

INTERNATIONAL
SEABED
AUTHORITY



**31st SESSION
2026**

DELEGATES HANDBOOK



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INTRODUCTION

The present booklet contains information of a general nature about the administration, security, logistics and other practicalities during the meetings of: the Assembly, the Council, the Legal and Technical Commission and the Finance of the International Seabed Authority.

The present version was last updated in January 2026.

Suggestions for changes to the booklet should be addressed to the Communications Unit at news@isa.org.jm.

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The headquarters of the International Seabed Authority



The headquarters of the Authority is located in downtown Kingston in building block 11, which is set to become the United Nations House for almost all [UN agencies operating in Jamaica](#), such as the United Nations Population Fund, the World Food Programme, the United Nations Environment Programme, the United Nations Educational, Scientific and Cultural Organization, United Nations Children’s Fund and UN-Women.

The headquarters is adjacent to the Jamaica Conference Centre (JCC). JCC has five conference rooms, three caucus rooms, a reception foyer, a two-story dining block, two delegates’ lounges and administrative offices.

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Requirements to enter Jamaica

As of 1 September 2023, all travellers entering Jamaica are required to complete the [Immigration and Customs Declaration \(C5\) form](#) online prior to travel.

Information on entry requirements to Jamaica can be found on the website of the [Government of Jamaica's Passport, Immigration and Citizenship Agency](#).

Visa waivers

Delegates requiring the Secretariat's assistance in obtaining Jamaican entry visa waivers must submit the following documents:

- a legible copy of their passport biodata page,
- credentials of representatives
- and flight itinerary.

Please email these documents to the Secretariat at protocol@isa.org.jm, preferably at least three weeks before departure.

Delegates who require a visa and arrive in Jamaica without a visa or a visa waiver will be required by the relevant authorities to pay an immigration processing fee of USD350.

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Transportation and access to the headquarters

The participants in the meetings of the main bodies of the Authority stay in several hotels and accommodations that are in close proximity to each other. A properly identified daily shuttle service will be available to transport delegates to and from the JCC.

During the meetings of the Council and the Assembly, the assembly point for transportation to and from the headquarters is the Pegasus Hotel.

During the meetings of the Legal and Technical Commission, the assembly point is at the Courtleigh Hotel & Suites.

During the meetings of the Finance Committee, the assembly point is at the Courtleigh Hotel & Suites.

During the first day of the meetings, the participants are advised to be ready at the assembly points where the bus will be waiting at 08:00.

During all other days, the participants are advised to be ready at the assembly points at 09:15.

Please be advised that the cost for transportation during the meetings of the Council is USD10 for a round trip or USD5 one way.

Those participants who are staying in the ROK Hotel or adjacent accommodations may walk to the venue through the bridge on the second floor of the ROK Hotel or the garage accessed on King Street for pedestrians or Church Street for drivers and pedestrians.

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Parking

Delegations of Member States of the Authority bearing diplomatic plates may park within the main JCC parking lot located on the grounds.

Access for people with disability

Participants with a disability who require accessible seating during the meetings are kindly requested to contact the Secretariat of the Authority as soon as possible at anavoti@isa.org.jm.

Protocol and credentials

The Authority maintains a Protocol Service at its headquarters. The Manual of protocol in [English](#), [French](#) and [Spanish](#) is available online.

Members and observers of the Authority are required to submit to the Secretariat at protocol@isa.org.jm the original credentials signed by their representatives to gain unconditional admission to Council and Assembly meetings.

The rules on credentials are set out in Part IV, Rules 23 to 26 of the [Rules of Procedure of the Assembly of the Authority](#) and Part III, Rules 16 to 21 of the [Rules of Procedure of the Council of the Authority](#).

Credentials should be submitted as soon as possible but not less than 48 hours before the first meeting attended.

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Issuance of passes

The issuance of passes is authorized by the Protocol Service and processed by the Pass and Identification Unit of the Authority.

Participants will be issued colour-coded ground passes on the first day of meetings.

Secretariat
Heads of delegations
Council
Legal and Technical Commission
Finance Committee
Media
Visitors

red
blue
yellow
green
orange
brown
white

Please report missing ground passes to the Security without delay.

