

Informal in-person meeting of Heads of Delegation to the Intergovernmental Negotiating Committee on Plastic Pollution

Note by the Chair

An informal in-person meeting of Heads of Delegation (HODs) to the Intergovernmental Negotiating Committee (INC) on Plastic Pollution is scheduled to take place from Tuesday 30 June to Friday 3 July 2026 at the United Nations Office at Nairobi (UNON). The informal meeting will be preceded by in-person regional meetings on Monday 29 June at the same venue.

Objective

The objective of this informal HODs meeting is to provide an opportunity for an exchange of views among Members of the Committee in preparation for the fourth part of the resumed fifth session of the INC (INC-5.4). This informal meeting seeks to provide a platform for discussions on possible ways forward and is therefore not a decision-making meeting.

Proposed outcomes

With Members having convened six times in formal negotiating settings, complemented by intersessional periods and several Member-led initiatives since INC-1, delegations engaged in the process are now well acquainted with one another's positions. Building on the exchanges held during previous informal meetings, including the [virtual HODs meetings of 12 March, 30 April and June 3](#), which included an initial review of key topics, this informal meeting will provide an opportunity for:

- enhanced dialogue among delegations;
- a deeper understanding of the rationale behind Members' positions;
- identification of areas where further convergence may be possible, including bridging proposals and potential solutions; and
- an occasion to come together to capture and consolidate progress.

Following the conclusion of this informal in-person meeting, and taking into account elements that emerged from our exchanges, I intend to prepare two documents:

- A Chair's summary document reflecting the main themes and areas of discussion covered during the meeting, and informed by the 'Review of progress' held each day during the meeting. This summary will capture, under my own responsibility, elements that emerged from our exchanges; and
- An informal reference document that can serve as an 'Aid to Negotiations', to be shared with all Members of the Committee in late July or early August. This document, referred to most recently in my third letter of [16 April 2026](#), will be a 'no surprises' document that will attempt to bring together the progress made to date.

Format

The informal meeting's format is Head of Delegation + 3, i.e. the designated Head of Delegation to the INC, or the designated alternate representative of the Head of Delegation, plus three additional delegates. **Each Member delegation has therefore been invited to register a maximum of four participants for this informal meeting.** Nairobi-based

representatives may be among the four national representatives designated to attend the informal meeting. As the informal meeting's format is in-person only, **financial support has been provided for a maximum of two delegates from each eligible country.**

The informal meeting will be conducted in English only, without simultaneous interpretation. Preparatory documentation, including guiding questions, will be circulated sufficiently in advance to allow all delegations to prepare effectively.

How we work together

This informal meeting will include modalities where all delegations come together for collective discussions, as well as dedicated Clusters on specific topics, to allow for more focused dialogue. At the end of each day, I will provide a space for our collective 'Review of progress' on the status of our work.

The proposed structure draws on consultations I held with Members, as well as on the experience accumulated across previous sessions of the Committee. I have also consulted with the Bureau, which has provided its advice and points of view in the preparation of this informal meeting.

Drawing on the spirit of Nairobi, the informal meeting will adopt a **"Pamoja-Umoja" approach** anchored in the Swahili concepts of "togetherness" and "unity" to guide its structure and tone.

This informal meeting will open under the spirit of **Pamoja**, meaning "together" in Swahili, with a dedicated opening session in which delegations will be invited to reflect briefly on our pathway forward to finding solutions, and reaffirm their shared commitment to the process. This opening moment is designed to establish a collaborative foundation before work in the Clusters begins. It is important that delegations do not bring general national statements, as this is not the intent of the informal meeting. I will also encourage everyone to be brief in their interventions, to try to have a session that can be interactive and productive.

On the final day, we will conclude the informal meeting in the spirit of **Umoja**, meaning "unity" in Swahili, with a closing session in which I will present my reading of the progress achieved, and invite delegations to share reflections on the work done during the week. This closing session will provide an opportunity to consolidate the momentum generated during the informal meeting and to leave Nairobi with a shared sense of direction and unity.

By introducing the Pamoja and Umoja approach to our work in Nairobi, our guiding message and the signal we are sending as Members of the INC and to the world, is that **we will come together to move our work forward and leave united in our resolve to complete it.**

Dedicated Clusters

I propose we undertake our work through four Clusters of pre-determined sets of topics, as outlined in Table 1. There will be a maximum of two parallel Clusters meeting at any given time. Each Cluster will be supported by two co-facilitators and guided by a set of questions.

The topics to be addressed through the Clusters have been selected on the basis of the criteria and objectives outlined in my [third letter sent on 16 April 2026](#). We will focus on topics where substantive engagement can generate meaningful progress at this stage in our process. In addition, the proposal seeks to identify connections among topics, to make their combined consideration more productive than the consideration of each topic in isolation.

The proposed clustering of topics is intended to facilitate focused dialogue while preserving a comprehensive view of the instrument as a whole, recognizing that the instrument must be sensitive to national circumstances and capacities.

