



Reference: UNEP-INC-2023-0054

20 October 2023

Dear Sir/Madam,

It is my honour to invite your country 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-4), 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.

Member States of the United Nations, members of the United Nations specialized agencies and regional economic integration organizations are kindly invited to register for INC-4 through the online registration system INDICO. 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 as soon as possible and **at least 8 weeks** prior to the meeting.

In addition, funding will be 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, with priority given to Least Developed Countries and Small Island Developing States. Please be informed that the registration for INC-4 and the application for travel support are two separate processes. The **deadline to apply for travel support is 8 December 2023**.

**The details for registration and information on the application for travel support for eligible delegates mentioned above, including both INDICO links, can be found in Annex A to this letter.** Additional guidance on the registration procedure is detailed in Annex B to this letter.

Delegates 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. Delegates may also wish to consult the visa application guide found in Annex C to this letter. Once registration is approved, **the confirmation letter will be issued with an IRCC Special Event Code** so delegates 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.**

I further encourage 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.

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

The INC Secretariat remains at your disposal for any information as needed through [unep-incplastic.secretariat@un.org](mailto: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-4.

Yours sincerely,

*Signed*

Jyoti Mathur-Filipp  
Executive Secretary  
Intergovernmental Negotiating Committee (INC) on Plastic Pollution

To: Designated National Focal Points to the INC on Plastic Pollution

Cc: Permanent Missions to the United Nations Environment Programme

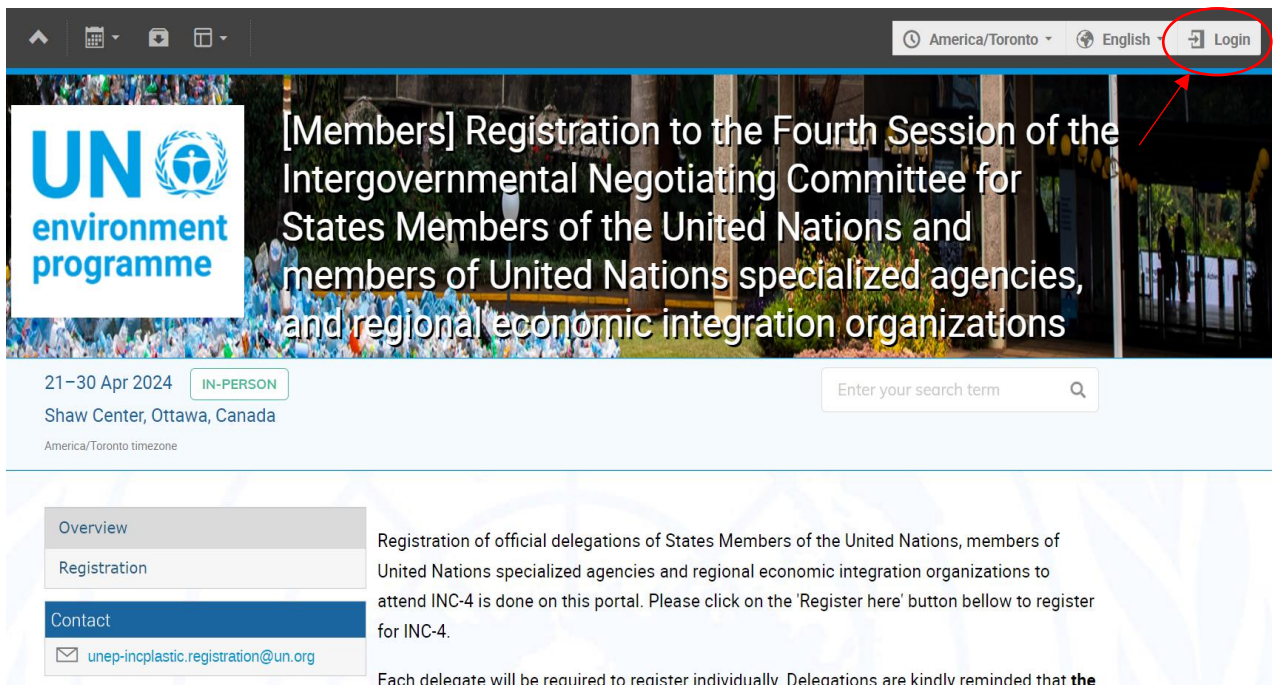
## Annex B. Registration Guide

Registration of official delegations of States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations, is done through the **online registration system INDICO**.

