



PAPER 2  
METHODOLOGY PROPOSAL FOR THE  
VIRTUAL FORUMS TO BE HELD AS PART OF  
THE THIRD PAN AMERICAN CHILD FORUM

The purpose of these virtual forums is to cover all three regions of the Americas, to which end they will involve the participation of children and youth of the Network of Child and Youth Correspondents (The CORIA Network), and child and youth organized groups and consultative councils of the Americas. Thus, the virtual forums have been designed to include a Central Forum (with the addition of Mexico and the Dominican Republic), a North-Caribbean (English-speaking) Forum, and a South Forum (with the South American countries). The methodology we are now proposing has been designed to include three stages:



<p><b>STAGE 1 BEFORE</b></p>	<p>A fact sheet describing the platform, invitation to virtual forums and working papers 1 and 2.</p> <ul style="list-style-type: none"> <li>- Paper containing a draft summary of 1<sup>st</sup> and 2<sup>nd</sup> Forums – Paper 1</li> <li>- A paper describing the methodology proposed – Paper 2</li> <li>- Registration not later than 48 hours before the forum.</li> <li>- If you are unable to join the forum (take part in the relevant forum), we suggest that you send your answers not later than 48 hours before the forum begins, via email.</li> </ul>
<p><b>STAGE 2 DURING</b></p>	<p>Virtual forums take place:</p> <ul style="list-style-type: none"> <li>- Virtual forums take place on scheduled dates.</li> <li>- A summary is drafted of the agreements reached at each forum.</li> </ul>
<p><b>STAGE 3 AFTER</b></p>	<p>Once the virtual forums have concluded</p> <ul style="list-style-type: none"> <li>- The IIN will remit a draft summary 72 hours after the Central, North and South Forums, respectively, have concluded; that is, three summary documents, including a list of those attending.</li> <li>- Validation of the documents.</li> <li>- Final virtual forum document (with an account of the work carried out in the three virtual forums).</li> </ul>



## OBJECTIVES:

- To promote the participation of children and youth who are part of consultative councils and organized groups in the Americas, at an IIN-OAS event.
- To provide follow-up to the recommendations arising from the first and second Pan American Forums.
- To generate opportunities for reflection that gather the opinions, recommendations and commitments of children in relation to the issues to be addressed by the Third Pan American Forum.
- To draft a paper summarizing the contributions made in the virtual forums.

### STAGE 1 – BEFORE

1. **Platform:** We shall be using the Zoom platform for the virtual forums. If you have not used this platform before, **we suggest that you watch the following tutorial:**  
<https://www.youtube.com/watch?v=vFhAEoCF7jg&list=PLzQAY3pil9qhmWLQ5u6yHLgnI54ZAMDVG>
2. **Invitation to virtual forums:** invitations will be sent on 17 June, together with the summary papers on the 1<sup>st</sup> and 2<sup>nd</sup> Forums and the Methodology Proposal.
3. **How to participate:**
  - a. **In order to take part in the virtual forum for your area (central, north or south), you must register not later than 48 hours before the day of the forum.** Send the information requested below to the following email address: [tercerforopanamericano@gmail.com](mailto:tercerforopanamericano@gmail.com)

First and Last Names:

Country:

E-mail:

Organized Group or Consultative Council (please indicate which you belong to):

- b. **If you cannot join the virtual forum,** you can send the comments that your organized group or consultative council worked on to the following email address [tercerforopanamericano@gmail.com](mailto:tercerforopanamericano@gmail.com), not later than 48

hours before the forum is due to begin; that is, the deadline is at 00:00 hours on the Sunday before the forum, Uruguayan time.

4. **Roles and tasks for the virtual forums:**<sup>1</sup> While these events aim to promote child and youth participation in the Americas, we consider that tasks involving coordination, observation, summarizing and record-keeping should be carried out by adults, fulfilling their role of listening to the opinions of children and youth attending the forums. Consequently, each virtual forum will be provided with:

CENTRAL FORUM	NORTH - CARIBBEAN FORUM	SOUTH FORUM
<p><b>Overall Coordination:</b> IIN Forum</p> <p><b>Coordination/Moderation:</b> A technical expert with experience in participation issues, from the IIN's child and youth participation liaison officer group (a member of the Discussion Sessions with Child Participation Liaison Officers, CEPIA).</p> <p><b>Summary:</b> An adult reference point for the IIN's child/youth correspondents (ARCO).</p> <p><b>Records:</b> An adviser from the IIN's Regional Child Participation Advisory Group (GRAPIA).</p>	<p><b>Overall Coordination:</b> IIN Forum</p> <p><b>Coordination/Moderation:</b> A technical expert with experience in participation issues, from the IIN's child and youth participation liaison officer group (a member of the Discussion Sessions with Child Participation Liaison Officers, CEPIA).</p> <p><b>Summary:</b> An adult reference point for the IIN's child/youth correspondents (ARCO).</p> <p><b>Records:</b> An adviser from the IIN's Regional Child Participation Advisory Group (GRAPIA).</p>	<p><b>Overall Coordination:</b> IIN Forum</p> <p><b>Coordination/Moderation:</b> A technical expert with experience in participation issues, from the IIN's child and youth participation liaison officer group (a member of the Discussion Sessions with Child Participation Liaison Officers, CEPIA).</p> <p><b>Summary:</b> An adult reference point for the IIN's child/youth correspondents (ARCO).</p> <p><b>Records:</b> An adviser from the IIN's Regional Child Participation Advisory Group (GRAPIA).</p>

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***\*The members of the Third Forum Advisory and Consultative Committee may take part in the online forums as observers.***

<sup>1</sup> See the appendix for a description of the roles and functions involved in the virtual forums.

