

130 período de sesiones del Foro Permanente para las Cuestiones Indígenas New York, 12-23 Mayo 2014

Guía para la participación de Organizaciones de los Pueblos Indígenas e Instituciones Académicas NUEVAS

El Secretariado del Foro Permanente para las Cuestiones Indígenas y la Unidad para la Sociedad Civil de la División para el Desarrollo y Política Social (DDPS), Departamento de Asuntos Económicos y Sociales (DAES) de las Naciones Unidas, da la mas cordial bienvenida a los representantes de las Organizaciones de los Pueblos Indígenas (OPIs), Organizaciones No Gubernamentales (ONGs) e Instituciones Académicas registradas para asistir al 13º Período de Sesiones del Foro Permanente para las Cuestiones Indígenas.

1. Con el fin de participar en el 130 período de sesiones del Foro Permanente Período de Sesiones del Foro Permanente para las Cuestiones Indígenas, usted **DEBE APLICAR PRIMERAMENTE PARA SU APROBACION** visitando una de las siguientes páginas:

Organizaciones de los Pueblos Indígenas (OPIs):

http://www.un.org/esa/socdev/unpfii/new-ipos-sp.html

Instituciones Académicas:

http://www.un.org/esa/socdev/unpfii/new-academics-sp.html

2. Por favor tenga en cuenta que el perfil de su organización será CREADO y usted recibirá un correo electrónico (un ejemplo se muestra a continuación).

*PERO la aprobación del perfil de su organización NO significa que está aprobado para participar en el 13º Período de Sesiones del Foro Permanente para las Cuestiones Indígenas.

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 Introduction to Consultative Status How to obtain Consultative Status Resolution 1996 Committee on NGOs Quadrennial Reports Designating of UN reps Badges & Access to UN premises 	Metro prime de basino de causandence. Muchas gracias por enviar el periodi de su organización. Su solicitud será procesada por el Departamento de Asuntos Econômicos y Sociales de la ONU y usted recibirá un correo electrónico a la dirección proporcionad una vez que su organización haya sido aprobada. La informanos que sólo podrá acceder al sistema para actualizar sus datos si su organización en el asunto del correo electrónico.
» NGO Section Information	
 NGO MyPages Search NGO Database Calendar of Events Contact us Focal Points Focal Points Forms & Documents NGO related Questions & Answers 	
Dear Sir/Madam, Your organizational profile fi	pr "" 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, you may update your address and s and add contacts within your organization. You may also start other formal processes, such as applying for consultative status with the Economic and Social n this at the NGO Branch website at http://www.un.org/ecosoc/ngo.
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 and meetings related to economic and our projects, add your news stories, events, and more.
CSO Net may be accessed a	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 with the United Nations.
If you have any questions,	please do not hesitate to contact us.
Best regards,	
Administrator ESA Civil Society System	

3. Revisaremos con cuidado toda la información proporcionada en el perfil de su organización y le avisaremos si requerimos información suplementaria para completar su perfil. Cuando su perfil está debidamente completo, le enviaremos un correo electrónico (con instrucciones) informándole que su organización ESTA OFICIALMENTE APROBADA para participar en la sesión del Foro.

El siguiente paso es hacer clic en el enlace en el correo electrónico, que corresponde a <u>http://www.un.org/esa/socdev/unpfii/documents/2014/register.html</u> para empezar a añadir a sus participantes.

4. Por favor haga clic en *Registration-Click here* (como se muestra a continuación):



5. **TIENE QUE** ingresar usando el nombre de usuario y contraseña que usted recibió en el correo electrónico de aprobación.



6. Si usted no recuerda sus datos de ingreso, por favor use el formato siguiente para solicitar de nuevo su nombre de usuario y contraseña, estos serán enviados por correo electrónico solamente a la persona que inició el proceso de apertura del perfil de su organización.

http://www.un.org/esa/socdev/unpfii/documents/2014/forgot-register.html

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7. Para añadir a su representante, usted necesita hacer clic en "Click here to Designate Representatives to this Event" (como se muestra a continuación)

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Climate Change

8. Usted puede añadir nuevos representantes o usar aquellos que se encuentran en su lista de contactos.

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9. Para añadir nuevos participantes, por favor haga clic en el enlace "Add and Register New Representative"

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10. Por favor asegúrese de llenar todos los cuadros requeridos, incluyendo aquellos **por motivo de seguridad** (como se muestra a continuación). Esto es necesario al momento de llegar a la mesa de registro.

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11. Una vez que usted haya concluido, por favor haga clic en "Add" en la parte inferior del formulario.

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12. El nombre del representante añadido aparecerá en la lista de la tabla como se muestra abajo y aparecerá en rojo **"Not approved"** cuando aun no ha sido aprobado.

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Por favor note que tal vez tome hasta 10 días para ser aprobado. Una vez que usted sea aprobado, su representante recibirá un correo electrónico automático que muestre su nombre y un link al sistema de registro en línea al que **debe acceder para obtener su carta de confirmación**.

Dear Amine Lamrabat,

Your pre-registration for the event "Tenth Session of the UN Permanent Forum on Indigenous Issues " in the capacity as an NGO representative to the organization "Amine Test 9Dec" has been approved.

You can now log in to C30 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 C30 Net is with the main representative of your organization.

Sign in to CSO Net here: http://esango.un.org/irene/?page=login

Sincerely yours,

Department of Economic and Social Affairs United Nations

13. Cuando ingrese al sistema, usted podrá notar en color verde que su representante está aprobado "Approved".

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14. Por favor haga clic en el enlace " View Confirmation Letter" para bajar e imprimir la carta de confirmación como se muestra a continuación:

> Click here to Designate Representatives to this Event

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Por favor traiga esta carta impresa con usted al momento de presentarse en la mesa de registro. Esta carta y una identificación con foto son necesarias para facilitar la emisión de su pase.

Para información adicional y asuntos técnicos relacionados con el pre-registro, por favor de contactarnos por correo electrónico en ngo@un.org

El Secretariado del Foro Permanente para las Cuestiones Indígenas y la Unidad para la Sociedad Civil de la División para el Desarrollo y Política Social les desean a todos los participantes una sesión del Foro Permanente para las Cuestiones Indígenas muy fructífera