On the final day, participants are kindly requested to return their passes in the designated drop-off boxes located at the venue exit.



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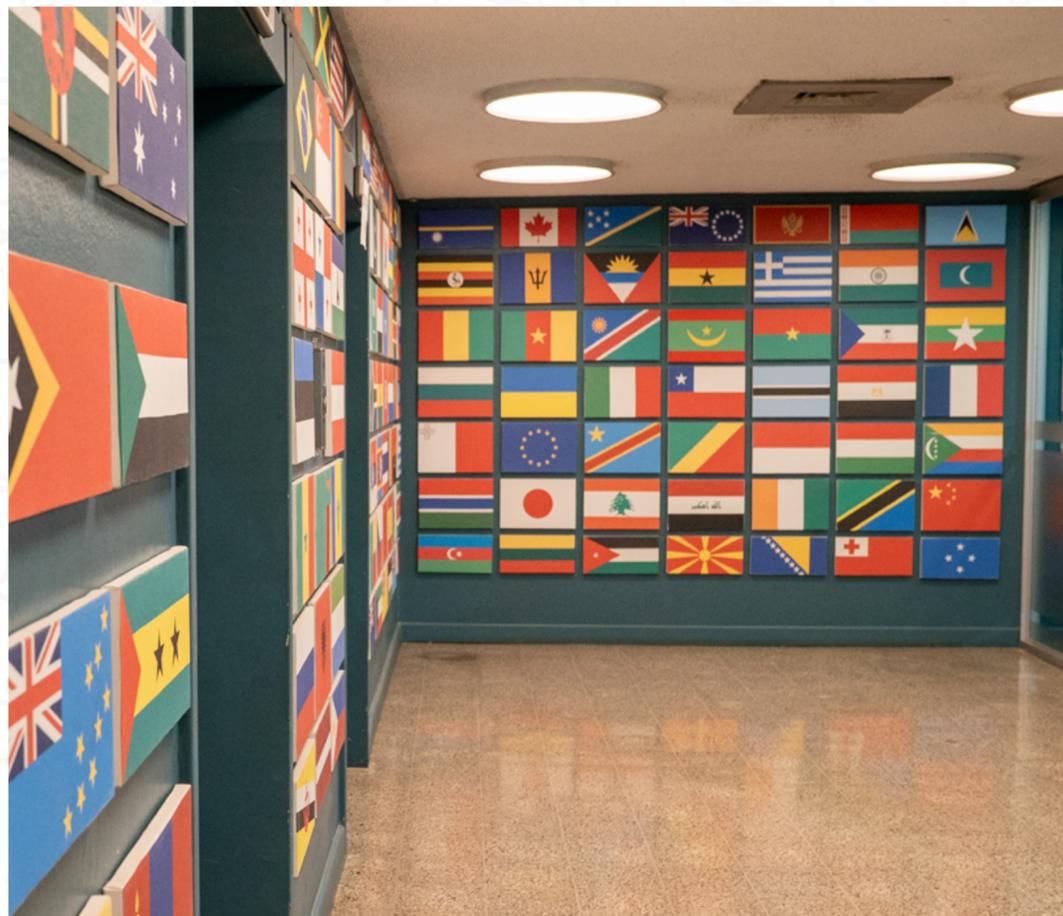
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Travel arrangements for delegations of the least developed countries



To facilitate the participation of delegations from developing and least developed countries in the meetings, the Authority provides funding from the Voluntary Trust Fund based on the availability of resources. The allocation is governed by the provisions outlined in the Annex to the [Decision of the Assembly of the International Seabed Authority relating to financial and budgetary matters \(2017\)](#).

To ensure adequate processing time and resource allocation, requests for assistance must be formally submitted to the Secretary-General no later than three months prior to the commencement of the meeting on madamsecretary-general@isa.org.jm.

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Secretariat

The Secretary-General serves as the Chief Administrative Officer of the Authority at meetings of all bodies.

Matters relating to the work of the Assembly, the Council, the Legal and Technical Commission and the Finance Committee are handled through the Secretariat.

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Assembly

The Assembly is the supreme organ of the International Seabed Authority and is composed of all members of the Authority.

