



**17<sup>th</sup> Session of the Permanent Forum on Indigenous Issues**  
New York, 16-27 April 2018

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



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*The Secretariat of the Permanent Forum on Indigenous Issues of the Division for Social Policy and Development (DSPD) welcomes representatives of Non-Governmental Organizations (NGOs), Indigenous Peoples Organizations (IPOs) and Academic Institutions to register and attend the 17<sup>th</sup> Session of the Permanent Forum on Indigenous Issues (UNPFIII17).*

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1. To participate at this session of the Permanent Forum on Indigenous Issues, you **MUST FIRST CREATE A NEW PROFILE**:

<http://bit.ly/icso-new-profile>

OR:

<http://esango.un.org/civilsociety/showNewProfile.do?method=addNewProfile&sessionCheck=false>

2. Please note that your organization's profile will be **ADDED AUTOMATICALLY** to our integrated Civil Society Organizations (iCSO) system. You will receive a confirmation email (an example is shown below) that your "organization's profile" has been added in our online database. **A username and password will also be provided.**

**\* Please note the approval of your profile does not mean that you are approved to participate at the 17<sup>th</sup> Session of the Permanent Forum.**



Dear Sir/Madam,

Your organizational profile for "....." has been accepted in DESA's Civil Society database.

To manage your organizational 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 activities, upload documents and add contacts within your organization. You may also start other formal processes, such as applying for consultative status with the Economic and Social Council. Please read more on this at the NGO Branch website at <http://www.un.org/ecosoc/ngo>.

With your login information, 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 social development, share your projects, add your news stories, events, and more.

CSO Net may be accessed at <http://www.un.org/ecosoc/csonet>

Your login details are:

Username: .....

Password: .....

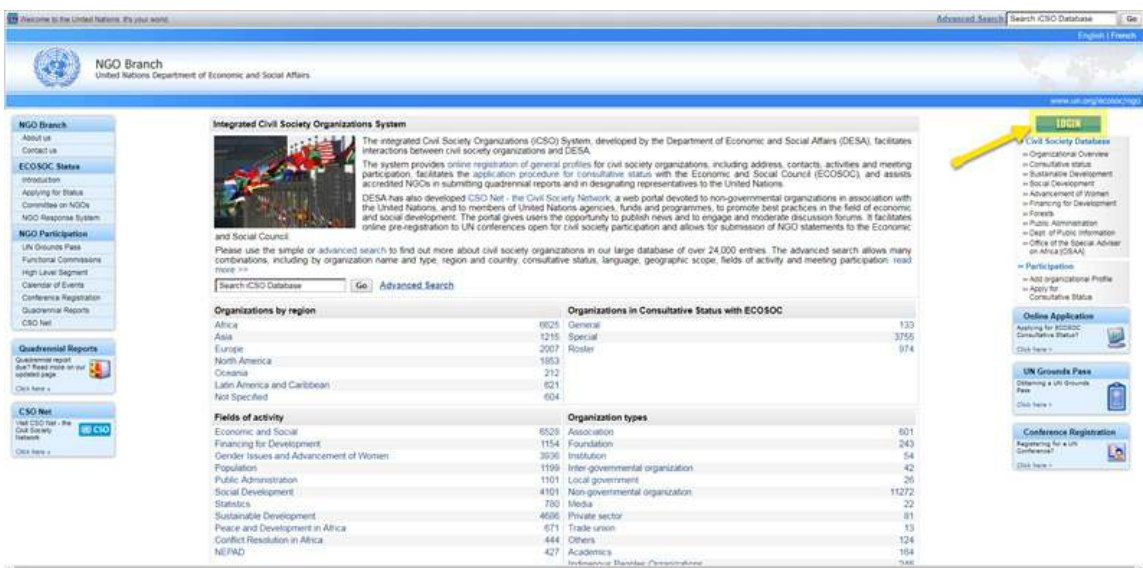
Please note that this profile acceptance registers only the details of your organization in our system and does not imply any accreditation status with the United Nations.

If you have any questions, please do not hesitate to contact us.

Best regards,

Administrator  
ESA Civil Society System

3. To manage your organizational profile, please visit: <http://esango.un.org/> and click on the "Login" link on the right menu. Once logged in, please add your **organization name, address, country, phone, email** and make sure your Organization Type is **Indigenous Peoples Organization** or **Academics** and then click "continue" at the end of the page.



**New profile**

**General** | Contacts & Participation | Activities | Additional Information | Main Objective and Login Details

Thank you for your interest in submitting the profile of your organization. Please complete all five pages of this form. After each page, click the **Continue** button at the bottom of the page. On the last page, click the **Submit and send email notice** Button. A substantive officer in DESA will receive an email notice and review your organizational profile. You will be informed once your profile has been accepted and included in our database.

\* Asterisked items must be filled in

\* Organization's name:

After entering the Organization's name, click the **Check duplicate** button to see if an organization with this or a similar name already exists in our database.

