

Reference: UNE-2022-00869-a

24 June 2022

Dear Minister,

I wish to extend my sincere appreciation for your country's representation and participation at the ad hoc open-ended working group (OEWG) meeting held in Dakar, from 30 May to 1 June 2022, organized pursuant to United Nations Environment Assembly resolution 5/14, entitled 'End plastic pollution: towards an international legally binding instrument.'

The OEWG meeting was an important milestone to prepare for the work of the intergovernmental negotiating committee (INC) to develop an international legally binding instrument on plastic pollution, including in the marine environment, established by resolution 5/14. The outcome of the meeting, which can be accessed [here](#) and is attached to this letter, provides the Secretariat with clear guidance on the preparations for the first session of the INC (INC-1).

Among others, the meeting agreed on the proposed approach to the work of the INC, including on a nominal timetable and the number of INC sessions. Five sessions of the INC are proposed to take place with the ambition to complete the work by the end of 2024. The multi-stakeholder dialogues, held during the OEWG, ensured wide participation, and complemented the meeting with vibrant energy and innovative thinking to co-create solutions to combat plastic pollution.

I take this opportunity to briefly update you and solicit your support in taking this process forward, including in the preparations for INC-1.

- Dates of INC-1:** Uruguay generously offered at the OEWG to host INC-1, preliminarily scheduled to take place from 28 November to 2 December 2022. The secretariat is in contact with Uruguay regarding its offer. The Secretariat will send a letter with confirmed location and dates for INC-1 in due course.
- Designation of National Focal Points:** I invite all Member States who have not yet done so to designate a national focal point for the INC process, who will serve as the contact point for further communications with the secretariat. Please send the name, affiliation and contact information of the national focal point to the secretariat at unep-incplastics.secretariat@un.org via a Note Verbale or an official letter no later than **30 July 2022**. The link to the list of national focal points received to date is available here: [Directory INC Focal Points 23-06-2022.pdf \(unep.org\)](#)
- Designation of Bureau Members for the INC process:** I would invite regional groups who have not yet nominated their Bureau Members (two per regional group, and one from the Small Island Developing States) to kindly do so and inform the secretariat of the same at unep-incplastics.secretariat@un.org no later than **30 July 2022**.
- Submissions to the INC process:** Following the OEWG, Member States, members of Specialized Agencies and relevant stakeholders are invited to make submissions on: (i) the sequencing and organization of INC; (ii) substantive issues which would contribute to preparation of documentation for INC-1, in particular, regarding potential elements of the future instrument as well as priorities, needs, challenges and barriers and overview of national measures; and (iii) the content and considerations for the preparation of the forum as set out in the OEWG information document entitled 'Preparations for the forum' ([UNEP/PP/OEWG/1/INF/4](#)). Submissions are to be sent to unep-incplastics.secretariat@un.org no later than **15 July 2022**. Subsequently, these submissions will be made available online.

To: Ministers responsible for the Environment; Designated National Focal Points to the INC

5. **Update on funding support to implement UNEA resolution 5/14:** In order for UNEP to take forward this important mandate in a swift manner, there is an urgent need for resources and financial support for the organization of the INC meetings, and the establishment of the INC secretariat. I invite governments and other stakeholders in a position to do so to provide extra-budgetary resources at the earliest to support the implementation of the resolution. Annexed to this letter is an overview of the assumed budget for the implementation of the resolution, with updated information that supersedes the information provided in my letter dated 04 April 2022. As previously indicated, in order to support the process most efficiently, our request is for resources for the implementation of the resolution including the INC to be received without any specific focus area. Should earmarking be necessary, we ask for maximum flexibility.

Finally, I would like to take this opportunity to express my profound appreciation to Ms. Susan Gardner, Ms. Leticia Carvalho, and the team in Ecosystems Division, who have steered and led UNEP's work following up on UNEA resolution 5/14 and leading the organization of the OEWG.

I wish to also update Member States on the arrangements that are being put in place in UNEP to ensure efficient and coordinated facilitation and servicing of the INC process. As we now rapidly transition into preparations for INC-1, the Executive Office will assume responsibility for coordinating the preparations of the INC-1 meeting and the engagement with Member States until the selection and on-boarding of the D2 Executive Secretary for the INC process. In the interim, Mr. Rafael Peralta, Chief of Staff, stands ready to engage with delegations together with the temporary team that is in place as we set up the secretariat.

As I stated at the OEWG, there are very few people who get the chance to be involved in something so large, so critical and so meaningful. This is a rare opportunity to build an instrument that can change our world, at scale, for the better. Let's not miss it.

Yours sincerely,


Inger Andersen
Executive Director

cc: Permanent Representatives to UNEP

Proposed approach to the work of the intergovernmental negotiating committee (INC) developing an international instrument on plastic pollution, including in the marine environment

Summary of considerations:

- UNEA 5/14 paragraph 1: "...with the ambition to complete its work by the end of 2024...".
- General preference for five day INC meetings but can adjust the length of meetings as the INC process develops.
- Provide sufficient time to allow for regional consultations prior to each meeting – subject to availability of resources.
- Draft rules of procedure: rule 17 – "...including the preparation and distribution of documents at least six weeks in advance of the sessions...".
- Minimum required time for editing and translation of documents is six weeks.

