

Reference: UNEP-INC-2024-0072

18 July 2024

Dear Sir/Madam,

It is my honour to invite Member States of the United Nations or Members of its specialized agencies, and regional economic integration organizations to attend the fifth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-5), scheduled to take place at the Busan Exhibition and Convention Center (BEXCO), in Busan, Republic of Korea, from 25 November to 1 December 2024. The session will be preceded by regional consultations on 24 November 2024.

Member States of the United Nations or Members of its specialized agencies, and regional economic integration organizations are kindly invited to register for INC-5 through the online registration system INDICO. Registration for INC-5 will open on 19 July 2024 and the **deadline for registration is 20 September 2024, 23:59 East Africa Time**.

When registering, delegates are requested to submit a Note Verbal or official letter from the relevant Ministry, or from their Embassy or Permanent Mission, addressed to the INC Secretariat. In the Note Verbal or official letter please clearly indicate the name of the head of delegation and the names of any alternate representatives and advisers, as per Rule 6 of the draft rules of procedure provisionally applicable to the work of the INC.

In addition, funding will be available from the voluntary contributions made by donors to support the participation of a maximum of two (2) delegates from developing countries and countries with economies in transition, with priority given to Least Developed Countries and Small Island Developing States. The **deadline to apply for travel support is 30 August 2024, 23:59 East Africa Time**.

The details for registration and information on the application for travel support for eligible delegates, including both INDICO links, can be found here. Additional guidance on the registration procedure is detailed in this registration guide. Please be reminded that the registration for INC-5 and the application for travel support are two separate processes.

If you require an entry visa to the Republic of Korea, it is strongly recommended that you **apply for the visa at least 4 weeks prior to the meeting**. Delegates are also strongly advised to get acquainted with the entry requirements and processes to obtain an entry visa to the Republic of Korea by consulting the Visa Navigator website for general information on the visa application and the [information note to participants](#). It is strongly recommended that delegates who need to apply for a visa contact their nearest Korean Embassy or Consulate for detailed information.

I further encourage all Members that are yet to designate a national focal point for the INC process to do so at their earliest convenience. The national focal point will serve as the main contact point for communications with the INC Secretariat.

Additional information on the fifth session of the INC will be made available in the [INC-5 web page](#). Delegates are also encouraged to consult the [information note to participants](#) for practical and logistical information.

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

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

I look forward to continuing our collaboration on this important priority and to welcoming you at INC-5.

Yours sincerely,

Signed

Jyoti Mathur-Filipp
Executive Secretary
Secretariat of the 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