



Communications and Stakeholder Engagement Strategy
(Zero Draft)

DRAFT

Table of Contents

Abbreviations	4
About this strategy	5
I. Implementation of the legal regime of the Area in support of the 2030 Agenda.....	6
1.2 Role and responsibilities of the Authority	6
1.2 Structure of the Authority	7
A. Assembly	7
B. Council	8
C. Secretariat.....	8
1.3 Features of the Strategic framework and interlinkages with 2030 Agenda	9
II. Stakeholder participation in the work of the Authority.....	10
2.1 Stakeholders identification.....	10
2.2. Guiding principles and strategic framework.....	11
2.3 Participatory process to support implementation of the legal regime of the Area.....	12
A. Members.....	12
B. Observers.....	13
(i) Categories of observers	13
(ii) Guidelines for observer status for non-governmental organizations	13
1) Eligibility criteria	13
2) Submission of requests.....	14
3) Periodic review.....	14
4) Withdrawal of observer status.....	15
C. Contractors	15
D. Other stakeholders.....	15
(i) Research institutions and academia.....	15
(ii) Intergovernmental organizations.....	15
(iii) Non-governmental organizations	16
(iv) General public	16
2.4 Stakeholder engagement and participation	16
A. Key principles governing stakeholder engagement.....	16
B. Levels of stakeholder engagement	17
(i) Participation in the governance of the Authority	17
1) Accreditation:	17
2) Rights and access privilege for accredited stakeholders	18
3) Responsibilities and obligations of observers towards the Authority and its subsidiary organs and the Secretariat	22
4) Funding for stakeholder engagement at the Authority	23
(ii) Stakeholder consultations.....	23
(iii) Participation in workshops and events organized by the Authority	23
(iv) Partnerships	24
2.5 Effective communication	24
A. Notification of meetings of the Assembly and the Council	24

B.	Official documents of the Assembly and the Council.....	25
1)	Translation and submission deadline	25
2)	Length of documents	25
3)	Distribution of documents and online document portal	25
C.	Public display of materials	26
D.	Languages.....	26
E.	Access to information.....	27
F.	Use of Information and Communications Technology to enhance stakeholder engagement ...	27
G.	Records and sound recording of meetings	28
1)	Official meetings of the Authority	28
2)	Workshops, side events organized by the Authority	28
H.	Media outreach and enquiries.....	28
1)	Relation whit the media.....	28
2)	Media accreditation to the Authority’s annual sessions.....	29
3)	Filming of public meetings.....	29
I.	Copyright.....	30
III.	Stakeholder code of conduct	30

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Abbreviations

Authority	International Seabed Authority
SDGs	Sustainable Development Goals
UNCLOS	United Nation Convention on the Law of the Sea
1994 Agreement	Agreement relating to the Implementation of Part XI of the United Nations Convention on the Law of the Sea of 10 December 1982

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About this strategy

The International Seabed Authority (the “Authority”) is committed to meaningful and informed engagement with all stakeholders in the work of its different organs and in the advancement of its mandate. This commitment is reflected in the Strategic Plan and the High-Level Action Plan for the Authority for 2019-2023 adopted by the members of the Authority in 2018¹ and 2019 respectively.²

The Authority pays particular attention to ensuring the active participation of all stakeholders in its work. This commitment is reflected in the ongoing consultations organized for the development of the draft exploitation regulations, the draft standards and guidelines designed to support the implementation of the exploitation regulations, and other key strategic documents and initiatives such as the development of the Strategic Plan and High-Level Action Plan for the Authority for 2019-2023 and the development of regional environmental management plans.

This Communications and Stakeholder Engagement Strategy responds to Strategic Direction 9 (*Commit to transparency*) and more specifically to Strategic Direction 9.4 which calls for the development of a “*stakeholder communications and consultation strategy and platform which facilitates open, meaningful and constructive dialogue, including on stakeholder expectations*”. Its purpose is to inform and guide the Authority’s stakeholders through a detailed presentation of the rules, mechanisms and practices in place through which they can engage in the work of the Authority. The content also reflects the relevant provisions of the Rules of procedure of the different organs³ of the Authority as well as the principles and best practices followed by other UN organizations⁴.

In the context of this strategy, “stakeholders” are understood as actors interacting with the Authority. These include national governments, intergovernmental organizations, non-governmental organizations, the private sector, development partners, academia and the general public. These different stakeholders are grouped in four main categories: members, observers, contractors and other stakeholders that do not present the conditions to be listed in the first three categories. Different rules apply to these different stakeholders depending on the context.

¹ See ISBA/24/A/10

² See ISBA/25/A/15.

³ [Rules of Procedure of the Assembly](#), [Rules of Procedure of the Council](#), [Rules of procedure of the Finance Committee](#), [Rules of Procedure of the Legal and technical Commission](#).

⁴ See for instance [UNDESA, Multi-stakeholder engagement in 2030 Agenda implementation: a review of voluntary national review reports \(2016-2019\), 2020](#); [UNEP, Stakeholder engagement policy](#), 2016.

I. Implementation of the legal regime of the Area in support of the 2030 Agenda

1.2 Role and responsibilities of the Authority

The Authority is an autonomous international organization established under the United Nations Convention on the Law of the Sea (UNCLOS) and the subsequent 1994 Agreement relating to the Implementation of Part XI of UNCLOS (1994 Agreement). It is the organization through which States parties to UNCLOS organize and control activities in the “Area”.⁵

The Authority has the exclusive mandate to regulate and manage deep-sea mineral activities for the benefit of humankind.⁶ In the context of the Sustainable Development Goals (SDGs), this means ensuring that deep-seabed mining is undertaken in accordance with UNCLOS and the rules, regulations and procedure of the Authority. In so doing, the Authority is taking the necessary measures to ensure that exploitation will comply with strict environmental requirements including the precautionary approach and other highest environmental standards,⁷ and that the financial and other benefits derived from activities in the Area are equitably shared among all States.⁸

The Authority has a number of other obligations including to distribute to States parties payments or in-kind contributions derived from exploitation of non-living resources of the continental shelf beyond 200 nautical miles,⁹ and to promote and encourage marine scientific research concerning the Area and its resources as well as co-ordinate and disseminate the results of research and analysis when available.¹⁰

In accordance with the 1994 Agreement, the setting up and the functioning of the organs and subsidiary bodies of the Authority shall be based on an evolutionary approach, taking into account the functional needs of the organs and subsidiary bodies concerned in order that they may discharge effectively their respective responsibilities at various stages of the development of activities in the Area. It is also emphasized in the 1994 Agreement that, in order to minimize costs to States parties, all organs and subsidiary bodies to be established under the Convention shall be cost-effective.

⁵ Which is defined as the seabed ocean floor and subsoil thereof beyond the limits of national jurisdiction; UNCLOS, art.1(1)

⁶ See UNCLOS, art.140(1).

