



ACCESSIBILITY MAINSTREAMING GUIDELINE



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ACCESSIBILITY MAINSTREAMING GUIDELINE

The Civic Space is a Technical Assistance Project funded by the European Union. It aims at contributing to build in the Turkish Cypriot community, a stronger civil society, which supports democratic changes and confidence-building measures.

Within this context, Civic Space aims at ensuring that:

- The public and the Turkish Cypriot community are better informed about CSOs' actions and are more involved in CSOs' actions and management,
- CSOs improve their capacities in general and adopt a rights-based approach to advocate for democratic changes, confidence-building measures, and a more enabling environment for civil society,
- Local bodies are better informed about CSOs' roles and activities and are supported in promoting a fully enabling environment for civil society,
- Exchanges and joint actions between Greek and Turkish Cypriot CSOs are mainstreamed throughout the project's activities.

PREFACE



This Accessibility Mainstreaming Guideline is produced by the Civic Space Technical Assistance Project, funded by the European Union. One of the aims of the Civic Space Project 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, 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. These guidelines are developed with a participatory approach, where CSOs that work on each corresponding topic, were involved in the drafting process. An advisory group of CSOs were identified for each cross-cutting issue and were consulted at each stage.



We believe that these guidelines, produced in both English and Turkish languages will benefit not only help desk or Grow Civic beneficiaries of Civic Space, but all civil society organizations in Cyprus and elsewhere. Furthermore, most of the practical measures proposed in these guidelines are also applicable to 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 the accessibility of your organization.





The guidelines start by providing the international framework and background of the topic, followed by key concepts, and lastly a brief introduction to the topic. Then, the guidelines indicate specific measures that CSOs can apply at policy, strategic and operational levels, such as during meetings, events, in the offices, etc. Even though it is recommended to align your organization with all the measures covered in the guidelines, you can still opt for a step-by-step approach and implement measures one by one. The checklist provided at the end of the guidelines 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 specific 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

Human rights development gained momentum post-World War II with the adoption of the Universal Declaration on Human Rights by the United Nations in 1948, along with subsequent human rights conventions. These documents underscore the dignity and equality of individuals, urging states not only to abstain from human rights violations but also to proactively address and enhance rights as part of their positive obligations. Civil society organizations focusing on the rights of persons with disabilities assert that individuals with disabilities were largely overlooked in international human rights discussions until the 1970s¹. Despite states committing to ensuring human rights for all, they fell short in providing equal access to rights for persons with disabilities. In response, the UN formulated non-binding declarations and designated 1981 as the 'International Year of Disabled Persons.' Ongoing efforts led to the development of principles and reports on the rights of persons with disabilities² by the special rapporteurs. In March 2000, national and international CSOs dedicated to disability rights convened in Beijing, advocating for a binding international convention centered on the full participation and equality of persons with disabilities. This strong demand from CSOs culminated in the adoption of the UN Convention on the Rights of Persons with Disabilities (UNCRPD) in 2006. CSOs actively contributed, and their experiences were extensively discussed during the drafting process. UNCRPD represents a paradigm shift in approaches to disabilities, as it was prepared from a human rights perspective, introducing the social model of disability. This model posits that individuals with disabilities face limitations due to societal barriers. Despite this progress, most countries are yet to implement the rules and principles outlined in UNCRPD, prompting CSOs to persistently advocate for full and equal access to human rights³.

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 these terms and understand their differences. The UN Convention on the Rights of Persons with Disabilities defines disability as:

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

Impairment, on the other hand, 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 relevant person's circumstances. The concept also covers temporary conditions, contrary to the general understanding of disability as 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 1⁶, some institutions or organizations, such as the World Health Organization (WHO), define disability as either long-term or short-term impairment as part of their mandate.⁷

Impairment can be a result of various causes such as illnesses, injuries, or any congenital condition. People 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 people face as a result of discrimination⁸. Hence, experiencing an impairment at any point in a person's life should not inherently restrict or exclude individuals; rather, it is discriminatory attitudes or regulations that pose such limitations. The use of a wheelchair, for example, does not itself constitute a barrier to entering a building. The barrier arises when the builder of that structure opts not to incorporate a ramp, thus neglecting the needs of individuals who rely on wheelchairs.

