

INSTRUCTIONS FOR THE REGISTRY

(As adopted by the Tribunal on 17 March 2000)

The Tribunal,

Acting pursuant to the Rules of the Tribunal (hereinafter "the Rules"), in particular article 38, paragraph 3.

Approves the following Instructions for the Registry.

PART I. GENERAL

Article 1

1. The President directs the work of the Tribunal and supervises the administration of the Tribunal.
2. The Registrar is the head of the Registry. The Registrar is responsible for all departments of the Registry and is authorized to control the staff and direct the work of the Registry.

PART II. DUTIES OF THE REGISTRAR

Article 2

The Registrar is responsible for the preparation of cases for consideration by the Tribunal and assists the Committee established by the Tribunal to prepare drafts of judgments, orders and advisory opinions.

Article 3

The Registrar prepares and keeps up to date the List of cases before the Tribunal, in accordance with article 36, paragraph 1(b), of the Rules.

Article 4

1. The Registrar prepares the draft agenda for all meetings of the Tribunal, adding the necessary explanatory notes.
2. The Registrar will, at the appropriate time, place items on the draft agenda, including:
 - (a) the budget estimates;
 - (b) the selection of members of the Seabed Disputes Chamber and the selection of members and alternates of the Chamber of Summary Procedure;

(c) the formation of other chambers provided for in article 15 of the Statute;
and

(d) the election of the President and Vice-President of the Tribunal.

3. As soon as the draft agenda has been approved by the President of the Tribunal, the Registrar sends copies to the Members of the Tribunal.

Article 5

1. The Registrar is responsible for the official correspondence of the Tribunal in conformity with article 36, paragraph 1(a), of the Rules.

2. Letters not reserved for the signature of the President of the Tribunal are signed by the Registrar, or by the Deputy Registrar or the Assistant Registrar or Heads of Departments or other officials, in so far as the Registrar may delegate this duty to them. Notes in the third person are drafted in the name of the Registrar.

Article 6

The Registrar will send to judges the notifications required under the Rules.

Article 7

Whenever the Tribunal has to deal with a case which has previously been before it, the Registrar will notify every judge who has already sat in the case.

Article 8

In cases submitted to the Tribunal the Registrar will issue the communications and notifications provided for in the Convention (articles 290, paragraph 4; and 294, paragraph 2), in the Statute (articles 24, paragraphs 2 and 3; 30, paragraph 4; and 32, paragraphs 1 and 2) and in the Rules (articles 19, paragraph 3; 36, paragraph 1(f) and (g); 54, paragraphs 4 and 5; 55, paragraph 1; 65, paragraph 4; 66, paragraph 1; 71, paragraph 3; 72; 75, paragraph 2; 82, paragraph 2; 84, paragraph 3; 86, paragraph 4; 94; 96, paragraph 2; 101; 104, paragraphs 1 and 2; 106, paragraph 1; 109; 111, paragraphs 4 and 5; 112, paragraph 4; 114, paragraph 1; 119, paragraphs 2 and 4; 123, paragraph 2; 124, paragraph 1; 125, paragraph 3; 128, paragraph 2; 133; 136; and 137).

Article 9

1. The Registrar will inform all concerned of the dates and hours of meetings.

2. The Registrar will cause the dates and times of public meetings to be published. When a public meeting is to be held for the reading of a judgment or order, the Registrar will send a special notice to all agents whose appointment and address at the seat of the Tribunal or in the capital of the country where the seat is located have been duly brought to the knowledge of the Registrar.

Article 10

The Registrar will make arrangements for the recruitment of temporary staff.

Article 11

1. The Registrar will take the necessary steps to ensure compliance with article 65 of the Rules.
2. The Registrar will notify parties of the Guidelines concerning the Preparation and Presentation of Cases before the Tribunal, and any other applicable guidelines.

Article 12

1. When a request for an advisory opinion is received under article 159, paragraph 10, or article 191 of the Convention, the Registrar may ask for additional information from the Secretary-General of the International Seabed Authority. The Registrar will also ask for information from the intergovernmental organizations referred to in article 133, paragraph 2, of the Rules.
2. When a request for an advisory opinion referred to in article 138 of the Rules is received, the Registrar may ask for additional information from the body making the request.