⁷ See UNCLOS, art.145.

⁸ See UNCLOS, art.140(2).

⁹ See UNCLOS, art.82(4).

¹⁰ See UNCLOS, art.143(2).

Although the Council has decided that priority should be given to the development of the draft exploitation regulations for seabed minerals in the Area, under the 1994 Agreement, the Authority is also required to give particular emphasis on the 11 areas of work agreed by the members of the Authority.¹¹

Between the entry into force UNCLOS and the approval of the first plan of work for exploitation, the Authority shall concentrate on the following activities:

1. Process applications for approval of plans of work for exploration
2. Implement decisions of the Preparatory Commission relating to the registered pioneer investors and their certifying States, including their rights and obligations
3. Monitor compliance with plans of work for exploration approved in the form of contracts
4. 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
5. Study 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
6. Adopt rules, regulations and procedures necessary for the conduct of activities in the Area as they progress
7. Adopt rules, regulations and procedures incorporating applicable standards for the protection and preservation of the marine environment
8. Promote and encourage marine scientific research with respect to activities in the Area, and disseminate the results, especially in relation to environmental impact
9. Acquire scientific knowledge and monitor the development of marine technology relevant to activities in the Area, in particular technology relating to the protection and preservation of the marine environment
10. Assess available data relating to prospecting and exploration
11. Timely elaborate rules, regulations and procedures for exploitation, including those relating to the protection and preservation of the marine environment

1.2 Structure of the Authority

The principal organs of the Authority are the Assembly, the Council and the Secretariat.¹²

A. Assembly

The “supreme organ” is the Assembly and it comprises all members of the Authority. It is empowered to establish the general policies in conformity with UNCLOS.¹³ The Assembly also has the power:

¹¹ See 1994 Agreement, Annex, Section 1, paragraph 5.

¹² See UNCLOS, art.158(1).

¹³ See UNCLOS, art.160(1).

- to elect the members of the Council, the Secretary-General as well as the members of the Governing board of the Enterprise and the Director-General of the Enterprise;
- to set the two-year budget of the Authority as well as the assessment of scale by which members contribute towards the budget;
- to approve the rules, regulations and procedures, following provisional adoption by the Council, for governing prospecting, exploration and exploitation activities in the Area;
- to examine the report from other bodies.

Besides these powers, UNCLOS assigns several other powers to the Assembly, which will come into play once deep-sea mineral exploitation starts. These include decisions on the equitable sharing of financial and other economic benefits deriving from activities in the Area.¹⁴

B. Council

As “the executive organ of the Authority”, the Council establishes specific policies in conformity with UNCLOS and the general policies set by the Assembly. It supervises and coordinates implementation of the regime established by UNCLOS to promote and regulate exploration for and exploitation of deep-sea minerals by States, corporations and other entities. Its specific functions include the following:

- approve 15-year plans of work for exploration in the form of contracts;
- exercise control over activities in the Area and supervise and coordinate implementation of the seabed provisions of UNCLOS;
- adopt and apply provisionally, pending approval by the Assembly, the rules, regulations and procedures by which the Authority controls prospecting, exploration and exploitation in the Area;
- Propose to the Assembly a list of candidates for the election of the Secretary-General and recommend to the Assembly candidates for the election of the members of the Governing Board of the Enterprise and the Director-General of the Enterprise.

The Council will also assume additional responsibilities once deep-sea mining commences. These include the issuance of directives to the Enterprise, and the establishment of mechanisms for a staff of inspectors who would ensure compliance with the Authority’s regulations and contracts. The Council is comprised of 36 members elected by the Assembly.

C. Secretariat

The Secretariat of the Authority comprises a Secretary-General and such staff as the Authority may require. The Secretary-General is the chief administrative officer of the Authority.

The main functions of the Secretariat include:

¹⁴ See UNCLOS, art.159(1).

- providing support to the Secretary-General in fulfilling the functions entrusted to him or her under UNCLOS and the 1994 Agreement and in implementing the mandates provided by member States;
- producing 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;
- providing secretariat services to the other principal organs and their subsidiary bodies and providing meeting services (translation, interpretation, and reporting services) to the other principal organs, in accordance with the policies adopted by the Assembly;
- producing publications, information bulletins and analytical studies and disseminating information on the activities and decisions of the Authority;
- organizing and servicing expert group meetings, seminars and workshops;
- implementing the work programmes and policies laid down by the other principal organs and their subsidiary bodies;
- ensuring compliance with plans of work for exploration and exploitation approved in the form of contracts;
- performing 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.

-Additional information on the functions of the different organs of the Authority is accessible at: <https://www.isa.org.jm/organs>

1.3 Features of the Strategic framework and interlinkages with 2030 Agenda

Developed in consultation with the members and observers of the Authority as well as other stakeholders, the Strategic Plan of the Authority for the period 2019 - 2023 was adopted by the Assembly at its 24th session, in July 2018.¹⁵ It was further completed by the adoption by the Assembly of the High-Level Action Plan at its 25th session, in July 2019.¹⁶

Together these provide an overview of the key priorities and high-level actions needed to achieve the strategic objectives of the organization for the period 2019 to 2023.

As reflected in this strategic framework,¹⁷ the Authority is committed to contribute to the timely and effective achievement of the 2030 Agenda “*Transforming our world: the 2030 Agenda for Sustainable Development*”,¹⁸ including SDG 14 “Conserve and sustainably use the oceans, seas and marine resources for sustainable development”.

¹⁵ ISBA/24/A/10.

¹⁶ ISBA/25/A/15.

¹⁷ See Strategic Direction 1 (*Realize the role of the Authority in a global context*)

¹⁸ See A/RES/71/1.

The contribution of the Authority will be the result of the implementation of the economic, environmental and social mandates given to it by UNCLOS and the 1994 Agreement. As indicated in the Strategic Plan for 2019-2023,³ such mandates include:

- ensuring that activities in the Area are carried out for the benefit of mankind as a whole¹⁹;
- ensuring effective protection for the marine environment²⁰ and the safety of human life²¹;
- promoting and encouraging the conduct of marine scientific research in the Area²² and the effective participation of developing States in activities in the Area²³;
- fostering healthy development of the world economy and balanced growth of international trade²⁴;
- ensuring the development of the resources of the Area²⁵ and the enhancement of opportunities for all States Parties²⁶; and
- ensuring the development of the common heritage for the benefit of mankind as a whole²⁷.

The Authority gives also a lot of importance in establishing strategic partnerships and alliances with international and regional organizations with a view of ensuring a consistent approach to the protection and preservation of the marine environment and the sustainable development of ocean resources in line with UNCLOS and the 2030 Agenda.