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 with 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 programs 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 organizations (CSOs) bear the responsibility of promoting the full inclusion of people with disabilities in their initiatives by addressing their needs and challenging societal discrimination. Individuals with disabilities frequently encounter discrimination due to structures, policies, and practices that either discriminate against them or neglect their requirements. CSOs should not erect barriers against persons with disabilities; instead, they should strive to facilitate access to organizational activities. The barriers imposed by society deprive persons with disabilities of their human rights, including the right to education, freedom of movement, decent employment, or healthcare. Incorporating accessibility into mainstream practices enables CSOs to glean insights from the experiences and knowledge of persons with disabilities and effectively integrate them at all levels of their organizational structure.

⁹ Mary Keogh, 'Training on the Inclusion of Persons with Disabilities in EU Development Cooperation' (2012) Development Cooperation 21, p.4.

WHERE SHOULD ACCESSIBILITY BE MAINSTREAMED?

Mainstreaming accessibility must be implemented across all spheres of life to eliminate barriers faced by individuals with disabilities. Efforts towards mainstreaming should extend to municipalities, private corporations, local bodies, the public sector, small enterprises, civil society organizations (CSOs), and service providers. Collaboration among organizations operating at the international, regional, and local levels is crucial to creating barrier-free societies.



HOW CAN ACCESSIBILITY MAINSTREAMING BE ACHIEVED?

Accessibility mainstreaming is a continuous process that demands thorough preparation and practical measures. This process should draw on the experiences of individuals with disabilities and aim for their equitable inclusion in all aspects of life. Persons with disabilities should not require special or separate rights; instead, they should have equal access to fundamental human rights such as employment, education, and health. Two significant documents address accessibility mainstreaming at the international and regional levels. Below, you will find concise information on these two: the EU Strategy for the Rights of Persons with Disabilities and the UN Sustainable Development Goals.

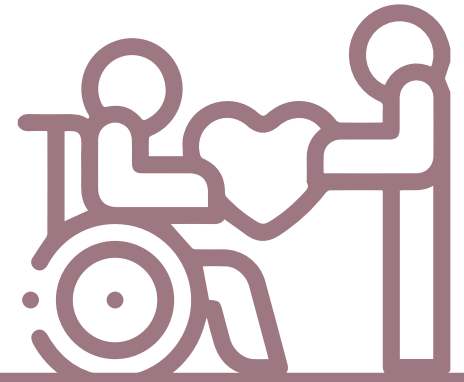
EU STRATEGY FOR THE RIGHTS OF PERSONS WITH DISABILITIES 2021-2030

The strategy aims for the full implementation of the UNCRPD and emphasizes Member States' obligation to mainstream accessibility in all policies and actions. It outlines significant challenges faced by individuals with disabilities in various areas, including access to information, products, services, employment, and housing. Member States are encouraged to implement the strategy through targeted actions and mainstreaming efforts. The strategy encompasses a range of measures and rules in diverse areas such as access to justice, education, health, sport, and tourism, highlighting the EU's leading role in accessibility mainstreaming. Its primary objective is to enable persons with disabilities to enjoy their human rights equally, ensuring equal opportunities and access to society and the economy.¹⁰



