

# Tenth Session of the Permanent Forum on Indigenous Issues New York, 16 - 27 May 2011

## Guide of Participation of NEW Indigenous Peoples Organizations (IPOs) and Academic Institutions

The Secretariat of the Permanent Forum on Indigenous Issues and the Civil Society and Outreach Unit of the Division for Social Policy and Development (DSPD), Department of Economic and Social Affairs (DESA), United Nations welcome representatives of Non-Governmental Organizations (NGOs), Indigenous Peoples Organizations (IPOs) and Academic Institutions registered to attend the Tenth Session of the Permanent Forum on Indigenous Issues

1. In order to participate at the Tenth Session of the Permanent Forum on Indigenous Issues, you **MUST FIRST APPLY FOR APPROVAL** by visiting one of the following websites:

### IPOs:

English: http://esango.un.org/event/ngo.html?page=profileForm&form=ipo&language=english Spanish: http://esango.un.org/event/ngo.html?page=profileForm&form=ipo&language=spanish French: http://esango.un.org/event/ngo.html?page=profileForm&form=ipo&language=french

### Academics:

English:

http://esango.un.org/event/ngo.html?page=profileForm&form=academic&language=english Spanish:

http://esango.un.org/event/ngo.html?page=profileForm&form=academic&language=spanish French:

http://esango.un.org/event/ngo.html?page=profileForm&form=academic&language=french

2. Once your organization is approved, you will receive an automatic email (an example is shown below) that you are approved to participate at the Tenth Session of the Permanent Forum.

United Nations Department of Economic and	I Social Affairs	Search NOO Database Ge Advanced Search
UN Home DESA Home NG	Diranch OHI Society Participation	
Home » New Organization Created		
» Consultative Status with ECOSOC	Nuevo perfil de usuario creado exitosamente.	
introduction to Consultative Status How to obtain Consultative Status Resolution 1996 Committee on NOOs Guadrennial Reports Designating of UN reps Badges & Access to UN premises	Muchas gracias por envirar el perfil de su organización. Su solicitud serà processada por el Departamento de Asuntos Económicos y Sociales de la ON dirección proporcionada una vez que su organización haya sido aprobada. L'alimtmunos que olópedá acceder al sistema para actualizar sus dalos si su organización es aprobada. Si bene consultas adcionales, por fivor no dude en ponerse en contacto con nos como electrónico.	U y usted recibirá un correo electrónico a la iohos, poniendo el nombre de la organización en el asunto del
10 NGO Section Information		
<ul> <li>NoO My Pages</li> <li>Search NoO Database</li> <li>Calendar of Events</li> <li>Contactus</li> <li>Focal Points</li> <li>Forms &amp; Documents</li> <li>NOO related Questions &amp; Answers</li> </ul>		
Dear Sir/Madam,		
Your organizational profile f	or "" has been accepted in DESA's Civil Society database.	
To manage your organizatio activities, upload document Council. Please read more o	nal profile, please go to http://esango.un.org/civilsociety and click on the "Login" link on the right menu. Once logged in s and add contacts within your organization. You may also start other formal processes, such as applying for consultat n this at the NGO Branch website at http://www.un.org/ecosoc/ngo.	n, you may update your address and ive status with the Economic and Social
With your login information, social development, share y	you also have access to CSO Net the Civil Society Network, where you can take part and register to conferences a our projects, add your news stories, events, and more.	nd meetings related to economic and
CSO Net may be accessed	at http://www.un.org/ecosoc/csonet	
Your login details are: Username: Password:		
Please note that this profile	acceptance registers only the details of your organization in our system and does not imply any accreditation status w	vith the United Nations.
If you have any questions,	please do not hesitate to contact us.	
Best regards,		

Administrator ESA Civil Society System

#### 3. The next step is to visit this website (as shown below):

<u>http://esango.un.org/irene/?page=viewContent&nr=13882&type=8&section=8</u> to start adding your participants.



4. Please click on *Registration-Click here* (as shown below).

CSO Ne Civil Society Ne	et <sup>t</sup> twork	Click here to Sign In Search CS	O Net in Events
HOME CONTRIBUTORS	NEWS CALENDAR OF EVENTS		LEARNING QUESTIONNAIRES
Click here to Sign In     Events Calendar     All     Organized by UN Entities     Organized by NGOs     Events by Categories     DPINGO Relations Events     Financing for Development     Forests     Human Rights Council     Human Rights Treaty Bodies     International Year of Youth	overview regist Tent 16 Ma 16 Ma There is method will be 10	TRATION PARTICIPATION th Session of the L genous Issues ay, 2011 - 27 December, 2 s no special theme for the Tenth manent Forum has a biannual v o ne policy year and one review; a review year.	STATEMENTS PHOTOS IN Permanent Forum on Parts Pa
MDG Summit 2010			DOCOMENTS
Public Administration	DETAILED INFORMATION		
Events by Topics     Children & Youth     Climate Change     Disarmament     Education     End Security	Date 16 May, 2011 - 27 Decembra Time Location Organizer Civil Society and Outreach External Link http://www.un.org/esa/so	oer, 2010 9 Unit [ 🛞 UN ENTITY ] ocdev/unpfil/en/session_tenth.html	
Gender Equality     HIV/AIDS     Health	COMMENTS Please sign in to add a Comment No comm	ents added.	