II. Stakeholder participation in the work of the Authority

2.1 Stakeholders identification

In the context of this strategy, “stakeholders” are understood as actors interacting with the Authority. These include national governments, intergovernmental organizations, non-governmental organizations, the private sector, development partners, academia and the general public. These different stakeholders are grouped in four main categories: members, observers, contractors and other stakeholders that do not present the conditions to be listed in the first two categories. Different rules apply to these different stakeholders depending on the context.

¹⁹ UNCLOS, art.140(1).

²⁰ UNCLOS, art.145

²¹ UNCLOS, art.146

²² UNCLOS, art.143

²³ UNCLOS, art.14

²⁴ UNCLOS, art.150

²⁵ UNCLOS, art.150(b)

²⁶ UNCLOS, art.150(g)

²⁷ UNCLOS, art.150(i)

2.2. Guiding principles and strategic framework

The Authority strives to ensure effective, broad and balanced participation of stakeholders as they play a central role in contributing to the decision-making process and in providing expertise and scientific knowledge in support of the work of the Authority.

Different mechanisms and avenues are in place and kept under review by the Authority to:

- **Inform** stakeholders on the work undertaken by its different organs;
- **Consult** stakeholders with a view of seeking their inputs and collecting feedbacks on analysis, alternatives or decisions at key steps of the work undertaken;
- **Involve** directly stakeholders to ensure that their concerns and perspectives are consistently considered and taken into account;
- **Collaborate** with stakeholders for the fulfillment of the mandate given to the Authority by UNCLOS and the 1994 Agreement;
- **Empower** stakeholders to be part of the decision-making processes and be accountable for the results of such decisions.

The participation of stakeholders in the work of the Authority is rooted in the Strategic Plan and the High-Level Action Plan which contain specific strategic directions and related outputs. Most notably, four strategic directions are particularly relevant for this strategy:

Strategic Directions	High-level actions
8.2 Ensure a fuller, more active and more informed participation by members of the Authority and other stakeholders through the adoption of working methods that are focused, targeted and effective and delivered under enhanced conditions of transparency and accountability, leading to a more inclusive approach to decision-making	8.2.1. Further encourage the active participation of members and relevant stakeholders to achieve the Authority's mission objectives through cooperation and collaboration
	8.2.2. Implement and keep under review working methods and processes of the organs of the Authority
9.1 Communicate information about its work in a timely and cost effective manner	9.1.1. Enhance the Authority's public outreach programme in a timely and cost-effective manner
	9.1.2. Raise awareness of the role of the Authority in global ocean governance and for the implementation of the 2030 Agenda, in a timely and cost-effective manner
9.2 Ensure access to non-confidential information	9.2.1. Promote and enhance the availability of, and access to, non-confidential information and, in particular, consider a wider dissemination of information, analysis and decisions relating to the work of the Authority, especially through the Authority's database

9.3 Adopt clear, open and cost-effective working practices and procedures and ensure that the chain of responsibility and accountability of all relevant actors is fully understood and properly managed in the development, implementation and enforcement of technical, environmental, operational, scientific and safety regulations and standards for activities in the Area	9.3.1. Raise awareness of the chain of responsibility and accountability among all stakeholders
	9.3.2. Develop clear, open and cost-effective working practices and procedures to ensure that the chain of responsibility and accountability is properly managed in the development, implementation and enforcement of technical, environmental, operational, scientific and safety regulations and standards for activities in the Area
	9.3.3. Keep under review the effectiveness of working practices and procedures
9.4 Build a stakeholder communications and consultation strategy and platform which facilitates open, meaningful and constructive dialogue, including on stakeholder expectations	9.4.1. Promote the adoption of a communications and stakeholders' engagement strategy
	9.4.2. Actively engage relevant stakeholders in the work of the Authority, as appropriate

2.3 Participatory process to support implementation of the legal regime of the Area

Although the Authority recognizes and engages with four main categories of stakeholders represented by : members, observers, contractors and other entities it cooperates with in the fulfilment of its responsibilities.

A. Members

All Parties to UNCLOS are automatically members of the Authority²⁸. As of November 2020, there were 168 Parties to UNCLOS (167 States and the European Union) and thus 168 members of the Authority.

The Council consists of 36 members elected by the Assembly.

-Additional information on members of the Authority is accessible at:

<https://www.isa.org.jm/index.php/member-states>

- Addition information on the composition of the Council is accessible at:

https://www.isa.org.jm/files/documents/Copy_of_Composition_of_the_Council_1996-2022.pdf

²⁸ UNCLOS, art.156(2).

B. Observers

(i) Categories of observers

As of November 2020, there were 92 observers to the Assembly including 30 observer states, 32 UN agencies and intergovernmental organizations as well as 30 non-governmental organizations.

The following may participate as observers in the Assembly:

- States and entities referred to in UNCLOS which are not members of the Authority²⁹;
- National liberation movements recognized by the African Union or by the League of Arab States³⁰;
- Observers to the Third United Nations Conference on the Law of the Sea who have signed the Final Act and who are not referred to in article 305(1)(c), (d), (e) and (f) of UNCLOS³¹;
- The UN, its specialized agencies, the International Atomic Energy Agency and other intergovernmental organizations invited by the Assembly; and
- Non-governmental organizations with which the Secretary-General has entered into arrangements in accordance with UNCLOS³² and other non-governmental organizations invited by the Assembly³³.

-Additional information on observers of the Authority is accessible at:

<https://www.isa.org.jm/observers>

(ii) Guidelines for observer status for non-governmental organizations

In July 2019, the Assembly has adopted some guidelines to facilitating the assessment of requests for observer status submitted by non-governmental organizations.³⁴

1) Eligibility criteria

Non-governmental organizations may be granted observer status if they can demonstrate their interest in matters under consideration by the Assembly, in accordance with rule 82(1)(e) of its Rules of Procedure.

In determining whether a non-governmental organization can demonstrate its interest in matters under its consideration, the Assembly may have regard, inter alia, to:

- Whether the **purposes or activities** of the organization are **related to the purposes and work of the Authority** or whether the organization can contribute to the work of

²⁹ Rule of Procedure of the Assembly, rule 82(1)(a); UNCLOS, art.305.

³⁰ Rule of Procedure of the Assembly, rule 82(1)(b)

³¹ Rule of Procedure of the Assembly, rule 82(1)(c).

³² UNCLOS, art.169(1)

³³ See UNCLOS, art.169(2).

³⁴ ISBA/25/A/16.

the Authority, for example by providing specialized information, advice or expertise or by identifying or helping to procure the services of experts or consultants;

- Whether the organization has the **expertise and the capacity to contribute**, within its field of competence, to the work of the Authority, in particular in connection with the law of the sea, the protection of the marine environment, the offshore and deep-sea mining industry, technology, minerals processing and marketing, activities in the Area and marine scientific research in the Area; and
- Whether the organization has an interest in or the ability to **support the capacity-building programmes and initiatives** carried out by the Authority.

