INTERNATIONAL SEABED AUTHORITY

DELEGATES HANDBOOK 2025

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INTRODUCTION

The present booklet contains information of a general nature about the administration, security, logistics and other practicalities during the meetings of the main bodies of the International Seabed Authority throughout the thirtieth session.

The present version is applicable for the second part of the thirtieth session convened in June and July 2025. It will be updated before the thirty-first session in 2026.

Suggestions for changes to the booklet should be addressed to the Communications Unit at media@isa.org.jm.

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MESSAGE FROM MADAM SECRETARY-GENERAL

As we convene for the thirtieth session of the International Seabed Authority, we face a world grappling with complex challenges. It is important that we seize this moment to strengthen multilateral collaboration and address pressing issues with renewed dedication.

The International Seabed Authority stands as a crucial platform for fostering cooperation and driving impactful action on the common heritage of humankind. With the collective commitment of all participants, we can bridge divides and forge common solutions for the sustainable management of our shared seabed resources.

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This session of the Council will build upon the significant work undertaken during Parts I and II of the twenty-ninth session, primarily focusing on advancing negotiations related to the draft exploitation regulations. Crucially, the main bodies of the Authority will also dedicate their efforts to collaboratively establishing a robust and transparent process for the Authority's evaluation and approval of applications for plans of work for exploitation, acknowledging the importance of this process while the full exploitation regulations are being finalized.

The Delegates handbook before you is designed to be a valuable resource for all participants, offering essential information to support the efficient conduct of our meetings. I am confident that this edition will be informative and will contribute to the success of our deliberations.

I look forward to working alongside you all and extend my best wishes for a productive and impactful session.

Leticia Carvalho
Madam Secretary-General

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30TH SESSION 2025

BASIC INFORMATION

PART I

Legal and Technical Commission
3 – 14 March 2025

Council
17 – 28 March 2025

PART II

Legal and Technical Commission
23 June – 4 July 2025

Finance Committee
2 – 4 July 2025

Council
7 – 18 July 2025

Assembly
21 July – 25 July 2025

Wi-Fi network:

Network identity: SEABED30
Password: I$A2025!

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REFERENCE BOOKS

The law of the sea: compendium of basic documents

Selected decisions and documents of the twenty-ninth session

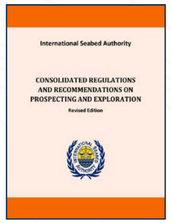
عربي

中國人

Espagnol

Français

Русский

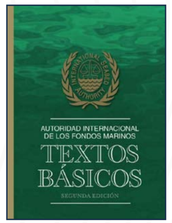


Consolidated regulations and recommendations on prospecting and exploration

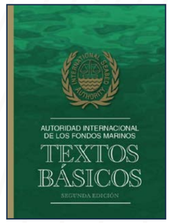
Reglamentos y recomendaciones consolidados sobre prospección y exploración

Recueil de règlements et de recommandations relatifs à la prospection et à l'exploration

International Seabed Authority: basic texts



Autoridad internacional de los fondos marinos: textos básicos



Autorité internationale des fonds marins: documents fondamentaux

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WORKING DOCUMENTS OF THE THIRTIETH SESSION

- Official documents of the thirtieth session

ASSEMBLY

- Provisional agenda of the Assembly
- Indicative programme of work

COUNCIL

- Agenda of the Council
- Indicative programme of work
- President's briefing note for 2nd part 30th session
- Friends of the President (updating soon)

LEGAL AND TECHNICAL COMMISSION

- Agenda of the Legal and Technical Commission

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- THE HEADQUARTERS OF THE INTERNATIONAL SEABED AUTHORITY
- REQUIREMENTS TO ENTER JAMAICA
- VISA WAIVERS
- TRANSPORTATION AND ACCESS TO THE HEADQUARTERS
- PARKING
- ACCESS FOR PEOPLE WITH DISABILITY
- PROTOCOL AND CREDENTIALS
- ISSUANCE OF PASSES
- TRAVEL ARRANGEMENTS FOR DELEGATIONS OF THE LEAST DEVELOPED COUNTRIES

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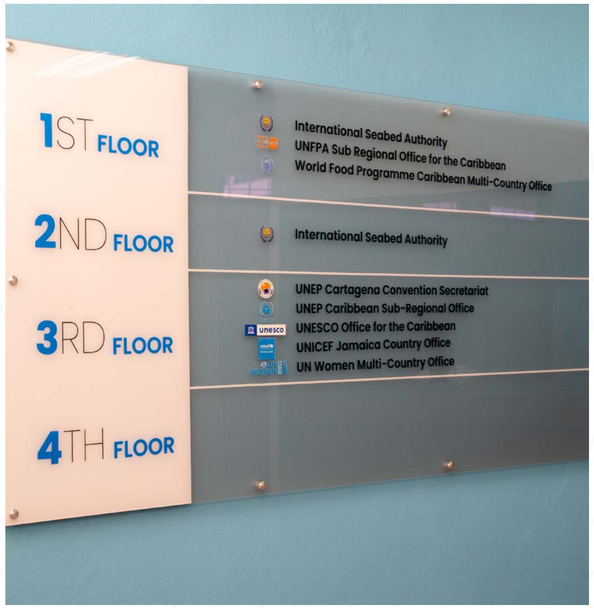
The headquarters of the International Seabed Authority



The headquarters of the Authority is located in downtown Kingston in building block 11, which is set to become the United Nations House for almost all UN agencies operating in Jamaica, such as the United Nations Population Fund, the World Food Programme, the United Nations Environment Programme, the United Nations Educational, Scientific and Cultural Organization, United Nations Children's Fund and UN-Women.

