



Secretariat

16 January 2017

Secretary-General's Bulletin**

To: Members of the staff
From: The Secretary-General
Subject: **Organization of the Secretariat of the International Seabed Authority**

The Secretary-General, for the purposes of establishing the organizational structure of the Secretariat of the International Seabed Authority, promulgates the following:

Section 1 Location

1.1 The Secretariat of the International Seabed Authority, which is one of the three principal organs of the Authority,¹ is located at the seat of the Authority, which is in Jamaica.²

Section 2 Functions

2.1 The broad functions of the Secretariat are as follows:

(a) To provide support to the Secretary-General in fulfilling the functions entrusted to him or her under the United Nations Convention on the Law of the Sea ('the Convention') and the 1994 Agreement relating to the implementation of Part XI of the Convention ('the 1994 Agreement') and in implementing the mandates provided by member States;

(b) To produce reports and other documents containing information, analyses, historical background, research findings, policy suggestions, etc., that facilitate the deliberations and decision-making by the other principal organs and their subsidiary bodies;

* Reissued for technical reasons on 16 May 2017.

** Issued without formal editing.

¹ 1982 UN Convention on the Law of the Sea, Article 158(1). The other principal organs are the Assembly and the Council. The Finance Committee is a subsidiary organ of the Assembly. The Legal and Technical Commission is a subsidiary organ of the Council.

² 1982 Convention, Article 156(4).



(c) To provide secretariat services to the other principal organs and their subsidiary bodies (e.g., providing secretaries for the Assembly, Council, Legal and Technical Commission and Finance Committee; assisting in planning the work of the sessions and in conducting the proceedings and in drafting reports);

(d) To provide meeting services (translation, interpretation, and reporting services) to the other principal organs, in accordance with the policies adopted by the Assembly;

(e) To provide editorial, translation and documents reproduction services for the issuance of International Seabed Authority documents in the different working languages, in accordance with the policies adopted by the Assembly;

(f) To disseminate to the public information on the activities and decisions of the International Seabed Authority;

(g) To provide the programme planning, financial, personnel, legal, management and general services that are essential for the rational selection of work items and allocating resources among them and for the effective, economic and efficient performance of the services and functions of the Secretariat, within the legal framework of the Convention and the 1994 Agreement and the regulations, rules and policies adopted by the Assembly;

(h) To organize conferences, expert group meetings and seminars on topics of concern to the member States of the Authority;

(i) To assist and enable the other principal organs and their subsidiary bodies to carry out the early functions of the Authority between the entry into force of the Convention and the approval of the first plan of work for exploitation as specified in Section 1 of the Annex to the 1994 Agreement;

(j) To implement the work programmes and policies laid down by the other principal organs and their subsidiary bodies;

(k) To ensure compliance with plans of work for exploration and exploitation approved in the form of contracts;

(l) To acquire scientific knowledge and monitor trends and developments relating to deep seabed mining, marine technology relevant to activities in the Area and world metal market conditions;

(m) To perform the functions of the Enterprise as specified in Section 2 of the Annex to the 1994 Agreement until such time as the Enterprise begins to operate independently.

Section 3 **Organizational structure**

3.1 The Secretariat is headed by the Secretary-General who is the chief administrative officer of the International Seabed Authority.

3.2 The Secretariat consists of the following major organizational units, each headed by an official accountable to the Secretary-General:

- Executive Office of the Secretary-General;
- Office for Administrative Services;
- Office of Legal Affairs;
- Office for Environmental Management and Mineral Resources.

3.3 The responsibilities of each Office are prescribed in Sections 6 to 9 of the present bulletin.

Section 4 Coordination

4.1 Coordination of the work of the Secretariat is effected through the Senior Management Group, which is established to assist the Secretary-General in ensuring strategic coherence and direction in the work of the Secretariat.

