

Reference: Not-INC-2023-0045

31 October 2023

Dear Madam/Sir,

Reference is made to the invitation letter of the Executive Secretary of the Intergovernmental Negotiating Committee (INC), Mrs. Jyoti Mathur-Filipp, dated 6 July 2023, to the third session of the INC to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-3), scheduled to take place at the UNEP Headquarters, in Nairobi, Kenya, from 13 to 19 November 2023.

We are pleased to inform you that **there will be no limits on access to the compound of the United Nations Office in Nairobi for INC-3. However, due to space limitations in the plenary room, the Secretariat will issue secondary access cards, also referred to as “floating badges”, to access the plenary room.** These secondary access cards, in addition to the individual meeting badges, will be required to enter the Plenary room so as to ensure compliance with the safety and security requirements of the room at any given time.

Each delegation from **Member States of the United Nations, members of United Nations specialized agencies, and regional economic integration organizations** will be provided with a maximum of four (4) secondary access cards marked “INC-3 Plenary” to enter the plenary room (Conference room 2).

Observers from Intergovernmental Organizations and from United Nations System entities will be provided with a maximum of two (2) secondary access cards to enter the plenary room.

Observers from non-governmental organizations will be provided with a maximum of one (1) secondary access card to enter the plenary room, due to the high number of registered NGOs.

Please note that an overflow room will be available and that the plenary sessions will be streamed in English in Conference Room 1.

The display of the individual meeting badge, with the identification of the delegate, and the secondary access card will be required to access the Plenary room. The secondary access cards will not have any name and can rotate among the approved members of each government delegation and/or organization.

The secondary access cards will be distributed at the badging collection centre, located at the main visitors' entrance to the United Nations Office in Nairobi. The detailed schedule and additional information regarding badging is available in the [Information Note to Participants](#).

Secondary access cards, as well as individual meeting badges for Ministers and other High-level dignitaries only, may be collected by a representative of government delegations upon presentation of a valid ID, the event pass and/or meeting badge and upon presentation of an official letter in English, stamped and signed by an authorized official, authorizing the representative to collect the meeting badges. The same will be required of observer organizations to collect the secondary access cards for their organization.

Collection of individual meeting badges must be done by each approved delegate. This is important for purposes of compiling the final list of participants.

Please also be reminded that the plenary sessions will be streamed in the 6 UN Languages. The links will be made available on the meeting page closer to INC-3.

Delegates are encouraged to consult the Information Note to Participants prior to INC-3.

The INC Secretariat remains at your disposal for any information as needed through unep-incplastic.secretariat@un.org.

Yours sincerely,

Signed

The INC Secretariat