5. You **MUST** login using the same username and password you received in the automatic approval email.

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Events Calendar							
> All	You have to log in in order to register to an event a Click here to Log in and to start the registration process.						
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DPVNGO Relations Events							
Financing for Development							

6. If you don't remember your login details, please use the form below to request the username and password to be emailed to you.

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> List		If you have a	any questions, please S	end a Message to the N	NGO Branch			
▶ Map		User name	e: Password:	User type: CSOs (includi	ng NGOs) 💌	LOGIN		
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		<ul> <li>Please c</li> <li>If your org</li> </ul>	lick here to search and ganization is not in our o	to find out if your organi: Jatabase, Please click I	zation is in ou here to add yo	ir database. our organization		
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		SUBMIT REC	DUEST					

7. To add your representatives, you need to click on "Click here to Designate Representatives to this Event" (as shown below)



8. You can add new representatives or use the ones that are already listed in your contact list.

CSO No Civil Society N	et etwork	Welcome	> <u>My Page</u> >	Sign Out Se	arch CSO	Net in E	Events	ww.un.org/e	GO GO
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Click here to Sign In		OVERVIEW RE	SISTRATION	PARTICIPA	TION	STATEMEN	TS	РНОТО	S
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Events by Categories	NAME					ST	ATUS	REG. INFO	REGISTER
, , , , , , , , , , , , , , , , , , ,	Lamrabat,	Amine							Register »

9. To add a new participant, please click on the link "Add and Register New Representative"

CSO Ne Civil Society Ne		vork	Weld	come! >	<u>My Paqe</u>	> <u>Sign Out</u>	t Search CS	O Net i	n Events	s www.un.org/e	GO GO
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,	La	Lamrabat, Amine								Register »	
Events by Topics											
> Children & Youth											
Climate Change											

10. Please make sure to fill out all the required fields including the **ones for security purposes** (as shown below). It will save a lot of time when you arrive at the registration desk.

HOME CONTRIBUTORS	NEWS CALENDAR OF EVENTS	BEST PRACTICES	FORUMS LEARNIN	IG QUESTIONNAIRES
<u>Click here to Sign In</u>	OVERVIEW REGI	STRATION PART	ICIPATION STATE	MENTS PHOTOS
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Disarmament	E-mail			*
Education	Permanent Address			*
Food Security				
Gender Equality		I		
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	Data of Dist			

HOME CONTRIBUTORS	NEWS	CALENDAR OF EVENTS	BEST PRA	CHCES	FORUMS	LEARNING	QUESTIONNAIRES
Click here to Sign In		OVERVIEW REG	ISTRATION	PART	ICIPATION	STATEMENTS	PHOTOS
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HIV/AIDS							
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Peace	Height					* (Indicate wether	cm/inch)
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11. Once you are done, please click on Add button at the bottom of the form.

12. Please note that the name of the added representative will be listed in your table as shown below. It will show that the representative is **not approved** yet in red color.



**Please note that it might take up to two weeks to be approved**. Once you are approved, your representative will receive an automatic email that shows his name and a link to the online registration system where he will need to login again in order to download the Letter of Confirmation.

Deng Amire Laurabos,
Your pre-registration for the event "Tenth Session of the UN Permanent Forus on Indigenous Issues " in the capacity as an Nio representative to the organization "Amine Test SDec" has been approved.
You can now log in to CSO Net - the Civil Sociey Network and download the official invitation letter to this event. Please also take a minute to update your contact information to allow a faster and smoother process at the registration desk at the day of the Event. Your log in credentials to CSO Net is with the main representative of your organization.
Sign in to CSO Net here: http://esango.un.org/iteme/'page-login
Sincerely yours,
Department of Economic and Social Affairs United Nations

13. Once you login again to the system, you will notice that now the name of your representative is shown as **approved in green color.** 

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International \	Year of Youth										
MDG Summit 2	2010										
Public Adminis	stration	Showing 1	- 1 out of 1 designat	ed repre	sentative	s to this Ev	ent.				
Events by T	opics	PAGE 1									
> Children & Yo	outh	ID	NAME	1	DATE PRE-	REG	APP	ROVED	CONFIRMATION		
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> Disarmament											

14. Please click on the link " View Confirmation Letter<sup>\*</sup> to download and print your letter of confirmation (as shown below)

> Click here to Designate Representatives to this Event

Showing 1		۴				
PAGE 1						
ID	NAME	DATE PRE-REG	APPROVED			
160509		10 December, 2010	*	View Confirmation Letter	2	8

Please make sure you bring this letter with you to the registration desk. This letter and a photo identification document are required to facilitate the issuance of ground-passes.

For additional information and technical issues with the pre-registration, please contact Mr. Amine Lamrabat by email at ngo@un.org.

DSPD wishes all participants a fruitful session of the Permanent Forum on Indigenous Issues