Some topics are not included in the Clusters and may be considered as benefitting from more dedicated discussions in the form of consultations, to map potential ideas and solutions to discuss together at a later stage. I intend to have specific consultations on these issues with all groups during this informal meeting, specifically on the issues of *scope*, *decision-making* and the *arrangement of elements in the text*. This last item refers to the order of the elements in the text, as suggested by some Members. I will schedule these consultations during lunchtimes or before starting our discussions, in order to avoid as much as possible any parallel work to the Clusters.

Other topics not included in the Clusters represent areas where there has been important progress, and where we may not need to address immediately. These include, for example, final provisions in the instrument, as well as provisions related to the Secretariat.

Table 1: Potential clustering option for informal in-person HODs meeting

Cluster: (A) - National plans - Reporting - Implementation and compliance - Information exchange - Effectiveness evaluation	Cluster: (C) - Capacity-building, technical assistance, technology transfer, including international cooperation - Financial resources and mechanism
Cluster: (B) - Releases and leakages - Existing and legacy plastic pollution - Plastic waste management - Plastic products design - Plastic products	Cluster: (D) - Preamble - Objective - Principles and approaches - Just transition - Health - Public information, awareness, education and research
Topics not included in Clusters	
Topics to be facilitated by the Chair - Scope - Decision-making, inclusive of: - o Conference of the Parties - o Amendments to the Convention - o Adoption and Amendment of Annexes - Arrangement of elements in text	Topics that may benefit from later discussion - Definitions - Subsidiary bodies - Secretariat - Final provisions (excl. Amendments to the Convention; and Adoption and amendment of annexes)

Co-facilitators

I will designate two co-facilitators to support each of the four Clusters, therefore totalling eight co-facilitators for the duration of the informal meeting. Early identification of co-facilitators is underway, with the final designation of co-facilitators to have due regard for the principles of equitable geographical representation and gender balance.

To ensure focused, solution-oriented discussions that take into account the 4Cs¹ and the guiding criteria² of this process, co-facilitators will be expected to steer Members toward a constructive dialogue. This includes discouraging the repetition of general statements and fostering a space for substantive, forward-looking and solutions-oriented contributions. I will also encourage co-facilitators to ask questions to clarify positions and invite Members to refer to previous interventions if similar ideas are expressed.

Co-facilitators will report to me daily to provide a sense of progress and prepare for the “Review of progress” session at the end of the day.

Documentation

A detailed schedule will be circulated ahead of the informal meeting. Additional documentation including guiding questions will also be circulated in advance of the informal meeting to support preparation. All documentation will be prepared with an emphasis on ensuring consistency across Clusters.

¹ The **4Cs** are referenced in the [Chair's third letter](#) published on 16 April 2026 and outlined as follows: 'Conceptual discussions'; 'Clarity in the text'; 'Connections between parts of the instrument'; and 'Comprehensive view of the instrument'.

² **Guiding criteria** are referenced in the [Chair's third letter](#) published on 16 April 2026, which include:

1. The first criterion is that we have a balanced approach between all issues under consideration.
2. The second criterion is to address connections between topics so that we can also explore possible interactions between them for a combined analysis.
3. Thirdly, it is key that we take stock and allow time to reflect on our overall direction, adjust our course if needed, and identify potential breakthroughs or new ideas.

30 June – 3 July 2026

Possible organization of work at the informal in-person HODs meeting

Notes on scheduling:

- A virtual meeting for Observers to be organized prior to the informal in-person HODs meetings.
- A virtual meeting for the Bureau and Co-facilitators to support their preparation and planning efforts to be organized prior to the informal in-person HODs meeting.
- The order of clusters as outlined in the below schedule may be subject to change. Any amendments will be communicated by the Secretariat at the earliest convenience.
- Regional rooms will be available each morning from 29 June at 8:00 a.m. The Secretariat will need to be informed of daily timings of meetings to ensure correct information is displayed on the venue's screens. Should a regional room be required during the day, an email should be sent to the Secretariat notifying the time required.

Informal in-person HOD Meeting – 30 June to 3 July 2026									
Time	29 June	30 June		1 July		2 July		3 July	
	Regional Day	Day 1		Day 2		Day 3		Day 4	
08:00		Regionals		Regionals		Regionals		Regionals Bureau meeting	
09:00	Co-facilitators meeting	Pamoja Opening session		Cluster A	Cluster C	Cluster A	Cluster C	Cluster A	Cluster C
10:00									
11:00									
12:00		Chair & Co-facilitators meeting	Lunch	Chair & Co-facilitators meeting	Lunch	Chair & Co-facilitators meeting	Lunch	Chair & Co-facilitators meeting	Lunch
13:00									
14:00		Cluster B	Cluster D	Cluster B	Cluster D	Cluster B	Cluster D	Umoja Closing session	
15:00									
16:00									
17:00	Bureau meeting	Review of progress (from 17:30)		Review of progress (from 17:30)		Review of progress (from 17:30)			
18:00								Chair's Summary	
19:00		Reception (from 18:30)		Bureau meeting (dinner)					
20:00									