



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 (INC-5.2)

5 - 14 August 2025 at the Palais des Nations in Geneva, Switzerland

Information Note to participants

This note provides practical information for participants attending 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 (INC-5.2) to be held from 5 – 14 August 2025 at the Palais des Nations in Geneva, Switzerland. The session will be preceded by regional consultations on 4 August 2025.

This note will be continuously updated with the necessary practical and logistical information. Updated text will be highlighted in **blue, and revisions will be dated.**

All information regarding the meeting will be regularly updated in the [INC-5.2 web page](#).

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1. VENUE

The second part of the fifth session of the Intergovernmental Negotiating Committee (INC) will take place from the **5 to 14 August 2025 at the Palais des Nations in Geneva, Switzerland**, located at the address: Palais des Nations, 14 Avenue de la Paix 1211 Geneva, Switzerland. Regional consultations will take place on 4 August 2025.

All participants must be registered and approved prior to the meeting to be allowed access to the venue. Registered participants will be screened upon entry. Any form of weapons, ammunition, flammable items, or sharp objects is strictly forbidden. A list of items forbidden at the Palais des Nations can be found at: <https://www.ungeneva.org/en/about/security>

A map of the Palais des Nations can be found at:

<https://www.ungeneva.org/en/about/practical-information/map>

2. REGISTRATION

All information regarding registration and accreditation procedures is detailed under the Registration tab in the [INC-5.2 web page](#).

a. [Access to the registration portal](#)

Official delegations of **Member States of the United Nations or Members of its specialized agencies, and regional economic integration organizations**, can register through the link provided in the invitation letter from the Executive Secretary, dated 3 March 2025. The letter was circulated by the INC Secretariat to nominated National Focal Points, Permanent Missions accredited to UNEP and Ministries of Environment.

For Members of the Committee, there is no limitation on the number of representatives that can be registered. The registration link for Members of the Committee is not in the public domain but was shared together with the invitation letter to Members.

For **Observer organizations**, including Intergovernmental Organizations (IGOs), United Nations system entities, and Non-governmental Organizations, each can register up to 5 representatives. The registration links for each Observer category are available online by accessing the Registration tab in the [INC-5.2 web page](#).

b. [Registration requirements](#)

No registrations can be processed via email and all registrations must be submitted through INDICO.

Representatives from Member States of the United Nations or Members of its specialized agencies, and regional economic integration organizations must submit a Note Verbale or official letter from the relevant Ministry, or from their Embassy or Permanent Mission, addressed to the INC Secretariat. The Note Verbale or official letter must clearly indicate 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. The online submission of the documentation will suffice.

For Observer organizations, including Intergovernmental Organizations, United Nations System

entities and Non-governmental Organizations, **registrants must upload a Nomination Letter** in the organization's letterhead, containing the full names and functional titles of the maximum of 5 nominated representatives. The letter must be dated and have the hand-written signature of the person responsible for the organization.

Once the registration has been processed by the INC Secretariat, an automatic INDICO email will be sent to the email address provided upon registration. Registrants must therefore submit the correct e-mail address for correspondence when registering on INDICO, which will also be used to relay other important information regarding INC-5.2 preparations.

Queries related to registration should be addressed to unep-incplastic.registration@un.org.

3. TRAVEL SUPPORT FOR MEMBER STATES DELEGATES

To facilitate the participation of representatives from eligible Member States of the United Nations or Members of its specialized agencies to INC-5.2, 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 funding will cover economy-class round-trip air tickets, as well as Daily Subsistence Allowance (DSA) and terminal expenses in accordance with the United Nations rules and regulations:

- The economy-class round-trip air tickets will be processed and issued directly by the INC Secretariat. The normal route for all official travel shall be the most economical route available for the travel dates.
- The Daily Subsistence Allowance (DSA) comprises the total contribution of the INC Secretariat towards such charges as lodging, meals and other such payments made for services rendered during official travel. **Funded delegates are thus responsible for making their own hotel bookings.**

Disbursement of the DSA will be made on-site at the meeting venue.

Delegates funded to INC 5.1. will have received a DSA card which should be brought to Geneva. In case you still encounter challenges using the DSA card, please write to unep-incplastic.adminfinance@un.org indicating your card token number. The card token number is located at the back of your card, in the top middle with the series 4xxxxxxx

Sponsored participants are required to present their passports, boarding passes and any original receipts to the designated staff at the venue.

c. [Application process and timeline](#)

Delegates designated to receive financial support are requested to submit an additional online form through the application link communicated to all delegations in the invitation letter from the Executive Secretary, dated 3 March 2025. The application link was sent directly to Members of the Committee and is not publicly available on the website.