If the Assembly determines that any of these criteria are not met or that the applicant organization has provided insufficient information regarding its request for observer status, the Assembly may, if it considers it appropriate, invite the applicant to resubmit its application for consideration at the following annual session of the Assembly.

-The Guidelines for observer status for non-intergovernmental organizations are accessible at: https://isa.org.jm/files/files/documents/isba_25_a_16-e.pdf

2) Submission of requests

Each applicant shall submit a request in writing no less than three months before the opening of the session of the Assembly at which the request is to be reviewed. Each applicant will be invited to introduce the request and remain available to provide any further information during the consideration of the request by the Assembly.

Each application shall be submitted in the format prescribed in enclosure 1 of the Guidelines and shall be addressed to the Secretary-General of the Authority.

-Access to the format for application: https://isa.org.jm/files/files/documents/isba_25_a_16-e.pdf

-Submission of request to: Mr Yongsheng Cai, Senior Legal Officer (Yshcai@isa.org.jm)

3) Periodic review

The list of non-governmental organizations to which the Assembly has granted observer status is reviewed every 5 years.

In order to facilitate the periodic review, each organization is required to provide a report containing information that demonstrate its continued interest in matters under consideration by the Assembly. The questionnaire provided in the Guidelines can be used for that purpose.

-Access to the questionnaire: https://isa.org.jm/files/files/documents/isba_25_a_16-e.pdf

4) Withdrawal of observer status

The Assembly may withdraw observer status to a non-governmental organization, including if it decides, on the basis of the periodic review or any other credible information brought to the attention of the Assembly, that an organization can no longer demonstrate its interest in matters under consideration by the Assembly.

In the event of the withdrawal of observer status by the Assembly, no new application may be made until at least two years have elapsed since the withdrawal.

C. Contractors

Contractors play a specific role in the implementation of Part XI of UNCLOS and as such, constitute an important group of stakeholders. Their legal status is derived directly from UNCLOS which recognizes specific rights and obligations to them by the fact that they enter into a contract with the Authority to carry out activities in the Area in accordance with the rules, regulations and procedures adopted by the Authority and the terms of the contract.

As of November 2020, the Authority has entered into 30 exploration contracts with 22 entities.

-Additional information on contractors can be accessed here: https://www.isa.org.jm/index.php/exploration-contracts/polymetallic-nodules

D. Other stakeholders

The Authority also cooperates with entities that are not covered by the first two main categories of stakeholders. This includes contractors, research institutions, academia, intergovernmental organization and non-governmental organizations as well as the general public.

(i) Research institutions and academia

In the implementation of its mandate, the Authority works in close cooperation with a wide range of research institutions and academia from all geographical regions.

(ii) Intergovernmental organizations

Cooperation with the United Nations specialized agencies and other intergovernmental organizations is essential in the fulfilment of the role and responsibilities assigned to the Authority by UNCLOS and the 1994 Agreement. Accordingly, the Authority keeps an ongoing dialogue and regularly exchanges information with several intergovernmental organizations that do not have observer status.

As a member of UN-Oceans³⁵, the Authority regularly participate in meetings that are organized and in accordance with its mandate.

(iii) *Non-governmental organizations*

The Authority also cooperates regularly with non-governmental organizations that do not have observer status, particularly when implementing activities at the regional and/or national level.

(iv) *General public*

The Authority strives to respond to requests received from the general public in a timely manner and to develop dedicated activities to increase awareness and visibility of its mandate and work programme.

2.4 Stakeholder engagement and participation

For stakeholders to participate in the governance of the Authority, they must qualify under one of the categories recognized under the rules of procedures of the relevant organs and their representatives must be accredited. However, these conditions are not mandatory for stakeholders to engage with the Authority in programmes and projects activities. Specific conditions are generally identified to ensure balanced representation of all categories of stakeholders in programmatic activities, taking into consideration the expertise as well as geographical and gender representation.

A. Key principles governing stakeholder engagement

The Authority is guided by the following principles in terms of stakeholder engagement:

- (i) *Acknowledging the intergovernmental nature of the Authority's processes:* decision-making within the Authority remains the prerogative of members;
- (ii) *Ensuring active participation in decision-making processes:* in line with the Rules of Procedure of the Assembly and the Council, all relevant stakeholders are granted specific rights that guide the conditions of their participation;
- (iii) *Enabling collection of information to a large spectrum of stakeholders:* to fulfill its mandate, the Authority needs to collect scientific data and information from various data providers as well as other institutional and global actors with a view to inform decision-making processes;
- (iv) *Ensuring access to information:* acknowledging the importance of disseminating and making accessible information concerning the work of the Authority or

³⁵ UN-Oceans is the UN inter-agency mechanism mandated to strengthen and promote the coordination and coherence of the UN system and activities relating to ocean and coastal areas. See: <http://www.unoceans.org/>

information generated through its programmes as widely as possible, in line with its Communications Guidelines and Publication Policy (see 2.5 below).

- (v) *Promoting transparency and accountability for mutual benefit:* engagement with stakeholders is based on the premise of mutual trust and benefit, transparency, responsibility and accountability;
- (vi) *Recognizing and respecting the diversity of views:* the Authority acknowledges the diversity of views among its stakeholders and, take into consideration all opinions equally;
- (vii) *Committing to ongoing improvements of engagement practices :* the Authority will promote continuous improvement of its current practices to ensure relevance and accessibility of its mechanisms and process through which stakeholders can effectively engage.

B. Levels of stakeholder engagement

Decision-making within the Authority remains the prerogative of members. However, during the session of the Assembly and the Council, qualified observers can, through their accredited representatives, contribute to the governance and participate on policy making and decision-making processes.

(i) Participation in the governance of the Authority

For any stakeholders to be able to participate in the governance of the Authority, they must be accredited.

1) Accreditation:

All members and observers must be represented by accredited representatives.

The process of accreditation includes:

- **Submission of credentials:**
 - The credentials shall be issued either by the Head of the State or Government, by the Minister for Foreign Affairs or person duly authorized³⁶.
 - Credentials of representatives and the names of the alternate representatives and advisers shall be submitted to the Secretary-General of the Authority, if possible, not later than 24 hours after the opening of the session of the Assembly³⁷. For the meeting of the Council, the credentials should be submitted, if possible, not later than twenty-four hours after they take their seats on the Council³⁸.

³⁶ Rule of Procedure of the Assembly, rule 23; Rule of Procedure of the Council, rule 18.

³⁷ ³⁷ Rule of Procedure of the Assembly, rule 23.

³⁸ Rule of Procedure of the Council, rule 17.

