

Reference: Not-INC-2023-0023

16 May 2023

Dear Sir/Madam,

Reference is made to the invitation letter of the Executive Secretary of the Intergovernmental Negotiating Committee (INC), Mrs. Jyoti Mathur-Filipp, dated 16 February 2023, to the second session of the INC to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-2), scheduled to take place at the UNESCO Headquarters, in Paris, France, from 29 May to 2 June 2023.

Due to space limitations in the venue, the Secretariat will issue secondary access cards, also referred to as “floating badges”. These secondary access cards, in addition to the meeting badges, will be required to enter the building so as to ensure compliance with the maximum limit of 1500 delegates within the meeting venue at any given time.

Member States of the United Nations, members of United Nations specialized agencies, and regional economic integration organizations will not be subject to limitations to enter UNESCO on Sunday, 28 May 2023, and on Monday, 29 May 2023. However, between Tuesday, 30 May 2023 and Friday, 2 June 2023, Members of the Committee are requested to observe the limitations as follows:

- Each delegation will be provided with a maximum of six (6) secondary access cards marked “INC-2” to enter UNESCO. However, only four (4) secondary access cards marked “INC-2/Plenary” will be provided for access to the plenary floor.
- Delegations with less than six (6) delegates will be provided with the number of secondary access cards equal to the number of approved delegates, with a maximum of 4 being issued for the plenary floor.

Observers from Intergovernmental Organizations and from United Nations System entities will be provided with a maximum of two (2) secondary access cards to enter the meeting venue.

Observers from non-governmental organizations will be provided with a maximum of one (1) secondary access card to enter the meeting venue due to the high number of registered NGOs and to allow for equal access to the venue.

The secondary access cards system for observers will be implemented throughout the entirety of INC-2, from 29 May to 2 June 2023, and during the preceding regional consultations, on 28 May.

Please note that the plenary sessions will be streamed in English in an overflow hall. The location will be announced on the agenda screens.

Due to the floorplan of the plenary room, the plenary floor on Monday, 29 May, will be reserved for delegates from Members of the Committee. Observers are kindly requested to take seats in the gallery of the plenary room, on a first come first served basis, and in the overflow room.

The display of the individual meeting badge, with the identification of the delegate, and the secondary access card will be required. The secondary access cards will not have any name and can rotate among the approved members of each national delegation and/or organization.

The secondary access cards will be distributed at the badging collection centre, at UNESCO.

Please be informed that the plenary sessions will be streamed in the 6 UN Languages. The links will be made available on the [meeting page](#) closer to INC-2. In addition, due to space constraints, the Secretariat will make a viewer mode platform available for the meetings of the contact group. This viewer mode will be closed and restricted to INC-2 approved delegates.

The INC Secretariat remains at your disposal for any information as needed through unep-incplastic.secretariat@un.org.

Yours sincerely,

Signed

The INC Secretariat