

Media access guidelines

Welcome to the International Seabed Authority (the Authority).

The Authority recognizes that journalists and members of the media play an essential role in informing the public about our work, the important research and negotiations taking place around the deep-sea marine environment and progress on the development of a Mining Code. We look forward to working with you throughout the session.

We invite accredited members of the media attending the session to read and follow these guidelines carefully. They are intended for all accredited media who have been granted access to the headquarters of the Authority and the Jamaica Conference Centre during the meetings of the Council and the Assembly. The purpose of these guidelines is to ensure a smooth working environment for everyone while guaranteeing the safety and security of staff, delegates, diplomatic representatives and members of the media.

The guidelines reflect standard best practices for media in international organizations and United Nations bodies.

Registration and media pass

All media personnel (including journalists, photographers, videographers and freelancers) must fill out a [media accreditation application form](#) and submit it to the Communications Unit of the Authority. The deadline for submission of the request for accreditation is 17:00 (Jamaica time) on 12 March 2025. Late applications will not be accepted.

All media personnel whose request for accreditation is granted will be issued brown media passes by the Pass and Identification Unit, located on the first floor of the Secretariat of the Authority. Working hours are 09:00 to 17:00 hrs.

To receive the media pass, media personnel are asked to present a valid national ID and the letter requesting their accreditation on the official letterhead of their media organization, signed by the Publisher, Editor-in-Chief or Assignment Editor, detailing their contact information.

If several people from the same organization need accreditation, please have all the names in one letter.

Dress code

Please dress in a way that respects the professional working environment of the United Nations.

Access to the Media Room and the Jamaica Conference Centre

Accredited media personnel with a valid media pass will have access to the dedicated Media Room of the Authority, located in the building of the Secretariat in Kingston, which serves as a space for media work and interviews. They can also utilize designated media engagement areas within the Jamaica Conference Centre, where journalists may interact with delegates when appropriate. Access to plenary sessions may be granted on a limited basis, depending on space constraints and further guidance from the Communications Unit of the Authority. Additionally, accredited media personnel will have the option to participate in a closing media briefing for both remote and on-site reporters, as well as view live-streamed proceedings on the Authority's Web TV.

Photography and video/audio recording

Media wishing to film or take photographs within the Jamaica Conference Centre, including video recording or live broadcasting on smartphones, must request prior authorization from the Authority.

For more information, please review the [Filming protocols of the International Seabed Authority](#) as well as the [Secretary-General's bulletin on Management of conferences and events of the International Seabed Authority held in the Jamaica Conference Centre](#).

Photographing and recording inside the meeting room is not allowed when the session is under way.

In the areas of general access, media personnel are permitted to record interviews and conversations with diplomats, officials and journalists, subject to their prior consent.

Security checks will be performed on all equipment prior to granting access to the Jamaica Conference Centre. Hiding recording or filming equipment is strictly forbidden.

We remind the media personnel that the headquarters of the Authority and the Jamaica Conference Centre are a no-drone zone during the session. It is important to note that launching or operating remote-controlled aircraft is not allowed.

All official photos of the meetings will be [made publicly available](#).

Photo opportunities and interviews with the Secretary-General

The Communications Unit will inform media personnel of anticipated photo opportunities or interviews with Madam Secretary-General. Questions are reserved only for scheduled interviews and will not be allowed during photo ops.

Access to delegates

Media personnel are welcome to interview delegates with their consent in common areas. However, filming, including with a smartphone, must be first approved by the Communications Unit. Hiding equipment is forbidden.

The Authority expects all media personnel to conduct themselves in a professional way while interacting with diplomats, delegates, officials and the staff of the Authority.

Coverage

All meetings will be streamed live on the [Web TV of the Authority](#).

Information on the thirtieth session of the Authority and access to official documents are available on [the dedicated page](#).

The Communications Unit will upload pictures of the Council and the Assembly meetings. The official dissemination list used by the Secretariat will be used for that purpose. Delegates who would like to be added to the communications list are invited to send email to media@isa.org.jm.

Media briefings

All accredited media personnel will be informed if a media briefing is scheduled during the session. More information can be obtained from the Communications Unit at news@isa.org.jm.

Venue

International Seabed Authority

14 - 20 Port Royal Street, Kingston, Jamaica

Phone: +1 (876) 922-9106-9

All media correspondents acknowledge that the International Seabed Authority reserves the right to deny or withdraw accreditation of journalists from media organizations whose activities run counter to the principles of the Charter of the United Nations or who abuse the privileges so extended or put the accreditation to improper use or act in a way not consistent with the principles of the Organization or established journalism ethics and standards. The media pass of the Authority is non-transferable and misuse will result in its confiscation.