- With the annual session meetings now being held in two parts, two options are possible:
 - Either delegations present credentials for attendance at the first part of the session of the Council only and further submit credentials for the second part of the session of the Council and for the session of the Assembly; or
 - delegations may opt for the submission of credentials for the entire session of the Authority.
- **Examination of credentials**
 - For the meeting of the Assembly, a Credentials Committee is appointed by the Assembly at the beginning of each session³⁹ and report to the Assembly for approval.
 - For the meetings of the Council, the credentials submitted are to be examined by the Secretary-General who submits a report to the Council for approval⁴⁰.
- **Provisional admission:**
 - Pending a decision of the Assembly upon their credentials, representatives are entitled to participate provisionally⁴¹. Same applies for the meetings of the Council where the representative will be seated provisionally with the same rights as other representatives⁴².
- **Objection to the representation:**
 - If an objection is raised against a representative, such objection shall be considered by the Credentials Committee which should submit a report to the Assembly⁴³. Any representative on the Council, to whose credentials objection has been made within the Council, shall continue to sit with the same rights as others representatives until the Council has decided the matter⁴⁴.

- Submission of credentials and letters of accreditation can be emailed to Mrs Christine Griffiths (cgriffiths@isa.org.jm), Office Manager of the Executive Office of the Secretary-General, and the original presented to the Protocol office upon arrival at the headquarters of the Authority.

2) Rights and access privilege for accredited stakeholders

Ground passes and admission to the meetings

The Secretariat issues grounds passes to accredited members of delegations, including observer delegations. Badges given to members of delegations are valid for the entire duration of the

³⁹ Rule of Procedure of the Assembly, rule 22.

⁴⁰ Rule of Procedure of the Council, rule 19.

⁴¹ Rule of Procedure of the Assembly, rule 25.

⁴² Rule of Procedure of the Council, rule 20.

⁴³ Rule of Procedure of the Assembly, rule 26.

⁴⁴ Rule of Procedure of the Council, rule 21.

session enabling them to access the meeting rooms and the main facilities of the conference centre.

In the interest of overall security, grounds passes must be displayed at all times while in the Jamaica Conference Centre and Secretariat building.

Protocol and seating arrangements

During meetings the Authority's annual sessions, the Protocol Office will be located on the first floor of the Secretariat building. To assist delegations, the Protocol Office provides the following services:

- It registers members of delegations attending meetings and approves issuance of grounds passes;
- It expedites the registration process (delegations are requested to advise the Protocol Office of the names of members of the delegation before arrival);
- It publishes the provisional list of delegations attending the meetings;
- It advises delegations on matters of protocol and diplomatic procedures;
- It ensures protocol coverage of all the official ceremonies at Headquarters (official visits, presentation of credentials, admission of new member States, etc.); and
- It deals with general inquiries regarding meetings.

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.

-Request to the Protocol Office should be addressed to: Mrs Christine Griffiths (cgriffiths@isa.org.jm), Office Manager of the Executive Office of the Secretary-General

Agenda

The provisional agenda for a regular session of the Assembly is drawn up by the Secretary-General and communicated to the members of the Assembly and to observers at least sixty days before the opening of the session⁴⁵.

For the Council, the provisional agenda for a regular session is drawn-up by the Secretary-General and communicated to the members of the Council and other members and observers of the Authority as soon as possible but at least thirty days before the opening of the session. Any subsequent change in or addition to the provisional agenda shall be brought to the notice of the members and observers of the Authority at least ten days before the opening of the session⁴⁶.

The Assembly, the Council and its members, as well as the Secretary-General can propose agenda item to be considered under the provisional agenda of a regular session of the Council⁴⁷.

⁴⁵ Rules of Procedure of the Assembly, rule 9.

⁴⁶ Rule of Procedure of the Council, rule 11.

⁴⁷ Rule of Procedure of the Council, rule 10 (a), (b), (c), (d) and (e).

Public and closed meetings

The meetings of the Assembly and the Council are held in public unless otherwise decided⁴⁸. On the contrary, as a general rule, meetings of subsidiary organs of the Assembly and the Council (such as the Finance Committee and the Legal and Technical Commission) are held in private⁴⁹.

Participation in deliberations

Observer States, national liberation movements and observers to the Third United Nations Conference on the Law of the Sea are entitled to participate in the deliberations of the Assembly and its subsidiary organs.⁵⁰ The UN and its specialized agencies may participate in the deliberations of the Assembly upon the invitation of the President on questions within the scope of their competence.⁵¹

Non-governmental organizations are entitled to sit in public meetings of the Assembly and upon invitation of the President and subject to the approval of the Assembly, make oral statements within the scope of their activities.⁵²

Any member of the Authority not represented in the Council can send a representative to attend a meeting of the Council. In that case, the representative is entitled to participate in the deliberations of the Council but not to vote.⁵³ Observers are also entitled to participate in the deliberation of the Council, upon the invitation of the Council, on questions affecting them or within the scope of their activities, without the right to vote.⁵⁴

Member delegations wishing to submit documents for consideration by the Assembly or Council should present them to the Secretary-General or to the Secretary of the body concerned at least three weeks prior to the start of the session so that the document can be translated.

Speeches

Members and observers can take the floor during the meetings of the Assembly and the Council.

However, no representative may address the Assembly or the Council without having previously obtained the permission of the President which call speakers in the order in which they signify their desire to speak. The President may call a speaker to order if their remarks are not relevant to the subject of the discussion⁵⁵.

The Assembly and the Council may limit the time to be allowed to each speaker and the number of times each representative may speak on any question⁵⁶.

⁴⁸ Rule of Procedure of the Assembly, rule 43(1); Rule of Procedure of the Council, rule 39(1).

⁴⁹ Rule of Procedure of the Assembly, rule 43(2); Rule of Procedure of the Council, rule 39(2); Rule of Procedure of the Finance Committee, rule 31(1).

⁵⁰ Rule of Procedure of the Assembly, rule 82(2).

⁵¹ Rule of Procedure of the Assembly, rule 82(3).

⁵² Rule of Procedure of the Assembly, rule 82(5).

⁵³ Rule of Procedure of the Council, rule 74.

⁵⁴ Rule of Procedure of the Council, rule 75.

⁵⁵ Rule of Procedure of the Assembly, rule 46, Rule of Procedure of the Council, rule 41.

⁵⁶ Rule of Procedure of the Assembly, rule 50; Rule of Procedure of the Council, rule 45.

Written statements submitted by the UN and its specialized agencies shall be distributed by the Secretariat to the members of the Assembly.⁵⁷ Written statements submitted by non-governmental organizations within the scope of their activities which are relevant to the work of the Assembly should be made available by the Secretariat in the quantities and in the languages in which the statements are submitted.⁵⁸

Voting rights

As a general rule, decision-making in the Assembly and the Council is by consensus.⁵⁹ If all efforts to reach a decision by consensus has been exhausted, decision is by voting. On questions of procedure, decisions shall then be taken by a majority of members present and voting while decisions on questions of substance shall be taken by a two-thirds majority of members present and voting.⁶⁰ Each member of the Assembly and the Council has one vote.⁶¹

A member of the Assembly which is in arrears in the payment of its financial contributions shall have no vote if the amount of its arrears equals or exceeds the amount of contributions due from it for the preceding two full years.

