

Reference: Not-INC-2024-0022

14 June 2024

Dear Sir/Madam,

Reference is made to the [invitation letter](#) from the Executive Secretary of the Intergovernmental Negotiating Committee (INC) on plastic pollution, dated 30 May 2024, inviting 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.

As indicated in the letter, **Members of the Committee are kindly invited to submit their Nominations in a single Note Verbale or formal letter via the Indico platform by clicking on the "[Nomination of experts](#)" button. The deadline for nominations is 24 June 2024.** The Note Verbale or letter should clearly indicate:

- i. The name, title, and affiliation of the nominated expert(s);
- ii. Contact information; and
- iii. **The expert group to which each expert is nominated.**

After the nomination letter is submitted to the Secretariat, each expert designated to participate in the in-person meetings of the expert groups, scheduled to take place from 24 to 28 August 2024 at the United Nations Conference Centre in Bangkok, Thailand, may proceed to register individually through Indico, via the "[Register here](#)" button. The **registration deadline for the in-person meetings is 28 June 2024.**

Furthermore, experts designated to receive travel support are kindly asked to submit an additional application through the Indico, via the link provided in Annex A of the letter of the Executive Secretary. Applications for travel support must be submitted only after the registration for the in-person meetings is approved. **The deadline for applications for travel support is 28 June 2024.**

Please be reminded that the expert groups were requested to start their work by electronic means. Further details on this work will be communicated in due course.

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

More information on the organization and conduct of intersessional work, as well as the advanced, unedited version of the decision of INC-4 on intersessional work, can be found in the [concept note](#) available on the ad hoc intersessional open-ended expert groups [webpage](#).

For more practical and logistical information please consult the [information note to participants](#).

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

Yours sincerely,

Signed

The INC Secretariat