



United Nations

Department of Economic and Social Affairs



Permanent Forum on Indigenous Issues

iCSO Accreditation Application Guide for Indigenous Peoples Organizations (IPOs) and Academic Institutions

To be able to register to participate at this session of the United Nations Permanent Forum on Indigenous Issues (UNPFII), the IPO or academic institution **must have a profile with accreditation in iCSO.**

This guide includes information for:

- **IPOs and academia that have previously participated at UNPFII and already have a profile in iCSO:2**
- **IPOs and academia that have not previously participated at UNPFII and do not yet have a profile in iCSO:5**

Important information to keep in mind:

- Make sure that your organization’s profile is up to date and contains key information about the organization and its work related to Indigenous Peoples in line with the mandate of the Permanent Forum on Indigenous Issues. This facilitates the review of the application.
- Make sure that there is a designated focal point with an up-to-date email address. The focal point will approve registration of individuals from the organization later in the registration process.
- Check if your organization already has a profile registered before creating a new one. If your organization already has a profile, it is important to log in and update this instead of creating a new profile as duplicate profiles will not be accredited.
- Please note the approval of the profile does not mean that you are accredited to participate at UNPFII. If accredited, you will receive an email confirming this after the profile is reviewed.
- Note that the present instructions apply to IPOs and academic institutions. Think tanks are not considered academic institutions. NGOs with ECOSOC consultative status do not need to complete this step in the registration process. NGOs without ECOSOC consultative status need to apply for this status separately.

IPOs and academia that have previously participated at UNPFII and already have a profile in iCSO:

Please, you **MUST** check if your organization is accredited to the Forum and update any missing information by following these steps:

1. Access the iCSO database

- Visit the iCSO (Integrated Civil Society Organizations) system: <https://esango.un.org/civilsociety>
- Click on **“Login”** at the top right corner of the page.
- Enter your organization’s login credentials. If you have forgotten your password, use the **“Forgot Password”** option to reset it.

The screenshot displays the iCSO database website. At the top, there is a navigation bar with the UN logo and 'NGO Branch' information. Below this, a sidebar on the left contains various menu items like 'About us', 'Contact us', and 'ECOSOC Status'. The main content area features the 'Integrated Civil Society Organizations System' title and a search bar. A yellow arrow points to the 'Login' button in the top right corner. Below the search bar, there are two tables: 'Organizations by region' and 'Organizations in Consultative Status with ECOSOC'. The 'Organizations by region' table lists regions and their respective counts. The 'Organizations in Consultative Status with ECOSOC' table lists various status types and their counts.

Organizations by region	Count
Africa	9625
Asia	1215
Europe	2007
North America	1953
Oceania	212
Latin America and Caribbean	621
Not Specified	604

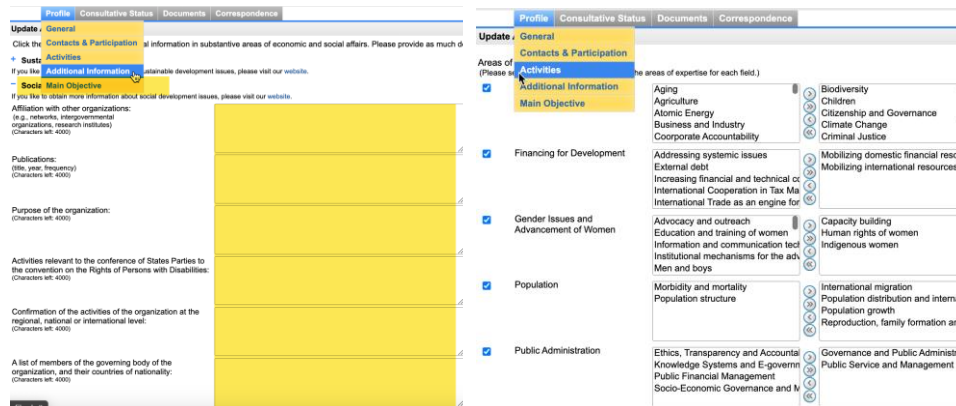
Organizations in Consultative Status with ECOSOC	Count
General	133
Special	3755
Roster	974

