ACCESSIBILITY MAINSTREAMING GUIDELINE

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PREFACE

This Accessibility Mainstreaming Guideline is produced by the Civic Space Technical Assistance Project funded by the European Union. One of the Civic Space Project aims is to strengthen the capacities of CSOs and support them in adopting a rights-based approach to advocate for democratic changes, confidence-building measures, and a more enabling environment for civil society.

In this context, a set of guidelines have been developed as a do-it-yourself tool to help CSOs mainstream cross-cutting issues such as accessibility, ecology, gender, rights-based approach, and youth. These guidelines aim to promote and support CSOs to mainstream rights-based concerns into their policies, planning and daily operations. The guidelines are developed with a participatory approach in which CSOs working on each topic were involved in drafting. An advisory group of CSOs were identified for each cross-cutting topic and were consulted at each stage.

We believe that these guidelines, produced in English and Turkish will be beneficial not only for help desk or Grow Civic beneficiaries of Civic Space, but for all civil society organisations in Cyprus and elsewhere. Furthermore, most of the practical measures proposed in these guidelines are also applicable for corporate and public institutions.

The guidelines on thematic cross-cutting issues are developed as a complementary set, with the rights-based approach providing a general framework for their implementation. However, we designed each thematic guideline in such a way that they can be separated in mainstreaming that specific aspect. As such, you can use this Accessibility Mainstreaming Guideline to improve accessibility of your organisation.

The guidelines start by providing the international framework and background of the topic, followed by key concepts and a brief introduction to the topic. Then specific applicable measures CSOs can use at policy and strategic levels and at operational levels such as during meetings, events, in the offices, etc. Although aligning your organisation to actualise all measures covered in the guidelines is recommended, you can opt for a step-by-step approach and implement measures one by one. The checklist provided at the end of the guideline can be used to monitor your status. You might even consider making your monitoring results publicly available not only to be in line with the transparency and accountability principles of the rights-based approach but also to encourage other CSOs to make use of the guidelines.

Civic Space aims to periodically improve the guidelines, based on feedback received from CSOs that implement the proposed measures. Such improvement might mean revising and/or adapting a measure or adding a new one. Thereby, we kindly ask you to send us your feedback about the guidelines.

Taking this opportunity, we would like to thank the following CSOs, as the advisory group of this accessibility mainstreaming guideline, for their valuable input and expertise:

Cyprus Turkish Association of Orthopedic Disability (KTOÖD)
Cyprus Foundation for Hearing and Speech Impairment (KIKEV)
Universal Patient's Rights Association (UPRA)
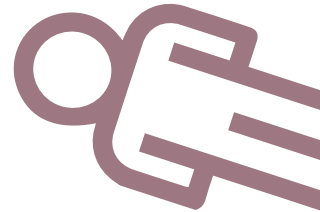
BRIEF INFORMATION ON THE DISABILITY RIGHTS MOVEMENT

The human rights began to be developed after World War II with the Universal Declaration on Human Rights adopted by the United Nations in 1948 and successive human rights conventions drafted later. The human rights documents emphasise the dignity and equality of people and requested the states not only refrain from human rights violations but also to take steps for access and improvement of the rights as part of their positive obligations. The civil society organisations working on the rights of persons with disabilities state that persons with disabilities mainly were left out of the human rights discussions at the international level until the 1970s.[1] Although the commitment made by the states was referring to the enjoyment of human rights by everyone, states were failing to provide equal access to rights for persons with disabilities. UN drafted non-binding declarations and announced 1981 as the 'International Year of Disabled Persons'. It later continued to develop principles in this area and published reports on the rights of persons with disabilities drafted by special rapporteurs. National and international CSOs working on the rights of persons with disabilities met in Beijing in March 2000. They announced that they demand a binding international convention focusing on full participation and equality of persons with disabilities.[2] The strong demand by the CSOs led to the adoption of the UN Convention on the Rights of Persons with Disabilities (UNCRPD) in 2006. CSOs were actively included and their experiences were widely discussed during the drafting process. UNCRPD is accepted as a paradigm shift in approaches to disabilities and a significant step forward since, unlike the previous documents drafted on this area, it was prepared from a human rights perspective. UNCRPD put forward the social model of disability which argues that persons with disabilities are disabled due to society's barriers established and implemented.[3] Today, most countries are far from implementing the rules and principles outlined in UNCRPD and CSOs continue to demand full and equal access to human rights.

