



27<sup>th</sup> Session  
2022

**Information on logistical and procedural aspects  
for the third part of the twenty-seventh session of the Council  
(31 October – 11 November 2022)**

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**A. Introduction**

1. The twenty-seventh session of the Council (Part III) will be held from 31 October to 11 November 2022 in Kingston, Jamaica.
2. This note aims at providing information to delegations on the logistical and procedural aspects and is to be read in conjunction with the note on matters for consideration by the Council<sup>1</sup>.

**B. Meeting Venue**

3. The in-person meetings will be held at the Jamaica Conference Centre, with the understanding that only Conference Rooms 1 and 2 and the Delegate's Lounge, garden area and upper-level dining room will be available.

**C. Access for People with Disabilities**

4. Representatives with disabilities who require accessible seating during the meetings are kindly requested to bring this to the attention of the Secretariat as soon as possible via email at [secretary-general@isa.org.jm](mailto:secretary-general@isa.org.jm).

**D. Procedural Aspects of the Meeting**

***Credentials***

5. Members are invited to transmit credentials of representatives to the Secretary-General of the Authority prior to the third part of the twenty-seventh session of the Council to the secretariat by email to [secretary-general@isa.org.jm](mailto:secretary-general@isa.org.jm) and the original presented to the Protocol office upon arrival at the headquarters of the Authority. Members who have already submitted credentials for the whole three parts of the twenty-seventh session would need to submit revised

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<sup>1</sup> <https://isa.org.jm/files/files/documents/matters-for-consideration-Council-PartIII.pdf>

credentials only if there are changes to their delegates. For any specific questions on credentials, please kindly contact the Secretariat by email at [secretary-general@isa.org.jm](mailto:secretary-general@isa.org.jm)

6. It is recalled that according to the Rules of Procedure of the Council, each member of the Council is represented at the meetings of the Council by an accredited representative, who may be accompanied by alternate representatives and advisers. Credentials of representatives and the names of alternate representatives and advisers of members of the Council must be submitted to the Secretary-General if possible, not later than twenty-four hours after their taking of seats on the Council. The credentials are issued either by the Head of State or Government, by the Minister for Foreign Affairs or a person authorized by him or her or, in the case of entities referred to in article 305, paragraph 1 (I), of the United Nations Convention on the Law of the Sea by another competent authority.

7. Any member of the Authority not represented on the Council, attending a meeting of the Council, must submit credentials for the representative appointed by it to the Secretary-General not less than twenty-four hours before the meetings attended by the accredited representative.

8. Members of the Authority are kindly requested to bring original hard copy credentials to the Secretariat on the first day of the meetings of the Council. Submission of original credentials should be delivered to the Credentials and Protocol area on the first floor within the Secretariat building. For any specific questions on credentials, please kindly contact the Secretariat by email at [secretary-general@isa.org.jm](mailto:secretary-general@isa.org.jm).

#### ***Accreditation of Observers***

9. Observers referred to in rule 82 of the Rules of Procedure of the Assembly are invited to transmit by email to the Secretariat at [secretary-general@isa.org.jm](mailto:secretary-general@isa.org.jm) the name of the representative(s) who will form part of the delegation. For any specific questions on accreditations, please contact the Secretariat by email at [secretary-general@isa.org.jm](mailto:secretary-general@isa.org.jm). Observers are advised that the note verbale No. ISBA/EOSG/2022/147 which was sent to Members and shared with Observers serves as notification to both for invitation purposes.

#### ***Registration and Identification badges***

10. Registration and collection of identification badges will be done on the first floor, in the Credentials and Protocol area of the Secretarial building.

### ***Documentation and Interpretation***

11. The meetings will be paperless. Delegates are invited to use their portable devices to access all documentation. Pre-session and in-session documents and materials for the working groups of the Council are and will continue to be made available on the Authority's website:

- <https://isa.org.jm/node/20798/session/council#block-media-2>
- <https://isa.org.jm/part-3-meetings-octnov>

Documents and materials for the working groups are also hyperlinked in the [indicative programme of work for the Council](#).

12. Access to a secured WiFi connection will be provided.

### ***Statements***

13. 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 [Council@isa.org.jm](mailto:Council@isa.org.jm). 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.

14. In line with past practice, statements made during the meetings shared with the Secretariat, will be posted on the website of the Authority, unless indicated otherwise.

