

Registration Guide

Registration of official delegations of States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations, is done through the **online registration system INDICO**.

I. Creating and INDICO Account

To register for this meeting, **first-time users** need to first create an account as shown below. If you have an INDICO account, please move to page 4 of this Annex.

1. Use Mozilla Firefox or Google Chrome browsers.
2. Kindly use this link to create an account: <https://indico.un.org/>
3. Click login on the top right corner.



[Members] Registration to the Second Part of the Fifth Session of the Intergovernmental Negotiating Committee for States Members of the United Nations and members of United Nations specialized agencies, and regional economic integration organizations

5-14 Aug 2025
Palais des Nations
Europe/Zurich timezone

Enter your search term

Overview

Contact
✉ unep-incplastic.registration@un.org

Registration of official delegations of Member States of the United Nations, Members of its specialized agencies and regional economic integration organizations to the Second Part of the Fifth Session of the INC is done on this portal.

Please click on the "Register here" button below to register for INC-5.2.

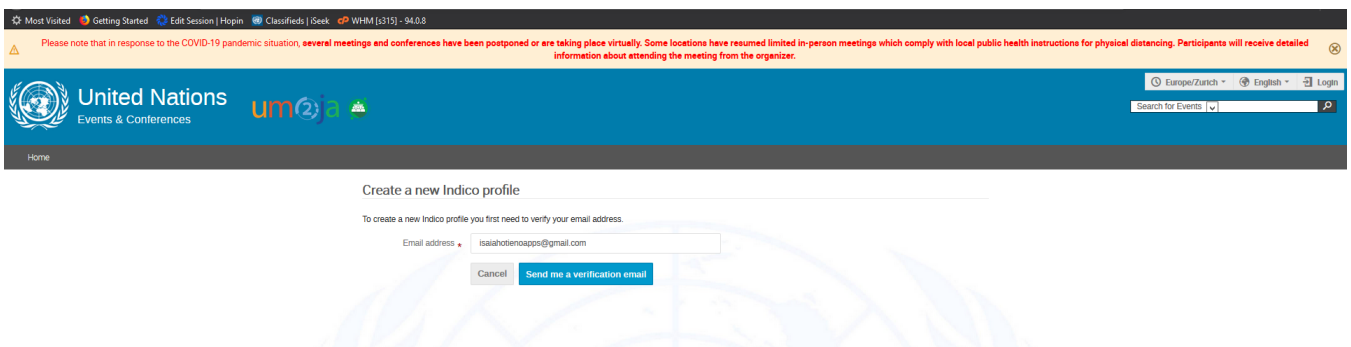
Each delegate will be required to register individually.

Delegations are kindly reminded that **the following documentation will need to be uploaded by delegates at the time of the registration:**

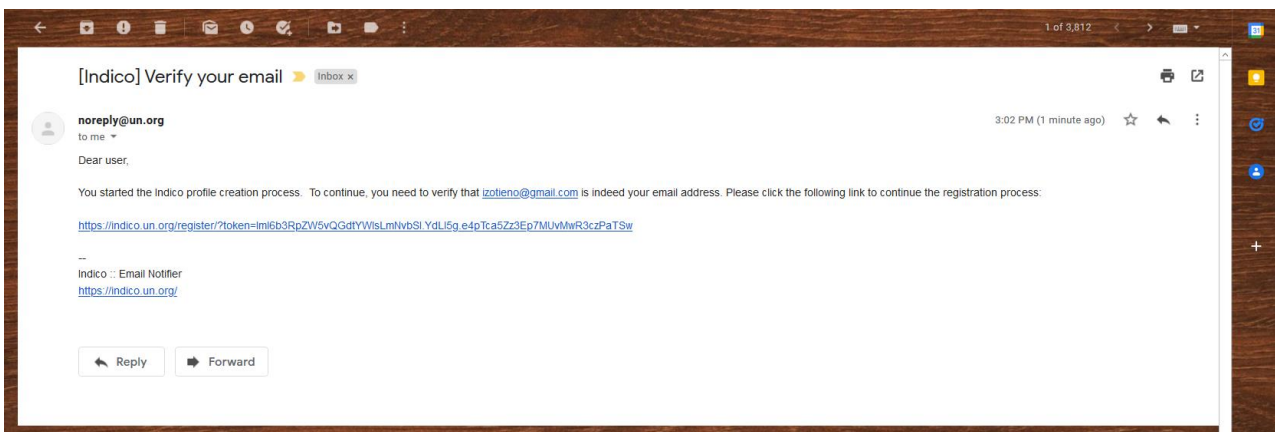
4. For first-time users, click on create an Indico account as shown below.



5. Enter your email address in the presented field to receive further details on the next steps.



6. An email similar to the one below will be sent to your email account. Click on the link to verify your email account.



7. A page with fields to complete your INDICO account creation as shown below will open upon clicking the above-mentioned link. Please fill the data as per requirement on the page to proceed to registration.

Create a new Indico profile

✓ You have successfully validated your email address and can now proceed with the registration.

