Third session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-3)
13-19 November 2023, at the UNEP Headquarters in Nairobi, Kenya

Information for participants

This note provides practical information for participants attending 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) to be held from 13 November to 19 November 2023 at the Headquarters of the United Nations Environment Programme (UNEP) in Nairobi, Kenya. The meeting will be preceded by regional consultations on 12 November. As decided by the INC at its second session, a preparatory one-day meeting will take place on 11 November at the same venue.

This note will be continuously updated with the necessary practical and logistical information as it becomes available. Updated text will be highlighted in blue and revisions will be dated. Please check the Information for Participants regularly.

All information regarding the meeting will be available in the INC-3 webpage.
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1. **VENUE**

INC-3 will take place at the Headquarters of United Nations in Nairobi (UNON), located at the United Nations Avenue, in Gigiri. For more information, please consult the UNON webpage.

2. **REGISTRATION**

All information regarding registration is detailed under the Registration tab in the INC-3 webpage.

**Registration for INC-3 is now closed (updated on 7 October 2023).**

Once the registration has been processed, an automatic INDICO email will be sent to the email address provided by delegates upon registration.

On-site registration is only available for delegates representing members of the Committee. In this case, a Note Verbale or official letter with the composition of the national delegation where the delegate’s name is included must be presented for the registration to be processed (updated on 7 October 2023).

Queries related to registration should be addressed to unep-incplastic.registration@un.org.

All formalities regarding registration, including issuance of badges to duly nominated participants to attend the session, are free of charge.

3. **INC-3 BADGES**

An official INC-3 badge is needed to access the premises of the session. For security reasons, all participants are requested to always wear their badges visibly.

As indicated in the invitation letter, due to the size of the existing meeting rooms and depending on the number of attendees to INC-3, the INC 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. In addition, based on security and safety reasons, should the number of registrations exceed the limit of the venue, delegations will also be informed accordingly.

Once pre-registered online, participants will receive a UN EVENT PASS via email, with a QR code. The presentation of the UN Event Pass and of a passport or valid identification card will be required to finalize the registration on-site and to collect the badge at the badging collection centre.

*More information on the location, dates and working hours of the badging centre will be made available in due course.*

Loss of a badge should be reported immediately to the badging centre.

4. **CREDENTIALS**

*The presentation of credentials* by representatives from States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations is not required
for the third session of the Intergovernmental Negotiating Committee.

The submission of a Note Verbal or other official communication from the designating Member State, detailing the composition of the national delegation and containing the names and functional titles of the nominated members of the delegation is required. The online submission of the documentation suffices.

5. **LIST OF PARTICIPANTS**

To facilitate the compilation of the List of Participants, delegations of States Members of the United Nations, members of United Nations specialized agencies, regional economic integration organisations and observer organizations are requested to submit a comprehensive list of the members of their respective delegations to the Secretariat, with the functional titles and designations of the delegates.

As per general practice, the provisional List of Participants will be circulated to delegations on the first day of the session. The final List of Participants will be made available on the meeting page after the closing of the session and will reflect those who attended INC-3.

The List of Participants will include the information provided during registration by Members and Observer organizations.

6. **TRAVEL SUPPORT**

   a. **Funding support for delegates from participating States**

To facilitate the participation of representatives from States Members of the United Nations and members of United Nations specialized agencies to INC-3, funding is available from the voluntary contributions made by donors to support the participation of a maximum of two (2) delegates from developing countries and countries with economies in transition.

**Application for travel support is now closed.**

For the necessary travel arrangements to comply with the United Nations rules and regulations, nominations for funding support after the deadline of 1 September (extended deadline) cannot be guaranteed. Please be kindly reminded that the Secretariat is also not in a position to accommodate last minute changes or cancellations after a ticket has been issued as this results in financial loss.

Delegations are encouraged to nominate the INC focal points to receive funding support, when considered appropriate.

The funding will cover economy-class round-trip air tickets, as well as daily subsistence allowances (DSA) and terminal expenses in accordance with the United Nations rules and regulations.

