Plastic Pollution INC Secretariat

Reference: Not-INC-2025-0004 22 April 2025

Dear Sir/Madam,

Reference is made to the invitation letter from the Executive Secretary of the Intergovernmental Negotiating Committee (INC) dated 3 March 2025, inviting Members of the Committee 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.

In this regard, INC-5.2 registered participants are kindly reminded that **it is the responsibility of each participant to apply for their entry visa** to Switzerland, as applicable. Therefore, participants are strongly advised to get acquainted with the entry requirements and processes to obtain an entry visa.

Please note that a **visa must be obtained prior to arrival**. A participant can consult this official Switzerland Online Visa System website to assess their options, by entering their legal residence (not nationality) under section "Where to apply for a visa?". The list of required documents for a visa application varies and depends on the applicant's legal place of residence. It is therefore the applicant's responsibility to consult the Swiss Embassy/Consulate website here for details regarding the application procedure and required documents. Please note that a Schengen visa may also be required for transiting through European countries in the Schengen zone.

The processing time for a visa application varies and depends on local circumstances. Participants requiring an entry visa to Switzerland are advised to book their appointment as soon as possible (minimum 20 days and maximum 6 months before departure). The processing of an application takes at least 15 days and can only begin once the complete file is registered. An incomplete file may cause delays and could be rejected.

The INC Secretariat and the host country stand ready to support participants in case of any questions that may arise in relation to the visa application process. However, participants are responsible for all aspects related to their visa application.

Additional detailed information on the visa application process can be found in the information note to participants.

For inquiries about visas, please fill out the visa support form available here or email unep-incplastic.secretariat@un.org.

Yours sincerely,

Signed

The INC Secretariat