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United Nations

Department of
Economic and
Social Affairs

**19^{ème} Session de l'Instance Permanente sur les Questions
Autochtones**

New York, 13 - 24 avril 2020

**Guide pour la participation de NOUVELLES organisations autochtones
(IPOs) et institutions académiques.**



1. Afin de participer à cette session de l'Instance Permanente vous devez
EN PREMIER LIEU CRÉER UN NOUVEAU PROFIL.

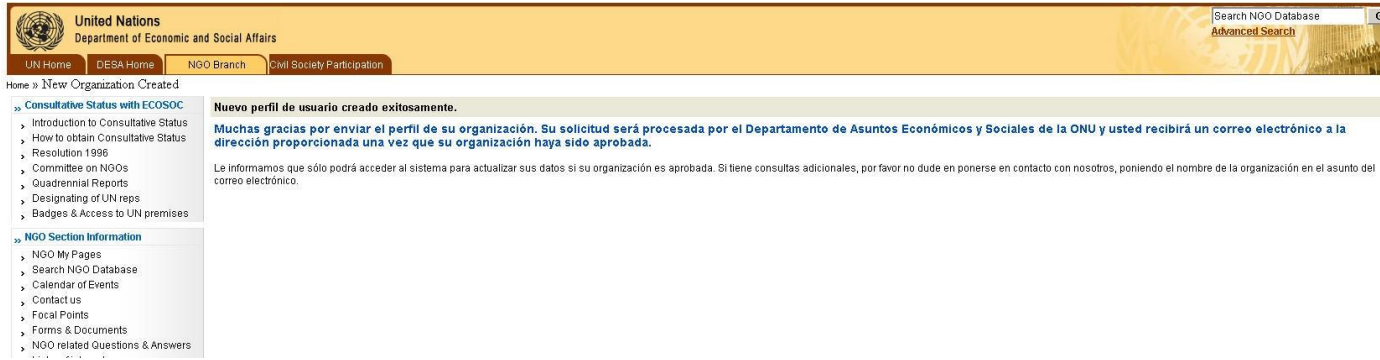
<http://bit.ly/icso-new-profile>

OU:

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

2. Une fois que vous aurez créé votre nouveau profil en suivant les instructions, votre organisation recevra un courrier électronique de confirmation (voir exemple ci-dessous) indiquant que le profil de votre organisation a été ajouté dans notre base de données en ligne. **Un nom d'utilisateur et un mot de passe vous seront également communiqués.**

*** Attention veuillez noter que l'approbation de votre profil ne signifie pas que votre participation à la 19^{ème} session de l'Instance Permanente est approuvée.**



The screenshot shows the United Nations Department of Economic and Social Affairs website. The header includes the UN logo and navigation tabs for UN Home, DESA Home, NGO Branch, and Civil Society Participation. A search bar is visible in the top right. The main content area displays a confirmation message in Spanish: "Nuevo perfil de usuario creado exitosamente." (New user profile created successfully). The message states that the organization's profile has been accepted and that the user will receive an email with login instructions. A sidebar on the left contains a menu with categories like "Consultative Status with ECOSOC" and "NGO Section Information".

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. Pour gérer le profil de votre organisation, veuillez aller sur la page : <http://esango.un.org/> et cliquer sur le bouton « se connecter » (« **login** ») dans le menu à droite. Une fois connecté, veuillez ajouter le **nom de votre organisation, l'adresse, le pays, le téléphone, l'adresse de courrier électronique** et vérifier que votre type d'organisation est bien « Organisation autochtone » (« **Indigenous Peoples Organization** ») ou « Académique » (**Academics**) puis cliquer sur « continuer » (« **continue** ») en bas de page.

Integrated Civil Society Organizations System

The Integrated Civil Society Organizations (ICSO) System, developed by the Department of Economic and Social Affairs (DESA), facilitates interactions between civil society organizations and DESA.