Fields of activity	Count
Economic and Social	6528
Financing for Development	1154
Gender Issues and Advancement of Women	3938
Population	1169
Public Administration	1101
Social Development	4101
Statistics	793
Sustainable Development	4696
Peace and Development in Africa	671
Conflict Resolution in Africa	484
NEPAD	427

Organization types	Count
Association	601
Foundation	243
Institution	54
Inter-governmental organization	42
Local government	26
Non-governmental organization	11272
Media	22
Private sector	81
Trade union	13
Others	124
Academics	164

2. Update your profile with any missing information

- In the profile section, click on **“Profile”** then **“Activities”** and finally **“Additional Information”** under **“Social Development”** to make the necessary changes.



- Ensure the following information is accurate and up to date:
Organization’s mission and activities related to Indigenous issues, supporting documents, if required.
- Make sure that you mention the Indigenous Peoples you represent, or if your organization is an umbrella organization for different IPOs and any affiliations with other IPOs.
- Make sure that the focal point information and contact details are accurate. The focal point designated at this stage must later approve the registration of their delegation in INDICO, without which the delegation cannot be registered.

3. If you update the contact email for the focal point, you **MUST** notify us of the change by email

Send an email to indigenous_un@un.org. with the subject line: **“UNPFII IPO/Academia - Focal Point Update”** before the deadline for iCSO registration. Include the following details in your email: Name of your organization, and the new focal point information and contact details.

Important: If the changes to your organization’s focal point is not notified to us by email, you will not be able to proceed with registration of individual participants in INDICO at the second stage of the registration process.

4. Check your profile accreditation

- Once logged in, navigate to **“My Organization”** or **“Profile”** in the dashboard.
- To check if your organization is accredited to participate in the UN Permanent Forum on Indigenous Issues (UNPFII), click on the menu, go to "Profile" and then select "Additional Information".

- If you see that the “Accreditation to” shows:
 - **“Indigenous Forum”**, your organization has an active accreditation. No other step is necessary within the iCSO system.
 - If you do not see “Indigenous Forum” mentioned here, you will need to continue to the next step.

	Profile	Consultative Status	Documents	Correspondence
View Ad	General			
	Contacts & Participation			
Social D	Activities			
Accredita	Additional Information		Indigenous Forum	
Affiliation	Main Objective			
Publicati				
Purpose of the organization:				
Activities relevant to the conference of States Parties to the convention on the Rights of Persons with Disabilities:				
Confirmation of the activities of the organization at the regional, national or international level:				
A list of members of the governing body of the organization, and their countries of nationality:				
Description of the membership of the organization, indicating the total number of members:				

5. Make sure you save your changes and submit the profile update.

6. If your organization is NOT accredited to UNPFII (“Indigenous Forum”) you MUST notify us about your updated profile

Once your profile is updated, you MUST send an email to indigenous_un@un.org with the subject line: **“UNPFII IPO/Academia Profile Update – Request for Review”** before the deadline for iCSO registration.

Include the following details in your email: Name of your organization, and any relevant supporting documents.

Important: If your organization is NOT accredited and does not update its profile in iCSO, we will not be able to review your organization for accreditation to the UNPFII.

IPOs and academia that have not previously participated at UNPFII and do not yet have a profile in iCSO:

1. First, verify that your organization does not already have a profile registered in iCSO by searching for it here. If it is already registered, please go to “[IPOs and academia that have previously participated at UNPFII and already have a profile in iCSO](#)” and follow the steps outlined there.

2. Create a new profile by following this link and clicking on “Create a new profile”:
<http://esango.un.org/civilsociety/showNewProfile.do?method=addNewProfile&sessionCheck=false>

3. Fill in your organization’s information:

- In the “General” tab, add the name of the organization, address, country, and email, as well as the languages used by the organization. Here, you must add the organization type, which should be “**Indigenous Peoples Organization**” or “**Academics**”. Click “Continue” at the end of the page.

Civil Society Participation > New profile: General

Test - do not approve

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

• The field Organization's name: is required

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.