The round-trip air tickets will be processed and issued directly by the INC Secretariat. The route for all official travel shall be the most economical route available for the applicable travel dates. The DSA comprises the total contribution of the INC Secretariat towards charges such as lodging, meals and other such payments made for services rendered during official travel. **Funded delegates are thus responsible for making their hotel bookings.**
Disbursement of the DSA will be made on-site, at the venue, via physical prepaid cards in US dollars. The schedule and venue for DSA disbursement will be announced upon arrival at the venue. Sponsored participants will be requested to present to the designated staff the original arrival boarding ticket and the physical travel identification document used to enter Kenya.

b. Funding support for participants 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.

Application for travel support is now closed.

The selection results are available here: observers from NGOs selected for travel support.

The funding will cover economy-class round-trip air tickets, as well as daily subsistence allowances (DSA) and terminal expenses in accordance with the United Nations rules and regulations.

The round-trip air tickets will be processed and issued directly by the INC Secretariat. The route for all official travel shall be the most economical route available for the applicable travel dates. The DSA comprises the total contribution of the INC Secretariat towards charges such as lodging, meals and other such payments made for services rendered during official travel. Funded delegates are thus responsible for making their hotel bookings.

Disbursement of the DSA will be made on-site, at the venue, via physical prepaid cards in US dollars. The schedule and venue for DSA disbursement will be announced upon arrival at the venue. Sponsored participants will be requested to present to the designated staff the original arrival boarding ticket and the physical travel identification document used to enter Kenya.

7. VISAS

It is the delegate’s responsibility to obtain an entry visa for Kenya, prior to departure.

The information provided below acts only as guidance and delegates are 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.

Applications for entry visas for the Republic of Kenya can be made online via: https://evisa.go.ke/evisa.html:

- Holders of service and diplomatic passports should apply for a courtesy visa via the eVisa portal.
- Holders of ordinary passports can apply for a single-entry visa via the eVisa portal:
  - The cost of the visa is 51 US dollars and should be covered by the participants.
  - As supporting documents, participants are requested to upload the invitation letter and the letter confirming their registration. The host country is informed that the Secretariat will not be
able to provide staff IDs, and that participants will submit the letter and confirmation of registration as supporting documents to apply for the visa (updated on 3 October 2023).

For more information about the eVisa process and modalities please consult: https://evisa.go.ke/about-evisa. To look at your eligibility criteria please consult Kenya Visa Eligibility, and select your country of nationality. Visa applications must be submitted at the latest one-week prior departure, and will be issued, if possible, within 3 to 5 working days.

The eVisa is accessible for viewing by the airline, or at port, through an electronic system managed by the Kenyan Government. Once the eVisa is issued, the holder can travel to an entry point where their passport will be stamped then they are allowed entry.

Please note that visa application for entering Kenya and registration for attending INC-3 are two separate procedures. Kindly note that successful registration to the INC-3 does not guarantee issuance of the visa.

Should delegates require visa assistance, once your registration is confirmed, participants will receive access to “Visa Assistance Portal” by email. Through this portal they can indicate the challenges faced, if any, and the Secretariat will liaise with the competent authorities from the host country to try to address those.

8. ORGANIZATION OF WORK AND SEATING ARRANGEMENTS

The proposed organization of work of the session will be shared in due time in the INC-3 webpage.

At the plenary meetings, the delegations of each State Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations will be seated in English alphabetical order. Seating will also be available for the representatives of accredited observers from intergovernmental organizations, United Nations entities and non-governmental organisations.

The live daily programme will also be available during the session on the INC-3 webpage (link will be provided in due course).

9. INTERVENTIONS

As per UN practice, representatives from States Members of the United Nations, speaking on behalf of a group of States or in national capacity will be invited to provide statements. The time limit for statements made on behalf of a group of States will be 5 minutes and for statements delivered in a national capacity will be 3 minutes. The Chair will ensure that the time limit for statements is enforced.

