

Reference: Not-INC-2023-0030

28 May 2023

Dear Sir/Madam,

To facilitate the provision of interpretation and the reporting of 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), delegations are kindly requested to submit statements to be made on behalf of regional or political groups and national statements (preferably in Microsoft Word or in PDF format) by email to unep-incplastic.statements@un.org. Observer organizations are also invited to submit their statements to unep-incplastic.statements@un.org.

Statements made under agenda item 4 should have the agenda item and name of the country or organization indicated in the subject line of the email, the file name and in the heading of the statement. The statement should be submitted well in advance of the meeting, but no later than two hours before delivery, and only in soft copy (Microsoft Word or in PDF format). It will greatly help the Secretariat and interpreters if the file name follows the format: "Agenda item X_ COUNTRY/ORGANIZATION NAME". The statements will remain embargoed until their delivery, after which they will be available on the [INC-2 webpage](#).

Statements made in any of the six official languages of the UN are interpreted into the other official languages. Speakers are requested to deliver the statement at a speed that is interpretable. While delegations are given a strict time limit in which to deliver their statements, they are kindly requested to speak at a slower pace, to enable the interpreters to provide an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100 to 120 words per minute (as a guide for statements delivered in English) to ensure accurate and complete interpretation.

Any speaker may also make a statement in a language other than the six official UN languages. In such cases, in accordance with rule 51 of the draft rules of procedure which apply provisionally, the delegation in question must provide an interpreter from the non-official language into an official language. However, there will be only limited facilities to accommodate such non-official language interpreters on site. Delegations seeking to provide their own interpreters for non-official languages are requested to inform the INC Secretariat well in advance by email at unep-incplastic.secretariat@un.org

Yours sincerely,

Signed

The INC Secretariat