



Secretariat

28 May 2025

Secretary-General's bulletin

To: Members of the staff

From: The Secretary-General

Subject: **Organization of the secretariat of the International Seabed Authority**

1. The Secretary-General, for the purposes of establishing the organizational structure of the secretariat of the International Seabed Authority, promulgates the following:

Section 1 Location

2. The secretariat of the Authority, which is one of the three principal organs of the Authority,¹ is located at the seat of the Authority, which is in Jamaica.²

Section 2 Functions

3. The broad functions of the secretariat are as follows:

(a) To provide support to the Secretary-General in fulfilling the functions entrusted to the Secretary-General under the United Nations Convention on the Law of the Sea and the Agreement relating to the Implementation of Part XI of the United Nations Convention on the Law of the Sea of 10 December 1982 and in implementing the mandates provided by members of the Authority;

(b) To produce reports and other documents containing, inter alia, information, analyses, historical background, research findings and policy suggestions that facilitate the deliberations and decision-making by the other principal organs and their subsidiary bodies;

(c) To provide secretariat services to the other principal organs and their subsidiary bodies (e.g. providing secretaries for the Assembly, the Council, the Legal and Technical Commission and the Finance Committee and assisting in planning the work of the sessions, conducting the proceedings and drafting reports);

¹ United Nations Convention on the Law of the Sea, art. 158 (1). The other principal organs are the Assembly and the Council. The Finance Committee is a subsidiary organ of the Assembly. The Legal and Technical Commission is a subsidiary organ of the Council.

² Ibid., art. 156 (4).



(d) To provide meeting services (translation, interpretation and reporting services) to the other principal organs and their subsidiary bodies, in accordance with the policies adopted by the Assembly;

(e) To provide editorial, translation and documents reproduction services for the issuance of documents of the Authority in its official languages, in accordance with the policies adopted by the Assembly;

(f) To support communication initiatives positioning the Authority, including through the dissemination of publicly accessible information;

(g) To provide the programme planning, financial, personnel, legal, management and general services that are essential for the rational selection of work items and the allocation of resources among them and for the effective, economic and efficient performance of the services and functions of the secretariat, within the legal framework of the Convention and the Agreement and of the regulations, rules and policies adopted by the Assembly, as well as in pursuance of the strategic plan of the Authority;

(h) To organize conferences, expert group meetings and seminars on topics of concern to the members of the Authority;

(i) To assist and enable the other principal organs and their subsidiary bodies to carry out the early functions of the Authority between the entry into force of the Convention and the approval of the first plan of work for exploitation, as specified in section 1 of the annex to the Agreement;

(j) To implement the work programmes and policies laid down by the other principal organs and their subsidiary bodies;

(k) To ensure compliance with plans of work for exploration or exploitation approved in the form of contracts;

(l) To acquire scientific knowledge and monitor trends and developments relating to deep seabed mining, marine technology relevant to activities in the Area and world metal market conditions;

(m) To perform the functions of the Enterprise as specified in section 2 of the annex to the Agreement until such time as the Enterprise begins to operate independently.

Section 3

Organizational structure

4. The secretariat is headed by the Secretary-General, who is the chief administrative officer of the Authority.

5. The secretariat consists of the following offices:

- (a) Executive Office of the Secretary-General;
- (b) Office of Legal Affairs;
- (c) Office of Stewardship, Environment and Resources;
- (d) Office of Contract Management and Capacity-building;
- (e) Office of Administrative Services.

6. The responsibilities of each office are set out in sections 6 to 10 of the present bulletin.

Section 4

Coordination

7. Coordination of the work of the secretariat is effected through the Senior Management Group, which is established to assist the Secretary-General in ensuring strategic coherence and direction in the work of the secretariat.

8. The Senior Management Group is chaired by the Secretary-General and comprises the following officials:

- (a) Deputy to the Secretary-General/Chef de Cabinet, Executive Office of the Secretary-General;
- (b) Legal Counsel/Director, Office of Legal Affairs;
- (c) Director, Office of Stewardship, Environment and Resources;
- (d) Director, Office of Contract Management and Capacity-building;
- (e) Head, Office of Administrative Services.

9. The Secretary-General may invite other officials to attend the meetings of the Senior Management Group where necessary. Substitutes may participate by invitation in the case of unavailability of one or more of the members.