Article 13

If, under article 15, paragraph 2, of the Rules, experts are to be selected, the Registrar will collect and submit to the President of the Tribunal the information relevant to the choice of the experts.

Article 14

If the Tribunal or a Chamber is to meet at a place other than the place at which the seat of the Tribunal is established, the Registrar will make the necessary arrangements.

Article 15

The Registrar will consult the President of the Tribunal in respect of members of the staff whose presence is required during the Tribunal's judicial deliberations.

Article 16

1. In accordance with article 85 of the Rules, the Registrar will make arrangements for interpretation of speeches and statements made and evidence given at a hearing.
2. The Registrar will make arrangements for the verification of the interpretation as required by article 85, paragraph 2, of the Rules.

3. The Registrar will ensure that the interpreters provided by a party under article 85, paragraph 2, of the Rules make the solemn declaration prescribed by paragraph 4 of that article.

Article 17

The Registrar will obtain statements of expenses from persons referred to in article 83 of the Rules and will cause the amounts due to be paid to them.

Article 18

1. The Registrar is responsible for the preparation of the records referred to in article 36, paragraph 1(h), of the Rules.

2. The Registrar is also responsible for the preparation of the minutes referred to in article 86 of the Rules.

3. The Registrar will provide to judges a record of decisions adopted by the Tribunal at its meetings.

Article 19

The Registrar will place the necessary staff at the disposal of any person instructed to carry out an inquiry or to give an expert opinion under article 82 of the Rules.

Article 20

1. The Registrar is responsible for the communication of judgments or advisory opinions rendered by the Tribunal, as provided for in articles 125, paragraph 3, and article 137 of the Rules.

2. Unless otherwise decided by the Tribunal, orders will be communicated in the same manner as judgments and advisory opinions of the Tribunal.

Article 21

The Registrar will, in accordance with article 36, paragraph 1(o), of the Rules, ensure that information concerning the Tribunal and its activities is accessible to Governments, the highest national courts of justice, professional and learned societies, legal faculties and schools of law and public information media.

Article 22

1. The Registrar will arrange, in accordance with article 36, paragraph 1(k), of the Rules, for the reproduction, printing and publication of:

(a) judgments, advisory opinions and orders;

(b) pleadings, statements and minutes of public sittings in cases and such other documents relating to cases as the Tribunal may direct to be published;

(c) the Yearbooks of the Tribunal;

(d) any other documents that the Tribunal may direct to be published.

2. The Registrar will conclude the necessary contracts with printers and other appropriate persons, and will provide for distribution or electronic dissemination of the Tribunal's publications.

3. The Registrar will establish, maintain and keep up to date the website of the Tribunal, posting such materials on it as the Tribunal may direct.

Article 23

1. The Registrar will ensure that copies of declarations and notices deposited in accordance with articles 287 and 298 of the Convention or article 7 of Annex IX thereto are duly kept in the archives of the Tribunal.

2. Upon the receipt of copies of declarations and notices referred to in paragraph 1, the Registrar will immediately communicate them to the Members of the Tribunal.

Article 24

The Registrar will inform the States Parties to the United Nations Convention on the Law of the Sea (hereinafter "the States Parties"), the International Seabed Authority and the Secretary-General of the United Nations of any changes which may occur in the Tribunal's composition and of any application of article 9 of the Statute.

Article 25

The Registrar will notify the States Parties by written communications of amendments to the Statute proposed by the Tribunal in accordance with article 41, paragraph 3, of the Statute.

Article 26

The Registrar will communicate to the Secretary-General of the United Nations:

(a) the date of the election fixed by the President of the Tribunal, in accordance with article 6 of the Statute, for filling a vacancy in the membership of the Tribunal;

(b) any items for inclusion in the provisional agenda of the Meeting of States Parties in accordance with Rule 6 of the Rules of Procedure for Meetings of States Parties.

(c) any report of the Tribunal on its work.

Article 27

The Registrar will, in accordance with Rule 38 of the Rules of Procedure for Meetings of States Parties, submit reports and make statements to Meetings of States Parties concerning any question relating to the administrative or financial implications for the Tribunal of any proposed action of the Meetings of States Parties.

