

Reference: Not-INC-2026-0057

13 August 2026

Dear Sir/Madam,

On behalf of H.E. Mr. Julio Cordano, Chair of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment, I have the honour to invite Member States of the United Nations, members of its specialized agencies, and regional economic integration organizations to the fourth informal virtual meeting of Heads of Delegation to the INC.

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

- Session 1: 8 September 2026, 14:00 – 16:00
- Session 2: 9 September 2026, 00:00 – 02:00

The fourth informal virtual meeting of Heads of Delegations is convened to provide a platform for exchanging views and help guide the next steps in the INC process.

The meeting outline, including the guiding questions designed to facilitate the exchange of views during the meeting, will be circulated in due course.

Kindly note that 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.

Delegations are kindly requested to [register here](#) to attend the meeting **no later than Wednesday 2 September 2026**. Delegates may register to attend one or both sessions of the meeting.

The meeting will be conducted in English only and will be held on the Interactio platform. A separate e-mail 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's information will be made 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

Jyoti Mathur-Filipp
Executive Secretary
INC on Plastic Pollution and Head of Secretariat