The work of the Assembly is governed by its [Rules of Procedure](#).

The President and Vice-Presidents of the Assembly do not maintain offices on the premises of the Authority.

Secretary to the Assembly

Gwenaelle Le Gurun
✉ assembly@isa.org.jm

Council

The Council is the executive organ of the Authority and is responsible for establishing the policies to be pursued by the Authority.

The work of the Council is governed by its [Rules of Procedure](#).

The President and Vice-Presidents of the Council do not maintain offices on the premises of the Authority.

Secretary to the Council

Marcelino Miranda
✉ council@isa.org.jm

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Legal and Technical Commission

The Legal and Technical Commission is a subsidiary body of the Council that provides scientific, technical and legal advice within its mandate.

The work of the Commission is governed by its [Rules of Procedure](#).

Secretary to the Legal and Technical Commission

Talatu Akindolire
✉ ola@isa.org.jm

Finance Committee

The Finance Committee is a subsidiary body of the Assembly that provides advice on the administrative and financial affairs of the Authority.

The work of the Committee is governed by its [Rules of Procedure](#).

Secretary to the Finance Committee

Pablo Andres Vidal
✉ financecommittee@isa.org.jm

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Schedule and the venue of meetings

Meetings for the Assembly and the Council are held in the Kenneth Rattray conference room, while the Legal and Technical Commission and the Finance Committee convene in Conference Rooms 4 and 3, respectively.

Across all bodies, daily sessions are scheduled from 10:00 to 13:00 and from 15:00 to 18:00.

Seating arrangements

The Secretariat is in charge of seating arrangements.

In accordance with established practice, the English alphabetical order of names of countries is followed in the Assembly and Council meetings.

The alphabetical order of names of experts is followed in the Legal and Technical Commission and the Finance Committee meetings.

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Submission of working documents and statements

Please submit textual proposals to the Draft Exploitation Regulations to ola@isa.org.jm.

Please submit official and national statements at least 24 hours prior to delivery to ensure that the interpreters have a copy to council@isa.org.jm for the meetings of the Council and assembly@isa.org.jm for the meetings of the Assembly.

Please submit intersessional group reports to council@isa.org.jm.

Meetings of regional groups, delegations or working groups

The meetings of regional groups, delegations or working groups should be announced to the Secretariat at least a day before such meeting.

As meeting space at the JCC is limited, rooms will be allocated based on availability and upon request.

Regional coordinators, Member States, facilitators or rapporteurs may submit room booking requests to council@isa.org.jm or assembly@isa.org.jm, depending on the event.

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Translation, editing and interpretation services

The Secretariat collaborates with the United Nations Department for General Assembly and Conference Management for the translation of official documents.

The Secretariat also arranges interpretation services in all six official languages of the Authority. Interpretation is available daily from 10:00 to 18:00, with an additional 10-minute courtesy extension for wrap-up matters when necessary.

To facilitate accurate interpretation and effective communication, speakers are requested to

- submit speeches and relevant documents in advance
- speak at a moderate pace
- pause for five seconds before beginning their remarks.

To ensure timely processing, documents requiring the attention of interpreters and rapporteurs must be submitted 24 hours prior to delivery to council@isa.org.jm or assembly@isa.org.jm, depending on the event.

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Spokesperson of the Authority

Only the Head of Communications is allowed to make public statements on behalf of the Authority.

Media services and facilities

Accredited media personnel are granted access to the Media Room located at the Secretariat, which is available for media work and interviews during official working hours throughout the session.

The media must conduct themselves in line with the Media access guidelines, the Filming protocols of the International Seabed Authority as well as the [Secretary-General's bulletin on the Management of conferences and events of the International Seabed Authority held in the Jamaica Conference Centre](#).

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Access to delegates

Accredited media personnel may approach delegates and observers for interviews only with their prior consent and only in designated media engagement areas or the Media Room. Interviews in other areas are not permitted.

Photography, audio recording or video recording of delegates, including using smartphones, is subject to prior approval by the ISA Communications Unit and the explicit consent of the individuals concerned. Concealment of recording or filming equipment is strictly prohibited.

