Intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment
Bureau meeting
Thursday, 18 June 2026
15:00- 17:00 EAT
Online

SUMMARY AND ACTION POINTS INC BUREAU MEETING 18 JUNE 2026

Note by the Secretariat

1. The meeting was attended by the following members:

   African States: Mr. Ndiaye Cheikh Sylla (Senegal);

   Asia-Pacific States: Mr. Hiroshi Ono (Japan); Mr. Mohammed Albarrak (Saudi Arabia);

   Eastern European States: Mr. Harry Liiv (Estonia); Ms. Irma Gurguliani (Georgia)

   Latin American and Caribbean States: Mr. Gustavo Meza-Cuadra Velasquez (Peru);

   Small Island Developing States: Mr. Linroy Christian (Antigua and Barbuda);

   Western European and Other States: Ms. Johanna Lissinger-Peitz (Sweden); Ms. Larke Williams (United States of America).

2. The meeting was presided over by the Chair of the Committee, Ambassador Julio Cordano.

3. The Secretariat was represented by the Executive Secretary of the INC, Ms. Jyoti Mathur-Filipp.

4. The Chair opened the meeting by thanking the Bureau members for their continued efforts leading toward INC-5.4 as well as for efforts leading to the informal in-person Heads of Delegation meeting beginning 30 June.

5. In her opening remarks, the Executive Secretary welcomed the Bureau and informed that the third informal virtual Heads of Delegation meeting held on 3 and 4 June 2026 was attended by 242 participants representing 111 countries. She reminded the Bureau that the third informal webinar with Observers to the INC will be held on 23 June 2026 across two sessions to facilitate participation across time zones.

6. On the informal in-person Heads of Delegation meeting beginning 30 June, the Executive Secretary informed the Bureau that 419 delegates representing 156 Members had registered before the deadline of 14 June. She noted that the Secretariat continues to receive registrations and changes to the delegation list, and that the Secretariat is accommodating these requests. She reminded the Bureau that there would be no on-site registration.

7. The Executive Secretary recalled that, on 16 June, the Secretariat circulated the 'Additional Note by the Chair' for the informal in-person Heads of Delegation meeting on his behalf and

published it on the INC website. She informed the Bureau that the *Sched* mobile app would be used during the in-person Heads of Delegation meeting to communicate the schedule and venue information, with updates posted for users in real-time. She noted that the issuance of badges and disbursement of DSA for sponsored delegates will begin in the afternoon of 28 June.

8. The Executive Secretary requested Regional Groups that have not yet done so to communicate to the Secretariat as early as possible the timing of any regional meetings to be held on 29 June to ensure the schedule remains accurate during the meeting. She noted that practical information for the in-person meeting would be shared with focal points and registered delegates in advance of the meeting, per standard practice, alongside the continual updating of the meeting's 'Information Note to Participants', available on the INC website.

9. After outlining the agenda of the meeting, the Chair informed the Bureau that the Secretariat had received the resignation from the Bureau of Ms. Juliet Kabera, Vice-Chair representing the African States. He proposed to further discuss this matter under the agenda item on 'Other matters'. The agenda was adopted with no further amendment.

10. Under agenda item 2 on 'Adoption of the report of the Bureau meeting of 23 April 2026', the Chair recalled that the report of 23 April was not raised for adoption during the Bureau meeting of 25 May report as not all Regional Groups were represented. With all Regional Groups represented at the current meeting, the report was adopted with no amendments.

11. The Chair also recalled the agreement of the Bureau that, in the absence of representation of all Regional Groups at the 25 May meeting, a record of the discussions would be kept in the form of informal notes. He noted that the informal notes were circulated to the Bureau for comments on 1 June and subsequently published on the INC website on 5 June.

12. Under agenda item 3 on 'Updates on the implementation of the Roadmap' the Chair informed the Bureau that he attended in-person at the 8th Assembly of the Global Environment Facility in Samarkand, Uzbekistan, as well the 64th sessions of the UNFCCC Subsidiary Bodies in Bonn, Germany. The Chair also informed the Bureau that, during these meetings, he was able to meet in-person with representatives of Members and Observers. The Chair then provided an overview of meetings he held with Observers since the last Bureau meeting as well as meetings already scheduled to take place in the coming days.

13. On the third informal virtual Heads of Delegation meeting held on 3 and 4 June, the Chair informed the Bureau that 36 interventions were made by participants on the two topics of discussion, being plastic products as well as national plans and national reporting. He noted a common recognition expressed by Members of the importance of clarifying how plastic products will be addressed under the instrument. The Chair recalled that Members acknowledged how national plans and national reporting can serve as a foundation for monitoring progress under the instrument as well as the implementation of any operative provisions related to addressing plastic pollution.

