

Reference: Not-INC-2024-0024

1 July 2024

Dear Sir/Madam,

On behalf of Mrs. Jyoti Mathur-Filipp, Executive Secretary of the Secretariat of the Intergovernmental Negotiating Committee (INC) on plastic pollution, we wish to remind that **the deadline for nominations of experts to the *ad hoc* intersessional open-ended expert groups is 4 July 2024.**

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 for the entirety of the intersessional period, which includes the work through electronic means and the in-person meetings of each expert group. The Note Verbal or formal letter with the nominations should clearly indicate the name, title, and affiliation of the nominated experts, their contact details, as well as the expert group to which each expert is nominated.

**Step one: Nominations must be submitted through the following link:** Nominations of Experts.

**Step two:** Nominated expert(s) designated to participate in the **in-person meetings** of the *ad hoc* intersessional open-ended expert groups, are requested to submit an additional registration form here: **Registration for the in-person meetings. The registration deadline is 4 July 2024.** Individual registration is needed for badge printing at the venue. The in-person meetings are scheduled to take place from 24 to 28 August 2024 at the United Nations Conference Centre in Bangkok, Thailand.

**Step three:** Experts designated to receive **travel support** are invited to submit their applications before **4 July 2024** via the following link: **Application for travel support**. Please note that **applications received after the deadline of 4 July 2024 cannot be processed due to travel support deadlines and logistics.** Travel support will be provided to a maximum of two (2) nominated experts i.e. (one (1) expert per group), from developing countries and countries with economies in transition. Experts must have their registration approved before applying for travel support.

Additional information on the *ad hoc* intersessional open-ended expert groups is available on the [website](#), including a [practical information note for participants](#).

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

Yours sincerely,

*Signed*

The INC Secretariat