Article 28

The Registrar will make a record of declarations referred to in articles 34 and 35 of the Rules, signed by the President of the Tribunal, the Registrar and the person concerned, and deposit it in the archives of the Tribunal.

Article 29

The Registrar will ensure the observance of article 10 of the Statute and the Agreement on the Privileges and Immunities of the International Tribunal for the Law of the Sea of 1 July 1997, and of any general or special conventions or agreements concerning the privileges and immunities of the Tribunal.

PART III. THE DEPUTY REGISTRAR AND ASSISTANT REGISTRAR

Article 30

1. The Deputy Registrar and the Assistant Registrar share the duties devolving upon the Registrar both in connection with the exercise of the judicial and advisory powers of the Tribunal and in connection with the direction of the Registry.
2. In dividing the work between the Registrar and the Deputy Registrar, the Registrar will ensure that both of them are constantly in touch with the work of the Tribunal and of the Registry.
3. In the absence of the Registrar, the functions and authority of Registrar will be exercised by the Deputy Registrar and, in the absence of the Deputy Registrar, by the Assistant Registrar. In the absence of the Registrar, the Deputy Registrar and the Assistant Registrar, the appropriate official appointed in accordance with article 37, paragraph 2, of the Rules will discharge the duties of Registrar.

PART IV. FINANCIAL ADMINISTRATION

Article 31

The financial administration of the Tribunal, including the management of all funds, will be carried out by the Registrar in accordance with the Financial Regulations of the Tribunal.

Article 32

The Registrar is responsible for the collection and management of contributions of States Parties, the Authority and other entities under article 19 of the Statute.

Article 33

1. The Registrar is responsible for the preparation of the Tribunal's draft budget and will submit it at the appropriate time to the Committee on Budget and Finance. Supplementary budget proposals, whenever necessary, will be prepared by the Registrar and will, as far as possible, be submitted in the same manner.
2. The Registrar will forward the proposed budget and any supplementary budget proposals, as approved by the Tribunal, to the Secretary-General of the United Nations for submission to the Meeting of States Parties.

Article 34

The Registrar will provide such support as may be required by the President when the President represents the Tribunal at Meetings of States Parties.

Article 35

The Registrar will notify the States Parties, at least once a year, of the status of contributions. In particular, the Registrar will report to each Meeting of States Parties the status of contributions to the current and previous budgets.

Article 36

The Registrar is responsible for the expenditure of the funds of the Tribunal and for charging expenditure to the proper items of the budget or relevant accounts, unless the Tribunal decides otherwise.

Article 37

The Registrar alone is entitled to incur obligations or liabilities in the name of the Tribunal. The Registrar may, however, delegate to any member of the staff the power to incur obligations or liabilities within the limits of the normal activities of the branch of the Registry to which the staff member belongs. The Registrar may seek prior approval for such delegation from the Tribunal, or from the President if the Tribunal is not sitting.

Article 38

The Registrar will periodically inform the Tribunal or the President if the Tribunal is not sitting or the cash flow situation and any financial or administrative constraints likely to arise as a consequence.

Article 39

The Registrar will advise the President of the financial and administrative implications of requests from Judges for travel or other administrative services.

Article 40

1. The Registrar will propose for the approval of the Tribunal appropriate draft instructions relating to the following areas of the work of the Registry:

- (a) Administration and Management;
- (b) Finance and Accounts;
- (c) Legal Department;
- (d) Library service;
- (e) Information systems and documentation, publication, archives and indexing services;
- (f) Conference and linguistic services;
- (g) Dispatch and receipt of documents and correspondence;
- (h) Buildings Management and Property maintenance; and
- (i) Security and Transport services.

2. The Registrar may propose for the approval of the Tribunal additional draft instructions in respect of such other aspects of the work of the Registry as the Registrar may consider necessary or the Tribunal may request.

PART V. AMENDMENTS

Article 41

The present Instructions may be modified by the Tribunal upon the proposals of the Registrar or *proprio motu*, after seeking the views of the Registrar.