Observers are not entitled to participate in the taking of the decisions of the Assembly and its subsidiary organs⁶² nor in the decisions of the Council.⁶³

Side events organized during annual sessions of the Authority

During the annual sessions of the Authority, informal side events can be organized on key topical issues related to the themes of the Authority's work. Access to these side events is open to all.

Request forms are made available two months in advance on the dedicated webpage of the Assembly and the Council along with a guidance note for organizers of side events.

For cost-recovery purpose, a fee is attached to the organization of each side event. As of November 2020, the fee is USD\$ 300.

All approved side events are announced on the Authority's website and in the daily journal of meetings during the session.

- Request forms are accessible on the dedicated webpage of the annual session webpage (Assembly and Council).
- Request form should be submitted via email to: side-events@isa.org.jm

⁵⁷ Rule of Procedure of the Assembly, rule 82(4).

⁵⁸ Rule of Procedure of the Assembly, rule 82(6)

⁵⁹ Rule of Procedure of the Assembly, rule 61(1); Rule of Procedure of the Council, rule 56(1).

⁶⁰ UNCLOS, art.159(8); Rule of Procedure of the Assembly, rule 61(2) ; Rule of Procedure of the Council, rule 56(2).

⁶¹ Rule of Procedure of the Assembly, rule 60; Rule of Procedure of the Council, rule 55.

⁶² Rule of Procedure of the Assembly, rule 82(2).

⁶³ Rule of Procedure of the Council, rule 75.

- 3) Responsibilities and obligations of observers towards the Authority and its subsidiary organs and the Secretariat

During the sessions of the Assembly and the Council, accredited representatives of recognized stakeholders can:

- Participate in the plenary discussions as observers;
- Circulate written statement to governments through the Secretariat of the Authority;
- Make oral statements during the discussions of the Assembly.

When attending meetings at the Authority, participation of observers should comply with requirements regarding credentials, ground passes, media accreditation and filming protocols, security instructions, protocol, seating arrangements, behaviour, use and access to facilities, use of symbols, right to speak and delivery of statement etc.

Accordingly, all accredited stakeholders must fulfil the following obligations:

- Act in accordance with the relevant rules of procedure for any meeting or session which they attend;
- Comply with registration requirements and seating arrangements for any meeting or session which they attend, keeping in mind that meeting and session organizers will work to ensure that enough seating is available during public sessions to facilitate participation.
- Only representatives whose names have been communicated to the Secretariat are admitted to sessions of the Council and the Assembly and shall be registered and receive a badge;
- Badges issued at registration shall always be worn visibly;
- Participants shall be prepared to have their identify verified upon the request of the Authority's officials or security staff;
- Representatives admitted to sessions shall cooperate and comply with requests and instructions from the Authority's officials and security staff regarding the use of the facilities and access to and conduct within the venues;
- No participant shall harass or threaten any other participants;
- Interfering with the movement of participants at any time or location within the venue is not permitted;
- The flags and any officially recognized symbols of the Authority and its members shall not be treated with disrespect;
- Observers are not allowed to occupy seats behind government signs, unless they are part of official delegations or unless they are invited by the specific member to do so;
- To indicate a request to speak, observers must submit a request to the President of the meeting who will consider protocol requirements.
- Statements that are read in the session must be submitted to the Secretariat for documentation and recording purposes;
- Written statements that were not read out publicly can be submitted for online upload sharing purposes;
- Demonstrations or any other assemblies are only permitted with prior approval of the Authority and in compliance with local police laws. Demonstrations that are held

without such approval might result in eviction from the Authority's compound and lifetime loss of the right to enter again.

4) Funding for stakeholder engagement at the Authority

Funding for some stakeholder participation in the Authority's activities is made available through different mechanisms. The Authority makes a priority to draw the importance of such participation and in particular, the importance of the participation of members of the Council, the Legal and Technical Commission and the Finance Committee from developing States. To that end, different trust funds have been established.

Besides this, the Authority is not able to commit itself to financial support to stakeholders for participation in meetings or activities.

(ii) Stakeholder consultations

The Authority gives particular importance to collect inputs and feedback from all stakeholders when developing key documents.

In the case of the development of the draft regulations for exploitation of mineral resources in the Area, six rounds of stakeholder consultations have been held since the inception of the process in 2014. Stakeholder consultations were also held on the development of the Strategic Plan and High-Level Action Plan of the Authority respectively in 2018 and 2019.

More recently, stakeholder consultations were held on the development of the standards and guidelines which will support the implementation of the exploitation regulations, in accordance with the process and schedule proposed by the Legal and Technical Commission (LTC)⁶⁴. All the drafts developed by the Commission are to undergo stakeholders consultations before consideration by the Council.

General practice is that a minimum of one month is given for stakeholders to submit their comments to the Secretariat which then collate all contributions and, unless indicated otherwise, upload all of them on the website of the Authority.

(iii) Participation in workshops and events organized by the Authority

In the implementation of its mandate, the Authority organizes workshops and events designed to progress discussions on specific issues related to its works.

In principle, to facilitate meaningful discussions and/or enable participation to effectively undertake specific tasks (scientific analysis, break-out groups etc), workshops are designed for a maximum capacity of participants. Accordingly, call for nominations can be issued ahead of the workshop for selection of participants and/or experts by the secretariat of the Authority detailing specific selection criteria. In any cases, due consideration is also given to ensure balanced geographical representation and gender balance.

Since the Authority does not accept individual nominations, all nominations should be signed by the relevant authorities to which the proposed participant/expert is affiliated.

⁶⁴ See ISBA/25/C/19/Add.1

The results of the selection process are made available in advance of the workshop/event in order to enable successful applicants to make the necessary arrangements to participate.

(iv) *Partnerships*

In implementing the mandate given to it by UNCLOS and the 1994 Agreement, the Authority established strategic partnerships aimed at creating the enabling conditions to catalyse and channel the knowledge and expertise of specific groups of stakeholders (members, observers, scientific community, academia, the private sector ect.) through a number of processes.

The Strategic Plan and the High-Level Action Plan of the Authority for 2019-2023 give recognition to the important role played by various partners in progressing towards the implementation of Part XI of UNCLOS and the 2030 Agenda.

Over the past decade, increased recognition has been given to the important role played by partnerships in addressing global and regional priorities, bringing together non-governmental organizations, civil society and the private sector, among others, to contribute to the realization of internationally agreed development goals. A number of programmatic activities implemented by the Authority are undertaken in partnership with intergovernmental organizations, scientific institutions and the private sector. Such partnerships are not limited to accredited stakeholders.

