

Reference: Not-INC-2023-0044

28 October 2023

Dear Sir/Madam,

Twelve thematic side events will be held on the margins of INC-3 from 1:30-2:45 pm daily, 14-17 November 2023 at UNON headquarters, Nairobi. These are in-person only events.

A notification was issued on [05 October 2023](#) containing the modalities and list of themes for the side events.

We are pleased to share the attached [list of selected co-organizers](#) of the thematic side events, and respective focal points. The selection was made by the INC Secretariat in consultation with the Chair, with due consideration of geographical and gender balance, representation from both Members and observers of the Committee, as well as technical experience and expertise on the topics in mind. To ensure continuity and smooth coordination of the side events, Intergovernmental Organizations were selected as co-organizer focal points, to act as liaison between the INC-Secretariat and the co-organizers.

We wish to thank all Member States and observers who will contribute to the co-organization of the thematic side events. A [guidance note](#) is attached to this email for reference of the co-organizers.

Please note that the side events will be in person and in English only with no interpretation. More details on the **logistical arrangements** as well as the **rooms assigned** for the side events are available in the guidance note. Access to the side events room will be on a first-come-first-served basis. Due to the size of the existing meeting rooms, the secretariat will establish a system for access to the meeting rooms, as necessary. A separate notification on the secondary access passes will be issued soon.

Yours sincerely,

*Signed*

The INC Secretariat