10. The Senior Management Group will meet regularly, at least every two weeks. The Executive Office of the Secretary-General will act as secretariat for the Senior Management Group and will carry out the following activities:

- (a) Convene meetings on behalf of the Secretary-General;
- (b) Develop agendas, taking into account suggestions by members, and share the agendas with members before the meetings;
- (c) Prepare summaries of the meetings and follow up on action items.

Section 5

Heads of office

11. The functions of a head of office are as follows:

- (a) To formulate the medium-term plan and programme budget proposals of the office, ensuring that the proposed outputs would fulfil the priority needs and the legislative mandates of the Authority;
- (b) To identify the broad strategies required for the development and implementation of the work programme of the office;
- (c) To appear before the Assembly and the Council and their subsidiary bodies and provide them with information and explanations, as required;
- (d) To ensure that the regulations, rules and administrative instructions of the Authority are followed;
- (e) To carry out management activities or make managerial decisions to ensure the effective, efficient and economic operation of the programme concerned and review the outputs that are being produced;
- (f) To approve reports, communications, decisions, recommendations or other items that are to be approved at the level of a head of office;
- (g) To assist, advise and keep the Secretary-General informed of matters concerning the office;

- (h) To ensure the coordination of activities of the offices performing related tasks;
- (i) To ensure that adequate arrangements are in place for internal control and risk management;
- (j) To ensure that the distribution of work within the office is even and fair among comparable staff and evaluate the performance of staff against agreed performance goals and targets;
- (k) To carry out other tasks as may be assigned by the Secretary-General.

Section 6

Executive Office of the Secretary-General

12. The Executive Office of the Secretary-General is headed by the Deputy to the Secretary-General/Chef de Cabinet and assists the Secretary-General in developing, supervising and coordinating the work programmes and policies and managing the resources of the secretariat, pursuant to the executive directions of the Secretary-General and the relevant directives and decisions of the Council and decisions of the Assembly. The Executive Office is also responsible for protocol and liaison services, communications and press support to the Secretary-General.

13. The specific functions of the Executive Office are as follows:

- (a) To assist the Secretary-General in the exercise of executive directions in relation to the work of the secretariat;
- (b) To coordinate the policy response of the secretariat on substantive matters and ensure internal coordination between substantive offices;
- (c) To coordinate, with the relevant offices, the progress, timely delivery and achievement of the work programmes of the Authority;
- (d) To formulate and monitor the implementation of the strategic plan, the high-level action plan and all related frameworks;
- (e) To coordinate, report on and, as appropriate, manage the delivery of the voluntary commitments established by the Authority in pursuance of the 2030 Agenda for Sustainable Development;
- (f) To coordinate the internal and external strategic communication efforts of the Authority, engage with stakeholders and lead the development of branding initiatives;
- (g) To provide the Secretary-General with day-to-day administrative support, make travel arrangements for the Secretary-General and plan and execute official visits;
- (h) To provide secretariat services to the Senior Management Group;
- (i) To provide guidance and advice on the protocol usage and practice of the Authority, diplomatic etiquette, order of precedence and the use of the Authority's flag and symbol;
- (j) To serve as liaison between the Authority and permanent missions, diplomatic missions and embassies in Jamaica and in New York;
- (k) To coordinate the protocol-related activities of the Secretary-General, including visits by high-level officials and delegations, and the presentation of credentials to the Secretary-General, and support the Secretary-General's participation in bilateral and multilateral meetings where credentials are required;

- (l) To organize official ceremonies, receptions and similar functions;
- (m) To maintain and publish an online booklet of permanent missions to the Authority and ensure that the host Government is advised of any changes;
- (n) To receive credentials from delegations attending meetings of the Authority and coordinate with the Security and Transportation Unit to issue passes to delegates and visitors;
- (o) To serve as liaison with the host Government on protocol matters.