The headquarters is adjacent to the Jamaica Conference Centre (JCC). JCC has five conference rooms, three caucus rooms, a reception foyer, a two-story dining block, two delegates' lounges and administrative offices.

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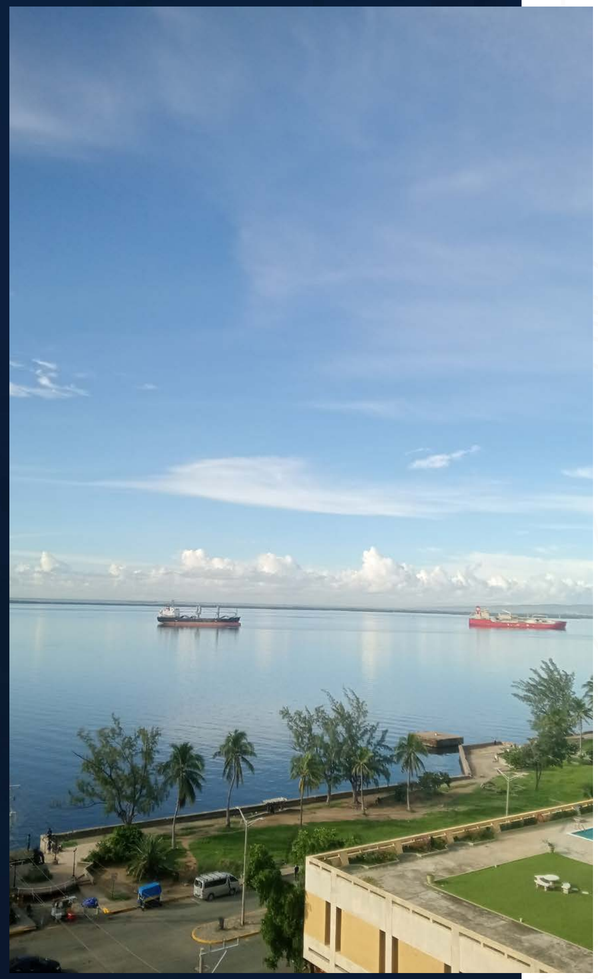

Requirements to enter Jamaica

As of 1 September 2023, all travellers entering Jamaica are required to complete the Immigration and Customs Declaration (C5) form online prior to travel.

Information on entry requirements to Jamaica can be found on the website of the Government of Jamaica's Passport, Immigration and Citizenship Agency.

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Visa waivers

Delegates requiring the Secretariat's assistance in obtaining Jamaican entry visa waivers for the first part of the thirtieth session must submit the following documents:

- a legible copy of their passport biodata page
- credentials of representatives
- flight itinerary.

Please email these documents to the Secretariat at protocol@isa.org.jm, preferably at least three weeks before departure.

Delegates who require a visa and arrive in Jamaica without a visa or a visa waiver will be required by the relevant authorities to pay an immigration processing fee of USD350.

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Transportation and access to the headquarters

The participants in the meetings of the main bodies of the Authority stay in several hotels and accommodations that are in close proximity to each other. A properly identified daily shuttle service will be available to transport delegates to and from the JCC.

During the meetings of the Assembly and the Council, the assembly point for transportation to and from the headquarters is the Pegasus Hotel.

During the meetings of the Legal and Technical Commission, the assembly point is at the Courtleigh Hotel & Suites.

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During the meetings of the Finance Committee, the assembly point is at the Courtleigh Hotel & Suites.

During the first day of the meetings, the participants are advised to be ready at the assembly points at 08:00 where the bus will be waiting.

During all other days, the participants are advised to be ready at the assembly points at 09:15.

Please be advised that the cost for transportation during the meetings of the Council is USD10 for a round trip or USD5 one way.

Those participants who are staying in the ROK Hotel or adjacent accommodations may walk to the venue through the bridge on the second floor of the ROK Hotel or the garage accessed on King Street for pedestrians or Church Street for drivers and pedestrians.

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Parking

Delegations of Member States of the Authority bearing diplomatic plates may park within the main JCC parking lot located on the grounds.

Access for people with disability

Participants with a disability who require accessible seating during the meetings are kindly requested to contact the Secretariat of the Authority as soon as possible at cgriffiths@isa.org.jm.

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Protocol and credentials

The Authority maintains a Protocol Service at its headquarters. The Manual of protocol in English, French and Spanish is available online.

Members and observers of the Authority are required to submit to the Secretariat at protocol@isa.org.jm the original credentials signed by their representatives to gain unconditional admission to the Assembly and Council meetings.

The rules on credentials are set out in Part IV, Rules 23 to 26 of the Rules of Procedure of the Assembly of the Authority and Part III, Rules 16 to 21 of the Rules of Procedure of the Council of the Authority.

Credentials should be submitted as soon as possible but not less than 48 hours before the first meeting attended.

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Issuance of passes

The issuance of passes is authorized by the Protocol Service and processed by the Pass and Identification Unit of the Authority.

Participants will be issued colour-coded ground passes on the first day of meetings.