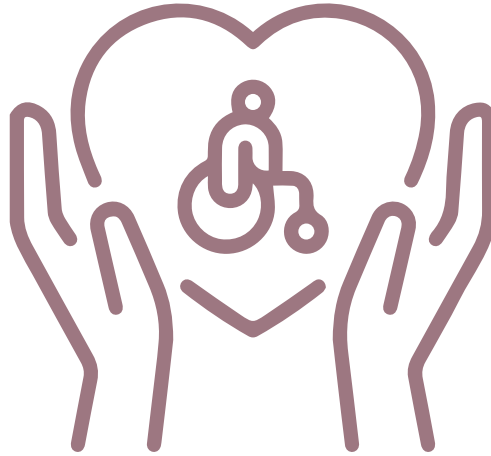
¹⁰ EU Strategy for the Rights of Persons with Disabilities 2021-2030, please visit: <<https://ec.europa.eu/social/main.jsp?catId=1484>> accessed 12 December 2021.

RIGHTS OF PERSONS WITH DISABILITIES AND SUSTAINABLE DEVELOPMENT GOALS (SDGS)



The 2030 Global Agenda for Sustainable Development was adopted by UN Member States with the aim of enhancing world peace, creating a sustainable environment for all, and globally reducing poverty. References to persons with disabilities are incorporated into Goal 4 (education), Goal 6 (employment), Goal 10 (inequality), and Goal 11 (sustainable cities). Additional references can be found under specific targets that explicitly address the human rights of persons with disabilities and prohibit discrimination. The Sustainable Development Goals (SDGs) offer a holistic perspective with goals and targets, and this document is anticipated to shape global and national policies concerning sustainable development for the next 15 years.¹¹

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 ORGANIZATION

The following measures are formulated to offer practical suggestions for mainstreaming accessibility within your organization. These measures are not exhaustive; on the contrary, they serve as a starting point for CSOs to make themselves accessible to all.

MEASURE 1

ORGANIZATIONAL COMMITMENT

Organizational commitment is crucial to ensure the long-term and sustainable success of accessibility mainstreaming efforts. There is no universally agreed-upon method for formalizing an organization's commitment to accessibility mainstreaming. This commitment can take various formats, such as a policy paper or strategy document, to establish an agreed-upon framework for mainstreaming accessibility. Each organization should determine how to formalize its commitment based on its organizational structure and context. This section will guide you through practical steps to draft such a document.

PREPARATION FOR THE ORGANIZATIONAL COMMITMENT:

- Focus on understanding how your organization may contribute to barriers faced by persons with disabilities. It is crucial to involve individuals with disabilities from the outset of the mainstreaming process. Begin by establishing partnerships with organizations dedicated to the rights of persons with disabilities. Conduct consultation meetings with these organizations to gain insights into the challenges faced by persons with disabilities in civil society. Additionally, if there are persons with disabilities within your organization, listen to their experiences to understand the primary challenges they encounter in relation to your organizational activities and capacities.
- The consultation meetings with CSOs and persons with disabilities in your organization should specifically address your organization's role in contributing to barriers against persons with disabilities. Assess whether your organization recognizes these challenges and determine how improvements in accessibility can be made. Ensure that the questions posed during these meetings also consider gender dimensions, helping to identify the distinct needs and challenges faced by women, men, and non-binary persons with disabilities.
- Upon completion of the consultation meetings, identify the key areas and initiate the preparation of your organizational assessment.

ORGANIZATIONAL ASSESSMENT:

- Build upon the initial data gathered during the preparation phase. Examine your organizational policies, projects, workplace conditions, communication tools, and other aspects from an accessibility perspective.
- The assessment should concentrate on how your organizational practices and policies address the challenges encountered by persons with disabilities.
- If your focus is on a specific group, such as women, LGBTI+s, migrants, children, refugees, etc., evaluate whether you have identified the needs of persons with disabilities within that group. Ensure that support programs and services are nondiscriminatory and inclusive for everyone. Examine how your organizational practices may contribute to barriers and rights violations faced by persons with disabilities.
- Conducting an organizational assessment is a crucial step as it enables you to carefully consider and identify your organization's primary challenges and gaps. If you believe your organization lacks expertise in accessibility, consider seeking expert support at this stage.



