

## **Annex: Recommendations for the the Transitional Commission of the Mechanism for civil society participation**

- Transitional commission for monitoring and implementation of the mechanism, which will, within the next 6 months, consolidate the basis for the mechanism's operation. For reasons of transparency, it is recommended that those forming part of this Commission do not apply for the coordination of any of the groups defined for the mechanism.
- Governance frameworks and terms of reference.
- Define a process for the design of governance frameworks and terms of reference of the groups that will make up the mechanism, respecting the principle of self-organization of each.

### **Communications**

Maintain constant communication with ECLAC and member States to ensure the involvement and participation of the mechanism in all processes and negotiations related to the Sustainable Development Agenda in the region, as well as access to timely information and receipt by ECLAC of policy inputs from the mechanism.

Between CSOs – by means of a comprehensive email list and teleconferences. Through representatives of regional coordinating networks or movements.

With ECLAC and host governments – through representatives in our coordination structure, for the purposes of regional follow-up spaces.

### **Sustainability and elements necessary to implement the mechanism**

Funds for self-management of the mechanism.

Teleconference service.

Resources to hire consultants for the preparation of civil society reports.

Provision of broad spaces for meetings and forums to ensure the broad participation of civil society (translation, accessibility of meetings of the Forum and documents to be discussed or adopted).

Formal seats at the table with the right to speak throughout the process, and possibility to participate continuously (during and between meetings of the Forum).

On the part of CSOs

- List of emails.
- Teleconference service.
- Part of the resources to attend meetings and forums.
- Capacity to produce position papers and alternative annual reports identifying challenges and opportunities at the national and regional levels.
- Technical capacity to make recommendations to governments and participate in panels and side events.

On the part of ECLAC

- Timely communication to ensure the effective participation of CSOs in processes of follow-up of the 2030 Agenda.
- Spaces for CSOs to meet during meetings of the Forum and other meetings.
- Part of the resources to attend meetings and forums.
- Access to documents and their drafts throughout the process.
- Access to formal and informal sessions as counterparts of the process.

On the part of United Nations agencies

- Part of the resources to attend meetings and forums.
- Opportunities to impact on specific topics relevant to the region.

On the part of governments

- Include CSOs in official delegations.
- Include members of national mechanisms representing CSOs in official delegations.
- Resources for the participation of members of official delegations.
- Progressively institutionalize and strengthen the participation of CSOs and the mechanism in Forum resolutions and decisions, in and between meetings of the Forum.

On the part of the Chair of the Forum

- Ensure the implementation of the human rights framework, gender equality, environmental sustainability, transparency and accountability, intergenerational and intercultural approaches and the principle of participation in and between meetings of the Forum.
- Support ECLAC in the implementation of spaces for participation in and between meetings of the Forum.

On the part of the host country or body

- Provision of ample spaces for meetings and forums to ensure the broad participation of civil society (translation, accessibility).

#### **How do we achieve mainstreaming?**

Work by dimensions of the Agenda: social, economic and environmental. Plus a working group on ensuring transversality and interdependence between dimensions, goals and targets. The 17 SDGs must all be incorporated into one of these groups. These groups generate follow-up. Each will have sole or shared coordination.

#### **Operation of the Participatory Mechanism between meetings of the Forum**

This mechanism is proposed as an **operational process** that strengthens work between networks/movements, while also providing general guidelines for monitoring the commitments acquired by CSOs with each meeting of the regional Forum.

The starting point is a proposal of planned strategic activities and certain general guidelines which have been agreed upon in the region, with the aim of contributing to better collaboration strategies; greater transparency; and the achievement of more effective learning and progress in terms of the 2030 Agenda. As CSOs in Latin America and the Caribbean, we recognize the importance of collaborative planning consistent with our interests and our work as protagonists or key actors of sustainable development in our region. Therefore, beyond consultation, exchange, transfer and dialogues, among other methods for the inclusion of inputs and information at meetings of the Forum, is also important, at the conclusion of a meeting of the regional Forum, to be able to answer the questions: *What comes next?* and, *How and when do we do it?*

In general terms, taking 11 to 12 months as the time available for operation between meetings of the Forum, the planning base proposed is as follows:

Timeframe (from the conclusion of the meeting of the Forum)	Strategic activity	Responsible parties	Expected outcome

