

Intergovernmental Negotiating Committee (INC)
to develop an international legally binding
instrument on plastic pollution, including
in the marine environment

In-session Documents Platform

**Instruction Manual
for Members**

Contents

Introduction	3
Requirements	4
Registration	5
Self-uploading:	
Statements from Plenary	7
Statements and textual submissions from Contact Groups	9
Troubleshooting	11

Introduction

Home page: <https://resolutions.unep.org/resinc/>



Intergovernmental Negotiating Committee on Plastic Pollution

Login/Register

Username or e-mail *

Password *

• [Create new account](#)

• [Forgot Password](#)

Math question *

4 + 0 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

Log in

Welcome to the In-session Documents Platform for the Intergovernmental Negotiating Committee (INC) on Plastic Pollution.

This is a password protected platform only accessible to INC Members and accredited Observer organizations to self-upload their in-session documents during 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), on 23 to 29 April 2024 at the Shaw Center in Ottawa, Canada. Once in-session, this platform will allow registered users to self-upload documents (more user information and next steps below).

Step 1: Registration

INC Members and accredited Observer organizations are kindly invited to nominate and register only one user to access and use this platform on behalf of delegation.

- 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.
- The nominated user needs to click on "Create new account" to register to the platform.*
- 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.)

Step 2: Platform visible with instruction manual

Prior to INC-4, all of this platform's functionality will be visible (only), and delegation/organization focal points and platform users will receive another notification from the INC Secretariat with:

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

Please note: this platform's document self-upload functionality will not be accessible to users until the INC-4 begins on Tuesday 23 April 2024.

Member access

Observer access

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 this 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 INC-4 session will begin, and this platform will be accessible for users to self-upload their delegation's 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 this platform, and will subsequently be published under [Written statements](#) and [In-session documents](#) on the [INC-4 web page](#).

Users of this platform should not disseminate, publicize, link to external sites, or circulate in any form the contents in this platform. If a link to a web page or document is required, please only source and link from the [INC website](#).

*This platform is managed by the INC Secretariat - UN Environment Programme and is a secure website, and information on privacy and data collection is available for users in the footer (bottom) of this website

INC In-session Documents Platform

3

Requirements

The INC In-session Documents Platform is a password protected platform for an INC Member attending the INC session to self-upload their in-session documents.

- A Member delegation is invited to nominate and register only one user to access and use the platform on behalf of their delegation.
- Once registered, this user can access the platform's pages for Members and Groups of States only to self-upload:
 1. Statement from Plenary on behalf of Group of States*
 2. Statement from Plenary by Member
 3. Statement from Contact Groups on behalf of Group of States*
 4. Statement from Contact Groups by Member
 5. Textual submission from Contact Groups on behalf of Group of States*
 6. Textual submission from Contact Groups by Member

*A Member user needs to self-upload documents on behalf of a Group of States.

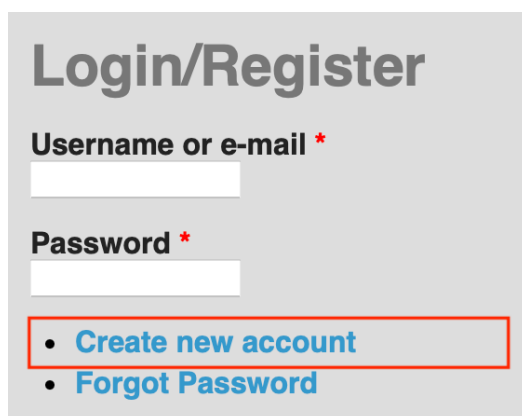
- The platform's document self-upload functionality will not be accessible to a user until the INC session begins (*unless notified otherwise*) and will be closed at the end of the session.
- The platform accepts PDF document files only in any of the six official UN languages. A document uploaded by a user will be considered 'final and/or delivered' and ready for publishing (but a user can retract an uploaded document – see Troubleshooting section).
- Documents can only be uploaded by a delegation attending the INC session in-person.
- All uploaded documents will be reviewed by the platform administrator (checking a user's profile and to ensure accuracy) prior to being published on the platform and will subsequently be published on the INC-4 web pages as follows:
 - Statements from the Plenary on the [Written statements page](#).
 - Statements and textual submissions from Contact Groups on the [In-session documents page](#).
- This platform is only for self-uploading and is not public. A platform user should not disseminate, publicize, link to external sites, or circulate in any form the contents in this platform. If a link to a web page or document is required, please only source and link from the [INC website](#) where all statements and textual submissions from those attending the INC session will be published.