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[1] National Centre for Biotechnology Information, 'Disability and Human Rights' <https://www.ncbi.nlm.nih.gov/books/NBK558160/> accessed 13 December 2021.

[2] Brigitte Rohwerder, 'Disability inclusion: Topic guide' (2015) University of Birmingham and GSDRC.

[3] Hanna Woodburn, 'Nothing about us without civil society: The role of civil society actors in the formation of the UN Convention on the Rights of Persons with Disabilities' (2013) 7 Political Perspectives 75.

What is Disability?

The terms disability and impairment are often confused as if they refer to the same concept. It is essential to distinguish the terms and understand their differences. The UN Convention on the Rights of Persons with Disabilities defines disability as:

"An evolving concept and that disability results from the interaction between persons with impairments and attitudinal and environmental barriers that hinders their full and effective participation in society on an equal basis with others."[4]

Impairment is defined as:

"A physical, intellectual, mental or sensory characteristic or condition, which places limitations on an individual's personal or social functioning in comparison with someone who does not have that characteristic or condition."[5]

Disability is a condition that may last temporarily or permanently, depending on the conditions of the relevant person. The concept also covers temporary conditions as opposed to the general understanding of disability being a permanent condition. Although the UN Convention on the Rights of Persons with Disabilities refers to long-term impairments under the definition provided in Article 1,[6] some institutions or organisations, such as the World Health Organisation (WHO), define disability as either long-term or short-term impairment as part of its mandate.[7]

Impairment can result from various things such as illnesses, injuries, or any congenital condition. Persons can have impairments that limit their physical mobility, communication with others, and ability to learn or see and hear others. Disability, on the other hand, refers to the social aspect of the issue and the barriers that such persons face as a result of discrimination.[8] Hence, having an impairment at any stage of a person's life does not limit or exclude people, but discriminatory attitudes or regulations do. Using a wheelchair in itself is not a barrier to accessing a building. The barrier is established when the builder of that building chooses not to use a ramp and ignores the needs of the people who use a wheelchair.

[4] Daniel Jones and Li Webster, "A Handbook on Mainstreaming Disability" (2006) VSO UK, p.6.
[5] Ibid.
[6] UN Convention on the Rights of Persons with Disabilities (6 December 2006), Art.1.
[7] https://www.who.int/news-room/q-a-detail/people-with-disability-vs-persons-with-disabilities
[8] European Foundation Centre, Mainstreaming Disability: A practical tool for foundations to mainstream disability into their work, (2013) < https://efc.issuelab.org/resource/mainstreaming-disability-a-practical-tool-for-foundations-to-mainstream-disability-into-their-work.html> accessed 6 October 2021.

WHAT IS ACCESSIBILITY MAINSTREAMING?

There is currently no universally agreed definition of accessibility mainstreaming. Over time, some experts working on the rights of persons of disabilities reworked the definition of gender mainstreaming and drafted a similar definition for disability mainstreaming. Hence, the definition of accessibility mainstreaming is:
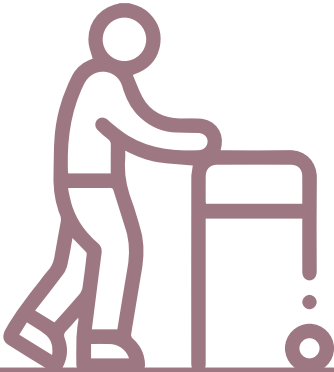
"A strategy for making disabled people's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and societal spheres so that disabled people benefit equally and inequality is not perpetuated. The ultimate goal is to achieve disability equality."[9]

WHY MAINSTREAMING ACCESSIBILITY?