Secretariat	red
Heads of delegations	blue
Members of delegations	yellow
Legal and Technical Commission	green
Finance Committee	orange
Media	brown
Visitors	white

Please report missing ground passes to the Security without delay.

On the final day, participants are kindly requested to return their passes in the designated drop-off boxes located at the venue exit.

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Travel arrangements for delegations of the least developed countries

To facilitate the participation of delegations from developing and least developed countries in the meetings of the Council, the Authority provides funding from the Voluntary Trust Fund based on the availability of resources. The allocation is governed by the provisions outlined in the Annex to the Decision of the Assembly of the International Seabed Authority relating to financial and budgetary matters (2017).

To ensure adequate processing time and resource allocation, requests for assistance must be formally submitted to the Secretary-General no later than three months prior to the commencement of the meeting on madamsecretary-general@isa.org.jm.

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II. ASSEMBLY, COUNCIL, LEGAL AND TECHNICAL COMMISSION AND THE FINANCE COMMITTEE OF THE INTERNATIONAL SEABED AUTHORITY

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- THE COUNCIL OF THE INTERNATIONAL SEABED AUTHORITY
- THE LEGAL AND TECHNICAL COMMISSION OF THE INTERNATIONAL SEABED AUTHORITY
- THE FINANCE COMMITTEE OF THE INTERNATIONAL SEABED AUTHORITY
- SECRETARIAT AND THE MEETINGS OF THE BODIES OF THE AUTHORITY

The Assembly of the International Seabed Authority

The Rules of Procedure govern the work of the Assembly.

On **21 July 2025, H.E. Mr. Dwight C. R. Gardiner (Antigua and Barbuda) was elected President of the Assembly for the thirtieth** session pursuant to Rule 27.

On **21** July 2025, the Assembly elected **Fiji** (Asia-Pacific States), **The Netherlands** (Western European and Other States) and **Ghana (African Group)** as the Vice-Presidents of the session pursuant to Rule 28.

Pursuant to Rule 28, the President and the Vice-Presidents will work in that capacity until the election of their successors.

The President and the Vice-Presidents do not have offices on the premises of the Authority. They can be reached at assembly@isa.org.jm.

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The Council of the International Seabed Authority

The Rules of Procedure govern the work of the Council.

On 17 March 2025, the Council elected Duncan Muhumuza Laki (Uganda) as the President for the thirtieth session pursuant to Rule 22.

On 17 March 2025, the Council elected Brazil (Latin American and Caribbean States) and France (Western European and Others Group) as the Vice-Presidents of the session pursuant to Rule 22.

On 19 March 2025, the Council elected Singapore (Asia and the Pacific Group) as Vice-President.

The President and the Vice-Presidents do not have offices on the premises of the Authority. They can be reached via the Secretary of the Council at council@isa.org.jm.

On 10 January 2025, the provisional agenda of the Council for the session was released.

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The Legal and Technical Commission of the International Seabed Authority

The Rules of Procedure govern the work of the Legal and Technical Commission.

In 2023, the members of the Legal and Technical Commission elected Erasmo Lara Cabrera as the Chair and Sissel Eriksen as the Vice-Chair pursuant to Rule 16.

On 22 November 2024, the provisional agenda of the Legal and Technical Commission for the session was released.

The Chair and Vice-Chair can be reached via the Secretary of the Legal and Technical Commission at ola@isa.org.jm.

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The Finance Committee of the International Seabed Authority

The Rules of Procedure govern the work of the Finance Committee.

On 2 July 2025, the members of the Finance Committee elected Kenneth Wong (Canada) as the Chair and Anastasia Francilia Akubor (Nauru) as the Vice-Chair of the Committee.

On 25 April 2025, the Provisional agenda of the Finance Committee for the session was released.

Provisional agenda of the Finance Committee

The Chair and Vice-Chair can be reached via the Secretary of the Finance Committee at: pvidal@isa.org.jm.

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Secretariat and the meetings of the bodies of the Authority

The Secretary-General acts in her capacity as Chief Administrative Officer of the Authority at all meetings of the bodies.

Overall responsibilities for the work of the Secretariat in connection with the meetings of the Authority are vested in the Office of Legal Affairs.

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Questions relating to the work of the Assembly should be referred to the Secretary to the Assembly,

Gwenaelle Le Gurun
assembly@isa.org.jm

Questions relating to the work of the Council should be referred to the Secretary to the Council,

Marcelino Miranda
council@isa.org.jm

Questions relating to the work of the Legal and Technical Commission should be referred to the Secretary to the Legal and Technical Commission,

Talatu Akindolire
ola@isa.org.jm

Questions relating to the work of the Finance Committee should be referred to the Secretary to the Finance Committee,

Pablo Andres Vidal
pvidal@isa.org.jm

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III. CONFERENCE SERVICES

- SCHEDULE AND THE VENUE OF MEETINGS
- SEATING ARRANGEMENTS
- SUBMISSION OF WORKING DOCUMENTS AND STATEMENTS
- MEETINGS OF REGIONAL GROUPS, DELEGATIONS OR WORKING GROUPS
- SIDE EVENTS SCHEDULE
- TRANSLATION, EDITING AND INTERPRETATION SERVICES
- DAILY BULLETINS

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Schedule and the venue of meetings

Body of the Authority	Location	Time
Assembly	The Kenneth Rattray conference room	10:00-13:00 15:00-18:00
Council	The Kenneth Rattray conference room	10:00-13:00 15:00-18:00
Legal and Technical Commission	Conference room 4	10:00-13:00 15:00-18:00
Finance Committee	Conference room 3	10:00-13:00 15:00-18:00

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Seating arrangements

The Secretariat is in charge of seating arrangements. In accordance with established practice, the English alphabetical order of names of countries is followed in the Assembly and Council meetings.

