



INTERNATIONAL WORKSHOP ON CAPACITY DEVELOPMENT, RESOURCES & NEEDS ASSESSMENT

10-12 February 2020
-Kingston, Jamaica-

Contact: capacity-development@isa.org.jm

Information Note for Participants

1. Dates of workshop

The workshop organized by the International Seabed authority (ISA) on “**Capacity development, resources and needs assessment**” will take place in Kingston, Jamaica, from 10-12 February 2020.

2. Conference Venue

The Workshop will be held at the Jamaica Conference Centre in Kingston in conference room 4.

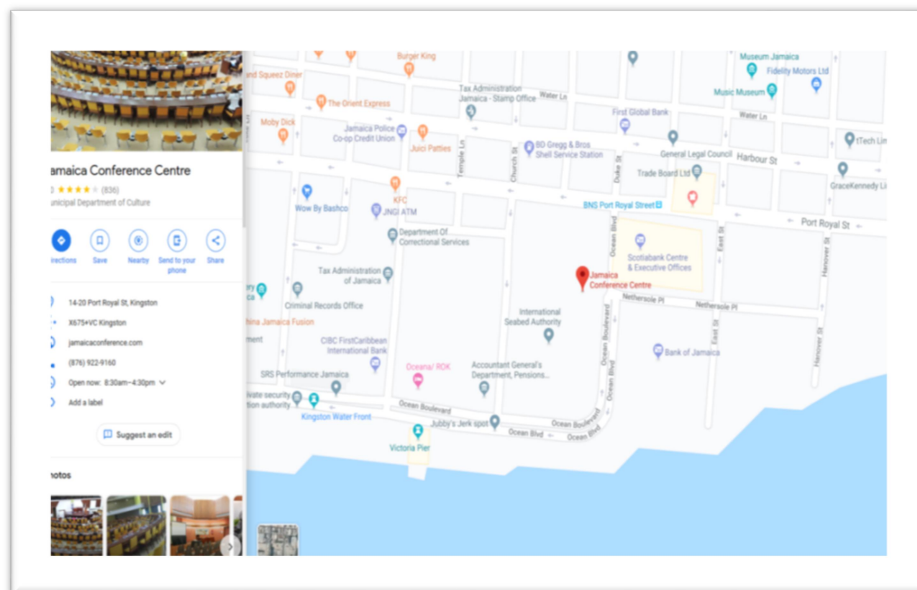
The address is:

14 - 20 Port Royal Street,

Kingston, Jamaica

Phone: +1 (876) 922-9105





3. Workshop participants

Workshop participants will include experts and representatives of members of ISA, in particular from developing States (SIDS, LDCs, LLDCs), as well as observers, contractors, competent international and regional organizations, and relevant academic institutions and scientific groups with interest in the scope of the workshop.

4. Registration and Badges

Only registered participants will be granted access to the workshop. All participants will be required to obtain their badges on Monday 10th February 2020 between 8:00 and 9:00 am. A registration table will be set up outside conference room 4.

5. Arrival and Departure

Depending on travel itinerary and date, your port of entry to Jamaica may be Kingston or Montego Bay.

6. Visa Requirements

Prior to travel, participants are requested to check whether they require entry visas for Jamaica. For more information on visa requirements for entry into Jamaica, please visit see the visa requirements [list](#), as provided on the website of the Ministry for Foreign Affairs and Foreign Trade of Jamaica.

<http://www.pica.gov.jm/immigration/general-immigration-information/requirements-for-travel-to-jamaica/>

7. Transport to and from Airport

Participants are responsible for making their own way from the airport to their accommodation and to ISA.

8. Accommodation

Participants are responsible for the reservation and payment of their accommodation directly to the hotels. The hotels listed below offer discounted rates to ISA visitors. To take advantage of these rates, please state that you are a visitor to ISA when making your reservations. We encourage you to make your reservations early. Reservations forms are available on the Conference [webpage](#).

- AC Hotel by Marriott 876-750-3000- approx. 20 minutes from Conference venue*
- The Jamaica Pegasus 876-926-3690/9, 929-5855- 20 mins*
- The Courtleigh Hotel & Suites 876-929-9000- 20 mins*
- The Knutsford Court Hotel 876-929-1000- 17 mins
- Hotel Four Seasons 876-929-7655- 20 mins*
- The Liguanea Club 876-926-8144/6- 18 mins*
- Courtyard by Marriott 876-618-9900-20 mins*
- Spanish Court Hotel 876-926-0000- 20 mins*

Please note that times may vary with traffic on the day and time of travel. Please liaise with your hotel reception staff for assistance in planning travel times.

Reliable taxi services are provided by all main hotels. Participants can make their own arrangements at their hotels or through local taxi or car rental companies.

