

Reference: Not-INC-2026-0048

17 July 2026

Dear Sir/Madam,

Reference is made to the [invitation letter](#) from the Executive Secretary of the Intergovernmental Negotiating Committee (INC) dated 7 July 2026 inviting Members of the Committee to attend the second informal in-person meeting of Heads of Delegation (HODs) to the INC, scheduled for 27 to 30 September 2026, at the United Nations Conference Centre in Bangkok, Thailand. The meeting will be preceded by regional consultations on 26 September 2026 at the same venue.

In this regard, all registered delegates attending the second informal in-person HODs meeting are kindly requested to carefully review the following information on the [visa application and entry requirements for Thailand](#):

- **Delegates are responsible for applying for and obtaining the appropriate entry visa** before travelling to Thailand. For more information on the appropriate visa category to apply for, please consult [the information note on the visa application](#).
- **Thai e-Visa:** All visa applications must be submitted through the [Thai e-Visa Official Website](#). Physical submission of visa applications is not accepted. Applicants are strongly encouraged to carefully read the [Thai e-Visa Manual](#) before starting their application process.
- It is also important to note that an applicant is required to be physically located in the jurisdiction of the respective Royal Thai Embassy or Consulate-General where they are applying for the Thai entry visa. Participants should consult the relevant [Royal Thai Embassy or Consulate-General website](#) for the applicable procedures, supporting documents, processing times and visa fees.
- **Thailand Digital Arrival Card (TDAC):** All foreigner travellers entering Thailand must complete the TDAC through the [website](#) within three days before arrival in Thailand. For detailed information on the process please consult the [information note on the visa application](#).
- Delegates who may need further assistance should complete the INC Secretariat [Support Request Form](#) and submit the information related to their visa application at least 4 weeks in advance. Early submission will help ensure that the required support can be provided in a timely manner. Please also note that the support request form does not replace the formal visa application process. Visa decisions remain the sole responsibility of the competent authorities of the Kingdom of Thailand.

- Delegates attending both the second informal in-person HODs meeting to the INC and ISP-CWP meeting will be required to submit the invitation letters and registration approval letters for both meetings as part of their visa application to ensure they receive the appropriate visa covering participation in both meetings.

For detailed guidance, delegates should carefully consult the [Information Note on visa application and entry requirements for Thailand](#), which provides information on the appropriate visa category, application procedures, and entry requirements for Thailand.

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

Yours sincerely,

Signed

The INC Secretariat