The alphabetical order of names of experts is followed in the Legal and Technical Commission and the Finance Committee meetings.

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Submission of working documents and statements

Please submit textual proposals to the Draft Exploitation Regulations to council@isa.org.jm.

Please submit official and national statements at least 24 hours prior to delivery to ensure that the interpreters have a copy to assembly@isa.org.jm for the meetings of the Assembly and council@isa.org.jm for the meetings of the Council.

Please submit intersessional group reports to council@isa.org.jm.

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Meetings of regional groups, delegations or working groups

The meetings of regional groups, delegations or working groups should be announced to the Secretariat at least a day before such meeting.

As meeting space at the JCC is limited, rooms will be allocated based on availability and upon request.

Regional coordinators, Member States, facilitators or rapporteurs may submit room booking requests to assembly@isa.org.jm or council@isa.org.jm, depending on the event.

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Side events

Side events will be convened exclusively during the meetings of the Assembly. **Check the side events list here.**

Delegates and stakeholders wishing to organize a side event are kindly requested to submit their application no later than 30 June 2025. The schedule of approved side events will be published on the official website following the allocation of time slots by the Side Events Committee. Publication is expected by 4 July 2025.

For further information, including detailed guidance and the application form, please refer to the Guidelines for organizers of side events and Request Form.

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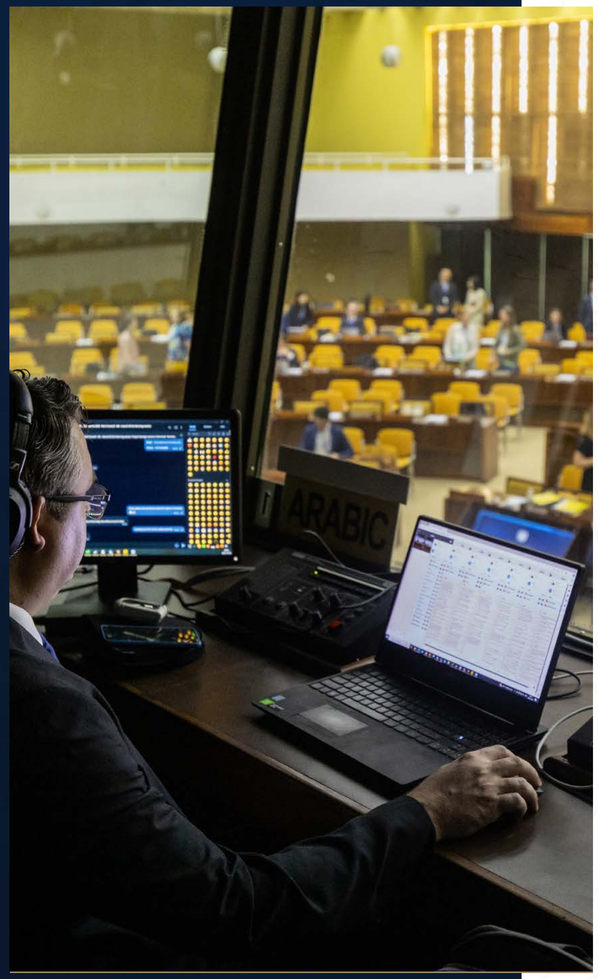

Translation, editing and interpretation services

The Secretariat collaborates with the United Nations Department for General Assembly and Conference Management for the translation of official documents. To ensure timely processing, documents requiring translation must be submitted on pre-agreed dates.

The Secretariat also arranges interpretation services in all six official languages of the Authority. Interpretation is available daily from 10:00 to 18:00, with an additional 10-minute courtesy extension for wrap-up matters when necessary.

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To facilitate accurate interpretation and effective communication, speakers are requested to

- submit speeches and relevant documents in advance
- speak at a moderate pace
- pause for five seconds before beginning their remarks.

To ensure timely processing, documents requiring the attention of interpreters and rapporteurs must be submitted by 24 hours prior to delivery.

Daily bulletins

IISD Earth Negotiations Bulletins will provide daily summaries of the meetings in English. Photos will be placed on the Flickr account of the Authority.

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IV. MEDIA, PUBLIC AND LIBRARY SERVICES

- SPOKESPERSON OF THE AUTHORITY
- PRESS CONFERENCES AND MEDIA BRIEFINGS
- MEDIA SERVICES AND FACILITIES
- ACCESS TO DELEGATES
- PUBLIC OUTREACH AND WEBTV
- LIBRARY SERVICES

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Spokesperson of the Authority

Only the Head of Communications is allowed to make public statements on behalf of the Authority.

Press conferences and media briefings

The Authority will hold a media briefing at the end of each session.

Attendance is limited to accredited journalists. Online participation is possible and should be requested by contacting news@isa.org.jm.

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Media services and facilities

Accredited media members will be given access to the media room located in the building of the Secretariat. The room will be available to them throughout the session.

Journalists present on-site will be informed about plenary sessions open to the media and should refer to the media access guidelines that will be shared with them.