14. The Deputy to the Secretary-General/Chef de Cabinet is in charge of assisting the Secretary-General in driving strategic initiatives and coordinating the work of the secretariat, pursuant to the executive directions of the Secretary-General and the relevant directives and decisions of the Council and decisions of the Assembly. The functions of the Deputy to the Secretary-General/Chef de Cabinet are as follows:

- (a) Provide strategic advice on the Authority's vision, mission and operations, ensuring alignment with organizational objectives and policies;
- (b) Serve as the principal point of contact for coordination with other agencies, members of the Authority and international partners, identifying opportunities for collaboration and synergies;
- (c) Supervise the functioning of the Executive Office of the Secretary-General and the Office of Administrative Services, and provide leadership and direction for, and oversight of, administrative and programmatic operations;
- (d) Oversee budget preparation, resource distribution and performance monitoring to ensure efficient and effective support to the Secretary-General;
- (e) Manage recruitment policies, staff evaluations and professional development initiatives to uphold the Authority's values and standards;
- (f) Ensure effective communication between the Executive Office of the Secretary-General and internal and external stakeholders, keeping senior officials informed of critical developments;
- (g) When required, represent the Secretary-General and the Authority at international, regional and national meetings, articulating organizational priorities and providing expertise;
- (h) Oversee planning processes, ensuring alignment of mandated tasks with component plans and incorporating cross-cutting issues such as gender mainstreaming;
- (i) Facilitate the translation of policy intent into actionable tasks, coordinating with relevant offices and ensuring effective implementation;
- (j) Review and ensure high standards for all outputs and communications from the Executive Office of the Secretary-General, ensuring clarity, objectivity and compliance with relevant mandates;
- (k) Oversee procedures for information analysis, reporting and management to enhance intra-mission communication and ensure timely delivery of outputs;
- (l) Provide thought leadership and strategic support to the Secretary-General in interactions with the Assembly, the Council and subsidiary organs of the Authority;
- (m) Act as principal adviser to the Secretary-General, ensuring coherent policy formulation and implementation across all functional areas;

- (n) Lead efforts to mobilize resources, and develop and maintain sustainable partnerships to support the Authority's activities and objectives;
- (o) Promote the Authority's core values of integrity, professionalism and respect for diversity in all aspects of its work;
- (p) Undertake missions and perform representational duties at the request of the Secretary-General to address emerging challenges and strategic priorities;
- (q) Perform additional responsibilities, as assigned by the Secretary-General.

15. The functions of the Strategic Communications and Global Engagements Unit within the Executive Office are as follows:

- (a) To ensure delivery of strategic communications relating to the mandate and work of the Authority, including through global communications campaigns;
- (b) To provide communications and press office support to the Secretary-General;
- (c) To prepare speeches and statements for the Secretary-General and prepare, or coordinate the preparation of, briefing material for the attention of the Secretary-General;
- (d) To deliver timely, accurate, impartial and freely available information on the Authority's mandate and activities, as well as a series of media services, including media accreditation, to support coverage of the official meetings of the organs of the Authority, and webcasting;
- (e) To build support for the Authority by fostering dialogue with relevant stakeholders, such as members, observers, contractors, civil society, the media, academia and the scientific community, including in relation to the implementation of the deep-sea literacy activities of the Authority;
- (f) To manage the publications programme of the Authority, including by developing a publications strategy, promulgating and maintaining editorial standards and coordinating the clearance, production, printing and distribution of information materials and publications;
- (g) To supervise the design, updating and management of the content of the Authority's website and, in collaboration with other offices, coordinate the provision of content for the website.

Section 7

Office of Legal Affairs

16. The Office of Legal Affairs is the central legal service of the secretariat and provides legal advice to the Secretary-General, the secretariat and the other principal organs of the Authority and their subsidiary bodies. It represents the Secretary-General in judicial proceedings. The Office is also responsible for knowledge management, the Satya N. Nandan Library and the official documentation of the Authority and for managing the provision of conference services for sessions of the Authority.

17. The Office of Legal Affairs provides legal services to the Secretary-General and the secretariat through the provision of legal advice to the Secretary-General, legal representation before bodies, such as the Joint Appeals Board, the United Nations Appeals Tribunal, the International Tribunal for the Law of the Sea, including the Seabed Disputes Chamber, and commercial arbitral tribunals. Its specific functions in that regard are to provide the following services:

