



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



**URGENT  
MEMORANDUM**

**TO :** **The Directors**  
Environmental Management Bureau  
Ecosystems Research and Development Bureau  
Biodiversity Management Bureau  
Climate Change Service  
Legal Affairs Service

**FROM :** **The Undersecretary**  
Policy, Planning and International Affairs

**SUBJECT :** **REMINDERS AND IMPORTANT DATES RE: UNEP INC ON  
PLASTIC POLLUTION, INTERSESSIONAL MEETINGS AND  
PREPARATION FOR INC-5**

**DATE :** **AUG 27 2024**

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May we refer the herein electronic mail dated 16 August 2024 from the Embassy of the Philippines in Nairobi, Kenya relative to the above-mentioned subject.

In view hereof, we are reiterating and reminding you of the following important dates and deadlines on the intersessional meetings and preparations for INC-5:

A. Informal meeting of Heads of Delegation, 30 September - 1 October 2024, Nairobi

- The in-person informal Heads of Delegation (HODs) meeting to be held in Nairobi on **30 September-01 October 2024** is not a negotiation session, yet it is crucial as this meeting aimed at reaching a common understanding on which core elements must be included in the instrument by the end of the fifth session of the INC (**25 Nov-1 Dec 2024, Busan**).
- The format of the meeting will be HoD plus one (1), i.e., the designated HoD to the INC or their alternate senior representative, and one additional representative or Advisor.
- Registration is now open via Indico (<https://indico.un.org/event/1010476/>), and will close on **15 September 2024**.
- Funding is available to support the participation of one HoD plus one additional delegate per eligible country. The deadline to apply for travel support is strictly **18 August 2024** via the same link as registration. The Secretariat reminds Member States that it would be difficult to accommodate applications past the deadline.
- Note that a virtual meeting for HoDs is also being organized on **16 September 2024** (details to follow).

MEMO NO. 2024 - 776

B. Fifth session of the INC on plastic pollution (INC-5), **25 November - 1 December 2024**, Busan, RoK (to be preceded by **regional consultations on 24 November 2024** in the same venue)

- The deadline for application for travel support is **30 August 2024** via <https://indico.un.org/event/1011759/>. Funding is available to support a maximum of two delegates per eligible country.
- The deadline for registration is **20 September 2024** via <https://indico.un.org/event/1011754/>.
- Updates on INC-5 and the intersessional expert group meetings could be found in the dedicated INC-5 webpage at <https://www.unep.org/inc-plastic-pollution/session-5>.

Please see attached email invitation for more information on registration, meeting documents, logistics, etc. for your reference.

For your information and appropriate action.

  
ATTY. JONAS R. LEONES



Undersecretary for Policy, Planning and International Affairs <ouppia@denr.gov.ph>

2119

## URGENT: UNEP INC on Plastic Pollution, intersessional meetings and preparations for INC-5

Armaigne Aquino <armaigne.aquino@dfa.gov.ph>

Fri, Aug 16, 2024 at 1:57 PM

To: "Undersecretary for Policy, Planning and International Affairs" <ouppia@denr.gov.ph>, Division 2 UNIO

<unio.div2@dfa.gov.ph>

Cc: Rosette Ferrer <rsferrer@denr.gov.ph>, AAM <aamagalang@denr.gov.ph>, "Jeremy Christian Q. Rola" <jeremyrola@yahoo.com>, MARIA ROSANNA JOSUE <rosanna.josue@dfa.gov.ph>, jrleones@denr.gov.ph

Good day Madam / Sir,

Greetings from Nairobi!

Below are a few reminders regarding the INC process:

### A. Informal meeting of Heads of Delegation, 30 September - 1 October 2024, Nairobi

Kindly note the following:

- o The **in-person** informal Heads of Delegation (HODs) meeting to be held in Nairobi on 30 September - 01 October 2024 is **not** a negotiation session, yet it is crucial as this meeting aimed at reaching a common understanding on which core elements must be included in the instrument by the end of the fifth session of the INC (25 Nov-1 Dec 2024, Busan).
- o The **format** of the meeting will be HoD plus one (1), i.e., the designated HoD to the INC or their alternate senior representative, and one additional representative or Advisor.
- o **Registration** is now open via Indico, and will **close on 15 September 2024**.
- o **Funding** is available to support the participation of one HoD plus one additional delegate per eligible country. The deadline to apply for travel support is **strictly 18 August 2024** via the same link as registration. The Secretariat reminds Member States that it would be difficult to accommodate applications past the deadline.
- o **SAVE THE DATE:** Note that a virtual meeting for HoDs is also being organized **on 16 September 2024** (details to follow).