Media personnel are expected to conduct themselves in a professional, discreet and respectful manner when interacting with delegates,

observers, officials and staff of the Authority, and must ensure that media activities do not disrupt proceedings or compromise security.

Public outreach and WebTV

The meetings of the Council and the Assembly will be streamed live on the [Web TV of the Authority](#) in all six languages of the Authority.

Social media accounts of the Authority on will be updated dynamically.



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Library services

Delegates are invited to take advantage of the library services provided by the [Satya N. Nandan Library](#) during the session. These services include access to a wide range of print publications and guided tours of the [Nii Allotey Odunton Museum](#).

We welcome visits, library@isa.org.jm.



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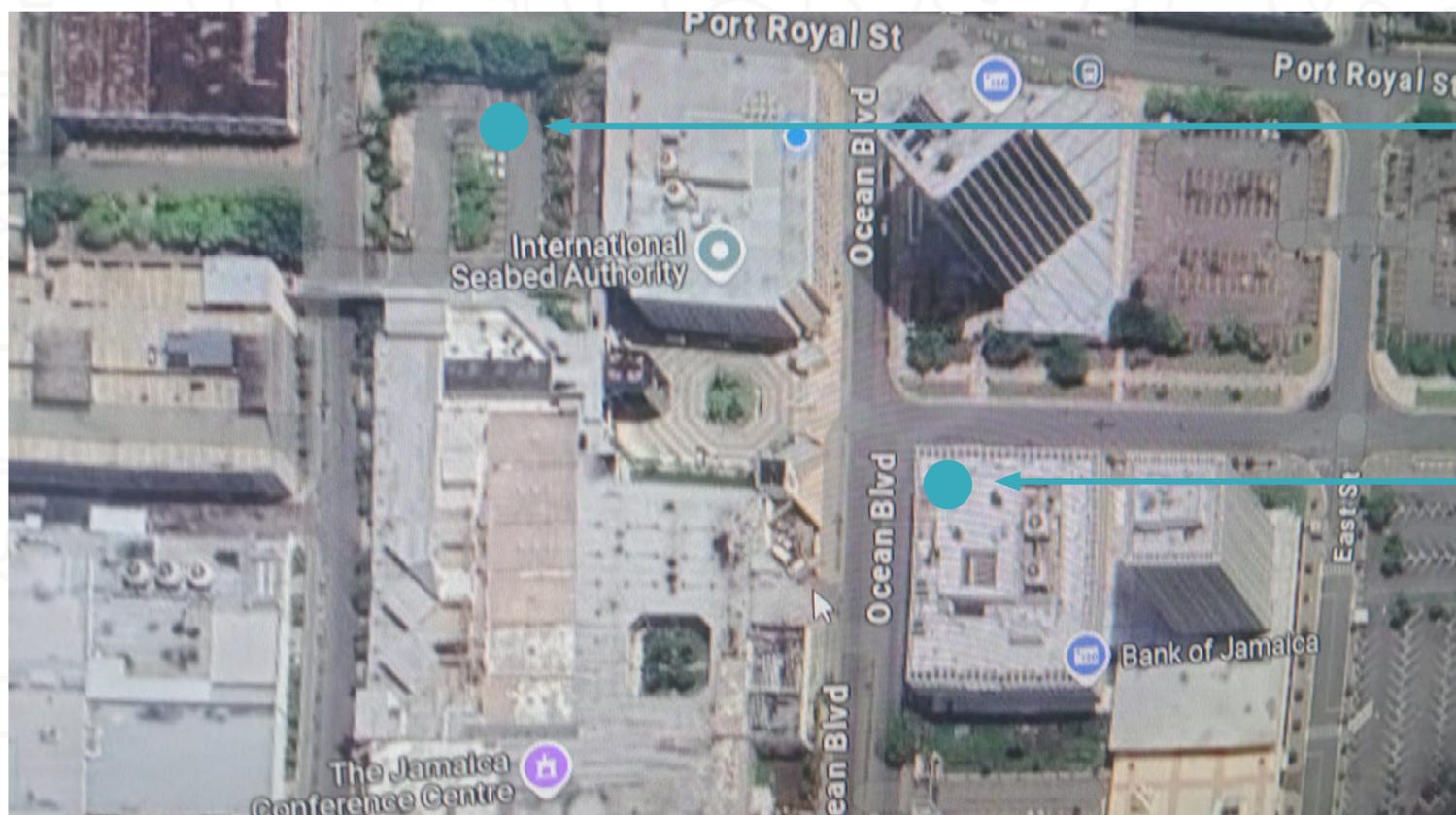
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Emergency assembly points



In case of an emergency, the primary assembly point is at the parking lot behind the headquarters building.