- (a) Legal advice to the Secretary-General;
 - (b) General legal advice on matters relating to the administration of the secretariat, including the clearance of procurement contracts, matters under consideration by the Contracts Review Committee, amendments to the staff regulations and rules, the preparation of administrative instructions and other circulars, amendments to the financial regulations and the financial rules, claims by or against the secretariat, liability issues and the insurance requirements of the Authority;
 - (c) General legal advice to other offices or units of the secretariat on matters relating to applications for the approval of plans of work for exploration or exploitation, contracts for exploration or exploitation and their extension, annual reports and periodic review reports submitted by the contractors;
 - (d) Legal and policy advice on external relations, including relationship agreements with other international organizations and scientific and other relevant bodies;
 - (e) Legal advice on all matters relating to the grant and use of privileges and immunities, the relationship with the host Government and other protocol matters;
 - (f) Legal representation before the Joint Appeals Board and the United Nations Appeals Tribunal, as required;
 - (g) Secretariat services to the Joint Appeals Board;
 - (h) Legal representation before the International Tribunal for the Law of the Sea, including the Seabed Disputes Chamber, and commercial arbitral tribunals;
 - (i) Substantive support to workshops and seminars, as appropriate.
18. The Office of Legal Affairs also provides legal services to the other principal organs and their subsidiary bodies. Its specific functions in that regard are as follows:
- (a) To schedule meetings of the other principal organs of the Authority and their subsidiary bodies, prepare information notes and provisional agendas and compile the annual report of the Secretary-General;
 - (b) To provide advice to the other principal organs and their subsidiary bodies, and the officers of such bodies, on the application and interpretation of rules of procedures, as necessary;
 - (c) To organize elections when required (elections to the Council are held every two years, those to the Legal and Technical Commission and the Finance Committee every five years and ad hoc elections are held as required);
 - (d) To provide secretariat services to the Assembly and the Council and their subsidiary bodies;
 - (e) To prepare draft rules, regulations and procedures relevant to the implementation of the Authority's mandates;
 - (f) To draft rules, regulations and procedures for the conduct of activities in the Area for consideration by the relevant organs and subsidiary bodies of the Authority, and review administrative guidelines drafted by other offices and units of the secretariat;
 - (g) To prepare substantive reports and studies on significant legal and policy issues relevant to the Authority's mandate;
 - (h) To organize international workshops and seminars on issues of concern to the Authority;

(i) To facilitate the work of the other principal organs and subsidiary bodies in ensuring compliance by contractors with the terms of contracts for exploration or exploitation.

19. The Office of Legal Affairs is responsible for the Authority's knowledge management. Its specific functions in that regard are as follows:

(a) To develop and facilitate the implementation of an information and knowledge management plan and related procedures, and identify and publicize the relevant platforms;

(b) To support the promotion of knowledge-sharing and an organizational learning culture within the secretariat;

(c) To prepare and coordinate the implementation of policies, standard operating procedures and guidelines for managing the internal electronic records and work outputs;

(d) To keep terminology, taxonomies, ontologies, indexing and other classification systems and structures up to date.

20. The Office of Legal Affairs is responsible for the Authority's library and archives and for overseeing the processing and production of the official documents of the Authority. The Office also manages the provision of conference services for sessions of the Authority. Its specific functions in that regard are as follows:

(a) To maintain and develop the Satya N. Nandan Library as a primary resource for information on deep seabed mining and the international law of the sea;

(b) To supervise the preparation of official documents and ensure a timely and cost-efficient workflow for the production of documents, including by liaising with the United Nations editorial and translation services;

(c) To maintain an archive of the official documentation and audio and/or video recordings of the sessions of the Authority;

(d) To manage the provision of meeting services (translation, interpretation and reporting) to the other principal organs and their subsidiary bodies.

Section 8

Office of Stewardship, Environment and Resources

21. The Office of Stewardship, Environment and Resources provides scientific and technical input for the development and implementation of the rules, regulations and procedures for the conduct of activities in the Area. The Office also coordinates the collection, analysis and dissemination of geological, biological, environmental and technological data and information on the Area and its resources, including through the development and maintenance of the Authority's database systems. It supports the development and implementation of regional environmental management plans, environmental impact assessments and environmental monitoring and the development of environmental standards and guidelines. It also supports the work of the Authority in promoting and encouraging the conduct of marine scientific research in the Area by developing collaborations with members of the Authority and international organizations and disseminating the results of scientific research and analysis.

