



Organization of
American States



SOCIAL ACTOR PARTICIPATION IN THE
ACTIVITIES OF THE SUMMITS OF THE AMERICAS PROCESS
SOCIAL ACTORS FORUMS
April 10-13, 2012
Centro Internacional de Convenciones y Exposiciones Las Américas
Cartagena, Colombia

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GUIDE TO PARTICIPATION AT THE SIXTH SUMMIT OF THE AMERICAS Cartagena de Indias, Colombia – April 10 to 13, 2012

INTRODUCTION

The Sixth Summit of the Americas, “Connecting the Americas: Partners for Prosperity,” is to take place on April 14 and 15, 2012, in Cartagena de Indias, Colombia. There, the Heads of State and Government of the 34 OAS member states will adopt a declaration and specific measures for overcoming the challenges the Hemisphere faces and for attaining greater levels of development. The Summit will focus on five topics: (1) poverty and inequality, (2) citizen security, (3) disasters, (4) access to and use of technology, and (5) regional physical integration in the Americas.

The participation of social actors in the preparations for the Sixth Summit is essential, since their recommendations and contributions will contribute to the negotiation of the Summit’s mandates and to their subsequent implementation. As the host country of the Sixth Summit of the Americas and in coordination with the General Secretariat of the Organization of American States (OAS), Colombia has encouraged the participation of social actors in the Sixth Summit process.

In order to facilitate their participation, Colombia and the OAS are offering spaces for various forums of social actors—civil society organizations, workers, young people, and indigenous peoples—to meet from April 10 to 12 in Cartagena, so as to allow for experiences and successful projects to be shared, ties to be forged, partnerships to be established, and strategies to be defined for implementing matters related to the Summit commitments. This participation will culminate in a dialogue with governmental representatives of the OAS member countries on the morning of Friday, April 13, 2012.

This document offers a guide for social actors’ participation in the preparations for the Sixth Summit of the Americas; offers a brief description of the activities that are to take place with social actors in the framework of the Sixth Summit in Cartagena de Indias, Colombia; and contains information on the procedures and requirements for social actors to register for the Summit.

VENUE AND AGENDA OF THE SOCIAL ACTOR FORUMS AND THE DIALOGUE WITH GOVERNMENTS

All of the forums described below will be held at the [Las Americas Convention Center](#) in Cartagena.

- [III Young Americas Forum](#) (April 10-12): [AGENDA](#)
- [Civil Society Organizations Forum](#) (April 11-12): [AGENDA](#)
- [IV Indigenous Leaders Summit of the Americas](#) (April 11-12): [AGENDA](#)
- [Workers' Forum](#) (April 12): [AGENDA](#)
- [Dialogue between Ministers of Foreign Affairs and Social Actors](#) (April 13): [EN](#)

The forums are being organized in conjunction with various departments and specialized areas of the OAS and with external partners. They will be attended by experts in the Sixth Summit's topics, by members of the host country government, and by representatives of the hemispheric bodies that support the Summits process. In this way, they will serve to connect individuals and organizations with experience in hemispheric multilateral processes.

Due to space restrictions at the facilities in Cartagena, number of participants at each forum will be limited. The OAS, in coordination with the Government of Colombia, will make every effort to ensure that participation by social actors meets the criteria set out below for each of the three forums.

FORUM WITH CIVIL SOCIETY ORGANIZATIONS – April 11 and 12, 2012

The first day of this forum will consist of an inaugural session and explanation of the method to be followed, followed by a plenary sessions for the presentation of recommendations on each of the Sixth Summit's subtopics arising from the on-line consultations and policy dialogues held with civil society and social actors in the lead-up to the Summit.

After the morning sessions and a break for lunch, there will be a roundtable discussion with the participation of international institutions and civil society representatives on the topics of the Summit.

In the morning of the second day, the participants will break into two working groups to discuss the Summit's subtopics and develop recommendations on how CSOs can work with the governments in following up on and implementing the Summit mandates. Note that since the deadline for presenting recommendations to member states on the Summit topics is March 15, 2012, the recommendations produced by the CSO and social actors representatives at this forum are intended to focus on implementing the Summit's mandates and not to offer new recommendations for the Declaration of Cartagena.

