

Annex

Supplementary information on logistical and procedural aspects for the meetings of the Council and the Assembly in December 2021

Hybrid format

**Jamaica Conference Center,
Conference Room 1**

Meetings of the Council from 6 until 10 December 2021

Meetings of the Assembly from 13 until 15 December 2021

I. Introduction

1. The meetings of the Council and the Assembly for the closing of the twenty-sixth session of the Authority will be held in a hybrid format.
2. The hybrid form aims at facilitating participation, either by in-person attendance in Conference Room 1 at the Jamaica Conference Centre, Kingston, or virtual participation via an online platform (Interprefy). The meetings will take place from 10 am to 1 pm and from 3 to 6 pm Kingston time.
3. This note aims at providing additional information to delegations mostly on the modalities for the hybrid format and shall be read in conjunction with the Information Note on the Preliminary Modalities for In-Person Meetings of the Council and the Assembly of the International Seabed Authority issued on 1 October 2021 and with the Additional Information to the Information Note on the Preliminary Modalities for In-Person Meetings of the Council and the Assembly of the International Seabed Authority issued on 2 November 2021.

II. In-person participation

Entry, testing and quarantine requirements

4. Delegations opting to participate in-person should familiarize themselves with the entry requirements to Jamaica. As at the date of this letter, fully vaccinated delegates who have a negative PCR test taken within 3 days of departure to Jamaica will not be required to quarantine on arrival.
5. Further information on entry, testing and quarantine requirements is available at <https://www.visitjamaica.com/travelauthorization/>.

Entry, exiting and seating at the Jamaica Conference Centre

6. Entry and exit to all meeting locations will follow the required physical distancing measures. It is expected that, on the meeting dates, Delegates may start arriving at the Jamaica Conference Centre from 9:00 a.m. Delegates are encouraged to maintain physical distancing while waiting to access Conference Room 1.
7. Suggested numbers of representatives per delegation at Conference Room 1 are detailed in the Information Notes referred to above in paragraph 3.
8. A chart for seating arrangements in Conference Room 1 will be circulated at least three days before the opening of the meetings. Delegates will assume the seat nearest to the nameplate of their country to ensure adequate physical distancing.

Pass

9. In order to have access to the secretariat building and the Jamaica Conference Centre, it is necessary to have a valid pass. Delegations are reminded to collect their passes for in-person participation at the desk in the Protocol and Credentials area of the first floor of the secretariat building.

Social distancing in common areas

10. Representatives waiting their turn outside the restroom should maintain physical distancing and wear a mask in common areas (e.g. elevators and corridors).

Access for people with disabilities

11. Representatives with disabilities who require accessible seating during the meetings are kindly requested to bring this to the attention of the Secretariat at the soonest time possible via email at secretary-general@isa.org.jm.

III. Virtual participation

12. In order to facilitate orderly discussions, participation in the December meetings will either be in-person or through virtual participation. It will not be possible to accommodate dual participation, in-person and virtually simultaneously.
13. For any delegation opting to participate virtually at the meetings of the Council and the Assembly, the Head of delegation will be required to inform the secretariat (secretary-general@isa.org.jm) no later than 29 November 2021 at 12:00 pm (Kingston time), including by communicating one email address only to which the access token to the online platform will be communicated before the start of the meetings. When logging in, it is necessary that the Delegation only enters the name of the State or the observer entity. For delegations participating in-person to the meetings, no token will be provided.
14. Should delegations opting to participate in the in-person format wish for representatives at their respective capitals or elsewhere to follow the meetings, this option will be available through the ISA Web TV accessible through the Authority's website. This option will not allow for participations accessing remotely to speak directly or intervene in the meetings. Such intervention will only be possible for members of the delegation participating in-person to the meetings.
15. The online meeting platform Interprefy will be available only to delegations opting to attend the official meetings virtually. Simultaneous interpretation will be provided in the six official languages of the Authority. A separate note will be circulated ahead of the meetings to delegations having notified, as per requirements of paragraph 13 above, of their virtual participation on how to use the Interprefy platform. Two training sessions for Delegations to familiarize themselves with the platform will be scheduled on the basis of

regional block times and will be held on Thursday 2 December 2021 and on Friday 3 December 2021 (Kingston time). Further details on training session will be provided in due course.

IV. Procedural aspects of the Meeting

Credentials

16. Credentials submitted in electronic version (“E-Credentials”) can be sent to the secretariat via email to secretary-general@isa.org.jm .
17. Delegations will recall that the secretariat, via Note No. ISBA/EOSG/2020/141 dated 28 September 2020, requested that all formal credentials for the twenty-sixth session be transmitted electronically only to secretary-general@isa.org.jm. Members who have not done so are kindly requested to submit their E-Credentials in pdf as soon as possible and no later than twenty-four hours after the opening of the Meeting on 6 December 2021, 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-sixth session, pending the submission of the formal credentials.
18. Members of the Authority attending in-person are kindly requested to bring original hard-copy credentials to the secretariat on the first day of the Meeting. Submission of original credentials will be at a desk located in the Protocol and Credentials area at the first floor of the secretariat Building. Members who will attend virtually are kindly requested to submit their original credentials by mail to the secretariat no later than 31 December 2021. Further information in relation to submission of credentials and registration modalities is attached as Enclosure I.
19. Members who have already submitted credentials for the twenty-sixth session of the Assembly and the Council need to submit revised credentials only if there are changes to their delegates. For any specific questions on credentials, please kindly contact the secretariat by email at secretary-general@isa.org.jm .

