



Secretariat

22 June 2023

Secretary-General's bulletin

To: Members of the staff

From: The Secretary-General

Subject: **Management of conferences and events of the International Seabed Authority held in the Jamaica Conference Centre**

I. Introduction

1. To ensure the effective functioning and management of all conferences and events of the International Seabed Authority without interference of any kind and to create a work environment that is safe, professional and of mutual trust where diversity and inclusion are valued, and everyone is entitled to be treated with courtesy and respect, the Secretary-General promulgates this bulletin on management of the conferences and events of the Authority held in the Jamaica Conference Centre ("JCC") as follows.

II. Purpose

2. The Secretariat of the Authority strives to ensure the most effective functioning of all conferences and events of the Authority, in particular the meetings of annual session of the Authority held in the JCC, and provides safety and security for all participants, including delegates, staff members, representatives of non-governmental organizations and other participants admitted to the conferences and events.

3. The number of the conferences and events of the Authority has continued to increase in recent years, and notably the meetings of the Council have been held in three parts since 2022. The number of participants to the meetings of the Authority has also substantially increased resulting in the need to manage more complex conferences and events.

4. In order for these conferences and events to achieve their objectives, not only the organizers - in particular the security element - need to contribute; all participants in conferences and events of the Authority are required to adhere to the highest standards of conduct and comply with all applicable rules, regulations and policies of the Authority and instructions issued by the officials and security officers of the Authority intended to ensure the safety and security of all and the smooth functioning of the conferences and events. The compliance by all participants with applicable

rules, regulations and policies and safety instructions is an essential part of the success of any conferences and events of the Authority.

5. In this context, it is necessary for the Authority to promulgate this bulletin setting out established policy on management of conferences and events held in the JCC, in line with the best practices of the United Nations and other intergovernmental organizations concerning management of their conferences and events.

III. Status of the Jamaica Conference Centre

6. The Jamaica Conference Centre (“JCC”), including its conference rooms and other areas, is made available to the Authority by the Government of Jamaica as the host country for the purpose of holding meetings, conferences, consultations, scheduled programmes and any other activities related to the functions of the Authority (herein referred to as “conferences and events of the Authority”). When so used by the Authority, the JCC is considered included in the Headquarters of the Authority. It is the responsibility of the Secretary-General, in conjunction with the competent authorities of the host government, to ensure the safety and security of the staff of the Secretariat, delegates of Member States and all other persons participating in the conferences and events of the Authority.

IV. Applicability

7. This bulletin is applicable to all participants of any conference or event organised by the Authority in the JCC. The bulletin supplements, and does not affect, the application of other relevant rules, regulations and policies of the Authority and the Headquarters Agreement as well as applicable laws of Jamaica.

8. By registering to attend any conference or event of the Authority held in the JCC, participants acknowledge the contents of this bulletin and agree to its terms and conditions. It is incumbent on participants to comply with all the rules and instructions intended to protect their safety and effective functioning of the conferences and events of the Authority.

V. Access to Conferences and Events of the Authority

9. Access to the JCC for the purpose of conferences and events of the Authority will be granted only to participants who have been duly accredited by the Secretariat by issuing the relevant badges.

10. In the interests of security and safety of all participants, the Secretariat reserves the right to deny and/or restrict access to the JCC to any individual or to request an accredited participant(s) to leave the JCC.

11. Access rights can be revoked by the Secretariat. A person can be removed from or denied access to the JCC for any of the following reasons:

(a) if that person refuses to comply with this bulletin and other applicable rules, regulations and policies of the Authority;

(b) if that person refuses to comply with any request or instruction, either oral or in writing from the officials or security officers of the Authority made within their authority;

(c) if that person has committed a crime or there is belief that the person will commit a crime within the JCC.

12. All persons entering the JCC are required to wear a badge issued by the Secretariat visible at all times while inside the JCC. The Secretariat may restrict access to areas considered critical or sensitive or for reserved or closed conferences

and events. The badges are the property of the Authority, non-transferable and valid only for the period indicated on the badge, and must be surrendered if requested by the Secretariat. The participants must not use the badges which was issued to them for previous meetings, for the current conference or event of the Authority. In case any participant loses the badge, the participant must report it immediately to the security officers of the Secretariat. Any badge found must be returned to security officers immediately, for the necessary actions to be taken.

13. Participants shall be prepared to verify their identity upon the request of the officials or security officers of the Authority.

VI. Safety and Security

14. Participants in conferences and events of the Authority held in JCC shall comply with the requirements of this bulletin and any other safety and security policies issued by the Secretariat as well as any requests and instructions, either oral or in writing, from the officials and security officers of the Authority regarding access to and use of facilities and conduct of official business within the JCC. Refusal to comply may result in removal from or denial of access to the JCC, or other appropriate measures by the competent authorities of the host country.

