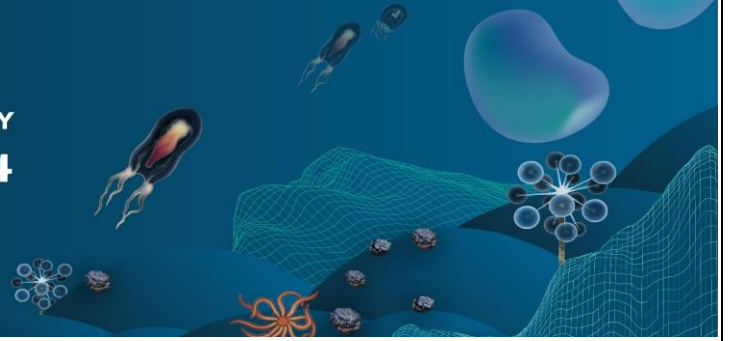




INTERNATIONAL SEABED AUTHORITY
29TH SESSION 2024



**Information on logistical and procedural aspects
for the twenty-ninth session of the Council (second part) and the Assembly
of the International Seabed Authority
(15 July–2 August 2024)**

A. Introduction

This note aims at providing information to delegations on the logistical and procedural aspects for the twenty-ninth session of the Assembly (29 July–2 August with no meeting on 1 August) and for the second part of the twenty-ninth session of the Council (15–26 July 2024).

B. Meeting venue and format

The meetings of the twenty-ninth session of the Authority will be held in person at the Jamaica Conference Centre (JCC), located at 14–20 Port Royal Street, Kingston, Jamaica. The JCC, including its conference rooms and other areas, is made available to the International Seabed Authority by the Government of Jamaica as the host country for the purpose of holding meetings, conferences, consultations, scheduled programmes and any other activities related to the functions of the Authority.

Conference Room 1 will be the main meeting room for the Council and Assembly with breakout meetings hosted in rooms as available.

C. Access for people with disability

Delegates with disability who require accessible seating during the meetings are kindly requested to bring this to the attention of the Secretariat as soon as possible by sending an email to secretary-general@isa.org.jm.

D. Procedural aspects of the meeting

Credentials and Accreditation

For planning and registration purposes, delegations are kindly invited to submit legible scanned copies of their credentials to the Secretary-General via email at protocol@isa.org.jm as soon as possible, preferably no later than forty-eight (48) hours before attending their first meeting.

Delegations are also requested to bring the original hard copy credentials on the first day of attending the Council and Assembly meetings. These original credentials should be submitted to the Protocol and Credentials Section, located on the first floor of the Secretariat building.

The Secretariat may be contacted at protocol@isa.org.jm for any questions on accreditation/credentials.

Members of the Authority and Observer States to the Authority

Credentials shall be issued either by the Head of State or Government, by the Minister for Foreign Affairs or a person authorized by the Minister. Alternately, 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-ninth session, shall be submitted to the Secretary-General, pending the submission of the formal credentials.

Observers to the Authority (United Nations, intergovernmental organizations and non-governmental organizations)

For entities referred to in article 305, paragraph 1 (f), of the United Nations Convention on the Law of the Sea, credentials are to be issued by a competent authority. When appointing new representatives, delegations are reminded to specify whether the latest credentials supersede or accompany previously submitted credentials. Please note that credentials are only valid for the indicated meeting period.

Registration and Identification badges

All delegates attending the meetings of the Council and Assembly are required to obtain an ISA-issued identification badge to enter and remain on the premises of the Jamaica Conference Centre (JCC), as well as to access the meeting rooms and the Secretariat building.

Upon arrival, delegates will be directed by security personnel to the Protocol and Credentials Section on the first floor of the Secretariat building to submit their credentials and acquire their identification badges. Badges are non-transferable and are valid only for the period indicated thereon. In the event of a lost or stolen badge, delegates must visit the Protocol and Credentials Section to request a replacement.

