

Reference: UNE-2022-01831

7 September 2022

Dear INC Focal Points,

It is my pleasure to invite your delegation to attend the first meeting of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-1). The INC-1 is scheduled to take place at the Punta del Este Convention and Exhibition Center in Punta del Este, Uruguay, from 28 November to 2 December 2022. The preceding multi-stakeholder forum will take place at the same venue on 26 November 2022, and the regional consultations will be organized on 27 November 2022.

The INC-1, as requested by the paragraphs 1 to 4 in the United Nations Environment Assembly (UNEA) resolution 5/14 entitled 'End Plastic Pollution: Towards an International Legally Binding Instrument', is the first of the INC meetings to develop an international legally binding instrument on plastic pollution, including in the marine environment.


The meeting will be organized in a hybrid format, with both in-person and online participation. Member States participating in the discussions online will have full speaking rights (*please see the Annex I for further details on registration and travel support*). Information on prevailing COVID-19 guidelines will be shared with the registered participants closer to the date, taking into account the latest updates.

Further information is available on the INC: <https://www.unep.org/events/conference/inter-governmental-negotiating-committee-meeting-inc-1>

I welcome all Member States that are yet to designate a national focal point for the INC process to do so at their earliest convenience. The national focal point will serve as the main contact point for communications with the INC Secretariat. The INC Secretariat remains at your disposal for any information as needed, please contact the Secretariat at unep-incplastic.secretariat@un.org.

Finally, I wish to underline our commitment to advancing gender equality and empowering all women and youth in international decision-making processes. To this end, I invite Member States as well as stakeholders to promote the participation of women and youth in their delegations.

I look forward to continuing our collaboration on this important priority and to welcoming you to the INC-1.

Yours sincerely,


Jyoti Mathur-Filipp
Executive Secretary
INC Secretariat

To: Designated National Focal Points to the INC
cc: Permanent Representatives to UNEP

Annex 1. Registration Details

Registration for Member States of the United Nations and members of United Nations specialized agencies and regional economic integration organizations for both the INC-1 meeting and the preceding meetings will open from 05 September 2022 until 31 October 2022.

Please register through the following link: <https://indico.un.org/event/1002436>

A delegation wishing to have a designated focal point responsible for the consolidated registration of all its delegates are invited to contact **Mr. Isaiah Otieno [email: Isaiah.Otieno@un.org]**. Additionally, individual delegates can register directly by accessing the link. Please note that a Note Verbale with the composition of delegation will be required to be uploaded on the registration portal for registration to be approved. A guide on registration is provided below for ease of reference. Onsite registration information will be made available in due course.

Subject to availability of resources and extrabudgetary contributions from Member States, UNEP will support the participation of one representative per developing country, with priority given to Least Developed Countries and Small Island Developing States. Subject to the availability of additional funding, representation can be increased to two participants from each country. The funding will cover economy-class round trip air ticket, as well as daily subsistence allowances and terminal expenses, in accordance with the United Nations rules and regulations. In this regard, participating States are kindly requested to indicate in a Note Verbale the delegates, and their order of priority for receiving the travel funding. To promote universal participation, all Member States are once again invited to consider providing extrabudgetary resources.

The delegates designated to receive financial support are requested to fill out an online form through the following link: <https://indico.un.org/event/1002451> and attach the three documents mentioned below to the online form, as soon as possible but no later than **Sunday, 9 October 2022**:

- i. Event Ticket (Approved Registration for Attendance at INC-1);
- ii. Note Verbale nominating two delegates in the order of priority for funding;
- iii. Copy of the passport bio-page.

For the necessary travel arrangements to comply with the United Nations rules and regulations, nominations or replacements of delegates received after the deadline cannot be guaranteed for funded support. For any questions, please contact Mr. Frankline Kidisa (frankline.kidisa@un.org) and Ms. Linda Kegedi (linda.kegedi@un.org).

Information on registration and accreditation for all other participants, including intergovernmental organizations and Major Groups and Stakeholders (MGS), will be made available on the website shortly at www.unep.org/inc.