The media must conduct themselves in line with the Media access guidelines, the Filming protocols of the International Seabed Authority as well as the Secretary-General's bulletin on the Management of conferences and events of the International Seabed Authority held in the Jamaica Conference Centre.

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Access to delegates

Media personnel are welcome to interview delegates with their consent in common areas. However, filming or photographing, including with a smartphone, must be first approved by the Communications Unit. Hiding equipment is forbidden.

The Authority expects all media personnel to conduct themselves in a professional way while interacting with diplomats, delegates, officials and the staff of the Authority.

Public outreach and WebTV

The meetings of the Assembly and the Council will be streamed live on the Web TV of the Authority in all six languages of the Authority.

Social media accounts of the Authority on will be updated dynamically.

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Library services

Delegates are invited to take advantage of the library services provided by the Satya N. Nandan Library during the session. These services include access to a wide range of print publications and guided tours of the Nii Allotey Odunton Museum.

We welcome visits, library@isa.org.jm.

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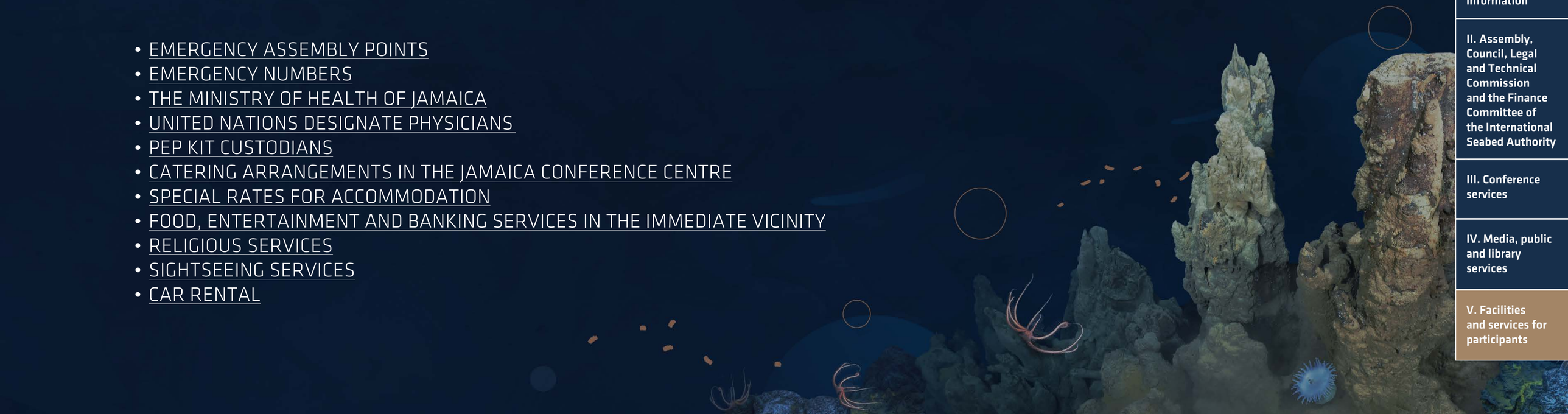
V. FACILITIES AND SERVICES FOR PARTICIPANTS

- EMERGENCY ASSEMBLY POINTS
- EMERGENCY NUMBERS
- THE MINISTRY OF HEALTH OF JAMAICA
- UNITED NATIONS DESIGNATE PHYSICIANS
- PEP KIT CUSTODIANS
- CATERING ARRANGEMENTS IN THE JAMAICA CONFERENCE CENTRE
- SPECIAL RATES FOR ACCOMMODATION
- FOOD, ENTERTAINMENT AND BANKING SERVICES IN THE IMMEDIATE VICINITY
- RELIGIOUS SERVICES
- SIGHTSEEING SERVICES
- CAR RENTAL



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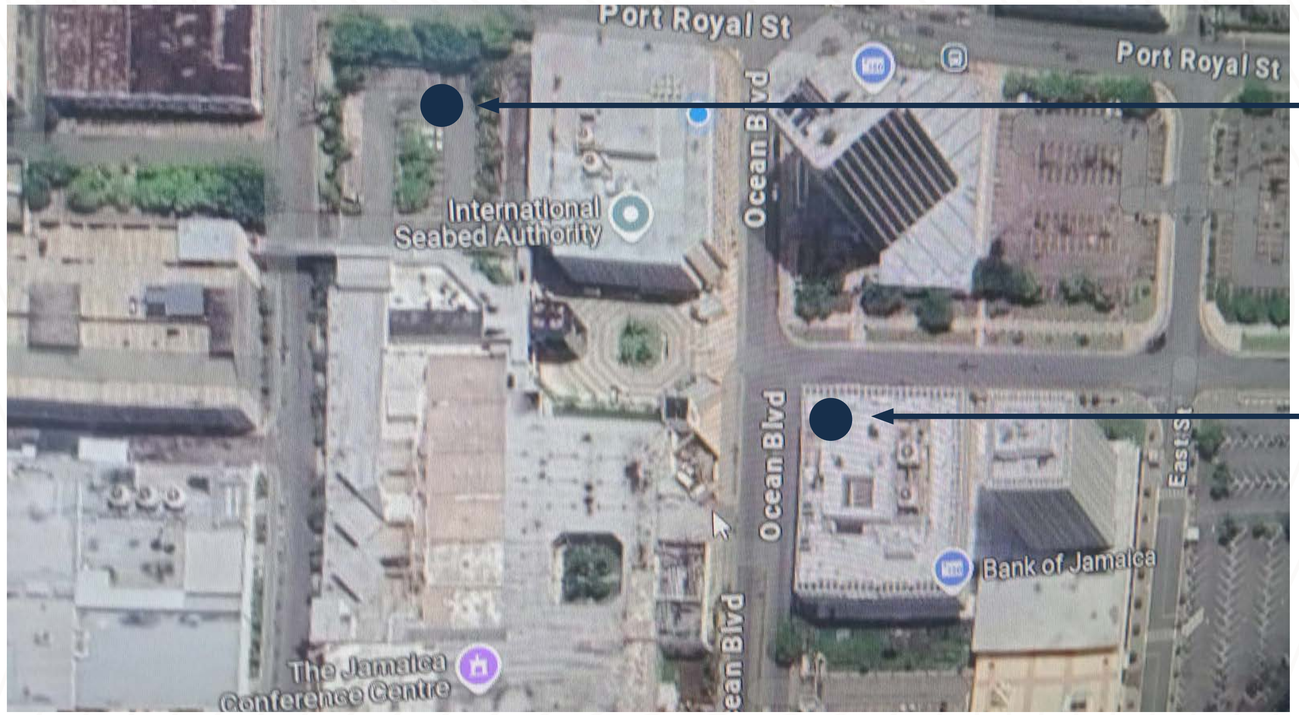
Emergency assembly points



