

Reference: Not-INC-2026-0013

11 March 2026

Dear Sir/Madam,

Reference is made to the [invitation dated 27 February](#) to an informal online meeting of Heads of Delegation (HODs) to the INC, scheduled to take place on 12 March 2026 from 14:00 to 16:00 (East African Time - EAT).

Delegations are kindly informed of the following **guidance concerning interventions**:

- Given the limited time available, Members of the Committee wishing to take the floor are invited to provide their views on the next steps to INC-5.4 and on the guiding questions put forward, in a single intervention.
- Speakers representing groups of Members are requested to limit their interventions to **five** minutes.
- Speakers representing individual Members are requested to limit their interventions to **three** minutes.

Delegations are kindly encouraged to observe the time limits (a timer for each speaker will be made available on the screen) to facilitate an efficient and inclusive exchange of views.

A separate e-mail containing the link to join the meeting on the Interactio platform has been sent directly by Interactio to the e-mail addresses provided by registered delegates. Delegates that have not received the email with the link are kindly requested to contact the INC Secretariat by email at unep-incplastic.secretariat@un.org.

Delegates experiencing difficulties joining the meeting, particularly from an office computer with VPN or Firewall restrictions, are kindly requested to try disabling the VPN or Firewall. If the issue persists, please consider connecting via a different internet source, such as a mobile hotspot, or attempt to join from another device. Delegates are reminded to seek approval from their IT department before taking these actions. For further guidance, please refer to the [Interactio Ports and Domains](#) document.

For additional details on how to use the Interactio platform, please refer to the [Interactio Participant Guidelines](#).

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

Yours sincerely,

Signed

The INC Secretariat