Annex 2. Registration Guide for INC 1

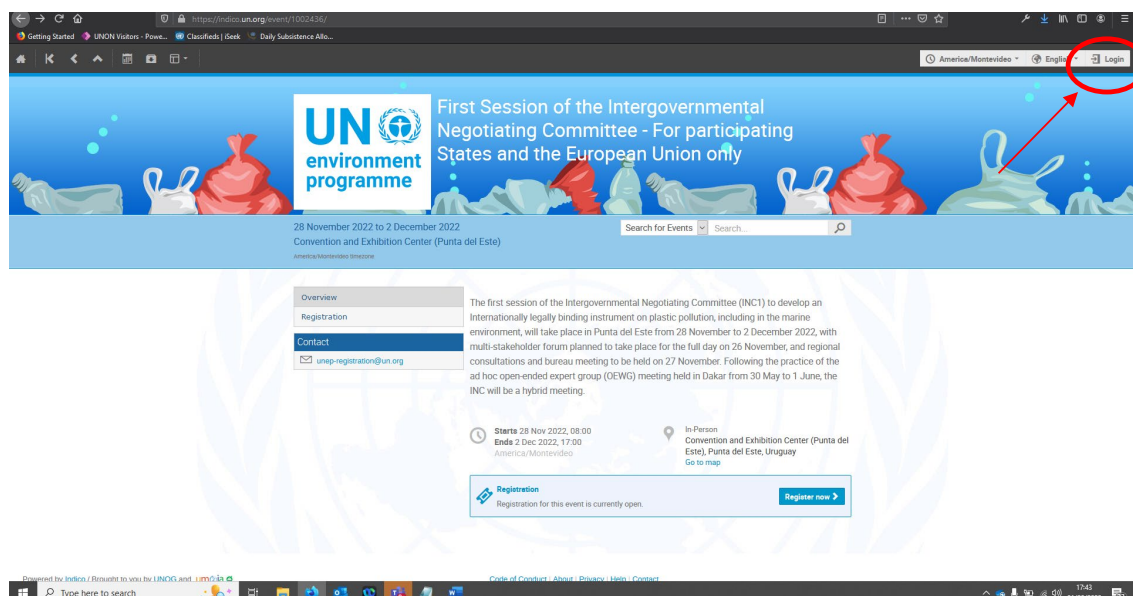
This guide is for registrants of all representation types who would like to attend the meeting in person in Punta del Este and online.

1. Creating an Indico Account

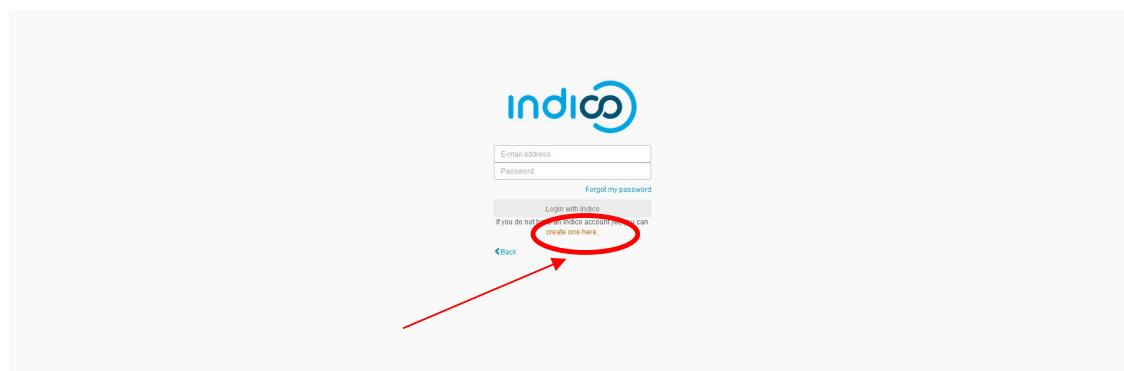
For the first session of the intergovernmental negotiating committee (INC-1) to develop an internationally legally binding instrument on plastic pollution, including in the marine environment, registration system runs on the Indico platform. To register for this meeting, delegates need to create an account first as shown below.

Kindly:

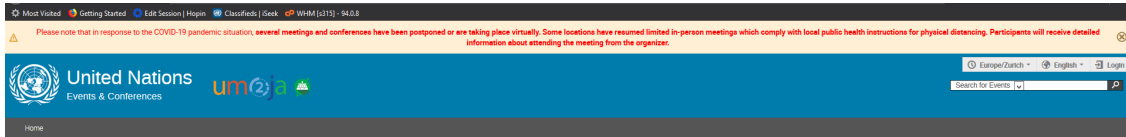
1. Use Mozilla Firefox or Google Chrome
2. Kindly use this link to create an account: <https://indico.un.org/event/1002436/>
3. Click login on the top right corner



