

Reference: Not-INC-2026-0032

20 May 2026

Dear Sir/Madam,

Further to the [notification dated 15 May](#) regarding the third informal virtual meeting of Heads of Delegation (HODs) to the INC, we are pleased to transmit herewith the meeting outline detailing the structure of the discussion and the guiding questions designed to facilitate the exchange of views during the meeting.

To facilitate participation across time zones, the meeting will still be held in two alternative sessions. All session times are in East African Time (GMT+3):

- Session 1: **3 June 2026**, 14:00 – 16:00
- Session 2: **4 June 2026**, 00:00 – 02:00

Delegations that **have not yet registered** for the meeting are kindly requested to [register here](#) no later than **Friday 29 May 2026**.

Please note that although participants may register to attend both sessions of the meeting, they may make an **intervention in one session only**.

The meeting will follow a **Head of Delegation + 4 format**. Participation therefore includes the designated Head of Delegation or their designated representative, accompanied by up to four additional delegates.

The meeting will be conducted in English only and will be held on the Interactio platform. A separate email containing the link to join the meeting will be sent directly by Interactio to the e-mail address provided by the registered delegates.

The meeting information is also available on the [INC website](#).

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

Yours sincerely,

Signed

The INC Secretariat