Registration

A Member delegation is kindly invited to nominate and register only one user to access and use the platform on behalf of their organization prior to the INC session.

Steps:

1. A Member delegation is required to send a Nomination Letter via email identifying the full name and email address of their one nominated user to the INC Secretariat: unep-incplastic.statements@un.org.

A screenshot of a web form titled "Login/Register". It has two input fields: "Username or e-mail *" and "Password *". Below the password field, there are two links: "Create new account" and "Forgot Password". The "Create new account" link is highlighted with a red rectangular border.

2. The nominated user needs to visit the platform at <https://resolutions.unep.org/resolutions> and click on **"Create new account"** to register to the platform.* (*more information about completing the registration on the next page.*)

3. Once the user completes and submits their registration form, they will receive a "registration pending" e-mail notification (*a Nomination Letter is required to approve a user's registration*).
4. 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*).
5. Once a user's registration is approved and they log in, the platform's functionality will be visible (only), however the document self-upload functionality will not be accessible until the INC session begins (*unless advised otherwise*).

** A nominated user must register at least one week before the INC session begins. Registration will typically be approved within 72 hours (or less when closer to the INC session).*

Registration (cont.)

The platform’s registration form collects the information needed to correctly identify a user and their uploaded documents.

Steps for creating a new account:

First Name *

Jane

Last Name *

Smith

Representation type *

Observer

Member of the Committee

- None -

This field is to be filled by Member users only

Observer organization

United Nations Environment Programme

Do you have a Nomination Letter? *

Yes

Username *

Jane Smith

E-mail address *

example.email@un.org

Confirm e-mail address *

example.email.un.org

Password *

rizva6-niHfy Strong Password

Strong Password

Passwords match: yes

Confirm password *

rizva6-niHfy Strong Password

Strong Password

Provide a password for the new account in both fields.

Math question *

3 + 8 = 11

Refresh the page if you encounter an error while completing a field.

Create new account

1. Enter First and Last names (only) which must match the user in the Nomination Letter.
2. Choose “Member” for Representation type.
3. Choose from the list of all Members of the Committee.
4. Organization field not relevant/not required.
5. Indicate that you have emailed your Nomination Letter.
6. Enter your First and Last name only.
7. The email entered must match the user’s email in the Nomination Letter. All emails from the platform will be sent to this address.
8. Choose a strong password that uses more than 10 characters with letters (both uppercase and lowercase), numbers, and symbols.
9. Solve the simple math problem and enter the result.
10. Click button to create new account.

Statements from Plenary

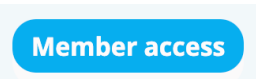
A Member user registered on the platform can self-upload written statement documents from the INC-4 Plenary for their delegation and on behalf of a Group of States.

A written statement should refer to Item 1 or Item 4 in the INC-4 Provisional Agenda (UNEP/PP/INC.4/1) [AR](#) | [ZH](#) | [EN](#) | [FR](#) | [RU](#) | [ES](#).

Please use the “**Add new comment**” form and follow its instructions to upload a written statement document (PDF only) in any of the six official UN languages (additional translated documents can also be uploaded in the same form).

Once reviewed by the platform administrator, it will be published on the page under “**Comments**” and then soon after on the INC-4 [Written statements web page](#).