22. The specific responsibilities of the Office of Stewardship, Environment and Resources are as follows:

- (a) To develop and maintain the Authority's database systems, including DeepData, on the resources of the Area, the marine environment and other technical matters relating to the resources of the Area;
- (b) To collect and evaluate data and information, including information provided by contractors, relevant to the protection of the marine environment from the impacts of activities in the Area;
- (c) To facilitate the work of the other principal organs and subsidiary bodies in ensuring compliance by contractors with the terms of contracts for exploration or exploitation, in particular those relating to environmental monitoring programmes, mineral resource exploration and mining technologies;
- (d) To evaluate information and data relating to the areas reserved for the Authority;
- (e) To assess available data relating to prospecting and exploration for resources of the Area;
- (f) To provide technical support as required to the Legal and Technical Commission, in particular in the evaluation of activity reports by contractors and in the review of technical aspects of plans of work for exploration or exploitation;
- (g) To prepare technical recommendations for improving the standardization of environmental data and information;
- (h) To provide appropriate technical support to the organs of the Authority in developing regulations and recommendations for the guidance of contractors, as required;
- (i) To prepare technical recommendations relating to the development of environmental management plans and environmental monitoring programmes during exploration and exploitation;
- (j) To promote and encourage the conduct of marine scientific research with respect to activities in the Area, including through international collaborative projects, and disseminate the results of such research and analyses;
- (k) To lead the implementation of the action plan of the International Seabed Authority in support of the United Nations Decade of Ocean Science for Sustainable Development;
- (l) To lead agreed processes relating to the development and implementation of regional environmental management plans;
- (m) To monitor and review trends and developments relating to deep seabed mining activities, including technological developments;
- (n) To assess technological developments relevant to activities in the Area, in particular technology relating to the protection and preservation of the marine environment and deep ocean observations;
- (o) To publish substantive reports and studies on significant technical issues relevant to the Authority's mandate;
- (p) To organize international workshops and seminars on issues of concern to the Authority.

Section 9**Office of Contract Management and Capacity-building**

23. The Office of Contract Management and Capacity-building serves as the principal point of contact between contractors, sponsoring States and the secretariat, providing sound advice, input and support to the Secretary-General in managing: (a) applications for approval of plans of work for exploration or exploitation; (b) exploration and exploitation contracts and extensions thereto; (c) prospecting activities; (d) reviews of five-year periodic reports submitted pursuant to the contracts; and (e) information and data provided by contractors. The Office ensures effective communication between contractors, sponsoring States and the secretariat, and provides appropriate support to the Legal and Technical Commission in reviewing contractors' annual reports and environmental impact statements. The Office manages the Seabed Mining Register, provides administrative services and support to inspectors, identifies potential non-compliance issues and develops the risk assessment and management system. It also supports the development and implementation, where required, of standards and guidelines, as well as standard operating procedures relating to regulatory management of contractors' activities.

24. The Office provides advice, input and support to the Secretary-General in developing, managing and implementing the strategies and initiatives of the Authority relating to training and capacity-building programmes. It coordinates the implementation of the contractor training programme in collaboration with contractors and relevant member States.

25. The functions of the Compliance Assurance and Regulatory Management Unit are as follows:

(a) To process and coordinate matters relating to prospecting, process and coordinate the preliminary evaluation of applications for approval of plans of work for exploration or exploitation, as well as applications for the extension of related contracts, and develop and implement the relevant standard operating procedures;

(b) To draw up contracts for exploration or exploitation and develop standard operating procedures for drawing up such contracts;

(c) To account for and report on fees and charges paid by contractors and applicants for approval of plans of work for exploration or exploitation, with assistance from the Office for Administrative Services;

(d) To coordinate the development and management of the Seabed Mining Register and perform other functions related thereto;

(e) To manage, in collaboration with the Office of Legal Affairs, the production and administration of regulatory standards, including standards and guidelines to support the regulatory regime;

(f) To maintain and promote sufficient communication, coordination and collaboration between contractors, sponsoring States and the secretariat and, where appropriate, to facilitate communication between contractors and the Legal and Technical Commission, including by organizing regular consultations and meetings on general or specific issues among contractors, sponsoring States and the secretariat;

(g) To develop, maintain and update the procedure for the standardized management of reports and information received from contractors, using the Seabed Mining Register and the appropriate available technology, in accordance with best international practice, and ensure the safe custody and confidentiality of all documents, data and information submitted in connection with contracts and applications for approval of plans of work;

(h) To develop risk management policy, including an organizational risk framework (quality and safety management system) and risk register to help with the assessment and management of risks identified by, or brought to the attention of, the Authority in relation to its role as a regulator;

(i) To coordinate the review of annual reports, five-year periodic reports from contractors, and environmental impact statements; coordinate and manage matters relating to the renunciation of rights by contractors and termination of sponsorship by sponsoring States; and provide appropriate support to the Legal and Technical Commission in reviewing annual reports and environmental impact statements;

