

Reference: Not-INC-2023-0048

10 November 2023

On behalf of Ms. Jyoti Mathur-Filipp, Executive Secretary of the Secretariat of the Intergovernmental Negotiating Committee (INC), we are pleased to inform you that the Chair's [Guidance for the preparatory meeting and proposed contact groups](#) to be established at the third session of the INC to develop an international legally binding instrument on plastic pollution, including in the marine environment, is available on the INC-3 webpage. For easier reference the note is also attached to this message.

A [tentative provisional schedule](#) for the third session of the INC is also available online and in attachment.

To facilitate the provision of interpretation and the reporting of the INC-3, delegations are kindly requested to submit statements, preferably in Microsoft Word or in PDF format, via email to unep-incplastic.statements@un.org. A Guidance on Statements for INC-3 is attached to this message.

Yours sincerely,

Signed

The INC Secretariat

Guidance Note on Statements for INC-3

- **All interventions can be sent via email to unep-incplastic.statements@un.org**
- To facilitate interpretation, delegations are strongly encouraged to send their statements in writing at **least two hours** before delivery, and only in soft copy (Microsoft Word or in PDF format).
- **The statements will remain embargoed until their delivery**, unless specified otherwise. After delivery they will be available on the [INC-3 webpage](#).
- When sending the statement, please make sure to include the indication of country or organization delivering the statement in the subject line of the email. It will greatly help the Secretariat and interpreters if the file name follows the format: **“Agenda item X_ COUNTRY/ORGANIZATION NAME”**.

Delivery of Statements in Plenary

- **Statements made in any of the six official languages of the UN** are interpreted into the other official languages. Speakers are requested to deliver the statement at a speed that is interpretable. While delegations are given a strict time limit in which to deliver their statements, they are kindly requested to speak at a slower pace, to enable the interpreters to provide an accurate and complete rendition of their statements.
- Any speaker may also make a **statement in a language other than the six official UN languages**. In such cases, in accordance with rule 51 of the draft rules of procedure which apply provisionally, the delegation in question must provide an interpreter from the non-official language into an official language. However, there will be only limited facilities to accommodate such non-official language interpreters on site. Delegations seeking to provide their own interpreters for non-official languages are requested to inform the INC Secretariat well in advance by email at unep-incplastic.secretariat@un.org