



Secretariat

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Secretary-General's Bulletin

To: Members of the staff
From: The Secretary-General
Subject: **Organization of the secretariat of the International Seabed Authority**

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

The secretariat of the International Seabed 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

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 of 1992 and the 1994 Agreement relating to the implementation of Part XI of the Convention and in implementing the mandates provided by member States, as reflected in the strategic plan of the Authority;
- (b) To produce reports and other documents containing information, analyses, historical background, research findings, policy suggestions, etc., 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, Council, Legal and

¹ United Nations Convention on the Law of the Sea, article 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 Convention, article 156 (4).



Technical Commission and Finance Committee; assisting in planning the work of the sessions and in conducting the proceedings and in drafting reports);

(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 International Seabed Authority documents in the official languages of the Authority, 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 1994 Agreement and 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 member States 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 1994 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 and 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 1994 Agreement until such time as the Enterprise begins to operate independently.

Section 3 **Organizational structure**

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

3.2 The secretariat consists of the following major organizational units, each headed by an official accountable to the Secretary-General:

- (a) Executive Office of the Secretary-General;
- (b) Office of Legal Affairs;
- (c) Office of Environmental Management and Mineral Resources;
- (d) Office for Administrative Services.

3.3 The responsibilities of each office are set out in sections 6 to 9 of the present bulletin.

Section 4

Coordination

4.1 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.

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

- (a) Deputy to the Secretary-General and Legal Counsel;
- (b) Director of Environmental Management and Mineral Resources;
- (c) Director of Administrative Services;
- (d) Senior Policy Officer and Special Assistant to the Secretary-General.

4.3 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.

4.4 The Senior Management Group will meet 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, where feasible, that are shared with members before the meetings;
- (c) Prepare summaries of the meetings and follow up on action items.

Section 5

Heads of organizational units

The functions of a head of office or other organizational unit 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 of their users and the legislative mandates;
- (b) To identify the broad strategies required for the development and implementation of the work programme of the office or organizational unit;
- (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, etc., which are to be approved at the level of a head of office;
- (g) To assist, advise and keep the Secretary-General informed on matters concerning the office or organizational unit;
- (h) To ensure coordination of activities of the office or organizational unit with those of other organizational units performing related tasks;

- (i) To ensure that adequate arrangements for internal control and risk management exist;
- (j) To ensure that the distribution of work within the office or organizational unit is even and fair among comparable staff and evaluate the performance of staff against agreed performance targets;
- (k) To carry out other tasks as may be assigned by the Secretary-General.

Section 6

Executive Office of the Secretary-General

6.1 The Executive Office of the Secretary-General assists the Secretary-General in supervising 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 Executive Office is also responsible for protocol and liaison services and for providing communications and press support to the Secretary-General. 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 and units;
- (c) To coordinate, with the relevant offices and organizational units, the progress, timely delivery and achievement of the programmatic mandate 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 design, develop and implement the Authority's resource mobilization plan;
- (g) To coordinate the internal and external strategic communication efforts of the Authority, engage with stakeholders and lead the development of branding initiatives;
- (h) To carry out the day to day administration of the Executive Office of the Secretary-General;
- (i) To provide the Secretary-General with administrative support, make travel arrangements for the Secretary-General and plan and execute official visits;
- (j) To provide secretariat services to the Senior Management Group;
- (k) 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;
- (l) To serve as liaison between the Authority and permanent missions, diplomatic missions and embassies in Jamaica and in New York;
- (m) To coordinate the protocol-related activities of the Secretary-General, including visits by high-level officials and delegations, presentation of credentials to the Secretary-General and support the Secretary-General's participation in bilateral and multilateral meetings where credentials are required;

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

6.2 The functions of the Communications Unit are as follows:

- (a) To manage the engagement of stakeholders on behalf of the Authority, including developing a communications and stakeholder engagement strategy;
- (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 personal attention of the Secretary-General;
- (d) To manage the publications programme of the Authority, including developing a publications strategy, promulgating and maintaining editorial standards and coordinating the clearance, production, printing and distribution of information materials and publications;
- (e) To supervise the updating and management of the content of the Authority's website and, in collaboration with other organizational units, coordinate the provision of site content.

Section 7

Office of Legal Affairs

7.1 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 of Legal Affairs is also responsible for the Contract Management Unit, 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.

7.2 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 in relation to the administration of the secretariat, including, but not limited to, the clearance of procurement contracts, matters under consideration by the Contract Review Committee, amendments to the staff regulations and rules, the preparation of administrative instructions and other circulars, amendments to the financial regulations and rules, claims by or against the secretariat, liability issues and the insurance requirements of the Authority;
- (c) Legal and policy advice on external relations, including relationship agreements with other international organizations, scientific and other relevant bodies;

- (d) 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;
- (e) Legal representation before the Joint Appeals Board and the United Nations Appeals Tribunal as required;
- (f) Secretariat services to the Joint Appeals Board;
- (g) Legal representation before the International Tribunal for the Law of the Sea, including the Seabed Disputes Chamber, and commercial arbitral tribunals;
- (h) Substantive support to workshops and seminars, as appropriate.

