

INTERNATIONAL
SEABED
AUTHORITY



**31st SESSION
2026**

DELEGATES FLIPBOOK



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INTRODUCTION

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

The present version was last updated in June 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.

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

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:

- legible copy of their passport biodata page
- credentials of representatives
- 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

Participants can stay in several hotels and accommodations that are in close proximity to each other.

A daily shuttle service will be available to transport delegates to and from the JCC.

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

During the first day of each of the meetings, the participants are advised to be ready at the assembly point 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 USD14 / JMD 2,000 for a round trip or USD7 / JMD 1,000 one way.

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 the Jamaica Conference Centre. 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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Conference Arrangements

To support effective implementation of the thirty-first session, the Secretariat has introduced a number of new conference arrangements that will apply throughout the session.

These arrangements follow a comprehensive physical security assessment conducted by the United Nations Department of Safety and Security (UNDSS), which recommended the clear separation of conference-related activities from the day-to-day administrative operations of the Secretariat.

Indico Online Registration

Delegate registration will be managed through the United Nations Indico platform.

Delegates are requested to [complete registration online](#) in advance of the session to facilitate the timely processing of registrations and the issuance of identification badges.

The Credentials Office will operate from the lobby of the Jamaica Conference Centre. The presentation of credentials, the issuance and collection of photo identification cards, travel documentation and all related delegate administrative services will be provided at this location.

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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
Legal and Technical Commission
Finance Committee
Delegates (MOD)
Affiliates
Media
Visitors
Observers
Head of delegations
Presidents of the Council/Assembly

red
green
orange
blue
black
brown
white
pink
yellow
yellow

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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Travel Arrangements for Delegations from 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 Secretariat is one of the three principal organs of ISA. The seat of the Secretariat is in Kingston, Jamaica, and headed by the Secretary-General, who is the Chief Administrative Officer of ISA.

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

Click [this link](#) for more on the main functions of the Secretariat.

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Legal and Technical Commission

The [Legal and Technical Commission \(LTC\)](#) is a subsidiary body of the Council that provides scientific, technical and legal advice within its mandate.

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

The Chair and Vice-Chair of the LTC do not maintain offices on the premises of the Authority.

Secretary to the Legal and Technical Commission

Changsung Lim
✉ OSER@isa.org.jm

Finance Committee

The [Finance Committee \(FC\)](#) is a subsidiary body of the Assembly that provides advice on the administrative and financial affairs of the Authority.

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

The Chair and Vice-Chair of the FC do not maintain offices on the premises of the Authority.

Secretary to the Finance Committee

Pablo Andres Vidal
✉ financecommittee@isa.org.jm

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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 36-member 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

Assembly

The Assembly is the supreme organ of the International Seabed Authority and is composed of all members of the Authority. Currently, there are 172 members comprised of 171 Members States and the EU.

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

Gwenaëlle Le Gurun
✉ assembly@isa.org.jm

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Schedule and Venues of Meetings

All official session-related activities will take place at the Jamaica Conference Centre.

Meetings for the Legal and Technical Commission and the Finance Committee convene in Conference Rooms 4 and 3, respectively while the Assembly and Council are held in the Kenneth Rattray Conference Room 1.

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.

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

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

The Secretary-General is the spokesperson of the Authority.

Media Services and Facilities

For all details on accreditation, registration and logistics regarding participation in ISA sessions, please refer to the [Media Access Guidelines and Filming & Recording 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 facilitated through the Communications Unit.

Photography, audio recording or video recording of meeting sessions and/or 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 Access and WebTV

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

Social media accounts of the Authority will be updated dynamically on



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Library Services

Delegates who are interested in taking advantage of the library services provided by the [Satya N. Nandan Library](#) during the session, kindly contact library@isa.org.jm.

Please note that this requires 24 hours advance notice.

You can also request a guided tour of the [Nii Allotey Odunton Museum](#).



