

Reference: UNEP-INC-2024-0026 30 May 2024

Dear Sir/Madam,

Reference is made to 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) and the decision of the Committee to establish two ad hoc intersessional open-ended expert groups.

During INC-4, the Committee decided to establish:

- An ad hoc intersessional open-ended expert group to develop an analysis of potential sources, and means that could be mobilized, for implementation of the objectives of the instrument, including options for the establishment of a financial mechanism, alignment of financial flows, and catalysing finance, for the consideration by the Committee at INC-5. The expert group will take as a starting point the reports of the co-chairs of the contact group two established at INC-4 and the draft text on means of implementation (Part III Section 1) contained in the compilation document of the draft text. The expert group will be open to participation of all Members. The Committee agreed that the work of the expert group will be co-chaired by Ms. Kate Lynch of Australia and Mr. Oliver Boachie of Ghana.
- An *ad hoc* intersessional open-ended expert group to identify and analyse criteria and non criteria based approaches regarding plastic products and chemicals of concern in plastic products, and product design focusing on recyclability and reusability of plastic products, considering their uses and applications, for the consideration by the Committee at INC-5. The expert group will be informed by the reports of the co-chairs of the contact group one established at INC-4 and the compilation document of the draft text. The expert group will be open to participation of all Members. The Committee agreed that the work of the expert group will be co-chaired by Mr. Axel Borchmann of Germany, Ms. Gwen Sisior of Palau, and Mr. Luay Almukhtar of Iraq.

The expert groups were requested to commence their work using electronic means and, subject to availability of financial resources, the Secretariat was requested to organize an in-person meeting for the expert groups. In this regard, up to three virtual meetings and one in-person meeting per expert group will take place during the intersessional period before INC-5.

Regarding the in-person meetings of the expert groups, each meeting is scheduled to take place from 24 to 28 August 2024 at the United Nations Conference Centre in Bangkok, Thailand.

In that regard, it is my honour to invite State Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations to nominate their experts to participate in the work of the ad hoc intersessional open-ended expert groups.

Members of the Committee are invited to submit their nominations to the Secretariat by way of a **single**Note Verbale or formal letter with all the nominations, to be uploaded to the through the online

registration system INDICO. The details for registration, including the registration link, and information

on application for travel support for eligible delegates can be found in Annex A by **24 June 2024**. The Note Verbale or letter should clearly indicate the name of the nominated expert(s), their title, affiliation and contact information and the expert group to which each eligible expert is nominated.

For the in-person meeting, funding has been made available from the voluntary contributions made by donors to support the participation of a maximum of two (2) nominated experts i.e. (one (1) expert per group), from developing countries and countries with economies in transition, with priority given to Least Developed Countries and Small Island Developing States. Experts designated to receive travel support are invited to submit their requests before **28 June 2024**. In doing so, they will be requested to upload a Note Verbale or formal letter with their designation to receive travel support.

To ensure efficient and consistent work of the groups, the nominated experts are strongly encouraged to participate throughout the entire process of the expert groups.

The details for registration for the in-person meetings and information on the application for travel support for eligible experts mentioned above, can be found in **Annex A** to this letter.

To ensure equal opportunity and balanced representation among Members and due to space limitations in the venue, Members of the Committee are encouraged to consider the number of experts designated to attend the in-person meeting. Should the number of nominated experts per group exceed the existing capacity of the rooms, floating badges will be issued.

Experts are also strongly advised to review the entry requirements and procedures to obtain an entry visa to Thailand by consulting the <u>Issuance of Visa - Ministry of Foreign Affairs (mfa.go.th)</u> webpage and the visa application guide found in **Annex B** to this letter. It is recommended to apply to the Thai visa at least 8 weeks (about 2 months) before traveling.

Further details on work through electronic means will be communicated in due course.

Additional information on the ad hoc intersessional open-ended expert groups meetings of the INC will be made available on the <u>website</u>, including a practical information note for participants.

Finally, I wish to underline our commitment to advancing gender equality and empowering all women and youth in international processes. To this end, I invite Member States to promote the participation of women and youth in their delegations.

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

I look forward to continuing our collaboration on this important priority and to welcoming you to the meetings of the *ad hoc* intersessional open-ended expert groups.

