

INTERNATIONAL
SEABED
AUTHORITY



**31st SESSION
2026**

Media Access Guidelines and Filming & Recording Protocol

International Seabed Authority - 31st Session

Part I Council

9-19 March 2026

Welcome to Part I of the 31st Session of the Council of the International Seabed Authority (ISA). We look forward to welcoming you to Kingston in March.

ISA recognizes that journalists and members of the media play a crucial role in informing the public about its work, including marine scientific research, capacity-building, environmental safeguards and the development of the rules, regulations and procedures that will provide the regulatory framework to enable the ISA to fulfill its mandate as steward of the deep seabed. We look forward to working with the media throughout the Session.

These guidelines apply to all accredited media who are granted access to ISA Headquarters and the Jamaica Conference Centre (JCC) during the Session meetings of the Council. They are intended to ensure a safe, secure and orderly working environment while facilitating professional media coverage. The guidelines reflect standard best practices for media in international organizations and the United Nations System organizations.

ISA expects all media personnel to conduct themselves professionally when interacting with delegates, observers, officials and ISA staff.

Registration and Media Passes

For part 1 of the 31st Session, all media personnel, including journalists, photographers, videographers and freelancers must submit the online **Media Accreditation Application form** to the ISA Communications Unit by 17:00 hrs. (Jamaica time) on **20 February 2026**. Late applications will not be accepted.

Once all accreditation materials have been provided, applicants should expect to receive approval or follow up questions by 27 February 2026; however, we will evaluate submissions as they are received to allow more time for travel arrangements. Therefore, the earlier an application is received, the sooner it will be reviewed and a response given.

On site, an ISA access badge will be issued by the **Pass and Identification Unit**, located on the first floor of the ISA Secretariat. **Working hours are 09:00 to 17:00 hrs.** To receive your access badge, applicants must present a valid national ID or passport and their participation approval letter from the ISA.

In addition to the ISA access badge, media personnel will be issued a media pass by the Communications Unit, which must be worn visibly at all times **and returned at the end of Session.**

Security checks will be carried out on all equipment prior to access to the Jamaica Conference Centre. Concealment of recording or filming equipment is strictly forbidden.

Dress Code

Media personnel are expected to dress in a manner consistent with the professional working environment of international organizations.

Access to the Media Room and the JCC

Accredited media with a valid access badge and media pass may access the conference room at the JCC during plenary meetings, subject to space availability. Media personnel should remain in the designated media areas, which will be allocated by the ISA Communications Unit upon arrival.

During informal meetings of working groups or other formats, media access is at the discretion of the ISA Communications Unit, which is based on the decision of the organizing party. Seating is not guaranteed, and delegates and staff must be given priority.

A meeting designated as a “Closed Meeting” means it is not open to media coverage or broadcasting.

Media may use designated media engagement areas within the JCC to interact with delegates when appropriate; however, interviews must be requested through the Communications Unit. A dedicated Media Room in ISA headquarters is accessible during office hours (9:00 to 18:00 hrs.) for media work and interviews.

Media Briefings and Interviews

A media briefing may be organized on the last day of the Council. Additional briefings may be held at the discretion of the Secretariat. Members of the media will receive an advance email invitation to attend any briefings scheduled by the ISA Communications Unit, either in person or online.

Media personnel should register on the ISA media distribution list to receive announcements: **news@isa.org.jm**. The Communications Unit also manages a WhatsApp channel to enable faster response times and group notifications. To participate, please provide your WhatsApp number in the accreditation form.

All interview requests must be submitted by email to the Communications Specialist, Ms. Leda Letra at lletra@isa.org.jm and news@isa.org.jm, copied to the Head of Strategic Communications and Global Engagement, Ms. Lisa Rolls, at lrolls@isa.org.jm.

Media personnel are requested not to approach delegates or ISA staff for interviews without prior authorization. If you wish to interview Member State delegates, ISA spokespeople, the Madam Secretary-General, and/or the President of the ISA Council, please submit your request to the Communications Unit. Please note that high level interviews are generally not possible during the Session but may be granted before or after the Session. Facilitating through the Unit ensures that delegates can appoint the appropriate member of their delegation who has the authority to speak on behalf of the Member State or organization.

