**Asia Pacific Disability Constituency Focal Point**

***Roles and Responsibilities***

Objective: Organizations of persons with disabilities (OPDs) are recommended to use regional forums for networking and advocacy, sharing national-level experiences, and conducting bilateral meetings with governments. Often OPDs at the regional level can contribute to the regional SDG and disability plans and raise awareness on issues related to persons with disabilities. This, in turn, can create change at the national level.

The following are suggested roles and responsibilities for engagement in the SDG processes at the regional level.

1. Identify and build a database of OPDs and disability advocates from the region.
2. Reach out and connect with your regional OPD networks and national umbrella DPOs in the region.
3. Establish contact with global OPDs with regional representation, such as World Blind Union or Inclusion International regional chapters.
4. Ensure inclusion and accessibility for all groups.
5. Establish a clear connection between regional and global levels
6. Set up periodic meetings with the focal points from the Stakeholder Group of Persons with Disabilities (SGPwD) to provide updates from the region and to learn about relevant opportunities from the global level.
7. Identify the UN Sustainable Development focal point for stakeholders in the regional commission.
8. Remember that the UN is mandated to support SDG implementation.
9. Meet with the focal point to:
10. learn about relevant events,
11. inquire about engagement opportunities, such as contributing to the regional sustainable development forum’s outcome report, and
12. share joint advocacy messages.
13. Identify the focal point for persons with disabilities in the regional commission.
14. Meet with the focal point and advocate for the inclusion of persons with disabilities into relevant events, programs, and policies.
15. Liaise with the focal point in relevant UN events (if applicable and beneficial).
16. Identify and connect with the civil society mechanism that engages with the regional sustainable development forum.
17. Attend the civil society mechanism meetings to create a broader coalition and inclusion of persons with disabilities.
18. Co-organize events with other civil society organizations for broad dissemination of key messages.
19. Contribute to the civil society position papers to ensure persons with disabilities are meaningfully included and represented.
20. Set up a platform for the constituency of persons with disabilities
21. Build a terms of reference and designate a main and an alternate focal point with term limits for focal points.
22. Share information on participation and ways to engage.
23. Provide rules and guidelines for engagement.
24. Set up a platform for information sharing and exchange
25. Have periodic calls and/or webinars.
26. Disseminate information on registration of events and webinars.
27. Build partnerships and learn from one another.
28. Identify opportunities for engagement
29. Contribute to regional reports and submissions.
30. Compose shadow or parallel reports.
31. Apply for UN funding opportunities.
32. Apply to have a side event and information booths at relevant events.
33. Attend regional forums and pre-meetings called civil society forums.
34. Define and develop regional position papers on SDG implementation
35. Work together with other regional OPDs and global OPDs working in your region on SDG implementation.
36. Set up a meeting with other OPDs to establish collaboration toward developing an SDG implementation paper incorporating the different countries of the region.
37. Include disability rights NGOs and development NGOs working on disability rights and disability-inclusive development into these discussions.
38. Develop a joint regional position paper.
39. Use social networks, listservs, and media to promotethe position paper and joint advocacy messages.
40. Participate in the regional sustainable development forums
41. Locate your regional UN Headquarters.
42. Follow the information posted on the regional UN websites, in particular announcements of upcoming sustainable development forum meetings.
43. Keep updated on listservs and websites for announcements regarding UN funding to participate in the forums, and then apply.
44. Register for the sustainable development forum and the civil society forum (when applicable).
45. Organize a disability-focused preparatory meeting before the sustainable development forum and civil society forum.
46. Inquire how to contribute to the forum’s outcome report.
47. Engage in preparatory processes and aim to secure a speaking role.
48. Follow up on outcomes following the forum.
49. Prepare a position paper highlighting issues addressed and left out of the forum’s outcome report and share with key actors.
50. Find out if an HLPF follow-up dialogue is planned in the region.
51. Reconnect with civil society in the regional and propose to establish a follow-up mechanism.
52. Advocate to establish synergy with other existing regional follow-up or review mechanisms.