Civil society organisations (CSOs) are responsible for promoting the full inclusion of persons with disabilities in their work by addressing their needs and challenging discrimination in society. Persons with disabilities often face discrimination since the structures, policies, and practices either discriminate against them or ignore their needs. CSOs should not create barriers against persons with disabilities but rather work to access organisational activities. Due to the barriers established by society, persons with disabilities are denied their human rights, such as the right to education, freedom of movement, decent jobs or healthcare. Mainstreaming accessibility allows CSOs to learn from the experiences and knowledge of persons with disabilities and properly reflect it into all levels of their organisational structure.

WHERE SHOULD ACCESSIBILITY BE MAINSTREAMED?

Accessibility mainstreaming should be implemented in every sphere of life since we must remove the barriers faced by persons with disabilities. There should be mainstreaming efforts in municipalities, private corporations, local bodies, public sector, small enterprises, CSOs and service providers. Organisations working at the international, regional, and local levels are expected to work together for barrier-free societies.

HOW CAN ACCESSIBILITY MAINSTREAMING BE ACHIEVED?

Accessibility mainstreaming is an ongoing process that requires good preparation and realistic measures. The process should be fed by the experiences of the persons with disabilities and target their equal inclusion in every aspect of our lives. Persons with disabilities do not need to have special or separate rights but rather equal access to human rights such as rights to employment, education and health. Two important documents focus on accessibility mainstreaming from international and regional levels. Below, you can find brief information on these two: the EU Strategy for the Rights of Persons with Disabilities and the UN Sustainable Development Goals.

EU STRATEGY FOR THE RIGHTS OF PERSONS WITH DISABILITIES 2021-2030

The strategy aims at the full implementation of UNCRPD and highlights the obligation of the Member States to mainstream accessibility in all policies and actions. It states significant challenges faced by persons with disabilities in different areas, such as access to information, product, services, employment and housing. The Member States are advised to implement the strategy through targeted action and mainstreaming efforts. The strategy covers a variety of measures and rules in different areas such as access to justice, education, health, sport, and tourism. It provides the EU's leading role in accessibility mainstreaming. The strategy's main aim is to allow persons with disabilities to enjoy their human rights equally, have equal opportunities, and have equal access to society and the economy.[10]

[10] EU Strategy for the Rights of Persons with Disabilities 2021-2030, please visit: <https://ec.europa.eu/social/main.jsp?catId=1484> accessed 12 December 2021.

RIGHTS OF PERSONS WITH DISABILITIES AND SUSTAINABLE DEVELOPMENT GOALS (SDGS)
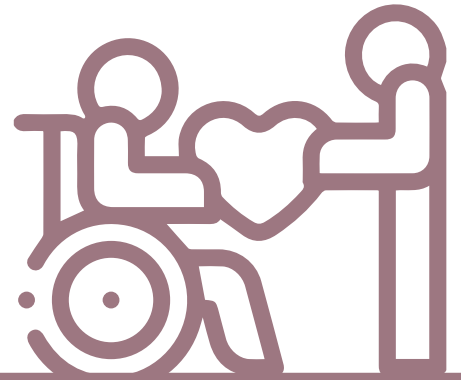
The UN Member States adopted the 2030 Global Agenda for Sustainable Development to strengthen world peace, create a sustainable environment for all, and reduce poverty worldwide. References to persons with disabilities are made under Goal 4 (education), Goal 6 (employment), Goal 10 (inequality), and Goal 11 (sustainable cities). There are also more references under the targets, explicitly addressing the human rights of persons with disabilities and prohibiting discrimination. The SDGs provide goals and targets from a holistic perspective. This document is expected to influence global and national policies relating to sustainable development for the next 15 years.[11]