### I. Creating and INDICO Account

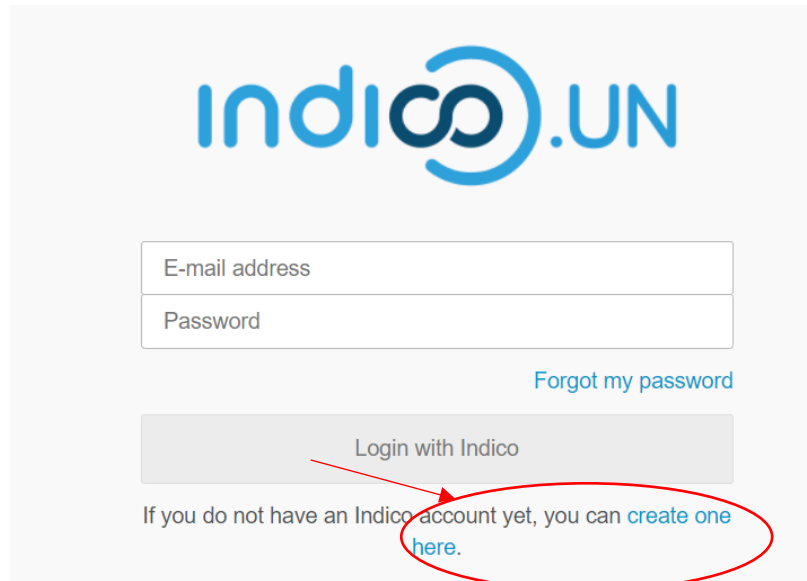
To register for this meeting, **first-time users** need to first create an account as shown below. If you have an INDICO account, please move to page 4 of this Annex.

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

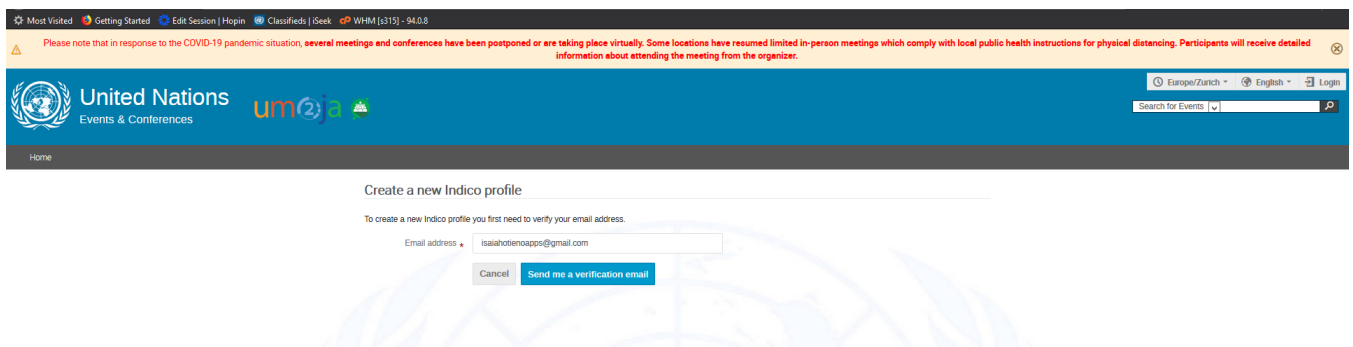


The screenshot shows the INDICO registration portal for the UN Environment Programme. The header includes navigation icons, location (America/Toronto), language (English), and a 'Login' button circled in red. The main banner features the UN Environment Programme logo and the title: '[Members] Registration to the Fourth Session of the Intergovernmental Negotiating Committee for States Members of the United Nations and members of United Nations specialized agencies, and regional economic integration organizations'. Below the banner, the dates '21-30 Apr 2024' and 'IN-PERSON' are displayed, along with the location 'Shaw Center, Ottawa, Canada' and the time zone 'America/Toronto timezone'. A search bar is also present. On the left, a sidebar menu has 'Contact' selected, showing the email 'unep-incplastic.registration@un.org'. The main content area contains text: 'Registration of official delegations of States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations to attend INC-4 is done on this portal. Please click on the 'Register here' button below to register for INC-4. Each delegate will be required to register individually. Delegations are kindly reminded that the'.

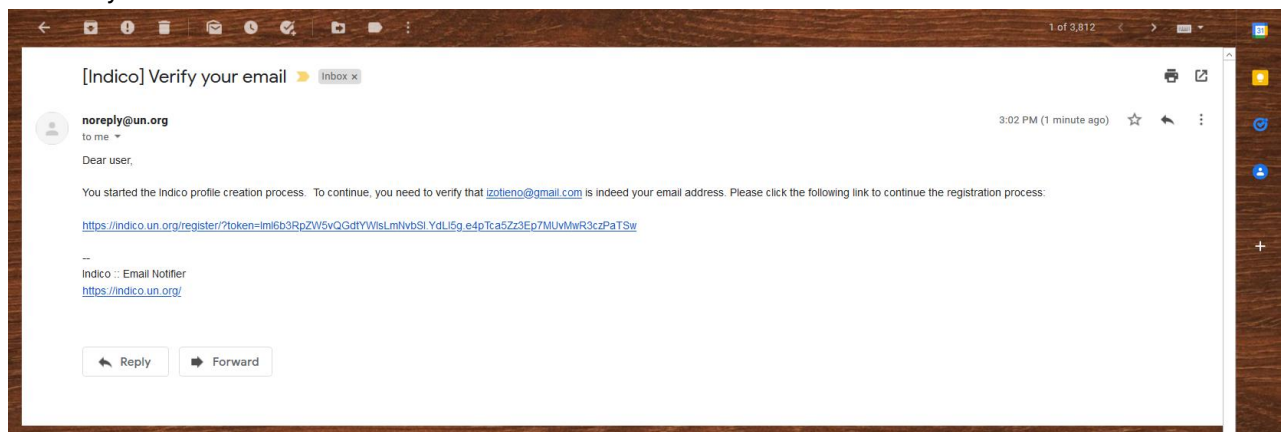
4. For first-time users, click on create an Indico account as shown below.