<b>Months 1–2: After the meeting of the Forum</b>	Communication and internalization of agreements or commitments	<ul style="list-style-type: none"> <li>• CSO-ECLAC coordination bodies</li> <li>• Focal point bodies or units by subregion or country</li> <li>• National governments (coordinating body for the 2030 Agenda in each country)</li> <li>• The Mechanism designed for the Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of the agreements reached at the meeting of the Forum</li> <li>• Adoption or adaptation of agreements in regional agendas or work plans of CSOs linked to the participation system and of national governments, as well as of United Nations agencies in the region</li> </ul>
	Definition of strategies	<ul style="list-style-type: none"> <li>• Focal point bodies or units by subregion or country</li> <li>• CSOs</li> <li>• Thematic groups or coalitions, collectives, community initiatives, etc.</li> <li>• The Mechanism designed for the Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Strategies linked to the follow-up of agreements</li> </ul>
	Participation and impact on local or subregional planning	<ul style="list-style-type: none"> <li>• CSOs</li> <li>• Thematic groups or coalitions, collectives, community initiatives, etc.</li> <li>• The Mechanism designed for the Forum</li> <li>• Subregional or local institutions (local government)</li> </ul>	<ul style="list-style-type: none"> <li>• Local awareness of commitments acquired</li> <li>• Appropriate local strategies that are consistent with regional agreements</li> </ul>
<b>Months 3–4: Proposals</b>	Definition of proposals or projects	<ul style="list-style-type: none"> <li>• CSOs</li> <li>• Thematic groups or coalitions, collectives, community initiatives, working groups, etc.</li> <li>• The Mechanism designed for the Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive and up-to-date projects/proposals considering new agreements, commitments or needs identified at the regional level from within civil society.</li> </ul>
<b>Months 5–6: Implementation</b>	Conduct of activities	<ul style="list-style-type: none"> <li>• CSOs</li> <li>• Thematic groups or coalitions, collectives, community initiatives, working groups, etc.</li> <li>• The Mechanism designed for the Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Progress in the achievement of the 2030 Agenda</li> </ul>
<b>Months 7–8: Mid-term</b>	Conduct of activities	<ul style="list-style-type: none"> <li>• CSOs</li> <li>• Thematic groups or coalitions, collectives, community initiatives, working groups, etc.</li> <li>• The Mechanism designed for the Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Progress in the achievement of the 2030 Agenda</li> </ul>

	<p>Identification of progress</p> <p>Communication of progress</p>	<ul style="list-style-type: none"> <li>• CSO-ECLAC coordination bodies</li> <li>• Focal point bodies or units by subregion or country</li> <li>• National governments (coordinating body for the 2030 Agenda in each country)</li> </ul>	<ul style="list-style-type: none"> <li>• Progress in the achievement of the 2030 Agenda</li> <li>• Transparency</li> <li>• Strengthening of collaboration and networks</li> </ul>
	Monitoring/review of institutional progress	<ul style="list-style-type: none"> <li>• CSOs</li> <li>• Thematic groups or coalitions, collectives, community initiatives, working groups, etc.</li> <li>• The Mechanism designed for the Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Transparency</li> <li>• Effective co-responsibility</li> </ul>
<b>Months 9–10: Implementation</b>	Conduct of activities	<ul style="list-style-type: none"> <li>• CSOs</li> <li>• Thematic groups or coalitions, collectives, community initiatives, working groups, etc.</li> <li>• The Mechanism designed for the Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Progress in the achievement of the 2030 Agenda</li> </ul>
<b>Months 11–12: Preparations for the meeting of the Forum and direct participation</b>	Call to integrate information and proposals	<ul style="list-style-type: none"> <li>• CSO-ECLAC coordination bodies</li> <li>• Focal point networks or units by subregion or country</li> <li>• The Mechanism designed for the Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Open and inclusive call for information and proposals</li> </ul>
	Local preparatory sessions	<ul style="list-style-type: none"> <li>• CSOs</li> <li>• Thematic groups or coalitions, collectives, community initiatives, working groups, etc.</li> <li>• The Mechanism designed for the Forum</li> <li>• Focal point networks or units by subregion or country</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant information on progress, experiences and lessons learned at the local level</li> </ul>
	Integration of information	<ul style="list-style-type: none"> <li>• Focal point networks or units by subregion or country</li> </ul>	<ul style="list-style-type: none"> <li>• Report on progress on the implementation of the 2030 Agenda from the perspective and experience of civil society with an applied comprehensive approach</li> </ul>
	Communication and proposals	<ul style="list-style-type: none"> <li>• Focal point networks or units by subregion or country</li> <li>• The Mechanism designed for the Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of progress from the perspective and experience of civil society</li> <li>• Proposals for the Forum agenda and participation</li> </ul>

