

Reference: Not-INC-2025-0038

25 July 2025

Dear Sir/Madam,

With reference to 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 in Geneva, Switzerland, from 5 to 14 August 2025, please **find below some practical information about the session**:

1. Venue: INC-5.2 will take place at the Palais des Nations in Geneva, Switzerland, located at [14 Avenue de la Paix, 1211](#).

2. Access to the Palais des Nations:

Pregny Gate (All delegate access)

- Open for entry:
 - 3 August: 09:00 – 17:00 (for activation and collection of paper badges only).
 - 4–14 August: 07:00 – 20:00.
- After 20:00 entry is no longer possible, and the gate is for exit only.

Peace Gate for Members of the Committee and UN staff only

- Open for entry: 4–14 August, 07:30 – 19:30.
- Access via electronic QR Code badge scanners.
- Exit from Peace Gate until 19:30. Thereafter, delegates can only exit via the Pregny Gate.

3. Issuance of badges: Digital badge activation and paper badge issuance will take place at the Registration Centre located at the Pregny Gate, Avenue de la Paix 14 ([Google Map link](#)). It is **mandatory** for delegates to have their digital badge with them for activation. Upon arrival at the Pregny gate, delegates will need to follow the instructions on the screens as per their badge categories. Please ensure that you collect a paper badge before leaving the registration centre. The display of the INC-5.2 paper badges is mandatory to access all INC meeting rooms.

The hours for badge issuance are detailed in the [information note for participants](#).

4. Advance collection of meeting badges: Members of the Committee, through their Permanent Mission in Geneva, are advised to activate digital badges and collect their delegation's paper badges in advance of the meeting. They are encouraged to do so at the **Pregny Gate** from 28 to 31 July, between 08:00 - 16:45.

To collect the INC-5.2 badges Permanent Missions will need to present:

- An official note verbale stating the name and contact details of the person authorized to collect the badges on behalf of the delegation, as well as a list with the names of the delegates for whom the badges are being activated / collected.
- The QR codes for each approved delegate for whom the badge is being collected.

5. Allocation of seats:

Plenary room: No system of secondary access cards is expected to be used to access the plenary room. However, each Member of the Committee will be allocated four seats, two at the table (with one microphone) and two seats directly behind them. Observer seating will be available **on a first come first served basis**. Two overflow rooms will be available for the plenary, with webcast in English and French.

Contact Group rooms: Each Member of the Committee will be assigned **one seat at the microphone**, along with **one or two additional seats** directly behind them (depending on room layout). Observer seating will be available **on a first-come, first-served basis**. Overflow rooms will also be provided for Contact Group sessions.

6. Protocol: For security and protocol reasons, Permanent Missions are reminded that they are expected to notify the Swiss Mission to the UNOG of the visits to Geneva of High-level foreign dignitaries (Ministers or Heads of State or government) by Note Verbale **at least 7 working days prior to arrival**. This announcement must be made to the Swiss Mission (geneve.oi@eda.admin.ch) with a copy to the following entities:

- Genève Aéroport - Service du Protocole: protocole@gva.ch
- Protocole de la République et canton de Genève: protocole@etat.ge.ch
- Police genevoise - Brigade de sécurité diplomatique: bsd@police.ge.ch
- Fedpol – Service fédéral de sécurité: sfs-geneve@fedpol.admin.ch

7. Daily Subsistence Allowance (DSA) distribution: DSA distribution will take place in Building E, 3rd Floor. A detailed schedule for DSA disbursement is available in the [information note for participants](#). Sponsored participants are requested to present their passports, boarding passes and any relevant original receipts to the designated staff.

8. Documentation: participants will be able to access the working documents for INC-5.2 on the [INC-5.2 web page](#).

9. In-Session Documents Platform: This is a password protected platform for INC Members and Observers attending INC-5.2 to self-upload their written statements – more information is available [here](#).

This platform's self-upload function will only be accessible to registered users while the Committee is in session.

10. Schedule for the session and new App: the Provisional Programme and Live Daily Schedule for the session will be updated throughout the session and available on the web page [here](#). The Live Daily Schedule will also be available on the new “Plastic Pollution Negotiations” app. Delegates are encouraged to download and familiarise themselves with the app before the session begins at:

- [Apple Store](#), or
- [Google Play Store](#)

11. List of participants: As per established practice, the provisional List of Participants will be circulated on the first day of the resumed fifth session. The final List of Participants will be made available after the closing of the session and will reflect only those who attended INC-5.2.

12. Interpretation: Interpretation will be provided in all the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) during all plenary meetings of INC-5.2.

13. Events: There will be no official side events at INC-5.2.

14. Bilateral Rooms: There will be no delegation rooms available, however a limited number of bilateral meeting rooms will be available. Further information is available in the [Information Note for Participants](#).

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

Yours sincerely,

Signed

The INC Secretariat