Proposed timetable for INC meetings¹

Meeting	Nominal Timeline
INC1	Week of 28 November 2022
INC2	End of April 2023
INC3	End of November 2023
UNEA 6	Week of 26 February 2024 (The UNEP Executive Director to report on progress)
INC4	Early May 2024
INC5	Early December 2024

Proposed List of Documents for INC1:

- A. Documents to be forward from the OEWG:
- Draft **rules of procedure** for the INC
 - Report of the OEWG
 - Proposed timetable for INC meetings
- B. Standard meeting documents:
- Provisional Agenda

¹ Strive to avoid clashes with other related international meetings.

- ii. Annotated provisional agenda
- iii. Scenario note

C. Documents proposed by the OEWG for INC1²

- i. Glossary of key terms
- ii. Broad options for structure of the instrument, taking into account paragraphs 3 and 4 of UNEA resolution 5/14
- iii. Potential elements, based on provisions in paragraphs 3 and 4 of UNEA resolution 5/14; including key concepts, procedures, and mechanisms of legally binding multilateral agreements that may be relevant to furthering implementation and compliance under the future instrument on plastic pollution
- iv. An overview of existing funding currently available for addressing plastic pollution through international funding arrangements, including from other processes, programmes, multilateral funds, development banks and private sector initiatives
- v. Description of standard articles on final provisions that are typically included in multilateral environmental agreements
- vi. An overview of information ‘to promote cooperation and coordination with relevant regional and international conventions, instruments and organizations, while recognizing their respective mandates, avoid duplication and promoting complementarity of action’ (UNEA resolution 5/14 paragraph 3(k))
- vii. An overview of stakeholder engagement frameworks under other instruments, and potential approaches for this instrument
- viii. Plastics science – monitoring, sources of plastic pollution, chemicals used in manufacturing, flows across the life cycle, pathways in the environment, health and other impacts, solutions, technologies and costs
- ix. Listing of existing information for policy makers, building on UNEP/PP/OEWG/1/INF/3
- x. Priorities, needs, challenges and barriers, especially in developing countries, along with an overview of national measures, based on submissions from Member States.

² The production of a number of these documents will require timely responses to requests for information from Member States and stakeholders.

Annex 2

Budget for the implementation of UN Environment Assembly resolution, 'End plastic pollution: Towards an international legally binding instrument', UNEP/EA.5/Res.14

i. Budget Assumptions

The INC budget is based on the following preliminary assumptions:

1. Secretariat Requirements

- i) *Staff & Personnel:* In line with section 3 of this document, the estimates provide for 13 staff positions and 1 international UNV deployed in Nairobi.
- ii) *Consultants:* In addition to the regular staff members, the Secretariat requires subject matter experts. Accordingly, the initial provisions provide for 10 consultants at levels "B" or "C" for 6 months per year.
- iii) *Operational:* The cost is based on an average of \$5.5 thousand per staff member to cover office operational costs; including rent, utility, etc.
- iv) *Travel:* The provision provides for an average of \$5k for at least 2 travel trips per professional and above staff members year.
- v) *Other:* The estimate covers unforeseen costs as well as other activities, website, and stakeholders' engagements

2. INC meetings, regional consultations & Diplomatic Conference

- i) *Number of meetings:* The estimates provide for the Open-Ended Working Group (OEWG) meeting, Multistakeholder forum, as well as five INC meetings and one diplomatic conference.
- ii) *Regional consultations:* There is a need anticipated for regional preparatory meetings prior to each INC meeting and forum prior to INC1.
- iii) *Location:* It is premature to identify the exact location of each meeting apart from INC1. The assumption is for the 5 meetings to be held in the 5 regions taking into account hosting offers from Member States.
- iv) *Format:* it is anticipated that the meetings will take place in a partly hybrid format. Costs for a full in-participation can be anticipated to be higher.
- v) *Travel for In-person participants:* Estimates provide for the travel costs (tickets, DSA, and terminal) of 160 participants eligible for UN funding support. This excludes attendees traveling at their own cost
- vi) *Travel of UNEP Staff:* Estimates provide for 40 staff members supporting the meetings
- vii) *Venue:* The provision caters for the rental of premises (including separate rooms for regional consultations, stakeholders, bilateral and break-out rooms for informal consultations and contact groups), equipment supplies, virtual meeting platform (interactio) and virtual meeting rooms set up for all hybrid parts of the meeting, catering, local meeting support, transportation, logistics and other venue support services. The onsite capacity is based on approximately 600 attendees including representatives from 150 countries, 100 Major

Groups, 40 UNEP staff, and 400 other attendees. This cost will vary depending on the host country contributions.

