

Reference: Not-INC-2026-0011

27 February 2026

Dear Sir/Madam,

On behalf of H.E. Mr. Julio Cordano, Chair of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment, I have the honour to invite Member States of the United Nations, members of its specialized agencies, and regional economic integration organizations to an informal online meeting of Heads of Delegation (HoD) to the INC.

The meeting is scheduled to take place on Thursday, **12 March 2026, from 14:00 to 16:00 (East Africa Time, EAT)**.

Following the [letter from the INC Chair](#), dated 19 February 2026, addressed to Members of the Committee, this first informal online meeting of Heads of Delegations is convened to provide a platform for exchanging views and guiding the next steps in the INC process.

The meeting outline, including the guiding questions designed to facilitate the exchange of views during the meeting, are attached for your reference and provide further details on the structure and flow of the discussion.

Kindly note that the 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.

Delegations are kindly requested to [register here](#) to attend the meeting **no later than Friday, 8 March 2026**.

The meeting will be conducted in English only and will be held on the Interactio platform. A separate e-mail containing the link to join the meeting will be sent directly by Interactio to the e-mail address provided by the registered delegates.

Delegates experiencing difficulties joining the meeting, particularly from an office computer with VPN or Firewall restrictions, are kindly requested to try disabling the VPN or Firewall. If the issue persists, please consider connecting via a different internet source, such as a mobile hotspot, or attempt to join from another device. Delegates are reminded to seek approval from their IT department before taking these actions. For further guidance, please refer to the [Interactio Ports and Domains](#) document.

For additional details on how to use the Interactio platform, please refer to the [Interactio Participant Guidelines](#).

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

Yours sincerely,

Signed

The INC Secretariat