

**Information on logistical and procedural aspects  
for the first part of the thirtieth session of the Council of  
the International Seabed Authority  
(17-28 March 2025)  
*Corrected version, 24 February 2025***

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**A. Introduction**

The first part of the thirtieth session of the Council of the International Seabed Authority (ISA) will be held in Kingston, Jamaica from 17 to 28 March 2024. This note aims at providing information to delegations on the logistical and procedural aspects.

**B. Meeting venue and format**

The first part of the thirtieth session of the Council of the Authority will be held in person at the Jamaica Conference Centre (JCC), located at 14-20 Port Royal Street, Kingston, Jamaica. The JCC, including its conference rooms and other areas, is made available to the International Seabed 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.

Conference Room 1 will be the main meeting room for the Council with breakout meetings and side events hosted in rooms as available.

The Secretariat of the Authority has made available the following webpage for the thirtieth session of the Council: <https://www.isa.org.jm/sessions/30th-session-2025/> Delegates are encouraged to check regularly for updates.

**C. Access for people with disability**

Delegates with disability who require accessible seating during the meetings are kindly requested to bring this to the attention of the Secretariat of the Authority as soon as possible by sending an email to [cgriffiths@isa.org.jm](mailto:cgriffiths@isa.org.jm)

**D. Procedural aspects of the meeting**

***Credentials and Accreditation***

Each member of the Council shall be represented at the meetings of the Council by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required by the delegation.

For planning and registration purposes, delegations are kindly requested to submit legibly scanned copies of their credentials to the Secretary-General via email to [protocol@isa.org.jm](mailto:protocol@isa.org.jm) as soon as possible, but preferably not less than forty-eight (48) hours before the first meeting attended.

Delegations are also requested to bring original hard copy credentials on the first day of attending the meetings of the Council. Submission of original credentials should be done at the Protocol and Credentials Section that is located on the first floor of the Secretariat building.

As a standing agenda item of the Council, the Secretary-General will provide an oral report on the credentials of members of the Council during the meetings.

The Secretariat of the Authority may be contacted at [protocol@isa.org.jm](mailto:protocol@isa.org.jm) for any questions on accreditation/credentials.

### ***Members of the Authority and Observer States to the Authority***

Any member of the Authority not represented on the Council, attending a meeting of the Council, shall submit credentials for the representative appointed by it for this purpose.

Credentials of members of the Council and members not represented on the Council shall be issued either by the Head of State or Government, by the Minister for Foreign Affairs or a person authorized by the Minister. Alternately, 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 thirtieth session, shall be submitted to the Secretary-General, via email to [protocol@isa.org.jm](mailto:protocol@isa.org.jm), pending the submission of the formal credentials.

### ***Observers to the Authority (United Nations, intergovernmental organizations and non-governmental organizations)***

Observers may designate representatives to participate in the deliberations of the Council. For observers, credentials are to be issued by a competent authority within their organization. A sample of a credentials letter for observers can be [downloaded here](https://www.isa.org.jm/wp-content/uploads/2024/07/Sample-credentials-ngos-igos.pdf): <https://www.isa.org.jm/wp-content/uploads/2024/07/Sample-credentials-ngos-igos.pdf>

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

All delegates attending the meetings of the Council will require an ISA-issued identification badge, in order to enter and remain on the premises of the Jamaica Conference Centre (JCC), as well as to enter the meeting rooms and the Secretariat building.

Upon arrival, delegates will be directed by security personnel to the Protocol and Credentials Section on the first floor of the Secretariat building to submit their credentials and to acquire their identification badges. Badges are non-transferable and are valid only for the period indicated thereon. If the badges are lost, delegates will be required to visit the Protocol and Credentials Section to request the issuance of a new badge.

To promote environmental sustainability and as a cost saving measure, delegates are strongly encouraged to return their badges to the Secretariat, in particular the lanyard and the pouch, at the end of the session or the last meeting attended, whichever comes first.

**Collection boxes will be placed inside the meeting room for delegates to deposit their badges prior to leaving the premises on their last day of participation.**

To attend the meetings, all delegates must enter the lobby area of the JCC and present their badge before access is given. Badges must be worn at all times.

For efficiency purposes as well as crowd control, delegates are encouraged to submit via email to [protocol@isa.org.jm](mailto:protocol@isa.org.jm), a quality colour photograph, displaying their full face in front view, against a plain (preferably white) background, so that their access passes may be prepared ahead of their arrival. The photos will be used strictly for the purpose of generating delegates' access passes and will not be used for any other purpose or shared otherwise.

### ***Entry requirements***

As of September 1, 2023, all travellers entering Jamaica are required to complete the Immigration and Customs Declaration (C5) form online, prior to travel. The form is accessible at [www.enterjamaica.com](http://www.enterjamaica.com). This is the official and only authorised site to be used for the submission of the declaration forms.

Furthermore, information on entry requirements to Jamaica can be found on the Government of Jamaica's Passport, Immigration and Citizenship Agency's website at: <https://www.pica.gov.jm/immigration/entry-visa-requirements>. Delegates are strongly encouraged to consult the website to obtain information governing the entry of foreign nationals into Jamaica and visa requirements.