The secondary assembly point is across the street at the corner from the Bank of Jamaica.

Due to ongoing construction works, the secondary emergency assembly point will be used.

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Emergency numbers

International Seabed Authority

Sonja Phin

Associate Security and Facilities Officer

📞 876-838-3902

✉️ sphinn@isa.org.jm

United Nations hotline

📞 876-299-8730

📞 876-553-4396

✉️ undssjamaica@un.org

UNDSS

Lincoln Campbell

Field Security Adviser

📞 876-469-1868

✉️ lincoln.campbell@un.org

Lance Smith

Field Security Adviser

📞 876-878-5800

✉️ lance.smith@un.org

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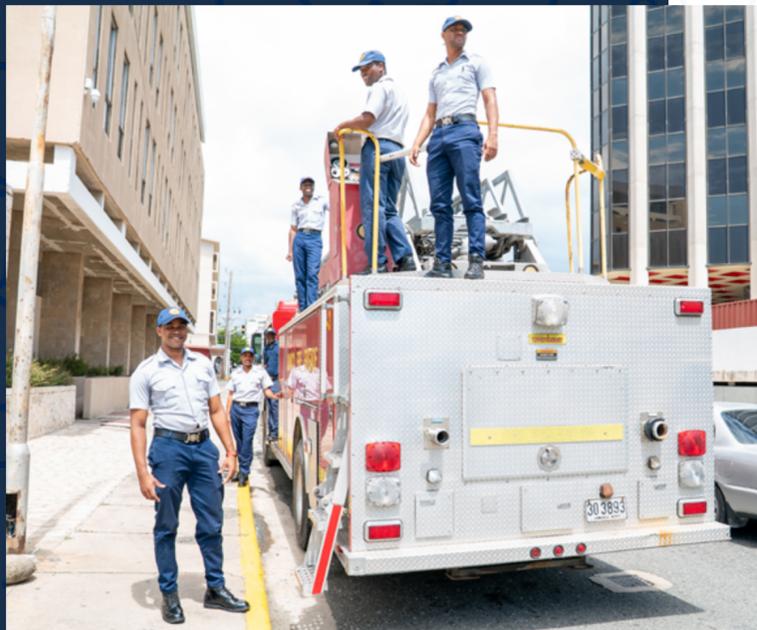


Police emergency

📞 119

Ambulance and the Jamaica Fire Brigade

📞 110



During the meetings, the police personnel are posted on-site. They are equipped with the necessary resources to provide emergency assistance to all delegates.

Participants are also encouraged to identify the [nearest police station to their place of residence](#) or the hotel at which they are staying and save the contact number.

