

Reference: Not-INC-2024-0045

04 November 2024

Dear Sir/Madam,

The [In-session Documents Platform](#) will be made available for the fifth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-5) scheduled to take place in Busan, Republic of Korea, from 25 November – 1 December 2024. This is a password protected platform for accredited INC Observer organizations to self-upload their in-session statements.

Before INC-4 in April 2024, your organization may have nominated and registered one user to access and use the platform on behalf of your INC delegation. If your organization's current registered user is no longer correct and you need to nominate a new user for INC-5, you are kindly requested to complete the nomination process no later than **Friday 15 November 2024, 23:59 East African Time**. Please follow these steps:

1. Observer organizations are required to send via email a Nomination Letter identifying the full name and email of their one nominated user to this dedicated INC Secretariat email: unep-incplastic.statements@un.org.
2. The nominated user then 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 on the platform, 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. Once the above steps 1 to 3 are complete, no more action is required from the user at this time.

Please note:

- An Observer organization can only nominate and register one user to access and use the platform. Therefore, if a new nomination is received from an organization and approved, this organization's previous user (from INC-4) will be removed from the platform.
- If you are unsure of your organization's current user and their status, then please proactively nominate a new user as the INC Secretariat is not able to receive queries on this matter including individually checking current users for delegations.

- The platform's document self-upload functionality will not be accessible until INC-5 begins on 25 November.

Platform updates including a detailed Instruction Manual and guidance will be shared with Delegation Focal Points and registered platform users after the above registration process is completed on 15 November 2024.

*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.

Yours sincerely,

Signed

The INC Secretariat