Delegates requiring the Secretariat's assistance with acquiring Jamaican entry visa waivers to attend the first part of the thirtieth session are requested to submit, as soon as possible, legible copies of their passport biodata page, the credentials of representatives and their flight itinerary to the Secretariat at [protocol@isa.org.jm](mailto:protocol@isa.org.jm) but preferably, at least three weeks before their scheduled departure to Jamaica, in order that a request can be made, in a timely manner, to the Government of Jamaica for the issuance of visa waivers. Delegates who require visas to enter Jamaica and arrive at the port of entry without a visa or a visa waiver will be required by the relevant Government authority to pay an immigration processing fee of **USD 350**.

### ***Documentation and interpretation***

The meetings of the thirtieth session will be paperless. Delegates are invited to use their portable devices to access all documentation, including official documents. Pre-session and in-session official documents will continue to be made available on the Authority's website: <https://www.isa.org.jm/session-30-council-part-1-march-2025/>

Documents and materials for the working groups during the meetings of the Council will be placed online and hyperlinked in the indicative programme of work for the Council for ease of reference.

Access to a secured wireless internet connection (Wi-Fi) will be provided.

### ***Statements***

To facilitate verbatim reporting and effective interpretation, delegates are kindly requested to submit copies of their statements (*preferably in Microsoft Word*) to [council@isa.org.jm](mailto:council@isa.org.jm) in advance of the meetings of the Council, but no later than two hours before delivery. The date and number of the meeting and name of the speaker, as well as the relevant agenda item must be indicated in the subject line of the email, and the heading of the statement. Interpretation will be provided in all six (6) official languages of the Authority (Arabic, Chinese, English, French, Russian and Spanish) in the plenary meetings.

In line with past practice, statements made during the meetings, that are shared with the Secretariat, will be posted on the Authority's website, unless indicated otherwise.

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

## **E. Safety and security**

Delegates should follow the safety and security policies issued by the Secretariat of the Authority and comply with requests and instructions from the security officers of the Secretariat.

Participants shall abide by the rules provided in the bulletin on management of the conferences and events of the Authority held in the Jamaica Conference Centre (ISBA/ST/SGB/2023/1), which can be accessed at <https://www.isa.org.jm/wp-content/uploads/2023/06/ISBA-ST-SGB-2023-1.pdf>

Only authorized shuttle services and vehicles with diplomatic plates will be allowed to enter the JCC, including its parking area.

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

### ***Meeting journal***

The journals for the meetings of the Council will be posted on the Authority's website at <https://www.isa.org.jm/sessions/30th-session-2025/> at 8:00 p.m. daily.

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

Media accreditation is strictly reserved for members of the press who represent a bona fide media organization and should be requested online via the Authority's website at:

<https://www.isa.org.jm/media-accreditation/>

The Communications Unit of the Secretariat of the Authority will issue regular e-bulletins featuring highlights and pictures of the Council meetings at <https://www.isa.org.jm/sessions/30th-session-2025/>. 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)

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

### ***Broadcasting***

Meetings of the Council are held in public unless otherwise decided. Access to members of the public is provided through the live streaming platform ISA WebTV in the six (6) official languages of the Authority: <https://www.isa.org.jm/isa-web-tv/>. For reasons of security and safety as well as space limitation in the conference room, the Secretariat regrets that, for the time being, non-accredited members of the public cannot be physically accommodated within the JCC.

Photos of the meetings will be made available at:

<https://www.flickr.com/photos/184741656@N05/albums>

### ***Side events***

Side events will be scheduled daily from 2:00 pm to 3:00 pm.

Side events are only open to accredited delegates attending the meetings of the Authority.

Guidelines for organizers of side events along with the request form can be accessed through the Authority's website: [Guidelines for organizers of Side Events and Request Form](#). For more information on side events, please contact: [sideevents@isa.org.jm](mailto:sideevents@isa.org.jm)

### ***Meetings of Regional Groups, Member states or intersessional groups***

Regional Coordinators, Member states, facilitators or rapporteurs may submit room booking requests via email at [council@isa.org.jm](mailto:council@isa.org.jm) . Due to limited availability of rooms at the JCC, space for meetings will be allocated upon request.

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

The Satya N. Nandan (SNN) Library, located on the second floor of the Secretariat building, is accessible to delegates by appointment only. To schedule an appointment, delegates can email [library@isa.org.jm](mailto:library@isa.org.jm)

Before visiting, delegates are encouraged to search the ISA Digital Library at <https://library.isa.org.jm/>. When arriving at the Secretariat building, delegates should proceed to the Credentials and Protocol Area, where they will be escorted by security personnel to the Library.

## **G. Medical services**

For the duration of the meetings, a Medical Post will be established with a medical team and an ambulance provided by the Host Government 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 2.

For additional concerns, kindly notify the Associate Security and Facilities Officer of the Authority, Sonja Phinn, by telephone at +1 (876) 838-3902 or via email at [sphinn@isa.org.jm](mailto:sphinn@isa.org.jm).

## **H. Accommodation and transportation**

Information on hotels with negotiated rates will be available at the Authority's website:

<https://www.isa.org.jm/sessions/30th-session-2025/>

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 Jamaica Pegasus Hotel, accessible to nearby properties (Courtleigh Hotel & Suites, Liguanea Club, Courtyard by Marriot).

Delegates staying at the Spanish Court Hotel and the AC Hotel by Marriott 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 provider.

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

Further information on logistical and administrative arrangements are available in the Administrative Note at the Authority's website:

<https://www.isa.org.jm/sessions/30th-session-2025/>

Delegates are encouraged to check regularly for updates.

Kingston, Jamaica, 24 February 2025.