where interpreters work in both directions, from and into languages other than English and French, the booth strength will be increased to four. Modifications to interpretation time periods may be arranged prior to the commencement of the hearing.
2. Wherever audio or video-link technology is used during hearings, interpreters shall work the usual number of hours as described in sub-regulation 1. For the sake of accuracy and completeness, every effort shall be made to ensure optimal sound (broadcast quality). Where it has been assessed that the sound quality is poor, the work of each team may be limited to a maximum of two and half hours per day.
3. When used at hearings, *chuchotage* shall require two interpreters working in turns.
4. Under exceptional circumstances, defined as any occurrence involving *inter alia* security issues and/or witnesses' or victims' welfare when appearing before the Court, interpreters may be asked to carry out additional tasks or to extend the interpretation period as defined in sub-regulation 1, upon special request of the Chamber, the Registrar or the participants.
5. At hearings, any problem that may affect the quality of the interpretation shall be reported to the team coordinator, who shall in turn report the matter to the courtroom officer.
6. Where interpretation services are required for languages other than English and French pursuant to regulation 40, sub-regulation 2 of the Regulations of the Court, this regulation shall apply *mutatis mutandis*.
7. For languages other than English and French that are not taught in interpretation schools and for which interpretation qualifications do not exist, training for interpreters shall be provided for the purposes of holding pre-trial and trial proceedings that require interpretation from and into such languages.

55 Amended 4 December 2013, entered into force 5 December 2013.

56 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 65⁵⁷

Quality control and linguistic problems at hearings

1. Quality monitoring shall be carried out by the Registry on the basis of, *inter alia*, recordings of hearings.
2. In the event of linguistic misunderstandings or errors of interpretation made at hearings, the interpreter at the microphone shall endeavour to correct the misunderstanding or error immediately, during the hearing itself. If a misunderstanding or error of interpretation cannot be corrected during the hearing, the team coordinator shall contact the courtroom officer, who shall in turn inform the bench. Whenever an interpreter becomes aware of an error of interpretation during a hearing, he or she shall report the matter to the team coordinator, who shall in turn inform the courtroom officer thereof.
3. Should the interpretation and translation service within the Registry discover, at a later stage, an error in a translation which was not noticed at the hearing, it shall inform the courtroom officer, who shall in turn inform the Chamber thereof. Following an order of the Chamber, a *corrigendum* may be issued by the said service.
4. Should the Chamber need to raise questions in relation to terminology or usage, the courtroom officer shall contact the team coordinator.
5. Where there are questions related to the accuracy of a translation used during a hearing, or if it becomes apparent that a translation used during a hearing contains errors, interpreters working at the hearing shall be requested to sight translate the original for the record until a revised version is prepared by the interpretation and translation service within the Registry.

Regulation 66

Interpretation services provided on assignments other than hearings

1. For interpretation assignments other than hearings requiring simultaneous interpretation, interpreters shall work for two three-hour periods per day, with at least one and a half hours between them. Modifications to interpretation time periods may be arranged prior to the commencement of the assignment.
2. In meetings where consecutive interpretation is required, interpreters shall work a maximum of two periods of two hours per day. Except in the case of deliberations, there shall be breaks of at least 15 minutes between periods. Lunch breaks for consecutive interpreters shall be of at least 70 minutes. Modifications to interpretation time periods may be arranged prior to the commencement of the assignment.
3. *Chuchotage*, when used in combination with conventional simultaneous interpretation, shall require two *chuchotage* interpreters working in turns of 30 minutes for two periods per day. The provisions relating to the working hours applicable to simultaneous interpreters shall also apply to interpreters providing *chuchotage*.
4. Under exceptional circumstances, defined as any occurrence involving *inter alia* security issues and/or witnesses' or victims' welfare, interpreters may be asked to carry out additional tasks.
5. Regulation 64, sub-regulation 2, shall also apply to audio and video conferences.

Regulation 67

Requirements relating to the work environment and preparation

1. Interpreters shall be provided with an adequate work environment and preparation time.
2. In allocating interpretation assignments, the Registry shall take the need for continuity into consideration whenever possible.

Regulation 68⁵⁸

Field interpretation

1. Field interpretation services shall include interpretation services for assignments outside the seat of the Court and operational interpretation services for assignments at the seat of the Court other than those provided by court interpreters.
 - (a) Field interpretation services shall include consecutive interpretation, liaison interpretation and sight translation as defined by regulation 61, sub-regulations (1) (c), (d) and (e).

57 Amended 4 December 2013, entered into force 5 December 2013.

58 Amended 4 December 2013, entered into force 5 December 2013.

- (b) Field interpretation services shall not include simultaneous interpretation or *chuchotage* as defined by regulation 61, sub-regulations (1) (a) and (b).
2. Field interpreters shall, in principle, not be required to interpret at hearings, with the exception of language combinations for which no officially qualified court interpreters are available.
3.
 - (a) Field interpreters on assignment outside the seat of the Court shall not be required to work in conditions significantly different from those applying at the seat of the Court.
 - (b) Field interpreters on assignment shall only interpret during interviews or meetings in the presence of the Court official(s) conducting the interviews or meetings.
 - (c) Field interpreters shall be allowed access to the location where they are required to provide the interpretation service on the same terms and conditions as those for whom they provide the service.
 - (d) Field interpreters shall not be required to interpret for more than seven hours a day, including a lunch break of at least one hour. They shall, in principle, be granted a 15-minute break every hour and during breaks they shall not be asked to interpret.
 - (e) Working hours for field interpreters shall, without prejudice to sub-regulation 3 (d), be scheduled to correspond to the working hours of the persons for whom the provision of interpretation services has been requested.
4.
 - (a) The Registry shall take the necessary measures to avoid exposing field interpreters to risk on account of their deployment.
 - (b) The Registry shall give due consideration to the personal safety of field interpreters and their immediate family in respect of the disclosure of their identity and take any necessary measures, or request that the necessary measures be taken, to ensure the protection of their identity.

Regulation 69⁵⁹ **Training material for interpreters**

When conducting training for interpreters with audio and/or video recordings of hearings or other events, material from private and closed sessions shall not be used.

Subsection 3 Translation matters

Regulation 70⁶⁰ **Modes of translation**

Translation services shall include the following:

- (a) Translation, where the translator submits accurate and faithful translations on various subjects in the appropriate style and within prescribed time limits, having carried out the appropriate research. Such translations shall be subsequently revised and proofread;
- (b) Draft translation, where a document is translated and provided to the requester without revision or proofreading. The translation service of the Registry shall not be held accountable for any mistakes in the draft translation. Draft translations of Court records shall be identified as such by a footer containing the phrase "Draft Translation" and may not be quoted or used as official documents;
- (c) Self-revised translation, where the translator submits accurate and faithful translations on various subjects in the appropriate style, having carried out the appropriate research. He or she revises his or her own output, proofreads and checks the consistency of the translation before submitting the final product;
- (d) Revision, where a reviser ensures that a translated text faithfully renders the source text and meets the readability criteria appropriate for the text in question. Revision is a bilingual process that involves comparing the source text with the translation and making corrections and/or editorial improvements where necessary. All translations of decisions and orders not produced by a self-revising translator shall be revised for filing;
- (e) Editing, where an editor ensures that a text is free of grammatical errors and that it meets the

⁵⁹ Amended 4 December 2013, entered into force 5 December 2013.

⁶⁰ Amended 4 December 2013, entered into force 5 December 2013.

readability criteria appropriate for the document in question. Editing is a monolingual process that includes stylistic editing, i.e. tailoring language to readers, ensuring smoothness of text, checking syntax and idiom, house style, spelling and typography and punctuation as well as copyediting/proofreading for consistency; and

- (f) Proof-reading, a monolingual process where a text undergoes final checking for any typographical, spelling or other error not normally related to the overall style and content of the text.

Regulation 71⁶¹

Consultation with the author and/or requester of a translation

1. Translators, whether in-house or external, may contact the author of the text or the requester of a translation in order to obtain clarifications.
2. In the case of an external translator, the Registry shall facilitate such contact.

Regulation 72⁶²

Official Court translations

1. All Court records filed with the Registry and requested for translation by the Court Management Section shall be considered official documents of the Court.
2. The phrase "Official Court Translation" shall appear on all Court records translated and revised by the translation service of the Registry and shall not be removed. This phrase shall certify the document as an official translation.
3. The translation service of the Registry shall only recognise the version bearing the phrase "Official Court Translation" as a translation produced by its service.

Regulation 73⁶³

Redaction of official Court translations

1. The phrase "Official Court Translation" shall only be used by the translation service of the Registry.
2. Should a Chamber, a party or a participant wish to redact an official translation of their own filing, they shall do so on the official translation which was notified to them. The redacted official Court translation shall receive a registration number in accordance with regulation 27.
3. The redacted documents shall bear the phrase "Official Court Translation redacted by" followed by the Chamber, party or participant which applied the redactions.

Regulation 74⁶⁴

Delivery of official Court translations

1. The Registry shall send to the requester of the translation a full-text searchable electronic version of the translated text. The translation shall include a footer bearing the phrase "Official Court Translation" and the date which was stated in the footer of the original document.
2. Upon request, a Word version of the translated text shall also be sent. Such text shall not have the footer described in sub-regulation 1.

Regulation 75⁶⁵

Issues arising from translation

1. Where a translation provided to a requester gives rise to subsequent queries, the requester shall contact the Registry.
2. In the event of conflicting deadlines for the translation of texts submitted by different requesters, the Registrar shall, with due consideration for regulation 57, sub-regulation 2, establish priorities for the texts.

61 Amended 4 December 2013, entered into force 5 December 2013 (English text only).

62 Amended 4 December 2013, entered into force 5 December 2013.

63 Amended 4 December 2013, entered into force 5 December 2013.

64 Amended 4 December 2013, entered into force 5 December 2013.

65 Amended 4 December 2013, entered into force 5 December 2013.

Section 3 Procedures in respect of restriction and deprivation of liberty

Regulation 76⁶⁶

Transmission of a request for the arrest and surrender

When transmitting the request for the arrest and surrender of a person pursuant to articles 89 and 91 the Registrar shall indicate, *inter alia*:

- (a) The obligations of the State under articles 59, 89 and 91, paragraph 4;
- (b) That the national authorities are requested to inform the Registrar without delay of the arrest of the person by sending to the Registrar a notice of execution, and to make the necessary arrangements for the transfer of the person to the Court;
- (c) That the national authorities are requested to inform the Registrar without delay of any problem that may impede or prevent the execution of the request for arrest and surrender;
- (d) That the national authorities are requested to inform the Registrar, who shall immediately inform the Pre-Trial Chamber, of any request for interim release and/or of any request for appointment of counsel; and
- (e) That the national authorities are requested to immediately inform the Registrar when the person sought by the Court is available for surrender.

Regulation 77⁶⁷

Information on arrest and surrender

1. The Registrar shall invite the State requested under article 89 or 92 to inform him or her of the arrest of a person and to provide, *inter alia*, the following information:
 - (a) The personal details of the arrested person;
 - (b) The date and time of the arrest;
 - (c) The location of the arrest;
 - (d) The circumstances of the arrest;
 - (e) The authorities who made the arrest;
 - (f) The physical condition of the arrested person;
 - (g) The language(s) spoken by the arrested person;
 - (h) The information given to the arrested person in respect of his or her rights;
 - (i) Whether the arrested person has legal assistance and/or whether he or she requires that counsel be appointed by the Court;
 - (j) The location of the person arrested pending surrender;
 - (k) The date, time and location of the appearance of the arrested person before the competent national judicial authority; and
 - (l) Any other useful information.
2. Upon receipt of information under rule 184, sub-rule 1, the Registrar shall:
 - (a) Make the necessary arrangements for the transfer of the arrested person to the Court; and
 - (b) Inform the relevant Pre-Trial Chamber so that it may schedule the first appearance of the arrested person as provided for in rule 121, sub-rule 1.

⁶⁶ Amended 4 December 2013, entered into force 5 December 2013 (French text only).

⁶⁷ Amended 4 December 2013, entered into force 5 December 2013 (French text only).

Regulation 78⁶⁸

Transmission of a summons to appear

1. When the Pre-Trial Chamber issues a summons to appear under article 58, the Registrar shall transmit the request to the State concerned.
2. Where the Pre-Trial Chamber issues a summons with conditions restricting liberty in accordance with article 58 and rule 119, in transmitting the request the Registrar shall indicate, *inter alia*:
 - (a) That the national authorities are requested to inform the Registrar without delay of any problem that may impede or prevent the execution of the summons; and
 - (b) That the national authorities are requested to inform without delay the Registrar, who shall immediately inform the Pre-Trial Chamber, of any failure by the person summoned to comply with the conditions imposed.

68 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

Chapter 3 Responsibilities of the Registrar relating to Victims and Witnesses

Section 1 Assistance to Victims and Witnesses

Regulation 79 General provisions

1. Pursuant to article 43, paragraph 6, and rules 16, 17 and 18, the Registrar shall develop and, to the extent possible, implement policies and procedures to enable witnesses to testify in safety, so that the experience of testifying does not result in further harm, suffering or trauma for the witnesses.
2. The Registrar shall exercise his or her functions regarding witnesses, victims who appear before the Court and persons at risk with no distinction of any kind, whether of gender, age, race, colour, language, religion or belief, political or other opinion, national, ethnic or social origin, wealth, birth or other status.

Regulation 80⁶⁹ Services to victims and witnesses

1. In order to receive services provided by the Registry, the Prosecutor and counsel shall complete a form requesting the provision of services. Such services may also be requested *proprio motu* by a Chamber. The Registry may request from the Prosecutor and counsel any additional information necessary for the provision of services.
2. Services such as relocation, assisted move, accompanying support persons, dependent care, extraordinary allowances for lost earnings and clothing allowances shall be provided on a case-by-case basis, in accordance with an assessment made by the Registry.

Regulation 81⁷⁰ Travel

1. The Registry shall arrange transportation for witnesses, victims who appear before the Court and persons at risk, and where applicable dependants of all such persons in accordance with regulation 90, and accompanying support persons who, pursuant to an order of a chamber, need to travel in order to appear before the Court. The Registry may also arrange such transportation for support or protection-related purposes.
2. The mode of transport shall be determined on a case-by-case basis, having regard to protection, safety and health considerations.
3. Unless otherwise justified for support or protection reasons, travel shall be based on:
 - (a) An economy class return trip by the shortest route, subject to prior authorisation by the Registry; or
 - (b) The practice of the Court for staff members for all other means of transport.

Regulation 82⁷¹ Accommodation

1. Where required for the purposes of the Court and for such time as is necessary, the Court shall provide appropriate full board and accommodation in locations selected by the Registry for witnesses, victims who appear before the Court, persons at risk, and where applicable dependants of all such persons in accordance with regulation 90, and accompanying support persons.
2. Witnesses and victims who appear before the Court who have chosen not to accept full board and accommodation provided by the Court shall only receive an incidental allowance in accordance with regulation 84 and an attendance allowance in accordance with regulation 85.

69 Amended 4 December 2013, entered into force 5 December 2013.

70 Amended 4 December 2013, entered into force 5 December 2013.

71 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 83⁷²

Support programme

1. The Registry shall develop a support programme, which shall also apply in the field, in order to provide psychological and social assistance and advice to witnesses, victims who appear before the Court, the dependants of all such persons, accompanying support persons and persons at risk at the earliest stage possible.
2. In addition, the support programme shall provide, where appropriate, and for the duration of their stay at the seat of the Court or at the site of its judicial proceedings, appropriate assistance to witnesses, victims who appear before the Court and, where applicable the dependants of all such persons in accordance with regulation 90, and accompanying support persons.

Regulation 84⁷³

Incidental allowance

1. An incidental allowance for personal expenses may be provided to witnesses, victims who appear before the Court, persons at risk, and where applicable dependants of all such persons in accordance with regulation 90, and accompanying support persons who need to spend at least one night outside of their place of residence at any stage of their journey.
2. The amount of the incidental allowance shall be determined by the Registrar and shall be reviewed annually. The Registrar shall publish the table of the rate of incidental allowance yearly on the website of the Court.
3. This provision shall not apply to persons appearing before the Court who receive an allowance from the Court other than by virtue of regulations 85 and 86.