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[11] For more information on SDG please visit: UNDP, 'What are the Sustainable Development Goals?', < https://www.undp.org/sustainable-development-goals> accessed 12 December 2021.
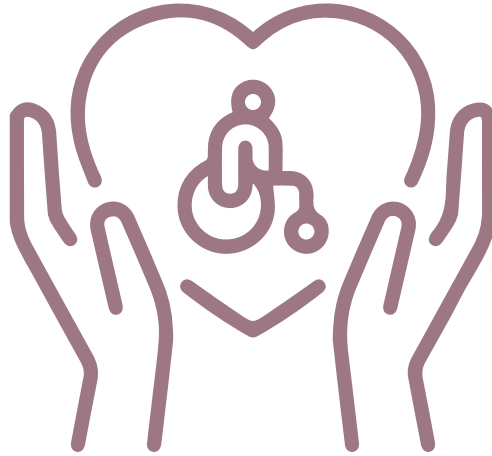
MEASURES FOR MAINSTREAMING ACCESSIBILITY IN YOUR ORGANISATION

The following measures are drafted to provide practical suggestions for mainstreaming accessibility in your organisation. The measures below are not an end-list, and on the contrary, they are just the starting point for CSOs to become accessible for all.

MEASURE ①
ORGANISATIONAL COMMITMENT

Organisational commitment is essential to make accessibility mainstreaming efforts long-term and sustainable. There is no agreed way to formalize an organisation's commitment to accessibility mainstreaming. The commitment might be in different formats such as policy paper or strategy paper etc. It shall provide an agreed framework on mainstreaming accessibility. Each organisation shall decide how to formalize it according to its organisational structure and context. This section shall provide you with practical steps to draft such a paper.

PREPARATION FOR THE ORGANISATIONAL COMMITMENT:

- Focus on how your organisation contributes to the barriers against persons with disabilities. It is important to involve persons with disabilities from the beginning of the mainstreaming process. Therefore, start with building partnerships with organisations that work on the rights of persons with disabilities. Arrange consultation meetings with them and learn from their experience how persons with disabilities face challenges in civil society. In addition, if there are persons with disabilities in your organisation, listen to their experiences and try to find out the main challenges they face with your organisational activities and capacities.

- The consultation meetings with CSOs and persons with disabilities in your organisation should address how your organisation contributes to the barriers against persons with disabilities, whether they realize the challenges faced and how your organisation should improve accessibility. The questions shall also have a gender dimension and help identify the different needs and challenges of women, men, and non-binary persons with disabilities.

- After completing the consultation meetings, identify the main areas and start preparing your organisational assessment.

ORGANISATIONAL ASSESSMENT:

- Build upon the initial data you have received in the preparation phase. Review your organisational policies, projects, workplace conditions, communication tools, etc., from an accessibility perspective.

- The assessment should focus on how your organisational practices and policies address the challenges faced by persons with disabilities.

- If you are working for a specific group such as women, LGBTI+s, migrants, children, refugees, etc., assess whether you have identified the needs of persons with disabilities within that group. The support programmes and services should be non-discriminatory and inclusive for all. Consider how your organisational practices contribute to the barriers and rights violations faced by persons with disabilities.

- Organisational assessment is an important step since it allows you to carefully think about and identify your organisation's main challenges and gaps. Consider receiving expert support at this stage if you believe that your organisation does not have the know-how on accessibility.

DRAFTING ORGANISATIONAL COMMITMENT:

- The organisational commitment paper should cover the links between your organisation's mission, values and purposes, and accessibility mainstreaming. Explain why accessibility mainstreaming is important for your organisation and how it shall contribute and strengthen your work.

- By drawing upon your main findings in the organisational assessment, state the main areas that you shall focus such as full participation of persons with disabilities, prioritizing their needs for contributing to eliminating the discriminatory practices they face, promoting their rights, etc.

