

Reference: UNEP-INC-2025-018

17 April 2025

Dear Sir/Madam,

On behalf of His Excellency Ambassador Luis Vayas Valdivieso, Chair of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC), it is my honour to invite Member States of the United Nations, members of UN specialized agencies, and regional economic integration organizations to attend an informal in-person meeting of Heads of Delegation (HODs) to the INC, scheduled for 30 June to 2 July 2025 at the United Nations Office in Nairobi, Kenya. The informal in-person meeting of Heads of Delegation will be preceded by regional consultations on 29 June 2025.

Member States of the United Nations, members of UN specialized agencies and regional economic integration organizations are kindly invited to register their **Head of Delegation, or a designated alternate representative of the Head of Delegation, plus two additional delegates (HOD+2)** to participate in this informal in-person HODs meeting. Representatives from permanent missions in Nairobi may be among the three national representatives designated to attend the meeting. The meeting will be held in English only.

Registrations to the informal in-person meeting will be done through INDICO here: [Registration](#). Registration will open on 23 April 2025 and the **deadline for registration is 13 June 2025**.

In addition, funding will be available from the voluntary contributions made by donors to support the participation of a maximum of **TWO (2) delegates** from developing countries and countries with economies in transition, with priority to Least Developed Countries and Small Island Developing States.

In this regard, eligible countries are kindly requested to indicate in the Note Verbale the two delegates designated to receive travel support, in order of priority. The delegates designated to receive financial support must submit an additional online form through the following link: [Application for travel support](#). The **deadline to apply for travel support is strictly 30 May 2025, 23:59 East Africa Time**.

Delegates requiring an electronic travel authorization to Kenya are strongly recommended to apply as soon as possible and, at the latest, one week before the intended travel. For more information on the electronic Travel Authorization (eTA) please [click here](#).

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

We look forward to welcoming you to the upcoming informal in-person meeting of Heads of Delegation.

Yours sincerely,

Signed

Jyoti Mathur-Filipp
Executive Secretary
Intergovernmental Negotiating Committee (INC) on Plastic Pollution

To: Designated National Focal Points to the INC on Plastic Pollution