- viii) *Documentation and translation*: The estimates provide for translation in 5 languages for pre-, in-, and post-session working documentation as well as report writing.
- ix) *Interpretation*: The provision includes the costs of the interpreters as well as the Remote Simultaneous Interpretation (RIS) platform.
- x) *Conference Support*: This includes, but not limited to, services related to communication, medical, security, IT, and other costs not covered by the Host Country Agreement.
- xi) *Regional Consultations*: The provision provides for 1.5-day stand-alone regional consultations to be held in advance of each INC.

ii. Overall Budget Estimates

The table below provides a bird-eye-view on the funding requirement per budget category.

Table 1: Overall requirements

Expenditure Category	2022	2023	2024	PSC	Total
Secretariat Annual Requirements					
Staff and other personnel costs*	2,395,650	2,395,650	2,395,650	934,304	8,121,254
Consultants	720,000	720,000	720,000	280,800	2,440,800
Operational cost	77,000	77,000	77,000	30,030	261,030
Travel	100,000	100,000	100,000	39,000	339,000
Other costs	267,000	267,000	267,000	104,130	905,130
Sub-total	3,559,650	3,559,650	3,559,650	1,388,264	12,067,214
INC Meetings					
INC Meetings (5) and Diplomatic Conference**	-	-	-	-	12,510,335
Multistakeholder Forum	-	-	-	-	551,193
Regional Consultations	-	-	-	-	2,861,160
Sub-total					15,922,689
Total	3,559,650	3,559,650	3,559,650	1,388,264	27,989,902

* The provision for 2022 reflects a full year equivalent under the assumption that the staff members will remain for at least 6 months in Y2025.

** The total cost will be distributed across the years based on the INC schedule and regional consultations

iii. Secretariat Budget Breakdown

Table 2: Staff and personnel requirement

Grade	No. Staff	Location	Years	Amount	PSC 13%	Total Amount
D-2	1	Nairobi	3	999,900	129,987	1,129,887
P-5	2	Nairobi	3	1,647,000	214,110	1,861,110
P-4	2	Nairobi	3	1,421,400	184,782	1,606,182
P-4	1	Nairobi	1.5	355,350	46,196	401,546
P-3	3	Nairobi	3	1,791,000	232,830	2,023,830
P-2	1	Nairobi	3	456,000	59,280	515,280
GS	3	Nairobi	3	456,300	59,319	515,619
UNV	1	Nairobi	3	60,000	7,800	67,800
Total				7,186,950	934,304	8,121,254

Table 3: Consultants

Category	Number	Location	Years	Amount	PSC 13%	Amount
Consultants	10	Nairobi	1.5	2,160,000	280,800	2,440,800

Table 4: Operational costs

Category	No. Personnel	Years	Est. per year	Amount	PSC 13%	Amount
Operational costs	14	3	5,500	231,000	30,030	261,030

Table 5: Travel

Category	No. Trip	No. Pax	Est. per trip	Amount	PSC 13%	Amount
Travel	6	10	5,000	300,000	39,000	339,000

Table 6: Other costs

Exp. Category	Years	Est. per year	Amount	PSC 13%	Total Amount
Other costs	3	267,000	801,000	104,130	905,130

IV. INC Meetings Breakdown

The table below provides a breakdown by the budget categories supporting each meeting. The background detailed budget inputs are available upon request.

Table 7: INC Meetings estimated budgets

Intergovernmental Negotiating Committee (INC) Meetings						
Meeting*	Travel	Venue	Conference Services	Secretariat Travel	PSC	Total
OEWG Dakar	484,529	561,000	140,749		154,216	1,340,495
Multistakeholder Forum	92,750	67,500	267,532	60,000	63,412	551,193
INC1 - LAC	649,180	405,000	450,473	146,400	214,637	1,865,690
INC2 - NA**	736,220	405,000	454,825	146,400	226,518	1,968,963
INC3 - AP	629,980	405,000	449,513	146,400	212,016	1,842,909
INC4 - EUR	719,580	405,000	453,993	146,400	224,247	1,949,220
INC5 - AFRICA	569,820	405,000	446,505	146,400	203,804	1,771,529
Regional Prep meetings***	1,384,160	415,840		732,000	329,160	2,861,160
Diplomatic Conference (2025)	569,820	405,000	446,505	146,400	203,804	1,771,529
Total	5,836,039	3,474,340	3,110,096	1,670,400	1,831,814	15,922,689

* The locations and order of the meetings are assumed in the various regions only for budgeting purposes. The estimates will vary once the actual locations are determined

** North America is only used for budgeting purpose. The location is yet to be confirmed

****The provision provide estimates for travel of four regional groups, interpretation and venue costs

The table below provides the estimated cost for each regional consultation meeting, excluding the Secretariat travel and support estimate.

Regional Consultations Meetings				
Meetings	Travel	Venue	PSC	Total
Regional Consultations - Africa	113,940	36,060	19,500	169,500
Regional Consultations - Asia Pacific	113,940	11,060	16,250	141,250
Regional Consultations - EEG	48,530	26,470	9,750	84,750
Regional Consultations - GRULAC	69,630	30,370	13,000	113,000
Regional Consultations - WEOG*	-	-	-	-
Total	346,040	103,960	58,500	508,500