



Secretariat

22 June 2023

Secretary-General's bulletin

To: Members of the staff

From: The Secretary-General

Subject: **Management of conferences and events of the International Seabed Authority held at the Jamaica Conference Centre**

I. Introduction

1. To ensure the effective functioning and management of all conferences and events of the International Seabed Authority without interference of any kind and to create a work environment that is safe, professional and of mutual trust where diversity and inclusion are valued and everyone is entitled to be treated with courtesy and respect, the Secretary-General promulgates the present bulletin on the management of conferences and events of the Authority held at the Jamaica Conference Centre.

II. Purpose

2. The secretariat of the Authority strives to ensure the most effective functioning of all conferences and events of the Authority, in particular the meetings of the annual session of the Authority held at the Jamaica Conference Centre, and provides for the safety and security of all participants, including delegates, staff members, representatives of non-governmental organizations and other participants admitted to the conferences and events.

3. The number of conferences and events of the Authority has continued to increase in recent years, notably including the meetings of the Council, which have been held in three parts since 2022. The number of participants at the meetings of the Authority has also substantially increased, leading to the need to manage more complex conferences and events.

4. In order for the conferences and events of the Authority to achieve their objectives, it is not only the organizers – in particular the security element – who need to contribute; all participants are required to adhere to the highest standards of conduct and comply with all applicable rules, regulations and policies of the Authority and instructions issued by the officials and security officers of the Authority intended to ensure the safety and security of all and the smooth functioning of the conferences



and events. The compliance of all participants with applicable rules, regulations and policies and safety instructions is an essential part of the success of any of the conferences and events of the Authority.

5. In this context, it is necessary for the Authority to promulgate the present bulletin, setting out established policy on the management of conferences and events held at the Jamaica Conference Centre, in line with the best practices of the United Nations and other intergovernmental organizations concerning the management of conferences and events.

III. Status of the Jamaica Conference Centre

6. The Jamaica Conference Centre, including its conference rooms and other areas, is made available to the Authority by the Government of Jamaica, as the host country of the Authority, for the purpose of holding meetings, conferences, consultations, scheduled programmes and any other activities related to the functions of the Authority. When so used by the Authority, the Jamaica Conference Centre is considered part of the headquarters of the Authority. It is the responsibility of the Secretary-General, in conjunction with the competent authorities of the host Government, to ensure the safety and security of the staff of the secretariat, delegates of Member States and all other persons participating in the conferences and events of the Authority.

IV. Applicability

7. The present bulletin is applicable to all participants of any conference or event organized by the Authority at the Jamaica Conference Centre. It supplements, and does not affect, the application of other relevant rules, regulations and policies of the Authority and the Headquarters Agreement, as well as applicable laws of Jamaica.

8. By registering to attend a conference or event of the Authority held at the Jamaica Conference Centre, participants acknowledge the contents of the present bulletin and agree to its terms and conditions. It is incumbent on participants to comply with all the rules and instructions intended to protect their safety and ensure the effective functioning of the conferences and events of the Authority.

V. Access to conferences and events of the Authority

9. Access to the Jamaica Conference Centre for the purpose of conferences and events of the Authority will be granted only to participants who have been duly accredited by the secretariat through the issuance of relevant badges.

10. In the interests of the security and safety of all participants, the secretariat reserves the right to deny or restrict access to the Jamaica Conference Centre to any individual or to request an accredited participant to leave the Jamaica Conference Centre.

11. Access rights can be revoked by the secretariat. A person may be removed from or denied access to the Jamaica Conference Centre for any of the following reasons:

(a) If that person refuses to comply with the present bulletin and other applicable rules, regulations and policies of the Authority;

(b) If that person refuses to comply with any request or instruction, either oral or in writing, from the officials or security officers of the Authority made within their authority;

(c) If that person has committed a crime or there is reason to believe that the person will commit a crime within the Jamaica Conference Centre.

12. All persons entering the Jamaica Conference Centre are required to wear a badge issued by the secretariat and ensure that the badge is visible at all times while they are within the Jamaica Conference Centre. The secretariat may restrict access to areas considered critical or sensitive or to reserved or closed conferences and events. The badges are the property of the Authority, non-transferable and valid only for the period indicated on them and must be surrendered if a participant is requested to do so by the secretariat. Participants must not reuse badges issued to them for a previous meeting conference or event. If a participant loses a badge, the participant must report the loss immediately to the security officers of the secretariat. Any badge found must be returned to security officers immediately so that the necessary actions can be taken.

13. Participants should be prepared to verify their identity upon the request of any official or security officer of the Authority.

VI. Safety and security

14. Participants in conferences and events of the Authority held at the Jamaica Conference Centre shall comply with the requirements of the present bulletin and any other safety and security policies issued by the secretariat, as well as any requests and instructions, either oral or in writing, from the officials and security officers of the Authority regarding access to and use of facilities, and conduct of official business, within the Jamaica Conference Centre. Refusal to comply may result in removal from or denial of access to the Jamaica Conference Centre, or other appropriate measures by the competent authorities of the host country.