After breaking for lunch, there will be a plenary session for the working groups to share their recommendations. During the closing session, the participants will choose one or two representatives from among their peers to present recommendations related to the implementation of the Summit mandates at the dialogue of high-level representatives of the member state governments and social actors the following day.

Because of space restrictions, a maximum of 250 representatives from civil society organizations will be able to attend the Civil Society Forum prior to the Sixth Summit of the Americas. In order to ensure broad and fruitful participation, the OAS will make every effort to ensure that the CSOs' participation meets the following criteria:

1. Geographic balance
2. Gender equality
3. Knowledge of/experience in the Summit topics
4. Inclusion in the OAS Register of CSOs
5. Membership in thematic networks of CSOs
6. Participation in on-line consultations within the Summits Virtual Community

Accreditation for civil society and social actors, including civil society organizations, will entail three steps:

1. Pre-registration

Pre-registration for all social actors will be open from February 10 to March 10, 2012, on the Sixth Summit of the Americas official web page. Pre-registration is the first step in the accreditation process to participate in the Sixth Summit.

2. Submission of accreditation note

Upon completing the pre-registration process, representatives of civil society organizations must address a letter to the OAS Secretary General, presenting the corresponding accreditation applications. These applications are to be sent to:

Secretary General Organization of American States MNB – 20 17th Street and Constitution Avenue, N.W. Washington, D.C., 20006 USA	With copy to: Department of International Affairs Organization of American States 1889 F Street, N.W. Washington, D.C., 20006 USA
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Applications must contain the following:

1. Name, address, and date of the organization's establishment
2. Main areas of activity and their relation to the topics of the Sixth Summit of the Americas
3. Name(s) of the organization's representative(s) seeking accreditation (no more than 2)

CSOs that are not registered with the OAS must include the following documents with their applications:

1. Notarized copy of articles of incorporation, charter, or constitution
2. Institutional mission statement, and
3. Copy of the most recent annual report, if applicable.

Applications must be sent via regular mail to the above-mentioned address, or by e-mail to civilsociety@oas.org, **before March 15, 2012**. Upon receipt of the letter, the OAS General Secretariat will review and verify the information and requirements needed to validate the individual applications submitted through the pre-registration system.

Applicants will be informed of whether their accreditations have been approved or not after March 15, 2012. Incomplete applications will not be considered.

3. Accreditation

CSO representatives and social actors whose accreditation applications meet the requirements set out above will receive a letter with an official invitation to attend the Sixth Summit of the Americas from the Government of Colombia. **These invitations are nontransferable** and provide the recipients with a personal access code for completing their registration on-line, where they will be asked to furnish details on their travel and lodging arrangements and other relevant information.

Invitation letters will also be used to facilitate the processing of Colombian entry visas. The OAS accepts no responsibility for visa processing or fees.

THIRD YOUNG AMERICAS FORUM – April 10, 11, and 12, 2012

The Third Young Americas Forum is intended for people aged under 36 years, entrepreneurs (in social or economic undertakings), leaders, and/or potential entrepreneurs from OAS member countries.

Young people will be able to participate in the run-up to the Sixth Summit of the Americas by means of two processes:

- The process for Youth Participation Toward the Third Forum www.youngamericasforum.net
- the Sixth Talent and Innovation of the Americas Competition (TIC Americas – www.ticamericas.net)

People interested in attending the on-site Third Young Americas Forum event must:

1. Have been nominated by the Young Americas Business Trust (YABT) from Washington, D.C.
 - For **TIC Americas**, the members of the teams that reached the finals during the evaluation process will be nominated, along with a group of 30 professional experts to serve as judges. For further information on how to present your project and be a part of this process, visit www.ticamericas.net.
 - For the **Young Americas Forum**, the YABT will nominate those young leaders who have participated in prior consultations and dialogues, at the national, local, or regional levels, either on-site or on-line, prior to February 15, 2012. The nominated young people will be announced on the web pages of the corresponding programs and of the YABT by March 1, 2012. For more information on how to participate in the processes prior to the forum, visit: www.youngamericasforum.net.
2. The young participants in the process of the Sixth Summit of the Americas must have an idea, be it social or commercial, that offers innovative solutions to the Hemisphere's problems and that can be considered by the governments for adoption in their programs and plans of action.
3. Be aged between 18 and 36 years, to be considered young people. This rule does not apply to judges, mentors, organizers, and sponsors.