DRAFTING ORGANIZATIONAL COMMITMENT:

- The organizational commitment paper should address the connections among your organization's mission, values, and purposes, and the mainstreaming of accessibility. Clearly explain why accessibility mainstreaming is crucial for your organization and how it will contribute to and enhance your work.
- Drawing upon the main findings from the organizational assessment, outline the key areas on which you will focus, such as ensuring the full participation of persons with disabilities, prioritizing their needs to contribute to the elimination of discriminatory practices they face, and promoting their rights.
- Clearly articulate your desired achievements and main objectives in accessibility mainstreaming. Ensure that these objectives are realistic, measurable, and achievable.
- Provide a solid foundation for your accessibility mainstreaming activities. This will enable your staff, management board, members, and volunteers to comprehend the steps you intend to take and endorse them.
- Drafting an action plan is highly beneficial for monitoring the implementation of the activities planned for mainstreaming accessibility. If you choose to prepare an action plan, be sure to reference it in your commitment paper.

MEASURE 2

DRAFTING AN ACTION PLAN

An action plan is valuable for an organization to clearly outline its objectives and targets for a specific period. Monitoring and assessing progress on mainstreaming accessibility can be accomplished through this, leading to continuous improvement in mainstreaming efforts.

- The organization's action plan should derive from the commitment paper explained above. It should concentrate on the prioritized areas outlined and address the actions required to achieve the objectives identified in the paper.
- The action plan should have a specific time frame, such as between 2 and 5 years.
- The action plan may encompass programming, communication tools, full participation, etc. The measures explained below represent some areas on which you may focus in your action plan, depending on your organization's needs and capacity. Nonetheless, it is advisable to consider all the areas outlined in the measures of this guide and formulate relevant solutions.
- Appointing a focal point to ensure the implementation of the action plan would be beneficial. The focal point could be a member of your organization or a group of members who understand the content of the plan and have the capacity to monitor its implementation.

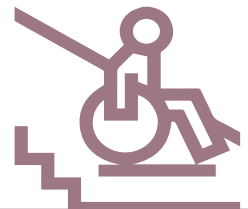


MEASURE 3

ACCESSIBLE WORKPLACE

Ideally, the first step towards creating an accessible workplace is to conduct a comprehensive assessment with an experienced accessibility consultant. If your organization has the resources to engage such an expert, it is recommended to undergo a full assessment of your workplace conditions and receive suggestions for improvement. However, recognizing that not all CSOs may have the resources for a full assessment, please conduct your assessment by at least considering the questions mentioned below. It's important to note that this list is preliminary, and ideally, there are additional 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 changing levels 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 people 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 there signs written in large print or alternative formats, such as using contrasting colors, to facilitate reading for visually impaired individuals?
- Are the office tables or meeting tables high enough to allow people using wheelchairs to sit?



MEASURE 4

ACCESSIBLE COMMUNICATION

Enhancing the visibility of persons with disabilities in civil society requires effective communication with them. If the communication tools employed by your organization pose barriers to their access, it hinders them from being informed about your organization and may discourage their involvement. For all the aspects mentioned below, remember that you can always seek advice or assistance from organizations dedicated to the rights of persons with disabilities. These organizations can offer suitable tools, programs, or other services to help make your communication accessible to all.

1 { Make your organization's written materials accessible to blind or visually impaired individuals by offering options such as large print, audiotapes, or soft copies compatible with screen reading software.

2 { Ensure that all documents, including policy papers, governance documents, announcements, and reports, are provided in electronic formats.

3 { In particular, consider the challenges faced by individuals with learning disabilities, who may find it challenging to comprehend long and complex sentences. Ensure that your communication materials are clear, concise, and straightforward.

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

5 { Make your website accessible to everyone. There are requirements for creating accessible websites, applications, and browsers, including 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 access 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 organization to understand the barriers faced by persons with disabilities, learn about their rights, and discover tools that would help them collaborate effectively 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.