For reference, attached is a final reminder from UNEP on the above.

### B. Fifth session of the INC on plastic pollution (INC-5), 25 November - 1 December 2024, Busan, RoK (to be preceded by regional consultations on 24 November 2024 in the same venue)

I kindly invite your attention to some important dates concerning INC-5 as follows:

- o The deadline for **application for travel support** is **30 August 2024** via <https://indico.un.org/event/1011759/>. Funding is available to support a maximum of two delegates per eligible country.
- o The deadline for **registration** is **20 September 2024** via <https://indico.un.org/event/1011754/>.
- o Updates on INC-5 and the intersessional expert group meetings could be found in the dedicated INC-5 webpage at <https://www.unep.org/inc-plastic-pollution/session-5>.

Please see attached email invitation for more info on registration, meeting documents, logistics, etc.

Looking forward to receiving your feedback!

*Maraming salamat po.*

Best regards,

**ARMAIGNE GRACE C. AQUINO**

Attaché and Focal Person for UNEP and UN-Habitat

Embassy of the Philippines in Nairobi, Kenya

001 Mzima Springs Road, Lavington


Website: [nairobi.pe.dfa.gov.ph](http://nairobi.pe.dfa.gov.ph)

Viber/WhatsApp: +254 769332569

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**2 attachments**

 **UNEP INC Plastic - FINAL REMINDER \_ Invitation to an informal in-person meeting of Heads of Delegation to the INC \_ 30 September - 01 October 2024, Nairobi, Kenya.pdf**  
225K

 **UNEP INC Plastic - Invitation to the INC-5, 25 Nov to 1 Dec 2024, Busan, South Korea.pdf**  
256K



Nairobi PE <nairobi.pe@dfa.gov.ph>

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## FINAL REMINDER: Invitation to an informal in-person meeting of Heads of Delegation to the INC |30 September - 01 October 2024, Nairobi, Kenya

1 message

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UNEP INC Plastic Secretariat <unep-incplastic.secretariat@un.org>  
Reply-To: UNEP INC Plastic Secretariat <unep-incplastic.secretariat@un.org>  
To: nairobi.pe@dfa.gov.ph

Thu, Aug 15, 2024 at 3:10 PM

Dear Sir/Madam,

Reference is made to the invitation letter from the Executive Secretary of the Intergovernmental Negotiating Committee (INC) on plastic pollution, dated 5 August 2024, that was sent on behalf of His Excellency Ambassador Luis Vayas Valdivieso, Chair of the INC, inviting Member States of the United Nations, members of its specialized agencies and regional economic integration organizations to attend an informal in-person meeting of Heads of Delegations (HoD) to the INC, scheduled for 30 September and 1 October in Nairobi, Kenya.

**The details for registration and information on the application for travel support for eligible delegates, including the INDICO link, can be found in the attached invitation letter.**

Please be informed that the registration for the informal in-person meeting of the Heads of Delegation and the application for travel support will be done via the same link.

**As indicated in the letter, the deadline to apply for travel support is strictly this upcoming Sunday 18 August 2024, and the deadline for registration is 15 September 2024.**

The INC Secretariat remains at your disposal for any information as needed at [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org).

Kind regards,

The INC Secretariat

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 **Invitation letter to an informal in-person meeting of Heads of Delegation.pdf**  
152K

Reference: UNEP-INC-2024-0082

5 August 2024

Dear Sir/Madam,

On behalf of His Excellency Ambassador Luis Vayas Valdivieso, Chair of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC), it is my honour to invite Member States of the United Nations, members of its specialized agencies, and regional economic integration organizations to attend an informal in-person meeting of Heads of Delegation (HoD) to the INC, scheduled for 30 September and 1 October 2024, in Nairobi, Kenya.