Contact information: www.mybiz.net/yabt/main/Contact

IV INDIGENOUS LEADERS SUMMIT OF THE AMERICAS (IV ILSA) – April 11 - 12

The IV ILSA will include the participation of indigenous representatives interested in dialogue on policies and issues affecting indigenous people in the Americas, and who have the support or recommendation of indigenous peoples or organizations, including the following:

- Candidates must be presented and/or supported by an indigenous organization.
 - Candidates must be Leaders of representative indigenous organizations and communities. Leaders should be chosen by indigenous peoples – elected and/or appointed.
 - Candidates can be Leaders from indigenous organizations that represent or address indigenous youth and childhood.
 - Leaders and representatives of indigenous women’s organizations and/or with experience working with indigenous women.
 - Leadership of indigenous organizations which address themes to be addressed in the Sixth Summit
 - Leadership of indigenous organizations which have experience and/or have participated in OAS activities.
 - Other indigenous experts (indigenous or not) who have been selected and/or supported by indigenous peoples and/or organizations
- * The selection process of the candidates to be accredited will assure an adequate regional, gender and generational (elders and youth) representation.

Once registered on the general registration on the host country website: www.vicumbredelasamericas.com/register-to-the-summit.html, indigenous peoples interested in participating in the IV ILSA should send a support/recommendation letter from the indigenous organization they will represent, which should be signed by the Legal Representative, President, or another authority of the organization by no later than March 20, 2012. This letter should be sent to the ONIC via email at: ivclia@onic.org.co.

After March 20, 2012, and once said letters and registrations are reviewed, the ONIC in coordination with the Host Country of the Sixth Summit will inform the interested individuals about the status of accreditation and the next steps. Those who are not notified with the accreditation information should understand that were not selected to participate in the ILSA.

For more information on the IV ILSA, please visit the Colombian National Organization of Indigenous Peoples (ONIC in Spanish) at www.ivclia.onic.org.co and/or contact them at:

Telephone: (57+1) 284 21 68 / Fax: (57+1) 284 34 65

E-mail: ivclia@onic.org.co, onic@onic.org.co

Website: www.onic.org.co

Organizers: Luis Evelis Andrade, Jaime Arias, y Luis Fernando Arias.

WORKERS’ FORUM – April 12, 2012

Workers' representatives wishing to participate in the Workers' Forum prior to the Sixth Summit must belong to the delegation identified by the trade-union movement at the hemispheric level:

- The Trade Union Confederation of the Americas (CSA) and the Trade Union Technical Advisory Council (COSATE), which are umbrella organizations for trade-union confederations from across the region, will send the OAS a list of the workers' representatives who are to attend the Summit. Only people whose names appear on that list may receive accreditation.
- In selecting the workers' representatives, the CSA and the COSATE will work in close coordination with their organizations. For Colombia, the organizations are the [Central Unitaria de Trabajadores de Colombia \(CUT\)](#), the [Confederación de Trabajadores de Colombia \(CTC\)](#), and the [Confederación General de Trabajadores \(CGT\)](#).
- The OAS Department of Social Development and Employment will coordinate all aspects related to workers' participation with the CSA, COSATE, and the Summits of the Americas Secretariat.

Contact information: OAS Department of Social Development and Employment

E-mail: trabajoddse@oas.org

Tel: 1 202) 458-3207

Fax: 1 (202) 458-3149

DIALOGUE BETWEEN SOCIAL ACTORS AND HIGH-LEVEL GOVERNMENT REPRESENTATIVES – April 13, 2012

Because the recommendations and other contributions regarding the Sixth Summit's topics will have been received during the government negotiations prior to March 15, 2012, the Ministers of Foreign Affairs and other high-level governmental representatives will hold a dynamic dialogue with the representatives of each group of social actors in the morning of April 13. The principal purpose of this dialogue is to advance further exchanges between social actors and the OAS member states in order to propose initiatives and identify joint actions for the implementation of mandates.

