



27<sup>th</sup> Session  
2022

**Information on logistical and procedural aspects  
for the twenty-seventh session of the Council (Part II) and the Assembly  
(18 July-5 August 2022)**

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**A. Introduction**

1. The twenty-seventh session of the Council (Part II) and the Assembly will be held in Kingston, Jamaica from 18 July to 5 August (Council: 18-29 July; Assembly: 1-5 August).
2. This note aims at providing information to delegations on the logistical and procedural aspects.

**B. Meeting Format**

3. The meetings of the twenty-seventh session of the Authority will be held in person.

**C. Meeting Venue**

4. Following receipt of the information from the host country that the Jamaica Conference Centre will not be available for the July session of the Authority owing to ongoing renovation works, the Secretariat has been notified of the decision of the host country to host the session at the Knutsford Court Hotel, New Kingston. The venue will not function as a hotel during the period of the session and no accommodation will be available at the Knutsford Court Hotel. It is understood that the Authority will have the exclusive use of the venue for the purposes of the session. Nevertheless, it should be noted that the venue poses significant logistical challenges for the conduct of the meetings of the Council and Assembly. To help us overcome these challenges, delegations are advised to study this information note carefully prior to arriving in Kingston and to submit credentials as early as possible.

**D. Limitation on Delegations**

5. The Secretariat intends to not limit the size of delegations attending the twenty-seventh session of the Authority.
6. Nevertheless, delegations should note that the space allocated within the Knutsford Court Hotel consists of only two meeting rooms. The main meeting room has a maximum capacity of 120 persons and the secondary meeting room (spill over room) has a maximum capacity of 50

persons. In the light of this, exceptional seating arrangements may need to be imposed and it may be necessary to limit the number of persons in the room at any one time.

7. For the Council meetings, delegations of States will be seated in the main meeting room. Priority will be given to seating two representatives for each delegation in the main meeting room. Observers (inter-governmental organizations and non-governmental organizations) will be seated in the secondary meeting room and priority will be given to seating one person for each delegation.

8. For the Assembly, priority in the main meeting room will be given to seating one representative of each State delegation that has submitted credentials to the Secretariat in line with paragraph 10 below. Seating may be adjusted according to actual attendance. Observers to the Assembly (inter-governmental organizations and non-governmental organizations) will be seated in the secondary meeting room and priority will be given to seating one person for each delegation.

#### **E. Access for People with Disabilities**

9. Representatives with disabilities who require accessible seating during the meetings are kindly requested to bring this to the attention of the Secretariat as soon as possible via email at [secretary-general@isa.org.jm](mailto:secretary-general@isa.org.jm).

#### **F. Procedural Aspects of the Meeting**

##### ***Credentials***

10. Delegations are kindly requested to send their credentials in pdf format to the Secretariat via email to [secretary-general@isa.org.jm](mailto:secretary-general@isa.org.jm) as soon as possible, and not later than 12:00pm on 15 July 2022 (Jamaica time) for the meetings of the Council and 12:00pm on 29 July 2022 for the meetings of the Assembly in the following formats:

- a scanned copy of the formal credentials issued by the Head of State or Government, by the Minister for Foreign Affairs or a person authorized by the Minister; or
- a scanned copy of a duly signed communication such as a note verbale from either the respective Ministry of Foreign Affairs, or the Permanent Mission to the International Seabed Authority or the Permanent Mission to the United Nations, containing provisional information concerning the appointment of representatives participating in the twenty-seventh session, pending the submission of the formal credentials.

11. Members of the Authority are kindly requested to bring original hard copy credentials to the secretariat on the first day of the Meetings of the Council and the Assembly. Submission of original credentials will be at a desk located in the Protocol and Credentials area at the Knutsford Court Hotel. For any specific questions on credentials, please kindly contact the Secretariat by email at [secretary-general@isa.org.jm](mailto:secretary-general@isa.org.jm). For purposes of allocating limited seating, it will be helpful to the Secretariat to receive indications of delegation sizes as early as possible.