(j) To develop relevant standard operating procedures, identify potential non-compliance issues and develop a quality assurance and control system in order to verify the quality of data and information received from contractors;

(k) To act as a focal point for any questions from applicants and contractors arising in connection with the rules, regulations and procedures relating to prospecting, exploration and exploitation in the Area, including the standards and guidelines issued by the organs of the Authority; assess the regulatory impact of those rules, regulations and procedures and make any recommendations for their revision; and draft administrative guidelines for contractors in relation to their activities and facilitate the development of standard operating procedures for specific processes in relation to those activities;

(l) To collect statistics on the global consumption, and imports and exports, of the commodities produced from the categories of minerals to be derived from the Area; conduct regular analysis of world metal market conditions and metal prices, trends and prospects; collect information on the largest investments in preparation for, and in the conduct of, activities in the Area; and compile on a biennial basis indicative lists of members of the Authority qualified for election in each group of the Council.

26. The functions of the Capacity-building Unit are as follows:

(a) To coordinate the implementation of the capacity-building strategy, initiatives and programmes of the Authority, and promote and ensure gender balance in those initiatives and programmes;

(b) To improve deep-sea literacy in support of member States and national development objectives through better awareness and understanding of the legal regime of the Area and the role and mandate of the Authority;

(c) To serve as an administrative focal point by liaising with national focal points on matters relating to capacity-building for developing States;

(d) To coordinate the implementation of the training programmes provided by contractors, provide support to the Legal and Technical Commission in selecting the candidates for the relevant training opportunities and report on the outcomes;

(e) To support the development of standards, guidelines and standard operating procedures relating to training and capacity-building programmes and activities;

(f) To coordinate with other offices and provide support to the joint training and research centres or other national or regional training and research centres established by the Authority along with the relevant member State;

(g) To coordinate with other offices on the management of the International Seabed Authority Partnership Fund and provide support to the International Seabed Authority Partnership Fund Board;

- (h) To coordinate, manage and implement training and capacity-building programmes financed by the Partnership Fund;
- (i) To coordinate, and provide support in relation to, training and capacity-building workshops organized by the secretariat;
- (j) To foster strategic partnerships and coordinate the collaboration and participation of the secretariat in capacity-building workshops, programmes and activities organized by member States, other organizations and partners;
- (k) To manage the e-learning programme and Deep Dive platform;
- (l) To manage and coordinate the internship programme;
- (m) To manage data, information and publications relating to the training and capacity-building programmes and manage an alumni network of past trainees and participants in the capacity-building programmes.

Section 10

Office of Administrative Services

27. The Office of Administrative Services provides support to the secretariat in the following areas: budget/oversight and finance; human resource management; procurement; information and communications technology; security and transportation; and premises management and maintenance.

28. The functions of the Budget/Oversight Unit and the Finance Unit are as follows:

- (a) To prepare the draft administrative budget of the Authority for each financial period;
- (b) To provide the support needed to programme managers to assist them with formulating the drafts of the proposed budget and financial performance reports and to assist the head of the office with completing coordinated submissions to the Senior Management Group;
- (c) To administer and ensure strict compliance with the financial regulations and the financial rules of the Authority;
- (d) To establish and apply the budgetary and accounting policies and procedures of the Authority;
- (e) To ensure sound financial management and ensure that adequate control mechanisms are established to protect the payment systems, bank account balances and investments of the Authority;
- (f) To account for the use made of the Authority's financial resources and report thereon to the appropriate organs of the Authority and their subsidiary bodies;
- (g) To facilitate deliberations by the Assembly, the Council and the Finance Committee in relation to planning, programming, budgeting and accounting matters and provide secretariat services to the Finance Committee;
- (h) To notify members of the Authority of their assessed contributions and improve the timeliness of payment of assessed and voluntary contributions;
- (i) To process the payment of salaries and related allowances, benefits and entitlements to the Authority's staff, process payments to vendors and other contractors and effect other payments in respect of the financial obligations of the Authority;
- (j) To administer the voluntary trust funds of the Authority;

(k) To ensure the alignment of risk management with internal control measures and audit-related matters.

