



Manual of Protocol

June 2022

Table of Contents

Introduction..... 3

Protocol Service..... 3

Establishment of a new Permanent Mission..... 4

Appointments and Presentation of Credentials - New Permanent Representatives and Observers 4

Sample letter of credentials..... 5

Credentials of Representatives attending annual sessions of the Authority..... 5

Changes in Permanent Missions 5

Temporary absence of a Permanent Representative 6

Notification of end of duty of members of the Permanent Mission 6

Notes Verbales and Letters 6

Checklist 7

Introduction

1. This manual offers general guidance on the norms and practices of protocol and administrative requirements accepted and observed at the Headquarters of the International Seabed Authority (the Authority). Much of what is contained in this manual has been gathered over the years from practical experience and has been successfully applied by the Authority since its inception. It is not an exhaustive review of protocol matters or diplomatic etiquettes.
2. In preparing this manual, important documents such as the “Agreement Between The International Seabed Authority and The Government Of Jamaica Regarding the Headquarters of the International Seabed Authority” (the Host Country Agreement) and other legal texts such as the Rules of Procedure for both the Assembly and the Council of the Authority and the Protocol on the Immunities and Privileges of the Authority were used. Other equally important documents such as the 1997 Agreement Concerning the Relationship between the United Nations and the International Seabed Authority and the Manual of Protocol of the United Nations (ST/SG/4/Rev.9/1 (23 April 2021) were also consulted.
3. This manual provides important information on administrative and diplomatic procedures that will facilitate the activities of the diplomatic community stationed in Kingston, Jamaica with regards to the Authority and the participation of the representatives of members and delegates attending the annual sessions of the Authority. Additionally, it will also enhance co-operation between Permanent Missions, Observer Offices and the Authority.

Protocol Service

4. The Authority maintains a Protocol Service at its Headquarters in Kingston, Jamaica. For enquiries and assistance, please contact:

Ms. Christine Griffiths

Office Manager
Headquarters, International Seabed Authority
14-10 Port Royal Street
Kingston, Jamaica.
Phone: 1(876) 922 9105 ext. 233
Email: cgriffiths@isa.org.jm

5. The Authority also has a Liaison Office at the United Nations Headquarters in New York. For enquiries and assistance, please contact:

Ms. Asenaca R.B. Navoti

Senior Liaison Assistant
1 UN Plaza, Room 1140
UN Headquarters,
New York
Phone: 1(212) 963 6411
Email: seaun@un.org

Establishment of a new Permanent Mission

6. The requirements for the establishment of new permanent and Observer Missions to the Authority are set out by [Article 27](#) of the Host Country Agreement. Permanent Representatives with dual or multiple accreditation are also encouraged to present their credentials to the Secretary-General.
7. A member of the Authority or observer to the Authority must notify the Secretary-General of their intention to establish a Permanent or Observer Mission in Kingston, Jamaica. The Secretary-General will inform the Government of Jamaica upon receipt of such notification.

Appointments and Presentation of Credentials - New Permanent Representatives and Observers

8. It is advisable that the Permanent or Observer Mission concerned, after formal recognition by the host country Jamaica, announce their intentions to present their credentials to the Secretary-General of the Authority at the earliest opportunity. The Authority also accepts dual and multiple accreditation in line with the [Vienna Convention](#) on Diplomatic Relations..
9. The Permanent Mission should submit the curriculum vitae and a copy of the letter of credentials of the new Permanent Representative to the Executive Office of the Secretary-General of the Authority. An example of a standard letter of credentials is provided below.
10. The ceremony of presentation of credentials usually takes place at the Headquarters of the Authority in Kingston, Jamaica. On the date and time agreed between the new Permanent Representative and the Authority, the newly-appointed Permanent Representative will be welcomed and escorted to the Executive Office of the Secretary-General. The Permanent Representative may be accompanied by one or two members of his or her Mission.
11. The recommended attire for the ceremony of the presentation of credentials is business suit, preferably dark, or national dress.
12. The presentation of credentials is the opportunity for the Secretary-General to welcome the new Permanent Representative in the Authority.
13. It is expected that, at the time of the presentation of credentials, the new Permanent Representative delivers a brief statement to the Secretary-General outlining the priorities of his/her government in relation to the work of the Authority.
14. The Executive Office of the Secretary-General will ensure that a photographer takes a photograph of the new Permanent Representative while presenting his/her letter of credentials to the Secretary-General. A copy of the photograph will be sent to the Mission concerned.
15. The Secretariat issues a press release containing biographical data on the new Permanent Representative and announcing his/her presentation of credentials to the Secretary-General. This is also reflected in the Secretary-General's Annual Report on activities of the Authority.
16. The Secretariat of the Authority notifies the Ministry of Foreign Affairs and Foreign Trade of Jamaica of the name of the new Permanent Representative.

Sample letter of credentials

**LETTER OF CREDENTIALS
ISSUED BY THE MINISTER OF FOREIGN AFFAIRS AND
ADDRESSED TO THE SECRETARY-GENERAL OF THE INTERNATIONAL SEABED
AUTHORITY**

Date:

Excellency,

I have the honour to inform you that the Government of _____ has appointed Ambassador _____ as its Permanent Representative to the International Seabed Authority.

