

Reference: Not-INC-2025-0026

27 June 2025

Dear Sir/Madam,

With reference to [informal in-person meeting of Heads of Delegation \(HODs\) to the INC](#), scheduled to take place from 30 June to 2 July 2025 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 in Conference Room 2 at UNON, located on United Nations Avenue in Gigiri.

Format of the meeting: The meeting format is of Head of Delegation + two additional 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. Badge collection has been revised to start earlier on Sunday 29 June 2025 at 9:00. The hours for badge issuance are detailed in the [HODs Information Note to participants](#). Access to the venue and meeting rooms is subject to the presentation of a valid HODs meeting badge.

Collection of meeting badges: Collection of individual HODs meeting badges must be done by each approved delegate. To receive a meeting badge, delegates should present their UN event pass/QR code and an identification document (passport or national ID). Should an individual be unable to collect their badge in-person, a note verbale and/or email with the name of the individual authorized to collect the badge on their behalf should be sent to the unep-incplastic.registration@un.org. The individual collecting the badges on behalf should have with them the event pass for each badge being collected.

Daily Subsistence Allowance (DSA): Distribution of DSA will take place at the meeting venue and begin on Sunday 29 June 2025 at 10:00. 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.

Schedule for the meeting: The live daily Schedule for the meeting will be available on the meeting's web page [here](#), and will be updated throughout the meeting. Delegates are encouraged to consult the Schedule (as well as screens in the venue) for announcements and venue-related information.

Reception: Delegates attending the meeting are invited to a reception on Monday, 30 June 2025 at the UNON Event and Wellness Centre at 18:15 p.m. Delegates that have yet to confirm their attendance are requested to do so via this [link](#).

Bilateral rooms: Delegations are invited to submit bilateral meeting requests by email to ailis.rego@un.org indicating dates, number of delegates and other relevant information. When sending an email, the wording “Bilateral room request” should be included in the subject line. Due to the limited number of bilateral meeting rooms, the booking of such rooms will take place on a first come first serve basis. **No delegation offices/rooms will be available.**

Plastic free meeting: Water dispensers for refilling will be provided. Delegates are therefore requested to bring their own cups and water bottles to the meeting. Delegates are also encouraged to bring their own lanyards.

For more information about the in-person 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