Plastic Pollution INC Secretariat

Reference: Not-INC-2026-0073 21 September 2026

Dear Sir/Madam,

With reference to the second informal in-person meeting of Heads of Delegation (HODs) to the INC, scheduled to take place from 27 - 30 September 2026 at the United Nations Conference Centre in Bangkok, Thailand, please find below some important practical information regarding the meeting and related travel arrangements.

Thailand Digital Arrival Card (TDAC): All foreign nationals must complete the TDAC online form within three days prior to arrival in Thailand.

Yellow Fever Vaccination Certificate: Participants arriving from, or transiting through, a country designated by Thailand as a yellow fever risk area must carry a valid International Certificate of Vaccination or Prophylaxis upon arrival. Upon arrival, travellers need to present the certificate at the Airport Health Control Counter before proceeding to Immigration. Pre-registration via the Thailand Health Pass is also recommended: https://thaihealthpass.com/.

Travel Insurance: Participants are strongly encouraged to arrange their travel health and accident insurance prior to departure from the country of residence. Please note that the United Nations is not responsible for travel or health insurance coverage, and any medical or related costs incurred in Thailand will be directly borne by the participant.

Format of the meeting: The meeting format is of Head of Delegation plus four additional delegates (HOD+4).

UN Code of conduct: Participation is governed by the relevant guidelines and policies, including the UN Code of Conduct, and all participants are expected to act with integrity and respect.

Venue: The second informal in-person HODs meeting will take place at the United Nations Conference Centre in Bangkok. Access to the venue will be via the UN Main Entrance.

Access to the venue: Access to the venue and meeting rooms is subject to the presentation of a valid meeting badge. Delegates are required to present their UN Event Pass together with a valid passport or other identification document and undergo security screening upon entry to the UNCC. The UNCC will be accessible as follows:

- Saturday: 08:00– 20:00
- Sunday: 08:00 – 20:30
- Monday & Tuesday: 08:00 – 21:00

- Wednesday: 08:00– 17:00

Issuance of badges: All participating delegates must be pre-registered before collecting their badge. The badging centre on the ground floor will be open as follows:

- 26 September: 08:00–17:00
- 27–29 September: 08:00–17:00
- 30 September: 08:00–12:00

Collection of meeting badges: Delegates must collect their meeting badges in person by presenting their UN Event Pass and a valid passport or national ID. Delegates 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 beginning on Saturday 26 September 2026 from 10:00 – 17:00. A detailed schedule for DSA disbursement is available in the information note to participants. Funded delegates are requested to bring their passport, boarding passes and any original receipts and present them 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 INC website, the venue screens and the "Plastic Pollution Negotiations" mobile app. Delegates are encouraged to update or download 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 26 September, 09:00 - 17:00, and from 27-30 September, 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. Allocation of meeting rooms is available in the INC Plastic Pollutions Negotiation mobile app under Information / Venue.

Reception: Delegates attending the meeting are invited to a reception on Sunday 27 September 2026 at 18:45 on Level 2 of the UNCC. Delegates are kindly requested to confirm their attendance for catering purposes through this online RSVP form by 21 September 2026.

Bilateral rooms: A limited number of small meeting rooms are available 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. For more detail on how to book consult the information note to participants.

Reducing waste: This meeting is striving to be single-use plastics free. Delegates are encouraged to bring their own water bottles and coffee tumblers 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 second informal in-person HoDs meeting, please consult the 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