Please be informed that the registration for INC-5.2 and the application for travel support are two separate processes. The application for travel support can only be submitted and approved after registration for INC-5.2 is approved.

Please be kindly reminded that the INC Secretariat is not able to accommodate last minute changes or cancellations after a ticket has been issued as this results in financial loss.

Delegations are encouraged to nominate the INC focal points to receive funding support, when considered appropriate.

4. TRAVEL SUPPORT FOR OBSERVERS FROM NON-GOVERNMENTAL ORGANIZATIONS

To facilitate the participation of accredited Observers from Non-governmental Organizations to INC-5.2, the INC Secretariat is able to provide travel support for the participation of **a maximum of 20 participants from accredited Non-governmental Organizations participating as Observers at INC-5.2.**

For more information on the application process and requirements please consult: [Application for travel support for representatives from non-governmental organizations.](#)

Only duly registered participants that meet the funding criteria will be eligible to apply for travel support.

5. ISSUANCE OF INC-5.2 BADGES

Access to the INC-5.2 venue is subject to the presentation of a valid meeting badge. Once the registration is approved, participants will receive a UN EVENT PASS via the email address with which they registered. This pass will be used to finalize the registration on-site and to collect the badges at the registration desk on the designated days/times.

Collection of individual meeting badges must be done by each approved delegate. To receive a meeting badge, delegates should present:

- Electronic or printed copy of your the UN EVENT PASS / QR code
- Valid passport or identification card with a photograph.

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 badges on behalf of others should also present the UN EVENT PASS for each person

Badge issuance will take place in the Registration Centre located in the Pregny Gate, Avenue de la Paix 14 ([Google Map link](#)). The hours for badge issuance will be made available closer to the meeting.

Delegates are strongly encouraged to carry their own lanyards from previous INC sessions to promote reuse, in the spirit of the UNEA resolution 5/14.

For security reasons, the display of badges is always mandatory to access the venue and meeting rooms. Loss of a badge should be reported immediately to the badging centre.

6. CREDENTIALS

The **presentation of credentials** by representatives from Member States of the United Nations, members of United Nations specialized agencies and regional economic integration organizations **is not required** for the second part of the fifth session of the Intergovernmental Negotiating Committee.

7. LIST OF PARTICIPANTS

To facilitate the compilation of the list of participants, participants are requested to submit a comprehensive list of the members of their respective delegations to the INC Secretariat, with the functional titles and designations of all the representatives.

As per general practice, the provisional List of Participants will be circulated to participants on the first day of the session. The final List of Participants will be made available on the meeting page after the closing of the session and will reflect those who attended INC-5.2.

The List of Participants will include the information provided during registration by Members of the Committee and Observer organizations.

8. ORGANIZATION OF WORK AND SEATING ARRANGEMENTS

Information on the proposed organization of work of the INC 5.2 will be made available in due course.

At the plenary meetings, the delegations of Member States of the United Nations or Members of its specialized agencies, and regional economic integration organizations will be seated in English alphabetical order.

Seating will also be available for the representatives of duly registered Observers from Intergovernmental Organizations, United Nations system entities, and Non-governmental Organisations.

9. DOCUMENTATION

The working documents for INC-5.2, including the agenda and other working documents, are available on the [INC-5.2 web page](#).

The official documentation of INC-5.2 will be issued in all six official languages of the United Nations – Arabic, Chinese, English, French, Russian and Spanish.

To minimize the negative environmental impact, the meeting will be held paperless and there will be no hard copies of documents available at the venue.

10. INTERVENTIONS

Details on the interventions will be made available in due course.

11. REGIONAL CONSULTATIONS

A full day of regional consultations will take place on 4 August 2025 (prior to the opening of INC-5.2 on 5 August 2025) at the same venue. The INC Secretariat will reserve rooms for the meetings of the regional groups. In addition, there will be an opportunity for regional meetings to be held every morning throughout the week.

The regional consultations are to be convened and organized by the groups themselves. The groups are encouraged to inform the INC Secretariat on the planned time for their meetings at the latest 2 weeks before INC-5.2 for this to be reflected in the daily programme.

Allocation of meeting rooms will be announced upon arrival at the venue.

12. INTERPRETATION

During all plenary meetings of INC-5.2, interpretation will be provided in the six official languages of the United Nations – Arabic, Chinese, English, French, Russian and Spanish.

13. OTHER MEETING ROOMS

No delegation rooms will be provided.

A limited number of bilateral meeting rooms will be made available. Instructions on how to reserve a room will be provided in due course.

