

Reference: Not-INC-2024-0002

17 February 2024

Dear Sir/Madam,

Reference is made to the [invitation letter of the Executive Secretary](#) dated 20 October 2023, regarding 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) scheduled to take place in Ottawa, Canada, from 23-29 April 2024, with regional consultations taking place on 21 April.

On behalf of the host country, we would like to inform you that participants registered to attend INC-4 in need of a visa must apply as soon as possible, and at least before 25 February 2024 to allow sufficient time for processing. Delegates who do not apply at least 8 weeks in advance may not have their application processed in time for the event.

To support the application process, registered delegates are strongly encouraged to consult the [visa application guide](#) and the [information note to participants](#), accessible on the [INC-4 webpage](#). Delegates are also encouraged to ensure their passport hold a minimum of six months' validity from the date of arrival in Canada. Delegates should, therefore, take immediate steps to renew their passport, if needed. To aid the processing of visa applications, delegates are reminded to type the Special Event Code that they were provided upon the approval of their registration (please consult Step 9 of the [Visa Application Guide](#)).

Once the visa application has been submitted, delegates are kindly requested to share their Visa Application number with the INC Secretariat by completing the form through the Visa Assistance Portal. The visa application number starts with a 'V' and is followed by 9 digits (ex. V123456789). The information shared through the Visa Assistance Portal will be shared with the competent authorities of the host country to facilitate visa processing.

For delegates that need to provide biometrics, a Biometric Instruction Letter (BIL) will be issued. Delegates must have this letter before making an appointment to provide their biometrics.

The INC Secretariat remains at your disposal for any information as needed through [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org).

Yours sincerely,

*Signed*

The INC Secretariat