Regulation 85⁷⁴

Attendance allowance

1. Witnesses, victims who appear before the Court and accompanying support persons may be provided with an attendance allowance as compensation for wages, earnings and time lost as a result of their absence from their place of residence in connection with appearance before the Court. Witnesses, victims who appear before the Court and accompanying support persons shall not be required to submit a request or any supporting documentation in order to receive the attendance allowance.
2. The daily minimum wage rate shall be determined by dividing:
 - (a) The annual salary of the staff of the Court at the General Services, step 1 level 1 in the country in which the person is residing at the time he or she appears before the Court; by
 - (b) The number of days per year.
3. The attendance allowance shall be calculated by multiplying:
 - (a) A percentage rate of the daily minimum wage rate applicable for the staff of the Court in the country in which the person is residing at the time he or she appears before the Court. The percentage shall be determined by the Registrar and shall be reviewed annually. The Registrar shall publish yearly on the website of the Court the table of the rate of attendance allowance; by
 - (b) The number of days the person is required at the seat of the Court or where proceedings are held, including travel days. For the purpose of calculating the attendance allowance, a part of a day used in connection with the court appearance shall be considered a full day.

Regulation 86⁷⁵

Extraordinary allowance for lost earnings

1. The Registrar may provide an extraordinary allowance for lost earnings for witnesses, victims who appear before the Court and accompanying support persons who suffer undue financial hardship as a result of being absent from legal income earning activities for the purposes of the Court.

72 Amended 4 December 2013, entered into force 5 December 2013.

73 Amended 4 December 2013, entered into force 5 December 2013.

74 Amended 4 December 2013, entered into force 5 December 2013.

75 Amended 4 December 2013, entered into force 5 December 2013.

2. Witnesses, victims who appear before the Court and accompanying support persons shall submit their request accompanied by any supporting documentation.
3. The Registrar shall inform the participants of any payment of such allowance.

Regulation 87⁷⁶ **Expert witnesses**

Transportation for expert witnesses who travel for testimony or for support or protection-related purposes shall be arranged by the Registry, in accordance with regulation 81. A daily subsistence allowance shall also be provided.

Regulation 88⁷⁷ **Information management**

1. The Registry shall keep information relating to witnesses, victims who appear before the Court, persons at risk, as well as the dependants of all such persons, and accompanying support persons in a secure environment. The Registry shall gather, monitor and keep information on areas where operations related to witnesses, victims who appear before the Court or other persons at risk are conducted and on potential or known threats.
2. Such information shall be used by the Registry to perform security threat analyses and assess risk to individuals.
3. A secure electronic database shall be maintained for any information relating to persons referred to in sub-regulation 1. This database can only be accessed by designated staff members of the Registry. Where ordered, the Registry shall disclose specific information contained in the database to the relevant chamber.

Regulation 89⁷⁸ **Healthcare and well-being**

1. The Registry shall assist witnesses and victims who appear before the Court, and where applicable the dependants of all such persons, and accompanying support persons by:
 - (a) Organising medical care and assistance, as appropriate, during their travel, their absence from their place of residence and for the duration of their stay at the seat of the Court or where proceedings are held; and
 - (b) Providing psychological assistance, as appropriate, particularly for children, the disabled, the elderly and victims of sexual violence.
2. The Registry shall, in consultation with local partners, endeavour to develop local networks, particularly in the field, to address the healthcare and well-being of witnesses, victims who appear before the Court and persons at risk, and the dependants of all such persons.

Regulation 90⁷⁹ **Dependent care**

1. The Registry may provide dependent care to witnesses and victims who appear before the Court.
2. Dependent care is the provision of appropriate assistance to those who have the primary responsibility in caring for another person, the non-provision of which would prevent their attendance at the Court.
3. The type of assistance shall be based on a case-by-case needs assessment.

Regulation 91⁸⁰ **Accompanying support persons**

1. Witnesses, victims who appear before the Court and persons at risk may be permitted to bring an accompanying support person with them to the Court or during travel outside their place of residence for the purposes of the Court. The Registry shall cover the costs of the accompanying support person, in accordance with regulations 81, 82, 83, 84, 85, 86 and 89, sub-regulation 1(a).

⁷⁶ Amended 4 December 2013, entered into force 5 December 2013 (French text only).

⁷⁷ Amended 4 December 2013, entered into force 5 December 2013.

⁷⁸ Amended 4 December 2013, entered into force 5 December 2013.

⁷⁹ Amended 4 December 2013, entered into force 5 December 2013.

⁸⁰ Amended 4 December 2013, entered into force 5 December 2013.

2. In order to determine the eligibility of a witness, a victim who appears before the Court or a person at risk to bring an accompanying support person with him or her to the Court, the following criteria, shall be, *inter alia*, taken into account:
 - (a) The fact that the person has no surviving close family members;
 - (b) The presence of severe trauma-related symptoms;
 - (c) The existence of possible suicidal tendencies;
 - (d) The potential for violence;
 - (e) The fear or anxiety of the person to the extent that it would prevent him or her from attending the Court;
 - (f) The age;
 - (g) The fact that the person is a victim of sexual or gender violence;
 - (h) The fact that the person suffers from a pre-existing disease of a physical and/or psychological nature; and
 - (i) The severity of physical or psychological symptoms.
3. The Registry shall assess the suitability of the accompanying person to provide support.

Regulation 92 **Security arrangements**

1. The Registry shall implement and coordinate appropriate procedures and measures for the protection and security to ensure the safety of witnesses, victims who appear before the Court and persons at risk, including accompanying support persons.
2. Procedures and measures referred to in sub-regulation 1 shall be confidential.

Regulation 93⁸¹ **Local protection measures**

1. The Registry shall implement measures for the protection of witnesses, victims who appear before the Court and persons at risk on the territory of the State of their residence.
2. The Registry shall, where appropriate, be responsible for establishing and maintaining an immediate response system as a local security measure for witnesses, victims who appear before the Court and persons at risk. The system shall operate round-the-clock for the purposes of extricating and bringing to safety those witnesses, victims who appear before the Court and persons at risk who fall within its purview.
3. Procedures and measures referred to in sub-regulations 1 and 2 shall be confidential.

Regulation 94⁸² **Protection measures in Court**

Measures taken pursuant to an order of a Chamber under rule 87 to protect the identity of witnesses, victims who appear before the Court and persons at risk may include, *inter alia*:

- (a) Pseudonyms, where the person is assigned a pseudonym that is used during the proceeding instead of his or her real name;
- (b) Facial distortion, where the image of the person is rendered unrecognisable by an electronic mosaic in the audiovisual feed;
- (c) Voice distortion, where the voice of the person is rendered unrecognisable by electronic means in the audiovisual feed;
- (d) Private sessions, where the hearing is not open to the public and there is no audiovisual stream broadcast outside the Court;
- (e) Closed sessions, where the hearing is held in camera;
- (f) Videoconferences, where the person takes part in the proceeding via a direct video link;

81 Amended 4 December 2013, entered into force 5 December 2013.

82 Amended 4 December 2013, entered into force 5 December 2013.

- (g) Expunctions from the public record of the proceeding of any information which might lead to the identification of the victim, witness or person at risk; or
- (h) Any combination of the protective measures listed above or any modification of a measure ordered by the Chamber which is technically feasible.

Regulation 94 bis⁸³

Special measures for vulnerable witnesses and victims appearing before the Court

1. In pursuance of rule 88, the Chamber may order special measures to protect witnesses and victims who appear before the Court against psychological harm by reason of the process of appearing before the Court and to facilitate such persons' appearance in Court.
2. Vulnerable persons are those persons at an increased risk of psychological harm by reason of the process of appearing before the Court and/or who experience psychosocial or physical difficulties which affect their ability to so appear. The vulnerability of a person may be determined by different factors, *inter alia*:
 - (a) Factors related to the person: age (for example, children or elderly persons), personality, disability (including cognitive impairments), mental illness or psychosocial problems (such as trauma-related problems and/or lack of social support);
 - (b) Factors related to the nature of the crime, in particular sexual or gender-based violence, violence against children, torture or other crimes involving grave violence;
 - (c) Factors related to particular circumstances, such as significantly increased stress or anxiety due to relocation or resettlement, fear of retaliation or adaptation difficulties related to cultural differences or other factors.
3. Psychological assessment of vulnerable persons shall be conducted by the psychologist within the Registry who works with victims and witnesses. Such assessment shall be conducted prior to the court appearance in order to establish a person's capacity to appear before the Court and current mental health and to identify special needs. The Registry psychologist may recommend special measures to the Chamber, *inter alia*:
 - (a) Measures to adapt the courtroom to the needs of vulnerable persons, such as prevention of eye contact between the witness or victim who appears before the Court and the suspect or accused, use of video-link or restriction of the number of people in the courtroom or other measures;
 - (b) In-court assistance as foreseen by rule 88, sub-rule 2, such as the presence of an accompanying support person or assistance to or monitoring of vulnerable persons by the Registry;
 - (c) Measures pursuant to rule 88, sub-rule 5 to adapt the manner of questioning to the needs of the person and his or her capacity to appear before the Court.

Regulation 95⁸⁴

Assisted move

1. Where risk to a witness, a victim who appears before the Court or a person at risk cannot be managed in the geographical area where the person is staying and said person has initiated a move to another area, the Registry may assist therewith, where such move is considered necessary to the person's security.
2. Such assistance may consist of limited financial or logistical support for the move of the person and his or her dependants to a safe location. The move shall remain the decision and responsibility of the person.
3. The Prosecutor or counsel shall not assist a witness, a victim who appears before the Court or a person at risk to move without the prior consultation and agreement of the Registry. In case of disagreement, a chamber may authorise assistance proposed by the Prosecutor or counsel. Assisted move may also be effected at the request of a chamber.
4. Procedures and measures referred to in the present regulation shall be confidential.

83 Adopted 4 December 2013, entered into force 5 December 2013.

84 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 96⁸⁵

Protection programme

1. The Registry shall take all necessary measures to maintain a protection programme for witnesses, victims who appear before the Court and persons at risk.
2. An application for inclusion in the protection programme may be filed by the Prosecutor or by counsel. A Chamber may also request the inclusion of a person in the protection programme.
3. In assessing admission to the protection programme, in addition to the factors set out in article 68, the Registry shall consider, *inter alia*, the following:
 - (a) The involvement of the person before the Court;
 - (b) Whether the person himself or herself, or his or her close relatives are endangered because of their involvement with the Court; and
 - (c) Whether the person agrees to enter the protection programme.
4. Inclusion in the protection programme shall be subject to the decision of the Registrar after the assessment made under sub-regulation 3.
5. Before being included in the protection programme, the person or - where the person is under the age of 18 or otherwise lacks the legal capacity to do so - his or her representative, shall sign an confidential agreement with the Registry.
6. The need for continued participation in the protection programme shall be reassessed every 12 months.
7. Procedures and measures referred to in the present regulation shall be confidential.

Regulation 96 bis⁸⁶

Termination of participation in the protection programme

1. The Registrar may terminate a person's participation in the protection programme where such participation is no longer required, the person so requests or the person has breached the terms of the confidential agreement provided for by regulation 96, sub-regulation 5.
2. Within 14 days of notification of a decision under sub-regulation 1, the person, the Prosecutor or counsel who referred the person may apply to the Registrar for review of the decision, whereafter the Registrar shall issue a final decision. Within 7 days of the notification of the final decision, the Prosecutor or counsel may challenge the decision before the relevant chamber. The protection programme shall remain in force throughout the period encompassed by this sub-regulation.
3. Before termination is effected, the Registrar shall, in consultation with the person where possible, devise an exit plan to ensure that the person leaves the protection programme in optimal circumstances and within a reasonable timeframe.

Section 2 Victims Participation and Reparations

Subsection 1 General provisions

Regulation 97

Confidentiality of communications

1. Where required for reasons of safety and security of the victim, the Registry shall take all necessary measures within its powers to ensure the confidentiality of the following communications: communications within the Court relating to specific victims, including communications within the Registry and between the Registry and other organs of the Court; between the Court and victims who have communicated with the Court; between the Court and victims' legal representatives; between the Court and persons or organisations acting on behalf of victims; and between the Court and persons or organisations serving as intermediaries between the Court and victims.
2. If a victim decides to withdraw an application for participation or reparations at any time, the Registry shall maintain the confidentiality of the communication.

85 Amended 4 December 2013, entered into force 5 December 2013.

86 Adopted 4 December 2013, entered into force 5 December 2013.

Regulation 98⁸⁷

Protection of information and communications

1. The Registry shall maintain a secure electronic database for the storage and processing of information provided in applications from victims, any documentation or further information supplied by victims or their legal representatives, and any communications received from or in respect of such victims including communications or other information from or relating to specific victims that have been made available to the Registry by other organs of the Court.
2. Information contained in the database referred to in sub-regulation 1 may only be accessed by designated staff members of the Registry and, where appropriate, by the Chamber and by participants.

Regulation 99⁸⁸

Assessment of the disclosure of information

1. Upon receipt of an application from a victim and pending any decision by the Chamber, the Registry shall review the application and assess whether the disclosure to the Prosecutor, the defence and/or other participants of any information contained in such application, may jeopardise the safety and security of the victim concerned or any third person.
2. Such review shall take into account the factors set out in article 68, paragraph 1, any request for non-disclosure made by the victim, consultations held with the legal representative(s) of the victim, where appropriate, and *inter alia*, the level of security in the area where the victim lives and the feasibility of implementing local measures for their protection and security and/or protective measures where necessary.
3. The Registry shall inform the Chamber of the results of the assessment and may make recommendations regarding the disclosure of all or part of the information provided by the victim.
4. If a victim requests that all or part of the information he or she has provided to the Registry not to be disclosed to the Prosecutor, the defence, or other participants, the Registry shall inform the victim that such requests may be granted or rejected by the Chamber. The Registry shall communicate the victim's request, together with the result of the assessment made pursuant to sub-regulations 1 and 2, to the Chamber and to the legal representative of the victim.

Regulation 100⁸⁹

Protection and security of victims

1. Where the Registry is in direct communication with victims, it shall ensure that it does not endanger their safety, physical and psychological well-being, dignity and privacy. The Registry shall also take all possible measures to ensure that the groups referred to in regulation 86, sub-regulation 1 of the Regulations of the Court and counsel pursue the same objective in their communications and interaction with victims.
2. Where a victim who communicates with the Court fears that his or her application is putting him or her or a third person at risk, or where the assessment undertaken under regulation 99, sub-regulations 1 and 2, concludes that such a risk might exist, the Registry may take measures under regulations 92 to 96 and/or advise the relevant Chamber on appropriate protective measures and/or security arrangements in order to protect the safety and the physical and psychological well-being of the victim or third person.
3. The Registry may request non-publication of information in accordance with regulation 43, sub-regulation 3.

Regulation 101⁹⁰

Withdrawal of applications

1. If a victim decides to withdraw an application for participation or reparations before the Registry has presented the application to the Chamber, the Registry shall retain this application in its records.
2. If the application has already been presented to the Chamber, the Registry shall present the withdrawal to that Chamber, including any reasons given for the withdrawal.

87 Amended 4 December 2013, entered into force 5 December 2013.

88 Amended 4 December 2013, entered into force 5 December 2013.

89 Amended 4 December 2013, entered into force 5 December 2013.

90 Amended 4 December 2013, entered into force 5 December 2013.

Subsection 2 Information and notice to victims

Regulation 102⁹¹

Assistance in providing information under article 15

1. Where the Prosecutor intends to seek authorisation from the Pre-Trial Chamber to initiate an investigation pursuant to article 15, paragraph 3, the Registry may assist in providing information to victims.
2. Where the Prosecutor has a duty to inform victims who have provided information to him or her under article 15, paragraph 6, the Registry may, when so requested assist in providing information to victims.

Regulation 103⁹²

Publicity and notice by general means

1. In determining what measures are necessary to give adequate publicity to the proceedings, as referred to in rule 92, sub-rule 8, and in rule 96, sub-rule 1, the Registry shall ascertain and take into account factors relating to the specific context such as languages or dialects spoken, local customs and traditions, literacy rates and access to the media. In giving such publicity, the Registry shall seek to ensure that victims make their applications before the start of the stage of the proceedings in which they want to participate, in accordance with regulation 86, sub-regulation 3, of the Regulations of the Court.
2. Where the Prosecutor decides to give notice by general means in accordance with rule 50, sub-rule 1, the Registry may take steps to ensure that victims are informed thereof.
3. Information sent by victims in confidence to the Registry shall not to be disclosed to participants, unless a Chamber orders otherwise.