The system provides online registration of general profiles for civil society organizations, including address, contacts, activities and meeting participation, facilitates the application procedure for consultative status with the Economic and Social Council (ECOSOC), and assists accredited NGOs in submitting quadrennial reports and in designating representatives to the United Nations.

DESA has also developed CSO Net - the Civil Society Network, a web portal devoted to non-governmental organizations in association with the United Nations, and to members of United Nations agencies, funds and programmes, to promote best practices in the field of economic and social development. The portal gives users the opportunity to publish news and to engage and moderate discussion forums. It facilitates online pre-registration to UN conferences open for civil society participation and allows for submission of NGO statements to the Economic and Social Council.

Please use the simple or advanced search to find out more about civil society organizations in our large database of over 24,000 entries. The advanced search allows many combinations, including by organization name and type, region and country, consultative status, language, geographic scope, fields of activity and meeting participation. [Read more >>>](#)

Search ICSO Database [Advanced Search](#)

Organizations by region	Organizations in Consultative Status with ECOSOC	
Africa	General	133
Asia	Special	3755
Europe	Roster	974
North America		
Oceania		
Latin America and Caribbean		
Not Specified		



Fields of activity	Organization types	
Economic and Social	Association	601
Financing for Development	Foundation	243
Gender Issues and Advancement of Women	Institution	54
Population	Inter-governmental organization	42
Public Administration	Local government	26
Social Development	Non-governmental organization	11272
Statistics	Media	22
Sustainable Development	Private sector	81
Peace and Development in Africa	Trade union	13
Conflict Resolution in Africa	Others	124
NEPAD	Academics	164
	International Non-Governmental Organization	166

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)
Arabic
Chinese
English
French
Russian

4. Veuillez choisir « développement social » (« **Social Development** ») comme type de contact (« contact type »), ajouter **votre prénom** (« **first name** »), **nom de famille** (« **last name** »), **adresse** (« **address** »), **téléphone** (« **phone** »), **adresse de courrier électronique** (« **email** ») puis cliquer sur « continuer » (« **continue** ») en bas de 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: Advancement of Women
Application
Committee on NGOs Represent:
Conference Focal Point
Designation

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. Veuillez sélectionner « développement social » (« **Social Development** ») comme domaine d'expertise, définir votre mission (« **mission statement** ») puis cliquer sur « continuer » (« **continue** ») en base de 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: 3050)

Year established (YYYY):

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

Organizational structure:
(Characters left: 3050)

Number and type of members:
(Characters left: 3050)

Affiliation with NGO networks:

Funding structure:
(select all that apply)

Funding structure other:
(Please specify)

6. Veuillez cliquer sur «+ **Social Development**» et indiquer quels **peuples autochtones sont représentés au sein de votre organisation** (en incluant le nom spécifique des peuples autochtones, de leurs communautés, territoires et sous-groupes), veuillez fournir une **brève description de votre travail en lien avec les questions autochtones** et cliquer sur « continuer » (« **continue** ») en bas de 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

+ Office of the UN Entities

Continue Cancel Reset

7. Veuillez choisir « développement social » (« **Social Development** ») comme objectif principal, entrer un mot de passe (« **password** ») dans les informations de connexion (« **login details** ») et cliquer sur « soumettre et envoyer un courriel de notification » (« **submit and send email notice** ») en bas de 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:

Submit and send email notice Cancel Reset

8. Nous allons examiner le profil de votre organisation et si nous la retenons pertinente pour le travail de l'Instance, votre organisation recevra un courriel de confirmation (avec des instructions) vous informant que votre organisation est « **MAINTENANT OFFICIELLEMENT CONFIRMÉE** » (« **NOW OFFICIALLY CONFIRMED** ») pour participer à la session de l'Instance Permanente sur les questions autochtones. **Veillez noter qu'il faudra enregistrer chaque personne qui participera à la session dans une base de données différente.** Un lien pour vous permettre d'enregistrer les participants dans cette base de données sera envoyé.