Observers

20. 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 the name of the representative who will form part of the delegation, as soon as possible and no later than

12:00pm on 29 November 2021 (Kingston time). Observers are also invited to indicate by that date and time whether the representative will participate in-person or virtually in the meetings of the Council and the Assembly. Please refer to Section III above for details on virtual participation. For any specific questions on accreditations, please kindly contact the secretariat by email at secretary-general@isa.org.jm.

Statements

21. In line with past practice, statements made during the general debate shared with the Secretariat, including longer versions, will be posted on the website of the Authority, unless indicated otherwise.

List of speakers

22. In line with the practice of the meetings of the Authority, except for the general debate on the Secretary-General Report at the Assembly meetings, no preliminary list of speakers is maintained for other items on the agenda of the Council and of the Assembly. Delegations wishing to speak under an agenda item may do so by requesting the floor when the deliberation on that item is opened. Delegations attending virtually will have access to a “raise your hand” feature to request the floor and wait until the President gives the floor. Once the President grants the floor, the speaker of the Delegation will turn on the camera and unmute.
23. The Presidents of the Assembly and Council may announce additional information to Delegations on the organization of the discussions once the meetings begin.

V. Meeting services and other arrangements

Meeting Journal

24. The journals for the meetings of the Council and of the Assembly will be posted on the Authority’s website ([26th Session 2020 | International Seabed Authority \(www.isa.org.jm\)](https://www.isa.org.jm)) at 8 pm daily.

Highlights of the day

25. The Communications Unit of the Secretariat will issue at the end of each day of the meetings of the Council and Assembly, a digital content with the highlights of the day including pictures of delegates. The official dissemination list used by the secretariat will be used for that purpose. Any delegation who wishes to add delegates to the communications list, to receive these highlights, is invited to communicate their email addresses to news@isa.org.jm.

ISA Web TV

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

Secretariat staff

27. A limited number of Secretariat staff supporting the meeting will be seated at their designated desks in Conference Room 1. All staff will wear face coverings.

23 November 2021

Enclosure I

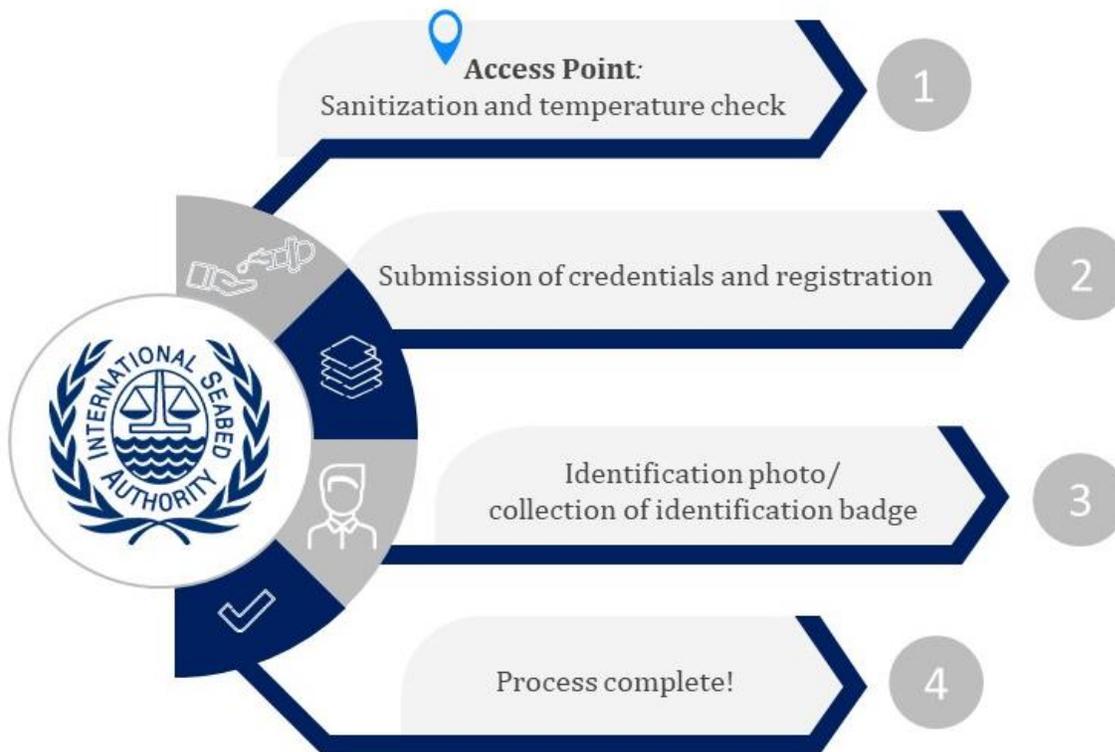
Submission of credentials and registration modalities for the in-person meetings of the Council and the Assembly of the International Seabed Authority

6-15 December 2021

A. Introduction

1. Following information note on preliminary modalities for in-person meetings of the Council and the Assembly of the International Seabed Authority dated 1 October 2021, delegations are kindly requested to note the following relating to the submission of credentials and registration.

B. Overview of delegation submission of credentials and registration workflow



2. Submission of credentials and registration and the collection of identification badges will be done on the first floor in the Protocol and Credentials area of the Secretariat building.

3. Given the need to ensure adequate physical distancing, only twelve delegates will be allowed and seated in the room at any one time.
4. Upon entry into the Protocol and Credentials area, each delegate will be required to:
 - i. sanitize hands and have temperature checked at the sanitization station;
 - ii. submit credentials and register by the credentials window;
 - iii. take identification photo (*face mask may be lowered at this point*) then proceed to collect identification badge.
5. Increased cleaning of surfaces will be implemented in between the processing of delegates to reduce contact hazards.
6. The Secretariat appreciates the understanding and cooperation by all in-person delegates with the implementation of these measures, which are intended to ensure the highest level of safety and health for everyone.