- Explain what you want to achieve and your main objectives in accessibility mainstreaming. The objectives should be realistic, measurable, and achievable.

- Underpin your accessibility mainstreaming activities. This would allow your staff, management board, members, and volunteers to understand the steps you wish to make and endorse them.

- Drafting an action plan is very useful for monitoring the implementation of the activities you planned for mainstreaming accessibility. If you decide to prepare an action plan, do not forget to refer to it in your commitment paper.

MEASURE ②

ACTION PLAN

An action plan is useful for an organisation to clearly specify its objectives and targets for a specific period of time. The progress on mainstreaming accessibility can be monitored and assessed through this, and mainstreaming efforts eventually improve.

- The organisation's action plan should be based on your commitment paper explained above. It shall focus on the prioritized areas outlined and address the actions taken to reach the objectives identified in the paper.

- The action plan rather have a specific time frame, for instance, between 2 and 5 years.

- The action plan may cover programming, communication tools, full participation etc. The measures explained below are some areas that you may focus on in your action plan, depending on your needs and capacity as an organisation. In any case, it is advised that you consider all the areas outlined in the measures of this guide and develop relevant solutions.

- It would be useful to appoint a focal point to ensure the implementation of the action plan. The focal point might be a member of your organisation or group of members that understands the content of the plan and have the capacity to monitor its implementation.
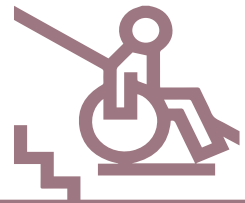
MEASURE ③

ACCESSIBLE WORKPLACE

The first step towards an accessible workplace is ideally to conduct a thorough assessment of the workplace with an experienced accessibility consultant. If you have enough resources to work with such an expert, please go through a full assessment of your workplace conditions and receive suggestions for their improvement. However, not all CSOs would have such resources to go through a full assessment process, and in that case, please make your assessment by considering the questions mentioned below at least. Please note that this list is only preliminary, and ideally, there are more areas to assess.

- Are the offices or meeting rooms located at the ground level? If not, is there any lift access?

- Are there ramps for the change of any level in the building?

- Is there enough space for wheelchair users in the toilet? Are there handles or grab bars?

- Are there audible and visible elements for fire or other alarms?

- Is there a parking place for persons with disabilities near your workplace?

- Is there sign language interpretation available upon request?

- Are there assistive listening devices to help persons with hearing difficulties?

- Are there tactile signs in your office premises that would indicate the office numbers, meeting rooms, event halls, main entrance, etc.?

- Are the signs written in large print or alternate formats, such as using contrast colors to allow visually impaired persons to read?

- Are the office tables or meeting tables high enough to allow persons using wheelchairs to sit?

MEASURE 4

ACCESSIBLE COMMUNICATION

Persons with disabilities need to be more visible in civil society, and this can only be done by effectively communicating with them. Suppose the communication tools you are using as an organisation involve barriers against their reach. In that case, that will make them unable to be informed about your organisation and discourage their involvement. For all the points mentioned below, do not forget that you can always receive advice or assistance from organisations working on the rights of persons with disabilities. They will provide you with appropriate tools, programs, or any other services you can use to make your communication accessible for all.

1 Provide written materials of your organisation accessible for blind or visually impaired persons. Use large print, audiotape, or soft copies with screen reading software.

2 Ensure that all your documents (policy papers, governance documents, announcements, reports, etc.) are provided in soft copies.

3 Especially persons with learning disabilities may find it difficult to understand long and complex sentences. Make sure that your communication materials are clear, short, and simple.

4 Use simple fonts such as Arial in 12 points and avoid using long paragraphs, italic characters or capital letters. This will allow persons with visual impairments to follow your text easier.