Yours sincerely,

Signed

Jyoti Mathur-Filipp
Executive Secretary
Intergovernmental Negotiating Committee (INC) on Plastic Pollution

To: Designated National Focal Points to the INC on Plastic Pollution

Cc: Permanent Missions to the United Nations Environment Programme

Annex A. Details for registration and application for travel support for the ad hoc intersessional open-ended expert groups in-person meeting

1. Registration details for the *ad hoc* intersessional open-ended expert groups inperson meeting

Registration for States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations for the *ad hoc* intersessional open-ended expert groups meetings will be **open from 30 May 2024 until 24 June 2024**.

The details for registration, including the registration link, and information on the application for travel support for eligible delegates can be found in Annex A of the letter from the Executive Secretary.

The deadline for registration is 24 June 2024.

Please note that a Note Verbale or a formal letter with the nomination of the experts must be uploaded on the registration portal for the registration to be approved.

To ensure equal opportunity and balanced representation among Members and due to space limitations in the venue, Members of the Committee are encouraged to consider the number of experts designated to attend the in-person meeting. Should the number of nominated experts per group exceed the existing capacity of the rooms, floating badges will be issued.

Please be informed that the **registration for the** *ad hoc* **intersessional open-ended expert groups in- person meeting and the application for travel support are two separate processes**. For more details on travel support please see below.

2. Application for travel support to the *ad hoc* intersessional open-ended expert groups in-person meeting

To facilitate the participation of representatives from States Members of the United Nations and members of United Nations specialized agencies to the *ad hoc* intersessional open-ended expert groups meeting funding will be available from the voluntary contributions made by donors to support the participation of **a maximum of two (2) nominated experts i.e. (one (1) expert per group)**, from developing countries and countries with economies in transition.

In this regard, participating Members are kindly requested to submit a Note Verbale or formal letter with the name and details of the **two experts i.e.** (one (1) expert per group) designated to receive travel support to participate in the in-person meeting.

The application for travel support will be open from 30 May 2024 until 28 June 2024. The following documents must be attached to the online form:

- 1. UN Event Ticket (Approved Registration for Attendance at the *ad hoc* intersessional open-ended expert groups meeting).
- 2. Note Verbale with the indication of the **two (2) nominated experts i.e. (one (1) expert per group)** to receive travel support, in the order of priority for funding.
- 3. Copy of the passport biographic page.

For the necessary travel arrangements to comply with the United Nations rules and regulations, nominations for funding support after the deadline cannot be guaranteed. Please be kindly reminded that the Secretariat is also not in a position to accommodate last minute changes or cancellations after a ticket has been issued as this results in financial loss.

The funding will cover economy-class round-trip air tickets, as well as daily subsistence allowances and terminal expenses in accordance with the United Nations rules and regulations.

No registrations or application for travel support can be processed via email and must be submitted online, by using the links and following the process detailed in this Annex.

For any questions, please contact the INC Secretariat (<u>unep-incplastic.secretariat@un.org</u>) or consult the *ad hoc* intersessional open-ended expert groups <u>website</u>.

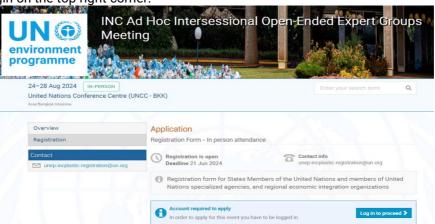
3. Registration Guide

Registration of official delegations of States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations, is done through the **online registration system INDICO**.

Creating an INDICO Account

To register for this meeting, **first-time users** need to first create an account as shown below. If you have an INDICO account, please move to page 2 of this Annex.

- 1. Use Mozilla Firefox or Google Chrome browsers.
- 2. Kindly use this link to create an account: https://indico.un.org/
- 3. Click login on the top right corner.



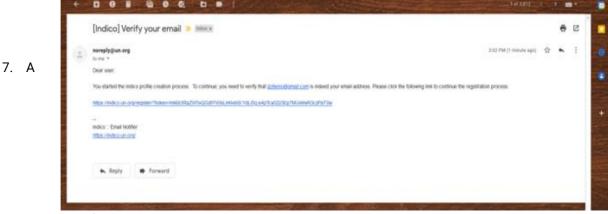
4. For first-time users, click on create an Indico account as shown below.