15. The President of the Council may announce additional information to delegations on the organization of the discussions once the meetings begin.

### **E. Security**

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

### ***Other Parking***

17. Parking for ISA Staff and other affiliates will be provided at the multi-level four story parking facility adjacent to the conference centre. This facility is in close proximity to the conference centre with a walk of approximately five minutes. No parking will be allowed in the courtyard of the compound. Taxi operators will drop off and pick up passengers at the conference lobby tower.

### ***No Parking Zone***

18. A No Parking Zone will be established around the conference centre. The JCF Traffic personnel will monitor the intersection to the main entrance gate of the conference centre and along the perimeter, to the left of the conference centre, to prevent parking. Parking between Church Street intersection and Ocean Boulevard that is adjacent to the conference centre and adjacent to conference room one and two will be suspended for the duration of this Session.

### **F. Meeting services and other arrangements**

#### ***Meeting Journal***

19. The journals for the meetings of the Council will be posted on the Authority's website <https://isa.org.jm/sessions/27th-session-2022> at 8 pm daily.

#### ***Media access, arrangements and services***

20. Media accreditation should be requested online on the Authority's website at <https://www.isa.org.jm/media-accreditation>.

21. The Communications Unit of the Secretariat will issue regular e-bulletins featuring highlights and pictures of the Council meetings. The official dissemination list used by the Secretariat will be used for that purpose. Delegates who would like to be added to the communications list, to receive these highlights, are invited to communicate their email address to [news@isa.org.jm](mailto:news@isa.org.jm).

22. Media briefings will be organized during the meetings. More information can be obtained by contacting [news@isa.org.jm](mailto:news@isa.org.jm).

23. All meetings of the Council and its working groups will be streamed online, and in all official languages of the Authority, at <https://www.isa.org.jm/index.php/web-tv>.

24. Photos of the meetings will be made available at <https://www.flickr.com/photos/184741656@N05/albums>.

### **Side Events**

25. To enable members of the Council to progress with informal discussions, side events will be accommodated between 6:00 p.m. to 7:00 p.m. with the understanding that only one side event will be organized daily.

26. No side event will be facilitated during lunch.

27. [Guidelines for organizers along with the request form for side events](#) can be accessed using the hyperlinked text above or on the Authority's website at <https://isa.org.jm/node/20798/session/council#block-media-2>

### **Meetings of Regional Groups**

28. Due to restrictions of available rooms at the Jamaica Conference Centre, space to accommodate Regional Group Meetings will be indicated upon request.

### **Access to Satya N. Nandan (SNN) Library**

29. The Library will be accessible between 1:00 p.m. to 3:00 p.m. to delegates by appointment only. Appointments can be made at [library@isa.org.jm](mailto:library@isa.org.jm). Delegates with confirmed appointments will be escorted by security personnel from the Credentials and Protocol area to the Library.

### **G. Medical Services**

30. During the meetings, a medical team will be on standby to assist delegates. For any medical needs, delegates are kindly encouraged to notify the Security and Facilities Officer of the Authority, Sonja Phinn by telephone at 876-838-3902 or email [sphinn@isa.org.jm](mailto:sphinn@isa.org.jm) and the United Nations Department of Safety and Security (UNDSS) Jamaica email: Lincoln Campbell, [Lincoln.campbell@un.org](mailto:Lincoln.campbell@un.org) or Lance Smith, [Lance.smith@un.org](mailto:Lance.smith@un.org).

### **H. Accommodation and transportation**

31. Hotel information is available at the link: <https://isa.org.jm/sessions/27th-session-2022>

32. There will be a daily shuttle service, properly identified, offering delegates daily transportation to and from the Jamaica Conference Centre. The bus will be parked at the Pegasus Hotel, accessible to nearby properties (Courtleigh Hotel, Liguanea Club, Marriot Courtyard). The

rates for shuttle service are: 10 USD/1,500 JAD for round trip and 5 USD/700 JAD for a one-way trip.

33. Delegates staying at the Spanish Court Hotel and the AC Hotel who are interested in getting shuttle service are invited to send an email, before arrival, to Lilian Valles at [lvalles@isa.org.jm](mailto:lvalles@isa.org.jm) in order to coordinate with the service providers.

34. Shuttle services are offered by private contractors and the Secretariat takes no responsibility for the services provided.

Kingston, Jamaica, 21 October 2022