5. **Input:** As well as this methodology proposal paper for the virtual forums, we have also produced a

- ✓ **Paper containing a draft summary of the 1<sup>st</sup> and 2<sup>nd</sup> Forums:** The purpose of this paper is to share a summary of the recommendations resulting from the 1<sup>st</sup> and 2<sup>nd</sup> Pan American Child Forums, in order to make it possible to identify the issues raised by the delegations of children and youth from participating countries.

It also contains trigger questions that promote reflection and opinions regarding progress made and future challenges. This working paper contains the following roadmap:

- The draft working paper will be shared with the Advisory Forum Committee on **17 May**.
- Comments on the working paper will be received at a meeting on **25 May** (a previously coordinated video call).
- The deadline for sending comments is **31 May**.
- The virtual forum working paper will be sent on **Monday, 17 June** to the organized groups, CORIA, etc., together with the virtual forum methodology proposal (in Spanish, English and Portuguese).

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## STAGE 2 – DURING

- At the virtual forum, the IIN will report on registered participants, absences, and those who sent their answers via email, and will provide a summary of answers and opinions received from duly registered participants.
- Work during the forum will be carried out on the basis of the answers, comments and opinions arising from the summary paper on the recommendations of the 1<sup>st</sup> and 2<sup>nd</sup> forums, previously shared and discussed by participants.
- Please remember that the questions in the summary paper include:

### Questions in two blocks

- I. Questions concerning the 1st and 2nd Forums' recommendations
- II. Questions to be discussed during the 3rd Forum

- To conclude, a summary will be drafted that will include the key ideas mentioned, for the consideration and approval of the participants.

Please bear in mind the following aspects when the virtual forums take place:

- Please note that the length of the forums will be between one and two hours, approximately.
- The floor will, preferably, be given by alphabetical order of the countries.
- Please be patient with participants with different communication rates (either too much or too little).
- Please bear in mind that people from different countries will be taking part and that cultural differences give rise to differences in communication styles.
- Please avoid sending very long messages or making very long interventions; try to summarize your ideas in a few clear and concise sentences.

### STAGE 3

- A list of virtual forum participants will be shared (including those who joined and those were not able to join, but sent their comments).
- The IIN will remit a draft summary 72 hours after the conclusion of the Central, North and South forums, respectively, resulting in three draft summaries.
- These papers will be sent to participating children and youth, who will have a week to validate the documents.
- Once the three papers have been confirmed, on 16 August the IIN will draft a regional summary of the virtual forums, in Spanish, English and Portuguese.

## APPENDIX: VIRTUAL FORUM ROLES AND FUNCTIONS

### OVERALL COORDINATION: IIN-OAS

- Presentation of:
  - ✓ Event framework
  - ✓ Participants
  - ✓ Moderator, record-keeping and summary
- Intervention for the purpose of facilitating compliance with the objectives of the Forums.

### MODERATOR: CEPIA

- Read out the questions in the paper summarizing the recommendations arising from the 1<sup>st</sup> and 2<sup>nd</sup> Forums.
- Read out the answers of those who were not able to join.
- Give the floor.
- Moderate presentation times (presentations of between 2 and 3 minutes are suggested).
- Towards the end of the Virtual Forum, the summary proposed by ARCO will be submitted (validation).

### PARTICIPANTS Children and Youth:

- Present their answers, remarks and opinions regarding the paper summarizing the recommendations arising from the 1<sup>st</sup> and 2<sup>nd</sup> Forums, discussed previously.
- Take part in the exchange of views as the event develops.
- Respect the times agreed for interventions.

### SUMMARY: ARCO

- Make a note of the key ideas shared during the forum.
- Submit a summary of the discussions for the consideration of participants, for its approval.
- Once the Forum has concluded, make the validated summary available to the person in charge of record-keeping.

### RECORDS: GRAPIA

- Draft a paper containing the central ideas identified by the participants and ARCO's contributions.

## TEAMWORK

### **IIN-OAS Third Forum Coordinating Team: ICBF Third Forum Coordinating Team:**

- Luis Albernaz
- Dulce Castillo
- Teresita Poblete
- Daniela Tupayachi
- Olger Forero
- Hernán Cárdenas
- Nadia Rivera

### **Members of the Third Forum Advisory Committee:**

- Viviana Limpia (UNICEF)
- María Villar Guhl (UNICEF)
- María Inés Cuadros (Aldeas Infantiles)
- Alejandro Ruiz (Aldeas Infantiles)
- Ángel Gonzáles, representante del Grupo Regional Asesor de Participación Infantil Adolescente del IIN.
- Yhojan Rojas, representante del Grupo Regional Asesor de Participación Infantil Adolescente del IIN. 8
- María Camila Guerrero, asesora invitada por el Grupo Regional Asesor de Participación Infantil Adolescente del IIN.
  - Santiago Cardona (CACNNA)
  - Lizeth Albarracín (CACNNA)
  - Karen Patiño (CACNNA)
  - Isabella Gómez (CACNNA)
  - Brayan Narvaez (CACNNA)
  - Karen Tatiana (CACNNA)
  - Cristian Fabián Lara (CACNNA)
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### **Communication Area– IIN:**

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### **Design – IIN:**

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