



**UNITED
NATIONS**

UNEP/PP/INC.3/INF/2



**United Nations
Environment
Programme**

UNEP

Distr.: General
5 November 2023

English only

**Intergovernmental negotiating committee to develop
an international legally binding instrument on plastic
pollution, including in the marine environment
Third session**
Nairobi, 13–19 November 2023

Budget overview for the period 2023 – 2025

Note by the Executive Secretary

1. The present note provides a brief overview of the resources required for the implementation of the mandate of UNEA resolution 5/14 entitled “End plastic pollution: Towards an international legally binding instrument”, with specific focus on the operative paragraphs that make a direct request to the UNEP Executive Director in the implementation of the mandate.
2. It is to be noted that funding related to the implementation of the mandate of UNEA resolution 5/14 is not covered through core contributions and is fully funded through voluntary contributions from donors. These contributions support, among others:
 - a. The organisation and convening of the sessions of the intergovernmental negotiating committee.
 - b. The effective participation of developing countries and countries with economies in transition in the work of the ad hoc open-ended working group and of the intergovernmental negotiating committee.
 - c. The work undertaken by the Secretariat of the INC in support of the work of the Committee.
3. In 2023, two donors' meetings have been convened with the support of the Government of the United Kingdom of Great Britain and Northern Ireland on 1 March 2023 and on 1 September 2023. The presentations and information made available to donors have been made publicly available on the INC website¹.
4. This document has not been formally edited.

¹ <https://www.unep.org/inc-plastic-pollution>

I. Budget Overview

The INC budget is based on the following assumptions:

1. Secretariat Requirements:

- i) *Staff & Personnel*: The estimates provide for 13 staff positions, 3 Junior Professional Officers and 1 national UNV. These estimates may change subject to potential requirements for additional staff.
- ii) *Consultants*: In addition to the regular staff members, the Secretariat may occasionally require the engagement of subject matter experts. Accordingly, the estimates now provide for 2 consultants at levels “B” or “C” over a span of one and half years, with 6-month duration contracts per year. This may be subject to revision according to the needs resulting from decisions that may be taken by the Committee during its sessions.
- iii) *Operational*: The cost is based on an average of 5,500 US dollars per staff member to cover office operational costs, including rent, utilities, etc.
- iv) *Staff travel*: The estimates provide for an average of 5,000 US dollars for at least 6 trips for 5 professional and above staff members per year for international meetings where in-person presence is necessary and for the Secretariat team members to meet to prepare for sessions of the INC.
- v) *Other*: The estimate covers unforeseen costs as well as other activities, such as website and Members and observers’ engagement.

The estimate also includes funds to cover the travel of the INC Bureau for in-person meetings, as well as for outreach purposes of the Chair.

2. INC meetings, regional consultations & Diplomatic Conference:

- i) *Three remaining INC meetings* (Africa/2023; North America/2024; Asia Pacific/2024), in accordance with the proposed timeline for the INC session. The third session of the INC will be held in Nairobi, Kenya from 13-19 November 2023, and will be preceded by regional consultations on 12 November and by a one-day preparatory meeting mandated by the Committee at its second session on 11 November. As also decided by the Committee at its second session, the fourth session of the INC will be held in Ottawa, Canada, in April 2024 and the fifth session of the INC will be held in the Republic of Korea in October or November 2024.
- ii) *One diplomatic conference in 2025*. The date and venue of the diplomatic conference are yet to be decided upon.
- iii) *Format*: it is anticipated that the remaining INC sessions will take place in-person only. The INC plenary meetings are provisioned with interpretation in the 6 UN official languages. The duration of each session is to be decided by the Committee in consultation with the secretariat. As per the proposed approach to the work of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment, indicated in Appendix 1 of the report of the Open-ended Working Group, held from 30 May to 1 June 2022, in Dakar, the length of the meetings can be adjusted from the 5 days general length as the INC process develops. Each INC session is generally preceded by 1 day for regional consultations.
- iv) *Travel for in-person participants*: in line with paragraph 7 of the UNEA 5/14, the Secretariat provides travel support for delegates from developing countries and countries with economies in transition to allow for their effective participation in the work of the ad hoc open-ended working group and of the intergovernmental negotiating committee. Estimates provide for the travel costs, namely tickets, daily subsistence allowance (DSA) and terminal expenses, provided in accordance with the applicable UN Rules.