5. Enter your email address in the presented field to receive further details on the next steps.



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



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

#### Create a new Indico profile

✓ You have successfully validated your email address and can now proceed with the registration.

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**User information**

Email address

First name \*

Family name \*

Affiliation

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**Login details**

Username \*

Password \*

Confirm password \*

The password must:

- ✗ Be at least 12 characters long
- ✗ Contain uppercase and lowercase letters
- ✗ Contain numbers
- ✓ Not contain spaces
- ✓ Not contain common password words
- ✓ Match confirm password

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**Are you human?**

**6 + 15**

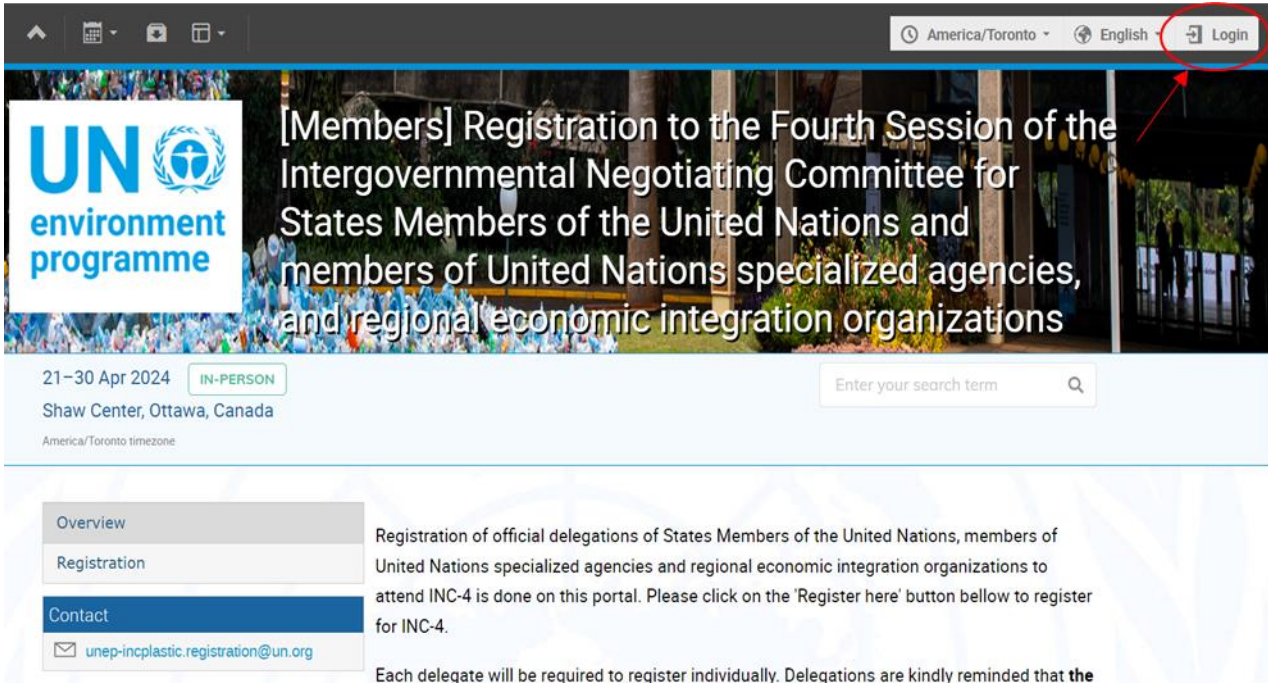
Captcha \*

Please solve the math problem to prove that you are human

## II. Registering for the fourth session of the INC on Plastic Pollution

To register for the fourth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment please follow the instructions as detailed below:

1. Use Mozilla Firefox or Google Chrome browsers.
2. Kindly use this link to proceed to registration: <https://indico.un.org/e/MSINC4>
3. Login into your INDICO account by clicking login on the top right corner.