5. Enter your email address in the presented field to receive further details on the next steps.



6. An email similar to the one below will be sent to your email account. Click on the link to verify your email account.



page with fields to complete your INDICO account creation as shown below will open upon clicking the above-mentioned link. Please fill the data as per requirement on the page to proceed to registration.

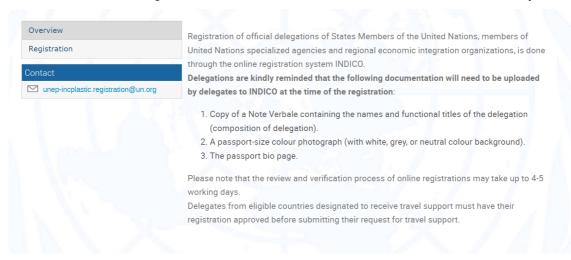


Registering for the ad hoc intersessional open-ended expert groups meeting

To register for the *ad hoc* intersessional open-ended expert groups meeting please follow the instructions as detailed below:

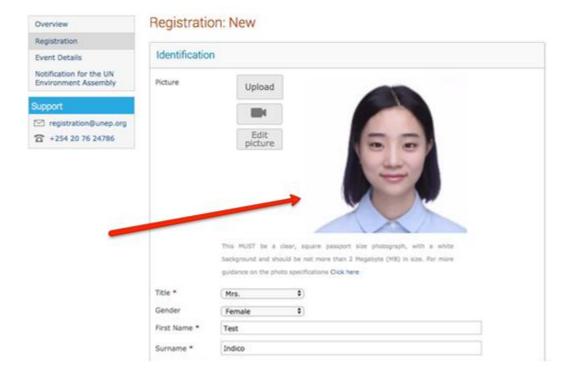
- 1. Use Mozilla Firefox or Google Chrome browsers.
- 2. Kindly use this link to proceed to registration
- 3. Login into your INDICO account by clicking login on the top right corner.
- 4. On successful login to Indico, you will be presented with a registration form to fill out. All registrations are required to attach the necessary credentials, as per the guidance on the overview page of the registration portal, as indicated below.

Please note that all participants will be required to upload a **Note Verbale** with the composition of the national delegation with the names and functional titles of the nominated **experts**.



5. Please fill in all relevant fields. Mandatory fields are marked with "*".

Kindly make sure that you upload the right picture as shown below. Use the below link for guidance: http://wedocs.unep.org//handle/20.500.11822/21753

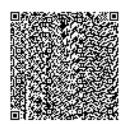


Downloading Your E-Ticket

On approval of your registration, you will get an email with a QR code similar to the one shown below:

16 February to 04 March 2022 Mässvägen 1, Älvsjö, Stockholm, Sweden Telephone: +46 8 749 41 00

UN EVENT PASS



Mr. Isaiah OtienoSecretariat of the Assembly
Division or Office

Please print this or have it on your mobile device when collecting your meeting badge at the venue.

You will need to present the UN EVENT PASS and a valid passport or identification card with a photograph at the meeting venue to receive with meeting badge.

Annex B. Visa application guide

1. Applying for an entry visa to Thailand at the Consulate General or Thai Embassy

<u>Please note that you must apply to the Thai visa well in advance, it is recommended to apply at least 8 weeks (about 2 months) before traveling.</u>

Please see whether you require a visa to travel to Thailand. You can find this information here: <u>Issuance of Visa - Ministry of Foreign Affairs (mfa.go.th)</u>

Participants are <u>REQUIRED</u> to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand, <u>EXCEPT</u> for those nationals listed at <u>List of Countries</u> entitled for Visa Exemption and Visa on Arrival.

Please note that participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are also **REQUIRED** to obtain an appropriate visa before entering.

To apply for an appropriate entry visa to Thailand, participants are required to contact their nearest Royal Thai Embassy or Consulate-General for the most updated information regarding visa application procedures and required documents. Information on location and contact number of Thai Embassies and Consulates-General is available at mfa.qo.th/web/10.php and https://www.thaiembassy.org/

Participants who wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy or Consulate, should check with the meeting organizer for the location where it is possible for them to apply for a Thai visa. Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Royal Thai Embassy or Consulate-General which has jurisdiction over the concerned territory.