4.2 The Senior Management Group is chaired by the Secretary-General and comprises the following officials:

- Deputy to the Secretary-General and Legal Counsel
- Director of Administrative Services
- Director of Environmental Management and Mineral Resources

The Secretary-General may invite other officials to attend the meetings of the Senior Management Group where necessary. Substitutes may participate by invitation in the case of unavailability of one or more of the members.

4.3 The Senior Management Group will meet at least every two weeks. The Executive Office of the Secretary-General will act as the secretariat for the Senior Management Group and will:

- (a) Act as the convener of the meetings on behalf of the Secretary-General;
- (b) Develop agendas, taking into account suggestions by members, where feasible, that are shared with members before the meetings;
- (c) Prepare summaries of the meetings and follow up action items.

Section 5 Heads of organizational units

5.1 The functions of a head of office or other organizational unit are to:

- (a) Formulate the medium-term plan and programme budget proposals of the office, ensuring that the proposed outputs would fulfil the priority needs of their users and the legislative mandates;
- (b) Identify the broad strategies required for the development and implementation of the work programme of the office or organizational unit;
- (c) Appear before the legislative organs and their subsidiary bodies and provide them with information and explanations, as required;
- (d) Ensure that the regulations, rules and instructions of the Authority are followed;
- (e) Carry out management activities or make managerial decisions to ensure the effective, efficient and economic operation of the programme concerned and review the outputs that are being produced;
- (f) Approve reports, communications, decisions, recommendations, etc., which are to be approved at his or her level;
- (g) Assist, advise and keep the Secretary-General informed on matters concerning the office or organizational unit;
- (h) Ensure coordination of activities of the office or organizational unit with those of other organizational units performing related tasks;

- (i) Ensure that adequate arrangements for internal control and risk management exist;
- (j) Ensure that the distribution of work within the office or organizational unit is even and fair among comparable staff and evaluate the performance of staff against agreed performance targets;
- (k) Produce on her or his own some of the planned outputs of the office or organizational unit concerned;
- (l) Carry out other tasks as may be assigned by the Secretary-General.

Section 6
Executive Office of the Secretary-General

6.1 The Executive Office of the Secretary-General assists the Secretary-General in supervising and coordinating the work of the Secretariat, pursuant to his or her executive direction and the relevant directives of the Council and the Assembly. The Executive Office is also responsible for protocol and liaison services and for providing communications and press support to the Secretary-General. The specific functions of the Executive Office are to:

- (a) Assist the Secretary-General in the exercise of executive direction in relation to the work of the Secretariat;
- (b) Carry out the day to day administration of the Executive Office of the Secretary-General;
- (c) Provide the Secretary-General with administrative support, make travel arrangements for the Secretary-General and plan and execute official visits;
- (d) Prepare speeches and statements for the Secretary-General and prepare, or coordinate the preparation of, briefing material for his or her personal attention;
- (e) Provide the secretariat for the Senior Management Group;
- (f) Provide guidance and advice on the protocol usage and practice of the Authority, diplomatic etiquette, order of precedence and the use of the Authority's flag and symbol;
- (g) Serve as liaison between permanent missions, diplomatic missions and embassies in Jamaica and in New York, and the Authority;
- (h) Coordinate the protocol-related activities of the Secretary-General, including visits by high-level officials and delegations, presentation of credentials to the Secretary-General and support the Secretary-General's participation in bilateral and multilateral meetings where credentials are required;
- (i) Organize official ceremonies, receptions and similar functions;
- (j) Maintain and publish an online 'Blue Book' of permanent missions to the Authority and ensure that the host government is advised of any changes;
- (k) Liaise with the Office of Legal Affairs and serve as action office on legal disputes arising out of diplomatic privileges and immunities;
- (l) Coordinate credentials for delegations attending meetings of the Authority and coordinate with the Security and Safety Unit to issue passes to delegates and visitors;
- (m) Liaison with the host government on protocol matters;
- (n) Provide communications and press office support to the Secretary-General.