* 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.
Check duplicate | [ok]

If you are planning to apply for consultative status please note that the name of the organization must match the one in the certificate of registration provided.

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

- Permanent address must be a valid physical address (No PO Box allowed)
- The e-mail address provided will be used for all future communications with the NGO. You are responsible for maintaining such e-mail address updated at all times.
- Make sure the website provided (if any) is active at all times.

* Address:

Country - OR - Other geographical designations
Select a country

Phone:

Fax:

* Email:

Web site:

* Organization type:
* Languages:
(used by the organization)

Indigenous Peoples Organizations

Arabic
Chinese
French
Russian
Spanish

[Continue] [Cancel]

- In the “Contacts & Participation tab”. Please choose “**Conference Focal Point**” as the contact type, and add the **first name, last name, address, phone, email** of the organization’s focal point. It is essential that this contact information is correct and up to date, as the focal point will have the role of approving registration of individuals in their organization’s delegation

at a later stage in the registration process. Click “Continue” at the end of the page.

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:

- Fill in the “Activities” tab. Please select “**Social Development**” as your area of expertise. Here you can also specify what areas within social development, such as “Indigenous issues” and more. Make sure to fill out your “**Mission Statement**” and other details about your organization. Click “Continue” at the end of the page.

* 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:

-	>	
Afghanistan	>>	
Albania	>>>	
Algeria	<<	
Andorra	<<<	

Other geographic areas of activity:

Occupied Syrian Golan	>	
Jammu and Kashmir	>>	
Kosovo	>>>	
French Polynesia	<<	

Millennium Development Goals:

Eradicate extreme poverty and h	>	
Achieve universal primary educa	>>	
Promote gender equality and em	>>>	
Reduce child mortality	<<	
Improve maternal health	<<<	

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)

Donations and grants from dome	>	
Fees for education and training s	>>	
Fees for providing consulting or	>>>	
Membership fees or dues	<<	
Product sales and business serv	<<<	

Funding structure other:
(Please specify)

- Under the “Additional information” tab, please click on “+ **Social Development**”. For **IPOS**, please describe **which Indigenous Peoples your organization represents**, organizational structure, activities of the organization, etc. For **Academic Institutions**, please provide information on academic programs, community projects with Indigenous Peoples and/or your work relevant to the UNPFII. Click “Continue” at the end of the page.

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

- In the “Main objective and login details” tab, please select “**Social Development**” as the main objective and **create a username** (by default it will be set as the email provided) and **password**. Please take note of these for the future as you will need them to manage your organization’s profile in iCSO. Click on “Submit and send email notice”.

Civil Society Participation > New profile: Main Objective

Test - do not approve

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

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

- The field **Re-type new password** is required
- The field **Password** is required
- The **username** can not be less than 12 characters.
- 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 create a username and password for your account, following the password guidelines below. Once the profile has been accepted, you will use this username and password to login to your organizational profile.

Username:

Password:

Re-type Password:

Password guidelines:

- Password must contain at least one uppercase, or capital, letter (ex: A, B, etc.), at least one lowercase letter and at least one number digit (ex: 0, 1, 2, 3, etc.)
- Password can not be less than 12 characters
- Password should not contain the username

4. You will receive a confirmation email (an example is shown below) that your “organization’s profile” has been accepted in DESA’s Civil Society Database. Please note that this email does **not** mean that your organization has received accreditation to participate at UNPFII, only that your profile has been successfully submitted for review.

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

5. To manage your organizational profile, please visit: <http://esango.un.org/> and click on the “**Login**” link on the right menu and enter your login details which can be found in the confirmation email mentioned in Step 4 above. When editing your profile, please make sure to **save and submit** any changes made.

6. Your organization's profile will be reviewed, and **if** approved for accreditation you will receive a confirmation email informing you that your organization has been **APPROVED FOR ACCREDITATION** to participate at the Permanent Forum on Indigenous Issues. This will also provide instructions about the next steps in the registration process.

Please note that this is the first step of the registration process. You will also need to register individual participants from your organization via the United Nations INDICO registration system during the designated dates.