15. No participant should harass or threaten any other participants or staff of the Secretariat or use methods of intimidation to dissuade or deflect from their actions in contradiction to the requirements of this bulletin. Any disruptive acts in conferences and events of the Authority or against the staff of the Secretariat may result in appropriate actions by the Secretariat or the competent authorities of the host country.

16. Participants are expected to uphold the most courteous approach possible while in the JCC. Acts of any sort of harassments, threatening statements or gestures are prohibited within the JCC.

17. Interfering with the movement of participants, at any time or location, within the JCC is not permitted. Creating an environment that generates potential safety concerns is prohibited.

18. The flags and any officially recognized symbols of the Authority and of its Member States used in the JCC for the purpose of conferences and events of the Authority, including name plates, shall be treated with respect and cannot be removed, altered or used without prior written approval by the Secretariat.

VII. Responsibilities of Participants in conferences and events of the Authority held in JCC

19. Participants shall:

a) Demonstrate full commitment to zero-tolerance of any prohibited conduct and treat all participants and staff of the Secretariat courteously and with dignity and respect, as well as an awareness of their own behaviour and how it may be perceived and/or received by others.

b) Adhere to the requirements of this bulletin and refrain from encouraging other participants to engage in prohibited conduct.

c) Never knowingly make a false or misleading claim relating to prohibited conduct.

d) Avoid and discourage actions that may create an unsafe environment or one that may impede the free movement of other participants and/or disrupt the proceedings of the conference or event to continue.

VIII. Unauthorized actions

20. Participants in the conferences and events of the Authority may not conduct activities unrelated to the mandate of the Authority or its programmed activities within the JCC. This includes non-authorized actions, demonstrations or protests and other political acts.

21. For off-site actions, an area in the vicinity of the JCC should be designated by the competent authorities of the host country to accommodate peaceful public demonstrations related to the conference or event. This area will be managed by the competent authorities of the host country.

22. In case an unauthorized action occurs inside the JCC and may potentially have an impact on the safety and security of any participants in the conferences and events of the Authority, or become violent, such matter may be referred to the competent authorities of the host country for actions as deemed necessary in accordance with the Headquarters Agreement. Local laws and regulations may also apply.

IX. Media actions

23. In addition to the general requirements for participants in conferences and events of the Authority, representatives of media and any camera, sound and other technical and ancillary staff of the media, having been duly accredited to the conferences and events of the Authority, shall comply with the media access guidelines, filming protocols or any other policies and instructions issued by the Secretariat through the Communications Unit. In particular, they shall comply with the following rules:

- a) Disruptive actions and demonstrations inside the JCC are prohibited.
- b) Wearing of masks to conceal identity is not allowed.
- c) Impersonated objects (e.g., satirical drawings of Heads of States, delegates, or other individuals) are not allowed.
- d) Smooth flow of crowd and an appropriate level of sound that is acceptable to other participants should be maintained.
- e) Aggressive actions in order to access or obtain media coverage of high-profile participants which may create an unsafe environment, impedes safe movement, invades the personal space of the high-profile participant or creates a potential for mob effects are not permitted.
- f) Non-authorized recording of other participants is not permitted.
- g) Derisory activity or criticism directed at the Authority, its Member States, the Secretariat, the competent authorities of the host government, or any individual that would go against basic rules of decorum is not allowed.
- h) The Secretariat reserves the right to revoke previously issued permissions for media actions at any time if the security conditions require.

X. Distribution of publicity materials

24. While encouraging participants in the conferences and events of the Authority to join efforts to make the conferences and events greener, publicity materials (e.g., leaflets, publications, boards, banners, etc) that are clearly attributable to accredited organizations or Member States and that are relevant to the conferences and events of the Authority may be posted or displayed at the designated exhibits stands, with prior permission and clearance received from the Secretariat. Posters may be displayed

only at designated locations with prior permission and clearance received from the Secretariat.

25. Inside the conference rooms, any documents or statements for distribution must be authorized by the officials of the Authority. Only conference officers and other staff of the Secretariat may distribute materials within conference rooms.

26. Documents may be displayed at the designated locations, provided that there is enough space and that they are relevant to the conference or event and upon prior permission received from the Secretariat. Documents for display should be clearly marked with the name of the responsible organization.

27. Distribution of publicity materials outside the designated locations is prohibited, including in the cafeteria, lounges and other public spaces inside the JCC.

28. Other materials relevant to the conference or event may be distributed at appropriate locations in consultation with the Secretariat.

29. Participants are expected not to use the JCC for demonstrations nor the distribution of unauthorized written and other materials. When distributing written materials, the participants shall respect other participants' social, cultural and religious views or other opinions. Personal criticism of individuals is prohibited. Materials containing abusive or offensive language or images are not permitted.