Section 7

Office of Legal Affairs

7.1 The Office of Legal Affairs is the central legal service of the Secretariat and provides legal advice to the Secretary-General, the Secretariat and the other principal organs of the Authority and their subsidiary bodies. It represents the Secretary-General in legal conferences and in judicial proceedings. The Office of Legal Affairs is also responsible for the Satya N. Nandan Library, the official documentation of the Authority and for managing the provision of conference services for sessions of the Authority.

7.2 The Office of Legal Affairs provides legal services to the Secretary-General and the Secretariat through the provision of legal advice to the Secretary-General, legal representation before bodies such as the Joint Appeals Board, the United Nations Appeals Tribunal and the Seabed Disputes Chamber of the International Tribunal for the Law of the Sea. Its specific functions are to:

- (a) Provide legal advice to the Secretary-General;
- (b) Provide general legal advice in relation to the administration of the Secretariat including advice on and clearance of procurement contracts and providing legal advice to the Committee on Contracts, amendments to the staff regulations and rules, preparation of administrative and other circulars, the financial regulations and rules, claims by or against the Secretariat, liability issues and advising on the insurance requirements of the Authority;
- (c) Provide legal and policy advice on external relations, including relationship agreements with other international organizations, scientific and other relevant bodies;
- (d) Provide legal advice on all matters relating to the grant and use of privileges and immunities, the relationship with the host government and other protocol matters;
- (e) Provide legal representation before the Joint Appeals Board and the United Nations Appeals Tribunal as required;
- (f) Provide legal representation before the Seabed Disputes Chamber of the International Tribunal for the Law of the Sea;
- (g) Provide substantive support to workshops and seminars as appropriate.

7.3 The Office of Legal Affairs also provides legal services to the other principal organs and their subsidiary bodies. Its specific functions are to:

- (a) Schedule meetings of the other principal organs of the Authority, including preparation of information notes and provisional agendas and compilation of the annual report of the Secretary-General;
- (b) Provide advice to the other principal organs and their subsidiary bodies, and the officers of such bodies, on the application and interpretation of rules of procedures, as necessary;
- (c) Supervise elections when required (elections to the Council take place every two years; the Legal and Technical Commission and the Finance Committee are elected every five years; ad hoc elections take place from time to time as required);
- (d) Compile (every two years) lists of member States qualified for election in each group of the Council;

(e) Provide secretaries to the Assembly, Council and Legal and Technical Commission;

(f) Prepare draft rules, regulations and procedures relevant to the implementation of the Authority's mandate;

(g) Draft rules, regulations and procedures for the conduct of activities in the Area for consideration by the relevant organs and subsidiary bodies of the Authority;

(h) Prepare substantive reports and studies on significant legal and policy issues relevant to the Authority's mandate;

(i) Organize international workshops and seminars on issues of concern to the Authority;

(j) Administer the rules, regulations and procedures of the Authority relating to the approval of plans of work for exploration and exploitation and process applications for approval of plans of work for exploration and exploitation for consideration by the relevant organs of the Authority;

(k) Facilitate the work of the other principal organs and subsidiary bodies in ensuring compliance by contractors with the terms of contracts for exploration and exploitation.

7.4 The Office of Legal Affairs is responsible for the Authority's library and archives and for overseeing the processing and production of the official documents of the Authority. The Office also manages the provision of conference services for sessions of the Authority. Specific functions are to:

(a) Maintain and develop the Satya N. Nandan Library as a primary resource for information on deep seabed mining and the international law of the sea;

(b) Supervise the preparation of official documents and ensure a timely and cost-efficient workflow for production of documents, including liaison with the United Nations editorial and translation services;

(c) Maintain an archive of the official documentation of the Authority;

(d) Manage the publications programme of the Authority, including developing a publications strategy, promulgating and maintaining editorial standards and coordinating the clearance, production, printing and distribution of information materials and publications;

(e) Manage the content of the Authority's website and, in collaboration with other organizational units, coordinate the provision of site content;

(f) Manage the provision of meeting services (translation, interpretation, and reporting services) to the other principal organs and their subsidiary bodies.