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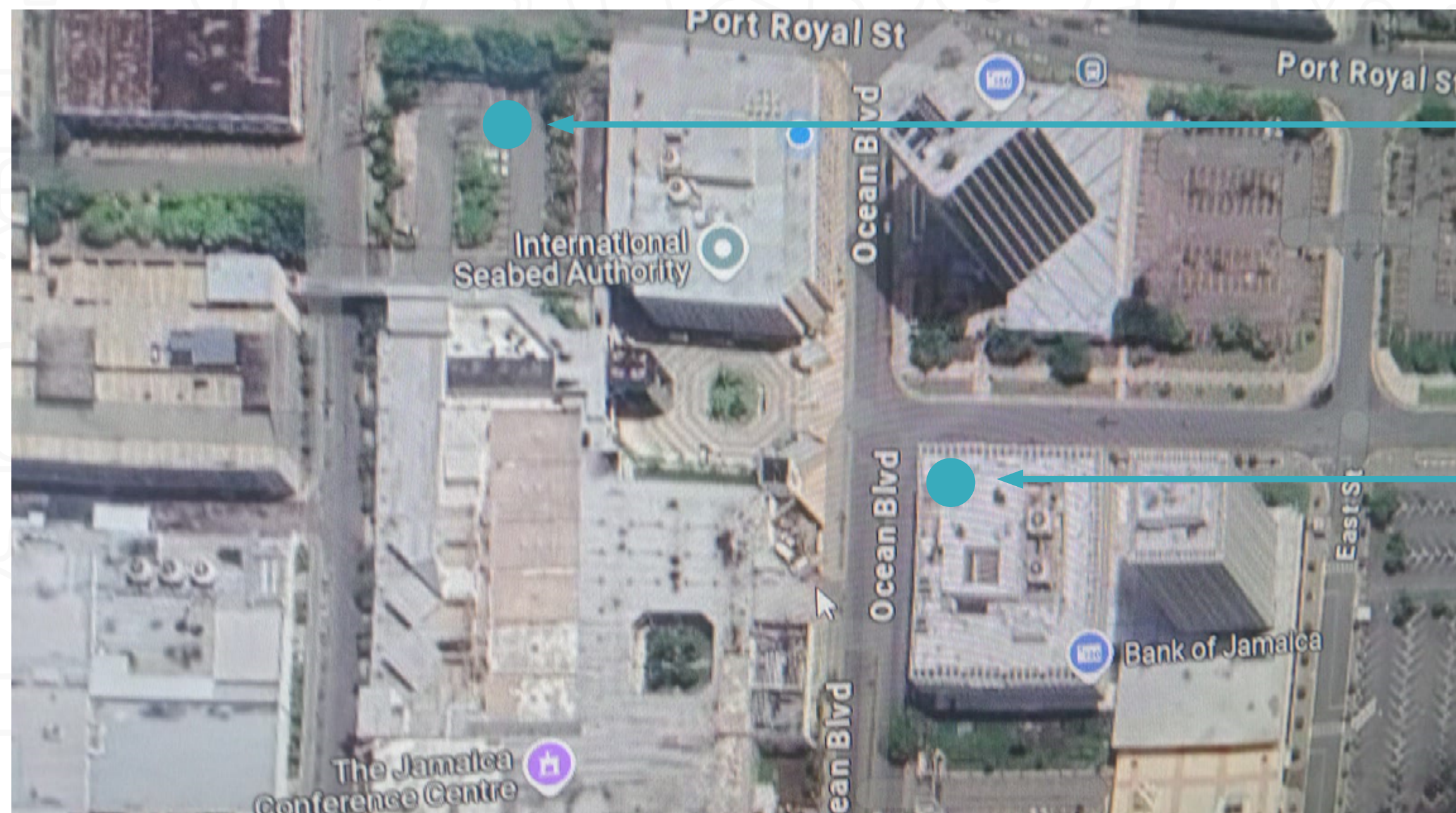
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Emergency Assembly Points



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.