Subsection 3 Participation of victims in the proceedings and reparations

Regulation 104⁹³

Standard application forms

1. The standard application forms provided for in regulations 86 and 88 of the Regulations of the Court, and the explanatory material shall, to the extent possible, be made available in the language(s) spoken by the victims. The Registry shall endeavour to prepare the standard application forms in a format that is accessible, that can be used by the Court, and that is compatible with the electronic database referred to in regulation 98.
2. The Registry may propose amendments to the standard application forms on the basis of, *inter alia*, experience in using the forms and the context of specific situations. The proposed amendments shall be submitted to the Presidency for approval in accordance with regulation 23, sub-regulation 2, of the Regulations of the Court.

Regulation 105⁹⁴

Dissemination and completion of standard application forms

1. In order to ensure that standard application forms, as referred to in regulation 86, sub-regulation 1 of the Regulations of the Court, are completed as efficiently as possible, the Registry may establish contact and maintain regular relations with the groups mentioned in regulation 86, sub-regulation 1 of the Regulations of the Court, and may, *inter alia*, prepare guidance booklets and other materials, or provide education and training, in order to guide those assisting victims in completing the standard application forms.
2. The Registry shall, as far as possible, take measures to encourage victims to complete their applications using the appropriate standard application form.

91 Amended 4 December 2013, entered into force 5 December 2013.

92 Amended 4 December 2013, entered into force 5 December 2013.

93 Amended 4 December 2013, entered into force 5 December 2013.

94 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 106⁹⁵

Receipt of applications

1. Applications for participation or reparations may be submitted either to the seat of the Court or to a field office of the Court. In countries where there is no Court field office, the Registry shall endeavour to establish means of ensuring the safe and secure submission of applications.
2. The Registry shall take measures to encourage victims to complete their applications and to provide further information and communications in a working language of the Court. Such steps may include, *inter alia*, seeking the assistance of groups mentioned in regulation 86, sub-regulation 1 of the Regulations of the Court.
3. Documents and material relating to an application and submitted after the initial application shall be dealt with in accordance with regulation 107.

Regulation 107⁹⁶

Review of applications

1. Where an application is received in hard copy, the Registry shall convert it into image file format, ensuring that the application is not altered in any way.
2. In seeking further information in accordance with regulation 86, sub-regulation 4, or regulation 88, sub-regulation 2 of the Regulations of the Court, the Registry shall consider the interests of the victim and shall take into account, *inter alia*, whether the victim is represented, the security of the victim, and any time limits for the filing of documents with the Court. When contacting victims or their legal representatives to request further information, the Registry shall inform them that their request may be granted or rejected by the Chamber on the basis, *inter alia*, of information provided by them and that they may submit a new application later in the proceedings if their application is rejected by the Chamber.
3. The Registry shall endeavour wherever possible to obtain further information in writing, but where the victim has expressed a preference for contact by telephone, and taking security considerations into account, it may receive such information by telephone. In so doing, the Registry shall, to the extent possible, verify the identity of the person and record the conversation.

Regulation 108⁹⁷

Access to applications

1. Applications and related documents and material shall be available to the Chambers and the participants through electronic means, in accordance with their level of confidentiality.
2. Consultation of the original form of the applications and related documents and material shall be requested using the approved standard form.
3. Regulation 16 shall apply *mutatis mutandis*.

Regulation 109⁹⁸

Report to the Chamber regarding participation in the proceedings

1. In order to facilitate the decision of the Chamber and to comply with regulation 86, sub-regulations 5 and 6 of the Regulations of the Court, the Registry shall provide the Chamber with access to the record of applications or to the secure room where the originals are stored.
2. The format and content of the report to be provided in accordance with regulation 86, sub-regulations 5 and 6 of the Regulations of the Court shall be determined to the extent possible in consultation with the Chamber.
3. For the purpose of preparing the report, the Registry may seek additional information in accordance with regulation 86, sub-regulation 4 of the Regulations of the Court, and may consult with the legal representatives, if any.

95 Amended 4 December 2013, entered into force 5 December 2013.

96 Amended 4 December 2013, entered into force 5 December 2013.

97 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

98 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 110⁹⁹

Submission of applications for reparations

1. The Registry shall present all applications for reparations to the Chamber, together with a report thereon, where requested.
2. For the purpose of rule 97, at the request of the Chamber, the Registry may present information or recommendations regarding matters such as the types and modalities of reparations, factors relating to the appropriateness of awarding reparations on an individual or a collective basis, the implementation of reparations awards, the use of the Trust Fund for Victims, enforcement measures, and appropriate experts to assist in accordance with rule 97, sub-rule 2.
3. In order to prepare the information and recommendations referred to in sub-regulation 2, the Registry may consult with, *inter alia*, victims, victims' legal representatives and the Trust Fund for Victims.

Regulation 111¹⁰⁰

Assistance in the enforcement phase

The Registry may, if so requested, provide the Presidency with relevant information, including information received in applications for participation or reparations, to assist it in its decision-making on matters relating to the disposition or allocation of property or assets in accordance with rule 221.

Subsection 4 Legal representation of victims

Regulation 112¹⁰¹

Assistance to victims in choosing legal representatives

1. In order to assist victims in choosing a legal representative or representatives in pursuance of rule 16, sub-rule 1(b) or rule 90, sub-rule 2 the Registry may provide victims with information on qualified counsel and common legal representation. The Registry shall inform victims that it may choose a common legal representative for victims at the request of the Chamber pursuant to rule 90, sub-rule 3 and/or organise a process for the selection of common legal representatives through a public call for the expression of interest from those counsel who meet the requirements of rule 22. Whenever possible, the Registry shall also afford victims notice of its intended, recommended grouping of victims for the purpose of common legal representation. The Registry shall take appropriate measures, such as outreach activities in the field, to ensure that victims understand such information. The Registry may also, in pursuance of these rules, consult victims regarding their preferences in respect of legal representation.
2. Where requested to choose a common legal representative under rule 90, sub-rule 3, the Registry shall take account, *inter alia*, of:
 - (a) The preferences of participating victims and applicants for participation in respect of legal representation and their views on common legal representation;
 - (b) The particular circumstances of the case and the characteristics of the victims concerned;
 - (c) Any legal representation hitherto provided to victims;
 - (d) The competencies, expertise and experience in representing victims possessed by any other qualified counsel who have expressed an interest in acting as common legal representatives of victims; and
 - (e) Potential or actual conflicts of interest.

99 Amended 4 December 2013, entered into force 5 December 2013.

100 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

101 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 113¹⁰²

Legal assistance paid by the Court

1. For the purpose of participation in the proceedings, the Registry shall inform victims that they may apply for legal assistance paid by the Court, and shall supply them with the relevant form(s).
2. In determining whether to grant such assistance, the Registrar shall take into account, *inter alia*:
 - (i) The means of the victims;
 - (ii) The factors mentioned in article 68, paragraph 1;
 - (iii) Any special needs of the victims,
 - (iv) The complexity of the case;
 - (v) The possibility of asking the Office of Public Counsel for Victims to act; and
 - (vi) The availability of *pro bono* legal advice and assistance.
3. Regulations 130 to 139 shall apply *mutatis mutandis*.

Subsection 5 Office of Public Counsel for Victims

Regulation 114

Appointment of members of the Office

The members of the Office of Public Counsel for Victims are appointed in accordance with the rules and regulations governing the recruitment of the staff of the Court. A representative of the legal profession shall sit on the selection panel.

Regulation 115¹⁰³

Independence of members of the Office

1. The members of the Office shall not receive any instructions from the Registrar in relation to the conduct of the discharge of their tasks as referred to in regulations 80 and 81 of the Regulations of the Court.
2. In discharging their responsibilities under sub-regulation 1, the members of the Office shall be bound by the Code of Professional Conduct for counsel adopted pursuant to rule 8.
3. For issues other than the conduct of the representation of a person entitled to legal assistance under the Statute and the Rules or assistance to legal representatives of victims, members of the Office shall be bound by the provisions applicable to all staff members.
4. Where a member of the Office is representing a victim or a group of victims, regulation 113 shall apply *mutatis mutandis*.
5. The Registry shall ensure that the confidentiality necessary for the performance of the functions of the Office be respected.

Regulation 116¹⁰⁴

Information provided by the Registrar to the Office

Where members of the Office act as duty counsel or as legal representatives of victims or appear before a Chamber on behalf of a victim or victims in respect of specific issues, the Registrar shall, having regard to confidentiality, provide them with such information received in the applications sent by victims and such further information and documents as are necessary for the fulfilment of those functions.

Regulation 117

Report on administrative issues relating to the Office

The Office shall report on administrative issues related to its activities to the Registrar on a regular basis and submit an annual report of its work to the Registrar having regard to confidentiality.

102 Amended 4 December 2013, entered into force 5 December 2013.

103 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

104 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

Subsection 6 Trust Fund for Victims

Regulation 118
Cooperation with the Trust Fund for Victims

1. For the purpose of rule 98, sub-rule 4, rule 148 and rule 221, sub-rule 1, the Registry shall, where requested by the Chamber or by the Presidency, and after consultation with the victims or their legal representatives, provide information received from or in respect of victims to the Secretariat of the Trust Fund for Victims, and shall provide general advice and information of a non-confidential nature relating to victims.
2. Where an order is issued by the Chamber for an award of reparations through the Trust Fund for Victims, the Registrar shall, having regard to confidentiality, provide the Secretariat of the Trust Fund for Victims with such information received in the applications sent by victims and such further information and documents as are necessary for the implementation of the order.

Chapter 4 Counsel Issues and legal assistance¹⁰⁵

Section 1 General provisions

Regulation 119¹⁰⁶

Duties of the Registrar in relation to the defence

1. In order to give full effect to the rights of the defence, and pursuant to the provisions of rule 20, the Registrar shall, *inter alia*:
 - (a) Assist counsel and/or his or her assistants in travelling to the seat of the Court, to the place of the proceedings, to the place of custody of the person entitled to legal assistance, or to various locations in the course of an on-site investigation. Such assistance shall encompass securing the protection of the privileges and immunities as laid down in the Agreement on the Privileges and Immunities of the Court and the relevant provisions of the Headquarters Agreement; and
 - (b) Establish channels of communication and hold consultations with any independent body of counsel or legal association, including any such body the establishment of which may be facilitated by the Assembly of States Parties.
2. The Registrar shall also provide appropriate assistance to a person who has chosen to represent himself or herself.
3. In the event of disputes occurring between the person entitled to legal assistance and his or her counsel, the Registrar may propose mediation. The Registrar may request the Office of Public Counsel for the Defence or another qualified independent person to act as a mediator.

Regulation 120

Principles governing consultations with legal associations

1. In carrying out his or her responsibilities including those in rule 20, sub-rule 3, the Registrar shall, as appropriate, hold consultations with any independent representative body of counsel or legal association, including any such body the establishment of which may be facilitated by the Assembly of States Parties.
2. International associations of bars and counsel, as well as associations offering specific expertise in fields of law that are relevant to the Court, shall in particular be consulted.
3. The Registrar may also consult any expert he or she identifies on specific issues relating to his or her mandate, as appropriate.

Regulation 121¹⁰⁷

Forms of consultations

1. Consultations shall be carried out periodically through non-institutionalised channels, including written and oral communication, as well as bilateral and multilateral meetings.
2. The Registrar may, as appropriate, organise seminars for the purpose of holding in-depth discussions on the role of the legal profession before the Court. Associations and individual experts, as well as representatives of other international criminal tribunals, may take part in these seminars.

Section 2 Provisions on counsel and assistants to counsel

Regulation 121 *bis*¹⁰⁸

Provision of information concerning counsel and assistants to counsel

Where information referred to in regulation 69, sub-regulation 3 of the Regulations of the Court or regulation 125, sub-regulation 7 is received, including *prima facie* reliable information on facts which may affect a person's inclusion on the list of counsel or the list of assistants to counsel, the Registrar may invite the person to submit all relevant information and material. Where necessary, the Registrar may request the assistance of the relevant authorities for the purpose of obtaining such information.

¹⁰⁵ Amended 4 December 2013, entered into force 5 December 2013 (title, French text only).

¹⁰⁶ Amended 4 December 2013, entered into force 5 December 2013 (French text only).

¹⁰⁷ Amended 4 December 2013, entered into force 5 December 2013 (French text only).

¹⁰⁸ Adopted 4 December 2013, entered into force 5 December 2013.

Regulation 122¹⁰⁹

List of counsel

1. The Registry shall produce a standard form for counsel seeking inclusion in the list. The form shall be available on the website of the Court, as well as through other appropriate means, and shall also be provided upon request.
2. Unless counsel requests otherwise, the Registry may publish the following data:
 - (a) Counsel's full name;
 - (b) The name, place and country of the bar association to which counsel is affiliated or, if counsel is not a barrister or attorney, his or her profession, including the name of the institution for which he or she works;
 - (c) The language(s) spoken by counsel; and
 - (d) Whether counsel would prefer to represent the accused, victims, or both.

Regulation 123¹¹⁰

Acknowledgment of appointment

1. The Registrar shall acknowledge the issuance of power of attorney or the appointment of counsel in writing, stating that he or she has been included in the list. The acknowledgment shall be notified to the person who has chosen the counsel, to the counsel, to the Chamber and to the competent authority exercising regulatory and disciplinary powers over counsel in the national order.
2. Where a common legal representative of victims is appointed, the Registrar shall, where possible, notify the acknowledgment referred to in sub-regulation 1 to all victims represented by such representative.

Regulation 124¹¹¹

Assistants to counsel

Persons who assist counsel in the presentation of the case before a Chamber, as referred to in regulation 68 of the Regulations of the Court, shall have either five years of relevant experience in criminal proceedings or specific competence in international or criminal law and procedure. The names of these persons are on the list of assistants to counsel created and maintained by the Registry.

Regulation 125¹¹²

List of assistants to counsel

1. The Registry shall create and maintain a list of persons who may assist counsel in the presentation of the case before a Chamber and who meet the requirements set out in regulation 124.
2. The Registry shall produce a standard form for persons seeking inclusion in the list. The form shall be available on the website of the Court as well as through other appropriate means, and shall be provided upon request.
3. A person seeking to be included in the list shall complete the standard form and provide the following documentation:
 - (a) A detailed *curriculum vitae*; and
 - (b) An indication of the relevant experience or specific competence in accordance with regulation 124.
4. The decision as to whether a person shall be included in the list shall be notified to that person. If the application is refused, the Registrar shall provide reasons and information on how to apply to the Presidency for review of that decision within 15 calendar days of its notification.
5. The Registrar may file a response within 15 calendar days of notification of the application for review.
6. The Presidency may ask the Registrar to provide any additional information necessary to decide on the application. The decision of the Presidency shall be final.

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110 Amended 4 December 2013, entered into force 5 December 2013.

111 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

112 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

7. Persons included in the list shall inform the Registrar immediately of any change in the information provided by them pursuant to this regulation. The Registrar may take measures to verify the information provided by such persons at any time.

Regulation 126¹¹³

Removal from the list of assistants to counsel

1. The Registrar shall remove a person from the list of assistants to counsel if that person:
 - (a) No longer meets the requirements set out under regulation 124;
 - (b) Has been found guilty of an offence against the administration of justice as described in article 70, paragraph 1;
 - (c) Has been permanently interdicted from exercising his or her functions before the Court in accordance with rule 171, sub-rule 3; or
 - (d) Has solicited or accepted a bribe from a person entitled to legal assistance paid by the Court.
2. The Registrar shall notify the relevant person of his or her decision under sub-regulation 1 and shall provide the reasons therefor.
3. The Registrar shall inform the person on how to apply to the Presidency for review of that decision within 15 calendar days of notification.
4. The Registrar may file a response within 15 calendar days of notification of the application for review.
5. The Presidency may ask the Registrar to provide any additional information necessary to decide on the application. The decision of the Presidency shall be final.

Regulation 127

Appointment of assistants to counsel

Persons who assist counsel in the presentation of the case before a Chamber shall be appointed by counsel and selected from the list maintained by the Registrar.

Regulation 128¹¹⁴

Assistance by the Registry

1. The Registry shall provide a person seeking legal assistance in the framework of proceedings before the Court with the list of counsel, along with the *curricula vitae* of counsel appearing on that list.
2. The Registry shall provide assistance when a person entitled to legal assistance under the Statute and the Rules is to be questioned pursuant to article 55, paragraph 2 or in any other case where legal assistance is needed by a person entitled to it.