2.5 Effective communication

Effective communication is essential to building and maintaining public dialogues, increasing public awareness and ensuring stakeholder engagement. Consistency and coherence in the way the Authority communicates externally and internally is ensured by the provisions contained in the communications guidelines and publication policy which can be used in conjunction with the administrative instruction on official documents.

Access to the communications guidelines and publication policy: [ISBA/ST/AI/2019/1](#).

Access to the administrative instruction on official documents: [ISBA/ST/AI/2020/1](#)

A. Notification of meetings of the Assembly and the Council

The Secretary-General shall notify the members of the Assembly and the Council as early as possible but at least thirty days in advance of the opening of a regular session. For meetings of the Council, it is expected that the Secretary-General notifies other members of the Authority.⁶⁵ Copies of the notice convening the session is addressed to observers of the Authority.⁶⁶

The Secretariat of the Authority publishes the Daily Journal to provide updates on all meetings, agendas, documents, etc.

⁶⁵ Rule of Procedure of the Council, rule 3.

⁶⁶ Rule of Procedure of the Assembly, rule 7 ; Rule of Procedure of the Council, rule 8.

B. Official documents of the Assembly and the Council

The Secretariat receives, translates, reproduces and distributes documents of the Council and its organs to the members and observers of the Authority.⁶⁷ The Secretariat also has the custody and proper preservation of the documents in the archives of the Authority.

Specific provisions exist for the processing, formatting and translating of the official documents of the Authority (ISBA/ST/AI/2020/1).

1) Translation and submission deadline

Documents prepared for intergovernmental meetings, including those of the Council and the Assembly, are issued in the six official languages of the Authority (Arabic, Chinese, English, French, Russian and Spanish).

All documents to be translated are submitted to the Department for General Assembly and Conference Management of the UN through the Authority's Documentation and Conference Management Officer.

Official documents must be slotted for translation with the Department at least 10 weeks, or 70 calendar days, before the meeting at which they are to be used. Pre-session documents that are submitted less than 10 weeks from the meeting dates require a footnote to indicate the reason for the late submission. Late submissions, incomplete texts, overly long reports and manuscripts submitted without a mandate disrupt the smooth, orderly and efficient production process and must be avoided.

2) Length of documents

The Authority's reports should be as brief as possible and, whenever possible, not exceed 8,500 words (around 16 physical pages)⁶⁸ for documents originating in the Secretariat and 10,700 words for documents not originating in the Secretariat,⁶⁹ such as documents received from member States. If a document exceeds those limits, concerted efforts will be made to shortening the document or issuing it as a conference room paper, which is not translated and is not considered to be an official document. Exceptions to this rule are made for the annual report of the Secretary-General and legislative instruments, such as regulations.

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| <ul style="list-style-type: none">- For enquiries, contact Ms Kayon Wray, Documentation and Conference Management Officer (kwray@isa.org.jm) |
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3) Distribution of documents and online document portal

The Authority is offering all conference participants a carbon friendly solution aimed at reducing paper wastage through efficient use of print-on-demand services and by making available all public documents on its website as well as through PaperSmart.

⁶⁷ Rule of Procedure of the Council, rule 32(1).

⁶⁸ See ISBA/ST/AI/2020/1.

⁶⁹ See ISBA/ST/AI/2020/1.

Requests for print of documents can be made at the dedicated Print-on-Demand desk set up in the Reception area of the Conference Centre. Delegates are encouraged to take their electronic devices to meetings and access documents electronically by using the dedicated webpage for the annual session on the Authority's website.

Delegates wishing to have their statements posted on the Authority's website must submit a copy in either PDF or WORD at least twelve hours in advance of their designated speaking slot or in person to the Conference Officer in the Conference Room in hard-copy or USB stick. Statements submitted for circulation will be under embargo until delegates deliver their remarks.

- Access to the Authority's website: <https://www.isa.org.jm/>
- Access to the dedicated webpage for the annual sessions: <https://www.isa.org.jm/sessions/26th-session-2020>
- Submission of statements for publication on the Authority's website to: news@isa.org.jm

C. Public display of materials

For the last couple of years, the Authority has received increased volume of requests for public display of materials and filming of public meetings. This welcomed development requires proper guidance in order to facilitate the needs of applicants, guarantee free movement and safety of delegates but more importantly, to ensure the convenient and proper conduct of meetings.

Displays of public materials in rooms allocated to side-event(s) such as pop-up banners, posters, briefs or advertorials, if requested, are welcomed and should be made after consultation with the Communications Unit of the Secretariat. No display of public materials is allowed in the meeting rooms. The Authority assumes no responsibilities for the content of these materials and for any loss or damage that may arise in relation to such display.

D. Languages

Arabic, Chinese, English, French, Russian and Spanish are the official languages of the organs of the Authority⁷⁰. Any representative who desires to deliver a speech in a language other than these official languages shall provide for the interpretation into one of the official languages⁷¹.

The working languages of the Authority are English and French.

⁷⁰ Rule of Procedure of the Assembly, rule 39 ; Rule of Procedure of the Council, rule 34 ; Rule of Procedure of the Finance Committee, rule 27 Rule of Procedure of the Legal and Technical Commission, rule 24.

⁷¹ Rule of Procedure of the Assembly, rule 40(1); Rule of Procedure of the Council, rule 35(2) ; Rule of Procedure of the Finance Committee, rule 29 ; Rule of Procedure of the Legal and Technical Commission, rule 26.

E. Access to information

The Authority recognizes that it is critically important to disseminate and make accessible documentation concerning its work or information generated through its programme as widely as possible. The Authority also recognizes that transparency, accountability and openness can become a catalyst for achieving a greater impact.

At the same time, the Authority has an obligation to protect the confidentiality of certain information. In particular, data and information submitted or transferred to the Authority or to any person participating in any activity or programme of the Authority pursuant to the Regulations on Prospecting and Exploration for Polymetallic Nodules in the Area, the Regulations on Prospecting and Exploration for Polymetallic Sulphides in the Area, and the Regulations on Prospecting and Exploration for Cobalt-Rich Crusts or a contract issued under these Regulations, and designated by the contractor, in consultation with the Secretary-General, as being of a confidential nature, shall be considered confidential unless it is data and information which:

- (a) Is generally known or publicly available from other sources;
- (b) Has been previously made available by the owner to others without an obligation concerning its confidentiality; or
- (c) Is already in the possession of the Authority with no obligation concerning its confidentiality.

However, data and information that is necessary for the formulation by the Authority of rules, regulations and procedures concerning protection and preservation of the marine environment and safety, other than proprietary equipment design data, shall not be deemed confidential.

Procedures to ensure confidentiality are set out in the exploration regulations.