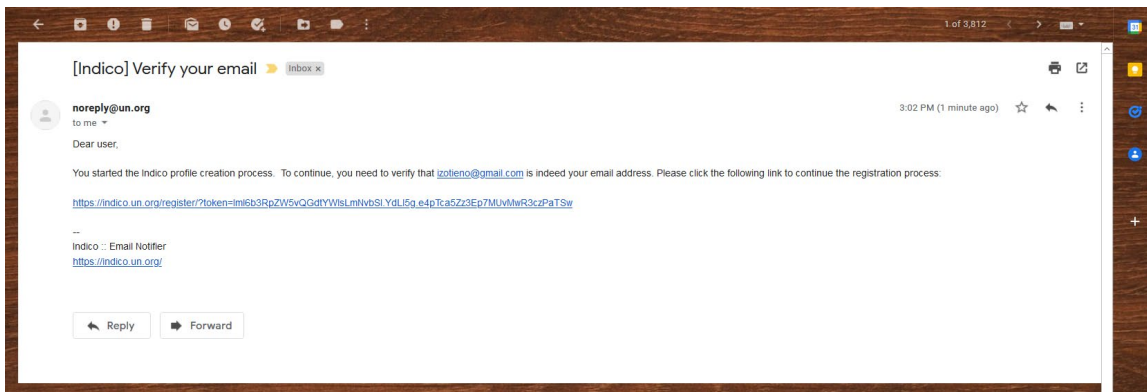
4. Click on "create one here" if you don't have an Indico account as shown below:



5. Enter your email on the field presented to get an email for further details.



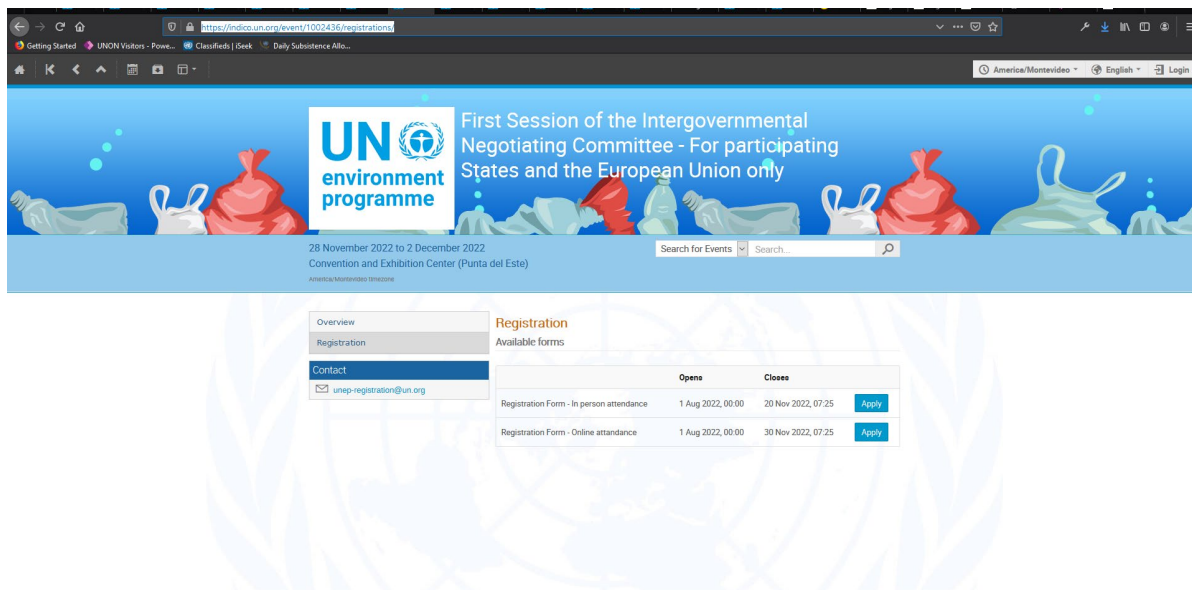
- An email similar to the one below will be sent to your email account. Click on the link to verify your email account.



- A page with fields to complete account creation as shown below will open up upon clicking the above-mentioned link. Please fill in the data as per requirement on the page to proceed to registration.

