Plastic Pollution INC Secretariat

Reference: Not-INC-2026-0020 09 April 2026

Dear Sir/Madam,

Reference is made to the invitations for the informal virtual meeting of Heads of Delegation on 30 April 2026 and 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 Secretariat would like to clarify the following regarding participation in these meetings:

- The informal **virtual HODs** meeting will follow a **Head of Delegation + 4 format**. Participation therefore includes the designated Head of Delegation, or their designated representative, accompanied by up to four additional delegates. This format is **only** applicable to this meeting held on 30 April 2026. Delegations are kindly requested to **register here** to attend the meeting.

- The informal **in-person HODs** meeting will follow a **Head of Delegation + 2 format**. Participation therefore includes the designated Head of Delegation, or their designated representative, accompanied by up to two additional delegates. Representatives from Permanent Missions in Nairobi may be included among the three national representatives designated to attend the meeting from 30 June to 3 July 2026.

  The details for registration for the in-person HODs meeting and information on the application for travel support for eligible delegates, including the respective INDICO links, can be found in the invitation letter from the Executive Secretary, dated 18 March 2026.

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

Yours sincerely,

Signed

The INC Secretariat