All the accredited participants for the Social Actor Forums in Cartagena will be given access to the Dialogue between Social Actors and the High-level Representatives of the Member State Governments on Friday, April 13.

During the April 11 and 12 forums, the participants from each social actor group will select representatives for the high-level governmental dialogue on Friday, April 13. Due to time restrictions, a maximum of two representatives per group of social actors will be allowed to speak at that dialogue. The other participants may attend the meeting as observers.

The dialogue will last approximately two hours and will provide the representatives of the CSOs, young people, workers, and indigenous peoples with an opportunity to present their recommendations to the high-level representatives of the member states' governments on how those groups of social actors can assist the governments in implementing and following up on the mandates of the Sixth Summit.

REGISTRATION AND ACCREDITATION

Every person meeting the requirements for participation at the forums must fill out the registration form found on the web page (www.vicumbredelasamericas.com/register-to-the-summit.html) before **March 20, 2012**, the date on which registration closes.

The OAS coordinators of the social actor groups and the organizers of the IV Indigenous Leaders Summit will determine the participants for the corresponding social actor forum from among the individuals who have completed the pre-registration process and who comply with the criteria established above.

Once the accreditation has been verified, each participant will receive an e-mail confirming his/her attendance at the corresponding social actor forum; this will include an official letter of participation that will be of use in making reservations with airlines and immigration authorities.

To complete the on-line accreditation process, each participant must fill out the “additional information” form, which is accessible via a link and password enclosed with the confirmation e-mail.

ID cards will be prepared once the on-line accreditation process has been completed successfully. The participants at the social actors forum may collect their IDs at the Hotel Las Américas Convention Center, in the city of Cartagena de Indias, as of 8:00 a.m. on April 8, 2012.

Access to the venues of the social actors forums is subject to security restrictions; consequently, all participants must display their IDs visibly. Since these IDs are a control mechanism, they are personal and nontransferable.

TRAVEL AND ACCOMMODATION LOGISTICS IN CARTAGENA

Logistical information for participants at all the forums is available on the Sixth Summit website at: www.vicumbredelasamericas.com/social-actors.html, in the [Information Bulletin](#).

Additional information about logistics can be requested to: actoressociales@vicumbredelasamericas.com

OTHER IMPORTANT LINKS

- Forum Registration and Accreditation: www.vicumbredelasamericas.com/register-to-the-summit.html
- Official web site of the Sixth Summit of the Americas: www.vicumbredelasamericas.com/home.html
- Web site of the Summits Secretariat: www.summit-americas.org/default_en.htm
- Web site on social actor participation in the Summits process: www.summit-americas.org/cs/vi_participation_es

ORGANIZERS

For further information on participation by civil society organizations and social actors at the Sixth Summit of the Americas, please contact:

CIVIL SOCIETY ORGANIZATIONS

Department of International Affairs Organization of American States E-mail: civilsociety@oas.org Tel: +1 (202) 458-6219 Web site: www.civil-society.oas.org	Summits of the Americas Secretariat Organization of American States E-mail: summitcso@oas.org Website: www.cumbre-americas.org  www.facebook.com/CumbreAmericas  http://twitter.com/SummitAmericas
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THIRD YOUNG AMERICAS FORUM

Young Americas Business Trust (YABT)

Contact information: www.mybiz.net/yabt/main/Contact
www.youngamericasforum.net/contact.html

WORKERS' FORUM

OAS Department of Social Development and Employment

E-mail: trabajoddse@oas.org

Tel: (1202) 458-3207

Fax: (1202) 458-3149

IV INDIGENOUS LEADERS SUMMIT OF THE AMERICAS (IV ILSA)

Organización Nacional Indígena de Colombia (ONIC)/ Colombian National Indigenous Organization

Telephone: (57+1) 284 21 68 / Fax: (57+1) 284 34 65

E-mail: ivclia@onic.org.co, onic@onic.org.co

www.onic.org.co

Contact Person: Jaime Arias (57) 3157474606 and Luis Fernando Arias (57) 3144924489