

Reference: Not-INC-2026-0031

15 May 2026

Dear Sir/Madam,

Reference is made to the invitation dated 18 March 2026 for the [informal in-person meeting of Heads of Delegation](#) (HODs) from 30 June to 3 July 2026 at the United Nations Office at Nairobi. The informal in-person meeting of Heads of Delegation will be preceded by regional consultations on 29 June 2026.

The Secretariat wishes to inform Member States of the United Nations, members of UN specialized agencies, and regional economic integration organizations of the following **change to the format** of the informal in-person HODs meeting:

- The meeting will now follow a **Head of Delegation + 3 (HOD+3) format**, an increase from the previously applied HOD+2 arrangement. Participation will therefore include the designated Head of Delegation, or their designated representative, accompanied by up to **three additional delegates**.
- With this change to a HOD+3 format, any additional delegates must now register through the [INDICO registration portal](#). An updated Note Verbale, reflecting the nomination of any additional delegate, must be uploaded at the time of registration.
- Representatives from Permanent Missions in Nairobi may be included among the four national representatives designated to attend the meeting.
- The adjustment to the format of the meeting will not affect the existing travel support arrangements, and no changes will be made in this regard. The deadline to apply for travel support was Sunday 12 April 2026. Therefore, no additional applications for travel support or changes to existing arrangements can be accommodated at this stage.
- With regard to room capacity at the venue, delegations are kindly requested to manage attendance appropriately in order to avoid overcrowding, in accordance with security and health and safety requirements.

Additional details for registration for the informal in-person HODs meeting can be found in the [invitation letter from the Executive Secretary](#), dated 18 March 2026. Please note that the deadline for registration is **14 June 2026**.

For further logistical information, please see the [Information Note to Participants](#).

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

Yours sincerely,

Signed

The INC Secretariat