

Reference: Not-INC-2025-0029

04 July 2025

Dear Sir/Madam,

Further to the consultations by the Executive Director of UNEP with Members of the Intergovernmental Negotiating Committee (INC) during the informal in-person Heads of Delegation meeting, held from 30 June to 2 July 2025 in Nairobi, regarding the travel support initially dedicated for a Minister/high-level representative, **we wish to inform delegations that:**

- **Registration for INC-5.2** will remain open until **Friday, 11 July 2025, 23:59 East Africa Time**. Please click here to [register for INC-5.2](#).
- Eligible countries that have not already requested travel support for their Minister or another high-level representative may choose to instead avail themselves of the opportunity to request travel support for an alternative delegate, regardless of their rank. **The portal for the application for travel support for the Minister/other high-level representative/alternative representative will be open until Friday, 11 July 2025, 23:59 East Africa time**. Please click here to [apply for this specific travel support](#).

Please note that this is the absolute final deadline, considering the limited time remaining before the start of INC-5.2.

Delegations are also requested to **take note of the following important information regarding travel support:**

1. Changes to requests for funding that have already been approved prior to this notification are no longer possible at this stage, as the process is already undergoing.
2. The funding for the Minister/other high-level representative/alternative representative will cover economy-class round-trip airfare, **a maximum of four (4) days of Daily Subsistence Allowance (DSA)** and terminal expenses. This funding, which is additional to the two (2) regular funded delegates, remains exceptional.
3. Registration and travel support applications are two separate processes.
4. Registration approval is not automatic and may take time, so early action is essential. Please make sure to register as soon as possible if not yet done.

5. Travel support applications will only be reviewed after registration is completed and approved.
6. Delegations are highly encouraged to nominate a delegate already registered to INC-5.2 as this would mean they only need to apply for travel support, therefore expediting this process.
7. Delegates must ensure that all requested documents are uploaded correctly in both the registration and travel support portals. Errors or missing documents will delay processing.

Should you have any questions or require further information, please do not hesitate to contact the INC Secretariat at unep-incplastic.secretariat@un.org.

Yours sincerely,

Signed

The INC Secretariat