

Reference: Not-INC-2024-0033

12 August 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 5 August 2024, that was sent on behalf of His Excellency Ambassador Luis Vayas Valdivieso, Chair of the INC, inviting Member States of the United Nations, members of its specialized agencies and regional economic integration organizations to attend an informal in-person meeting of Heads of Delegations (HoD) to the INC, scheduled for 30 September and 1 October in Nairobi, Kenya.

The details for registration and information on the application for travel support for eligible delegates, including the INDICO link, can be found in the attached invitation letter.

Please be informed that the registration for the informal in-person meeting of the Heads of Delegation and the application for travel support will be done via the same link.

As indicated in the letter, the deadline to apply for travel support is strictly 18 August 2024, and the deadline for registration is 15 September 2024.

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

Kind regards,

*Signed*

The INC Secretariat



Reference: UNEP-INC-2024-0082

05 August 2024

Dear Sir/Madam,

On behalf of His Excellency Ambassador Luis Vayas Valdivieso, Chair of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC), it is my honour to invite Member States of the United Nations, members of its specialized agencies, and regional economic integration organizations to attend an informal in-person meeting of Heads of Delegation (HoD) to the INC, scheduled for 30 September and 1 October 2024, in Nairobi, Kenya.

Member States of the United Nations, members of its specialized agencies, and regional economic integration organizations are kindly invited to register their Head of Delegation, or a designated alternate representative of the Head of Delegation, as well as an additional delegate to participate in this informal in-person meeting. The meeting will be held in English.

Registrations to the informal in-person meeting will be done through INDICO here: registration for the informal in-person meeting of Heads of Delegation. Registration is open and the **deadline for registration is 15 September 2024**. If you require an electronic travel authorization to Kenya, it is strongly recommended to apply as soon as possible and, at the latest, one week before the intended travel. For more information on the electronic Travel Authorization (eTA) please click here.

In addition, funding will be available from the voluntary contributions made by donors to support the participation of one (1) designated Head of Delegation or designated alternate representative of the Head of Delegation, as well as the additional delegate, from developing countries and countries with economies in transition, with priority given to Least Developed Countries and Small Island Developing States. Please note that the registration for the informal in-person Heads of Delegation meeting and the application for travel support are two separate processes. The **deadline to apply for travel support is strictly 18 August 2024**.

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

We look forward to welcome you to the upcoming informal in-person meeting of Heads of Delegation.

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