Participants who may need further assistance from ESCAP and the INC Secretariat on their visa application should contact the meeting organizer, well in advance, for necessary action.

Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport or Don Muang International Airport should follow the below requirements:

- 1. The applicant must possess a passport from the list of countries whose nationals are eligible to apply for visa on arrival (<u>List of countries entitled for Visa on Arrival</u>) with the validity of more than 30 days, at least one completely blank page, and be in possession of a valid return ticket with date of departure within 15 days of the date of entry.
- 2. The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at the airport, supply one recent passport-sized photograph and a fee of Thai Baht (THB) 2,000.
- 3. Advanced online application information is available at <u>visa on arrival</u>. Upon presentation of printed Transaction Reference Number (TRN), the applicant could obtain the visa at the Visa-on-Arrival counter at the airport before proceeding for immigration procedures.

4. The applicant must provide proof of means of living expenses of THB 10,000 per person or THB 20,000 per family.

What are the required supporting documents for requesting visa authorization for meeting participants?

- 1. Clear color scan copy of passport bio page (Must capture all details including 2 stripes at the bottom If using camera, picture must be without fingers).
- 2. Invitation letter issued by host organization
- 3. Residence Permit of country where applicant will lodge visa application (if not citizen)

What are procedures to obtain authorization for Thai Entry Visa?



Who requires security background check

It is important to note that there are citizens of certain nationalities who may need to undergo security background check by the National Intelligence Agency of Thailand before visa authorization can be granted. With this additional process, it may take up to 6 weeks to obtain visa authorization for Thai entry visa.

Staff member can check with HCRU team for more information on a case-by-case basis.

Once you receive notification of visa authorization, please take note of the following:

- 1. Please allow a few days after the date of authorization before contacting the Embassy/Consulate-General for visa application.
- 2. Authorization does NOT imply that the Embassy/Consulate-General will be issuing a visa within the same day. The visa processing time varies from one Embassy/Consulate-General to the other. Applicant is advised to contact the respective Embassy/Consulate-General on the visa application procedures, list of required documents and processing time to avoid delays or denial of visa application.

Secretariat of the INC on Plastic Pollution

- 3. Authorization does NOT imply that the applicant is exempted from regular visa application procedures and visa fees. The applicant must comply with ALL rules, regulations and requirements of the Embassy/Consulate-General, otherwise application may be rejected, or visa may not be granted.
- 4. The issuance of visas is at the sole discretion of each Embassy/Consulate-General, ESCAP nor the INC Secretariat are able to influence or alter the decision of the respective Embassy/Consulate-General.
- 5. Authorization is issued in the name of ESCAP, so be cautious when contacting the Embassy/Consulate-General.

Courtesy visa: Upon official request, Thai Embassies and Consulates-General may grant courtesy visas to diplomatic/official/ordinary passport-holders who wish to enter the Kingdom on official duty and/or other purposes. Supporting documents are documents issued by the governmental agency, foreign government or international organization, certifying the identity of the person concerned and his/her purposes while visiting the Kingdom.

What to do when you submit visa application at the Royal Thai Embassy/Consulate-General?

Each RTE/RTCG may have different visa submission procedures, either on-line or in person, you are therefore kindly requested to explore their websites at Thai Embassy and Consulates for more information.

What to do when arriving in Thailand?

Once arriving in Bangkok, the Immigration Officer will put an arrival stamp on your passport. The arrival stamp will indicate date of arrival in Thailand and the last day you are initially allowed to stay in Thailand. Following observations should be made when you receive arrival stamp on your passport

- 1. Please ensure you are granted the correct type of visa. Please refer to the above section on the type of visa you should obtain.
- 2. Upon arrival in Thailand, please ensure that immigration arrival stamp correlates with the type of visa granted for you (Non 'ED', Non 'F').





3. If you are eligible to enter under visa exemption scheme, you will receive the arrival stamp indicating ' ω 30':



2. Guide to the Thailand e-Visa Application for Meeting Participants

As of 20 November 2023

Guide to the Thailand e-Visa Application for Meeting Participants https://www.thaievisa.go.th/

This document will show information of how to apply for visa online step by step.