Regulation 129¹¹⁵

Appointment of duty counsel

1. In accordance with regulation 73, sub-regulation 2, of the Regulations of the Court, the Registry shall guarantee the availability of counsel at the place and the time indicated by the Prosecutor or the Chamber.
2. When requested by a person entitled to legal assistance, the Prosecutor or the Chamber, the Registry shall contact the duty counsel and provide him or her with all the information available.

113 Amended 4 December 2013, entered into force 5 December 2013.

114 Amended 4 December 2013, entered into force 5 December 2013.

115 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

Section 3 Legal assistance paid by the Court

Regulation 130

Management of legal assistance paid by the Court

1. The Registrar shall manage the legal assistance paid by the Court with due respect to confidentiality and the professional independence of counsel.
2. The Registry staff responsible for managing the funds allocated to legal assistance paid by the Court shall treat all information known with the utmost confidentiality. They shall not communicate such information to any person, except to the Registrar or to the legal aid commissioners where required for the performance of the tasks specified in regulation 136.
3. The Registrar may transmit to the auditors the necessary information to perform their tasks. They are responsible for ensuring the confidentiality of such information.

Regulation 131¹¹⁶

Application procedure for legal assistance paid by the Court

1. As soon as the Registry contacts a person entitled to legal assistance under the Statute and the Rules in order to assist him or her in accordance with regulation 128, it shall provide him or her with the relevant form(s) to submit an application for legal assistance paid by the Court.
2. The Registry shall immediately acknowledge receipt of an application for legal assistance paid by the Court as described in sub-regulation 1. The Registrar shall then establish whether or not the applicant has provided the requisite supporting material as described in regulation 132. He or she shall inform the applicant as soon as possible if, and to what extent, such material is incomplete and shall direct him or her to provide the missing material within a specified time period.

Regulation 132¹¹⁷

Proof of indigence

1. A person applying for legal assistance paid by the Court must fill out the approved standard forms and provide the information necessary to support their request.
2. Where there are grounds to believe that an application for legal assistance paid by the Court and the supporting evidence are not accurate, the Registry may carry out an investigation into the matter. In doing so, it may request information and/or documents from any person or body that it deems appropriate.
3. The Registrar should make a decision as to whether legal assistance should be paid in full or in part by the Court within 30 calendar days of the submission by the person concerned of all the documentation required. Legal assistance may be provisionally paid by the Court during that period.
4. The person shall communicate to the Registry any change in his or her financial situation that might affect eligibility for legal assistance paid by the Court. The Registry may carry out random checks to verify whether any changes have occurred.
5. If legal assistance paid by the Court has been granted provisionally, the Registry may investigate the person's means. The person shall cooperate with the Registry in its investigation.

Regulation 133¹¹⁸

Remuneration under the scheme of legal assistance paid by the Court

Remuneration of persons acting within the scheme of legal assistance paid by the Court shall accord with the relevant documents adopted or approved by the Assembly of States Parties.

116 Amended 4 December 2013, entered into force 5 December 2013.

117 Amended 4 December 2013, entered into force 5 December 2013.

118 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 134¹¹⁹

Action plan and modalities of payment

1. Before each phase of the proceedings, or every six months, counsel shall establish an action plan. The action plan shall be approved by the Registrar who may consult the legal aid commissioners appointed pursuant to regulation 136, sub regulation 1.
2. At the end of every month, the Registry shall issue an order for payment in accordance with the action plan referred to in sub-regulation 1.
3. Every six months, or at the end of each phase of the proceedings, the Registry shall review the action plan and the remaining fees, if any, shall be paid to counsel.
4. When a mission has been carried out in accordance with the action plan, the relevant funds shall be paid upon presentation of the appropriate travel request, as approved by the Registry, together with any supporting documentation.

Regulation 135¹²⁰

Disputes relating to fees

1. The Registrar shall take a decision on any dispute concerning the calculation and payment of fees or the reimbursement of expenses at the earliest possible juncture and notify counsel accordingly.
2. Within 15 calendar days of notification, counsel may request the Chamber to review any decision taken under sub-regulation 1.

Regulation 136¹²¹

Legal aid commissioners

1. The Registrar, after receiving the proposals and having heard the views of any independent representative body of counsel or legal association, including any such body the establishment of which may be facilitated by the Assembly of States Parties, shall appoint three persons to serve as legal aid commissioners for three years. This appointment shall not be renewable.
2. Legal aid commissioners shall provide the Registrar with advice regarding the management of the funds allocated by the Assembly of States Parties to legal assistance paid by the Court. To that effect, the commissioners shall:
 - (a) Evaluate the performance of the system put in place regarding legal assistance paid by the Court, and propose amendments to such system; and
 - (b) At the request of either counsel or the Registrar, assess whether the means requested by legal teams in their action plans are reasonably necessary for the effective and efficient representation of their client(s).
3. Legal aid commissioners shall perform their tasks independently and with due regard to confidentiality.

Regulation 137¹²²

List of professional investigators

1. The Registry shall create and maintain a list of professional investigators.
2. A professional investigator shall have established competence in international or criminal law and procedure and at least ten years of relevant experience in investigative work in criminal proceedings at national or international level. A professional investigator shall have an excellent knowledge of and be fluent in at least one of the working languages of the Court. Subject to exceptional circumstances, he or she shall speak at least one of the languages of the country in which the investigation is being conducted.
3. The Registry shall produce a standard form for professional investigators seeking inclusion in the list. The form shall be available on the website of the Court, as well as through other appropriate means, and shall also be provided upon request.

119 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

120 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

121 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

122 Amended 4 December 2013, entered into force 5 December 2013.

4. A person seeking to be included in the list of professional investigators shall complete the standard form and provide the following documentation:
 - (a) A detailed *curriculum vitae*;
 - (b) An indication of competence in the relevant field in accordance with sub-regulation 2; and
 - (c) Where applicable, a statement of whether he or she is included in any list of investigators acting before any national court, or whether he or she is registered with any association of investigators.
5. The decision on whether a person shall be included in the list shall be notified to that person. If the application is refused, the Registrar shall provide reasons and information on how to apply to the Presidency for review of that decision within 15 calendar days of notification.
6. The Registrar may file a response within 15 calendar days of notification of the application for review.
7. The Presidency may ask the Registrar to provide any additional information necessary to decide on the application. The decision of the Presidency shall be final.
8. Professional investigators included in the list shall immediately inform the Registrar of any change in the information provided by them in accordance with this regulation. The Registrar may take steps to verify the information provided by a professional investigator included in the list at any time.
9. Regulation 121 *bis* shall apply *mutatis mutandis* to the provision of information concerning persons admitted to the list of professional investigators.

Regulation 138¹²³

Removal from the list of professional investigators

1. The Registrar shall remove a person from the list of professional investigators if the person:
 - (a) No longer meets the criteria required in accordance with regulation 137, sub-regulation 2;
 - (b) Has been found guilty of an offence against the administration of justice as described in article 70, paragraph 1;
 - (c) Has been permanently interdicted from exercising his or her functions before the Court in accordance with rule 171, sub-rule 3; or
 - (d) Has solicited or accepted a bribe from a person entitled to legal assistance paid by the Court.
2. The Registrar shall notify the relevant person of his or her decision under sub-regulation 1 and shall provide the reasons therefor.
3. The Registrar shall inform the investigator on how to apply to the Presidency for review of that decision within 15 calendar days of its notification.
4. The Registrar may file a response within 15 calendar days of notification of the application for review.
5. The Presidency may ask the Registrar to provide any additional information necessary to decide on the application. The decision of the Presidency shall be final.

Regulation 139¹²⁴

Selection of professional investigators

1. Where legal assistance is paid by the Court and includes the fee of a professional investigator, counsel shall select the professional investigator from the list referred to in regulation 137.
2. A person not included in the list of investigators but who has relevant experience with regard to investigations in criminal proceedings, is fluent in at least one of the working languages of the Court and speaks at least one of the languages of the country in which the investigation is being conducted, exceptionally and after confirmation by the Registrar that the above criteria have been met, can be selected by counsel as a resource person in a given case. That resource person shall not be related to the person entitled to legal assistance, to the counsel or any person assisting him or her.

123 Amended 4 December 2013, entered into force 5 December 2013.

124 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

Section 4 Training of counsel

Regulation 140

Role of the Registrar

For the purpose of promoting the specialisation and training of lawyers in the law of the Statute and the Rules, and subject to the availability of resources, the Registrar shall, *inter alia*:

- (a) Ensure access to a database of the case law of the Court;
- (b) Provide comprehensive information on the Court;
- (c) Identify and publish the names of persons and organisations carrying out relevant training;
- (d) Provide training materials; and
- (e) Offer training enabling persons to qualify to train counsel.

Regulation 141¹²⁵

Training programmes

1. The Registry shall develop a standard for training programmes aimed at fostering knowledge of the law of the Statute and the Rules.
2. To this end, the Registry may make a survey of existing training programmes on a regular basis, and consult with any independent body of counsel or legal association, including any such body the establishment of which may be facilitated by the Assembly of States Parties.
3. Where training programmes receive the Registrar's approval, the organisation offering training may expressly refer to it in its promotional material and in any certificates issued.
4. The Registry shall promote the standard programme amongst organisations offering training, and shall, as appropriate, and in consultation with any independent body of counsel or legal association, including any such body the establishment of which may be facilitated by the Assembly of States Parties, review the standard programme in light of the practical experience gained through such training and the performance of counsel before the Court.

Regulation 142¹²⁶

Equal access and geographical distribution

1. The Registrar shall take all necessary steps to encourage an equal geographical and gender distribution of training opportunities. Training should in particular be made available in countries where the infrastructure does not allow for regular training, or where a situation has been brought before the Court.
2. In view of the limited financial capacity of lawyers in certain countries, the Registrar shall support programmes for the training of counsel in such countries. For this purpose, the Registrar may in particular address the relevant States and their bar associations or ask the relevant organisations to provide the training free of charge.

Section 5 Office of Public Counsel for the defence

Regulation 143

Appointment of members of the Office

The members of the Office of Public Counsel for the Defence are appointed in accordance with the rules and regulations governing the recruitment of the staff of the Court. A representative of the legal profession shall sit on the selection panel.

Regulation 144¹²⁷

Independence of members of the Office

1. The members of the Office shall not receive any instructions from the Registrar in relation to the discharge of their tasks as referred to in regulations 76 and 77 of the Regulations of the Court.

¹²⁵ Amended 4 December 2013, entered into force 5 December 2013 (French text only).

¹²⁶ Amended 4 December 2013, entered into force 5 December 2013 (French text only).

¹²⁷ Amended 4 December 2013, entered into force 5 December 2013 (French text only).

2. In discharging their responsibilities under sub-regulation 1, the members of the Office shall be bound by the Code of Professional Conduct for counsel adopted pursuant to rule 8.
3. For issues other than the conduct of the representation of a person entitled to legal assistance under the Statute and the Rules or assistance to defence counsel, members of the Office shall be bound by the provisions applicable to all staff members.
4. Where a member of the Office is representing a person entitled to legal assistance under the Statute and the Rules, the relevant provisions of section 3 of this chapter shall apply *mutatis mutandis*.
5. The Registry shall ensure that the confidentiality necessary for the performance of the functions of the Office be respected.

Regulation 145¹²⁸

Information provided by the Registrar to the Office

Where members of the Office act as duty counsel or as counsel before a Chamber on behalf of a person entitled to legal assistance in respect of specific issues, the Registrar shall, having regard to confidentiality, provide them with all information and documents as are necessary for the fulfilment of those functions.

Regulation 146

Report on administrative issues relating to the Office

The Office shall report on administrative issues related to its activities to the Registrar on a regular basis and submit an annual report of its work to the Registrar having regard to the obligation of confidentiality.

Section 6 Provisions relating to articles 36 and 44 of the Code of Professional Conduct for counsel

Regulation 147¹²⁹

Election of the members of the Disciplinary Board

The permanent and alternate members of the Disciplinary Board referred to in article 36 of the Code of Professional Conduct for counsel shall be elected as follows:

- (a) At an appropriate time before an election is due under article 36 of the Code of Professional Conduct for counsel, the Registrar shall send a letter to national bar associations and, where appropriate, to any independent representative body of counsel or legal association, as well as to all counsel on the list of counsel, informing them that an election will take place and inviting announcements of candidacy. The letter shall, *inter alia*, set out the procedure to be followed for the election and shall state that those standing for election must have established competence in professional ethics and legal matters.
- (b) Persons who wish to stand for election shall announce their candidacy to the Registrar by letter, attaching a *curriculum vitae* and a statement setting out their specific competence in professional ethics and legal matters. Announcements of candidacy shall be sent to the Registrar by postal or courier services and shall be received at the Court within 90 calendar days of the date of the letter of the Registrar referred to in (a). Persons whose announcements of candidacy are received at the Court after the expiration of that 90 day time period shall not be eligible.
- (c) If fewer candidates stand for election than the number of members of the Disciplinary Board who must be elected, all counsel on the list of counsel who have indicated on their application form for the list of counsel that they have been a member of a disciplinary body or had specific responsibilities relating to ethics, shall be considered to have announced their candidacy and are eligible, subject to the provisions of article 36, paragraph 6, and article 44, paragraph 7, of the Code of Professional Conduct for counsel. The Registrar shall, by letter, request such counsel to provide their *curriculum vitae* and a statement setting out their specific competence in professional ethics and legal matters within 30 calendar days of the date of dispatch of the letter.

128 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

129 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

- (d) When the periods referred to in (b) and (c) have expired, the Registrar shall distribute the list of candidates by postal or courier services, together with the *curriculum vitae* and the statement setting out the specific competence in professional ethics and legal matters of each candidate as well as a confidential voting slip, to all counsel on the list of counsel and request counsel to vote within 45 calendar days of the date of dispatch.
- (e) Counsel shall vote for as many candidates as there are members of the Disciplinary Board to be elected.
- (f) The vote shall be secret. Counsel shall cast their vote by completing and returning the confidential voting slip to the Registry by postal or courier services within the time limit set out in (d). All correspondence received shall be treated with due regard for confidentiality. Any votes received after the expiry of that time period shall not be counted.
- (g) Once the ballot is closed, the Registry shall count the votes and submit the results to the Registrar.
- (h) At the first election, pursuant to article 36, paragraph 4, of the Code of Professional Conduct for counsel, the two candidates having obtained the most votes shall be elected as permanent members. The candidate having obtained the next highest number of votes shall be elected as the alternate member. If two or more candidates obtain the same number of votes, lots shall be drawn between them.
- (i) At subsequent elections, the candidate having obtained the most votes shall be elected as the permanent member. Where required, the candidate having obtained the next highest number of votes shall be elected as the alternate member. If two or more candidates obtain the same number of votes, lots shall be drawn between them.
- (j) The Registrar shall notify the successful candidate or candidates of their election to the Disciplinary Board, inform counsel on the list of counsel of the outcome of the election and have the results published on the Court website.
- (k) Within 15 calendar days of the publication of the outcome on the Court website, a candidate who has not been elected may file a complaint with the Registrar concerning any issue relating to the election procedure. After having considered the complaint, the Registrar shall take a decision, of which the candidate concerned shall be notified.
- (l) Within 15 calendar days of notification of the decision taken by the Registrar, a candidate whose complaint has been rejected may apply to the Presidency for review.
- (m) The Registrar may file a response within 15 calendar days of notification of the application for review.
- (n) The Presidency may ask the Registrar to provide any additional information necessary to decide on the application. The decision of the Presidency shall be final.

Regulation 148¹³⁰

Election of the members of the Disciplinary Appeals Board

The election of the members of the Disciplinary Appeals Board referred to in article 44, paragraphs 4 (b) and 5 of the Code of Professional Conduct for counsel shall be governed, *mutatis mutandis*, by the provisions applying to the election of the permanent and alternate members of the Disciplinary Board under regulation 147.

Regulation 149¹³¹

Appointment of the Commissioner conducting the investigation

At the request of the Presidency, the Registrar shall assist in the appointment of the Commissioner.

130 Amended 4 December 2013, entered into force 5 December 2013.

131 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

Chapter 5

Detention matters

Section 1 General provision

Regulation 150

Inspecting authority

The Registrar and the Chief Custody Officer shall facilitate the work of the independent inspecting authority and provide it with all relevant information in their possession.

