

Reference: Not-INC-2023-0046

03 November 2023

Dear Madam/Sir,

Thank you for registering as an observer to INC-3. Please take note of the following important information:

All observers attending INC-3 are kindly invited to a conversation hosted by the Executive Director of UNEP, Inger Andersen, and the INC Executive Secretary, Jyoti Mathur-Filipp. The dialogue is scheduled to take place in **Conference Room 2 on Tuesday, 14 November 2023, from 19:00-20:00 hrs.** , Nairobi time. No additional registration is required.

A **dedicated room for observers' meetings will be in Conference Room 14** . It will serve as an opportunity for observers to have informal dialogues and conversations, **not for official events** . Interested organizations can [reserve the room here](#) . Bookings can be made in slots of 1.5 hours, on a first come first served basis. **Only one booking per** accredited organization will be considered, including coalitions or alliances. From 13 to 16 November, 9:30 – 10:00 am, staff of the INC Secretariat will make themselves available in the Observers Room to answer any questions that you may have.

The schedule for registration is included in the [Information Note](#) , page 2 ([Link here](#)). To locate the INC-3 Badging Center and conference rooms, a map of the United Nations Office in Nairobi (UNON) has been uploaded on the website and is [available here](#) .

As informed in a notification shared on 31 October 2023, there will be **no limits on access to the UNON compound for INC-3**. However, due to space limitations in the plenary room and the high number of registered organizations, 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. **The access cards can be collected at the Badging Centre. For collection, a letter from the organization, signed by the head of the organization or head of delegation, authorizing the representative to collect the secondary access cards should be presented. Individual INC-3 badges must be picked up by each registrant individually.**

Interventions from observers will be welcomed by the Chair and the Co-facilitators, time permitting. Seating for observers in plenary and Contact Groups will be available on a first come, first served basis. Observers are kindly requested to coordinate among themselves so that those who would like to speak are given priority to access seats to deliver their statement. For time efficiency, observers are encouraged to deliver joint statements on behalf of coalitions, groups, or alliances.

In addition, we are pleased to share the [Observers Engagement Guide](#) , which provides guidance and insight into the participation and engagement of observers in the INC process. The Guide will be regularly updated with relevant information. ([Link here](#))

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

Yours sincerely,

Signed

The INC Secretariat