During the plenary meetings, observers may take the floor after the interventions from member States, consistent with applicable United Nations practice. Observers can speak on behalf of constituencies and groups of observers. The time limit for statements by observers will be 2 minutes. Oral statements from observers are at the discretion of the Chair, time permitting.
To assist with simultaneous interpretation, delegations wishing to make interventions during the plenary meetings are strongly advised to submit their statement at least 1 hour in advance of delivery to unep-incplastic.statements@un.org.

The statement should include the following information in its header and/or file name: i. Name of Member or organization; ii. Agenda item; iii. Date of the intervention.

10. DOCUMENTATION

All meeting documents will be available under the pre-sessions document tab in the INC-3 webpage. The official documents will be issued in all the United Nations official languages: Arabic, Chinese, English, French, Russian and Spanish.

To minimize the negative environmental impact, the meeting will be held paperless and there will be no hard copies of documents available at the venue.

11. PREPARATORY MEETING

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. Additional information on the preparatory meeting can be found here (updated on 3 October 2023).

Registrants who may wish to attend the preparatory meeting are kindly invited to tick the box “wish to attend the preparatory meeting on November 11” in the registration form of INC-3.

12. REGIONAL CONSULTATIONS

Regional consultations will take place on 12 November. The INC Secretariat will reserve rooms for the meetings of the five regional groups of United Nations, plus the SIDS. In addition, there will be an opportunity for regional meetings to be held every morning throughout the week. The regional consultations are to be convened and organized by the groups themselves.

Allocation of meeting rooms will be announced upon arrival at the venue. The regional groups are encouraged to inform the secretariat on the planned timed for their meetings.

One room for observers will also be made available for their meetings.

13. SIDE-EVENTS

Members of the Committee and observer organizations accredited to INC-3 are invited to participate in the in-person thematic side events that will be organized on the margins of INC-3. The 12 thematic side events will take place daily from Tuesday, 14 November to Friday, 17 November 2023 from 13:30-14:45 (EAT), with 3 events to be held in parallel each day.

To promote continuity the themes of the side-events remain those identified for INC-2. The themes were chosen based on the discussions at INC-1, the written submissions received, and were decided in
consultation with the Chair of the INC. The themes and dates of the thematic side events are provided here.

As per the INC Secretariat notification on 30 March 2023 on the call for expression of interest for side events at INC-2, priority for side events at INC-3 will be given to Members and observers that expressed interest to co-organize a side-event at INC-2 but did not have the opportunity to do so. Given the significant number of Members and observers in that situation, there will not be, unless necessary, an open call for expressions of interest to co-organize side events at INC-3.

Co-organizers and presenters in the side events should be prepared to be part of the organization of the relevant thematic side event.

All delegates registered to attend INC-3 are invited to attend the thematic side events. No additional registration is required. Please refer to the guidance on badges of this information note, for further details on accessing the premises (Updated on 06/10/2023).

14. SIMULTENOUS INTERPRETATION

Simultaneous interpretation will be provided in all the six official languages of the United Nations – Arabic, Chinese, English, French, Russian and Spanish - during all plenary meetings of INC-3.

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 limited facilities to accommodate non-official language interpreters on site. Delegations seeking to provide their own interpreters for non-official languages are requested to inform the meetings management staff well in advance by email at unep-incplastic.secretariat@un.org.

As is practice within the United Nations, may the Committee wish to establish contact groups these will be held in English only.

15. BILATERAL MEETING ROOM RESERVATION

A limited number of small meeting rooms may be offered to delegations for bilateral meetings and/or internal meetings, upon request in writing. The booking of such rooms will take place on a first come first serve basis. Priority in the booking of bilateral meeting rooms will be given to member States (12/09/2023).

Delegations are invited to submit bilateral meeting requests by email to ails.rego@un.org, indicating dates, number of delegates and other relevant information before 3 November. When sending an email, the wording “INC-3 bilats” should be included in the subject line.

To avoid double bookings, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute duration starting on the hour and half hour. The date and time of the bilateral meeting and the name of the other delegation participating in the meeting should be specified in the request.

