

Reference: UNEP-INC-2025-005

3 March 2025

Dear Sir/Madam,

It is my honour to invite Member States of the United Nations or Members of its specialized agencies, and regional economic integration organizations to attend 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), scheduled to take place at the **Palais des Nations in Geneva, Switzerland, from 5 to 14 August 2025**. The session will be preceded by regional consultations on 4 August 2025.

Member States of the United Nations or Members of its specialized agencies, and regional economic integration organizations are kindly invited to register for INC-5.2 through the INDICO online registration system. [Registration for delegates attending INC-5.2](#) will open on **6 March 2025** and the **deadline for registration is 6 June 2025, 23:59 East Africa Time**.

Delegations are further informed that a separate invitation letter will be sent out to Ministers to attend the second part of the fifth session of the INC. The letter will include the registration details, as well as information on the additional travel support provided for Ministers from eligible countries. This support is made available from the earmarked voluntary contributions made by donors to the INC process.

When registering, delegates are requested to submit a Note Verbal or official letter from the relevant Ministry, or from their Embassy or Permanent Mission, addressed to the INC Secretariat. In the Note Verbal or official letter please clearly indicate the name of the head of delegation and the 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.

Additionally, 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 **deadline to apply for travel support is strictly 30 May 2025, 23:59 East Africa Time**.

The details for registration and information on the application for travel support for eligible delegates, including both INDICO links, can be found [here](#). Additional guidance on the registration procedure is detailed in this [Registration Guide](#).

Please be reminded that the registration for INC-5.2 and the application for travel support are two separate processes and delegates requesting travel support must submit an additional application after their registration to INC-5.2 is approved.

Furthermore, I encourage all Members that are yet to designate a National Focal Point for the INC process to do so at their earliest convenience. The National Focal Point will serve as the main contact point for communication with the INC Secretariat.

Additional information on the second part of the fifth session of the INC (INC-5.2), including an Information Note to participants, will be made available on the [INC-5.2 web page](#).

The INC Secretariat remains at your disposal for any information as needed at unep-incplastic.secretariat@un.org.

Finally, I wish to underline our commitment to advancing gender equality and empowering all women and youth in international decision-making processes. To this end, I invite Member States as well as Observer organizations to promote the participation of women and youth in their delegations.

I look forward to continuing our collaboration on this important priority and to welcoming you at INC-5.2.

Yours sincerely,

Signed

Jyoti Mathur-Filipp
Executive Secretary
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