14. MEDIA ARRANGEMENTS AND SERVICES

The INC Secretariat will provide live-streaming coverage of the plenary meetings with UN Web TV. The live-stream can be watched on the [INC-5 webcast page](#) and will be available in all six official languages of the United Nations – Arabic, Chinese, English, French, Russian and Spanish.

Official documents, in-session documents, statements, media information and all other relevant information and resources for participants will be made available on the [INC-5.2 web page](#).

Media accreditation

Media accreditation is strictly reserved for members of the press: print, photo, radio, television, film, news agencies, and online media who represent a bona fide media organization.

Questions on media accreditation should be referred to the INC media team via email: unep-incplastic.media@un.org.

Members of the press as defined above can find out more information including how to register for media accreditation under the Registration and Media tabs on the [INC-5.2 web page](#).

Members of the Committee can register media, including journalists in their delegation and official photo and video personnel, by uploading an official note from the Permanent Mission or the Embassy during the INDICO registration process.

There will be no on-site media registration at INC-5.2

15. CATERING SERVICES

The Palais Cafeteria and bars are in buildings A und E. Other cafes, restaurants and shops are within walking distance of the Palais. More information is available at [Palais Food Options | The United Nations Office at Geneva](#). Participants are required to bring their own reusable bottles and beverage cups.

16. SECURITY

Access to the venue premises will be strictly limited to persons registered to INC-5.2.

Individual conference badges for all Member delegates and Observers will be issued at the badge collection centre. Badges and passes must always be worn and visible while in the venue.

17. PLASTIC-FREE MEETING

This meeting is plastic-free. Participants are invited to bring their own reusable water bottles and beverage cups to the meeting. More information is available at <https://www.ungeneva.org/en/about/palais-des-nations/environment/coffee-cups>. Participants are required to bring their own reusable bottles and beverage cups. <https://www.ungeneva.org/en/about/palais-des-nations/environment/coffee-cups>. The tap water in Switzerland is safe to drink and poses no health risks.

18. MEDICAL SERVICES

Medical costs incurred in Switzerland will be directly borne by the participant of INC-5.2. It is therefore strongly recommended that participants arrange for their own travel medical insurance that covers both health and accident, prior to departure from the country of residence. **The INC Secretariat will not be responsible for travel or health insurance coverage.**

For all emergencies outside the Palais des Nations call 112

Emergencies within the Palais dial [+41 \(0\)22 917 21 12](tel:+41229172112)

19. INTERNET SERVICES

Free Wi-Fi will be available at the Palais des Nations and all meeting rooms. However, **participants are strongly recommended to limit the number of personal devices** that require constant connection to the internet, to allow for efficient and accessible internet for all participants.

20. TRANSPORTATION FROM THE AIRPORT

The airport is well connected by public transport. There are regular trains connecting the airport to Gare Cornavin (the train station). Bus routes 5 and 10 connect with the airport. For more information other bus routes, you can consult the Geneva Airport website at <https://www.gva.ch/en/Site/Passagers/Acces-Transports/Transports-publics-aeroport>.

If using public transport on arrival, you should remember to get a free public transport ticket that is valid for 80 minutes. The free ticket machine is located in the baggage claim area, just before the exit to the main arrival hall.

The Geneva Airport is largely accessible to persons with disabilities. For persons using wheelchairs, the bus is a better option to and from the airport as the trains are usually not

accessible. To use the train, you are required to book special assistance at least one hour in advance for assistance with boarding and getting off the train. However, no special notice is needed to use the bus.

The bus stop is located at level E (*Enregistrement*, in French, departure level). From the arrival lounge take the lift to level E, exit out of the terminal and go toward the left for about 15 meters. Cross the road over the pedestrian crossing and you will reach the bus stop.

At the time of departure, participants may take bus Route 5 to the airport from the Gare Cornavin bus stop.

21. GETTING TO THE PALAIS DES NATIONS

Transports Publics Genevois

Palais des Nations transit stops are Appia and Nations.

Access from Cornavin railway station:

- Bus lines 8, 20, 60 ("Appia" stop)
- Bus line 5 or tram line 15 ("Nations" stop), then a 5 minutes' walk to Pregny Gate

Access from Cointrin airport:

- Bus line 5 ("Nations" stop), then a 5 minutes' walk to Pregny Gate
- Other bus lines with stop at "Nations":
 - Other bus lines with stop at "Nations": 11 and 22, then a 5 minutes' walk to Pregny Gate

In Geneva, Unireso public-transport tickets must be purchased prior to boarding a tram, bus or ferry. Ticket machines are available at most stops. Travel cards or passes can be purchased at the main TPG centres (Rive, Cornavin and Bachet de Pesay).

