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 Observer organizations

Contents

Introduction

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

Intergovernmental Negotiating Committee on Plastic Pollution

UN environment programme

Login/Register

Username or e-mail *

Password *

- **Create new account**
- **Forgot Password**

Math question *

2 + 1 =

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 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), on 25 November to 1 December 2024 at the Busan Exhibition and Convention Center in Busan (BEXCO), Republic of Korea.

Updates

Notification: Delegations to check current registered user or nominate a new user

Users:

A delegation can only nominate and register one user to access and use this platform. Therefore, if a new nomination is received from a delegation and approved, this delegation's previous user (from INC-4) will be removed from this platform.

If you are unsure of your delegation'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.

Access

On <u>Monday 25 November 2025 at 10:00am</u> (Korea Standard Time, GMT+9), the INC-5 session will begin, and this platform will be fully accessible to registered users to self-upload.

[Member access]

[Observer access]

Additional information

During the preparation of this new platform for INC-5 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.

If a link to a web page or document is required, please only source and link to what is made available on or via 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

Go to

INC website

INC-5 in-session documents

Contact technical support

Requirements

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

- An Observer organization is invited to nominate and register <u>only one user</u> to access and use the platform on behalf of their organization.

- Once registered, this user can login to access the platform's pages for Observers and Group of Organizations to self-upload:
  1. Statement to the Plenary on behalf of a Group of Organizations*
  2. Statement to the Plenary by Observer organization

> *An Observer user needs to self-upload documents on behalf of a Group of Organizations.
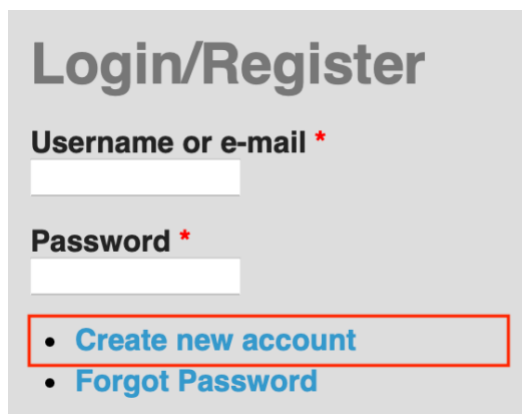
- The platform's document self-upload functionality will not be accessible to a user until the INC session begins (unless notified otherwise) and will be close one hour after the end of the session.

- 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 an organization 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.
  - Statements to the Plenary will be published on the platform and the INC-5 Written statements page.

- It is recommended to only source and link to final documentation made available on or via the INC website.

Registration

An Observer organization 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. An organization 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.

Login/Register

Username or e-mail *

Password *

- **Create new account**
- **Forgot Password**

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.* (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

Password strength:

Passwords match: yes
Confirm password *
rizva6-niHfy 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 "Observer" for Representation type.

3. Member field not required.

4. Organizations registered for INC-5 are listed.

5. Indicate that you have emailed your Nomination Letter.

6. Enter your First and Last name only.

7. The email address 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.

Self-uploading statements to the Plenary

An Observer user registered on the platform can self-upload Plenary written statement documents for their organization and on behalf of a Group of Organizations.

Please use the **'Upload statement'** 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).

An uploaded and saved statement will be considered 'final and/or delivered', and once reviewed by the platform administrator, it will be published on the page under **'Uploaded statements'** and then soon after on the INC-5 Written statements web page.

Steps:

1. From the home page click **- Observer -**

2. then, on the Observer page click **- Statement on behalf of Group of Organizations -**

    or **- Statement by Observer organization -**

3. then, proceed to the **'Upload statement'** form to upload a document(s):

Group or	Write the full name of the Group of Organizations and don't include acronyms or abbreviations.
Organization	Select from the dropdown that lists all registered INC-5 Observer organizations.
Description	Include any additional information to identify your statement.
Languages	Select the language(s) of the document(s) you are uploading.
Uploaded by	Select the Organization uploading this document on behalf of the Group if applicable.
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. `Save` (see example of published "Uploaded statement" on next page).

Self-uploading statements to the Plenary (cont.)

Example of 'Uploaded statement':

> **Group of Organizations:** Group name
> **Description:** Group name statement from the opening plenary
> **Language(s):** AR
>   EN
> **Uploaded by:** United Nations Environment Programme
> **Date of upload:** Monday, November 18, 2024 - 17:30
>
> **File:** 📄 **Language AR.pdf**
>   📄 **Language EN.pdf**

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 (file):

A registered user (only) can email technical support on unep-incplastic.statements@un.org to request an upload 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.