4. On successful login to Indico, you will be presented with a registration form to fill out. All registrations are required to attach the necessary credentials, as per the guidance on the overview page of the registration portal, as indicated below.

Please note that all participants will be required to upload a **Note Verbale** with the composition of the national delegation with the names and functional titles of the nominated delegates.



5. Please fill in all relevant fields. Mandatory fields are marked with "\*". 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 \*

Mrs.

Gender

Female

First Name \*

Test

Surname \*

Indico



### III. Downloading Your E-Ticket

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

**[Indico] approval**

italah.ortieno@unep.org  
To: Isalah Otieno

Ticket.pdf  
79 KB

**UNEP- Registration System**

Dear Isalah

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 (LUNEA 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"), 3-4 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 [special 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

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**Please print this or have it on your mobile device when collecting your meeting badge at the venue.**

You will need to present the UN EVENT PASS and a valid passport or identification card with a photograph at the meeting venue to receive with meeting badge.



## 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)**

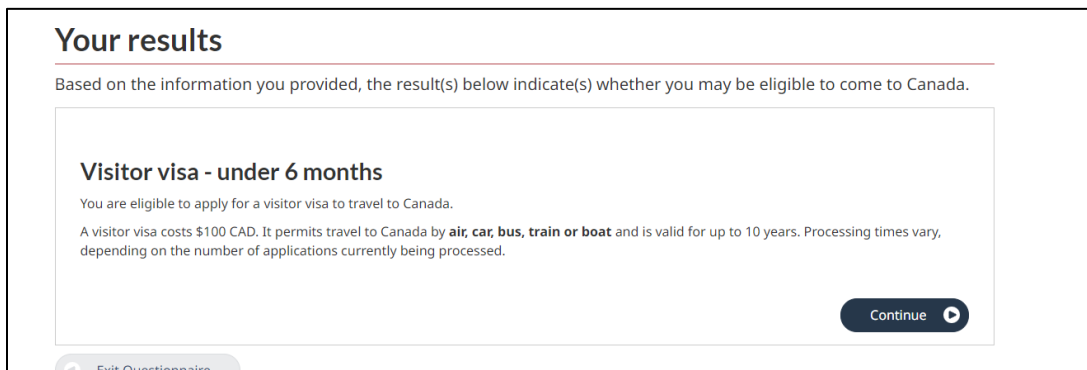
**What is your date of birth? (required)** ?

**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.

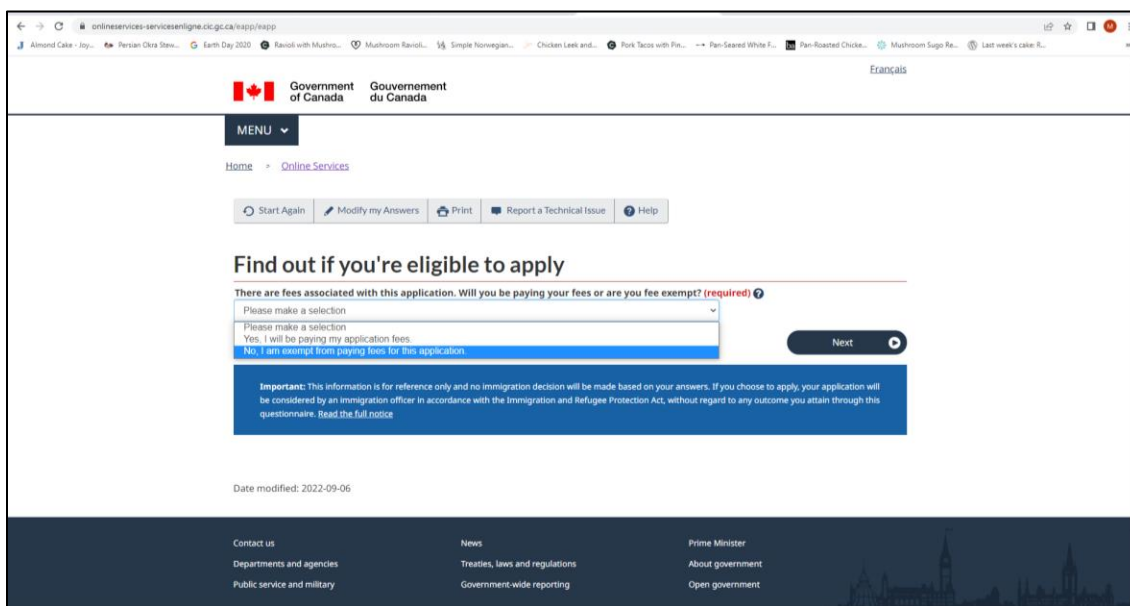
A visitor visa costs \$100 CAD. It permits travel to Canada by **air, car, bus, train or boat** and is valid for up to 10 years. Processing times vary, depending on the number of applications currently being processed.

[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.