In case of an emergency, the primary assembly point is at the main JCC car park.

The secondary assembly point is across the street at the corner from the Bank of Jamaica.

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Emergency numbers

International Seabed Authority

Sonja Phinn
Associate Security and Facilities Officer
876-838-3902
sphinn@isa.org.jm

United Nations hotline

876-299-8730
876-553-4396
undssjamaica@un.org

UNDSS

Lincoln Campbell
Field Security Adviser
876-469-1868
lincoln.campbell@un.org

Lance Smith
Field Security Adviser
876-878-5800
lance.smith@un.org

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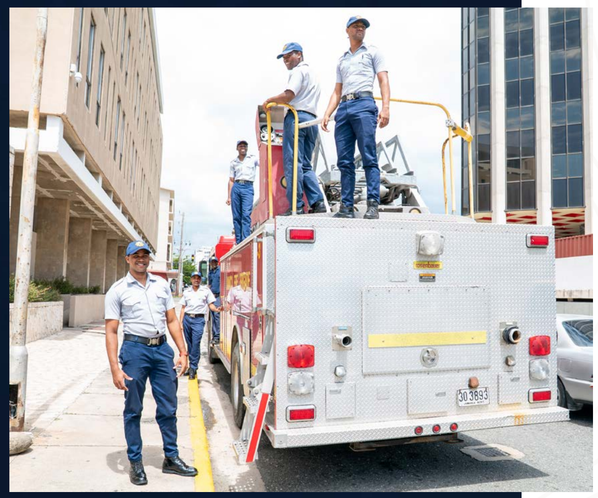

Police emergency

119

Ambulance and the Jamaica Fire Brigade

110

During the meetings, the police personnel are posted on-site. They are equipped with the necessary resources to provide emergency assistance to all delegates.

Participants are also encouraged to identify the nearest police station to their place of residence or the hotel at which they are staying and save the contact number.

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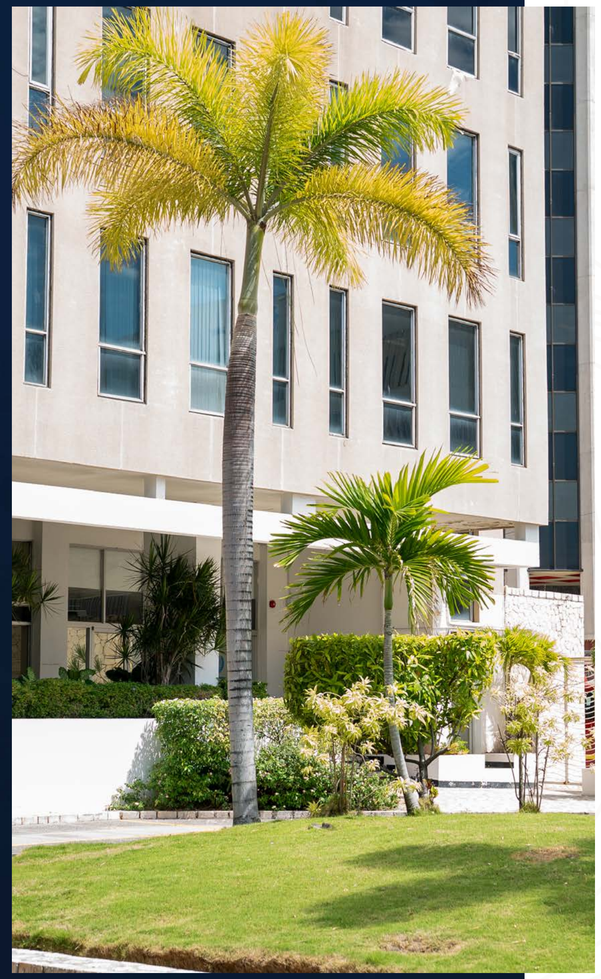

The Ministry of Health of Jamaica

During the sessions, the Ministry of Health provides on-site presence and is readily available to respond to medical emergencies.

The team is located at the Medical Post adjacent to conference room 2. A doctor is posted at the location daily to attend to delegates should the need arise.