Information about room assignments will be provided one day prior to the meeting. Depending on the
programme, every effort will be made to keep a delegation’s consecutive appointments in the same room. **The accommodation of late requests will be subject to the availability of space.**

The VIP lounge, located in the lobby of the UNON Conference Centre will also provide an open space for small bilateral meetings. No reservation is necessary, and space is available on a first-come-first-serve basis (updated on 03/10/2023).

16. **MEDIA ACCREDITATION AND ARRANGEMENTS**

The accreditations of media representatives, including official photographers and videographers of delegations, is handled by the Media Accreditation Desk: unep-newsdesk@un.org. For more details, please consult the registration page in the INC-3 webpage.

The secretariat of the INC will provide live-streaming coverage of the plenary meetings. This will be done in all 6 official languages of the United Nations. The links will be made available prior to the meeting in INC-3 webpage.

Press releases, official documents, statements, and other information materials will be made available on the INC-3 webpage.

17. **SECURITY**

Access to the venue premises and the surrounding area will be strictly limited to persons registered for INC-3. Individual conference badges for all government delegations and observers will be issued at the badge collection centre. Badges and passes must be always worn visibly in the venue.

Registered participants will be screened before entering the venue.

General security advice for Nairobi provided by the United Nations Office for Nairobi (UNON) can be accessed at this link: [https://dcs.unon.org/node/75](https://dcs.unon.org/node/75).

18. **CODE OF CONDUCT**

Participation in INC sessions is governed by the relevant guidelines and policies, including the Code of Conduct. The Code of Conduct contains detailed information on prohibited conduct, complaint and investigation processes, as well as possible consequences in case of misbehaviour.

All participants are expected to get acquainted with the Code of Conduct and to behave with integrity and respect towards all participants attending or involved with any INC session.

19. **LOSS OF BADGE OR PERSONAL ITEMS**

The Loss of badge or any personal item in the meeting venue must be reported to the registration centre.
and/or the Security and Safety Service.

20. **PLASTIC FREE MEETING**

This meeting is plastic-free. Delegates are encouraged to bring their own water bottles to the meeting. Water dispensers for refilling will be provided.

Participants are also encouraged to bring their own lanyards for the meeting badges to foster multiple use.

21. **INTERNET SERVICES**

Free Wi-Fi will be available in the UNON complex and all meeting rooms.

Select the wireless network connection named ‘VISITORS’ or ‘DELEGATES’ to access internet, including to access meeting information and documentation prepared for INC-3.

Delegates are **strongly recommended to limit the number of personal gadgets** that require constant connecting to the internet, to allow for efficient and accessible internet for all participants.

22. **ACCOMODATION IN NAIROBI**

Participants are kindly requested to make own hotel reservations for their stay in Nairobi.

Please find below a list of UNDSS recommended hotels in Kenya (As of July 2023):

<table>
<thead>
<tr>
<th>Location</th>
<th>Hotels Name</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nairobi County</td>
<td>Fairview Hotel</td>
<td>+254733636561</td>
</tr>
<tr>
<td>CBD/Upper Hill/JKIA</td>
<td>Nairobi Safari Club</td>
<td>+254715072922</td>
</tr>
<tr>
<td></td>
<td>Panafricia Hotel</td>
<td>+254709111000</td>
</tr>
<tr>
<td></td>
<td>Serena Hotel</td>
<td>+254732123333/73212300</td>
</tr>
<tr>
<td></td>
<td>Panari Hotel (Mombasa Rd)</td>
<td>+254711 091000</td>
</tr>
<tr>
<td></td>
<td>Mecure Hotel (Crown Plaza Upper Hill)</td>
<td>+254 71-909-6000/+254-2012746100</td>
</tr>
<tr>
<td></td>
<td>Ole Sereni</td>
<td>+254 732 191000</td>
</tr>
<tr>
<td></td>
<td>Boma Inn Hotel</td>
<td>+254-203904000</td>
</tr>
<tr>
<td></td>
<td>Boma Hotel</td>
<td>728606476 / 728606478</td>
</tr>
<tr>
<td></td>
<td>EKA Hotel</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Silver Springs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laico Regency Hotel</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Swiss International</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Westlands</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sankara Hotel</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Southern Sun Mayfair</td>
<td></td>
</tr>
</tbody>
</table>
Villa Rose Kempinski
King Post Apartments
Pride Inn Hotel (Rapta road)
The Concorde Hotel and Suites
Ibis styles (formerly Tunes)
Hotel Royal Orchid Azure
Park Inn by Radisson
Bidwood Suites
MovenPick
Zehneria Portico
Lenana Hotel
Radisson Blu (temporarily closed)
La Mada Hotel
Hilton Garden Inn
Crowne Plaza Airport (Lazizi Premiere)
Four Points by Sheraton (JKIA)
Four Points by Sheraton (Hurlingam)
Hill Park Hotel
Double Tree Hilton
Social House
Four Points by Sheraton (JKIA)
Four Points by Sheraton (Hurlingam)
Hill Park Hotel
Double Tree Hilton
Social House

