

Reference: UNEP-INC-2023-0054

20 October 2023

Dear Sir/Madam,

It is my pleasure to invite your organisation to attend the fourth 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 Shaw Centre, in Ottawa, Canada, within the period 21 to 30 April 2024, inclusive of one day for regional consultations.

Registration will open on 23 October and the **deadline for registration for INC-4 is 26 February 2024. If you require a visa to travel to Canada it is strongly recommended that you register and apply for your visa at least 8 weeks prior to the meeting.**

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-4 webpage](#). Regional, sectoral, and gender balance amongst representatives is highly encouraged.

To facilitate the participation of accredited observers from non-governmental organizations in INC-4, 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 Canada by consulting the [Immigration Refugees and Citizenship Canada \(IRCC\)](#) webpage. Participants may also wish to consult the visa application guide attached to this letter. Once registration is approved, **the confirmation letter will be issued with a IRCC Special Event Code** so they can tag their application accordingly when applying for the visa. **This special event code will ensure that delegates are considered for prioritization in the visa application process.**

Additional information on the fourth session of the INC is available in the [INC-4 webpage](#). Delegates are also encouraged to consult the practical and logistical information in the information note to participants which will be made available shortly.

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-4.

Your sincerely,

*Signed*

Jyoti Mathur-Filipp  
Executive Secretary

Intergovernmental Negotiating Committee (INC) on Plastic Pollution

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 maximum of 20 observers from non-governmental organization.**

Please be informed that **only delegates whose registration for INC-4 has been approved can apply for travel support.** Registration for INC-4 and application for travel support are two separate processes, and no application will be processed via email.

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-4 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 **8 December 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.

## Annex C – Visa application guide

### *Applying for an entry visa to Canada*

1. Please see whether you require a visa or an eTA to travel to Canada. You can find this information here: [Find out if you need a visa to travel to Canada \(cic.gc.ca\)](https://www.cic.gc.ca)
2. Once the registration to INC-4 is duly approved, participants will receive an automatic message from INDICO with the UN Event pass and a confirmation letter that is to be used as a visa support letter. Please note this letter is mandatory as part of the Temporary Resident Visa (TRV) application process. INC-4 attendees who have a registration confirmation letter are exempt from visa and biometric processing fees as described below.
3. The confirmation letter will be issued with an **IRCC Special Event Code** that you must include for application when applying for the visa for it to be tagged appropriately.
4. Unless you are a visa-exempt visitor, you are required to apply online for your TRV.
5. Participants must use the following method to apply for the visa to enter Canada.

#### STEP 1

Connect to Immigration, Refugee and Citizenship Canada (IRCC) secure network through this link: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>

#### STEP 2

If you do not have one, please register for an account (GCKey):

**Option 1: GCKey**

Sign in with your GCKey user ID and password.

[Sign In with GCKey](#)

## Welcome to GCKey

### Sign In

Username: **(required)**

Password: **(required)**

[Forgot your username?](#) • [Forgot your password?](#)

### Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.  
One password.

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

### STEP 3

After you sign in, click on “Apply to come to Canada” to start an application:

### Start an application

<p><a href="#">Apply to come to Canada</a> Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.</p>	<p><a href="#">Refugees: Apply for temporary health care benefits</a> Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.</p>	<p><a href="#">Citizenship: Apply for a search or proof of citizenship</a> Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.</p>
<p><a href="#">Students: Transfer schools</a> For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.</p>		

**STEP 4**

Please click on “Visitor visa, study and/or work permit” button:

### Personal checklist

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**Personal Reference Code**

If you have already completed the Come to Canada or the Express Entry wizard, you would have received a document checklist and/or a personal reference code, based on the answers you provided.

**\* Please enter your personal reference code to begin your application. (required)**

?

**Continue** **Cancel**

**I do not have a Personal Reference Code**

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

**Determine your eligibility and apply online:**

**Visitor visa, study and/or work permit**

**Express Entry (EE)**

**International Experience Canada (IEC)**

**STEP 5**

Follow the online questionnaire to identify yourself and to determine eligibility to apply for visa.

[Home](#) > [Online Services](#)

**Start Again** **Print** **Report a Technical Issue** **Help**

### Find out if you're eligible to apply

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**What would you like to do in Canada? (required)** ?

**How long are you planning to stay in Canada? (required)**

**Select the code that matches the one on your passport. (required)** ?

**What is your current country/territory of residence? If you are presently in Canada, you should select Canada. (required)** ?

**Do you have a family member who is a Canadian citizen or permanent resident and is 18 years or older? (required)**

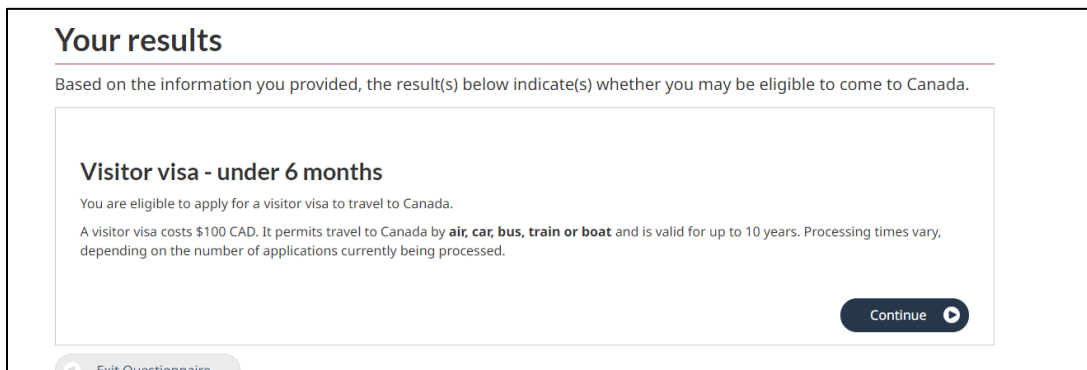
**What is your date of birth? (required)** ?