29. The functions of the Human Resources Management Unit are as follows:

(a) To support the selection, retention and development of staff of the highest competence and integrity, taking into account the provisions of articles 167 and 168 of the Convention;

(b) To provide effective client services on cross-cutting human resources-related issues, including policy, advisory services, the administration of entitlements, the implementation of a staff selection process, the performance management and development system, staff development, travel and visa management;

(c) To provide advice and support for the development of human resources management policies, job classification, staff selection, succession planning, staff induction and separation and consultations between staff and management and maintain the official status files of staff members;

(d) To implement personnel rules, policies and programmes, guide and advise staff and managers in the performance of their roles and responsibilities and take or recommend corrective measures or sanctions, as appropriate, to improve management practices and increase the efficiency of work;

(e) To provide and maintain human resources data for reporting and other administrative purposes;

(f) To develop policies and practices for the provision of healthcare to staff;

(g) To administer the staff group health and life insurance programmes;

(h) To promote staff welfare and security, including through adequate consultations between staff and management, and the application of transparency, responsibility, accountability, due process, equity and fairness in the management of human resources.

30. The functions of the Procurement Unit are as follows:

(a) To take all actions necessary for the acquisition of products and services, including for structural works;

(b) To ensure the oversight and management of service and supply contracts, including those relating to the headquarters of the Authority and the Jamaica Conference Centre, and to monitor compliance with, and the effective implementation of, contractual terms and conditions;

(c) To administer the property and liability insurance of the Authority.

31. The functions of the Information and Communications Technology Unit are as follows:

(a) To conceptualize, design, execute and maintain the overall information and communications technology infrastructure network, including the technical aspects of web-related activities for the Authority, while maintaining appropriate levels of security;

(b) To provide technical and policy guidelines and advice regarding the use and operation of the network and associated peripherals and equipment;

(c) To coordinate with relevant organizational units to request inputs and devise strategies and approaches in order to ensure that the secretariat works in an integrated, consistent and coherent manner on all matters relating to information and communications technology;

(d) To ensure that the existing information and communications technology infrastructure has the capacity for growth and the capability to remain relevant and keep pace with the changes and trends in technological advancement;

(e) To contribute to the development of institutional memory and databank reference materials by providing information and communications technology infrastructure that is accessible and up to date in accordance with the policies, strategies and objectives of the Authority;

(f) To assess the overall effectiveness of the network architecture and make needed changes in the existing approach and techniques employed in order to ensure that they are current and fully updated in line with international operational standards and service levels and have the capacity to respond quickly to changing conditions, with minimal cost impact;

(g) To provide 24/7 support for secretariat-wide business applications, such as email, software applications and information and management systems for personnel, and other administrative functions.

32. The functions of the Security and Transportation Unit are as follows:

(a) To maintain a safe, secure and healthy working environment for all staff and visitors to the Authority's headquarters;

(b) To provide administrative, logistical, and safety and security support for all conferences, workshops, seminars and other meetings of the Authority, as required;

(c) To maintain a business continuity plan and an emergency response plan;

(d) To coordinate with the Department of Safety and Security of the United Nations, and plan and implement a security, fire prevention and safety programme for the protection of staff, delegates and visitors to the Authority's headquarters and for the physical assets of the Authority;

(e) To maintain liaison with Jamaican law enforcement authorities to ensure the protection of the Secretary-General, other officials of the Authority and visiting dignitaries, in accordance with the provisions of the Agreement between the International Seabed Authority and the Government of Jamaica regarding the Headquarters of the International Seabed Authority;

(f) To provide personal protective security to the Secretary-General and high-level officials on both a continuous and ad hoc basis;

(g) To secure and manage the physical assets of the Authority, including the establishment of systems for storing and maintaining an inventory of those resources, and investigate any losses, thefts, accidents, property damage claims and other incidents;

(h) To liaise with the governmental agencies of Jamaica, and where necessary other service providers, on the maintenance of the headquarters of the Authority;

(i) To maintain and operate a transportation service for the Authority;

(j) To manage and monitor the programme of outsourced preventive maintenance, mechanical repairs and auto body repairs;

(k) To monitor and report on the performance, use, fuel consumption and serviceability of the official vehicles.