The Government of _____ would be grateful if you could grant Ambassador _____ any assistance he may require to carry out his/her duties.

Please accept, Excellency, the assurances of my highest consideration.

(Signed: by the Minister of Foreign Affairs)

Credentials of Representatives attending annual sessions of the Authority

17. The rules governing the presentation of credentials of representatives attending annual sessions of the Authority is governed by [Part IV, Rules 23 to 26](#) of the Rules of Procedure of the Assembly of the Authority and by [Part III, Rules 16 to 21](#) of the Rules of Procedure of the Council of the Authority.
18. The credentials of representatives and the names of alternate representatives and advisers are to be submitted to the Secretary-General, if possible, not later than twenty-four hours after the opening of the session or taking of seats on the Council. The credentials are to be issued either by the Head of State or Government, by the Minister for Foreign Affairs or person authorized by him or her or, in the case of entities referred to in article 305, paragraph 1 (f) of the United Nations Convention on the Law of the Sea, by another competent authority.

Changes in Permanent Missions

19. All Permanent Missions and Observer Offices are requested to promptly notify the Secretariat, in writing, of any changes to the address, telephone numbers, fax numbers and e-mail addresses of their office.

Temporary absence of a Permanent Representative

20. Before absenting him/herself from the Permanent Mission for any length of time, the Permanent Representative is requested to notify the Secretary-General of the name of the member of the Permanent Mission who will perform the duties of Head of the Permanent Mission in the capacity of Chargé d'affaires a.i. during the absence of the Permanent Representative.
21. A Chargé d'Affaires a.i. cannot appoint him/herself or another Chargé d'Affaires a.i. Therefore, if more than one consecutive Chargé d'Affaires a.i. is needed during the absence of the Permanent Representative, their names and the dates of their respective appointments should be communicated to the Secretary-General by the Permanent Representative before his/her departure. However, if the Permanent Representative is already away and it is impossible to obtain a letter from him/her, the appointment of a Chargé d'Affaires a.i. should be made by a letter from the Ministry of Foreign Affairs of the country in question to the Secretary-General.
22. The Permanent Representative should also notify the Secretary-General of the date of his/her resumption of duties upon return to the Mission.

Notification of end of duty of members of the Permanent Mission

Permanent Representative

23. Before relinquishing his/her post, a Permanent Representative should inform the Secretary-General in an official letter, and at the same time communicate the effective date of his/her end of duty at the Permanent Mission and the name of the member of the mission who will act as Chargé d'Affaires a.i. pending the arrival of a new Permanent Representative.

Notes Verbales and Letters

24. All correspondence between the Permanent Missions and the Authority should be addressed to the Secretary-General. Diplomatic appointments, promotions and departures, as well as any personnel movements, should be announced in a letter (not a note verbale) addressed to the Secretary-General. Any official communication containing important information regarding the Governments of the Member States, changes in the official name of the Member States, changes in the national flag of the Member States and changes in emails and focal points, etc., should also be communicated in a letter by the Head of the Mission.
25. Notes verbales addressed to the Secretariat are normally used to communicate routine administrative matters other than personnel matters, such as updates of Mission contact information and closures of a Mission due to a national holiday. Such notes should depict the official seal of the Mission and bear the initials of the Head of Chancery or the Principal Administrative Officer.

Quick Checklist Reminder - Presentation of credentials

Initial stage of process of presentation of credentials

- Send an email to the Office Manager at the Executive Office of the Secretary-General (EOSG) of the International Seabed Authority, Ms. Christine Griffiths (cgriffiths@isa.org.jm), informing of the intention to present credentials and of the arrival of the designate Permanent Representative.
- Establish a mutually agreed date and time for the presentation of credentials to the Secretary-General.
- Send a copy of the designate Permanent Representative's letter of credentials and Curriculum Vitae (CV) to Ms. Christine Griffiths (cgriffiths@isa.org.jm).

Letter of credentials

- Addressed to the Secretary-General of the International Seabed Authority.
- Issued by the Head of State or the Head of the Government, or the Minister for Foreign Affairs or, in the case of entities referred to in article 305, paragraph 1 (f) of the United Nations Convention on the Law of the Sea (UNCLOS), by another competent authority.
- Ensure that the contents, letterhead and seal are in proper order.

Presentation of credentials ceremony

- The recommended attire for the ceremony is business suit, preferably dark, or national dress.
- The new Permanent Representative will be escorted and welcomed to the Office of the Secretary-General for the ceremony and may be accompanied by one or two members of his or her mission.
- The new Permanent Representative may wish to make a brief statement to the Secretary-General.
- A photographer will take an official photograph (including electronic copies) of the new Permanent Representative while presenting his/her letter of credentials to the Secretary-General. Copies of the photograph will be sent to the Mission/Embassy concerned.
- The Secretariat will issue a press release containing biographical data on the new Permanent Representative and announcing his/her presentation of credentials to the Secretary-General.
- The Secretariat will notify the Ministry of Foreign Affairs and Foreign Trade, Jamaica of the name of the new Permanent Representative.