

Reference: UNEP-INC-2023-0040

14 July 2023

Dear Sir/Madam,

It is my pleasure to invite your organisation to attend the third session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-3), scheduled to take place at the United Nations Environment Programme (UNEP) Headquarters in Nairobi, Kenya, from 13 to 19 November 2023.

The third session of the INC will be preceded by regional consultations on 12 November 2023. As decided by the Committee at its second session, a preparatory one-day meeting will take place on 11 November 2023, at the same venue. The preparatory meeting will include discussions on the synthesis report to be prepared by the secretariat.

Registration is now open and the **deadline for registration is 6 October 2023**.

Accredited organisations are invited to register **up to five (5) representatives** through the online registration system INDICO by accessing the appropriate registration category under the registration tab in the [INC-3 webpage](#). Regional, sectoral, and gender balance amongst representatives is highly encouraged.

I further take this opportunity to inform you that due to the size of the existing meeting rooms and depending on the number of attendees to INC-3, the secretariat may need to establish a system for access to the Plenary Hall and other meeting rooms. Delegations will be informed accordingly once the registration deadline closes. Should the number of registrations exceed the limit of the venue, based on security and safety reasons, your delegation will also be informed.

To facilitate the participation of accredited observers from non-governmental organizations in INC-3, the INC Secretariat is in the position to provide travel support for the participation of a **total of 20 observers from NGOs**. For more information on the application process, please consult Annex A of this letter.

Participants are also strongly advised to get acquainted with the entry requirements and processes to obtain an entry visa to Kenya through the [Kenyan Directorate Immigration Services](#) webpage.

Additional information on the third session of the INC is available in the [INC-3 webpage](#). Delegates are also encouraged to consult the practical and logistical information in the information note to participants that will be made available.

The INC Secretariat remains at your disposal for any information as needed through [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org).

I look forward to continuing our collaboration on this important priority and to welcoming you to the INC-3.

Your sincerely,

*Signed*

Jyoti Mathur-Filipp  
Executive Secretary to the Intergovernmental Negotiating Committee (INC) on Plastic Pollution  
Head of the INC Secretariat

To: Observers to the INC on Plastic Pollution

## Annex A. Application for travel support from observers from non-governmental organizations

To facilitate the participation of accredited observers from non-governmental organizations at the third session of the Intergovernmental Negotiating Committee (INC-3) the INC Secretariat is in the position to provide travel support for the **participation of a total of 20 observers**.

The funding, made available through voluntary contributions from donors, will cover, in accordance with the United Nations rules and regulations:

- Economy-class round-trip air tickets,
- Daily subsistence allowance (DSA), and
- Terminal expenses.

For the provision of travel support:

- The applicant must present the UN event ticket demonstrating that the registration for INC-3 has been approved.
- Only participants from **developing countries and from economies in transition** are eligible for funding, with **priority given to observers from [Least Developed Countries \(LDCs\)](#) and [Small Island Developing States \(SIDS\)](#)**.
- **Priority will be given to participants from non-governmental organizations nominated on behalf of constituencies** representing, inter alia, children and youth, women, indigenous peoples, Environmental NGOs, persons with disabilities, local authorities, scientific and technological community, business and industry, farmers, workers and trade unions, including waste pickers and workers from the informal and cooperative settings, and large coalitions of non-governmental organizations.
- Only one participant per organization will be considered for funding. If more than one application is received from the same organization, only the first applicants will be considered.

The deadline for application/recommendation is **4 August 2023**.

Applicants are invited to submit application through Indico: [Application for travel support for non-governmental observers](#).

While making the selection, due regard should be given also to:

- Equitable geographic distribution
- Gender parity
- Proven expertise on the subject matter

The INC Secretariat, in consultation with the Bureau of the INC, will ensure that the criteria listed above are followed.