



Permanent Forum on People of African Descent Guidelines for the preparation of statements

Introduction

The [Permanent Forum on People of African Descent](#) is a consultative mechanism for people of African descent and other relevant stakeholders, providing a platform for improving the safety and quality of life and livelihoods of people of African descent. In this context, the active participation of Civil Society Organizations (CSOs) assumes paramount importance, enhancing the impact and efficacy of the Permanent Forum by offering diverse grassroots perspectives, ensuring discussions are comprehensive and representative. Their involvement, in the Permanent Forum's work, fosters accountability, holding governments and international bodies responsible for policy implementation through vigilant advocacy and monitoring. Moreover, CSOs contribute practical solutions, innovative ideas, and firsthand experiences, enriching policymaking with resourcefulness and actionable strategies. Acting as vital bridges, CSOs shape international policies and help translate them into effective local actions, ensuring relevance and impact. This transformative engagement amplifies the Permanent Forum's effectiveness, upholding inclusivity, and solution-driven approaches.

Objective

The objective of these guidelines is to provide clear and standardized guidance to CSO representatives on how to effectively communicate their positions, concerns, and proposals during the annual sessions of the Permanent Forum in a coherent, concise, and relevant way, and aligned with the overarching mandate of the Permanent Forum. By following these guidelines, participants can enhance the quality of discussions, facilitate mutual understanding among stakeholders, contribute to productive and efficient deliberations, and shape the work of the Permanent Forum.

Structure of statements

An effective statement should be structured as follow:

1. **Timing:** Statements are expected to be succinct and confined to a maximum duration of 2 minutes. This time limitation ensures concise and focused communication, allowing the intervention of an increased number of participants.
2. **Opening:** A statement should ideally start with a brief introduction of the organization and/or speaker. It should also identify the relevant agenda item or topic of discussion.
3. **Body:** Statements should present key observations that provide insights into the current situation of people of African descent. It should highlight successful initiatives, good practices, or actions that have proven effective in promoting and advancing the rights of people of African descent.

The statement could also address challenges and obstacles that CSOs have encountered in their efforts to advance the human rights of people of African descent, and possible solutions to those challenges.



Statements could also include specific examples or case studies that illustrate the issues at hand, further enriching the discussion with practical insights.

4. **Key recommendations:** The inclusion of key recommendations is highly encouraged. It is advisable to finalize the statement by offering key actionable recommendations to address the challenges referred in the body of the statement. The recommendations should be specific, feasible, actionable, aligned with the topic of discussions and directed to a specific stakeholder, for example, to the Permanent Forum, Member States, the United Nations system, etc.

As part of the recommendations, participants could also issue calls to action, encouraging collaboration among stakeholders to advance the human rights for people of African descent.

Tips for effective statements

To convey perspectives, insights, and key recommendations in an effective and efficient manner, the following tips can contribute to enhancing the preparation of statements.

- **Constructive tone:** Statements should be respectful of other stakeholders.
- **Focus:** In order to effectively categorize the recommendations, it is advised that draft statements keep a focus on the themes of the discussion.
- **Clarity:** Ensure that your communication is easily understandable and welcomes the engagement of a diverse audience.
- **Evidence:** Support your key observations, good practices and challenges with reliable data, statistics, case studies, or real-life stories.
- **Joint statements:** Joint statements are strongly encouraged as a means to facilitate engagement from a wider spectrum of participants.
- **Submission of statements:** The early submission of statements is highly encouraged to facilitate the work of the interpreters and ensure the accurate capture of recommendations. When submitting the statement, it is recommended to indicate which organization is making the submission, and the name of the panel discussion. All statement should be sent to pfpad@un.org.