

**Information on logistical and procedural aspects  
for the first part of the twenty-eighth session of the Council  
(16 March – 31 March 2023)**

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**A. Introduction**

1. The first part of the twenty-eighth session of the Council (Part I) will be held from 16 to 31 March 2023 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.

**B. Meeting Venue**

3. The in-person meetings will be held at the Jamaica Conference Centre Conference Room 1, with partial access to other areas

**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 first part of the twenty-eighth 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. Credentials can be submitted for the entirety of the twenty-eighth session. For any specific questions on credentials, please kindly contact Mrs Christine Griffiths at the Secretariat by email [cgriffiths@isa.org.jm](mailto:cgriffiths@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. Without prejudice to the Rules of Procedure of the Council, delegations are encouraged to send their credentials in pdf format to the Secretariat via email to [secretary-general@isa.org.jm](mailto:secretary-general@isa.org.jm) in the following format by 14 March 2023, if possible:

- 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; or
- a scanned copy of a duly signed communication such as a 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 twenty-seventh session, pending the submission of the formal credentials.

9. 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***

10. 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. Delegations are encouraged to submit credentials by 14 March 2023, if possible. 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/2023/015 which was sent to Members and shared with Observers serves as notification to both for invitation purposes.

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

11. 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***

12. 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/21612/session/council#block-media-2>
- <https://isa.org.jm/part-i-meetings-march>

Documents and materials for the working groups will also be hyperlinked in the indicative programme of work for the Council.

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

### ***Statements***

14. 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.

15. 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.

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

### **E. Security**

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

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

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

18. The journals for the meetings of the Council will be posted on the Authority's website at <https://isa.org.jm/sessions/28th-session-2023> 8 pm daily.

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

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

20. 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).

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

22. 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/web-tv>.

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

### **Side Events**

24. 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.

25. No side event will be facilitated during lunch.

26. No catering will be provided during side events.

27. [Guidelines for organizers along with the request form for side events](#) can be accessed using this hyperlink on the Authority's website.

### **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 Post will be established with a medical team and an ambulance on standby to assist delegates. For any medical needs, delegates are kindly encouraged to visit the Medical Post located in the vicinity of Conference Room 1. For additional concerns, kindly 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)

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

31. Hotel information is available at the link: <https://isa.org.jm/files/files/documents/Hotel-rates-28th-Session-March-2023.pdf>

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/1,600 JAD for round trip and 5 USD/800 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.

35. Further information on logistical and administrative arrangements will be published in due course at the link: <https://isa.org.jm/sessions/28th-session-2023>

Kingston, Jamaica, 24 January 2023