

Reference: Not-INC-2024-0006

28 March 2024

Dear INC Member,

A new online **In-session Documents Platform** will be made available for the fourth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-4) scheduled to take place in Ottawa, Canada on 23 – 29 April 2024. This is a password protected platform accessible to INC Members attending INC-4 to self-upload their in-session 1) statements and 2) textual submissions documents. Observer organizations attending INC-4 will also have access to this platform to upload their in-session statements.

This platform will replace the process previously used at INC sessions whereby delegations submitted in-session documents via e-mail to the INC Secretariat.

Step 1: Registration

Member delegations are kindly invited to nominate and register only one user to access and use the platform on behalf of their delegation by the deadline: **Friday 5 April 2024**.

1. Delegations are required to send via email a Nomination Letter identifying the full name and email of their one nominated user to the INC Secretariat: unep-incplastic.statements@un.org.
2. The nominated user needs to visit the platform at <https://resolutions.unep.org/resinc/> and click on "Create new account" to register to the platform.
3. Once the user completes and submits their registration form, they will first receive a "registration pending" e-mail notification. A Nomination Letter is required to approve a user's registration. Once the INC Secretariat approves the user's registration, the user will receive a second "registration approved" e-mail notification. (Users are requested to check their junk mailbox if they do not receive these email notifications.)
4. No more action is required from the user at this time.

Please continue to [read here](#) for more important information on the platform including the next steps for users.

We look forward to launching this platform and welcoming you to INC-4 in Ottawa, Canada.

Yours sincerely,

Signed

The INC Secretariat