		<ul style="list-style-type: none"> <li>• CSO-ECLAC coordination bodies</li> <li>• National governments (coordinating body for the 2030 Agenda in each country)</li> </ul>	
	Agreements prior to the Forum	<ul style="list-style-type: none"> <li>• Focal point bodies or units by subregion or country</li> <li>• The Mechanism designed for the Forum</li> <li>• CSO-ECLAC coordination bodies</li> <li>• National governments (coordinating body for the 2030 Agenda in each country)</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence-building in the pre-Forum-meeting process (legitimization of inclusion strategies and effective representation of civil society in the meeting of the Forum)</li> <li>• Agreements on participation</li> </ul>
	Participation in the Forum	<ul style="list-style-type: none"> <li>• Focal point bodies or units by subregion or country</li> <li>• Networks</li> <li>• Thematic groups or coalitions, collectives, community initiatives, etc.</li> <li>• The Mechanism designed for the Forum</li> <li>• Working groups</li> </ul>	<ul style="list-style-type: none"> <li>• Effective participation by civil society</li> </ul>

### General guidelines for operation between meetings of the Forum

*Strategic activities* are understood to be those activities that are carried out on the basis of agreements and/or commitments acquired at meetings of the Forum; this is between civil society organizations present and/or represented at the meeting of the Forum and ECLAC, as well as other United Nations agencies attending the Forum. Strategic activities must be viewed as applicable to the region, and not necessarily coincide with or refer to domestic activities of each CSOs or representative group of civil society.

The final outcome of planning of strategic activities focuses on fulfilling the *commitments agreed upon* at the meetings of the Forum and on *making the participation of CSOs more effective* during the Forum meeting and in the overall process of implementation of the 2030 Agenda in each country or subregion.

Considering that the 2030 Agenda promotes a comprehensive approach based on recognition of and respect for the human rights reflected in the interrelation of all 17 SDGs, it is important to consider that CSOs' particular or thematic interests, as well as those of vulnerable population groups, are in addition to the strategies and activities jointly agreed upon. This additiveness should not detract from the importance of particular subjects or populations; rather, it should make the common agenda and common vision more consistent.

Activities aimed at the communication and internalization of agreements or commitments will be a task mainly for those CSOs that attend or are represented at meetings of the Forum or those that are part of this participation system. Although ECLAC and government bodies have a role in these

communications, it is important that civil society be consistent with their participation in the Forum and with effective follow-up of agreements.

Subregional strategies will be key to fulfilling the commitments made and carrying out strategic activities as a region. The organizational territorial scale of subregional strategies may be understood as the sum of local scales (e.g. neighbourhoods, communities, collectives, municipalities, departments, States, basins) up to a sum of national scales that address a particular common territorial agenda or characteristic (e.g. Andes, Amazonia, Caribbean).

Subregional strategies, as well as activities, proposals and monitoring of the implementation of the 2030 Agenda on the part of civil society, should ideally be consistent with other regional agendas or commitments. This will enhance their impact and avoid duplication of efforts.

Following the communication and internalization of commitments, it is important to ensure their visibility in the areas of impact targeted by the action of CSO. This will strengthen the potential for effective participation of civil society in regional and local agendas linked to the advancement of the 2030 Agenda.

Responsible parties are those expected to work actively to carry out the strategic activity and achieve results. Other responsible parties may add their efforts, or efforts may be disaggregated, providing that there is a commitment to the activity within the appropriate level or territorial area.

On the basis of the commitments made at meetings of the Forum, all civil society participants in this system may develop proposals, projects or initiatives that contribute to both the fulfilment of the commitment and the implementation of the 2030 Agenda. These proposals will be the responsibility of the CSO producing them.

The division a priori of the timeframe into two-monthly periods *should not hinder or limit* the pursuit of the strategic activity. In other words, times may be extended or shortened as deemed necessary and subject to the achievement of the expected results by the next meeting of the Forum.

Although each CSO continues to manage its own knowledge and systematize its own experience, it is important to generate information on progress as a region from within civil society. Considering the scale, this may be achieved through networks that are highly representative or are more experienced in integrating and analysing information in the region. It is important to have a shared space or virtual platform that is reliable and accessible for bringing together such information. Ideally, experiences should be systematized in a way that is consistent with the indicators related to the 17 SDGs at their various levels, ordering priorities from the local to the regional level.

Observation and monitoring of the implementation of the 2030 Agenda from the local to the regional level will be linked to each country's plans and agreements in relation to the 2030 Agenda. This observation process may result in recommendations for both relevant government bodies and United Nations agencies.

In accordance with the progress made and activities carried out, CSOs participating in this system will generate prior agreements concerning the work on direct participation in the next meeting of the Forum.

During participation in the meeting of the Forum, the civil society organizations representing this participation system will convey and share progress and the proposals agreed internally; always respecting the vision, experience and concerns of civil society groups that are unable to be present at the meeting of the Forum.