15. No participant should harass or threaten any other participants or any staff of the secretariat or use methods of intimidation to dissuade or deflect from the participant's actions in contravention of the requirements of the present bulletin. Any disruptive acts during conferences or events of the Authority or directed against any staff of the secretariat may result in appropriate action being taken by the secretariat or the competent authorities of the host country.

16. Participants are expected to uphold the most courteous approach possible while at the Jamaica Conference Centre. Acts of any form of harassment and any threatening statements or gestures are prohibited within the Jamaica Conference Centre.

17. Interfering with the movement of any participant, at any point of time or location, within the Jamaica Conference Centre is not permitted. Creating an environment that generates potential safety concerns is also prohibited.

18. The flags and any officially recognized symbols of the Authority and of its Member States used at the Jamaica Conference Centre for the purpose of conferences and events of the Authority, including name plates, shall be treated with respect and not be removed, altered or used without prior written approval by the secretariat.

VII. Responsibilities of participants in conferences and events of the Authority held at the Jamaica Conference Centre

19. Participants shall:

(a) Demonstrate full commitment to zero tolerance of any prohibited conduct and treat all participants and staff of the secretariat courteously and with dignity and respect, including with an awareness of their own behaviour and how it may be perceived or received by others;

- (b) Adhere to the requirements of the present bulletin and refrain from encouraging other participants to engage in prohibited conduct;
- (c) Never knowingly make a false or misleading claim relating to prohibited conduct;
- (d) Avoid and discourage actions that may create an unsafe environment, impede the free movement of other participants or disrupt the proceedings of the conference or event.

VIII. Unauthorized actions

20. Participants in conferences and events of the Authority may not conduct activities unrelated to the mandate of the Authority or its programmed activities within the Jamaica Conference Centre. This includes non-authorized actions, demonstrations or protests, and other political acts.

21. For off-site actions, an area in the vicinity of the Jamaica Conference Centre should be designated by the competent authorities of the host country for accommodating peaceful public demonstrations related to the conference or event. The area will be managed by the competent authorities of the host country.

22. If an unauthorized action occurs within the Jamaica Conference Centre that may potentially have an impact on the safety and security of any participants in the conferences and events of the Authority, or become violent, the matter may be referred to the competent authorities of the host country for actions as deemed necessary in accordance with the Headquarters Agreement. Local laws and regulations may also apply.

IX. Media actions

23. In addition to complying with the general requirements for participants in conferences and events of the Authority, representatives of the media and any camera, sound and other technical and ancillary staff of the media, having been duly accredited to a conference or event of the Authority, shall comply with the media access guidelines, filming protocols and any other policies and instructions issued by the secretariat through its Communications Unit. In particular, they shall comply with the following rules:

- (a) Disruptive actions and demonstrations within the Jamaica Conference Centre are prohibited;
- (b) The wearing of masks in order to conceal identity is not allowed;
- (c) Objects of impersonation (e.g. satirical drawings of Heads of State, delegates or other individuals) are not allowed;
- (d) The smooth flow of the crowd and an appropriate level of sound that is acceptable to other participants should be maintained;
- (e) Aggressive actions taken in order to gain access to or obtain media coverage of high-profile participants, which may create an unsafe environment, impede safe movement, invade the personal space of the high-profile participant or create the potential for a mob effect are not permitted;
- (f) Non-authorized recording of other participants is not permitted;

(g) Derisory activity or criticism that is directed at the Authority, member States, the secretariat, the competent authorities of the host Government or at any individual and that goes against basic rules of decorum is not allowed;

(h) The secretariat reserves the right to revoke previously issued permissions for media actions at any time if the security conditions require it.

X. Distribution of publicity materials

24. Although participants in the conferences and events of the Authority are encouraged to join efforts to make those conferences and events greener, publicity materials (e.g. leaflets, publications, boards, banners) that are clearly attributable to accredited organizations or member States and that are relevant to the conference or event of the Authority may be posted or displayed at designated exhibit stands if prior permission and clearance are received from the secretariat. Posters may only be displayed at designated locations and if prior permission and clearance are received from the secretariat.

25. Within the conference rooms, any documents or statements for distribution must be authorized by the officials of the Authority. Only conference officers and other staff of the secretariat may distribute materials within conference rooms.

26. Documents may be displayed at the designated locations, provided that there is enough space and that they are relevant to the conference or event, and that prior permission for displaying them has been received from the secretariat. Documents for display should be clearly marked with the name of the responsible organization.

27. The distribution of publicity materials in areas other than the designated locations is prohibited, including in the cafeteria, lounges and other public spaces within the Jamaica Conference Centre.

28. Other materials relevant to the conference or event may be distributed at appropriate locations in consultation with the secretariat.

29. Participants are expected not to use the Jamaica Conference Centre for demonstrations or the distribution of unauthorized written or other materials. When distributing written materials, participants shall respect each other's social, cultural and religious views or other opinions. Personal criticism of individuals is prohibited. Materials containing abusive or offensive language or images are not permitted.

