

Reference: Not-INC-2024-0005

27 March 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 remind you that participants registered to attend INC-4 that are in need of a visa must apply as soon as possible and share with the secretariat their visa application number, by completing the form through the [visa assistance portal](#). The information shared through the Visa Assistance Portal will be shared with the competent authorities of the host country to facilitate visa processing.

Delegates are strongly encouraged to check the status of their visa application via their account. For more information on how to check the status of the applications please consult: [How to check your application status - Canada.ca](#)

Please be aware that **applicants must bring their Biometric Instruction Letter (BIL) with them in order to enrol biometrics**. Therefore, before visiting [a Visa Application Center](#), we encourage delegates to check their IRCC accounts and emails regularly to see if they have received the BIL. Participants are encouraged to also check their spam folders regularly.

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](#).

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

Yours sincerely,

Signed

The INC Secretariat