- Offer training sessions focused on disability equality, covering topics such as rights violations faced by persons with disabilities, the primary barriers in their daily lives, the contribution of civil society to these barriers, and strategies to create a barrier-free civil society.
- Additionally, consider developing practical training modules in specific areas, providing tools that enable trainees to learn effective methods for interacting with persons with disabilities. Ensure the inclusion of persons with disabilities in your training activities, either through experience sharing, facilitation, or direct involvement in providing the training.
- Encourage interaction between your organization's staff, members, and volunteers with persons with disabilities, fostering a learning environment where they can gain insights from the experiences of individuals with disabilities.



MEASURE 6

ACCESSIBLE MEETINGS AND ACTIVITIES

Designing and implementing accessible meetings and activities necessitates careful consideration. It is essential to attentively listen to the needs of the participants and address them in a meaningful manner to ensure the full participation of persons with disabilities.

- During the preparation phase of a meeting or activity, inquire about participants' needs for interpretation or assistance.
- Ensure timely and effective addressing of participants' needs.
- For individuals with hearing impairments, check if lip-reading or sign language interpretation is required. If sign language interpretation is needed, arrange for an interpreter in advance and provide relevant information for better preparation. Inform speakers about the need for lip-reading to make speeches and discussions accessible to everyone.
- Distribute materials to be used in the meeting or activity in advance as soft copies, allowing individuals with visual impairments to read them in their preferred format (e.g., large print, screen reader, etc.).with visual and hearing impairments.
- Ensure you recommend note-taking assistance for individuals with visual and hearing impairments.
- Verify that the tables and chairs used in the event are at an appropriate height for those using wheelchairs.
- At the start of the event and after each break, have all participants identify themselves so that persons with visual impairments can be aware of their seating arrangement.
- For any visuals used in the event, ensure they are prepared in a straightforward manner, and the instructor provides detailed information for each visual content.
- When using flipcharts, explain what is written on them.
- Following each event, gather feedback from participants with disabilities and seek their suggestions for areas of improvement in the design and implementation of your events.

MEASURE 7

INCLUSIVE RECRUITMENT PROCESS

The recruitment process of your organization 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 job vacancies are posted using accessible communication methods as explained in Measure 4.
- Distribute information about job vacancies to CSOs dedicated to the rights of persons with disabilities.
- In the vacancy posts, include information about your organization's commitment to accessibility.
- For the application process, the easiest accessible format is to provide an option for online applications. The guidelines for application should be clear and presented in a simple format, preferably with large print.
- When candidates with disabilities are selected for a job interview, inquire about their needs before the interview. Be prepared to provide sign language translation, assistance, and ensure the interview venue is accessible.

MEASURE 8

INCLUSIVE PROJECT DEVELOPMENT

While developing a new project agenda, you may not be directly targeting persons with disabilities. Nevertheless, it is crucial to explore the relationship between disabilities and your specific topic and consider how your activities may impact individuals with disabilities.

- Evaluate the connections between your project's aims, objectives, and activities and the rights of persons with disabilities.
- If your project primarily centers on service provision, ensure the design of accessible services for all. Adopt an intersectional approach, considering the various challenges faced by persons with disabilities related to gender, gender identity, sexual orientation, ethnicity, age, nationality, etc.
- Avoid introducing activities that contribute to barriers against persons with disabilities.
- Allocate a budget for organizing and implementing accessible workplaces, activities, and meetings.