Member States of the United Nations, members of its specialized agencies, and regional economic integration organizations are kindly invited to register their Head of Delegation, or a designated alternate representative of the Head of Delegation, as well as an additional delegate to participate in this informal in-person meeting. The meeting will be held in English.

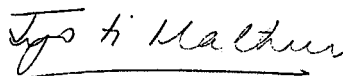
Registrations to the informal in-person meeting will be done through INDICO here: [registration for the informal in-person meeting of Heads of Delegation](#). Registration is open and the **deadline for registration is 15 September 2024**. If you require an electronic travel authorization to Kenya, it is strongly recommended to apply as soon as possible and, at the latest, one week before the intended travel. For more information on the electronic Travel Authorization (eTA) please [click here](#).

In addition, funding will be available from the voluntary contributions made by donors to support the participation of one (1) designated Head of Delegation or designated alternate representative of the Head of Delegation, as well as the additional delegate, from developing countries and countries with economies in transition, with priority given to Least Developed Countries and Small Island Developing States. Please note that the registration for the informal in-person Heads of Delegation meeting and the application for travel support are two separate processes. The **deadline to apply for travel support is strictly 18 August 2024**.

The INC Secretariat remains at your disposal for any information you may require via [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org).

We look forward to welcome you to the upcoming informal in-person meeting of Heads of Delegation.

Yours sincerely,



Jyoti Mathur-Filipp  
Executive Secretary

Secretariat of the 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



Nairobi PE <nairobi.pe@dfa.gov.ph>

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## Invitation to the fifth session of the Intergovernmental Negotiating Committee on plastic pollution, including in the marine environment

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UNEP INC Plastic Secretariat <unep-incplastic.secretariat@un.org>  
Reply-To: UNEP INC Plastic Secretariat <unep-incplastic.secretariat@un.org>  
To: nairobi.pe@dfa.gov.ph

Thu, Jul 18, 2024 at 10:46 PM

Dear Sir/Madam,

On behalf of Mrs. Jyoti Mathur-Filipp, Executive Secretary of the Secretariat of the Intergovernmental Negotiating Committee (INC), we have the honour to transmit herewith an invitation to attend 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), scheduled to take place at the Busan Exhibition and Convention Center (BEXCO), in Busan, Republic of Korea, from 25 November to 01 December 2024. The session will be preceded by regional consultations on 24 November 2024.

The details for registration and information on the application for travel support for eligible delegates can be found here. Please be reminded that the registration for INC-5 and the application for travel support are two separate processes.

Further information is available on the INC-5 web page.


The INC Secretariat remains at your disposal for any information as needed at [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org).

We are looking forward to hosting you at INC-5.

Kind regards,

The INC Secretariat

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 **Invitation Letter\_INC5 Members of the INC.pdf**  
147K

Reference: UNEP-INC-2024-0072

18 July 2024

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 fifth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-5), scheduled to take place at the Busan Exhibition and Convention Center (BEXCO), in Busan, Republic of Korea, from 25 November to 1 December 2024. The session will be preceded by regional consultations on 24 November 2024.

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 through the online registration system INDICO. Registration for INC-5 will open on 19 July 2024 and the **deadline for registration is 20 September 2024, 23:59 East Africa Time**.

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.

In addition, 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 30 August 2024, 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 and the application for travel support are two separate processes.

If you require an entry visa to the Republic of Korea, it is strongly recommended that you **apply for the visa at least 4 weeks prior to the meeting**. Delegates are also strongly advised to get acquainted with the entry requirements and processes to obtain an entry visa to the Republic of Korea by consulting the [Visa Navigator](#) website for general information on the visa application and the **[information note to participants](#)**. It is strongly recommended that delegates who need to apply for a visa contact their nearest Korean Embassy or Consulate for detailed information.

I further 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 communications with the INC Secretariat.



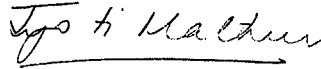
Additional information on the fifth session of the INC will be made available in the [INC-5 web page](#). Delegates are also encouraged to consult the [information note to participants](#) for practical and logistical information.

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

Yours sincerely,



Jyoti Mathur-Filipp  
Executive Secretary  
Secretariat of the 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