Section 2 Rights of detained persons and conditions of detention

Regulation 151¹³²

Legal assistance

1. A detained person shall receive assistance to enable him or her to exercise his or her rights in connection with his or her trial at the Court.
2. A copy of the list of counsel shall be made available to a detained person upon his or her arrival at the detention centre, or as soon as practicable thereafter.
3. An updated list of counsel shall be provided to the detained person upon request.

Regulation 152¹³³

Diplomatic and consular assistance

1. The Registrar shall create and maintain a list of diplomatic and consular representatives available in the State in which the detention centre is situated. A copy of the list of diplomatic or consular representatives shall be made available to detained persons upon their arrival at the detention centre, and shall at all times be at the disposal of detained persons in the office of the Chief Custody Officer.
2. On arrival at the detention centre, or as soon as practicable thereafter, the Registry shall inform the relevant diplomatic or consular representative, or in the case of a refugee or stateless person, the representative of a national or international authority which represents the interests of such person, of the reception of the detained person, if he or she so consents.
3. The Registrar shall make facilities available in the detention centre for communication with the appropriate diplomatic or consular representative.

Regulation 153¹³⁴

Spiritual welfare

1. Subject to the provisions of regulation 102 of the Regulations of the Court, the Registrar shall make arrangements for visits by a minister or spiritual adviser of each religion or belief held by any detained person, for the purpose of providing spiritual services.
2. Such a minister or spiritual adviser shall be permitted to hold regular services and activities within the detention centre and to pay pastoral visits to detained persons of his or her religion or belief, subject to the provisions of regulations 180, 181, 183 and 184.
3. The Registrar, in consultation with the Chief Custody Officer, shall locate and provide an area within the detention centre where spiritual services and activities can take place in accordance with sub-regulation 2.
4. In the event that access to a minister or spiritual adviser is denied, a detained person may file a complaint in accordance with the complaints procedure set out in section 5 of this chapter.

132 Amended 4 December 2013, entered into force 5 December 2013.

133 Amended 4 December 2013, entered into force 5 December 2013.

134 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 154¹³⁵

Medical services

1. A designated area within the detention centre shall be equipped and furnished appropriately for the provision of medical care and treatment.
2. If hospitalisation is considered necessary, the detained person shall be transferred to a hospital without delay in accordance with regulation 103, sub-regulation 5 of the Regulations of the Court.

Regulation 155¹³⁶

Medical officer

1. The medical officer shall have responsibility for the physical and mental health of detained persons.
2. The medical officer shall inform the Chief Custody Officer in writing whenever he or she considers that the physical or mental health of a detained person has been or will be adversely affected by any condition of or treatment in detention.
3. The Chief Custody Officer shall in turn inform the Registrar without delay. The Chief Custody Officer shall confirm such information to the Registrar in writing. The Registrar shall take all action considered necessary and subsequently inform the Presidency and the Chamber in writing.
4. The Chief Custody Officer and the medical officer shall make arrangements for an assessment of detained persons at the time of their admission as to whether their physical and mental health is at risk. Where necessary, special arrangements shall be put in place for the observation of such persons at risk. In particular, the Chief Custody Officer shall ensure that a detained person deemed to be at risk is located in a cell from which all means of inflicting self-harm have been removed.
5. The medical officer, in coordination with the Chief Custody Officer, shall regularly and at least twice a year, inspect and report to the Chief Custody Officer on, *inter alia*, the following:
 - (a) The quantity, quality, preparation and service of water and food;
 - (b) The hygiene and cleanliness of the detention centre and of the detained persons;
 - (c) The sanitation, heating, lighting and ventilation of the detention centre;
 - (d) The suitability and cleanliness of the detained persons' clothing and bedding;
 - (e) The observance of the rules concerning physical education and sports, in cases where there are no specialised personnel in charge of these activities.
6. The medical officer shall define, in consultation with the Chief Custody Officer, the protocol for the possession and use of medication by a detained person.

Regulation 156¹³⁷

Medical record of a detained person

1. The medical officer shall maintain a medical record of each detained person. The information contained therein shall be kept strictly confidential. Access to and use of such information shall comply with the requirements laid down by the sub-regulations below.
2. The medical record of a detained person shall not be consulted by any person other than the medical officer, his or her deputy, any medical staff directly involved in the detained person's treatment, or the medical personnel belonging to the independent inspecting authority, without the express written consent of the detained person concerned.
3. The medical record may only be disclosed without the consent of the detained person where, in the opinion of the medical officer, there exists a danger to the health and safety of the detained person concerned, other detained persons or any person in the detention centre.
4. At the request of the Chamber and with the written consent of the detained person, a reporting physician other than the medical officer shall provide the Registrar with the sealed medical record of the detained person. The Registrar shall then provide the Chamber with the medical record.

135 Amended 4 December 2013, entered into force 5 December 2013.

136 Amended 4 December 2013, entered into force 5 December 2013.

137 Amended 4 December 2013, entered into force 5 December 2013.

5. Where the detained person refuses to consent to the Chamber being provided with his or her medical record, the Registrar shall inform the Chamber accordingly.
6. Where, in the judgement of the medical officer, the detained person lacks the capability and/or the capacity to make a decision about providing his or her medical record to the Chamber, he or she shall inform the Registrar thereof. In such cases, the Registrar shall ask the person designated in accordance with regulation 186, sub-regulation 2 (i), or, as appropriate, the representative of the detained person, to make a decision on behalf of the detained person.

Regulation 157¹³⁸

External medical practitioner

1. In accordance with regulation 103, sub-regulation 4 of the Regulations of the Court, a detained person may be visited by and consult an external medical practitioner at his or her own expense. The Registrar may request that the detained person be first examined by the medical officer in order to diagnose his or her condition.
2. Where a detained person wishes to be visited by or to consult an external medical practitioner but lacks the financial means to do so, he or she shall inform the Chief Custody Officer, who in turn shall inform the Registrar thereof.
3. Where a detained person wishes to be visited by or to consult an external medical practitioner but has not secured one, the medical officer shall advise the Registrar on the availability of a medical practitioner on the list of experts referred to in regulation 56, who resides in the State in which the detention centre is situated and is qualified to examine and treat the detained person.
4. Where a qualified medical practitioner as referred to in sub-regulation 3 is not found, the Registrar, assisted by the medical officer, shall make enquiries in order to identify a qualified medical practitioner on the list of experts referred to in regulation 56 who does not reside in the State in which the detention centre is situated.
5. Where the Registrar is satisfied that there is no qualified medical practitioner available on the list of experts referred to in regulation 56, the Registrar, with the assistance of the medical officer, shall make enquiries in order to identify a suitably qualified medical practitioner.
6. Following consultation with, and approval by the Registrar, a visit by a medical practitioner shall be made by prior arrangement with the Chief Custody Officer subject to the provisions of regulations 180 and 181.
7. The medical officer shall inform the external medical practitioner about the health of the detained person. The medical officer shall also be informed of the findings of any external medical practitioner.
8. The medical officer shall be informed about any request for a medical examination or request for a second opinion from whatever source.
9. In the event that a detained person's request to consult an external medical practitioner is rejected, the former may file a complaint in accordance with the complaints procedure set out in section 5 of this chapter.
10. Any treatment or medication recommended by an external medical practitioner shall be administered solely by the medical officer or his or her deputy. The medical officer may refuse to administer any such treatment or medication prescribed by the external medical practitioner if in his or her opinion its effect will be detrimental to the welfare of the detained person. In such circumstances the medical officer shall immediately inform the detained person, the Registrar and the Chief Custody Officer in writing of the reasons for his or her decision.
11. In the event that the medical officer refuses to administer a treatment, a detained person may file a complaint in accordance with the complaints procedure set out in section 5 of this chapter.
12. Sub-regulations 6 to 11 shall apply *mutatis mutandis* in the case of a detained person visited by or consulting an external medical practitioner of his or her choice and at his or her own expense.

138 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 158¹³⁹

Limitations on external medical practitioners performing medical procedures within the detention centre

1. An external medical practitioner not registered as a medical practitioner in the State in which the detention centre is situated may only conduct non-intrusive medical examinations at the detention centre. During the treatment or examination of a detained person the external medical practitioner may provide assistance to a medical practitioner registered in the State in which the detention centre is situated.
2. In the event of a disagreement concerning the necessity and/or the method of treatment or examination, a second opinion may be sought from another medical practitioner selected from the list of experts provided for in regulation 56.
3. In the event of emergency, where preservation of life is paramount, the external medical practitioner foreseen in sub-regulation 1 shall be allowed to provide treatment or perform surgery alone or together with the medical officer and/or with a medical practitioner registered in the State in which the detention centre is situated.

Regulation 159

Liability of external medical practitioner

1. The external medical practitioner shall be responsible in his or her professional capacity and therefore liable for misconduct to the extent of the responsibility he or she assumes.
2. The external medical practitioner shall bear responsibility in the event of claims by detained persons or other third parties for personal injury, loss, illness, death, loss of or damage to property for any act or omission falling within the competence of the external medical practitioner.
3. The Registrar shall require that external medical practitioners be adequately covered by liability insurance. A copy of such insurance shall be provided to the Registrar when the medical practitioner is included in the list of experts provided for in regulation 56 or, in the event that he or she is not included in the list of experts, before he or she provides any assistance or treatment.

Regulation 160

Detained persons with disabilities

The Registrar shall provide suitable accommodation to allow a detained person with disabilities to attend to his or her personal needs and to exercise his or her rights in connection with his or her trial at the Court. Such accommodation shall be of sufficient size to allow for the use of mechanical or other aids necessary in any specific case.

Regulation 161¹⁴⁰

Arrangements for the care of infants

1. The Chief Custody Officer shall inform the Registrar when a detained person is pregnant. In such a situation, special accommodation for all necessary pre-natal and post-natal care and treatment shall be made available within the detention centre, in accordance with regulation 104 of the Regulations of the Court.
2. In the event of a birth taking place within the detention centre, this fact shall not be mentioned on the birth certificate.
3. Where an infant is authorised to remain or stay within the detention centre as provided for in regulation 104 of the Regulations of the Court, the infant shall be in the care of his or her parent(s). To this effect, a cell with suitable facilities to assist the parent in the management and care of the infant shall be made available by the Registrar within the detention centre. Nursing by qualified persons shall be provided to the infant when he or she is not under parental care.

139 Amended 4 December 2013, entered into force 5 December 2013.

140 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 162¹⁴¹

Notice of serious illness or death of a detained person

1. The Chief Custody Officer shall immediately inform the Registrar in the event of the death, serious illness or injury of a detained person. The Registrar shall immediately inform the Presidency and the person designated by the detained person in accordance with regulation 186, sub-regulation 2 (i).
2. In the event of the death of a detained person, the Registrar shall also immediately inform the relevant civil authority of the State in which the detention centre is situated.
3. An officer of the Registry, delegated by the Registrar, shall represent the interests of the Court in the event of an inquest, in accordance with any agreement which has entered into force between the Court and any other State or authority which makes available a detention centre to the Court.

Regulation 162 bis¹⁴²

Self-harm and suicide prevention

1. The physical and mental health of detained persons is the concern of all staff engaged in the custodial and medical care of detained persons.
2. For the custodial and medical care of detained persons identified as potentially at risk, the Registrar shall issue guidelines applicable to the detention centre on self-harm and suicide prevention and establish a Self-harm and Suicide Prevention Team with responsibility for monitoring and reviewing the implementation of strategies for the prevention of self-harm and suicide.
3. Where a detained person is identified as potentially at risk of suicide or self-harm, appropriate support, care and treatment shall be provided to reduce the risk of the individual harming him or herself.
4. Where applicable and upon information provided by the medical officer, the Chief Custody Officer shall immediately inform the Registrar where a detained person is identified as potentially at risk. The Registrar shall inform the Presidency accordingly.

Regulation 163¹⁴³

Work programme

1. The Registry shall institute, as far as is practicable, a work programme to be performed by detained persons either in their individual cells or in the communal areas of the detention centre.
2. A detained person shall be offered the opportunity to enrol in such a work programme, but shall not be required to work.
3. A detained person who chooses to work shall be paid for his or her work at rates to be established by the Chief Custody Officer in consultation with the Registrar and may use his or her earnings to purchase items for his or her own use in accordance with regulation 166, sub-regulations 8 and 10, or may transfer such earnings in whole or in part to his or her family or to the Trust Fund for Victims. The balance of any monies earned shall be held in an account to be opened for him or her in accordance with regulation 166, sub-regulation 8.

Regulation 164¹⁴⁴

Communal area for recreational activities

1. The Registry shall make available within the detention centre an area where detained persons can associate with one another. This communal area shall be equipped in such a way as to enable detained persons to follow social and recreational pursuits. Educational activities shall take place in appropriately designated areas.
2. A detained person may use the library and other facilities available in the detention centre.

141 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

142 Adopted 4 December 2013, entered into force 5 December 2013.

143 Amended 4 December 2013, entered into force 5 December 2013.

144 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 165¹⁴⁵

Physical exercise and sport

1. The Registry shall arrange a structured programme to allow, on a voluntary basis, physical education, sport and other recreational activities to ensure physical fitness, adequate exercise and recreational opportunities. Each detained person shall have the option to benefit daily from at least one hour of exercise in the open air.
2. The Chief Custody Officer may refuse to allow equipment to be installed which he or she considers to present a potential risk to the safety and good order of the detention centre or to detained persons.
3. The medical officer shall ensure that any detained person who participates in such a programme is physically fit to do so.
4. Arrangements shall be made, under medical direction, for remedial or therapeutic treatment for detained persons with disabilities or who are unable to participate in the regular physical education programme.

Regulation 166¹⁴⁶

Personal belongings of detained persons

1. A detained person may keep clothing and personal items for his or her own use or consumption in his or her possession unless, in the opinion of the Chief Custody Officer, such items constitute either a threat to the security or good order of the detention centre, or to the health and safety of detained persons or any person in the detention centre.
2. Items which constitute a threat either to the security or good order of the detention centre, or to the health or safety of detained persons or any other person in the detention centre, shall be removed by the staff of the detention centre, who shall then inform the Chief Custody Officer.
3. All prohibited items removed shall be retained by the staff of the detention centre and treated as provided for in regulation 192, sub-regulations 3 and 4.
4. Subject to the restrictions provided for in these Regulations, a detained person shall be allowed to receive clothing and personal items after his or her reception at the detention centre. Regulations 167, 168 and 169 shall apply *mutatis mutandis*.
5. A detained person may possess cigarettes and smoke them at such times and places as the Chief Custody Officer permits.
6. The possession or consumption of alcohol and/or drugs other than for medical purposes shall be prohibited.
7. A detained person may have a radio in his or her possession provided that it cannot be modified to transmit or receive messages.
8. A detained person shall be allowed to spend his or her own money to purchase items of a personal nature. Each detained person shall be provided with an account to this effect.
9. A detained person shall be provided with a cell-inventory list by the Chief Custody Officer. The Chief Custody Officer shall decide upon the contents and quantity of items on the cell-inventory list, which he or she may amend accordingly. Items in excess of the quantity permitted shall be removed from the cell and put into storage unless the detained person agrees that they be given to his or her family or friends for safekeeping.
10. A detained person shall be allowed to purchase at his or her own expense newspapers and other reading matter, writing materials and recreational items subject to the requirements of security and good order of the detention centre. In the case of an indigent detained person, costs for the purchase of such items shall be borne by the Court, within limits to be decided on by the Registrar.
11. Upon the release of a detained person from the detention centre, or his or her transfer to another institution, all items and monies retained within the detention centre shall be returned to him or her, except for any item of clothing or footwear which the Chief Custody Officer has found necessary to destroy for reasons of hygiene.
12. The detained person concerned shall sign a receipt for the items and monies returned to him or her.

145 Amended 4 December 2013, entered into force 5 December 2013.

146 Amended 25 September 2006, entered into force 25 September 2006 (English text only); Amended 4 December 2013, entered into force 5 December 2013.