- 1. Create account
- 2. Fill in Application Form
- 3. Upload supporting documents
- 4. Pay Visa Fee
- 5. Wait for Approval
- 6. Stickerless visa sent by email



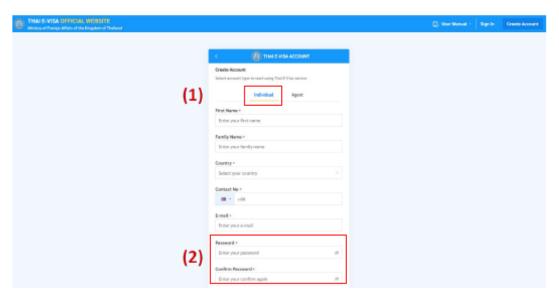
Step 1: Visit website homepage and create account



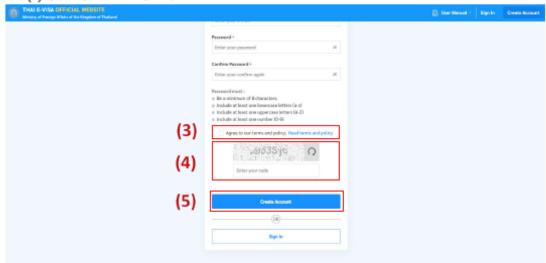
- (1) Select 'Individual' and fill in all required information
- (2) Fill in your email and password.

Password requirement

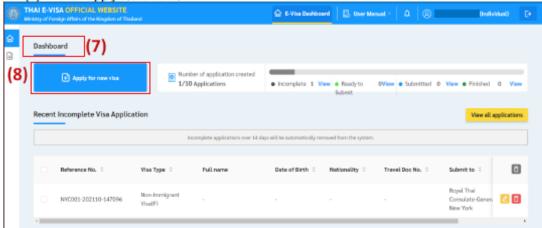
- Use a minimum length of 8 characters.
- · Include at least one lowercase letters (a-z)
- Include at least one uppercase letters (A-Z)
- Include at least one number (0-9)



- (3) Read the terms and policy carefully and click the checkbox.
- (4) Enter the code.
- (5) Click 'Create Account'.

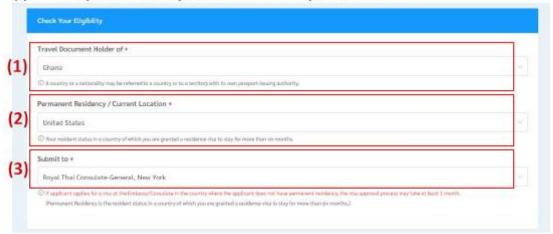


- (6) The verification link will be sent to your email. Please check your inbox to verify your account
- (7) Once you sign in, you will be directed to e-Visa Dashboard
- (8) Select 'Apply for new visa'



STEP 2: Fill in Application Form

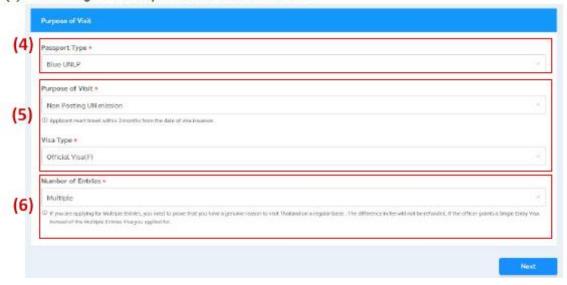
- (1) Please input your nationality
- (2) Please input location where you will apply for visa
- (3) Select Royal Thai Embassy/Consulate-General in your location



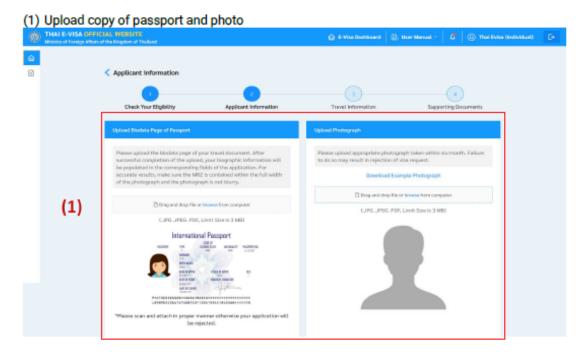
- (4) Select passport type that you will apply for visa with
- (5) Select purpose of visit: Depending on your answer to the previous section (4), different dropdown menus will appear. Below is the recommended purpose of visit for meeting participants and the type of the visa that is granted accordingly:

Passport Type	Purpose of Visit	Visa Type
Ordinary passport holders	Attending workshop, training or seminar organized by International Organization	Non-Immigrant Visa (ED)
Official/Service passport holders	On official mission	Official Visa (F)
Diplomatic passport holders	On diplomatic mission	Diplomatic Visa (F)
Blue UNLP holders	Non Posting UN Mission	Official Visa (F)
Red UNLP holders	Non Posting UN Mission	Diplomatic Visa (F)

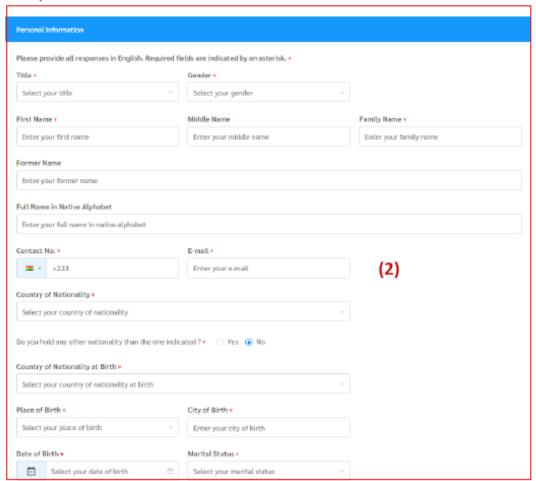
(6) Select 'Single' or 'Multiple' under Number of Entries



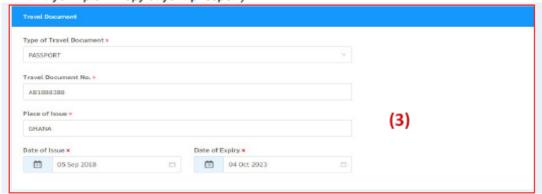
STEP 3: Upload supporting documents



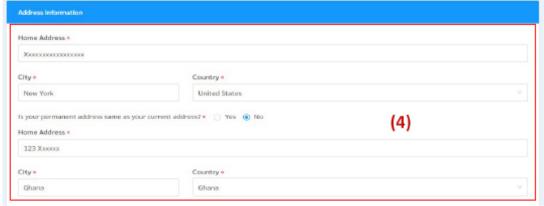
(2) Fill in personal information



(3) Fill in travel document information (system can automatically generate this information after you upload copy of your passport)



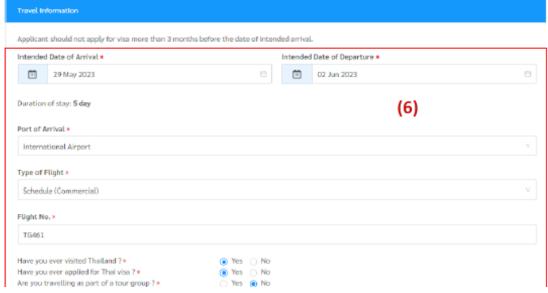
(4) Fill in address information



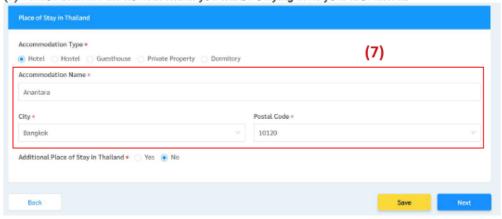
(5) Fill in employment details



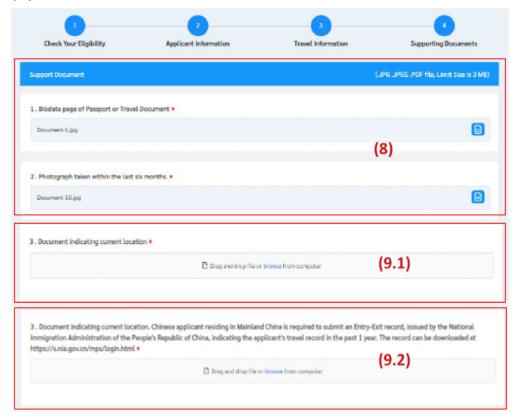
(6) Please indicate the planned dates of arrival and departure (* tentative dates are acceptable) and provide information on the previous visit to Thailand and the visa.