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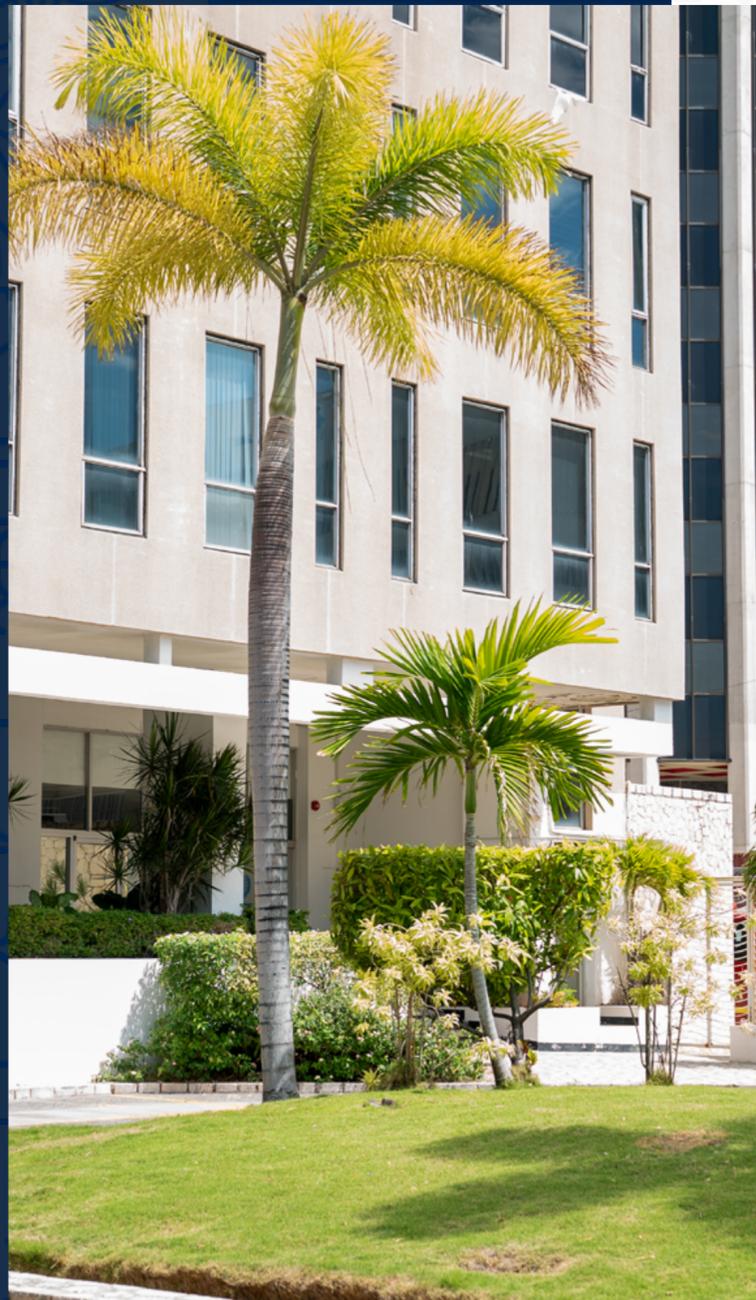
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The Ministry of Health of Jamaica

During the sessions, the Ministry of Health provides on-site presence and is readily available to respond to medical emergencies.

The team is located at the Medical Post adjacent to conference room 2. A doctor is posted at the location daily to attend to delegates should the need arise.

No appointments are required, and delegates may walk in for assistance when needed.

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United Nations designate physicians:

Dr. Kaie-Ann Smith

General practitioner

📍 70, Half Way Tree Road, Kingston 10

📞 Office: 876-908-0366

📱 Mobile: 876-281-0280

📧 WhatsApp and mobile: 876-845-8377

Dr. Sherece Green

General practitioner

📍 Winchester surgical & Medical Institute

3A Winchester Road, Kingston 10

📞 Office: 876-906-4546
876-754-9260

Dr. Shane Alexis

General practitioner

📍 Unit 5& 6, 5 Holborn Road, Kingston

📞 876-665-5186

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PEP kit custodians

PAHO

Dr. Serene Josephs

📍 8 Gibraltar Way, UWI Mona Campus

📞 876-878-4242

876-970-0016

UNFPA

Dr. Denise Chevannes-Vogel

📞 876-477-1172

876-906-8591, ext. 30422

UNAIDS

Tracey Ann Thompson

📍 60 Knutsford Boulevard, Kingston 5

📞 876-629-6583

UNICEF

Novia Condell-Gibson

📍 14 Port Royal Street, Kingston

📞 [876-897-4345](tel:876-897-4345)

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Catering arrangements in the Jamaica Conference Centre

Please be advised that no permanent restaurant facilities will be available within the JCC during the meetings of the Legal and Technical Commission. Participants are encouraged to make appropriate meal arrangements.

Catering services at the JCC will be provided by Mother's Group and will operate as follows:

Upstairs buffet area: A fixed-price lunch buffet will be offered, served on eco-friendly tableware, with light background music to create a warm and welcoming atmosphere.

Harbour Lounge: Light refreshments will be available throughout the day, including cold beverages, wraps and sandwiches, cakes and Devon House patties.