2. Registering to a Meeting

1. Use Mozilla Firefox or Google Chrome
2. Click on the link below to visit the registration page: <https://indico.un.org/event/1002436/registrations/>



The screenshot shows a web browser displaying the registration page for the "First Session of the Intergovernmental Negotiating Committee - For participating States and the European Union only". The page is part of the UN Environment Programme (UNEP) event series. The event dates are 28 November 2022 to 2 December 2022, held at the Convention and Exhibition Center (Punta del Este) in Montevideo, Uruguay. The page includes a search bar and a navigation menu with options for Overview, Registration, and Contact. The main content area is titled "Registration" and "Available forms", showing a table of registration forms with their respective open and close dates and "Apply" buttons.

| | Opens | Closes | |
|--|-------------------|--------------------|-----------------------|
| Registration Form - In person attendance | 1 Aug 2022, 00:00 | 20 Nov 2022, 07:25 | Apply |
| Registration Form - Online attendance | 1 Aug 2022, 00:00 | 30 Nov 2022, 07:25 | Apply |

- For in person participation -> **Registration Form - In person attendance**
 - For online person participation -> **Registration Form - Online attendance**
3. On successful login to Indico, you will be presented with a form to fill out. All in-person registrants, will have to attach the necessary documentation as per the guides requirement

on the overview page of the registration portal, see below.



The in-person registrants will have to attach their COVID-19 vaccination certificate to be approved and hence get a badge to access the meeting venue.

The online participants need to only attach the **required note verbale** and not the COVID-19 certificate.

All participants will be required to upload a **note verbale with the composition of delegation** which contains their name.

4. Please fill in all relevant fields. Kindly make sure that you upload the right picture as shown below. Use the below link for guidance: <http://wedocs.unep.org/handle/20.500.11822/21753>

Overview

Registration

Event Details

Notification for the UN Environment Assembly

Support

✉ registration@unep.org

☎ +254 20 76 24786


Registration: New

Identification

Picture

Upload

Edit picture



This MUST be a clear, square passport size photograph, with a white background and should be not more than 2 Megabyte (MB) in size. For more guidance on the photo specifications [Click here](#)

Title *

Gender

First Name *

Surname *



3. Downloading Your E-Ticket (Not Applicable to Online Meetings)

1. On approval of your registration, you will get an email with a QR code similar to the one shown below:

File Message Help Acrobat

Ignore Delete Archive Reply Reply Forward More

Meeting IM Respond

Share to Teams

Focal Points CIVIL SOCIETY Important Documents Done To Manager Reply & Delete Create New Quick Steps

Rules Send to OneNote Assign Mark Categorize Follow Up Policy Unread Tags Editing

Find Related Select Editing

Read Immersive Reader

Translate Language Zoom

Report Message Protection

Viva Insights Add-in

[Indico] approval

isiah.otieno@un.org To: Isiah Otieno

ticket.pdf 79 KB

Open PDFs in Adobe Acrobat

Thu 01/09/2022 08:38

UNEP- Registration System

Dear Isiah

Your registration ID is: 1037

You have successfully registered to one or several of the following meetings:


- the resumed session of the fifth UN Environment Assembly (UNEA 5.2), 28 February – 2 March 2022
- the special session of the UN Environment Assembly to commemorate the fiftieth anniversary of the establishment of UNEP ("UNEP@50"), 1-4 March 2022
- the resumed fifth meeting of the Open-Ended Committee of Permanent Representatives, 21-25 February 2022;
- the third consultation held pursuant to General Assembly resolution 73/333, 16-18 February 2022;

Agenda, background documents as well as logistical and health information can be accessed through

- The UNEA-5.2 web portal: <https://www.unep.org/environmentassembly/unea-5.2>
- The UNEP@50 web portal: <https://www.unep.org/events/unep-event/unep-50>
- The [secretariat notification](#)
- Key documents available on the UNEA documentation portal: <https://www.unep.org/environmentassembly/pre-session-documents-unea-5>

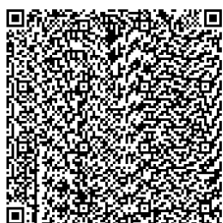
For online participants, the links to join the meetings will be shared later.

For in person delegates, kindly note to ensure your access to the UN Office at Nairobi, please make sure you bring your national passport (A2388778) and the following QR code:



16 February to 04 March 2022
Mässvägen 1, Älvsjö, Stockholm, Sweden
Telephone: +46 8 749 41 00

UN EVENT PASS



Mr. Isaiah Otieno

Secretariat of the Assembly

Division or Office

Please print this or have it on your mobile device and come with it to the meeting venue. This will facilitate you in getting your badge much quicker.