(7) Please indicate the hotel in which you will be staying after your first arrival.



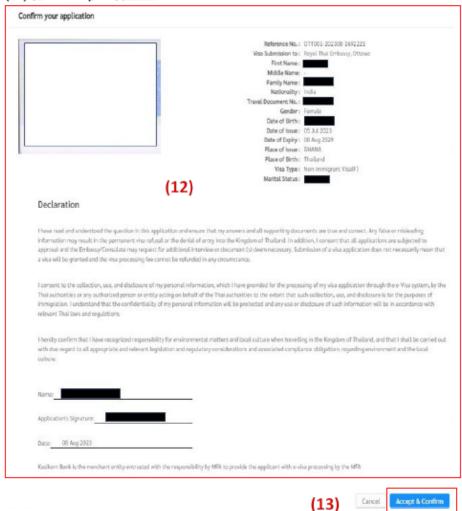
- (8) Item 1 and 2 is automatically generated.
- (9) Please upload proof indicating your current location
 - (9.1) For Non-Chinese staff and household members, please upload photo of immigration arrival stamp that proves your current location under item 3.
 - (9.2) For Chinese national, please follow the instructions under item 3.
- (10) Upload note verbale or invitation letter received from event organizer in Bangkok under item 4.
- (11) Click 'Save' and 'Done'





(12) After clicking 'Done', system will prompt a new window displaying details of your application and declaration statement for your acceptance and confirmation.

(13) Click 'Accept & Confirm'

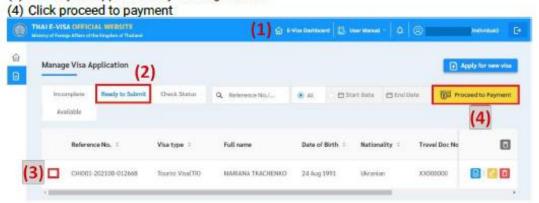


(14) After clicking 'Accept & Confirm', system will prompt a new window offering options for you to submit the application or to add more applicant(s) to your submission.



STEP 4: Pay Visa Fee

- (1) Once application form is completed, you will be directed back to dashboard
- (2) Click "Ready to Submit' tab, you will find your application
- (3) Select your application by clicking the box



STEP 5: Wait for approval



STEP 6: Sticker-less e-Visa sent by email (sample)



Royal Thai Embassy, London 29-30 Queen's Gate, London, SW7 5JB

28 September 2021

Foreign Affair's telex dated 1 September

Dear Xxxxx Xxxxx

We would like to inform you that your e-Visa application has been approved, with the following data

A.VISA DATA:

 Transaction reference number LON001-202109-10XXXX Visa number E1913XXX Non-Immigrant F Visa type Single Travel Issued with reference to the Ministry of · Visa conditions

2021. Date of grant 27 September 2021 · Visa must be used by 26 December 2021

· Length of stay in Thailand 90 days

B. APPLICANT DATA:

 Name XXXXXX XXXXXX Gender · Date of birth XX April 199X Nationality GBR · Passport (or other travel Document) number 52242XXXX Passport (or other travel Document) expiry date 27 March 2024

INFORMATION:

- INFORMATION:

 1. Airlines might ask for details in this e-mail so they can carry out checks to allow you to board the plane.

 2. To enter the Kingdom of Thailand, foreign nationals are required to comply with the Regulation issued under Section 9 of the Emergency Decree on Public Administration in Emergency Situation B.E. 2548(No.1) dated 25 March B.E. 2563(2020) and its amendments.

 3. This e-mail is automatically generated. As it is an automated notification we are unable to receive replies. Do not respond to this e mail address.

 4. For further inquiries regarding the issuance of this e Visa, please contact the visa section of Royal Thai Embassy, London.

Yours sincerely, Royal Thai Embassy, London

This e-mail was sent to xxxxx@gmail.com on 28 September 2021

19RG5NOME10494640



Participants who may need further assistance from ESCAP and the INC Secretariat on their visa application should fill up the following form: Submission of information form on visa application for INC Ad Hoc Intersessional Open-Ended Expert Groups or send an email to escap-da-hcru@un.org cc unep-incplastic.secretariat@un.org, well in advance, for necessary action.