XI. Use of the emblem of the Authority at the conferences and events

30. The unauthorized use of the name, emblem or logo of the Authority constitutes a breach of the relevant decision of the Assembly.¹ Misuse of the emblem or logo of the Authority in publications or on websites or business cards is prohibited. The unauthorized use of the emblem or logo of the Authority may constitute grounds for removal of accreditation with the Authority.

31. Under certain conditions, which are outlined below, the use of the modified emblem or logo of the Authority may be authorized as follows:

(a) The use of the modified emblem or logo of the Authority could be authorized at a conference or specific event on issues relating to the Authority and organized in partnership with the Authority, a member State or a non-governmental organization;

¹ ISBA/8/A/12.

(b) The conditions of use for the modified emblem or logo of the Authority would be set forth in a letter from the secretariat, which would include the duration, size and manner of placement of the modified emblem or logo of the Authority.

XII. Use of cameras and audiovisual recording devices by participants

32. The taking of photographs and making of audiovisual recordings within the Jamaica Conference Centre must comply with the requirements of the present bulletin and is subject to any other guidelines, policies or instructions issued, as deemed necessary, by the secretariat.

33. Photographs may be taken by participants within the public areas of the Jamaica Conference Centre, such as lobbies, lounges and corridors, and during public official or open meetings of the Authority, provided that such activities do not disrupt the proceedings of the meeting, the activity or movement of participants or the security provisions for that area. Photographs during closed or informal meetings are not permitted. Where appropriate, the photographer should seek the permission of the relevant participants or other individuals before photographing them.

34. Audiovisual recordings may be made by participants in public areas of the Jamaica Conference Centre, such as lobbies, lounges and corridors, provided that such activities do not cause disruption to the activities or movements of participants or security provisions for that area. Participants making recordings should seek permission in advance from those they wish to record.

35. Audiovisual recordings by participants during open or closed official meetings and in designated high-security zones are not permitted. The secretariat of the Authority provides full recordings for all official open plenary meetings in audio format and as a webcast. All webcast recordings are available on the website of the Authority. Audiovisual recordings made by participants within meeting rooms during breaks in meetings require the prior approval of the secretariat through the Communications Unit.

36. Accredited representatives and staff of the media are permitted access to side events held within the Jamaica Conference Centre. The making of audiovisual recordings of side events requires the prior approval of the secretariat, which can be obtained through its Communications Unit, and of the organizers of the event.

37. Aggressive actions in order to access or obtain photographs or audiovisual recordings of high-profile participants which create an unsafe environment, impede safe movement, invade the personal space of the high-level participant or create the potential for a mob effect are not permitted.

38. Professionals from any production company wishing to film scenes of the conferences and events of the Authority at the Jamaica Conference Centre for the purpose of a feature film, documentary or television production shall comply with filming protocols, and the relevant rules, regulations and policies of the Authority, and submit a formal written request, bearing the production company's letterhead, that includes a script of the project (full confidentiality of the project will be ensured) and a summary of the project. The request should be submitted a minimum of five weeks before the recording is due to take place. If the project is approved, an agreement will be signed between the production company and the secretariat detailing the scope of the project. Filming or photography will be confined to those areas of the meeting room specified by the secretariat through its Communications Unit and should include only those persons actively participating in the filming. The secretariat may terminate production in the event that the person filming or the

photographer fails to abide by the relevant requirements of the present bulletin and the relevant protocol, guidelines and policies of the Authority.

39. Interviewing, filming or photographing a staff member for media reporting purposes in or outside that staff member's office is not permitted.

XIII. Implications and measures

40. Any harassment or other disruptive acts carried out by any participants in conferences and events of the Authority may result in appropriate actions by the secretariat through its security officers, including, but not limited to:

- (a) Requesting the participant concerned to immediately stop the offending behaviour;
- (b) Removal of the badge of the participant concerned;
- (c) Confiscation of unauthorized materials;
- (d) Undertaking a fact-finding exercise or preliminary investigation;
- (e) Suspension or termination of the concerned participant's access to the Jamaica Conference Centre or refusal to register the concerned participant at future conferences and events of the Authority, or both;
- (f) Denial of the further accreditation of the concerned participant, entity or organization to conferences and events of the Authority;
- (g) Conveying of the complaint against the concerned participant to the competent authorities of the host government;
- (h) Conveying of a report to the entity or organization which has accredited the concerned participant regarding the harassment or other disruptive acts for appropriate follow-up action;
- (i) Participants shall be responsible for all damages caused to equipment or the facilities of the Jamaica Conference Centre as a result of the taking of photographs, making of audiovisual recordings or filming activities, or any other acts or activities, and shall be responsible for paying for all repairs deemed necessary by the Jamaica Conference Centre.

41. For the purpose of maintaining order in meeting rooms, the Presidents of the Assembly and the Council, and any chairperson or facilitator designated as such by the Assembly or the Council for the purpose of working groups, may request any participant to leave a meeting room immediately.

XIV. Final provisions

42. Responsibility for the implementation of the present bulletin is assigned to the Office for Administrative Services of the secretariat.

43. The present bulletin shall enter into force on the date of its issuance.

(Signed) Michael W. Lodge
Secretary-General