

Reference: Not-INC-2026-0044

25 June 2026

Dear Sir/Madam,

With reference to the [informal in-person meeting of Heads of Delegation \(HODs\) to the INC](#), scheduled to take place from 30 June to 3 July 2026 at the United Nations Office at Nairobi (UNON), Kenya, please find below some practical information about the meeting:

Venue: The informal in-person HODs meeting will take place at the United Nations Office at Nairobi, located on [United Nations Avenue](#) in Gigiri. Access to the venue will be via the UNON Visitors Pavilion.

Access to the venue: The UNON Complex is accessible between 07:00 and 22:00 from Monday 29 June to Friday 3 July 2026. On Sunday 28 June, the venue is only accessible from 14:00 to 18:00 for badge and DSA collection **ONLY**.

Format of the meeting: The meeting format is of Head of Delegation + three additional delegates. Due to the increased number of delegations attending this meeting, please note seating in the Conference Room 2 has been adjusted to accommodate all registered delegates.

Issuance of badges: All participating delegates must be pre-registered before collecting their badge. Badge issuance will take place at the visitor's pavilion. The badging centre will be open on:

- **28 June, 14:00 - 18:00;**
- **29 June - 2 July, 08:00 - 18:00; and**
- **3 July, 08:00 - 15:00.**

Access to the venue and meeting rooms is subject to the presentation of a valid HODs meeting badge.

Collection of meeting badges: To receive a meeting badge, delegates should present their UN event ticket and an identification document (passport or national ID). Delegates from Members of the Committee collecting badges on behalf of their delegation must present a Note Verbale or official letter listing the following: names and title of the delegates for whom badges are being collected; the contact details of the authorized collector; the UN event ticket for each approved delegate for whom the badge is being collected.

Daily Subsistence Allowance (DSA): Distribution of DSA will take place at the meeting venue and begin on Sunday 28 June from 14:00 – 18:00. A detailed schedule for DSA disbursement is available in the [HODs Information Note to participants](#). Funded delegates are requested to present their passports,

boarding passes and any original receipts to the designated staff. Please refer to on-site signage for the location of DSA room.

Plastic Pollution Negotiations Mobile App: The Meeting Schedule will be available on the UNON venue screens and the “Plastic Pollution Negotiations” mobile app. Delegates are encouraged to update or download the mobile app and familiarise themselves with the mobile app before the meeting begins at:

- [Apple Store](#)
- [Google Play Store](#)

Regional meetings: Meeting rooms will be made available for regional groups on 29 June, 10:00 - 17:00, and from 30 June to 3 July, 08:00 - 09:00, subject to arrangements by the groups themselves and notification to the INC Secretariat. Please note that it is not possible to reallocate meeting rooms, including those assigned to the regional groups, nor to modify the format or capacity of the existing rooms.

Reception: Delegates attending the meeting are invited to a reception on Tuesday, 30 June 2026 at the UNON Event and Wellness Centre at 18:30.

Bilateral rooms: Due to the ongoing renovations at the UNON complex, a limited number of small meeting rooms may be offered to delegations for bilateral meetings, upon request in writing to the INC Secretariat. The booking of such rooms will take place on a first come first serve basis. Please note that these rooms accommodate a maximum of 10 people. For more detail on how to book consult the [Information Note to Participants](#).

Security and code of conduct: Access to the venue premises, meeting rooms and surrounding areas will be strictly limited to persons registered for the informal in-person HODs meeting and with a valid meeting badge. Meeting badges must be always worn and remain visible within the venue. Participation is governed by the relevant guidelines and policies, including the [Code of Conduct](#), and all participants are expected to act with integrity and respect.

Reducing waste: This meeting is striving to be single-use plastics free. Delegates are encouraged to bring their own water bottles to the meeting. Water dispensers for refilling will be provided. Participants are also encouraged to bring their own lanyards for the meeting badges to foster multiple use.

For more information about the informal in-person HoDs meeting, please consult the [HODs Information Note to Participants](#) and the dedicated [meeting web page](#).

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

Yours sincerely,

Signed

The INC Secretariat