**Save and Exit Questionnaire** **Next**

## STEP 6

Once eligibility to apply for visa has been confirmed, please click on the “Continue” to proceed to the next process.



**Your results**

Based on the information you provided, the result(s) below indicate(s) whether you may be eligible to come to Canada.

**Visitor visa - under 6 months**

You are eligible to apply for a visitor visa to travel to Canada.

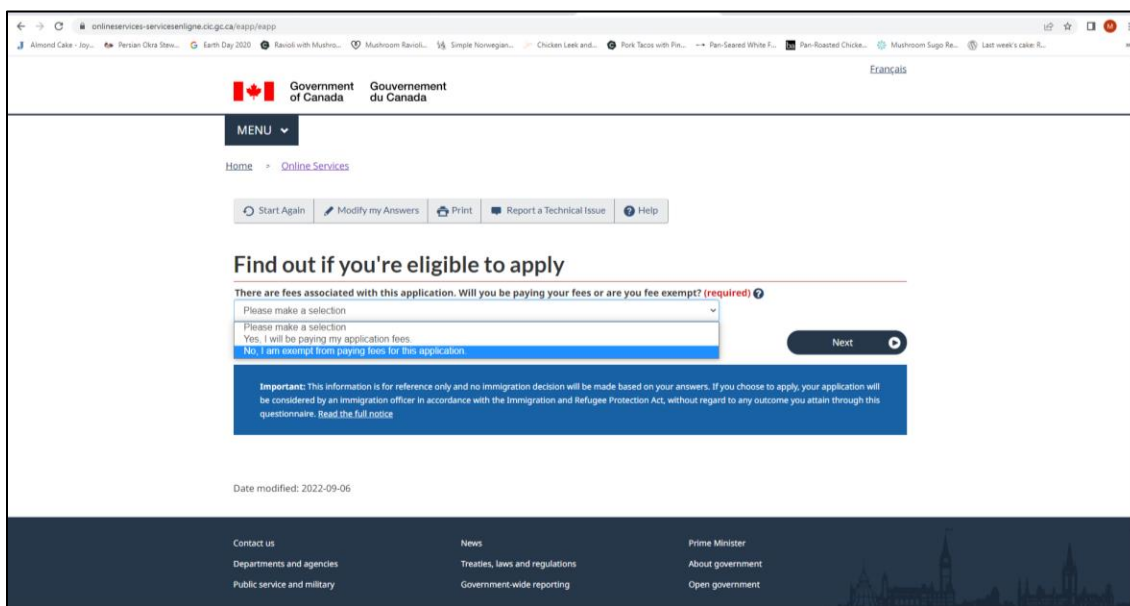
A visitor visa costs \$100 CAD. It permits travel to Canada by **air, car, bus, train or boat** and is valid for up to 10 years. Processing times vary, depending on the number of applications currently being processed.

[Continue](#)

[Exit Questionnaire](#)

## Step 7

When asked whether you will be paying fees with your application or whether you meet and exemption, please select “**No, I am exempt from paying fees for this application**”. Note that you must still obtain a visa and provide biometrics (if applicable) but you will not be charged any fees.



Government of Canada / Gouvernement du Canada

Home > Online Services

Start Again | Modify my Answers | Print | Report a Technical Issue | Help

### Find out if you're eligible to apply

There are fees associated with this application. Will you be paying your fees or are you fee exempt? (required)

Please make a selection

- Please make a selection
- Yes, I will be paying my application fees.
- No, I am exempt from paying fees for this application.**

[Next](#)

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

Date modified: 2022-09-06

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## STEP 8

You will need to answer series of questions, which includes details about your travel. Please make sure to answer all required fields.

**STEP 9**

You will be prompted to complete the “Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)” form. Under the ‘Details of visit to Canada’ section of the form, select “Other” from the “Purpose of my visit” dropdown and in the free text box, type “INC-4” and the Special Event Code (6-digit code found on the visa letter):

PAGE 3 OF 5

Applicant Name		Date of Birth	
<b>DETAILS OF VISIT TO CANADA</b>			
<b>1</b>	* a) Purpose of my visit Other		*b) Other Enter Special Event Code
<b>2</b>	Indicate how long you plan to stay	* From YYYY-MM-DD	* To YYYY-MM-DD
<b>3</b>	* Funds available for my stay (CAD)		
<b>4</b>	Name, address and relationship of any person(s) or institution(s) I will visit:		
	* Name		

You will then be prompted to provide various supporting documents, including proof of how you meet the fee exemption. The ‘proof’ you must upload is the registration confirmation letter received from the Secretariat which contains the **Special Event Code** assigned by Canadian authorities.

**STEP 10**

Once your application has been submitted, please use the Secretariat portal for visa information made available upon confirmation of your registration to provide the INC Secretariat your visa application number and some personal data to assist in speeding up the process.

Please provide your Full Name (as in passport) and Visa Application number.

**For BIOMETRICS**

If you need to provide biometrics, you will be issued a Biometric Instruction Letter (BIL) after you submit your Temporary Resident Visa application and are required to report to the nearest [Visa Application Centre](#) to provide this information **in person**. **Biometrics are only required from individuals once every ten years** so if you have already provided biometrics to Canada in that period, please note that you will be exempt from this step.

**IMPORTANT:**

- 1: You cannot make an appointment for biometrics until you receive a BIL.
- 2: The processing of your visa application will not begin until biometrics are provided.