7.3 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, including preparation of information notes and provisional agendas and compilation of 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 take place every two years; the Legal and Technical Commission and the Finance Committee are elected every five years; ad hoc elections take place from time to time as required);
- (d) To provide secretariat services to the Assembly and 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;
- (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 and exploitation.

7.4 The functions of the Contract Management Unit are as follows:

- (a) To act as the central administrative point of contact between contractors, sponsoring States and the secretariat;
- (b) To process applications for approval of plans of work for exploration or exploitation, as well as applications for extensions of related contracts;
- (c) To maintain a definitive central registry of contracts, in accordance with best international practice, and ensure the safe custody and confidentiality of all documents, data and information submitted in connection with such contracts and applications for approval of plans of work;
- (d) To account for and report on fees and charges paid by contractors;
- (e) To manage the contractor training programme and the Endowment Fund for Marine Scientific Research in the Area;

- (f) To organize annual consultations between contractors and the secretariat;
- (g) To receive and process annual activity reports and periodic review report from contractors and manage the reporting and periodic review process for the relevant principal organs and subsidiary bodies of the Authority;
- (h) To compile (every two years) lists of member States qualified for election in each group of the Council.

7.5 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 production of documents, including liaison with the United Nations editorial and translation services;
- (c) To maintain an archive of the official documentation 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 Environmental Management and Mineral Resources

8.1 The Office of Environmental Management and Mineral 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 global database. 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 member States and international organizations and disseminating the results of scientific research and analysis.

8.2 The specific responsibilities of the Office of Environmental Management and Mineral 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 related 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 and exploitation, particularly 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, particularly in the evaluation of activity reports by contractors and in the review of technical aspects of plans of work for exploration and 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 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 analysis;
- (k) To monitor and review trends and developments relating to deep seabed mining activities, including regular analysis of world metal market conditions and metal prices, trends and prospects;
- (l) 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;
- (m) To publish substantive reports and studies on significant technical issues relevant to the Authority's mandate;
- (n) To organize international workshops and seminars on issues of concern to the Authority.

Section 9

Office for Administrative Services

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

9.2 The functions of the Budget/Oversight and 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 to formulate the drafts of the proposed budget and financial performance reports and assist the head of the office to complete coordinated submissions to the Senior Management Group;
- (c) To administer and ensure strict compliance with the Financial Regulations and 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, Council and Finance Committee in relation to planning, programming, budgeting and accounting matters and provide secretariat services to the Finance Committee;

(h) To notify member States of their assessed contributions and improve the timeliness of receipt 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 group health and life insurance programmes and the property and liability insurance needs of the Authority;

(k) To administer the voluntary trust funds of the Authority;

(l) To ensure the alignment of risk management with internal control measures and Audit related matters.

9.3 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 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 staff-management consultations 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 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 health care to staff;

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

9.4 The functions of the Procurement Cell are as follows:

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

(b) To ensure the oversight and management of service and supply contracts, monitor compliance and effective implementation of contractual terms and conditions.

9.5 The functions of the Communications and Information Technology Service are as follows:

- (a) To conceptualize, design, execute and maintain the overall communications and information 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 organization works in an integrated, consistent and coherent manner on all matters related to communications and information technology;
- (d) To ensure that the existing communications and information 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 data bank reference materials by providing a communications and information 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 existing approach and techniques employed, to ensure they are current and fully synchronized 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.

9.6 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 security and safety support for all conferences, workshops, seminars and other meetings of the Authority as required;
- (c) To maintain an emergency response plan;
- (d) To 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 an 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 maintain and operate a transportation service for the Authority;
- (i) To manage and monitor the programme of outsourced preventive maintenance, mechanical repairs and auto body repairs;
- (j) To monitor and report on performance, utilization, fuel consumption and serviceability of the official vehicles.

Section 10

Norms established for organizational nomenclature

10.1 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 Secretary-General, each office is headed by a Director at the D-1 or D-2 level. The head of an office is accountable to the Secretary-General;

(b) A unit consists of a minimum of one post of 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.

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

EOSG	Executive Office of the Secretary-General
OLA	Office of Legal Affairs
OEMMR	Office of Environmental Management and Mineral Resources
OAS	Office for Administrative Services

Section 11

Final provisions

11.1 The present bulletin shall enter into force upon its issuance.

11.2 The Secretary-General's bulletin [ISBA/ST/SGB/2017/1](#) dated 16 January 2017 is hereby withdrawn.

(Signed) Michael Lodge
Secretary-General

Annex

In accordance with Section 1, paragraph 5, of the annex to the 1994 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 (hereinafter referred to as “the Preparatory Commission”) 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 which 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 Convention, 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.

In accordance with section 2, paragraph 1, of the annex to the 1994 Agreement, the functions of the Enterprise (established by article 170 of the Convention) are to be performed by the secretariat until such time as the Enterprise begins to operate independently. These functions shall be 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 manpower;
 - (h) Study of managerial policy options for the administration of the Enterprise at different stages of its operations.
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