No appointments are required, and delegates may walk in for assistance when needed.

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United Nations designated physicians

Dr. Kaie-Ann Smith
General practitioner
70, Half Way Tree Road, Kingston 10
Office: 876-908-0366
Mobile: 876-281-0280
WhatsApp and mobile: 876-845-8377

Dr. Sherece Green
General practitioner
Winchester surgical & Medical Institute
3A Winchester Road, Kingston 10
Office: 876-906-4546
876-754-9260

Dr. Shane Alexis
General practitioner
Unit 5& 6, 5 Holborn Road, Kingston
876-665-5186

Jhanille Brooks
UN Stress Counsellor
876-839-5123
jhanille.brooks@undp.org

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PEP kit custodians

PAHO

Dr. Serene Josephs

8 Gilbraltar Way, UWI Mona Campus

876-878-4242

876-970-0016

UNAIDS

Tracey Ann Thompson

60 Knutsford Boulevard, Kingston 5

876-629-6583

UNFPA

Dr. Denise Chevannes-Vogel

876-477-1172

876-906-8591, ext. 30422

UNICEF

Novia Condell-Gibson

14 Port Royal Street, Kingston

876-897-4345

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Catering arrangements in the Jamaica Conference Centre

Please note that there will be no restaurant facilities available within the JCC during the meetings of the Legal and Technical Commission. Participants are encouraged to make alternative meal arrangements.

Catering services at the JCC will be provided by the Wah Gwaan Café, which will operate two stations in the Harbour Lounge. The main shop will continue offering burgers, sandwiches, quesadillas and meal-replacement shakes. They will also have a coffee and pastry station with a selection of teas on the opposite side of the Harbour Lounge.

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Special rates for accommodation

The Liguanea Club, the ROK Hotel, the Courtleigh Hotel & Suites, Pegasus, the Spanish Court Hotel and the AC Hotel provided special rates for the participants.

Food, entertainment and banking services in the immediate vicinity

The venue is located in downtown Kingston, commonly referred to as "the waterfront". Several establishments are within walking distance, ranging from approximately two to fifteen minutes from the building. The establishments mentioned below are provided for informational purposes only and do not reflect any official endorsement or opinion by the Authority.

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Directly across the street is a Scotia bank ATM, with the last two ATMs on the left dispensing US dollars. It is advisable to avoid going on Fridays or the first Monday of the month, as these are peak time.

Also situated across the street is Dick Kinkead Limited pharmacy, which offers prescription services along with essential grocery items..

At a three-minute walk from the building leads to Burger King and the Ocean 7 complex with establishments offering the to-go food, such as Island Coffees Café, Juice Junky, Pizza Please and KukUp on the ground floor. There are also full-service restaurants Ribbiz Ocean Lounge, Gloria's Seafood Restaurant and Ocean 7 on the ground, the first and the second floor, respectively.

At a four-minute walk, there are the KFC and F&B Green.

At five-minute walk, the HiLo supermarket and Wow by Bascho supermarket offer a range of basic grocery items and various ready-to-eat meals. Additionally, Danya's coffee barrel, located on the corner near HiLo servers a variety of coffees, cakes and lunches.

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The Digicel building food court, located about 10 minutes away, features Island Grill and Wholesome Café is located at about 10-minute walk.

For those interested in local crafts and souvenirs, Kingston Craft Market offers a variety of artisanal products. The market is surrounded by a shaded park, providing a comfortable cpace for lunch/breaks. Further down, approximatelly 15 minute from the headquarters, there is a fishmonger and Bunny's Seaside Kitchen, a well-known seafood restaurant.

Staff members members frequently call ahead or place orders via Whatsapp for sit-down restaurants to minimize wait times.

Jamaica is sunny year-round, please ensure you apply adequate amounts of sunscreen when outdoors. For added protection, try to stay in the shade as much as possible.

Do not forget that most all-inclusive resorts offer day passes and that Knutford Express buses can take you there.

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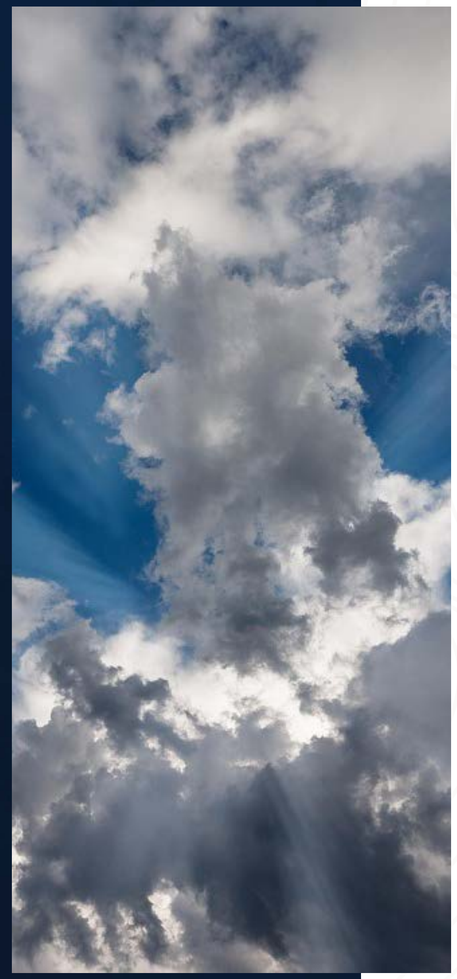