Ruaka/Gigiri

Tribe Hotel +254 732186000
Safari Park Hotel +254 203633000
Windsor Golf Hotel +254 208647000,
203565501/2/3/4/
254 20513800
Magna Hotel & Suites +254 723601280, +245
(Accommodation Only)
Comfort Gardens 777601280
City Lodge Hotel +254 709264000
La Mada Hotel +254 789994026
Bedelle
Casa Bella Suites
Guest Houses (within Gigiri)

- Dolfran Guest House
- Villa Leone Hotels
- Adies Garden Suites
- Hob House
- China Gardens
- Kijiji Homestay
- The Orchid Homes
- Smothers Boutique hotel
- Dream Place
- Alpha Queens Home
- Gigiri Lion Villa-UN Crescent +2540100200200/07001
- Gigiri Lion Villa-Gigiri Drive +2540100200200/07001

Participants who choose to use other forms of accommodation are advised to be vigilant about selecting safe and appropriate accommodation.

23. TRANSPORTATION

Many hotels provide courtesy shuttle services to/from the airport and in some cases from the hotel to the UNON complex. Participants are encouraged to liaise with their hotels in good time regarding their transportation needs.

In the absence of a courtesy bus, visitors may use reputable taxi companies:

- Jimcab: https://www.jimcab.co.ke/
- Jaycab: https://www.businesslist.co.ke/company/99493/jay-cab-services
- Jatco: https://jatcotaxis.com/
- Kenatco: https://www.kenatco.co.ke/

24. MEDICAL AND TRAVEL INSURANCE

Travel Insurance is not provided by the United Nations and all participants are encouraged to arrange for their own travel health insurance, that covers both health and accident, prior to departure from the country of residence. The organizer will not be responsible for travel or health insurance coverage.

Medical costs incurred in Kenya will be directly borne by the participant.

It is the delegate’s own responsibility to ensure he meets all health-related requirements to enter to Kenya. A yellow fever vaccination certificate may be required if you are arriving in Kenya from a country with risk of yellow fever transmission. Useful information on other vaccinations recommended be consulted in the WHO website: https://www.who.int/travel-advice.

25. MEDICAL SERVICES
The UNON Joint Medical Service will be available in cases of emergency during INC-3. The UNON Medical Clinic provides emergency and first aid assistance, including on-call (24-hours) ambulance services.

**Location:** Block F, Room 117  
**Contacts:** +254 (0)20 762 2267, +254 20 762 2268  
**Emergency lines:** +254 (0)20 7625999, +254 724 255 378  
**Email:** unon-jms-medical@un.org, unon-jms-medicalevacuation@un.org

26. **OTHER INFORMATION**

- **Electricity:** the electrical currents in Kenya are 220-240 Volts, 50 Hertz, using the 13A3 [square] wall switch socket outlet.
- **Currency:** Kenyan shilling.
- **Local time:** EAT (+3 UTC).