14. The Chair informed the Bureau that, as was done with the previous informal virtual Heads of Delegation meeting of 30 April, he would share with the Bureau and meeting participants his summary of the meeting in due course. He encouraged Members to continue considering proposals and solutions for these topics that can be brought to the in-person Heads of Delegation meeting in Nairobi at the end of the month.

15. Bureau members welcomed the update from the Chair on the implementation of his roadmap set out in his second letter of 16 March, as well as the Chair's summary of the 30 April informal virtual Heads of Delegation meeting, noting the high degree of engagement in all past informal virtual Heads of Delegation meetings. The Chair was encouraged to continue to share guiding

resources well in advance of such meetings, with Bureau members noting that many topics raised require significant preparation by Members before they engage in discussions. Bureau members also encouraged the Chair to consider how best to ensure sound management of time during the informal meetings, noting that the past informal virtual meetings continued past their scheduled times.

16. Bureau members encouraged the Chair to reflect on the purpose of future informal virtual meetings, and to consider whether they could be used for exchanges of views or for engaging in specific discussions to find paths forward in the process. The Chair was encouraged to consider whether the format of these meetings could evolve based on the needs of Members ahead of the informal in-person meeting in September.

17. The Chair acknowledged the importance of balancing the need to ensure sound time management of meetings while also acknowledging that there must be an opportunity for all Members to give interventions. He recalled his commitment to the principle of predictability, highlighting that the roadmap set out in his second letter of 16 March included reference to virtual Heads of Delegation meetings to be held every 4-6 weeks leading up to INC-5.4. He emphasised that the format of these meetings could evolve moving forward and welcomed the views and guidance of the Bureau in this regard.

18. Under the agenda item 4 on 'Next steps to INC-5.4' the Chair recalled that the final version of his 'Note by the Chair' relating to the informal in-person Heads of Delegation meeting had been circulated to the INC focal points on 2 June and published on the INC website on 4 June. He highlighted the inclusion of additional Bureau meetings and noted that these meetings would provide an opportunity for Co-facilitators to engage with the Bureau.

19. The Chair also recalled that an 'Additional Note by the Chair' had been circulated to the meeting participants on 16 June and subsequently published on the INC website on 17 June. He noted that this 'Additional Note' provided further context for the informal in-person Heads of Delegation meeting, as well as context for each of the four Clusters. He emphasised that the meeting would have two main goals, as outlined in the 'Additional Note'. The first goal related to a comprehensive review of progress by revisiting the different components of the instrument for the first time since INC-5.2. He noted that this goal would contribute to the development of his 'Aid to Negotiations', which could be used as an informal reference document to bring together ideas that have already been appropriately considered by Members. He underscored that this document would contain no surprises and no new ideas, and informed the Bureau that it would be released in late July or early August.

20. The Chair noted that the second goal of the in-person meeting would be to provide a forum for sharing new ideas and possible solutions. He highlighted that these new ideas and possible solutions could be the basis for future work of the INC and would be compiled by the Chair, in consultation with the Co-facilitators and supported by the Secretariat, in a 'Summary Note' to be released following the meeting.

21. The Chair informed the Bureau that he had identified eight Co-facilitators for the in-person meeting, underscoring that each of these Co-facilitators came with significant experience in the process. He conveyed to the Bureau that he has requested the Co-facilitators not to engage in working on live text editing during Cluster meetings in order to focus discussions on moving toward possible solutions during the in-person meeting. He recalled that there is also no common text to work on for any live editing during the meeting.

22. The Chair clarified that discussions in Clusters would mostly remain at the conceptual level, but that Members could request, on agreement of the Cluster participants, to project proposals on the meeting room screens for the purpose of providing context during the Cluster meeting.

He emphasised that, in such circumstances, Co-facilitators would not enter into any live text editing exercises.

23. The Chair informed the Bureau that the following Co-facilitators had been identified:

    i. **Cluster A:** Eyad Jubran (Saudi Arabia) and Victoria Hallum (New Zealand);
    ii. **Cluster B:** Dinara Azhigaliyeva (Kazakhstan) and Marcelo Cousillas (Uruguay);
    iii. **Cluster C:** Sivendra Michael (Fiji) and Elfriede More (Austria); and
    iv. **Cluster D:** Kathryn Youel Page (USA) and Naomi Karekaho (Uganda)

24. The Chair reiterated his gratitude to each of the Co-facilitators for their generosity in giving valuable time and expert contributions to ensure the success of the meeting and process moving forward. He informed the Bureau that he has already met with all Co-facilitators on an individual basis and continues to meet with each pair of Co-facilitators in advance of the in-person meeting.

