



International Seabed Authority

26th Session 2021

Information Note on the preliminary modalities for in-person meetings of the Council and the Assembly of the International Seabed Authority

6-15 December 2021

A. Introduction

1. Following communications held with the President of the Assembly and the President of the Council, the Secretariat via Note No. ISA/EOSG/2021/107 dated 16 September 2021 announced to its members and observers that in-person meetings of the twenty-sixth session of the Assembly and the Council have been scheduled to take place at the Conference Center in Kingston, Jamaica.
2. Due to the current limitations on the size of physical gatherings in light of the COVID-19 pandemic, the in-person meetings would be in a reduced format with fewer days and would enable limited in-person participation (physical presence). Delegates are invited to note that the meetings of the Council will be scheduled for five days between the dates of 6-10 December 2021, whilst the meetings of the Assembly will be held for three days between 13-15 December 2021.

B. General considerations in the context of COVID-19

3. Entry into the Jamaica Conference Centre and the Secretariat building will be restricted in order to manage overall risk and ensure that adequate space is maintained for physical distancing.
4. All persons will be required to undergo a temperature check prior to entering the premises.
5. Delegates who have tested positive on arrival to Kingston as well as delegates who are showing symptoms associated with COVID-19, have shown symptoms or have been in contact with someone showing symptoms or who has tested positive to COVID-19 in the previous 14 days are invited not to attend the in-person meetings.
6. Delegates are required to wear a face mask in plenary meetings at all times, except when directly addressing a meeting. Delegates are also encouraged to wear face masks in all common areas of the Conference Centre and while accessing the headquarters of the Authority but may be required to lower

face covering when passing security checkpoints, if requested by security officers for visual identification.

7. Sitting arrangements in all conference rooms will be spaced out to allow for sufficient physical distancing during meetings. This will mean a limited number of seat(s) allocated to each delegation.
8. Hand-sanitizing stations will be provided, and increased cleaning will be implemented in between meetings and for surfaces in order to reduce contact hazards.

C. Number of persons per delegation

9. Due to the requirements for adequate physical distancing during the meetings and in light of the difference in the size between the Council and the Assembly, the number of persons in each delegation will be limited in the following manner:

10. Council

States delegations should preferably be limited to two (2) representatives, and in no case exceed three (3). Observer delegations will be limited to one (1) representative.

11. Assembly

States delegations are not to exceed two (2) representatives; and observer delegations will be limited to one (1) representative.

D. Travel to Jamaica

12. In order to limit the need for travel, members and observers are encouraged to utilize staff from permanent missions and embassies in Kingston where possible.
13. Please note that for delegates who will travel to Jamaica, the government of Jamaica has set protocols and requirements which must be complied with prior to being granted entry into Jamaica. This includes completion of an online travel authorization form and a negative COVID-19 test prior to traveling and testing upon arrival. More information is available on the official pages of the Ministry of Foreign Affairs and Foreign Trade Jamaica- <https://mfaft.gov.jm/jm/>. See also <https://travelauth.visitjamaica.com/>

E. Credentials

14. In the light of the Rules of Procedure of the Assembly and the Council, as well as Note No. ISBA/EOSG/2020/141 dated 28 September 2020 (see [ISBA/EOSG/2020/141](https://www.un.org/News/Press/docs/2020/2020092020141.html)), it is to be recalled that credentials for the twenty-sixth session shall be signed by the Head of State or Government or the Minister for Foreign Affairs or persons authorized by the Minister.
15. For that purpose, a scanned copy of the formal credentials issued by the Head of State or Government, by the Minister for Foreign Affairs or a person authorized by the minister. Alternatively, a scanned copy of the note verbale from either the respective Ministry of Foreign Affairs or the Permanent

Mission to the International Seabed Authority or the Permanent Mission to the United Nations, containing provisional information concerning the appointment of representatives participating in the Assembly and Council pending submission of the formal credentials may be submitted by email to the Secretariat at cgriffiths@isa.org.jm as soon as possible.

16. A list of delegates conveyed in the body of an email message will not be considered as sufficient for the purposes of the report on credentials by the Credentials Committee as required by rule 24 of the Rules of Procedure of the Assembly.
17. Delegations who have submitted credentials valid for the entire twenty-sixth session of the Authority (covering the meetings of the Assembly and the Council) do not need to resubmit or submit additional credentials, except if there are adjustments to be made with respect to the members of the delegation.
18. The original hard copy of the formal credentials should be delivered to the delegates reception area on the first floor within the Secretariat building on the first day of in-person meetings
19. More specific information on credentials will be circulated to members and observers in due course.

F. Registration

20. Registration and collection of identification cards will be done on the first floor, in the Protocol and Credentials area of the Secretariat building. Please note that due to the need to ensure adequate physical distancing, the number of persons allowed at one time in the registration room may be limited. More details on this will be shared closer to the time of the session.

G. Documentation and interpretation

21. The meetings of the 26th session will be paperless. Delegates are invited to use their portable devices to access all documentation. Pre-session and in-session documents will be made available on the Authority's website (www.isa.org.jm/sessions/26th-session-2020). Access to a secured WiFi connection will be provided.
22. To facilitate verbatim reporting and effective interpretation, delegates are kindly requested to submit copies of their statements (preferably in Microsoft Word) in advance of the meeting, but no later than two hours before delivery, to Council2021@isa.org.jm for meetings of the Council and Assembly2021@isa.org.jm for the meetings of the Assembly. The name of the meeting and of speaker, as well as the agenda item must be indicated in the subject line and in the heading of the statement. Interpretation will be provided remotely in all six official languages of the Authority (Arabic, Chinese, English, French, Russian and Spanish) in plenary meetings.

H. Medical services and reporting illness

23. During the meetings, a medical team along with ambulance will be on standby to assist delegates who become ill. If a delegate has an acute or severe symptoms, suggestive of COVID-19 during or after a meeting, they are kindly encouraged to notify the Security and Facilities Department of the Authority

by telephone at 876-838-3902 or email sphinn@isa.org.jm and the United Nations Department of Safety and Security (UNDSS) Jamaica email: Lincoln.campbell@un.org or lance.smith@un.org for contact tracing purposes.

I. Accommodation and transportation

24. Delegates travelling to Jamaica are kindly requested to book accommodation within a recommended hotel bubble comprising five hotels around Emancipation Park in New Kingston, namely: *Courtleigh Hotel*, *Knutsford Court Hotel*, *Liguanea Club Hotel*, *Pegasus Hotel* and the *AC Marriott hotel*.
25. The Authority will organize daily controlled shuttle service to and from these hotels to the Conference Centre. Temperature checks will be carried out prior to being granted access to the bus and all passengers will be required to wear face masks whilst on the bus.

J. Arrangements for meetings

26. Limited provisions will be made for regional group meetings (details will be circulated soon).
27. No side events will be organized during the session.

K. Security

28. Only the authorized shuttle service and vehicles with diplomatic plates will be allowed to enter the Conference Centre parking area.

L. Media access arrangements and services

29. In order to limit the number of people at the Secretariat and the conference center, general media accreditations will not be granted for the 26th session.
30. Meetings will be streamed live on the ISA Web TV website.
31. Documents relevant to the media, statements and press releases will be made available daily on the ISA website.

M. Additional information

32. Additional information will be issued if the need arises to update and expand the information contained in the present note.

Kingston, Jamaica, 1 October 2021.