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Emergency Numbers

International Seabed Authority

Sasha-Ann Williams

Security and Facilities Assistant

📞 876-838-3902

✉️ sawilliams@isa.org.jm

United Nations Hotline

📞 876-299-8730

📞 876-553-4396

✉️ undssjamaica@un.org

UNDSS

Lincoln Campbell

Field Security Adviser

📞 876-469-1868

876-978-2390 Ext. 2058

✉️ lincoln.campbell@un.org

Lance Smith

Field Security Adviser

📞 876-878-5800

✉️ lance.smith@un.org

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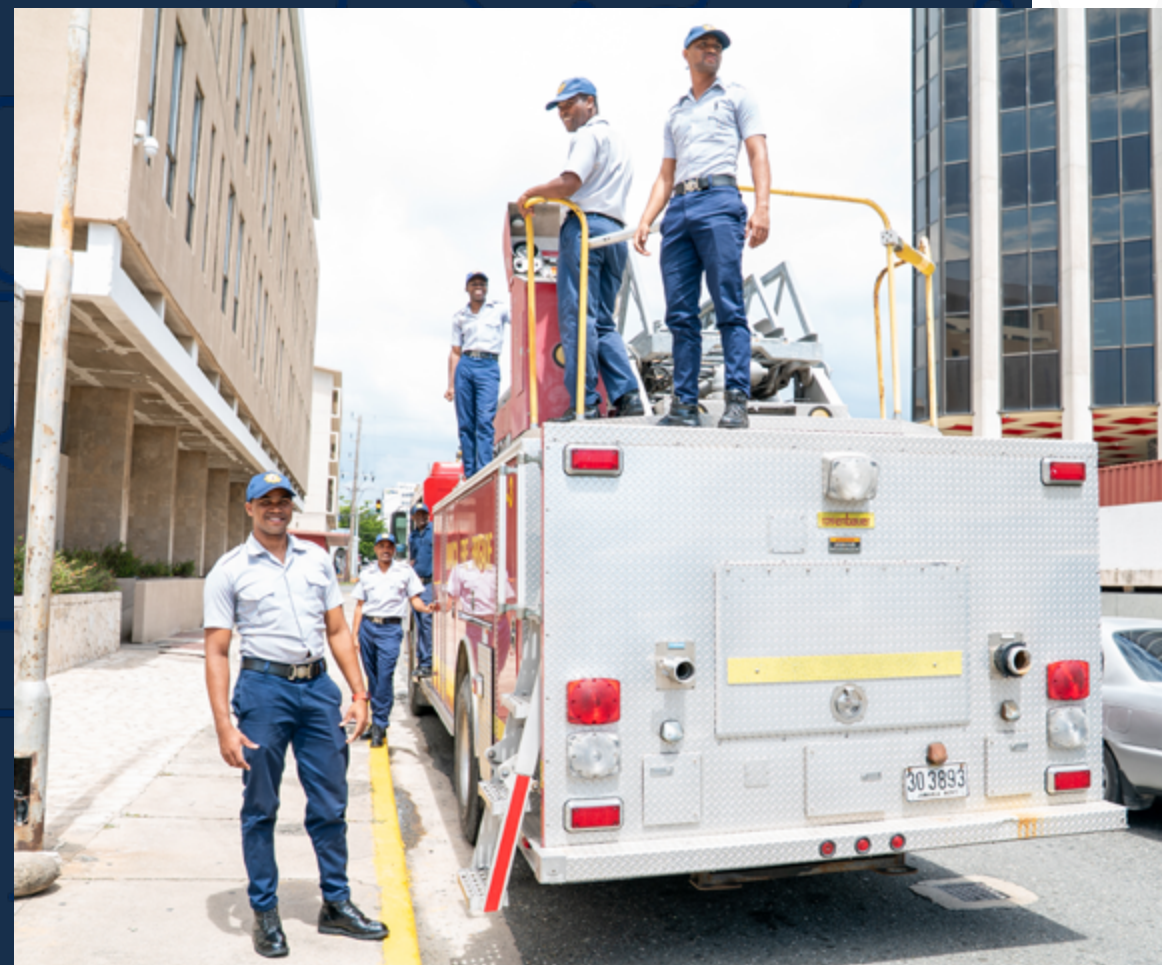


Police Emergency

📞 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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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 Designated 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. Shane Alexis

General Practitioner

📍 Unit 5& 6, 5 Holborn Road, Kingston

📞 876-665-5186

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Post Exposure Prophylaxis Kit Custodians

PAHO

Ms. Shaunda Jones O'Connor

📍 8 Gibraltar Way, UWI Mona Campus

📞 876-277-7362

876-970-0016

UNICEF

Ms. Lila Dawkins

📍 14 Port Royal Street, Kingston

📞 [876-279-8338](tel:876-279-8338)

[876-926-7854-5](tel:876-926-7854-5)

UNFPA

Mr. Rasheed Amusa

📞 876-551-7899

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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 and Finance Committee. Participants are encouraged to make appropriate meal arrangements.

During the Council and Assembly, in-house catering services will be available to delegates as follows:

Upstairs Buffet Area: At a cost of USD 22/JMD 3,500 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 coffee, water, tea, cold beverages, wraps and sandwiches, cakes and Devon House patties.

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

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.

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

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 Kinhead 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

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[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.

At a four-minute walk, there is [KFC](#).

At a five-minute walk, [HiLo supermarket](#) offers 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 space 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 frequently call ahead or place orders via Whatsapp for sit-down restaurants to minimize wait times.

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

Introduction

I. General information

II. Secretariat and Assembly, Council, Legal and Technical Commission and Finance Committee of the International Seabed Authority

III. Conference services

IV. Media, public and library services

V. Facilities and services for participants



14 - 20 Port Royal Street
Kingston, Jamaica

Tel: 876-922-9105

www.isa.org.jm

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