##### ***Accreditation of Observers***

12. Observers referred to in rule 82 of the Rules of Procedure of the Assembly are invited to transmit by email to the Secretariat at [secretary-general@isa.org.jm](mailto:secretary-general@isa.org.jm) the name of the representative(s) who will form part of the delegation, as soon as possible and no later than 12:00pm on 15 July 2022 (Jamaica time) for the meetings of the Council and 12:00pm on 29 July 2022 for the meetings of the Assembly. For any specific questions on accreditations, please contact the Secretariat by email at [secretary-general@isa.org.jm](mailto:secretary-general@isa.org.jm). Observers are advised that the

note verbale No. ISBA/EOSG/2022/082 which was sent to Members and copied to Observers serves as notification to both for invitation purposes.

### ***Pass***

13. For access to the meeting rooms at the Knutsford Court Hotel, it is necessary to have a valid pass. Delegations are reminded to collect their passes at the desk in the Protocol and Credentials area at the Knutsford Court Hotel.

### ***Documentation and Interpretation***

14. The meetings of the twenty-seventh session will be paperless. Delegates are invited to use their portable devices to access all documentation. Pre-session and in-session documents will be made available on the Authority's website (<https://isa.org.jm/sessions/27th-session-2022>). Access to a secured WiFi connection will be provided.

### ***Statements***

15. In line with past practice, statements made during the meetings shared with the Secretariat ([council@isa.org.jm](mailto:council@isa.org.jm) for the Council meetings, and [assembly@isa.org.jm](mailto:assembly@isa.org.jm) for the Assembly meetings), including longer versions, will be posted on the website of the Authority, unless indicated otherwise.

16. The President of the Council and the President of the Assembly may announce additional information to delegations on the organization of the discussions once the meetings begin.

## **G. Meeting Services and Other Arrangements**

### ***Meeting Journal***

17. The journals for the meetings of the Council and the Assembly will be posted on the Authority's website <https://isa.org.jm/sessions/27th-session-2022> at 8 pm daily.

### ***ISA Web TV***

18. The meetings of the Council and the Assembly will be streamed online, and in all official languages of the Authority, at <https://www.isa.org.jm/index.php/web-tv>.

### ***Side Events***

19. Due to the limitations imposed by the meeting venue, no side event can be accommodated at the Knutsford Court Hotel.

### ***Meetings of Regional Groups***

20. Rooms will be provided for regional group meetings, subject to availability.

## **H. Medical Services**

21. During the meetings, a medical team will be on standby to assist delegates. For any medical need, delegates are kindly encouraged to notify the Security and Facilities Unit of the Authority by telephone at 876-838-3902 or email [sphinn@isa.org.jm](mailto:sphinn@isa.org.jm) and the United Nations Department of Safety and Security (UNDSS) Jamaica email: [Lincoln.campbell@un.org](mailto:Lincoln.campbell@un.org) or [Lance.smith@un.org](mailto:Lance.smith@un.org).

## **I. Transportation**

22. There will be a daily shuttle service, properly identified, offering delegates daily transportation to and from the Knutsford Court Hotel. The bus will be parked at the Pegasus Hotel, accessible to nearby properties. The rates are: 6 USD/1,000 JAD for round trip and 3 USD/500 JAD for a one-way trip.

23. For delegates staying at Spanish Court Hotel and A/C Hotel interested in this service, the rate is 8 USD/1,200 JAD for round trip and 4 USD/600 JAD for a one-way trip. For these two properties, delegates are to request the service to ISA Office for Administrative Services before arrival by email to [lvalles@isa.org.jm](mailto:lvalles@isa.org.jm).

24. Bus services are offered by private contractors and indicated here as a courtesy to delegates. The Secretariat takes no responsibility for the services provided.

Kingston, Jamaica, 3 June 2022