

Reference: UNEP-INC-2026-018

07 July 2026

Dear Sir/Madam,

On behalf of H.E. Mr. Julio Cordano, Chair of the Intergovernmental Negotiating Committee (INC) to develop an international legally binding instrument on plastic pollution, including in the marine environment, it is my honour to invite Member States of the United Nations, members of its specialized agencies, and regional economic integration organizations 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.

Member States of the United Nations, members of UN 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, accompanied by up to three additional delegates (HOD+3), to participate in this second informal in-person HODs meeting. In view of the informal nature of the meeting, it will be conducted in English only.

Registrations to the informal in-person meeting will be done through INDICO here: [Registration](#). Registration is open and the **deadline for registration is 6 September 2026, 23:59 East Africa Time**.

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.

In this regard, eligible countries are kindly requested to indicate in the Note Verbale the two delegates designated to receive travel support, in order of priority. The delegates designated to receive financial support must submit an additional online form through the following link: [Application for travel support](#). **The deadline to apply for travel support is Friday, 31 July 2026, 23:59 East Africa Time.**

Delegates are also strongly advised to familiarize themselves with the entry requirements and procedures to obtain an entry visa to Thailand. Further information on visa requirements, procedures, and timelines will be provided in a separate communication.

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 welcoming you to the second informal in-person HoDs meeting of the INC.

Yours sincerely,

*Signed*

Jyoti Mathur-Filipp  
Executive Secretary  
Intergovernmental Negotiating Committee (INC) on Plastic Pollution

To: Designated National Focal Points to the INC on Plastic Pollution