25. The Chair informed the Bureau that guiding questions for the in-person meeting have already been developed and have been shared with each pair of Co-facilitators for feedback. He emphasised that the Co-facilitators must have ownership over the guiding questions in their respective Cluster and noted that the guiding questions would be sent to all participants of the informal HODs meeting following review by the Co-facilitators and in advance of the meeting.

26. The Chair noted that, following each daily 'Review of Progress', the Co-facilitators would meet with the Bureau to ensure coordination and to maintain a shared understanding of progress during the meeting, and that these meetings would occur daily on 1-3 July. He underscored the role of the Bureau and Co-facilitators as presiding officers in the process and emphasised the importance of regular engagement between the Co-facilitators and Bureau moving forward.

27. The Bureau welcomed the Chair's identification of the Co-facilitators as well as the proposal to convene joint meetings between the Co-facilitators and Bureau, noting that this sends a signal of a unified approach of guidance in the process. Bureau members supported the Chair's preparation of a summary document following the in-person HODs meeting, noting that the substantive matter of such a note would be best developed by the Chair in consultation with the Co-facilitators and support of the Secretariat, with the Bureau being kept informed of its development.

28. Bureau members emphasised the importance of communicating the guiding questions for the in-person meeting as soon as possible, noting that Members need significant time to coordinate internally and prepare for the meeting.

29. In response to a request for clarification on the format of statements that could be made during the opening of the in-person HODs meeting, the Chair recalled that his note of 2 June 2026 emphasised the importance of delegations not bringing general national statements to the meeting. He acknowledged the possibility that delegations may engage in an exchange of views during the opening 'Pamoja' session and encouraged Members to ensure that such statements should avoid generalities or re-stating national positions.

30. Bureau members noted that the INC had made significant progress at past meetings and encouraged the Chair to consider how to build on these past successes to make progress at the in-person HODs meeting. Bureau members generally supported the Chair's proposal for arrangement of Clusters, with some noting a preference for different element distributions moving forward as some Clusters were seen to contain a significant number of substantive elements requiring deeper engagement.

31. The Chair noted that the elements of scope, decision-making and arrangement of elements would be discussed outside the Clusters' meetings with groups of Members in a manner that would allow him to gather views from Members and to be able to understand potential common approaches. He assured the Bureau that discussions on the sequencing of elements would not affect the prioritization or importance of issues in the instrument and noted any proposed re-arrangement would be considered for the purpose of facilitating finding landing zones. He noted that implementation of this topic would only be considered if there was strong support among Members.

32. The Chair informed the Bureau that the closing 'Umoja' session at the in-person meeting would provide an opportunity to discuss next steps in the process. He indicated that he would provide his thoughts on next steps at this session, including on the possibility of a third in-person meeting after September.

33. On the clustering of elements, the Chair acknowledged that there were many different ways to cluster elements and assured the Bureau that the current arrangement of Clusters could be considered a starting point for clustering at future meetings. He noted that the clustering of elements could be re-examined for future meetings based on feedback from Members and progress made at the upcoming in-person HODs meeting.

34. A Bureau member requested clarification on whether future informal in-person meetings would increase participation beyond 'Head of Delegation plus three' to ensure Members with broad interests across Clusters could fully represent their views. In response, the Chair noted that participation in informal meetings must strike a balance between enabling representation of the views of each Member in each Cluster while also emphasizing that Members with resource constraints are still able to participate in the same manner as Members able to send more delegates.

35. In response to a proposal from a Bureau member, the Chair concurred with the importance of exchanges and lessons learned among current and past Co-facilitators, and noted that opportunities for engagement between them could be considered, time permitting. The Chair also noted that he would attend regional meetings on 29 June and would encourage the Co-facilitators to do the same, highlighting that these meetings would be an opportunity for the Regional Groups to directly engage with him and the Co-facilitators before commencing the in-person HODs meeting.

36. The Chair elaborated on his proposed 'Summary Note' to be released following the informal in-person HODs meeting, noting that it could serve as a record for new ideas and solutions that arise during the meeting. He further noted that the purpose of the 'Summary Note' was to ensure that new ideas and solutions were not lost following the meeting and could be used for further discussion at future meetings. He emphasized that the Co-facilitators and Secretariat would be instrumental in capturing new ideas and solutions that emerge during Cluster meetings. He assured the Bureau that he would not be inviting written submissions from Members in preparation of the 'Summary Note' to avoid creating a parallel drafting exercise. He indicated that his 'Summary Note' would be released following the HODs meeting and in advance of the release of the 'Aid to Negotiations'.