Section 8

Office of Environmental Management and Mineral Resources

8.1 The Office of Environmental Management and Mineral Resources is the focal point for the collection, analysis, maintenance and dissemination of geological, biological, environmental and economic data and information on the Area and its resources. In addition, the Office of Environmental Management and Mineral Resources will promote and encourage the conduct of marine scientific research with respect to activities in the Area, including through collaborations with member States and other international organizations and agencies, and disseminate the results of such research. The Office of Environmental Management and Mineral Resources is also responsible for performing certain of the early functions of the

Enterprise as specified in Section 2 of the Annex to the 1994 Agreement, subject to such policy direction as may be given by the Council and the Assembly.

8.2 The specific responsibilities of the Office of Environmental Management and Mineral Resources are to:

(a) Develop and maintain the Authority's database systems on the resources of the Area, the marine environment and other technical matters related to the resources of the Area;

(b) Collect and evaluate data and information, including information provided by contractors, relevant to the protection of the marine environment from the impacts of activities in the Area;

(c) Facilitate the work of the other principal organs and subsidiary bodies in ensuring compliance by contractors with the terms of contracts for exploration and exploitation, particularly those relating to environmental monitoring programmes;

(d) Evaluate information and data relating to the areas reserved for the Authority;

(e) Assess available data relating to prospecting and exploration for resources of the Area;

(f) Provide technical support as required to the Legal and Technical Commission, particularly in the evaluation of activity reports by contractors and in the review of technical aspects plans of work for exploration and exploitation;

(g) Prepare technical recommendations for improving the standardization of environmental data and information;

(h) Provide appropriate technical support to the organs of the Authority in developing regulations and recommendations for guidance of contractors as required;

(i) Prepare technical recommendations relating to the development of environmental management plans and environmental monitoring programmes during exploration and exploitation;

(j) Promote and encourage the conduct of marine scientific research with respect to activities in the Area, including through international collaborative projects, and disseminate the results of such research and analysis;

(k) Monitor and review trends and developments relating to deep seabed mining activities, including regular analysis of world metal market conditions and metal prices, trends and prospects;

(l) Assess technological developments relevant to activities in the Area, in particular technology relating to the protection and preservation of the marine environment;

(m) Publish substantive reports and studies on significant technical issues relevant to the Authority's mandate;

(n) Organize international workshops and seminars on issues of concern to the Authority.

Section 9

Office for Administrative Services

9.1 The Office for Administrative Services provides support to the Secretariat in the following areas: Budget/Oversight and Finance, Human Resource Management,

Procurement, Communications and Information Technology, and Security and Transportation.

9.2 The functions of the Budget/Oversight and Finance Unit are to:

(a) Prepare the draft administrative budget of the Authority for each financial period;

(b) Provide the support needed to programme managers to assist them to formulate the drafts of the proposed budget and financial performance reports and assist the head of the office to complete coordinated submissions to the Senior Management Group;

(c) Administer and ensure strict compliance with the Financial Regulations and Rules of the Authority;

(d) Establish and apply the budgetary and accounting policies and procedures of the Authority;

(e) Ensure sound financial management and ensure that adequate control mechanisms are established to protect the payment systems, bank account balances and investments of the Authority;

(f) Account for the use made of the Authority's financial resources and report thereon to the appropriate organs of the Authority and their subsidiary bodies;

(g) Facilitate deliberations by the Assembly, Council, and Finance Committee in relation to planning, programming, budgeting and accounting matters;

(h) Notify member States of their assessed contributions and improve the timeliness of receipt of assessed and voluntary contributions;

(i) Process the payment of salaries and related allowances, benefits and entitlements to the Authority's staff; process payments to vendors and other contractors; and effect other payments in respect of the financial obligations of the Authority;

(j) Administer the group health and life insurance programmes and the property and liability insurance needs of the Authority;

(k) Ensure the alignment of risk management with internal control measures and Audit related matters.