5 Make your web is accessible for everyone. There are requirements for creating accessible websites, applications, browsers etc. The standards include having text alternatives for visual content useful for people who cannot see the screen or adding text transcripts for audio content. Please visit the following link to reach web accessibility guidelines drafted by the EU: https://european-union.europa.eu/web-accessibility-policy_en.w3.org/WAI/standards-guidelines/.

MEASURE ⑤

PERIODIC TRAININGS

Periodic trainings are necessary for the staff, members, and volunteers of your organisation to understand the barriers faced by persons with disabilities, learn about their rights and find out more about the tools that would help them co-work with persons with disabilities. You can receive assistance from experts, activists, and CSOs that work on the rights of persons with disabilities during the planning and implementation of the training.

- Provide training that addresses disability equality that would cover topics such as the rights violations faced by persons with disabilities, main barriers in their daily lives, how civil society contributes to these barriers, and how to create a barrier-free civil society.

- You can also develop practical training in specific areas, such as tools that allow the trainees to learn methods for interacting with persons with disabilities.

- Include persons with disabilities in your training activities for experience sharing, facilitation, or providing the training itself. Your organisation's staff, members, and volunteers should interact with persons with disabilities and learn from their experiences.
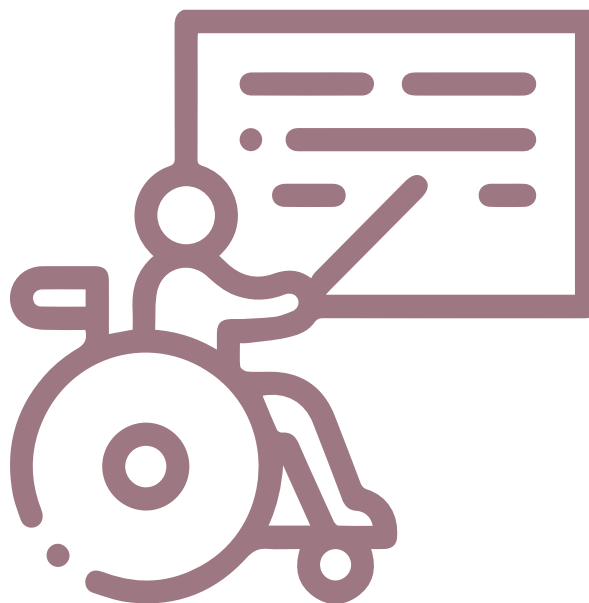
MEASURE ⑥

ACCESSIBLE MEETINGS AND ACTIVITIES

Accessible meetings and activities require careful design and implementation. You must listen to the needs of the participants and address them meaningfully to allow full participation of persons with disabilities.

- During the preparation phase of a meeting or activity, ask participants what they need in terms of interpretation or assistance.

- Make sure that you address the needs of the participants in a timely and effective manner.

- Check that persons with hearing impairments need lip-reading or sign language interpretation. If there is a need for sign language interpretation, make sure that you arrange the interpreter before the event and provide the necessary information to better prepare for the interpretation. Also inform the speakers about the need for lip-reading to make speeches and discussions accessible to everyone.

- Provide the materials that shall be used in the meeting or any other activity earlier as soft copies so that persons with visual impairments can read them in their preferred format (e.g., large print, screen reader, etc.).

- Make sure that you suggest note taking assistance for persons with visual and hearing impairments.

- Be aware that the height of the tables and chairs used in the event is appropriate for persons using wheelchairs.

- At the beginning of the event and after each break, make sure that all the participants identify themselves so that persons with visual impairments know where they are seated.

- If you have visuals for the event, make sure that they are prepared in a simple way and that the instructor provides detailed information on each visual content.

- If you use flipcharts, explain what you write on the flipchart.

- After each event, receive feedback from participants with disabilities and ask their suggestions for areas of improvement in designing and implementing your events.