Regulation 167¹⁴⁷

Incoming items

1. Any item received from outside the detention centre, including any item brought by any visitor for a detained person, shall be subject to security controls and shall be transported through the detention centre by staff.
2. The Chief Custody Officer may refuse to receive or may confiscate any item intended for use or consumption by detained persons, if such an item constitutes a threat to:
 - (a) The security or good order of the detention centre; or
 - (b) The health and safety of detained persons or of any other person in the detention centre.
3. Any item confiscated shall be retained or disposed of in accordance with regulation 192, sub-regulations 3 and 4. The Chief Custody Officer shall inform the Registrar and the detained person concerned accordingly.
4. The detained person and the visitors, specifically the families of the detained person, shall be provided with information about the type of items which are prohibited, particularly items containing flammable liquids or combustible material, alcohol, tobacco, organic products or stimulants.

Regulation 168

Mail

On arrival at the detention centre, all correspondence and mail, including packages, shall be inspected.

Regulation 169¹⁴⁸

Procedure for incoming and outgoing mail

1. The Chief Custody Officer shall review all incoming and outgoing mail with the exception of items addressed to or sent by:
 - (a) Counsel for a detained person and assistants to counsel entitled to legal privilege;
 - (b) Representatives of the Registry, a Chamber or the Presidency;
 - (c) The independent inspecting authority; or
 - (d) The diplomatic or consular representative.
2. The Chief Custody Officer shall maintain a log of all incoming and outgoing mail. The log shall clearly show the name of the detained person, the name of the sender or of the addressee, if known, and the dates on which the item was received or sent.
3. After being reviewed in accordance with sub-regulation 1, items of opened mail shall be delivered to a detained person or posted to the addressee immediately, unless the item
 - (a) Is in breach of:
 - (i) These Regulations;
 - (ii) The Regulations of the Court;
 - (iii) Any other regulation or rule relating to detention matters; or
 - (iv) An order of a Chamber; or
 - (b) Gives the Chief Custody Officer reasonable grounds to believe that the detained person or the correspondent may be attempting to:
 - (i) Arrange an escape;
 - (ii) Interfere with or intimidate a witness;
 - (iii) Interfere with the administration of justice;
 - (iv) Otherwise disturb the maintenance of the security, safety and good order of the detention centre; or
 - (c) Jeopardises public safety or the rights or freedoms of any person.

147 Amended 4 December 2013, entered into force 5 December 2013.

148 Amended 4 December 2013, entered into force 5 December 2013.

4. Where the Chief Custody Officer considers that there has been a breach of the conditions described in sub-regulation 3:
 - (a) Outgoing mail shall be returned to a detained person together with a note, in a language that the detained person fully understands and speaks, giving the reasons for refusing to let the item leave the detention centre.
 - (b) Incoming mail shall, in the sole determination of the Chief Custody Officer, either be returned to the sender or retained by the Chief Custody Officer. In either event, the detained person concerned shall be informed accordingly.
 - (c) The Chief Custody Officer may, on safety grounds alone, decide that incoming mail, where accompanied by photographs or printed material concerning rallies, or political gatherings or events, shall not be given to the detained person. Where such photographs or printed material cannot be easily returned to the sender, the Chief Custody Officer may authorise their destruction.
5. A detained person shall be given the opportunity to resend items of returned outgoing mail, omitting the part in breach of this regulation.
6. A copy of all offending items shall be sent to the Registrar and any offending enclosure may be confiscated.
7. The Registrar may inform the Presidency, and, where necessary, the authorities of the State in which the detention centre is situated, of any breach described in sub-regulation 3 and of the nature of the offending item.
8. Such items shall not be handed over as evidence of contempt of court without prior notice and disclosure to counsel for the detained person.
9. A detained person whose mail has been intercepted or confiscated may file a complaint in accordance with the complaints procedure set out in section 5 of this chapter.

Regulation 170¹⁴⁹

Packages

1. A detained person may receive packages, which shall be dealt with in accordance with regulations 167, 168, 169 and 192 sub-regulations 3 and 4.
2. Packages received by the detained person may be limited in content, weight and quantity, as decided by the Chief Custody Officer.

Regulation 171¹⁵⁰

Obligation not to divulge material or information

Material or information obtained as a result of the examination of a detained person's mail or property, or by any other means, shall not be divulged to anyone other than the Registrar and the Chief Custody Officer or to any other person that may be granted this right by virtue of these Regulations, upon authorisation of the Registrar.

Regulation 172¹⁵¹

Postal costs

1. Costs for outgoing mail, including packages, shall be borne by the detained person.
2. In the case of a person whose indigence has been determined by the Registrar, costs for outgoing mail, including packages, shall be borne by the Court to the extent decided by the Registrar.
3. The Chief Custody Officer may impose limits on the amount and weight of mail, including packages, sent by an indigent detained person.
4. An indigent detained person may file a complaint against any restrictions imposed by the Chief Custody Officer under sub-regulation 3, in accordance with the complaints procedure set out in section 5 of this chapter.

149 Amended 4 December 2013, entered into force 5 December 2013.

150 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

151 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 173¹⁵²

Telephone calls

1. The Chief Custody Officer shall maintain a log of all telephone calls. The log shall clearly show the name and telephone number of the caller, the time, date and duration of the call.
2. Calls may be made by a detained person at any time between 9 a.m. and 5 p.m. (The Hague time) each day, subject to the reasonable demands of the daily schedule of the detention centre and to any financial limits imposed by the Registrar.
3. The Chief Custody Officer may permit a detained person to make calls outside the hours described in sub-regulation 2, in exceptional circumstances.
4. All telephone calls by a detained person shall require the prior authorisation of the Registrar, who shall have regard to information available and the information concerning the telephone contact provided by the detained person in a duly completed form.
5. The Registrar may restrict the number of such telephone contacts, taking into consideration the impact on the management of the detention centre and the implementation of orders issued *proprio motu* or by a Chamber. Likewise and for the same reasons, the Chief Custody Officer may impose limits on the number and duration of calls made by a detained person.
6. A detained person may file a complaint against any restriction imposed under sub-regulations 4 and 5, in accordance with the complaints procedure set out in section 5 of this chapter.
7. A detained person shall not be allowed to use or to have a mobile telephone or any such device or equipment in his or her possession.

Regulation 174¹⁵³

Passive monitoring of telephone calls

1. All telephone conversations of detained persons shall be passively monitored, other than those with counsel, assistants to counsel entitled to legal privilege, diplomatic or consular representatives, representatives of the independent inspecting authority, or representatives of the Registry, a Chamber or the Presidency.
2. Subject to the provision of sub-regulation 1, passive monitoring entails the recording of telephone calls but without simultaneous listening. These recordings could be listened to subsequently in cases listed under regulation 175, sub-regulation 1.
3. The detained person shall be informed of the monitoring of telephone calls.
4. Records of telephone conversations shall be erased after the completion of the proceedings.

Regulation 175¹⁵⁴

Active monitoring of telephone calls

1. The Chief Custody Officer may monitor telephone calls at random. If the Chief Custody Officer has reasonable grounds to believe that the detained person or the interlocutor may be attempting to:
 - (a) Arrange an escape;
 - (b) Interfere with or intimidate a witness;
 - (c) Interfere with the administration of justice;
 - (d) Otherwise disturb the maintenance of the security and good order of the detention centre;
 - (e) Jeopardise the interests of public safety or the rights or freedom of any person; or
 - (f) Breach an order for non-disclosure made by a Chamber,

he or she may immediately terminate the call and advise the detained person concerned of his or her reasons for doing so. The Chief Custody Officer shall report the matter to the Registrar and shall seek his or her permission to actively monitor telephone calls, providing his or her reasoning for the request.

152 Amended 4 December 2013, entered into force 5 December 2013.

153 Amended 4 December 2013, entered into force 5 December 2013.

154 Amended 4 December 2013, entered into force 5 December 2013.

2. The Registrar alone may order that all telephone calls from the detained person, other than those with counsel, assistants to counsel entitled to legal privilege, diplomatic or consular representatives, representatives of the independent inspecting authority, or representatives of the Registry, a Chamber or the Presidency be monitored for a period considered necessary by the Registrar. The Registrar shall report the matter to the Presidency.
3. Prior to its implementation, the order of the Registrar taken under sub-regulation 2 shall be notified to the detained person and his or her counsel.
4. Should the period of monitoring exceed one calendar month, the Registrar shall review the situation at the end of each calendar month in consultation with the Chief Custody Officer, and may decide to extend the period of active monitoring of the detained person's telephone calls. Any decision to extend the period shall be reported to the Presidency and shall be notified to the detained person and to his or her counsel prior to its implementation.
5. A log of actively monitored telephone calls shall be kept by the Chief Custody Officer with details of the reason for monitoring and the date on which the Registrar made the relevant order.
6. The Chief Custody Officer shall forward a copy of the recording of all actively monitored calls to the Registrar for review.
7. Records of actively monitored telephone calls shall be erased after the completion of the proceedings.
8. Where the Registrar finds that a call has breached these Regulations, any other regulations relating to detention matters, or an order by a Chamber, the offending call shall be transcribed by the Registry and, where necessary, translated into one of the working languages of the Court.
9. The Registrar shall inform the Presidency, and, where necessary, the authorities of the State in which the detention centre is situated, of any breach described in sub-regulation 1 and of the nature of such breach.
10. Any offending conversation which is transcribed shall be retained by the Registrar. Such transcripts shall not be handed over as evidence of contempt of court without prior notice and disclosure to counsel for the detained person.
11. A detained person whose calls have been actively monitored may file a complaint in accordance with the complaints procedure set out in section 5 of this chapter.

Regulation 176¹⁵⁵

Costs for telephone calls

1. Costs for telephone calls shall be borne by the detained person.
2. In the case of a detained person whose indigence has been determined by the Registrar, costs of telephone calls shall be borne by the Court to an extent decided by the Registrar.

Regulation 177¹⁵⁶

Visiting hours

The Registry sets the daily visiting hours for all visitors, taking into account, *inter alia*, the demands of the daily schedule of the detention centre, the facilities and staff available and the need to maintain good order and security.

Regulation 178¹⁵⁷

Visits by counsel

1. The Registrar shall issue counsel with a permit for regular visits as soon as such counsel is appointed. Where counsel has not yet been appointed, upon written request by a detained person, the Registrar may issue a permit for a specific period of time prior to the hearing for confirmation of the charges.
2. Counsel and assistants to counsel entitled to legal privilege may make arrangements by telephone with the Chief Custody Officer to visit a detained person. Such requests shall be made by 12 noon on the day before the visit.

155 Amended 4 December 2013, entered into force 5 December 2013.

156 Amended 4 December 2013, entered into force 5 December 2013.

157 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 179¹⁵⁸

Application forms for visits

1. All visitors, other than counsel, assistants to counsel entitled to legal privilege, diplomatic or consular representatives, representatives of the independent inspecting authority, or representatives of the Registry, a Chamber or the Presidency shall first apply to the Registrar for permission to visit a detained person. The Registrar shall give specific attention to visits by family of the detained persons with a view to maintaining such links.
2. Other than in exceptional circumstances, the application shall be made in writing, in one of the working languages of the Court, using the approved standard form, to be submitted no later than 15 calendar days prior to the day of the proposed visit. The applicant shall attach a recent passport-size photograph to the standard form.
3. Where the application is submitted in a language other than a working language of the Court, the Registry shall either contact the person, requesting him or her to obtain a translation in a working language of the Court, or request the interpretation and translation service to translate such application.

Regulation 180¹⁵⁹

Criteria for granting permission for a visit

1. Permission for visits other than those by counsel, assistants to counsel entitled to legal privilege, diplomatic or consular representatives, representatives of the independent inspecting authority, or representatives of the Registry, a Chamber or the Presidency shall be granted, unless an order of the Chamber has been issued in accordance with regulation 101 of the Regulations of the Court, the detained person has refused to see the visitor, pursuant to regulation 100, sub-regulation 2 of the Regulations of the Court, or the Registrar or the Chief Custody Officer has reasonable grounds to believe that
 - (a) The detained person or the visitor may be attempting to:
 - (i) Arrange an escape;
 - (ii) Interfere with or intimidate a witness;
 - (iii) Interfere with the administration of justice; or
 - (iv) Otherwise disturb the maintenance of the security and good order of the detention centre;
 - (b) The visit jeopardises the public safety or the rights or freedom of any person; or
 - (c) The purpose of the visit is to obtain information which may be subsequently reported in the media.
2. Where permission has been granted, the Registrar shall issue a permit and shall inform the Chief Custody Officer.
3. Both the detained person and the visitor shall be notified in writing by the Registry of any request for permission to visit which is denied. Reasons for such refusal shall be provided.
4. The detained person whose visits have been denied may file a complaint, in accordance with the complaints procedure set out in section 5 of this chapter.
5. To gain access to the detention centre, all visitors shall present an official identification document bearing their name, date of birth and a photograph.

158 Amended 4 December 2013, entered into force 5 December 2013.

159 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 181¹⁶⁰

Security provisions

1. All persons entering the detention centre are subject to security checks.
2. Subject to regulation 182, sub-regulation 2, searches of counsel, assistants to counsel entitled to legal privilege or persons to whom rule 73 applies, shall not extend to reading or copying documents brought to the detention centre by him or her.
3. Any person who refuses to comply with such requirements shall be denied access.
4. Visitors and the detained person may not pass any item to each other during a visit. Any items brought for the detained person by a visitor shall be handed to the staff of the detention centre on entry and shall be dealt with as provided for in regulations 167, 168, 169 and 192, sub-regulations 3 and 4.
5. Where the Chief Custody Officer believes that these Regulations or any regulation regarding detention matters are being breached in any way, he or she may immediately terminate the visit and advise the detained person and the visitor of his or her reasons for doing so. The visitor may be required to leave the detention centre and the Chief Custody Officer shall report the matter to the Registrar. This provision applies equally to all visitors.

Regulation 182¹⁶¹

Documents passed by counsel and assistants to counsel

1. Counsel and assistants to counsel entitled to legal privilege may pass documents to and receive documents from, the detained person during a visit. Any quantity of documents which is too large to be physically passed over to the detained person at the visiting facility shall be handed to the Chief Custody Officer, who shall pass them unopened and unread to the detained person concerned.
2. All documents passed to and from a detained person in this manner shall be treated as mail and shall be dealt with as provided for in regulations 167, 168 and 169.

Regulation 183¹⁶²

Supervision of visits

1. Visits shall be conducted within the sight and hearing of the staff of the detention centre and shall be monitored by video surveillance. In addition to visits falling within regulations 97, sub-regulation 2, and 98, sub-regulation 2 of the Regulations of the Court, visits from representatives of the Registry, a Chamber or the Presidency shall be conducted without video surveillance and within the sight but not the hearing, either direct or indirect, of the staff of the detention centre. Such supervision shall equally apply to confessions heard by persons referred to in regulation 153. Visits from representatives of the independent inspecting authority and private visits as referred to in regulation 185 shall not be supervised.
2. Where the member of staff supervising the visit believes that these Regulations or any regulation regarding detention matters are being breached in any way, he or she may terminate the visit, relocate the visitor and the detained person to separate and secure areas and immediately report the matter to the Chief Custody Officer.
3. The Chief Custody Officer shall decide whether or not to confirm the decision taken by the staff member. In the event that the decision of the staff member is confirmed by the Chief Custody Officer, he or she shall report the matter to the Registrar.

Regulation 184¹⁶³

Monitoring of visits

1. Where the Chief Custody Officer has reasonable grounds to believe that the detained person or the visitor may be attempting to:
 - (a) Arrange an escape;
 - (b) Interfere with or intimidate a witness;

160 Amended 4 December 2013, entered into force 5 December 2013.

161 Amended 4 December 2013, entered into force 5 December 2013.

162 Amended 25 September 2006, entered into force 25 September 2006; Amended 4 December 2013, entered into force 5 December 2013.

163 Amended 4 December 2013, entered into force 5 December 2013.

- (c) Interfere with the administration of justice;
- (d) Otherwise disturb the maintenance of the security and good order of the detention centre;
- (e) Jeopardise the public safety or the rights or freedom of any person; or
- (f) Breach an order for non-disclosure made by a Chamber;

he or she shall provide the Registrar with his or her reasons for asking for the visits to be monitored and shall seek the permission of the Registrar to do so.