Organization's name (English):   
(required if the above name is not English)

Organization's acronym:

Organization's acronym (English):

Former Name(s):   
(if a different name before)

**Headquarters address**

\* Address:

\*  Country -- OR --  Other geographical designations

Phone:

Fax:

\* Email:

Web site:

+ Preferred mailing address (if different from above)

\* Organization type:

\* Languages:   
(used by the organization)

4. Please choose “**Social Development**” as your contact type, add your **first name, last name, address, phone, email** and then click “**Continue**” at the end of the page.

Profile General has been saved

Please add at least one contact for your organization.

If you like to add another contact, click the **Save** button at the bottom of the page. You will be directed to a contact summary page that allows you to add further contacts by clicking on "New contact". If you like to continue to the "Activities" page, click the **Continue** button.

\* Asterisked items must be filled in

\* Contact Type:

Select one or more contact types that best describe the area of expertise of the person. For the types "Application", "Designation", "Quadrennial Report" and "Re-classification", the person will be responsible for submitting and updating information related to Consultative Status with the Economic and Social Council.

Title:

\* First Name:

\* Last Name:

**Mailing address (if different from headquarters)**

Address:

Country -- OR --  Other geographical designations

Phone:

Fax:

Email:

Communication preference:  Email  Fax  Letter

Position:

Department:

5. Please select **“Social Development”** as your area of expertise, fill out your **“Mission Statement”** and then click on **“Continue”** at the end of the page.

Profile Contacts & participation has been saved \* Asterisked items must be filled in

Areas of expertise & Fields of activity:  
(Please select the fields of activity and then the areas of expertise for each field.)

- Economic and Social
- Financing for Development
- Gender Issues and Advancement of Women
- Population
- Public Administration
- Social Development**
- Statistics
- Sustainable Development
- Peace and Development in Africa
- Conflict Resolution in Africa
- NEPAD

Geographic scope:  International  Regional  National  Local

Country of activity:

Other geographic areas of activity:

Millennium Development Goals:

Mission statement:  
(Characters left: 3950)

Year established (YYYY):

Year of registration (YYYY):  
(by a government authority)

Organizational structure:  
(Characters left: 3950)

Number and type of members:  
(Characters left: 3950)

Affiliation with NGO networks:

Funding structure:  
(select all that apply)

Funding structure other:  
(Please specify)

6. Please click on **“+ Social Development”** and indicate which **indigenous peoples** (including names of specific indigenous peoples and their communities, territories and sub-groups) **are represented in your organization**, provide a **brief description of your work in connection with indigenous issues**, and click on **continue** at the end of the page.

Profile Activities have been saved

Click the + sign below to add additional information in substantive areas of economic and social affairs. Please provide as much details as possible.

+ Sustainable Development  
If you like to obtain more information about sustainable development issues, please visit our website.

- Social Development  
If you like to obtain more information about social development issues, please visit our website.

Affiliation with other organizations:  
(e.g., networks, intergovernmental organizations, research institutes)  
(Characters left: 3050)

Publications:  
(title, year, frequency)  
(Characters left: 3050)

Purpose of the organization:  
(Characters left: 3050)

Activities relevant to the conference of States Parties to the convention on the Rights of Persons with Disabilities:  
(Characters left: 3050)

Confirmation of the activities of the organization at the regional, national or international level:  
(Characters left: 3050)

A list of members of the governing body of the organization, and their countries of nationality:  
(Characters left: 3050)

Description of the membership of the organization, indicating the total number of members:  
(Characters left: 3050)

+ Advancement of Women  
If you like to obtain more information about advancement of women issues, please visit our website.

+ Forests  
If you like to obtain more information on forest issues, please visit our website.

+ Public Administration and Development Management  
If you like to obtain more information on public administration issues, please visit our website.

+ Informal regional network of NGOs  
If you like to obtain more information about the informal regional network on NGOs, please visit our website.

+ Office of the Special Adviser on Africa

+ Other UN Entities

Continue Cancel Reset

7. Please choose “**Social Development**” as the main objective, type a **password** in the login details and click “**Submit and send email notice**” at the end of the page.

Profile Additional Information has been saved.

Once you have completed this page, please click on the **Submit and send email notice** button. A substantive officer in DESA will receive an email notice and review your organizational profile. You will be informed once your profile has been accepted.

\* Asterisked items must be filled in

\* Main Objective for submitting a profile

Please select one main objective why your organization would like to be included in our database. The selection of the main objective will decide which substantive office in DESA will review your profile.

- Special Event / Application for Consultative Status with ECOSOC
- Sustainable Development
- Social Development**
- Advancement of Women
- Financing for Development
- Forests
- Public Administration
- Department of Public Information
- NEPAD/Office of the special adviser on Africa

Login Details

Please enter a username and password which must be at least five characters and/or numbers long. Once your profile has been accepted, you will use this username and password to login to your organizational profile.

\* Username:

\* Password:

\* Re-type Password:

8. We will review your organization’s profile and send a confirmation email (with instructions) informing you that your organization is **NOW OFFICIALLY CONFIRMED** to participate at the Session of the Permanent Forum on Indigenous Issues. Please note that you will need to register each person that will be attending the session for your organization. A link to registering your participants will also be provided.