37. On the 'Aid to Negotiations', the Chair proposed that it could be used as a reference point for discussions moving forward. He noted that the intention is for the document to evolve over time leading up to INC-5.4 as discussions develop at subsequent meetings. He emphasized that Members must feel ownership over the 'Aid to Negotiations' in order to use it as a starting point. He acknowledged remarks from the Bureau that Members are not starting discussions from scratch and that past successes must be built on to move the process forward.

38. Bureau members emphasized the importance of Co-facilitators maintaining consistency in approaches across Clusters and of considering how to manage elements in each Cluster to ensure sound management of time. The Chair was requested to provide additional guidance on the amounts of time allocated for elements raised in each Cluster, and in particular Clusters with topics of higher divergence. Bureau members suggested that the guiding questions for each Cluster could respond to questions around this pacing of elements. The Chair noted that the daily 'Review of Progress' could be used to reflect on how the meeting is conducted, with the possibility that approaches are adjusted based on the needs of Members.

39. Responding to a question from the Bureau on measures taken for the in-person Heads of Delegation meeting in response to the Ebola outbreak in some parts of East Africa, the Secretariat informed the Bureau that there are currently no reported cases of Ebola in Kenya. The Government of Kenya has initiated some measures at border entry points and airports, including:

    i. Body temperature screening for persons presenting with a fever greater than 38 °C; and
    ii. Additional screening measures for travellers originating from Democratic Republic of Congo and Uganda, including completion of an Electronic Traveler Surveillance Form before disembarkation into Kenya.

40. The Secretariat assured the Bureau that it remains in regular contact with the United Nations Office at Nairobi and the United Nations Joint Medical Service to monitor developments and ensure that planning reflects the latest guidance and recommendations.

41. On the topic of the Bureau retreat scheduled for 4 July, the Chair underscored that the Bureau remains a key forum in bringing together the views of Members between in-person meetings and communicating next steps back to constituencies. The Chair proposed that the Bureau retreat focus first on reflecting on progress made at the informal in-person Heads of Delegation meeting before using these reflections to ensure the success of the next in-person meeting to be held the week of 27 September. He invited the Bureau to send proposals for topics of discussion at the Bureau retreat to the Secretariat and informed the Bureau he would send additional guidance and expectations for the retreat in due course, along with the draft agenda for the retreat.

42. On the topic of the in-person meeting scheduled for the week of 27 September, the Chair recalled that a save-the-date for this meeting had been sent to INC Focal Points on 5 June. He noted that the Secretariat was able to secure space in Bangkok for this meeting and is planning it in coordination with the Interim Secretariat of the ISP-CWP to ensure complementarity and maximize efficiency with the ISP-CWP meeting scheduled to begin during the afternoon of 30 September. He further noted that this second informal in-person meeting would be held from 27 September to 12 p.m. on 30 September, with regional meetings held on 26 September.

43. The Chair confirmed that the INC Secretariat and Interim Secretariat of the ISP-CWP have ensured minimal overlap with observed holidays and other major meetings, including the UN General Assembly held before the informal in-person meeting and the UNFCCC pre-COP meeting in Fiji, to be held during the second week of October. He recognized that this would result in a busy period for some delegates while informing the Bureau that there was no further availability in the global calendar until much later in the year. He recalled that many Members have emphasised the need to meet in-person at least twice before INC-5.4 and noted that a meeting in September would allow Members to provide feedback on the 'Aid to Negotiations' to inform his understanding of how the document could evolve before INC-5.4. He also recalled that the feedback received during the meeting in September would inform revisions to the 'Aid

to Negotiations' so that a revised version could be prepared with enough time to be translated into all six official UN languages before INC-5.4.

44. The Chair noted that some aspects of the in-person meeting in September would depend on the outcome of the informal in-person Heads of Delegation meeting beginning 30 June. He recognized the need to operationalize the organizational arrangements, including travel support and support for delegates requiring entry visas to Thailand, and informed the Bureau that the Secretariat would send a formal invitation and open registration following the Bureau meeting.

45. The Chair proposed that participation for the September in-person meeting continue to follow a 'Head of Delegation plus three' format while noting that specific modalities of the meeting could be discussed in more depth at the Bureau retreat on 4 July, including in relation to considering participation of Observers at the meeting. He further noted that this approach would allow the Secretariat and Members to begin logistical preparations while also giving the Bureau time to plan in a manner that is responsive to the needs of Members and reflective of progress made to date.

