Plastic Pollution INC Secretariat

Reference: Not-INC-2025-0032

11 July 2025

Excellency,

Further to the invitation letter dated 15 April 2025 from the Executive Director of the United Nations Environment Programme (UNEP), Ms. Inger Andersen, please find attached the **Revised Concept Note regarding Ministerial participation** during the second part of the fifth session of the Intergovernmental Negotiating Committee on Plastic Pollution (INC-5.2), which is scheduled to take place from 5 to 14 August 2025 at the Palais des Nations in Geneva, Switzerland.

Ministerial participation at INC-5.2 is envisioned to take place over three days, from 12 to 14 August 2025. The presence of Ministers and other high-level officials is intended to support the resolution of any outstanding matters that may benefit from high-level political engagement.

Further information about the session is available on the INC-5.2 web page.

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

Please accept, Excellency, the assurances of my highest consideration.

Kind regards,

Signed

Jyoti Mathur-Filipp

Executive Secretary

INC on Plastic Pollution and Head of the Secretariat

CONCEPT NOTE

Ministerial participation during the second part of the fifth session of the Intergovernmental Negotiating Committee on Plastic Pollution (INC-5.2)

Date: 12-14 August 2025

Venue: Palais des Nations, Geneva, Switzerland

i. Background

The second part of the fifth session of the Intergovernmental Negotiating Committee (INC-5.2) to develop an international legally binding instrument on plastic pollution, including in the marine environment, is scheduled to take place from 5 to 14 August 2025 in Geneva, Switzerland.

In this context, a letter from the Executive Director, dated 15 April 2025, was sent to Ministers responsible for the environment, inviting them to attend the INC-5.2. The letter informed that a series of ministerial arrangements organized by the Executive Director is planned, starting on 12 August.

ii. Objective of the Ministerial participation

Based on the principles of inclusivity and transparency, the participation of Ministers, Heads of delegation and other high-level officials is intended to promote informal exchanges among Ministers and other high-level officials on country efforts and experiences to combat plastic pollution. These exchanges are not part of the INC process.

The event will provide an informal space for high-level representatives to share information on national policies, engage in dialogue on implementation challenges, and discuss opportunities for partnerships. The event will take place without any overlap with technical negotiations. The event will be strictly non-negotiating in nature and will not produce outcomes or textual interventions in the draft instrument.

iii. Duration and modalities

a. Ministerial participation is envisioned for three days, starting on 12 August until the last day of the resumed session. Participation will consist of interactive discussions in the form of informal roundtables held on 12 and 13 August. No convenings are envisioned for 14 August, although bilateral exchanges can be organized by delegations on this and prior days.

b. To ensure inclusivity and transparency, all delegations are invited to participate at Ministerial level, Head of Delegation or other high-level official as determined by delegations.

c. Interpretation will be available in 6 United Nations Languages (Arabic, Chinese, English, French, Russian and Spanish) during the informal roundtables.

d. Ministerial roundtables are non-binding, non-negotiating and are not part of the INC process.

e. A Ministerial reception will be organized by the Host Country on 13 August 2025.

f. There will be availability of a limited number of rooms for bilateral meetings among Ministers. For any requests for bilateral meeting space please contact ailis.rego@un.org. Please ensure the email subject line says: “Ministerial bilateral room request”.

g. Bilateral Meeting Rooms: 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 8 people. Delegations are invited to submit bilateral meeting requests by email to ailis.rego@un.org. When sending an email, the wording "Ministerial Bilateral room request" should be included in the subject line. To avoid double bookings, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for a 25-minute duration starting on the hour. The date and time of the bilateral meeting and the name of the other delegation participating in the meeting should be specified in the request.

h. A separate information note on logistics, including protocol arrangements, will be circulated shortly.

iv. Provisional programme

Time	**Day 1: Tuesday, 12 August 2025**
Time: 13:15 - 14:45 **Room: XIX**	**Informal Ministerial roundtable:** Challenges at national level to address plastic pollution. This informal roundtable will be expected to: - Discuss national successes and challenges to address plastic pollution. - Outline policy, technical, social, economic barriers to effective implementation of national policies and approaches. - Share lessons learned from the design and implementation of national initiatives. *Moderator: Inger Andersen, Executive Director, UNEP* *Format: Minister, Head of Delegation or other high-level officials plus one.* *Note: light informal lunch offered to Ministers or other high-level official wishing to avail themselves. Time: 12:15 to 13:00. Room: Mezzanine Space, 2nd Floor of Building E.*
Time	**Day 2: Wednesday, 13 August 2025**
Time: 13:15-14:45 **Room: XIX**	**Informal Ministerial roundtable:** Best practices and innovations, and partnership opportunities to address plastic pollution. This informal roundtable will be expected to: - Outline best practices in the promotion of national policies innovations and solutions. - Share experiences in the promotion of circularity and future opportunities. - Sketch out opportunities for intra and inter-regional collaboration to scale up partnerships. *Moderator: Inger Andersen, Executive Director, UNEP* *Format: Minister, Head of Delegation or other high-level officials plus one.* *Note: light informal lunch offered to Ministers or other high-level official wishing to avail themselves. Time: 12:15 to 13:00. Room: Mezzanine Space, 2nd Floor of Building E.*
Time: TBC **Room: TBC**	**Host Country reception** *Arrangements TBC.*

Time	Day 3: Thursday, 14 August 2025
	No formal convenings.

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