22. ACCOMODATION IN GENEVA

Participants, including sponsored participants, are responsible for making their own hotel reservations for their stay in Geneva.

A list of recommended hotel and accommodations can be found in [Annex A](#) of this information note.

23. MEDICAL AND TRAVEL INSURANCE

Participants attending INC-5.2 are not covered by insurance for any illness or injury. Medical costs incurred in Switzerland will be directly borne by the participant.

Travel Insurance is not provided by the United Nations. Therefore, all participants are strongly encouraged to ensure that they have appropriate travel and medical insurance coverage for the full stay in Switzerland. Participant's insurance should cover both health and accident and should be arranged prior to departure from the country of residence. The INC Secretariat will not be responsible for travel or health insurance coverage.

24. VISAS

Information about the visa process for Switzerland will be made available soon.

25. TIME ZONE

Geneva is in the Central European time zone (UTC +1).

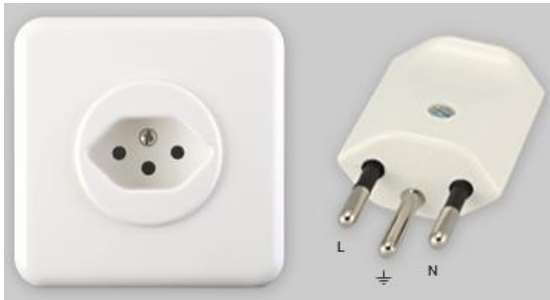
26. WEATHER

MétéoSuisse provides regular weather updates through its mobile phone applications and through its website at the following addresses:

<https://www.meteosuisse.admin.ch/home.html?tab=overview>

27. ELECTRICITY

Voltage: 230 volts Frequency: 50 Hz Plugs/sockets: C (CEE 7/16) and J



28. BANKING, CURRENCY, TIPPING

The currency in Switzerland is the Swiss Franc (CHF, SFr.). The Euro is also accepted at most businesses but expect to pay a premium rate. Average exchange rates: 1 United States dollar \approx 0.90 CHF; 1 euro \approx 1.0 CHF.

Annex A: List of Recommended Hotels and Rates in Geneva

It is the responsibility of participants to make their own arrangements for accommodation. The secretariat encourages all participants to make such arrangements at the earliest possible opportunity.

Please note that no block bookings have been made at these hotels.

Close to the train station we can recommend the following Hotels:

Hotel Beau-Rivage:

13, Quai du Mont-Blanc, 1201 Geneva

Tel: +41 22 716 66 66

E-mail: reservation@beau-rivage.ch

Website: <http://www.beau-rivage.ch>

Hotel Intercontinental:

7 – 9, Chemin du Petit Saconnex, 1209 Geneva

Tel: + 41 22 919 39 39

E-mail: gvaha.reservations@ihg.com

Website: <https://www.intercontinental.com/geneva>

Hotel Mandarin Oriental

1, Quai Turrettini, 1201 Geneva

Tel: +41 22 909 00 01

E-mail: mogva-reservations@mohg.com

Website: <http://www.mandarinoriental.com>

Hôtel Movenpick Hotel and Casino

20, Route de Pré -Bois, 1215 Geneva 15

Tel: + 41 22 717 16 03

E-mail: reservation.geneva.airport@movenpick.com

Website: <https://movenpick.accor.com/en/europe/switzerland/geneva/hotel-geneva.html>

Hotel Home Swiss

7, Avenue de Sainte Clotilder, 1205 Geneva

Tel: +41 22 322 95 50

E-mail: info@homeswisshotel.ch

Website: <http://homeswisshotel.ch>

Kipling Hotel:

Rue de la Navigation 27, 1201 Geneva

Tel : +41 22 544 40 40

E-mail : kipling@manotel.com

<https://www.hotelkiplinggeneva.com/fr/>

Hotel Suisse:

Place de Cornavin 10, 1201 Geneva

Tel : +41 22 732 6630

E-mail : reservation@hotel-suisse.ch
<https://www.hotel-suisse.ch/>

Hotel Cornavin:

Bd James-Fazy 23, 1201 Geneva

Tel: +41 22 716 12 12

E-mail: cornavin@fhotels.ch

<https://fassbindhotels.ch/hotel/cornavin-geneve/>

Hotel Les Nations:

Rue du Grand-Pré 62, 1202 Geneva

Tel : +41 22 748 08 08

E-mail : nations@fhotels.ch

[Les Nations - Official Site from fassbindhotels.ch](https://fassbindhotels.ch/les-nations/)

For more options please see the list of hotels on the website of the Geneva Tourism Office (www.geneva-tourism.ch).