

Reference: Not-INC-2023-0014

17 April 2023

Dear Madam/Sir,

On behalf of Ms. Jyoti Mathur-Filipp, Executive Secretary of the Secretariat of the Intergovernmental Negotiating Committee (INC), and further to the message circulated by the INC Secretariat on Plastic Pollution on 29 March 2023, we wish to inform you that the Indico portal to apply for travel support has been exceptionally opened for **48 hours** to allow for delegates to submit any outstanding request for financial support for travel to INC-2. The **deadline for application is Wednesday, 19 April 2023, 23:59 East Africa Time.**

Funding will be available from the voluntary contributions made by donors to support the participation of a **maximum of two (2) delegates** per eligible country. The funding will cover economy-class round-trip air tickets, as well as daily subsistence allowances and terminal expenses in accordance with the United Nations rules and regulations.

**Information on the application process, as well as the links to register for INC-2 and to submit the application for travel support, can be found in Annex A.** Please be informed that only applications submitted via INDICO will be considered, and no applications can be processed via email. Delegations are encouraged to clearly indicate the priority of funding in their Note Verbale / Letter with the composition of the national delegation to facilitate the processing of the requests.

Please be reminded that registration needs to be approved prior to the submission of the funding requests, as delegates must upload the UN event ticket as a support document to their travel support application. Therefore, delegates who have not yet done so are strongly encouraged to submit their registration as soon as possible and to inform the secretariat through [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org) on the same so approval can be fast-tracked.

We take this opportunity to remind you that due to space limitations at the venue (a maximum of 1500 delegates at any one time within the precinct of the meeting), there will be a need to issue floating badges. More information on the same will be provided in the coming weeks.

Additional information can be found in the [Information Note for Participants](#) available on the INC-2 webpage.

Please accept, dear Sir/Madam, the assurances of our highest consideration.

Yours sincerely,

*Signed*

The INC Secretariat