User information

Email address	<input type="text" value="izotieno@gmail.com"/>
First name *	<input type="text" value="Isaiah"/>
Family name *	<input type="text" value="Otieno"/>
Affiliation	<input type="text" value="UNEP"/>

Login details

Username *	<input type="text" value="izotieno@gmail.com"/>
Password *	<input type="password"/>
Confirm password *	<input type="password"/>

The password must:

- ✗ Be at least 12 characters long
- ✗ Contain uppercase and lowercase letters
- ✗ Contain numbers
- ✓ Not contain spaces
- ✓ Not contain common password words
- ✓ Match confirm password

Are you human?

6 + 15

Captcha *	<input type="text" value="21"/>
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Please solve the math problem to prove that you are human

II. Registering for the second part of the fifth session of the INC on plastic pollution

To register for the second part of the fifth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment, please follow the instructions as detailed below:

1. Use Mozilla Firefox or Google Chrome browsers.
2. Kindly use the link of your respective category to proceed to registration:
<https://www.unep.org/inc-plastic-pollution/registration>
3. Login into your INDICO account by clicking login on the top right corner.

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Enter your search term

Overview

Contact

unep-incplastic.registration@un.org

Registration of official delegations of Member States of the United Nations, Members of its specialized agencies and regional economic integration organizations to the Second Part of the Fifth Session of the INC is done on this portal.

Please click on the "Register here" button below to register for INC-5.2.

Each delegate will be required to register individually.

Delegations are kindly reminded that the following documentation will need to be uploaded by delegates at the time of the registration:

4. On successful login to Indico, you will be presented with a registration form to fill out. All registrants are required to attach the necessary credentials, as per the guidance on the overview page of the registration portal, as indicated below.

Please note that all participants will be required to upload a **Note Verbale** with the composition of the national delegation with the names and functional titles of the nominated delegates.

The following documentation will need to be uploaded by delegates at the time of registration:

- a) Copy of the Note Verbale or official letter from the relevant Ministry, or from their Embassy or Permanent Mission. The Note Verbal or official letter must clearly indicate:
 - o The name and date of the INC session.
 - o The name of the head of delegation and 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.
 - o Detail all the names and functional titles of the nominated members of the delegation.
- b) A passport-size colour photograph (with white, grey, or neutral colour background).
- c) The passport biographical page.

Please note that the review and verification process of the registrations for INC-5 is not automatic and may take up to a few days, which varies according to the volume of registrations received.

In addition, please be informed that the registration for INC-5 and the application for travel support are two separate processes and delegates must have their registration for INC-5 approved before submitting their request for travel support.

5. Please fill in all relevant fields. Mandatory fields are marked with “*”.

Kindly make sure that you upload the right picture as shown below. Use the below link for guidance: [English guide](#) | [French guide](#)

- Overview
- Registration
- Event Details
- Notification for the UN Environment Assembly
- Support
- ✉ registration@unep.org
- ☎ +254 20 76 24786

Registration: New

Identification

Picture

Upload

Edit picture

➔

This MUST be a clear, square passport size photograph, with a white background and should be not more than 2 Megabyte (MB) in size. For more guidance on the photo specifications [Click here](#)

Title *

Mrs.

Gender

Female

First Name *

Test

Surname *

Indico

III. Downloading Your E-Ticket

On approval of your registration, you will get an email with a QR code similar to the one shown below:

[Indico] approval

italah.ortieno@unep.org
To: Isalah Otieno

Ticket.pdf
79 KB

UNEP- Registration System

Dear Isalah

Your registration ID is: 1037

You have successfully registered to one or several of the following meetings:

- the resumed session of the fifth UN Environment Assembly (UNEA 5.2), 28 February – 2 March 2022
- the special session of the UN Environment Assembly to commemorate the fiftieth anniversary of the establishment of UNEP ("UNEP@50"), 3-4 March 2022
- the resumed fifth meeting of the Open-Ended Committee of Permanent Representatives, 21-25 February 2022;
- the third consultation held pursuant to General Assembly resolution 73/333, 16-18 February 2022;

Agenda, background documents as well as logistical and health information can be accessed through

- The UNEA-5.2 web portal: <https://www.unep.org/environmentassembly/unea-5.2>
- The UNEP@50 web portal: <https://www.unep.org/events/unep-event/unep-50>
- The [specialist notification](#)
- Key documents available on the UNEA documentation portal: <https://www.unep.org/environmentassembly/pre-session-documents-unea-5>

For online participants, the links to join the meetings will be shared later.

For in person delegates, kindly note to ensure your access to the UN Office at Nairobi, please make sure you bring your national passport (A2388778) and the following QR code:

16 February to 04 March 2022
Mässvägen 1, Älvsjö, Stockholm, Sweden
Telephone: +46 8 749 41 00

UN EVENT PASS



Mr. Isaiah Otieno

Secretariat of the Assembly
Division or Office

Please print this or have it on your mobile device when collecting your meeting badge at the venue.

You will need to present the UN EVENT PASS and a valid passport or identification card with a photograph at the meeting venue to receive with meeting badge.