With prior consent from the Communications Unit, accredited journalists may conduct interviews only in designated media engagement areas, public areas, or the Media Room.

The ISA Communications Unit will liaise with accredited film crews on the ground concerning their positioning in and outside conference rooms and meeting rooms.

Members of the media must take responsibility for ensuring that their conduct and that of their team (photographers, camera operators, sound personnel) comply with these guidelines.

The conduct of all persons who seek to undertake filming or photography on ISA premises must not undermine the proceedings of the Session and meetings.

Photo Opportunities and/or Interviews with Madam Secretary-General

The Communications Unit will inform media personnel of scheduled photo opportunities or interviews with Madam Secretary-General, Leticia Carvalho. Questions are only permitted during scheduled interviews, not during photo opportunities. Normally, the Sessions are too busy to allow for individual interviews with Madam Secretary-General.

Photography

[Official photographs](#) from the Session will be made publicly available on a daily basis and may be used by media personnel with proper credit given.

Still photography inside the plenary meeting rooms is permitted when the Session is in progress but only from designated areas, **not from the floor**.

In general access areas, photography is allowed with the consent of participants.

Side event photography requires prior approval from the event organizers.

Photography should be conducted unobtrusively and must not disrupt proceedings or compromise security.

Filming Protocol

Authorization to film in the conference room during meetings of the Council, including plenary, **should be requested at the time of application for media accreditation**. The same applies for filming scenes at the ISA Headquarters or the JCC. Recording is prohibited in plenary meetings without prior authorization from the Communications Unit.

Filming must comply with the Secretary-General's bulletin on the [Management of Conferences and Events of the International Seabed Authority Held in the Jamaica Conference Centre](#). Please do take time to read this.

All requests for filming at the ISA Headquarters and JCC will be reviewed by the Communications Unit.

Logistical preparations, including the identification of technical requirements and any in-house services to be provided, will be undertaken by the ISA Communications Unit and the applicant. This phase includes an initial location-scouting visit, followed by a technical scout.

The use of drones or remote-controlled aircraft is strictly prohibited on ISA premises.

In general access areas, recording of delegates or participants is permitted only with their explicit consent, coordinated through the ISA Communications Unit.

Film crews cannot access rooms or locations without prior agreement and cannot record conversations without prior consent.

If you are filming inside the ISA Secretariat or JCC, such as in a corridor, please ensure that you do not obstruct the passage of other visitors and staff.

Cameras, microphones or other items or equipment must never be placed so as to block the progress of delegates along a corridor or across a foyer.

If camera shots are required in front of a delegate, these must be taken from a distance that allows the camera person to move away in time for the delegate to pass without being obstructed in any way.

Delegates must not be obstructed from entering or leaving a building.

All accessways, including, for example, bridges, elevators, stairs and doorways, must be kept free and delegates' use of accessways must be unimpeded.

Members of the media are fully responsible for all damages to the JCC or the Secretariat occurring as a result of its filming activities and for paying for all repairs deemed necessary.

The media outlet or photographer is authorized to use film and photographs shot at the JCC in print media, on a website, or in other promotional materials with the understanding that consent was obtained for close-up shots and individual interviews.

ISA reserves the right to terminate production in the event that the person filming or the photographer fails to abide by these protocols.

Using the ISA's Name and Emblem

The use of the ISA's name and/or emblem in print, a feature film, documentary or television production requires prior authorization. Please submit a request using the Media Accreditation Form.

Information on Council Meetings and Official Documents

Council meetings will be streamed live on the ISA Web TV.

Session Information, Official Documents, Press Releases and the Delegates Handbook are available on [the ISA website](#).

Daily bulletins will be posted on the [ISA website](#). Official photos may be used by media personnel with appropriate credits.

Venue

International Seabed Authority
14-20 Port Royal Street, Kingston, Jamaica
Phone: +1 (876) 922 9105

Please don't hesitate to contact the Communications Team for any questions you may have by email to the Communications Specialist, Ms. Leda Letra at lletra@isa.org.jm and news@isa.org.jm, copied to the Head of Strategic Communications and Global Engagement, Ms. Lisa Rolls, at lrolls@isa.org.jm.

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 issued by the International Seabed Authority is non-transferable and misuse will result in its confiscation.