F. Use of Information and Communications Technology to enhance stakeholder engagement

The use of Information and Communication Technology, including through the webcasting of the annual session, meetings, e-participation, and access to information platforms can enhance the effective participation of stakeholders in a costs-effective manner.

Specific tools to facilitate public participation and information sharing include the use of e-mails, newsletters, Internet/websites, videoconferencing, social media and e-learning, online platforms, online consultations and surveys, webinars, among others.

In this context, the Authority:

- Strives to webcast selected meetings of the Assembly and Council;
- Organizes webinars;
- Provides information through its website and different other platforms such as the Library catalog and DeepData;
- Uses social media as a vehicle to engage a wider target audience

It is recognized that the use of Information and Communication technology cannot always replace the physical presence of stakeholders in meetings, which is deemed of crucial importance for building relations and trust, fostering consensus on specific issues while allowing a diversity of viewpoints to be expressed, providing in-person networking opportunities and build capacity. Accordingly, a combination of both forms of participation is therefore recommended to complement and enhance stakeholder engagement.

All public information products are uploaded to the Authority's website.

- Enquires to: cits_team@isa.org.jm

G. Records and sound recording of meetings

1) Official meetings of the Authority

The Secretariat shall make and retain sound recordings of meetings of the Assembly and the Council and of its subsidiary organs when they so decide⁷².

2) Workshops, side events organized by the Authority

In principle, the Secretariat of the Authority takes responsibility for recording the event.

By participating in the workshop, participants are deemed giving their consent for the recording. The full recording will not be made public or otherwise circulated and will be used by the Authority only to support the preparation of workshop reports, minutes and or summaries.

Recording by individual participants without prior consent of all other participants may incur liability and could have serious legal implications for the Authority and for the participants concerned, and for this reason all participants should note that, as a matter of policy, personal recording by participants is not permitted. Recording of the workshop proceeding by participants is strictly prohibited. No participant may electronically record or broadcast any portion of the workshop. Those who do not comply with the present recording policy may be asked to leave the workshop without prior notice.

H. Media outreach and enquiries

The Authority works very closely with the media, and in such relationship, is committed to being open and transparent.

1) Relation whit the media

⁷² Rule of Procedure of the Assembly, rule 42(2); Rule of Procedure of the Council, rule 37(2).

The Secretary-General is the primary spokesperson for the Secretariat, unless otherwise delegated to one of the Heads of Offices or any senior staff member

2) Media accreditation to the Authority's annual sessions

Media accreditation to cover the Authority's annual sessions and meetings is strictly reserved:

- for **members of the press** (print, photo, radio, television, film, news agencies and online media) who represent a *bona fide* media organization (formally registered as a media organization in a country recognized by the United Nations General Assembly);
- for **media organizations that have demonstrable editorial oversight and a verifiable street address and telephone number** (P.O. Box will not be accepted).

Media accreditation is not accorded to the information outlets or advocacy publications of non-governmental organizations. No media badge will be issued to journalists whose application does not conform to the established procedure.

Media accreditation is the responsibility of the Communications Unit which may require supplementary documentation to evaluate the request. Applications are considered on a case-by-case basis and the decisions of the Communications Unit are final. The Communications Unit reserves the right to deny or withdraw accreditation of journalists from media organizations whose activities run counter to the principles of the mandate of the Authority.

Request for media accreditation and for further enquiries, should be made to the Communications Unit via email: news@isa.org.jm
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3) Filming of public meetings

Detailed protocols apply to all members of the media who seek to interview ISA staff or delegates, or to undertake filming or photography, during the annual ISA sessions at the Jamaica Conference Centre.

Media accreditation to cover ISA annual sessions and meetings is strictly reserved for members of the press (print, photo, radio, television, film, news agencies and online media) who represent a *bona fide* media organization. No media badge will be issued to journalists whose application does not conform to the established procedure.

The Communications Unit must be satisfied that the individuals applying for accreditation are professional journalists and represent *bona fide* media organizations.⁷³ Media organizations must have demonstrable editorial oversight and a verifiable street address and telephone number (P.O. Box will not be accepted). Accreditation will only be given on proof of a track record of reporting for media organizations on environmental issues and/or international affairs.

⁷³ Formally registered as a media organization in a country recognized by the United Nations General Assembly

-The filming protocols are accessible at: <https://www.isa.org.jm/media-accreditation/filming-protocols>
-Conditions for media accreditation are accessible at: <https://www.isa.org.jm/media-accreditation/how-apply>
- Application to interview staff of the Authority or delegates or to undertake filming or photography during the Authority's annual sessions should be submitted to the Communications Unit: news@isa.org.jm

I. Copyright

The Authority's logo is the singular most important item that represents the organization to the public. The official seal, flag and emblem of the Authority were adopted by the Assembly at its 84th meeting, on 14 August 2002⁷⁴. It cannot be used without prior consultation with the Authority and written authority from the Secretary-General.

None of the multimedia resources available on the Authority's website may be used, reproduced or transmitted, in whole or in part, in any form or by any means, electronic or mechanical, including photocopying, recording or the use of any information storage and retrieval system, except as provided for in the Terms and Conditions, without permission in writing from the Authority.

News-related material can be used as long as the appropriate credit is given, and the Authority is advised.

Request for use of multimedia materials and for further enquiries should be made to the Communications Unit via email: news@isa.org.jm

III. Stakeholder code of conduct

Stakeholders of the Authority are expected to adhere to the following:

- **no stakeholders shall be considered, in any respects, as agents or staff members of the Authority.** They are not entitled to introduce themselves, act, and/or speak on behalf of, or for the Authority. With regards to informal or expert working groups, stakeholder representatives must ensure that they highlight their functions as facilitators/participants of these groups in an appropriate manner that avoids misunderstanding. They are expected to always present their organizational affiliation, and clearly indicate that the respective person represents its constituents to the Authority. Thus, formulations such as "*Representative for the Authority.....*", "*Representative of the authority...*" are not legitimate.
- **No organization or individual is authorized to use the Authority's name and logo** for the promotion, advertisement or marketing of its personal interests, products, services, views, ideas or opinions, without prior written approval of

⁷⁴ See ISBA/8/A/12.

the Authority, in line with the Communications guidelines and publication policy.

Specifically, the following uses are not allowed:

- any use of the logo suggesting or implying a certification or seal of approval for activities, services and/or products;
- any use of the Authority's logo on business cards;
- any use of the logo as a component of an organization's own logo, trademark or other branding elements, including their websites;
- any use of the logo for the promotion or advertising of products, services and other activities intended to solicit business;
- any use of the logo as a permanent graphical element of stationery, business cards, or other variable utilised print materials;
- the use of the Authority brand in a way that might prejudice the Authority and/or the reputation and credibility of the Authority.
- The name and image of a member/observer or a staff of the Authority without their consent in a way that might prejudice their reputation or the reputation of the Authority.