Since INC-2, the INC Secretariat provides travel support to a maximum of 2 delegates per eligible country. For INC-1, travel support was provided to 1 delegate per eligible country.

v) *Travel of UN Staff*: Estimates provide for 40 staff/personnel providing direct support ranging from conference services, translation, interpretation, logistical support, security, and other areas. This may include personnel from the UN Office in Nairobi and the UN Department for Safety and Security. It may also include staff from other Multilateral Environment Agreements that support the INC secretariat during the sessions.

vi) *Venue*: Rental of premises is the responsibility of the host country and, therefore, generally not included in the budget estimate, with the exception of INC-3 whose provisional budget includes the costs for the meeting rooms at the UN Office in Nairobi.

vii) *Documentation and translation*: The estimates provide for translation into 5 languages for pre-, in-, and post-session working documentation, as well as editing and report writing.

viii) *Interpretation*: The provision includes the costs of the interpreters for plenary sessions in all 6 UN official languages.

ix) *Conference Support*: This includes services related to the setting up and servicing of the meeting, including but not limited to communication, audio visual requirements, medical, security, IT, UN WebTV, hybrid connections (when applicable) and other costs not covered by the Host Country Agreement.

x) *Regional Consultations*: The estimates provide for an average of 1-2 days stand-alone regional consultations to be held in advance of each INC session; the regional meetings started for INC-3. This item encompasses costs for regional meetings held by UN regional groups, namely the group of African States, Asia-Pacific States, Eastern European States, and Latin American and Caribbean States. For the regional consultations the secretariat provides travel support for 1 delegate per eligible country. In most cases the venue and conference services costs, as well as staff travel costs, are also covered by the INC secretariat, except when Member States offer to host the meeting and are thus required to cover any incremental costs. In the absence of offers from Member States to host the regional consultations and cover the associated incremental costs, these meetings shall take place at the seat of the UNEP regional office for each UN region.

Four UN Regions held their regional consultations prior to INC-3 during the month of October 2023. These include the African States (16-18 October 2023), the Asia-Pacific States (2 October 2023), the Eastern European States (27 October 2023), and Latin American and Caribbean States (16-17 October 2023). The SIDS region participated in their respective UN regions consultations with funding support. However, a dedicated SIDS meeting will take place prior to INC-3, from 8-10 November, in Nairobi at the cost of the SIDS region. The secretariat would adjust the ticket dates to enable SIDS representatives to arrive earlier in Nairobi, and SIDS are to cover DSA and other expenses for the extra days.

The regional meetings mentioned above are addition to the one-day dedicated to regional consultations prior to the opening of each INC session.

II. Actual Expenditure by the INC Secretariat

As of 31 July, the actual expenses incurred by the Secretariat stands at approximately 6.7 million US dollars. This figure includes the expenses for the Financial Year 2022 and actual expenses for year 2023, for 7 months. This includes staff salaries, travel, rent and utilities.

For more information on the actual expenditure please consult: [Budget update for the INC process](#) (as of 1 September 2023)

III. Overall Estimated Budget and Projections of the remainder of 2023 to 2025

The overall estimated budget for the INC process, stands at approximately 29.8 million US dollars.

The budget projections from August 2023 until June 2025 amount to 23.1 million US dollars. Of this amount, approximately US 16.8 million US dollars are currently funded from current pledges from donor countries (inclusive of pledges that came after 1 September 2023). A total of approximately 6.3 million US dollars for current mandated activities remains unfunded.

The funding gap is likely to decrease, in particular for the fifth session of the INC and the diplomatic conference as it is expected that the costs of convening the sessions will be covered by the respective host countries. However, until Host Country Agreements are finalized, these costs will continue to be considered.

Regarding costs related to staff, the estimates are based on the current structure of the INC Secretariat until June 2025.

Should the Committee decide to undertake any intersessional work, the secretariat may need to mobilize additional resources.

For more information on the overall estimated budget please consult: [Budget update for the INC process](#) (as of 1 September 2023)

IV. Status of contributions to the INC

The status of contributions to the INC process is regularly updated and made available online here: [status of contributions](#).