

Reference: Not-INC-2024-0039

11 September 2024

Dear Sir/Madam,

On behalf of His Excellency Ambassador Luis Vayas Valdivieso, Chair of the Intergovernmental Negotiating Committee (INC) on plastic pollution. I have the honour to transmit the attached communication from the Chair of the INC as well as a non-paper by the Chair to inform the discussions at the informal online meeting of Heads of Delegation to the INC, scheduled for **16 September 2024 from 14:00 – 16:30 (EAT)**.

To register, participants are kindly invited to fill out the following form: Registration form by Friday, 13 September 2024. Kindly note that the format of the informal online meeting is of Head of Delegation, or a designated alternate representative of the Head of Delegation, plus one additional delegate. Members are, therefore, invited to register a maximum of 2 participants for this meeting.

The informal online meeting of Heads of Delegation will be conducted in English only and will take place on the Interactio platform. Participants will receive a confirmation message once the online form has been submitted. A separate email with the invitation to join the online meeting will then be sent directly from Interactio to the email address used to register for the meeting.

We look forward to your participation in the upcoming online meeting of Heads of Delegations.

The INC Secretariat remains at your disposal for any information at [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org).

Yours sincerely,

*Signed*

The INC Secretariat