Religious services

Adventist
Andrews Seventh Day Adventist Church
29 Hope Road
876-920-7782

Anglican
Kingston Parish Church
King Street
876-922-6888

Baptist
Bethel Baptist Church
6 Hope Road
876-926-8272

Jewish
The United Congregation of Israelites (synagogue)
Fridays, 17:00; Saturdays, 10:00 (Call ahead)
92 Duke Street
876-922-5931

Methodist
Providence Methodist Church
Sundays at 08:30
132 Old Hope
876-977-5971

Muslim
Central Masjid Jamaica (mosque)
Fridays 13:00-14:00
34 Camp Road
876-928-1771

Presbyterian
St. Andrew Scots Kirk
Duke Street
876-922-1818

Roman Catholic
Saints Peter and Paul
Sundays, 07:00, 09:00, 18:00
120 Old Hope Road
876-926-7578

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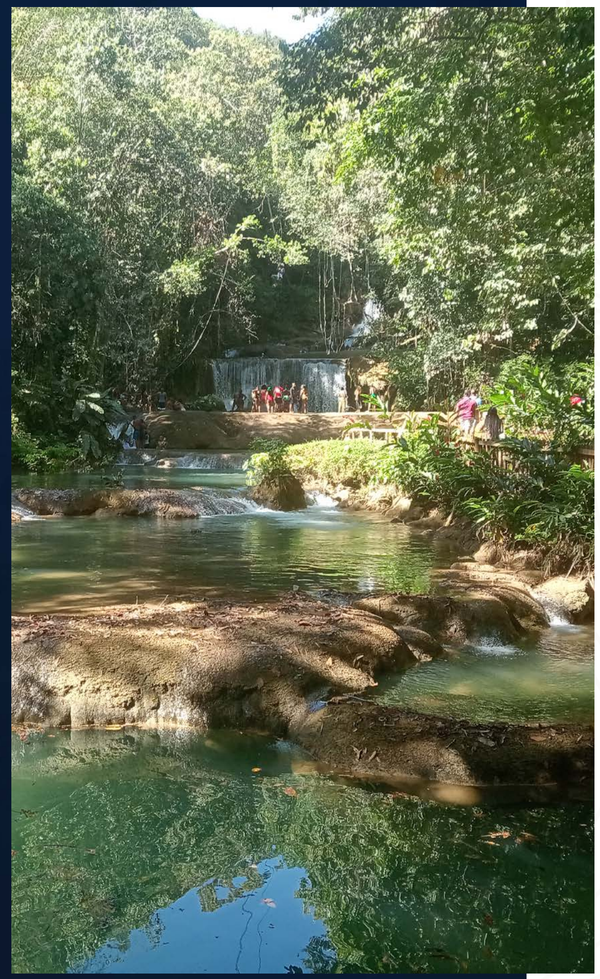

Sightseeing services

Kingston Creative Tours
107 Harbour Street
876-586-1817
info@kingstoncreative.org

Jamaican Cultural Tours
876-540-8570
info@jaculture.com

Island Routes
877-768-8370 (toll free)

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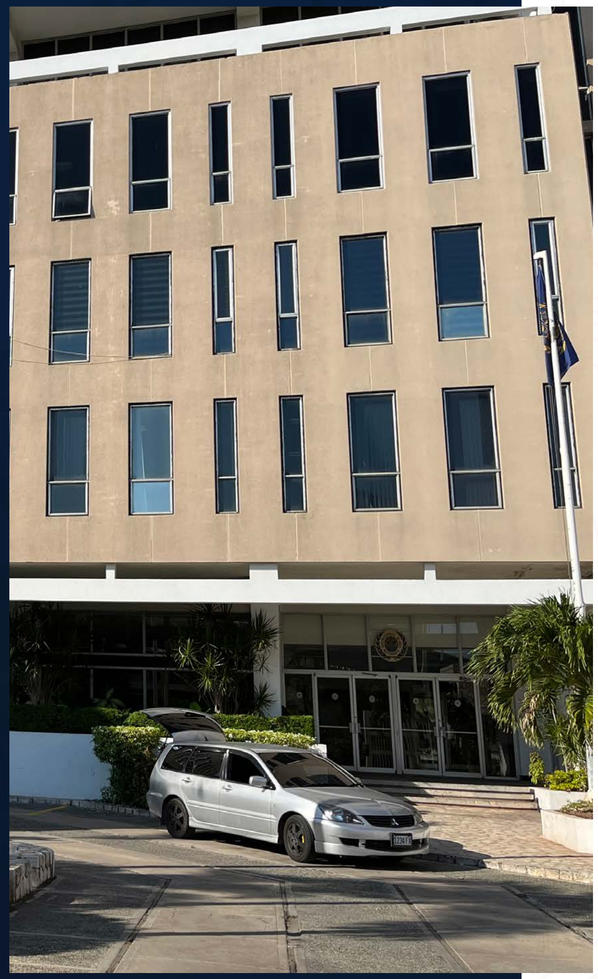

Car rental

Slush services
876-503-7504
adrian@slushservices.com

Avis Jamaica
876-924-8294

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14 - 20 Port Royal Street
Kingston, Jamaica

Tel: 876-922-9105

www.isa.org.jm

Disclaimer: The Authority does not endorse any vendors or services mentioned in the Delegates handbook 2025.