To attend the meetings, all delegates must enter the lobby area of the JCC and present their conference badge for access. Badges must be worn at all times.

To promote environmental sustainability and cost savings, delegates are strongly encouraged to return their badges, particularly the lanyard and pouch, to the Secretariat at the end of the session or their last meeting, whichever comes first.

Collection boxes will be placed inside the meeting room for delegates to deposit their badges prior to leaving the premises.

For efficiency and crowd control, delegates are encouraged to email a high-quality color photograph to protocol@isa.org.jm. The photograph should display their full face in front view against a plain (preferably white) background. This will allow access passes to be prepared in advance of their arrival. The photos will be used exclusively for generating delegates' access passes and will not be used or shared for any other purpose.

Entry requirements

As of September 1, 2023, all travellers entering Jamaica are required to complete the Immigration and Customs Declaration (C5) form online, prior to travel. The form is accessible at

www.enterjamaica.com. This is the official and only authorised site to be used for the submission of the declaration forms.

Furthermore, information on entry requirements to Jamaica can be found on the Government of Jamaica's Passport, Immigration and Citizenship Agency's website at: <https://www.pica.gov.jm/immigration/entry-visa-requirements>. Delegates are strongly encouraged to consult the website for information on the entry requirements for foreign nationals and visa procedures for Jamaica.

Delegates needing the Secretariat's assistance with acquiring Jamaican entry visas to attend the Council and Assembly meetings are requested to submit clear copies of their passport biodata page, credentials and flight itinerary to protocol@isa.org.jm. This will allow the Secretariat to request visa waivers from the Government of Jamaica.

To ensure timely processing, delegates should submit the required information as soon as possible, preferably at least three weeks before their scheduled departure to Jamaica. Delegates who require visas and arrive at the port of entry without a visa or a visa waiver will be subject to an immigration processing fee of **USD 350**, imposed by the relevant Government authority.

Documentation and interpretation

The meetings of the twenty-ninth session will be paperless. Delegates are invited to use their portable devices to access all documentation. Pre-session and in-session documents will continue to be made available on the Authority's website: <https://www.isa.org.jm/sessions/29th-session-2024/>

Documents and materials for the working groups during the Assembly and Council meetings will be made available online and hyperlinked within the corresponding indicative programme of work for easy reference.

Access to a secured wireless internet connection (Wi-Fi) will be provided.

Documents, print-on-demand

To implement its Paper-Smart policy, the Secretariat will not be printing official documents. All official documents will be made available on the Authority's website: <https://www.isa.org.jm/sessions/29th-session-2024/>

Statements

To facilitate verbatim reporting and effective interpretation, delegates are kindly requested to submit copies of their statements (*preferably in Microsoft Word*) in advance of the meetings, but no later than two hours before delivery. Statements for the Assembly meetings should be sent to assembly@isa.org.jm, and those for Council meetings to council@isa.org.jm. The subject line of the email and the heading of the statement should clearly indicate the name of the meeting, the speaker, and the relevant agenda item.

Interpretation will be provided in all six (6) official languages of the Authority (Arabic, Chinese, English, French, Russian and Spanish) during plenary meetings.

In accordance with past practice, statements made during the meetings and shared with the Secretariat will be posted on the Authority's website unless otherwise indicated.

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

E. Safety and security

Delegates are required to follow the safety and security policies issued by the Secretariat and comply with requests and instructions from the security officers.

Participants must abide by the rules outlined in the bulletin on management of the conferences and events of the Authority held in the Jamaica Conference Centre (ISBA/ST/SGB/2023/1), which can be accessed at <https://www.isa.org.jm/wp-content/uploads/2023/06/ISBA-ST-SGB-2023-1.pdf>.

Only authorized shuttle services and vehicles with diplomatic plates will be allowed to enter the Jamaica Conference Centre parking area.

F. Meeting services and other arrangements

Meeting journal

The journals for the Assembly and Council meetings will be posted at 8:00 p.m. daily on the Authority's website at <https://www.isa.org.jm/sessions/29th-session-2024/>.