MEASURE ⑦
INCLUSIVE RECRUITMENT PROCESS

The recruitment process of your organisation must be inclusive and accessible for all. Providing equal access to job opportunities for persons with disabilities is necessary for equality and inclusion.

- Ensure that you post the job vacancies in accessible communication explained under Measure 4.

- Distribute job vacancies to CSOs working on the rights of persons with disabilities.

- Include information about your organisation's commitment to accessibility in the vacancy post.

- The easiest accessible format for application procedures is to provide an option for online application. The guidelines for application should be clear and written in a simple format, preferably with large print.

- When candidates with disabilities are selected for a job interview, ask about their needs before the interview. You should be ready to provide sign language translation, assistance, accessible venue for the interview.

MEASURE ⑧
INCLUSIVE PROJECT DEVELOPMENT

Your agenda for developing a new project may not be targeting persons with disabilities directly. However, it is important to find the relation of disabilities with your specific topic and how your activities may influence persons with disabilities.

- Assess the links between your project aims, objectives, and activities with the rights of persons with disabilities.

- If you design a project that primarily focuses on service provision, make sure to design accessible services for all. Adopt an intersectional approach and consider the different challenges faced by persons with disabilities due to their gender, gender identity, sexual orientation, ethnicity, age, nationality, etc.

- Refrain from introducing activities that contribute to the barriers against persons with disabilities.

- Ensure that you allocate a budget for organizing and implementing accessible workplaces, activities, and meetings.
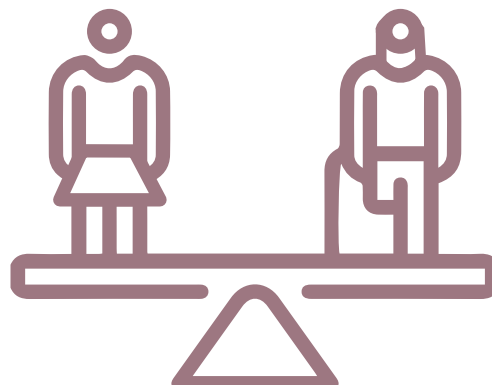
MEASURE 9

COLLABORATION WITH ORGANISATIONS WORKING ON THE RIGHTS OF PERSONS WITH DISABILITIES

Mainstreaming efforts will fall short without solidarity and collaboration with CSOs working on the rights of persons with disabilities. Their agenda, needs, and experiences are important and should be understood by all CSOs committed to working on accessibility mainstreaming.

- Build partnerships with organisations working on the rights of persons with disabilities. Follow their agenda and support their actions.

- Become a member of networks or platforms working on accessibility.

- Support the advocacy and awareness-raising efforts put forward by organisations working on the rights of persons with disabilities. The advocacy actions may be related to the full implementation of the UN Convention on the Rights of Persons with Disabilities, discrimination faced by persons with disabilities, accessible public spheres for everyone and introducing accessibility as an approach in formal education.

- Include organisations working on the rights of persons with disabilities in your joint actions. Make sure that if you are a part of a network or platform, it is accessible for everyone and the representation of persons with disabilities is maintained.

ACCESSIBILITY MAINSTREAMING CHECKLIST

The following checklist includes compliance items for each measure covered in the Guideline. For each item, the checklist allows you to consider if it is implemented in your organisation or not. If it is not implemented, you leave that line of the checklist blank. However, if your CSO complies with the relevant item, then the checklist allows you to assess whether it is partially or fully implemented.

The long-term goal for achieving comprehensive accessibility mainstreaming in any given organisation is to have all items fully implemented. However, this requires resources such as time, knowledge, and expertise and hence should be a tailor-made process for each organisation. First and foremost, we recommend that you use this checklist to assess where your CSO stands regarding accessibility mainstreaming. Following this initial assessment, and based on your resources, you can then develop your strategy plan (as recommended in measure #1 of the checklist) in which you identify your goals to improve accessibility mainstreaming in your CSO.

