

Reference: Not-INC-2023-0016

21 April 2023

Dear Madam/Sir,

Reference is made to the letter of the Executive Secretary of the Intergovernmental Negotiating Committee (INC), Mrs. Jyoti Mathur-Filipp, inviting Member States of the United Nations, members of United Nations specialized agencies, and regional economic integration organizations to register for the second session of the intergovernmental negotiating committee 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. As decided by the INC at its first session, the second session of the INC will take place fully in person.

This is a kind reminder that the **deadline for registration is 28 April, 23:59 East Africa Time.**

Delegates that have been nominated to participate in INC-2 are invited to submit their registration through the INDICO registration portal (<https://indico.un.org/event/1004103/>) as soon as possible. Please be informed that only applications submitted via INDICO will be considered. For the registration, delegates will be requested to submit a Note Verbale or a formal letter from their Ministry, or from their Embassy or Permanent Mission, addressed to the Secretariat containing the composition of the entire delegation. The online submission of the documentation will suffice. Additional guidance on the registration procedure can be found in Annex B and in the [Information Note to Participants](#).

We further take this opportunity to remind delegations that due to space limitations at the venue (a maximum of 1500 delegates at any one time within the precinct of the meeting), the Secretariat will need to issue a limited number of secondary access cards for each delegation. These cards, in addition to the meeting badges, will be required to enter the building. The number of secondary access cards will be determined after the deadline for registration and will be dependent on the number of registered delegates.

Therefore, the Secretariat encourages delegations to be mindful of the space limitations and the limited number of secondary access cards that will be issued when considering the nomination of the delegations.

Delegates are strongly advised to submit their **visa applications** as soon as possible, and no later than four weeks before the opening of INC-2. Any delegate that registers late and needs a visa may not have sufficient time to allow for the timely scheduling and processing of the visa. Therefore, participants are further advised to get acquainted with the entry requirements and processes to obtain an entry visa to France. Additional information can be found in the [Information Note for Participants](#).



All information on the second session of the INC is available on the [INC-2 webpage](#). The INC Secretariat remains at your disposal for any information as needed through unep-incplastic.secretariat@un.org

We are looking forward to hosting you at INC-2.

Yours sincerely,

Signed

The INC Secretariat