Apollo Taxi 876-929-8588 City Guide Taxi 876-758-3911, 876 758-3339 On-Time Taxi 876-926-3866, 968-4772

9. Daily subsistence allowance (DSA)

Participants who are sponsored by ISA will receive DSA for the days of the workshop. These participants need to submit their banking details to **Ms. Trudi-Ann Herdsman** (travel@isa.org.jm) in order for the request to be processed.

An advance of 75% of the DSA will be deposited to the participant's identified bank account, prior to travel. The remaining 25% and terminal will be paid upon submission of requested travel documentations at the completion of the workshop (F10 form).

The sponsored participants will be entitled to 4 days DSA in the amount of USD\$330.00 per day and terminal expenses (TRM) to cover airport transfers and incidentals.

The following are the required documents for claiming the DSA and TRM:

- copy of the passport bio page
- copy of e-ticket
- boarding passes
- banking details

10. Meals

The ISA will offer two coffee breaks during the three-day meeting. Participants will need to make their own arrangements for other meals.

LUNCH SERVICES NEAR ISA

Chungs Catering 82 Harbour Street, Kingston (Asian Cuisine)

Digicel Food Court Waterfront, Downtown Kingston (Jamaican/European Cuisine)

F & B Downtown 109 Harbour Street, Kingston (Jamaican/European Cuisine)

Gloria's Seafood City Waterfront, Downtown Kingston (Seafood)

M10 6 Vineyard Road, Kingston 3 (Jamaican Cuisine)

Moby Dick 3 Orange Street, Kingston (Curry Cuisine)

Ribbiz Ocean Lounge Waterfront, Downtown Kingston (Variety of Cuisines)

The Orient Express 135 Harbour Street (Asian Cuisine)

Vegetarian options are available at most locations, please inquire the staff

11. Insurance

Participants are expected to make their own arrangements for accident, illness, and luggage insurance, if so desired.

General Information about Kingston

12. Climate and conference attire

In Jamaica, the climate is tropical, hot all year round, with little difference between winter and summer (just a few degrees). Even in winter, daytime temperatures are around 27/30 °C (81/86 °F) and night-time temperatures around 20/23 °C (68/73 °F). We recommend business attire as dress code for the conference. Conference rooms are air-conditioned.

13. Currency

The official currency in Jamaica is Jamaican dollars (JMD), though USD is generally accepted in most commercial outlets. On the average, 120JMD= 1USD, however official rates vary daily. Most ATM machines in Jamaica accept foreign cards.

14. Banking services

The nearest banking facility to the Jamaica Conference Centre is the Bank of Nova Scotia (Ja.) Ltd., 35-45 King Street, tel: 922-1000 or 922-1020.

Opening hours: Monday-Thursday: 8.30am-2.30pm and Friday 8.30am-4.00pm.

ATM service available at the Scotia Centre branch across from the ISA Headquarters.

Local currency is Jamaican Dollars. But US Dollars is also used.

15. Internet services

Complimentary Wi-fi access will be available at the Workshop venue.

Free wireless access is also available in the Secretariat offices.

Please bring your own laptop computer, if desired. Printing will be available at the venue of the Conference.

16. Security, first aid and health services

ISA Head of Security: Mr Enoch Allen – (876)532-7471

Police Emergency: 119

Ambulance: (876)978-2327; (876)978-6021

Doctor: Dr. Margaret Green – (876)929-6254

Dr. Suzan Minott-Arscott – (876)946-3895

17. Workshop documents

Participants are encouraged to utilise and access electronic copies of documents for the Workshop. On the conference [webpage](#), you will find the latest programme and other useful information.

A link to all Documents will be provided to participants at the commencement. Conference proceedings will be reported and published after the meeting.

18. Business hours

Public Offices are generally open from 9:00 am to 5:00 pm from Monday to Friday. Major businesses are generally open from 8.30am to 4.30pm Monday to Friday, and 8.30am to 1.00pm on Saturday. All public offices and businesses are closed on Sunday.

9. Electricity

Jamaica operates on a 110v supply voltage and 50Hzm, using either a Type A or B plug, which has two flat parallel pins and a grounding pin.

20. Contact persons

<p>Ms Marie BOURREL-McKINNON Senior Policy Officer, Special Assistant to the Secretary-General International Seabed Authority Tel: +1 (876) 922-9105-9 (Ext: 321) Cell: +1 (876) 305-0866 mbourrel@isa.org.jm</p>	<p>Mr Ryan Barbar Staff Assistant- Executive Office of the Secretary- General International Seabed Authority T +1 876.922.9106 Cell: +1 876.840.9217 rbarbar@isa.org.jm</p>
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