Plastic Pollution INC Secretariat

Reference: Not-INC-2026-0065 04 September 2026

Dear Sir/Madam,

Reference is made to the notification dated 13 August 2026 regarding the fourth informal virtual meeting of Heads of Delegation (HODs) to the INC, scheduled to take place on 8 and 9 September 2026. To facilitate participation across time zones, the meeting will be held in two alternative sessions. All session times are in East African Time (GMT+3):

- Session 1: **8 September 2026**, 14:00 – 16:00
- Session 2: **9 September 2026**, 00:00 – 02:00

Delegations are kindly informed of the **following practical information**:

Interventions

- Delegates may register to attend one or both sessions of the meeting.
- As the two sessions constitute a single meeting, Members are encouraged to deliver their intervention during only one session. Should a Member that has already intervened during the first session request the floor again during the second session, this will be treated as a follow-up intervention and, time permitting, will be taken after all Members wishing to intervene for the first time have been heard.
- Speakers representing groups of Members are requested to limit their interventions to five minutes.
- Speakers representing individual Members are requested to limit their interventions to three minutes.
- A timer for each speaker will be made available on the screen. Delegations are kindly requested to adhere to the time limits to facilitate an efficient and inclusive exchange of views.

Meeting link

- A separate e-mail containing the link to join the meeting on the Interactio platform will be sent directly by Interactio to the e-mail addresses provided by the registered delegates by Monday 7 September 2026.
- Please note that the same link for the Interactio platform will be used for both sessions of the meeting.
- Delegates are advised to check their spam or junk folders, as some government email accounts may block or filter external messages.

- Registered delegates who have not received the email with the link by close of business on Monday 7 September 2026 are kindly requested to contact the INC Secretariat at unep-incplastic.secretariat@un.org.

Joining the meeting

- Delegates should join 30 minutes prior to the start of the meeting to test their audio and video connections.
- For detailed instructions on how to log in to the meeting, please refer to the guide: quick help to log in to Interactio.
- 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.

Please see the **meeting outline and guiding questions** for this meeting, transmitted on 01 September 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