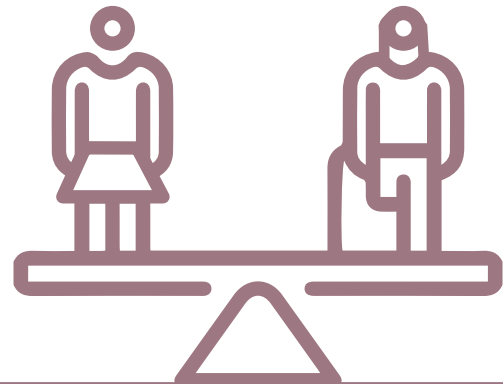


MEASURE 9

COLLABORATION WITH ORGANIZATIONS WORKING ON THE RIGHTS OF PERSONS WITH DISABILITIES

Efforts to mainstream accessibility will be incomplete without solidarity and collaboration with CSOs dedicated to the rights of individuals with disabilities. The agenda, needs, and experiences of these organizations are crucial and should be comprehended by all CSOs committed to working on accessibility mainstreaming.

- Establish partnerships with organizations dedicated to the rights of persons with disabilities. Align your actions with their agenda and provide support.
- Consider becoming a member of networks or platforms focused on accessibility.
- Support advocacy and awareness-raising initiatives led by organizations working on the rights of persons with disabilities. These actions may relate to the full implementation of the UN Convention on the Rights of Persons with Disabilities, combating discrimination, ensuring accessible public spaces, and integrating accessibility into formal education.
- Involve organizations dedicated to the rights of persons with disabilities in your collaborative efforts. Ensure that any network or platform you are part of is accessible to everyone and maintains representation for persons with disabilities.



ACCESSIBILITY MAINSTREAMING CHECKLIST

The provided checklist includes components for each measure outlined in the Guideline. For each component, you have the opportunity to evaluate whether it has been implemented within your organization. If a particular component has not been implemented, please leave that line on the checklist blank. However, if your CSO has put the relevant component in practise, you can then assess whether it has been partially or fully implemented. The ultimate long-term objective to achieve comprehensive accessibility mainstreaming is to fully implement all the components. Nevertheless, this requires resources such as time, knowledge, and expertise. Therefore, the process can be customized to meet the specific needs of each organization. As a starting point, we recommend using the checklist to assess your CSO's current status regarding accessibility mainstreaming. Following this initial assessment and your available resources, you can subsequently formulate a strategic plan (as suggested in measure #1 of the checklist). In this plan, you can identify your objectives for enhancing accessibility mainstreaming within your CSO.

MEASURES FOR ACCESSIBILITY MAINSTREAMING		
MEASURE 1: ORGANIZATIONAL 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 by at least gender (woman, man and non-binary), age, region, and ethnicity.		
3. All organizational 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, which is publicly shared to demonstrate the organizational commitment to accessibility mainstreaming.		
5. An action plan has been established 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. The action plan has a specific timeframe.		
8. The action plan includes priority actions that need to be made based on organization's needs.		
9. The action plan is reviewed at least every six months.		
MEASURE 3: ACCESSIBLE WORKPLACE	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
10. The assessment of the workplace is conducted with the assistance of an experienced accessibility consultant or solely with the efforts of the organization's members and/or volunteers.		
11. The assessment addressed at minimum the questions listed under measure #3.		

MEASURE 4: ACCESSIBLE COMMUNICATION	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
12. Rules are in place to ensure all written materials are accessible for blind or visually impaired persons.		
13. The international legal framework is analyzed to understand the international standards, with assistance received from experts or other CSOs when needed.		
14. Written organizational 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 EVENTS	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. The height of the tables and chairs is 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. Organizational commitment to accessibility mainstreaming is explicitly mentioned in each job vacancy.		
MEASURE 8: INCLUSIVE PROJECT DEVELOPMENT	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
27. No activity is included in the project design that may 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 from an accessibility perspective.		
30. If the project focuses on service provision, the project addresses the accessibility needs of everyone in line with an intersectional approach.		
MEASURE 9: COLLABORATION WITH ORGANIZATIONS WORKING ON THE RIGHTS OF PERSONS WITH DISABILITIES	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
31. The agenda of organizations working on the rights of persons with disabilities is 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

- › Daniel Jones and Li Webster, 'A Handbook on Mainstreaming Disability' (2006) VSO UK.

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