Section 11

Norms established for organizational nomenclature

33. The norms established for various terms are as follows:

(a) An office is a major organizational unit of the secretariat. Except for the Executive Office of the Secretary-General, which is headed by the Deputy to the Secretary-General/Chef de Cabinet at the D-2 level, and the Office of Administrative Services, which is headed by a staff member at the P-5 level reporting to the Deputy to the Secretary-General/Chef de Cabinet, each office is headed by a Director at the D-1 level. The Deputy to the Secretary-General/Chef de Cabinet and the Directors are accountable to the Secretary-General;

(b) A unit consists of a minimum of one post in the Professional and higher categories. Where there is a demonstrated need for recognition outside the office to which the unit belongs, the unit is headed by a chief of unit.

34. The following acronyms may be seen in use at the secretariat:

EOSG	Executive Office of the Secretary-General
OLA	Office of Legal Affairs
OSER	Office of Stewardship, Environment and Resources
OCMC	Office of Contract Management and Capacity-building
OAS	Office of Administrative Services

Section 12

Final provisions

35. The present bulletin shall enter into force on 28 May 2025.

36. The Secretary-General's bulletin [ISBA/ST/SGB/2022/2](#) dated 30 September 2022 is hereby replaced.

(Signed) Leticia **Carvalho**
Secretary-General

Annex

Main functions of the Authority under section 1, paragraph 5, and section 2, paragraph 1, of the annex to the Agreement relating to the Implementation of Part XI of the United Nations Convention on the Law of the Sea of 10 December 1982

1. In accordance with section 1, paragraph 5, of the annex to the Agreement relating to the Implementation of Part XI of the United Nations Convention on the Law of the Sea of 10 December 1982, between the entry into force of the Convention and the approval of the first plan of work for exploitation of seabed minerals, the Authority is to concentrate on the following:

(a) Processing of applications for approval of plans of work for exploration in accordance with part XI of the Agreement;

(b) Implementation of decisions of the Preparatory Commission for the International Seabed Authority and for the International Tribunal for the Law of the Sea relating to the registered pioneer investors and their certifying States, including their rights and obligations, in accordance with article 308, paragraph 5, of the Convention and resolution II, paragraph 13;

(c) Monitoring of compliance with plans of work for exploration approved in the form of contracts;

(d) Monitoring and review of trends and developments relating to deep seabed mining activities, including regular analysis of world metal market conditions and metal prices, trends and prospects;

(e) Study of the potential impact of mineral production from the Area on the economies of developing land-based producers of those minerals that are likely to be most seriously affected, with a view to minimizing their difficulties and assisting them in their economic adjustment, taking into account the work done in this regard by the Preparatory Commission;

(f) Adoption of rules, regulations and procedures necessary for the conduct of activities in the Area as they progress. Notwithstanding the provisions of annex III, article 17, paragraph 2 (b) and (c), of the United Nations Convention on the Law of the Sea, such rules, regulations and procedures shall take into account the terms of the Agreement, the prolonged delay in commercial deep seabed mining and the likely pace of activities in the Area;

(g) Adoption of rules, regulations and procedures incorporating applicable standards for the protection and preservation of the marine environment;

(h) Promotion and encouragement of the conduct of marine scientific research with respect to activities in the Area and the collection and dissemination of the results of such research and analysis, when available, with particular emphasis on research related to the environmental impact of activities in the Area;

(i) Acquisition of scientific knowledge and monitoring of the development of marine technology relevant to activities in the Area, in particular technology relating to the protection and preservation of the marine environment;

(j) Assessment of available data relating to prospecting and exploration;

(k) Timely elaboration of rules, regulations and procedures for exploitation, including those relating to the protection and preservation of the marine environment.

2. In accordance with section 2, paragraph 1, of the annex to the Agreement, the functions of the Enterprise (established under article 170 of the Convention) are to be performed by the secretariat until such time as the Enterprise begins to operate independently. These functions are as follows:

(a) Monitoring and review of trends and developments relating to deep seabed mining activities, including regular analysis of world metal market conditions and metal prices, trends and prospects;

(b) Assessment of the results of the conduct of marine scientific research with respect to activities in the Area, with particular emphasis on research related to the environmental impact of activities in the Area;

(c) Assessment of available data relating to prospecting and exploration, including the criteria for such activities;

(d) Assessment of technological developments relevant to activities in the Area, in particular technology relating to the protection and preservation of the marine environment;

(e) Evaluation of information and data relating to areas reserved for the Authority;

(f) Assessment of approaches to joint-venture operations;

(g) Collection of information on the availability of trained staff;

(h) Study of managerial policy options for the administration of the Enterprise at different stages of its operations.