MEASURES FOR ACCESSIBILITY MAINSTREAMING		
MEASURE 1: ORGANISATIONAL COMMITMENT	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
1. The challenges faced by persons with disabilities are identified through consultation meetings with CSOs working in this area and also with persons with disabilities.		
2. The consultation meetings involved a gender dimension and all data received is segregated into at least gender (woman, man and non-binary), age, region and ethnicity.		
3. All organisational documents such as policy papers, workplace conditions, communication tools and projects are reviewed from an accessibility perspective.		
4. The findings received from the above are used to draft a strategy or policy paper, that would be publicly shared to show the organisational commitment to accessibility mainstreaming.		
5. An action plan is in place to monitor the implementation of the strategy or policy paper.		
MEASURE 2: ACTION PLAN	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
6. An action plan is designed based on the strategy or policy paper prepared under measure #1.		
7. Action plan has a specific time frame.		
8. Action plan includes the priority actions that need to be made per the needs of the organisation.		
9. Action plan is being reviewed at least every six months.		
MEASURE 3: ACCESSIBLE WORKPLACE	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
10. The assessment of the workplace is conducted through the assistance of an experienced accessibility consultant or solely with the efforts of organisation's members and/or volunteers.		
11. The assessment addressed at least the questions listed under measure #3.		

MEASURE 4: ACCESSIBLE COMMUNICATION	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
12. Rules are in place to ensure all the written materials are accessible for blind or visually impaired persons.		
13. The international legal framework is analyzed to understand the international standards. Assistance received from experts or other CSOs when needed.		
14. The written organisational materials are prepared with simple fonts such as Arial in 12 points and written in clear, short and simple language.		
15. The website is assessed and redesigned from an accessibility perspective.		
MEASURE 5: PERIODIC TRAININGS	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
16. Regular trainings are held on the rights of persons with disabilities and accessibility needs.		
17. Persons with disabilities are included in the training activities to share experiences or deliver trainings.		
MEASURE 6: ACCESSIBLE MEETINGS AND ACTIVITIES	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
18. Rules are in place to ensure that the accessibility needs of the participants are asked before each activity or meeting.		
19. The speakers in the meetings or activities are informed beforehand regarding accessibility needs of the participants.		
20. Soft copies are produced for all materials prepared for meetings or activities and distributed beforehand.		
21. Note taking assistance is offered for persons with visual and hearing impairments.		
22. Height of the tables and chairs are checked before each meeting or activity.		
23. Feedback forms that are distributed after each event include questions on accessibility.		

MEASURE 7: INCLUSIVE RECRUITMENT PROCESS	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
24. Job vacancies are drafted and published according to the accessible communication criteria as explained under measure #4.		
25. Rules are in place to ensure that there is an option for online application and that each applicant is asked about their accessibility needs before the job interview.		
26. Organisational commitment to accessibility mainstreaming is explicitly mentioned in each job vacancy.		
MEASURE 8: INCLUSIVE PROJECT DEVELOPMENT	**PARTIALLY IMPLEMENTED**	**FULLY IMPLEMENTED**
27. The organisation does not design any activities that contribute to the barriers against persons with disabilities during project development.		
28. Budget allocation for accessibility needs is ensured for every project.		
29. Project aims, objectives, and activities are assessed through the accessibility perspective.		
30. If the project focuses on service provision, the project addresses the accessibility needs of everyone within the context of an intersectional approach.		
MEASURE 9: COLLABORATION WITH ORGANISATIONS WORKING ON THE RIGHTS OF PERSONS WITH DISABILITIES	**PARTIALLY IMPLEMENTED**	**FULLY IMPLEMENTED**
31. The agenda of organisations working on the rights of persons with disabilities are followed regularly and their advocacy efforts are supported.		
32. Membership to relevant networks and platforms working on the rights of persons with disabilities is ensured.		

SOURCES

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