9.3 The functions of the Human Resources Management Unit are to:

(a) Support the selection, retention and development of staff of the highest competence and integrity, taking into account the provisions of articles 167 and 168 of the Convention;

(b) Provide effective client services on cross-cutting human resources related issues including policy, advisory services, administration of entitlements, implementation of staff selection process, performance management and development system, staff development, travel and visa management;

(c) Provide advice and support for the development of human resources management policies, job classification, staff selection, succession planning, induction and separation of staff and staff-management consultations; and maintain the official status files of staff members;

(d) Implement personnel rules, policies and programmes, guide and advise staff and managers in the performance of their roles and responsibilities and take or recommend corrective measures or sanctions, as appropriate, to improve management practices and increase efficiency of work;

(e) Provide and maintain human resources data for reporting and other administrative purposes;

(f) Develop policies and practices for the provision of health care to staff;

(g) Promote staff welfare and security, including through adequate staff-management consultations, and the application of transparency, responsibility, accountability, due process, equity and fairness in the management of human resources.

9.4 The functions of the Procurement Cell are to:

(a) Take all actions necessary for acquisition of products and services including works;

(b) Ensure the oversight and management of service and supply contracts, monitor compliance and effective implementation of contractual terms and conditions.

9.5 The functions of the Communications and Information Technology Service are to:

(a) Conceptualize, design, execute and maintain the overall Communications and Information Technology (CIT) system including the Internet and other web-related activities for the Authority whilst maintaining appropriate levels of security;

(b) Provide technical and policy guidelines and advice regarding the use and operation of the network and associated peripherals and equipment;

(c) Coordinate with relevant organizational units to request inputs, devise strategies and approaches in order to ensure that the organization works in an integrated, consistent and coherent manner on all matters related to CIT;

(d) Ensure that the existing CIT infrastructure has the capacity for growth and the capability to remain relevant and meet the changes and trends in technological advancement;

(e) Contribute to the development of institutional memory and data bank reference materials by providing a CIT infrastructure that is accessible and updated in accordance with the charter, policies, strategies and objectives of the Authority;

(f) Constantly assess the overall effectiveness of the network architecture and make needed changes in existing approach and techniques employed to make sure they are current and totally synchronized with international operational standards, service levels and have the capacity to respond quickly to changing conditions but with least cost impact;

(g) Provide 24/7 support for Secretariat-wide business applications such as email, software applications, information and management systems for personnel and other administrative functions.

9.6. The functions of the Security and Transportation Unit are to:

(a) Maintain a safe, secure and healthy working environment for all staff and visitors to the Authority's headquarters;

(b) Provide administrative, logistical and security and safety support for all conferences, workshops, seminars and other meetings of the Authority as required;

(c) Maintain an emergency response plan;

(d) Plan and implement a security, fire prevention and safety programme for the protection of staff, delegates and visitors to the Authority's headquarters and for the physical assets of the Authority;

(e) Maintain liaison with Jamaican law enforcement authorities to ensure the protection of the Secretary-General and other officials of the Authority and visiting dignitaries, in accordance with the provisions of the Headquarters Agreement;

(f) Provide personal protective security to the Secretary-General and high-level officials on both a continuous and an ad hoc basis;

(g) Secure and manage the physical assets of the Authority, including the establishment of systems for storing and maintaining an inventory of these resources, and investigate any losses, thefts, accidents, property damage claims and other incidents;

(h) Maintain and operate a transportation service for the Authority;

(i) Manage and monitor the programme of outsourced preventive maintenance, mechanical repairs and auto body repairs;

(j) Monitor and report on performance, utilization, fuel consumption and serviceability of the official vehicles.