Coffee service: Coffee will be provided at a dedicated station, complemented by a Nescafé dispenser (final location to be confirmed).

Final menus will be shared once confirmed. Arrangements are also being made to ensure that food and beverages remain available should meetings extend beyond 18:00 hrs.

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Food, entertainment and banking services in the immediate vicinity

The venue is located in downtown Kingston, commonly referred to as "the waterfront". Several establishments are within walking distance, ranging from approximately two to fifteen minutes from the building.

The establishments mentioned below are provided for informational purposes only and do not reflect any official endorsement or opinion by the Authority.

Directly across the street is a Scotia bank ATM, with the last two ATMs on the left dispensing US dollars. It is advisable to avoid going on Fridays or the first Monday of the month, as these are peak time.

Also situated across the street is [Dick Kinkead Limited pharmacy](#), which offers prescription services along with essential grocery items.

At a three-minute walk from the building leads to [Burger King](#) and the Ocean 7 complex with establishments offering the to-go food, such as [Island Coffees Café](#), [Juice Junky](#), [Pizza Please](#) and [KukUp](#) on the ground floor.

There are also full-service restaurants [Ribbiz Ocean Lounge](#), [Gloria's Seafood Restaurant](#) and [Ocean 7](#) on the ground, the first and the second floor, respectively.

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At a four-minute walk, there are the [KFC](#) and [F&B Green](#).

At five-minute walk, the [HiLo supermarket](#) and [Wow by Bascho supermarket](#) offer a range of basic grocery items and various ready-to-eat meals. Additionally, [Danya's coffee barrel](#), located on the corner near HiLo servers a variety of coffees, cakes and lunches.

The Digicel building food court, located about 10 minutes away, features [Island Grill](#) and [Wholesome Café](#) is located at about 10-minute walk.

For those interested in local crafts and souvenirs, [Kingston Craft Market](#) offers a variety of artisanal products. The market is surrounded by a shaded park, providing a comfortable cpace for lunch/breaks.

Further down, approximately 15 minute from the headquarters, there is a fishmonger and [Bunny's Seaside Kitchen](#), a well-known seafood restaurant.

Staff members members frequently call ahead or place orders via Whatsapp for sit-down restaurants to minimize wait times.

Jamaica is sunny year-round, please ensure you apply adequate amounts of sunscreen when outdoors. For added protection, try to stay in the shade as much as possible.

Do not forget that most all-inclusive resorts offer day passes and that [Knutford Express buses](#) can take you there.

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Religious services

Adventist [Andrews Seventh Day Adventist Church](#)

📍 29 Hope Road
📞 876-920-7782

Anglican [Kingston Parish Church](#)

📍 King Street
📞 876-922-6888

Baptist [Bethel Baptist Church](#)

📍 6 Hope Road
📞 876-926-8272

Jewish [The United Congregation of Israelites \(synagogue\)](#)

Fridays, 17:00; Saturdays, 10:00
(Call ahead)
📍 92 Duke Street
📞 876-922-5931

Methodist [Providence Methodist Church](#)

Sundays at 08:30
📍 132 Old Hope
📞 876-977-5971

Muslim [Central Masjid Jamaica \(mosque\)](#)

Fridays 13:00-14:00
📍 34 Camp Road
📞 876-928-1771

Presbyterian [St. Andrew Scots Kirk](#)

📍 Duke Street
📞 876-922-1818

Roman Catholic [Saints Peter and Paul](#)

Sundays, 07:00, 09:00, 18:00
📍 120 Old Hope Road
📞 876-926-7578

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Sightseeing services

Kingston Creative Tours

📍 107 Harbour Street

📞 876-586-1817

✉️ info@kingstoncreative.org

Jamaican Cultural Tours

📞 876-540-8570

✉️ info@jaculture.com

Island Routes

📞 [877-768-8370](tel:877-768-8370) (toll free)

Car rental

Slush services

📞 876-503-7504

✉️ adrian@slushservices.com

Avis Jamaica

📞 876-924-8294

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14 - 20 Port Royal Street
Kingston, Jamaica

Tel: 876-922-9105

www.isa.org.jm

Disclaimer: The Authority does not endorse any vendors or services mentioned in the Delegates handbook 2026.