

Registration for new INC In-session Documents Platform

28 March 2024

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.

Step 2: Platform visible with instruction manual

On *Friday 5 April 2024*, all the platform’s functionality will be visible (only), and delegation focal points and platform users will receive another notification from the INC Secretariat with:

1. A detailed instruction manual and guidance on how to use the platform.
2. Information on the document self-upload procedure and requirements.

Please note, the platform’s document self-upload functionality will not be accessible to users until the fourth session begins on **Tuesday 23 April 2024**.

Step 3: In-person information session

On *Sunday, 21 April 2024 at 11:00 a.m. - 12:00 p.m.*, the INC Secretariat will conduct an on-site information session at the INC-4 Shaw Centre for users of the platform. This session will provide an in-person presentation and training. The exact room details will be available on the Shaw Centre screens.

Step 4: Platform accessible

On Tuesday 23 April 2024, the fourth session will begin, and the platform will be accessible for users to self-upload their delegation's in-session 1) statements and 2) textual submissions documents.

Additional information:

During the transition to this new platform and while in-session, the INC Secretariat will ensure an open channel of communication with technical support available by e-mail: unep-incplastic.statements@un.org.

Member's and Observer organization's uploaded documents will be reviewed by the platform administrator prior to being published on the platform, and will subsequently be published on the INC-4 [In-session documents web page](#).

**This platform is managed by the UN Environment Programme and is a secure website, and information on privacy and data collection is available for users [here](#) in the footer of the website.*