

Reference: Not-INC-2024-0001

08 January 2024

Dear Sir/Madam,

Further to the [invitation letter](#) of the Executive Secretary dated 20 October 2023, please be kindly reminded that the deadline for application for travel support to participate in the fourth session of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-4), is **12 January 2024, 23:59 East Africa Time**. Please note that this will be the final deadline and no requests after 12 January 2024 will be accommodated.

Please be informed that the registration for INC-4 and the application for travel support are two separate processes and delegates must have their registration to INC-4 approved prior to the submission of the funding requests. The details for registration and additional information on the separate application for travel support, including both INDICO links, can be found in Annex A attached.

We take this opportunity to further remind you that following the decision of the Committee at its third session to hold its fourth session for seven days, INC-4 will take place from 23 to 29 April 2024 at the Shaw Center in Ottawa, Canada. The session will be preceded by regional consultations on 21 April 2024.

Yours sincerely,

Signed

The INC Secretariat