2. With the exceptions established in regulation 183, sub-regulation 1, the Registrar may personally order that all or certain visits to the detained person concerned be monitored. The Registrar shall report this to the Presidency.
3. Prior to its implementation, the order of the Registrar taken under sub-regulation 2 shall be notified to the detained person concerned and his or her counsel.
4. The Registrar shall review any order taken under sub-regulation 2 after one calendar month of the commencement of the monitoring, in consultation with the Chief Custody Officer, and may decide to extend the monitoring period or to return to the normal regime of visits. The order by the Registrar to extend the period shall be reported to the Presidency and shall be notified to the detained person and to his or her counsel prior to its implementation.
5. A log of all monitored visits shall be kept by the Chief Custody Officer, with details of the name of the detained person, the name and address of the visitor, the reason for monitoring the visit and the date on which the Registrar made the relevant order.
6. The Chief Custody Officer shall forward to the Registrar a certified copy of the original recorded conversation and a report containing the details of the monitored visit.
7. Records of monitored visits shall be erased after completion of the proceedings.
8. Where the Registrar finds that there has been a breach of these Regulations, any other regulation relating to detention matters, or an order of a Chamber, the offending conversation shall be transcribed by the Registry and, where necessary, translated into one of the working languages of the Court.
9. The Registrar shall inform the Presidency, and, where necessary, the authorities of the State in which the detention centre is situated, of any breach described in sub-regulation 1 and of the nature of the breach.
10. Any offending conversation which is transcribed shall be retained by the Registrar. Such transcripts shall not be handed over as evidence of contempt of court without prior notice and disclosure to counsel for the detained person.
11. A detained person whose visits have been monitored may file a complaint in accordance with the complaints procedure set out in section 5 of this chapter.

Regulation 185

Room for private visits

1. A place within the detention centre may be made available for the detained person to meet with his or her spouse or partner.
2. After having spent one month in the detention centre, a detained person shall be granted private visits upon request, subject to regulation 180, sub-regulation 1.

Section 3 Management of the Detention Centre

Regulation 186¹⁶⁴

Arrival of the detained person at the detention centre

1. The Registry officer shall be present at the arrival of a detained person at the detention centre.
2. The officer shall:
 - (a) Arrange to have an interpreter and the medical officer or a medical practitioner present;
 - (b) Bring a folder, to be handed over to the detained person, containing the following documents:

164 Amended 4 December 2013, entered into force 5 December 2013.

- (i) The Statute;
- (ii) The Rules of Procedure and Evidence;
- (iii) The Regulations of the Court;
- (iv) The Regulations of the Registry;
- (v) The House Rules for detained persons;
- (vi) A translation in a language the detained person fully understands and speaks of articles 55, 58, 59, 60, 61 and 67 and rule 117;
- (vii) The list of counsel, an explanation of the procedure for appointment of counsel, any relevant provisions of the Code of Professional Conduct for counsel, the indigence form and documentation concerning the Court's legal assistance scheme; and
- (viii) A certified copy of the warrant of arrest.

In the case of a detained person who cannot read or who for any other reason has communication difficulties, the duty officer shall ensure that the detained person is duly informed;

- (c) Note the times of arrival of the detained person in The Netherlands and at the detention centre, and the time of arrival at the detention centre of the duty officer;
- (d) Keep a record of persons present and introduce them to the detained person;
- (e) Verify the identity of the detained person and prepare an accurate description of that person;
- (f) Verify that the detained person has no obvious signs of mistreatment;
- (g) Ensure that the medical officer or a medical practitioner examines the detained person in accordance with regulation 190;
- (h) Ensure that the detained person is given the opportunity to inform his or her family, his or her counsel, the appropriate diplomatic or consular representative and, at the discretion of the Chief Custody Officer, any other person, at the expense of the Court;
- (i) Ask the detained person to designate a person to be informed in the event of an emergency;
- (j) Read out the rights of the detained person. If the detained person explicitly waives the right to have these documents read out, the handing over of such documents may be considered consonant with the provisions of article 67;
- (k) Inform the detained person that he or she will appear before the Pre-Trial Chamber;
- (l) Provide the contact name of the diplomatic or consular representative;
- (m) Record observations made by the detained person;
- (n) Prepare a report of the detained person's admission, which is to be filed in the detention record; and
- (o) Confirm the admission of the detained person with the Presidency, the Registrar and any other authorised person.

Regulation 187¹⁶⁵

Role of the Chief Custody Officer

1. The Chief Custody Officer shall be responsible for the secure custody of all detained persons, for their safe and humane treatment, for the safeguarding of their rights as determined by the Court and for the maintenance of discipline and good order within the detention centre.
2. The Chief Custody Officer shall maintain a daily log of significant events.

165 Amended 4 December 2013, entered into force 5 December 2013 (English text only).

Regulation 188¹⁶⁶

Admission of the detained person

Upon arrival at the detention centre, a photograph and the fingerprints of the detained person shall be taken as soon as practicable. Any distinguishing features he or she may have and any other information necessary to maintain the security and good order of the detention centre shall be recorded.

Regulation 189¹⁶⁷

Detention record

A detention record shall be maintained for every detained person received into the detention centre. The record shall contain *inter alia*:

- (a) Information concerning the identity of the detained person, the name of the person designated in accordance with regulation 186, sub-regulation 2 (i), to be informed of any event affecting the detained person and the means by which that person can be contacted;
- (b) A certified copy of the warrant of arrest and a certified copy of the document containing the charges against him or her once such document has been provided to the detained person;
- (c) Any order restricting access to news and contact issued in accordance with regulation 101 of the Regulations of the Court;
- (d) The date and time of admission;
- (e) The name of the detained person's counsel, if known, and changes in this regard, if any;
- (f) The date, time and reason for all absences from the detention centre, whether for attendance at the Court, for medical treatment or other approved reasons, or on interim release, or on final release or transfer to another institution;
- (g) The number of days spent in custody.

Regulation 190¹⁶⁸

Medical examination on admission

1. Prior to any other procedures being carried out, the detained person shall be examined by the medical officer or a medical practitioner on admission at the detention centre, with a view to diagnosing any physical or mental illness, and/or any indication or evidence of mistreatment. The medical examination shall be conducted in private and in the absence of any non-medical staff.
2. Should a detained person be diagnosed as having an infectious or contagious disease, the medical officer may take any necessary measures at his or her disposal for the medical treatment of that detained person and for the protection of others, including segregation under regulation 201.

Regulation 191¹⁶⁹

Interview by the Chief Custody Officer

The Chief Custody Officer shall conduct an arrival interview with every detained person as soon as is practicable after admission, and shall ensure that any relevant matters to which the detained person may draw attention are noted and dealt with, where appropriate.

Regulation 192¹⁷⁰

Inventory of personal belongings on admission

1. On admission to the detention centre, an inventory shall be made of the detained person's money, clothing, and other effects. Such inventory shall be signed by the detained person and a copy shall be given to him or her. The passport or other travel documents in the possession of the detained person shall be retained by the Chief Custody Officer.
2. The inventory shall be placed in the detention record and shall remain confidential.

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167 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

168 Amended 4 December 2013, entered into force 5 December 2013.

169 Amended 4 December 2013, entered into force 5 December 2013.

170 Amended 4 December 2013, entered into force 5 December 2013.

3. Any item which the detained person is not allowed to retain in accordance with these Regulations shall be removed and securely stored. The detained person shall be informed accordingly and a record shall be kept of any items removed. All reasonable steps shall be taken by the Chief Custody Officer to keep the removed items in good condition.
4. Where the Chief Custody Officer finds it necessary to destroy an item, prior to any action he or she shall inform the detained person. The Chief Custody Officer shall also inform the Registrar of the nature of such item and the reasons for seeking its destruction. The Registrar shall authorise the destruction of the item or take any action he or she considers necessary in the circumstances. The detained person shall be informed accordingly and a record shall be kept of all items destroyed.

Regulation 193¹⁷¹ **Accommodation**

1. Accommodation for detained persons shall meet the requirements of health, hygiene and human dignity and shall be equipped with lighting, heating, ventilation and any other necessary equipment, in accordance with internationally recognised standards.
2. The sanitary installations in a cell shall allow every detained person to comply with sanitary requirements in a clean, decent and dignified manner.
3. A detained person shall be provided with his or her own bed, and with sufficient bedding which shall be clean when issued, kept in good order and changed regularly to ensure cleanliness.
4. Each cell shall be equipped with a means by which the detained person can communicate with a member of staff at any time.

Regulation 194¹⁷² **Personal search**

1. The Chief Custody Officer may order that a detained person be searched without undressing at such times as is considered necessary for the safety, security and good order of the detention centre.
2. On arrival at the detention centre, the Chief Custody Officer shall order that a detained person be searched in accordance with sub-regulations 4 to 8 below for items that may constitute a danger to:
 - (a) The maintenance of the security and good order of the detention centre, or
 - (b) The detained person, any other detained person, any member of the staff of the detention centre or any visitor to the detention centre.
3. In all other circumstances, where the Chief Custody Officer has reason to believe that a detained person is in possession of a prohibited item as referred to in sub-regulation 2, and that such item may only be discovered by removing all of his or her clothes, the Chief Custody Officer may direct that the detained person submit to such a search.
4. Where a detained person is required to remove all of his or her clothes, the search shall be conducted in such a way as to ensure that the detained person is not totally naked at any time and, to the extent possible, with respect for his or her cultural sensibilities.
5. A detained person shall not undress, or be required to undress, in the sight of another detained person and any search in these circumstances shall only be carried out in the presence of members of staff of the same gender as the detained person. In such circumstances, no more than two members of staff shall search a detained person.
6. This regulation does not allow the search or examination of a body cavity, other than the requirement for the detained person to open his or her mouth to permit a visual inspection.
7. Where a detained person refuses to co-operate with a search, the Chief Custody Officer may authorise the use of the minimum force necessary to carry out the search as a last resort after verbal warnings have failed. Regulation 204 shall apply *mutatis mutandis*.
8. Items removed shall be treated as provided for in regulation 192, sub-regulations 3 and 4.

171 Amended 4 December 2013, entered into force 5 December 2013 (English text only).

172 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 195¹⁷³

Search of cells

1. Cells shall be inspected daily and searched regularly as a matter of detention centre routine.
2. The Chief Custody Officer may authorise a special search of a detained person's cell if he or she has reason to believe that the cell contains an item which constitutes a threat to the health and safety of the detained person or any person in the detention centre, or to the security and good order of the detention centre.
3. A detained person shall be present at all times when his or her cell is being searched. When a special search is authorised by the Chief Custody Officer, the detained person shall be excluded where his or her presence would defeat the purpose of the search or where search methods would be revealed. Such a search will be subject to video-recording, which shall be erased after three calendar months.
4. Following a search of a cell, the Chief Custody Officer shall inform the detained person in writing of any non-authorised items that were retained. Any such items found in the cell of the detained person shall be confiscated and treated as provided for in regulation 192, sub-regulations 3 and 4.

Regulation 196¹⁷⁴

Cell monitoring for health, safety and security purposes

1. Upon admission or in the course of custody and where necessary to protect the health or safety of a detained person, or for the maintenance of the security and good order of the detention centre, the Registrar may order that the cell of a detained person be monitored by video-surveillance equipment and shall report his or her decision to the Presidency.
2. The Registrar may authorise the Chief Custody Officer to terminate cell monitoring upon expiration of 14 calendar days, where he or she considers it no longer necessary to the health, safety and security of the detained person. Where a further period of surveillance is considered necessary, the Registrar shall convey the reasons for such an extension to the Presidency in writing. Video-surveillance records shall be erased 14 calendar days after completion of the monitoring.
3. The Registrar shall notify the detained person concerned and his or her counsel of any orders made pursuant to sub-regulation 1.
4. The detained person may file a complaint in relation to the use of video-surveillance equipment in accordance with the complaints procedure set out in section 5 of this chapter.

Regulation 197¹⁷⁵

Personal hygiene

1. A detained person shall be required to keep himself or herself clean, and shall be provided with such toiletries as are necessary for health and cleanliness.
2. Facilities shall be provided for shaving and for the proper care of hair and beards.
3. Where the Chief Custody Officer, in consultation with the medical officer, considers that it is in the interests of health and safety for a detained person to be segregated from other detained persons, the Chief Custody Officer may take any measures which he or she considers appropriate and proportionate to the situation. In such cases, regulation 201 shall apply *mutatis mutandis*.

Regulation 198

Clothing

1. A detained person may wear his or her own civilian clothing if, in the opinion of the Chief Custody Officer, it is clean and suitable.
2. The Chief Custody Officer may prohibit particular items of clothing if it is considered that wearing such clothing would be prejudicial to the security and good order of the detention centre.
3. In the case of a detained person whose indigence has been determined by the Registrar, the costs for suitable civilian clothing shall be borne by the Court, to the extent decided by the Registrar.

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174 Amended 4 December 2013, entered into force 5 December 2013.

175 Amended 4 December 2013, entered into force 5 December 2013.

4. All clothing shall be clean and kept in proper condition. Underclothing shall be changed and regularly laundered to ensure the maintenance of hygiene.

Regulation 199¹⁷⁶

Food

1. Each detained person shall be provided with food which is suitably prepared and presented and satisfies, in quality and quantity, the standards of dietetics and modern hygiene. The age, health, religion and cultural requirements of the detained person shall be taken into account in the preparation and in the distribution of food.
2. Drinking water shall be made available to a detained person at all times.

Regulation 200¹⁷⁷

Transport of a detained person

1. When a detained person is being transported to or from the detention centre, he or she shall be exposed to public view as little as possible and all proper safeguards shall be adopted to protect him or her from insult, injury, curiosity and publicity in any form.
2. A detained person shall at all times be transported in vehicles with adequate ventilation and light, and in such a way as to spare him or her unnecessary physical hardship or indignity. Transportation arrangements shall take into account any disability from which the detained person suffers.
3. These provisions shall apply *mutatis mutandis* in cases provided for in article 93, paragraph 7, and rule 192.

Regulation 201¹⁷⁸

Segregation

1. After seeking the advice of the medical officer, the Chief Custody Officer may order that a detained person be segregated from all or some of the other detained persons in order to prevent the detained person in question from creating or contributing to any potential conflict in the detention centre or to avoid danger to the detained person in question.
2. The Chief Custody Officer shall report to the Registrar within 24 hours of the commencement of the segregation and the Registrar may revoke or vary the conditions of segregation.
3. Segregation shall not be used as a disciplinary measure.
4. No detained person may be kept in segregation for more than seven consecutive days without review. The Chief Custody Officer and the medical officer shall review all cases of segregation at least once a week and report thereon to the Registrar.
5. If the medical officer determines, after segregation is imposed, that the physical and mental health of the detained person is at risk he or she shall inform the Chief Custody Officer in writing who shall in turn report to the Registrar.
6. If further segregation is necessary, the Chief Custody Officer shall report the matter to the Registrar before the end of the seven-day period, providing the reasons for its extension. Any such extension of segregation shall not exceed seven days.
7. The Chief Custody Officer shall inform the medical officer of any incident arising during segregation. The medical officer shall provide a written evaluation as to whether the detained person continues to be physically and mentally fit for segregation.
8. In the circumstances referred to in sub-regulation 1, a detained person may ask to be segregated from all or some of the other detained persons. Upon receipt of such a request and the reason(s) for it, the Chief Custody Officer shall consult the medical officer and determine whether such segregation is acceptable and shall report the outcome to the Registrar. A request for segregation may be granted unless, in the opinion of the medical officer, such segregation would be prejudicial to the mental or physical health of the detained person.

176 Amended 4 December 2013, entered into force 5 December 2013 (English text only).

177 Amended 4 December 2013, entered into force 5 December 2013.

178 Amended 4 December 2013, entered into force 5 December 2013.

9. A detained person subject to segregation may file a complaint in accordance with the complaints procedure set out in section 5 of this chapter.

Regulation 202¹⁷⁹

Segregation of groups of detained persons

1. The Chief Custody Officer may organise the use of communal areas of the detention centre and partitioning of cells so as to segregate certain groups of detained persons from others for the safety of one or more detained persons and for the proper conduct and operation of the detention centre.
2. Care shall be taken to ensure that all such groupings are treated on an equal basis to the extent possible, having regard to the number of detained persons falling within each group.
3. Segregations shall be reported to the Registrar, who may vary the nature, basis or conditions of such segregation.
4. Regulation 201, sub-regulations 4 to 9 shall apply *mutatis mutandis*.
5. A detained person subject to segregation under this regulation may file a complaint in accordance with the complaints procedure set out in section 5 of this chapter.

