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.
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/](https://indico.un.org/)
3. Click login on the top right corner.
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.

User information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td><a href="mailto:izotane@gmail.com">izotane@gmail.com</a></td>
</tr>
<tr>
<td>First name</td>
<td>Isaiah</td>
</tr>
<tr>
<td>Family name</td>
<td>Otano</td>
</tr>
<tr>
<td>Affiliation</td>
<td>UNEP</td>
</tr>
</tbody>
</table>

Login details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td><a href="mailto:izotane@gmail.com">izotane@gmail.com</a></td>
</tr>
<tr>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>Confirm password</td>
<td></td>
</tr>
</tbody>
</table>

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

Are you human?

6 + 15

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](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](http://wedocs.unep.org//handle/20.500.11822/21753)
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:
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)

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):
STEP 3

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

- **Apply to come to Canada**
  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.

- **Refugees: Apply for temporary health care benefits**
  Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

- **Citizenship: Apply for a search or proof of citizenship**
  Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

- **Students: Transfer schools**
  For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.
Secretariat of the INC on Plastic Pollution

**STEP 4**

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

![Personal checklist](image1)

**STEP 5**

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

![Find out if you're eligible to apply](image2)
STEP 6

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

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.

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):

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.