46. Under the agenda item 5 on 'Observer Engagement', the Chair recalled that he had circulated a note on 'Measures to enhance Observer engagement in the INC on Plastic Pollution process' on 13 May. He also recalled that this note had identified a non-exhaustive list of possible approaches to enhance Observer engagement in the INC process. He further recalled his invitation to the Bureau on 25 May to reflect on the approach of voluntary self-organization of Observers from non-governmental organizations as a means of enhancing Observer engagement in the process.

47. The Chair informed the Bureau that the concept of self-organization had been generally well-received by Observers, with some requests for further clarity on the practical aspects of self-organization. He emphasised to the Bureau that self-organization would remain voluntary and would not affect the participation rights of individual organizations. He further emphasised that communication and engagement in the process should remain inclusive of all, including those that choose not to participate in any Observer constituency.

48. The Chair noted that he viewed self-organization of Observers as a complementary tool to help facilitate more targeted, direct and structured communication between the growing and diverse number of Observers from non-governmental organizations, himself as Chair, the Secretariat, and Members of the Committee.

49. The Chair recalled that such self-organization arrangements have been commonly used in other UN processes with large and diverse Observer communities. He noted that self-organization could also be helpful in structuring Observer participation in in-person meetings leading to INC-5.4, pending agreement of the Membership, while underscoring that any encouragement for self-organization is not linked to access to informal meetings.

50. The Chair noted that UNEA Resolution 5/14 highlights the importance of multistakeholder engagement in the process, as well as inclusion of provisions relating to a multistakeholder action agenda in the instrument. He underscored that self-organization could assist in laying the groundwork for engagement under the future instrument, including through a multistakeholder action agenda.

51. The Chair outlined possible practical aspects of self-organization, noting that basic guidance could assist in ensuring clarity and functionality. He also noted that constituencies are generally composed of accredited Observer organizations, and that these may designate one or more focal points. He further noted that these focal points are typically identified by the constituencies

themselves and will often have a facilitative and coordinating role, supporting information-sharing and communication among Observers and with the Chair and Secretariat.

52. The Chair proposed that Observer engagement, including self-organization of Observer non-governmental organizations, could be the subject of his fourth letter, and also proposed that such a letter could be released following the informal in-person Heads of Delegation meeting in Nairobi.

53. Responding to questions from the Bureau, the Chair affirmed that Observers continue to participate in all formal sessions of the INC in accordance with the draft rules of procedure provisionally applied, and that questions on Observer participation at meetings related specifically to their participation in informal meetings leading up to INC-5.4. He recalled that Heads of Delegation meetings have been generally conducted with participation limits, and that there are restrictions to the number of delegates that each Member of the Committee can register, including for the upcoming in-person Heads of Delegation meeting. He recalled that, at INC-5.2 alone, close to 2000 Observers from 620 Observer organizations registered to attend. He noted that full participation in informal meetings of all interested Observers would pose significant logistical and practical challenges. He highlighted that this demonstrated the importance of developing a structured approach based on constituencies for more meaningful engagement in the period leading to INC-5.4.

54. Bureau members reiterated their support for enhancing Observer engagement in the Member-led process and encouraged the Chair to continue considering how to approach the topic moving forward, such as by permitting participation of one Observer per organization. The Bureau agreed to continue discussions on enhancing Observer engagement at the in-person Bureau retreat on 4 July, noting that efforts for enhancing Observer engagement should be balanced, and not take priority over planning for INC-5.4. The Chair invited the Bureau to submit any inputs on the topic to the Chair and Secretariat ahead of the Bureau retreat to assist in preparation.

55. Under the agenda item 6 on 'Other matters', the Chair recalled that the Secretariat had received a notification from Ms. Juliet Kabera informing of her resignation from the Bureau as Vice-Chair representing the African States. He informed the Bureau that the African Group had nominated Mr. Michael Butera of Rwanda to replace Ms. Kabera on the Bureau. The Bureau agreed that, following past practice, Mr. Butera would be invited to attend subsequent Bureau meetings as an observer until such time as the Committee could consider him for election as Vice-Chair. The Chair thanked Ms. Kabera for her longstanding efforts on the Bureau and for her dedication to the INC process.

56. Under the agenda item 7 on 'Closing of the Meeting', the Chair recalled that the save-the-date for the next Bureau meeting on 29 June had already been circulated by the Secretariat, and that this next meeting would be held in-person in Nairobi ahead of the informal in-person Heads of Delegation meeting.

57. In his closing remarks, the Chair expressed appreciation to the Bureau and thanked the Bureau members for their constructive engagement.