Regulation 203¹⁸⁰

Instruments of restraint

1. Instruments of restraint shall never be used as a disciplinary measure.
2. Chains or irons shall never be used as restraints. Handcuffs, restraint-jackets and other body restraints shall never be applied as disciplinary measure. They shall only be used in the following circumstances:
 - (a) As a precaution against escape during transport from and to the detention centre or from and to any other place;
 - (b) On medical grounds, by direction and under the supervision of the medical officer; or
 - (c) To prevent a detained person from inflicting injury to himself or herself or to others, or to prevent serious damage to property.
3. In the event of any incident arising in the use of instruments of restraint, the Chief Custody Officer shall consult the medical officer and report to the Registrar, who shall report the matter to the Presidency.
4. The medical officer shall inform the Chief Custody Officer and the Registrar in writing as to whether he or she concurs with the use of a particular instrument of restraint and the Chief Custody Officer shall give effect to any recommendation the medical officer may make.
5. Instruments of restraint shall be removed at the earliest possible opportunity. In cases falling within sub-regulations 2(b) or 2(c), a record of the time of application and removal of the instruments shall be kept.
6. If the use of any instrument of restraint is required under sub-regulation 2, the detained person shall be kept under constant and adequate supervision.

Regulation 204¹⁸¹

Situations in which the use of force may be necessary

1. Force shall only be used against a detained person as a last resort. The staff of the detention centre shall use the minimum force necessary to restrain the detained person and restore order.
2. The staff of the detention centre may use force against a detained person in the following circumstances:
 - (a) In self-defence, or in defence of a detained person or any other person in the detention centre; or
 - (b) In cases of:
 - (i) Attempted escape; or

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180 Amended 4 December 2013, entered into force 5 December 2013.

181 Amended 4 December 2013, entered into force 5 December 2013.

- (ii) Active or passive resistance to an order based upon these Regulations or any regulation regarding detention matters.
- 3. Members of staff who need to use force against a detained person in the course of their duty shall report the incident immediately to the Chief Custody Officer, who shall provide a report to the Registrar.
- 4. The Chief Custody Officer shall ensure that the detained person against whom force has been used is examined as soon as possible and, where necessary, treated by the medical officer. The medical examination shall be conducted in private and in the absence of any non-medical staff, save where requested by the medical officer, in which case the non-medical staff must not have been involved in the use of force as governed by the above sub-regulations.
- 5. The results of the examination, including any relevant statement by the detained person, and the medical officer's opinion, shall be formally recorded and made available to:
 - (a) The detained person, in a language he or she fully understands and speaks;
 - (b) The Chief Custody Officer;
 - (c) The Registrar; and
 - (d) The Presidency.
- 6. The Chief Custody Officer shall keep a log of every instance of the use of force against a detained person.
- 7. A detained person against whom force has been used may file a complaint in accordance with the complaints procedure set out in section 5 of this chapter.

Section 4 Discipline and Control

Regulation 205 Supervision of detained persons

Detained persons may be supervised by officers of either gender except for the purposes of regulation 194.

Regulation 206 Prohibition of imposition of disciplinary measures without due process

No disciplinary measures shall be imposed on a detained person without due process in accordance with these Regulations. No detained person shall be subjected to a disciplinary measure twice for the same act.

Regulation 207¹⁸² Disciplinary offences

The following conduct shall constitute a disciplinary offence:

- (a) Failure to obey an order or instruction given by a member of the staff of the detention centre;
- (b) Violent behaviour or aggression towards a member of staff of the detention centre, another detained person or any visitor to the detention centre;
- (c) Possession of any prohibited item or substance, as referred to in regulation 166, sub-regulations 2 or 6, or in regulation 167, sub-regulation 2;
- (d) Repeated misconduct after a warning has been given pursuant to regulation 211, sub-regulation (c);
- (e) Escape or attempted escape from custody;
- (f) Verbal abuse directed at a member of staff of the detention centre, another detained person or any visitor to the detention centre;
- (g) Intentionally obstructing a member of staff in the execution of his or her duty, or any person who is at the detention centre for the purpose of working there, in the performance of his or her work;
- (h) Destroying or damaging any part of the detention centre or any property, other than his or her own; or
- (i) Inciting or attempting to incite another detained person to commit any of the foregoing offences.

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Regulation 208¹⁸³

Commencement of disciplinary procedure

1. Where a detained person is suspected of committing any of the offences described in regulation 207, the Chief Custody Officer shall be immediately informed and, in accordance with these Regulations, shall determine whether the detained person should or should not be charged with the offence.
2. When it is necessary to charge a detained person with a disciplinary matter according to these Regulations, this shall be done no later than 48 hours from the time of the alleged offence or from the time the alleged offence was discovered save in exceptional circumstances.
3. The Chief Custody Officer shall promptly report all instances of misconduct to the Registrar, and a log shall be kept of the time and full details of the alleged offence.

Regulation 209¹⁸⁴

Temporary segregation

1. Where the Chief Custody Officer believes it to be necessary, the detained person who is to be charged with a disciplinary offence may be temporarily segregated from other detained persons in accordance with regulation 201.
2. Pending completion of the investigation of the alleged breach of discipline pursuant to regulation 210, the Chief Custody Officer may vary or revoke any such temporary segregation.
3. The Chief Custody Officer shall immediately report the matter to the Registrar, who shall report it to the Presidency.

Regulation 210¹⁸⁵

Investigation of an alleged breach of discipline

1. The Chief Custody Officer shall conduct an investigation of an alleged breach of discipline before imposing any punishment pursuant to regulation 211.
2. A detained person who is charged with a disciplinary offence, in accordance with regulation 208, sub-regulation 2 shall be informed of the charge and the evidence on which it is based at least 24 hours before a hearing by the Chief Custody Officer, so that he or she can consider any defence or explanation he or she may wish to make.
3. In conducting the investigation, the Chief Custody Officer shall satisfy himself or herself that the detained person understands the charge and has had sufficient time to prepare his or her defence or explanation. He or she shall ensure that the detained person is given the opportunity to explain his or her behaviour, to call witnesses to give evidence on his or her behalf and to question those who give evidence against him or her. The Chief Custody Officer shall ensure that the services of an interpreter are available where necessary.

Regulation 211¹⁸⁶

Disciplinary measures

The Chief Custody Officer may impose any of the following disciplinary measures, or all or any combination thereof, as he or she sees fit:

- (a) Confiscation of an offending item;
- (b) Removal or reduction of privileges or of the use of personal possessions, e.g. television, radio or books, for a period not exceeding two weeks;
- (c) Oral or written warning;
- (d) Written notice of suspended punishment to come into effect immediately upon a further breach of these Regulations within a period of three months of the date of the initial offence;
- (e) Loss of earnings, if applicable; and
- (f) Confinement to a cell.

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184 Amended 4 December 2013, entered into force 5 December 2013.

185 Amended 4 December 2013, entered into force 5 December 2013.

186 Amended 4 December 2013, entered into force 5 December 2013.

Regulation 212¹⁸⁷

Isolation

1. A detained person may only be confined to an isolation cell by order of the Chief Custody Officer in order to prevent the detained person from inflicting injury on himself or herself, or on other detained persons, and, in exceptional circumstances, to preserve the security and good order of the detention centre. Under no circumstances, shall isolation be used as a disciplinary measure.
2. The Chief Custody Officer shall keep a log of all events concerning the detained person's confinement to the isolation cell.
3. The Chief Custody Officer shall inform the medical officer of all cases of use of the isolation cell. The medical officer shall provide a written evaluation as to whether the detained person is physically and mentally fit for such isolation.
4. No detained person may be kept in the isolation cell for more than seven consecutive days without review.
5. If further isolation is necessary, the Chief Custody Officer shall report the matter to the Registrar before the end of the seven-day period. The medical officer shall confirm in writing the physical and mental fitness of a detained person to continue such isolation.
6. Every extension of use of the isolation cell shall be subject to the same procedure as set out in sub-regulation 5.
7. A detained person who has been confined to the isolation cell shall be visited by the Chief Custody Officer and the medical officer or his or her deputy each day.
8. A detained person who has been confined to the isolation cell may request medical assistance at any time. Such assistance shall be provided as soon as possible and, in any event, within 24 hours of the request.
9. A detained person confined to the isolation cell may file a complaint in accordance with the complaints procedure set out in section 5 of this chapter.

Regulation 213¹⁸⁸

Obligations incumbent on the Chief Custody Officer in respect of the use of the isolation cell

1. The Chief Custody Officer shall immediately report all cases of use of the isolation cell to the Registrar, who shall in turn report the matter to the Presidency.
2. The Presidency may order the release of a detained person from the isolation cell at any time.

Regulation 214¹⁸⁹

Record of investigation and disciplinary measures imposed

1. A written record of every investigation shall be kept and shall include verbatim details of the charge made, the evidence presented, the defence or explanation offered by the detained person, the Chief Custody Officer's finding, the disciplinary measure imposed and the reasons thereof.
2. In the event of the imposition of disciplinary measures, a copy of the record shall be provided to the detained person in one of the working languages of the Court. If he or she does not understand the language in which the measures and reasons therefor are stated, a translation into a language he or she fully understands and speaks shall be provided as soon as possible and, in any event, no later than four working days after the disciplinary measures are imposed.

Regulation 215¹⁹⁰

Right to address the Registrar

1. The detained person shall be informed of his or her right to address the Registrar on the issue of both the determination of a disciplinary offence and the disciplinary measure imposed by the Chief Custody Officer.

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188 Amended 4 December 2013, entered into force 5 December 2013 (French text only).

189 Amended 4 December 2013, entered into force 5 December 2013.

190 Amended 4 December 2013, entered into force 5 December 2013.

2. Within four calendar days of the notification of the imposition of the disciplinary measure in accordance with regulation 214, the detained person shall give written notice to the Chief Custody Officer of his or her wish to address the Registrar.
3. The Chief Custody Officer shall record such notice and inform the Registrar immediately thereof.
4. The detained person may request the Registrar to review the disciplinary measures within fourteen calendar days of giving notice to the Chief Custody Officer.
5. The Registrar shall decide upon the detained person's request within fourteen calendar days of its receipt.
6. Counsel for the detained person may assist him or her in connection with any such request. Where the detained person does not have appointed counsel, he or she may be assisted by the duty counsel.
7. Any disciplinary measure imposed by the Chief Custody Officer shall continue in full force and effect pending the decision of the Registrar, unless otherwise decided by the latter.
8. The decision of the Registrar shall be notified to the detained person in a language the detained person fully understands and speaks.
9. The Registrar may order the restoration of confiscated items or privileges, repayment of any fine imposed, cancellation of any warning or suspended disciplinary measures or end of confinement to the cell. The Registrar may take any other action he or she sees fit in the circumstances.

Regulation 216¹⁹¹

Right to address the Presidency

1. A detained person shall be informed of his or her right to address the Presidency concerning the decision taken by the Registrar.
2. Regulation 215 shall apply *mutatis mutandis*.
3. At the request of the Presidency, the Registrar shall make available the entire record of the investigation, as described under regulation 214, sub-regulation 1.

Section 5 Complaints Procedure

Regulation 216 bis¹⁹²

Complaints concerning detention

Pursuant to regulation 106 of the Regulations of the Court, a detained person may enter a complaint on any matter concerning his or her detention in accordance with regulation 217 or 220 *bis*.

Regulation 217¹⁹³

Procedure before the Chief Custody Officer

1. A detained person may make an oral or written complaint on any matter concerning his or her detention to the Chief Custody Officer at any time.
2. If the detained person makes an oral complaint, the Chief Custody Officer may ask the detained person to make such a complaint in writing. If the detained person is unable to make the complaint in writing, the Chief Custody Officer shall record the complaint in writing.
3. The Chief Custody Officer shall acknowledge in writing that a complaint has been made.
4. A log shall be kept of all complaints and of the action taken in respect thereof. The log shall include:
 - (a) The name of the detained person;
 - (b) The complaint reference number;
 - (c) The date and time the complaint was received;
 - (d) The nature of the complaint;
 - (e) The details and reasons for the decision taken and the date on which it took effect; and

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192 Adopted 4 December 2013, entered into force 5 December 2013.

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- (f) The date and the result of the final outcome when all remedies have been exhausted.
5. In confidential matters, a detained person may make a sealed written complaint to the Chief Custody Officer. The detained person shall be informed that if the complaint involves a member of staff it may be necessary to make the complaint known to that person so that it can be fully investigated.
 6. The detained person may be assisted by his or her counsel. Where the detained person has no appointed counsel, he or she may be assisted by the duty counsel.

Regulation 218
Investigation of a complaint

1. A complaint shall be investigated promptly and efficiently, seeking the views of all persons involved.
2. The detained person shall be permitted to communicate freely on the matter with the Chief Custody Officer.

Regulation 219¹⁹⁴
Decision of the Chief Custody Officer in response to a complaint

1. The complaint to the Chief Custody Officer shall, where possible, be dealt with within seven calendar days of its receipt and, in any event, no more than 14 calendar days of the date of receipt.
2. In the case of a complaint filed in respect of a denial under regulation 157, sub-regulations 9 and 11, the complaint shall be dealt with no later than three calendar days after its receipt and the decision shall be notified to the detained person no later than five calendar days after it was received.
3. If the complaint is justified, action to rectify the matter shall, if possible, be taken within 14 calendar days and the detained person shall be informed thereof accordingly.
4. If the complaint is justified, but the matter will take longer than 14 calendar days to resolve, the Chief Custody Officer, after consultation with the Registrar, shall notify both the detained person and the Presidency thereof and shall keep them informed of what action is being taken.
5. If the complaint is found to be without substance, the detained person and his or her counsel shall be notified in writing, giving the reasons for the rejection of the complaint.

Regulation 220¹⁹⁵
Procedure before the Registrar further to a decision taken by the Chief Custody Officer in response to a complaint

1. Where a complaint is made pursuant to regulation 217, a detained person may address the Registrar concerning the decision taken by the Chief Custody Officer under regulation 219. He or she shall address the Registrar within 7 calendar days of notification of the decision using the approved standard form. A detained person may apply to vary such time limits, where good cause is shown.
2. The complaint shall not be read or censored by the staff of the detention centre and the Registrar shall transmit it to the Presidency without delay.
3. The detained person may be assisted by his or her counsel. Where the detained person has no appointed counsel, he or she may be assisted by the duty counsel.
4. The Chief Custody Officer shall transmit to the Registrar all information collected during the previous investigation of the complaint.
5. Regulations 217, 218 and 219 shall apply *mutatis mutandis*.

Regulation 220 *bis*¹⁹⁶
Procedure concerning issuance of a decision or an order by the Registrar

Where the Registrar issues a decision or an order concerning detention, a detained person may complain in writing to the Registrar against that decision or order at any time. Regulations 217, 218, 219 and 220, sub-regulations 2 and 3 shall apply *mutatis mutandis*.

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¹⁹⁵ Amended 4 December 2013, entered into force 5 December 2013.

¹⁹⁶ Adopted 4 December 2013, entered into force 5 December 2013.

Regulation 221¹⁹⁷

Procedure for review of a decision or an order of the Registrar before the Presidency

1. A detained person may address the Presidency concerning a decision or an order taken by the Registrar under regulation 220 or 220 *bis*. He or she shall address the Presidency within 7 calendar days from the notification of the decision or order using the approved standard form.
2. At the request of the Presidency, the Registrar shall make available any information obtained in the course of the previous investigations of the complaint.
3. Applications for review before the Presidency pursuant to this regulation shall be considered promptly and regulations 217, 218, 219, sub-regulation 5, and 220 shall apply *mutatis mutandis*.

Regulation 222¹⁹⁸

Subsequent complaint

1. Rejection of a complaint by the Chief Custody Officer, the Registrar or the Presidency does not prevent the detained person from raising the complaint again.
2. In such a case, the Chief Custody Officer, the Registrar or the Presidency may reject the complaint without further investigation if it does not reveal additional matters for consideration.
3. In any case, a detained person may, at any time during an inspection of the detention centre by an independent inspecting authority, raise his or her concern with regard to any matter concerning his or her detention and discuss it with representatives of the independent inspecting authority out of the sight and hearing of the staff of the detention centre.

Section 6 Detention at the seat of the Court after conviction and before transfer to the State of enforcement

Regulation 223

Detention after conviction

These Regulations and any other regulation relating to detention matters shall apply *mutatis mutandis* during the period in which a detained person remains in the detention centre after conviction and before transfer to the State of enforcement.

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