XI. Use of emblem of the Authority at the conferences and events

30. The wrongful use of the name, emblem or logo of the Authority constitutes a breach of the relevant decision of the Assembly.¹ Misuse of the emblem or logo of the Authority in publications, websites, business cards, etc. is prohibited. The unauthorised use of the emblem or logo of the Authority may constitute grounds for removal of accreditation with the Authority.

31. Under certain conditions, which are outlined below, the use of the modified emblem or logo of the Authority may be authorised as follows:

a) The use of the modified emblem or logo of the Authority could be authorised for use in a conference or specific event on issues relating to the Authority and organized in partnership with the Authority, a Member State or a non-governmental organization.

b) The conditions of use of the modified emblem or logo of the Authority would be set forth in a letter by the Secretariat, including the duration, size and manner of placement of the modified emblem or logo of the Authority.

XII. Use of cameras, audio/video recording devices by participants

32. The taking of photographs and making of audio/video recordings inside the JCC must comply with the requirements of this bulletin and is subject to any other guidelines, policies or instructions issued, as deemed necessary, by Secretariat.

33. Photographs may be taken by participants within the public areas of the JCC, such as lobbies, lounge and corridors, and during public official or open meetings of the Authority, provided that such activities do not disrupt the proceedings of the meetings, the activities or movements of participants or the security provisions for that area. Photographs during closed or informal meetings are not permitted. Where appropriate, the photographer should seek the permission of the relevant participants or other individuals for their photos to be taken.

¹ ISBA/8/A/12

34. Audio/video recordings by participants in public areas of the JCC, such as lobbies, lounge and corridors, may be undertaken provided that such activities do not cause disruption to the activities or movements of participants or security provisions for that area. Those participants making recordings should, in advance, seek the permission of those they wish to record.

35. Audio/video recordings by participants during open and closed official meetings and in designated high-security zones is not permitted. The Secretariat of the Authority provides full recordings for all official open plenary meetings in audio format and webcast on the Internet. All webcast recordings are available at the website of the Authority. Audio/video recordings by participants inside the meetings rooms during the breaks of the meetings requires prior approval of the Secretariat through the Communications Unit.

36. Accredited representatives and staff of the media are permitted to access side events held inside the JCC. Video/audio recordings of side events require prior approval of the Secretariat through the Communications Unit and the organizer(s) concerned.

37. Aggressive actions in order to access or obtain photographs or audio/video recordings of high-profile participants which create an unsafe environment, impede safe movement, invade personal space of the high-profile participant or create a potential for mob effect are not permitted.

38. Professionals from any production company wishing to film scenes of the conferences and events of the Authority in the JCC for the purpose of a feature film, documentary or television production shall comply with filming protocols, and relevant rules, regulations and policies of the Authority, and submit a formal written request on the production company's letterhead, including a script of the project (full confidentiality will be ensured) and a scenario/summary of the project. The request should be submitted a minimum of five weeks before the recording should take place. If the project is approved, an agreement will be signed between the production company and the Secretariat detailing the scope of the project. Filming or photography will be confined to any area of the meeting room specified by the Secretariat through the Communications Unit and should include only those persons actively participating in the filming. The Secretariat may terminate production in the event that the person filming or photographer fails to abide by the relevant requirements of this bulletin and the relevant protocol, guidelines and policies of the Authority.

39. Interviewing, filming or photographing a staff member for media reporting purposes in or outside their office is not permitted.

XIII. Implications and measures

40. Any harassment or other disruptive acts by any participants in conferences and events of the Authority may result in appropriate actions by the Secretariat through the security officers which include, but are not limited to:

- a) Requesting the concerned participant to immediately stop the offending behaviour.
- b) Removal of the concerned participant's badge.
- c) Confiscation of unauthorized materials.
- d) Undertaking a fact-finding exercise/preliminary investigation.
- e) Suspension or termination of the concerned participant's access to the JCC or refusal of registration at future conferences and events of the Authority, or both.

f) Denial of the concerned participant's or entity/organization's further accreditation of the concerned participant to conferences and events of the Authority.

g) Suspension or termination of the concerned participant's 's access to the JCC or refusal of registration at future conferences and events of the Authority, or both.

h) Conveying the complaint against the concerned participant to the competent authorities of the host government.

i) Conveying a report to the entity/organization which has accredited the concerned participant concerning harassment or other disruptive acts for appropriate follow-up action.

j) Participants shall be responsible for all damages occurring to the equipment and facilities of the JCC as a result of their taking photographs, making audio/video recordings or filming activities, or any other acts or activities, and responsible for paying for all repairs deemed necessary by the JCC.

41. For the purpose of maintenance of order in the meeting rooms, the Presidents of the Assembly and the Council, and any chairperson or facilitator designated by the Assembly or the Council for purpose of working groups may request any participant to leave the meeting room immediately.

XIV. Final provisions

42. Responsibility for the implementation of this bulletin rests with the Office for Administrative Services of the Secretariat.

43. The present bulletin shall enter into force on the date of its issuance.



Michael W. Lodge
Secretary-General