Section 10

Norms established for organizational nomenclature

10.1 The norms established for various terms are as follows:

(a) An Office is a major organizational unit of the Secretariat. Except for the Executive Office of the Secretary-General, which is headed by the Secretary-General, each office is headed by a Director at the D-1 or D-2 level. The head of an office is accountable to the Secretary-General.

(b) A Unit is a minimum of one post at the Professional and higher level. Where there is a demonstrated need for recognition outside the Office to which the Unit belongs, the Unit is headed by a Chief of Unit.

(c) Acronyms:

EOSG Executive Office of the Secretary-General

OLA Office of Legal Affairs

OEMMR Office of Environmental Monitoring and Mineral Resources

OAS Office for Administrative Services

Section 11

Final provisions

11.1 The present bulletin shall enter into force on 16 January 2016.

11.2 The Secretary-General's bulletin [ISBA/ST/SGB/2011/02](#) dated 12 January 2011 is hereby abolished.

Annex

Section 1, paragraph 5, of the Annex to the 1994 Agreement states that between the entry into force of the Convention and the approval of the first plan of work for exploitation of seabed minerals, the Authority is to concentrate on the following:

(a) Processing of applications for approval of plans of work for exploration in accordance with Part XI of this Agreement;

(b) Implementation of decisions of the Preparatory Commission for the International Seabed Authority and for the International Tribunal for the Law of the Sea (hereinafter referred to as “the Preparatory Commission”) relating to the registered pioneer investors and their certifying States, including their rights and obligations, in accordance with article 308, paragraph 5, of the Convention and resolution II, paragraph 13;

(c) Monitoring of compliance with plans of work for exploration approved in the form of contracts;

(d) Monitoring and review of trends and developments relating to deep seabed mining activities, including regular analysis of world metal market conditions and metal prices, trends and prospects;

(e) Study of the potential impact of mineral production from the Area on the economies of developing land-based producers of those minerals which are likely to be most seriously affected, with a view to minimizing their difficulties and assisting them in their economic adjustment, taking into account the work done in this regard by the Preparatory Commission;

(f) Adoption of rules, regulations and procedures necessary for the conduct of activities in the Area as they progress. Notwithstanding the provisions of Annex III, article 17, paragraph 2 (b) and (c), of the Convention, such rules, regulations and procedures shall take into account the terms of this Agreement, the prolonged delay in commercial deep seabed mining and the likely pace of activities in the Area;

(g) Adoption of rules, regulations and procedures incorporating applicable standards for the protection and preservation of the marine environment;

(h) Promotion and encouragement of the conduct of marine scientific research with respect to activities in the Area and the collection and dissemination of the results of such research and analysis, when available, with particular emphasis on research related to the environmental impact of activities in the Area;

(i) Acquisition of scientific knowledge and monitoring of the development of marine technology relevant to activities in the Area, in particular technology relating to the protection and preservation of the marine environment;

(j) Assessment of available data relating to prospecting and exploration;

(k) Timely elaboration of rules, regulations and procedures for exploitation, including those relating to the protection and preservation of the marine environment.

Section 2, paragraph 1, of the Annex to the 1994 Agreement states that the functions of the Enterprise (established by article 170 of the Convention) are to be performed by the Secretariat until such time as the Enterprise begins to operate independently. These functions shall be:

- (a) Monitoring and review of trends and developments relating to deep seabed mining activities, including regular analysis of world metal market conditions and metal prices, trends and prospects;
 - (b) Assessment of the results of the conduct of marine scientific research with respect to activities in the Area, with particular emphasis on research related to the environmental impact of activities in the Area;
 - (c) Assessment of available data relating to prospecting and exploration, including the criteria for such activities;
 - (d) Assessment of technological developments relevant to activities in the Area, in particular technology relating to the protection and preservation of the marine environment;
 - (e) Evaluation of information and data relating to areas reserved for the Authority;
 - (f) Assessment of approaches to joint venture operations;
 - (g) Collection of information on the availability of trained manpower;
 - (h) Study of managerial policy options for the administration of the Enterprise at different stages of its operations.
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