

Reference: Not-INC-2024-0045

11 November 2024

Dear Madam/Sir,

With reference to 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), to be held from 25 November to 1 December 2024 in Busan, Republic of Korea, please find below some practical information about the session:

1. Venue: INC-5 will take place at the Busan Exhibition and Convention Center (BEXCO), Busan, Republic of Korea, located at 55 APEC-ro, Haeundae-gu, Busan, Republic of Korea, 48060.
2. Issuance of badges: Badge issuance will take place at the Registration Centre located in a tent near the main entrance to the venue of INC-5. The hours for badge issuance are detailed in the [information note to participants](#) (page 6). Access to the INC-5 venue is subject to the presentation of a valid meeting badge.
3. Collection of meeting badges: collection of individual meeting badges must be done by each approved delegate. To receive a meeting badge, delegates should present their UN event pass/QR code and an identification document (passport or national ID). Should an individual be unable to collect his or her badge in-person, a note verbale and/or email with the name of the individual authorized to collect the badge on his or her behalf should be sent to the unep-incplastic.registration@un.org. The individual collecting the passes on behalf should have with them the event pass for each badge being collected.
4. No system of secondary access card is expected to access the plenary room. However, the delegation of each Member of the Committee will be assigned four seats, two at table (with one microphone) and two seats behind in the plenary room. Seats for the Observers will be available on a first come first served basis.
5. Daily Subsistence Allowance (DSA) distribution will take place in Room 218 located on the second floor of BEXCO. A detailed schedule for DSA disbursement is available in the [information note to participants](#). Sponsored participants are requested to present their passports, boarding passes and any original receipts to the designated staff.
6. Documentation: participants will be able to access the working documents for INC-5, including the provisional agenda and other working documents, on the [INC-5 web page](#).

7. In-Session Documents Platform: This is a password protected platform for INC Members and Observers attending INC-5 to self-upload their in-session documents including statements – more information available [here](#). This platform will only be accessible to registered users while the Committee is in session.
8. Schedule for the session: the Provisional Programme and Live Daily Schedule for the session will be available on the INC-5 web page [here](#), and will be updated throughout the session. Delegates are encouraged to consult the Live Daily Schedule (as well as screens in the venue) for announcements and venue related information.
9. List of participants: as per established practice, the provisional List of Participants will be circulated to delegations on the first day of the session. The final List of Participants will be made available after the closing of the session and will reflect those who attended INC-5.
10. Interpretation: interpretation will be provided in all the six official languages of the United Nations during all plenary meetings of INC-5.
11. Events: There will be no official side events at INC-5.
12. Plastic free meeting: water dispensers for refilling will be provided. Delegates are therefore requested to bring their own cups and water bottles to the meeting. Delegates are also encouraged to bring their own lanyards.

The INC Secretariat remains at your disposal for any information you may require via unep-incplastic.secretariat@un.org.

Yours sincerely,

Signed

The INC Secretariat