

## Template for written submissions - INC on plastic pollution

Dear Madam/Sir,

Further to the notification communicated on 9 December 2022 from the Executive Secretary of the INC Plastic Pollution Secretariat inviting written submissions from Members of the Committee and observers, the secretariat, in consultation with the Chair, has prepared a template for the written submissions.

The attached template is intended to provide guidance to Members of the Committee and observers in structuring their written submissions. Please note that the template is intended as guidance only.

All written submissions should be sent to [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org) by the deadlines specified below. All submissions received from Members of the Committee and observers will be made available on the INC webpage.

### **Deadline for submissions:**

- **6 January 2023** for written submissions from observers.
- **10 February 2023** for written submissions from Members of the Committee.

These dates will ensure sufficient time for Members of the Committee to consider submissions from observers and include relevant issues therein in the Member submissions. It will also enable the secretariat, in consultation with the Chair, to consider the submissions in the potential options for elements paper to be developed, translated and posted online six weeks prior to INC-2.

I take this opportunity to wish you and your family a happy, healthy, and joyous holiday season.

Sincerely,  
Jyoti Mathur-Filipp  
Executive Secretary,  
Secretariat for the INC on Plastic Pollution