Steps:

- 1. From the home page click 
- 2. then, on the Member page click  or 
- 3. then, proceed to the ‘Add new comment’ form to upload a document(s):

Group	Write the full name of the Group and don't include acronyms or abbreviations.
or	
Member	Select the country your delegation represents.
Agenda Item	Indicate which Agenda Item the written statement refers to.
Description	Include any more information not covered in the above fields.
Languages	Select the language(s) of the document(s) you are uploading.
Uploaded by	Select the Member uploading this document on behalf of the Group.
Date of upload	Select date and time.
File	An 'original language' document can be uploaded followed by an additional 'translated' document. PDF only.

- 4. click  (see example of published “Comment” on next page).

Statements from Plenary (cont.)

Example of published “Comment”:

Comments

Organization: United Nations Environment Programme

Agenda Item: Item 1. Opening of the session

Description: Example

Date of upload: Wednesday, April 10, 2024 - 15:15

Langauge(s): EN
FR

File:  [example_of_pdf.pdf](#)
 [example_of_pdf_2.pdf](#)

Textual submissions from Contact Groups

A Member user registered on the platform can self-upload textual submission documents from the INC-4 Contact Groups for their delegation and on behalf of a Group of States.

The textual submission document for upload can only refer to one “Part #” of the revised draft text (UNEP/PP/INC.4/3) [AH | ZH | EN | FR | RU | ES](#), however a user can repeat this process by using the page again to upload another document referring to a different “Part #” .

Please use the “**Add new comment**” form and follow its instructions to upload one document (PDF only) in any of the six official UN languages (all translations must be included in the same document).

Once reviewed by the platform administrator, it will be published under “**Comments**” and then soon after on the INC-4 [In-session documents web page](#).

Steps:

1. From the home page click

Member access
2. then, on the Member page click

Textual submission on behalf of Group of States

or

Textual submission by Member
3. then, proceed to the ‘Add new comment’ form to upload a document:

Group	Write the full name of the Group and don't include acronyms or abbreviations.
or	
Member	Select the country your delegation represents.
Part and Provision	Select from the dropdown list either: a) the “ Part #: General ” if your document refers to more than one Provision or does not refer to the Provision(s) listed, or b) the specific “ Part #: Provision # ” that your document refers to.
Description	Write the Author’s full name and describe the contents of the document including the Part # and Provision(s) it refers to (especially if you selected “Part #: General” above), and any other relevant information.
Languages	Select the language(s) of the document(s) you are uploading.
Uploaded by	Select the Member uploading this document on behalf of the Group.
Date of Upload	Select date and time.
File	Upload file

4. click

Save

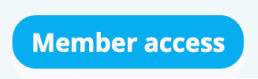
Statements from Contact Groups

A Member user registered on the platform can self-upload written statement documents from the INC-4 Contact Groups for their delegation and on behalf of a Group of States.

Please use the “**Add new comment**” form and follow its instructions to upload a written statement document (PDF only) in any of the six official UN languages (additional translated documents can also be uploaded in the same form).

Once reviewed by the platform administrator, it will be published on the page under “**Comments**” and then soon after on the INC-4 [In-session documents web page](#).

Steps:

- 1. From the home page click 
- 2. then, on the Member page click 
or 
- 3. then, proceed to the ‘Add new comment’ form to upload a document(s):

Group	Write the full name of the Group and don't include acronyms or abbreviations.
or	
Member	Select the country your delegation represents.
Description	Include any more information not covered in the above fields.
Languages	Select the language(s) of the document(s) you are uploading.
Uploaded by	Select the Member uploading this document on behalf of the Group.
Date of upload	Select date and time.
File	An 'original language' document can be uploaded followed by an additional 'translated' document. PDF only.

- 4. click 

Troubleshooting

Platform technical support:

Support is available by e-mail: unep-incplastic.statements@un.org before and during the INC session, and in-person support will be available at the venue.

Forgotten password:

A user can request a new password by clicking on “Forgot Password” on the platform’s home page. After submitting an email or username, the user will receive an email with a one-time link allowing them to access the platform. In the meantime, the platform’s administrator will email the user a new password.

Deleting an uploaded document (Comment):

A registered user (only) can email technical support on unep-incplastic.statements@un.org to request an upload (Comment) to be deleted. The platform administrator will be online during the INC session (when the platform is accessible) to action the request to delete as soon as possible.