Media access, arrangements and services

Media accreditation is strictly reserved for members of the press who represent a bona fide media organization and should be requested online via the Authority's website at <https://www.isa.org.jm/media-accreditation/>

The Communications Unit of the Secretariat will issue regular e-bulletins featuring highlights and pictures of the Assembly and Council meetings. These can be accessed at <https://www.isa.org.jm/sessions/29th-session-2024/?tab=daily-bulletins>. The official dissemination list used by the Secretariat will be employed for this purpose. Delegates who wish to be added to the communications list to receive these highlights are invited to send their email address to news@isa.org.jm

Media briefings will be organized during the meetings. For more information, please contact news@isa.org.jm

Broadcasting

Assembly and Council meetings are generally held in public unless decided otherwise. The public can access these meetings through the live streaming platform, ISA WebTV, available in the six (6) official languages of the Authority at <https://www.isa.org.jm/isa-web-tv/>. For reasons of security and safety, the Secretariat regrets that, for the time being, non-accredited members of the public cannot be physically accommodated within the Jamaica Conference Centre.

Photos of the meetings will be made available at <https://www.flickr.com/photos/184741656@N05/albums>

Side events

To enable members of the Assembly and members of the Council to progress with informal discussions, side events will be accommodated between 6:00 p.m. to 7:00 p.m. with the understanding that only one side event will be organized every other day. No side events will be facilitated during lunch. No catering will be provided during side events. [Guidelines for organizers](#)

[of side events, along with the request form](https://forms.office.com/r/5eNjdyZeHq), can be accessed on the Authority's website at <https://forms.office.com/r/5eNjdyZeHq>

Meetings of Regional Groups or Delegations

Due to limited room availability at the Jamaica Conference Centre, space for Regional Group meetings or meetings called by individual delegations will be allocated upon request.

The access, duration, conditions, and configuration of these meetings will be determined entirely by the organizers. Please note that these meetings are not considered an official part of the Assembly or Council meetings, unless otherwise indicated.

Access to Satya N. Nandan (SNN) Library

The Satya N. Nandan (SNN) Library, located on the second floor of the Secretariat building, is accessible to delegates by appointment only, between 1:00 p.m. and 3:00 p.m. To schedule an appointment, delegates can email library@isa.org.jm. Before visiting, delegates are encouraged to search the ISA Digital Library at <https://library.isa.org.jm/>. When arriving at the Secretariat building, delegates should proceed to the Credentials and Protocol Area, where they will be escorted by security personnel to the Library.

G. Medical services

During the meetings, a Medical Post will be set up with a medical team and an ambulance on standby to assist delegates. For any medical needs, delegates are kindly encouraged to visit the Medical Post located near Conference Room 2.

For additional concerns, please contact the Associate Security and Facilities Officer of the Authority, Sonja Phinn, by telephone at +1 (876) 838-3902 or via email at sphinn@isa.org.jm.

H. Accommodation and transportation

Information on hotels with negotiated rates is available at the following link: [HOTEL-RATES-JULY-SESSION-2024.pdf](#)

A daily shuttle service, properly identified, will provide transportation for delegates to and from the Jamaica Conference Centre. The bus will be stationed at the Jamaica Pegasus Hotel, accessible to nearby properties such as Courtleigh Hotel & Suites, Liguanea Club, Courtyard by Marriot. The shuttle service rates are **USD 10 / JMD 1,500** for a round-trip and **USD 5 / JMD 800** for a one-way trip.

Delegates staying at the Spanish Court Hotel and the AC Hotel by Marriott who are interested in shuttle service are invited to email Lilian Valles at lvalles@isa.org.jm before arrival to coordinate with the service provider. Please note that shuttle services are provided by private contractors, and the Secretariat assumes no responsibility for the quality of these services.

Further information on logistical and administrative arrangements is available in the [Administrative Note](#). Delegates are encouraged to check regularly for updates.

Kingston, Jamaica, 04 June 2024