Making Disability Inclusion a Reality in PROSPECTS: Concrete Goals and Simple Tips

PROSPECTS is a partnership dedicated to improving prospects for forcibly displaced persons and host communities in Egypt, Ethiopia, Iraq, Jordan, Kenya, Lebanon, Sudan, and Uganda. This partnership initiative, supported by the government of the Netherlands, focuses on four key thematic areas: education and training, employment, social protection, and critical infrastructure.

PROSPECTS brings together the International Finance Corporation (IFC), the International Labour Organization (ILO), the UN Agency for Refugees (UNHCR), the UN Children's Fund (UNICEF), and the World Bank. The initiative aims to develop durable solutions to the long-term challenges and combined needs of forcibly displaced people and the communities that host them. At the same time, it supports the transition from humanitarian to development-centred assistance.

Since its inception, the ILO PROSPECTS Team has made efforts to include refugees and host community members with disabilities. However, these efforts have been, for the most part, ad hoc, and inclusion has not been systematic. In January 2024, PROSPECTS will launch its second phase, and the ILO PROSPECTS Team sees this as an opportunity to make disability inclusion "business as usual."

The aim is to mainstream disability inclusion, positively influencing outputs and activities in this second phase. Concretely, PROSPECTS intends to increase the number of persons with disabilities meaningfully involved in the project, and it is working closely with the ILO Disability Team to achieve this goal.

The following ten tips for disability inclusion are helpful for making disability inclusion a reality in our daily work. For ease of reference, each tip is organized under four categories:

- **What are we talking about, and why is this important?**

- **Where do I start?**

- **What's a good example?**

- **What sort of costs are we talking about?**

These tips have been prepared with the PROSPECTS project in mind, but they are equally applicable to other ILO development cooperation projects.

1. **Create an accessibility checklist** that can be used by all staff, partners, and collaborators based on the programme's/project's characteristics. (Include indicators on accessibility of facilities, activities, and trainings in the country results frameworks**.)**

What are we talking about, and why is this important?

At a bare minimum, everyone (with or without disabilities) should be able to use our projects' buildings, meeting rooms, and training venues. However, accessibility is much more than ensuring everyone can get through the front door, make it to the top floor, and use the toilets; it includes other aspects, such as ensuring that all our publications, the ways we communicate about the project, and the digital tools we use are accessible. An accessibility checklist can help make this happen.

Where do I start?

Accessibility is a progressive process. It's not about doing everything "perfect" today. Rather, it is about making continuous, concrete improvements throughout the life of the programme/project. The best place to start is talking with organizations of persons with disabilities (OPDs); they will tell you where and when ramps, or sign language interpreters or "easy-to-read" formats of publications…etc., are most needed. Also helpful is engaging with technical experts on "universal design" principles (that means, accessibility for everyone).

It's important to note that accessibility standards may vary from country to country. This means these standards may not always provide full autonomy for individuals with different types of impairments (visual, hearing, physical, intellectual, psychosocial) to use all available services independently. So, that's another reason to dialogue with OPDs.

What's a good example?

A good point to include in your accessibility checklist is selecting venues, hotels, conference rooms, training centres, and other facilities that are accessible. Not just for one conference once a year. Not just the day you invite a person with a disability to your meeting. As much as possible, all the venues you use should be accessible. For accessibility to be meaningful, it must be consistent and continuous throughout the project.

What sort of costs are we talking about?

How expensive accessibility is depends on how inaccessible our buildings, documents and conferences are right now! But there are so many things to improve accessibility that are zero-cost or low-cost; for example, in an office without an elevator, we can move the meeting room from the top floor to the ground floor, so that wheelchair users can access it.

Improving accessibility early on is cost-effective; it reduces the need for fixes after-the-fact, or "reasonable adjustments" (**which is Tip #2 below**). But just imagine the cost of remaining

inaccessible! If a Minister of Labour who is a wheelchair user, or an Employer's Federation leader who is Deaf, or a Trade Union official who is blind, can't access our facilities, documents or venues, then we're not serving our constituents - and it reflects badly on the organization.

2. Offer reasonable adjustments to <u>everyone</u> involved in our projects, before and during trainings, workshops, consultations, selection processes…etc.

What are we talking about, and why is this important?

Accessibility (**Tip #1 above**) is universal. That means, it's for everyone (for example, setting the same height of a door handle in our offices). On the other hand, "Reasonable adjustments" (also known as "reasonable accommodation") are made for a particular person based on a particular requirement; for example, providing text-to-speech software requested by a blind colleague.

Reasonable adjustments are about making changes to our environment, so a person can participate on an equal playing field with others. For a project like PROSPECTS, running simultaneously in 8 countries, once you start proactively offering reasonable adjustments, you'll probably start getting numerous requests - from colleagues, partners, constituents and beneficiaries. So, best be prepared!

Making reasonable adjustments isn't "just a good idea", and it isn't a "favour". Being able to work equally with everyone is a basic right. What's more, according to the UN Convention on the Rights of Persons with Disabilities, denying reasonable accommodation can be a form of discrimination. So, it's really important.

Where do I start?

A good place to start is by asking persons if they need reasonable adjustments. That's <u>all</u> persons in <u>all</u> our registration processes, jobs application forms, trainings, conferences…etc. (Yes, <u>all</u>. But don't worry - once you start, it will soon become a habit.) And this means in <u>all</u> programmes and projects, whether they are mainstream or focused on disability.

But let's say we know someone's impairment (for example a local mayor who is deaf), but we can't assume her needs. Each person, even with the same type of impairment, can have different needs and preferences. For example, the mayor may not understand sign language, so providing sign language will be a waste of time and money.

So, how do we know a person's needs? We ask! And we ask using the right question.

The question should <u>not</u> be, "Do you have a disability?", or "What is your disability?" Instead, we ask, "Do you need reasonable adjustments to take part in this activity?"

To make everything flow smoothly, it is critical to assign one person in your project to receive (and act upon) any reasonable accommodation request. And – this is very

important – to ensure that these requests are kept confidential; only the essential number of people that it takes to provide the reasonable accommodation should know about this request. To do this, assign one e-mail address to receive all reasonable accommodation requests, **and make sure to check it daily**.

The person who requests reasonable accommodation may be waiting for your answer before they confirm attendance or make travel arrangements. Also, they'll probably need more information than just one e-mail. That's why we should engage in an interactive dialogue with them, so we can understand how to best accommodate their needs.

What's a good example?

A good example of reasonable accommodation is providing software to a blind colleague for text-to-speech conversion. Another example is adjusting a training schedule for someone with chronic fatigue. This is of course based on the individual's request. Not all blind colleagues or participants with chronic fatigue are the same, so they don't all need the same adjustments.

Okay, here's an important question, "To whom can reasonable accommodation be provided?" Reasonable adjustments can be provided to:

- •Project staff and/or external collaborators during the application process and in their work;

- •Participants in all project activities, including capacity building, training, meetings, …etc.;

- •Representatives of organizations of persons with disabilities (OPDs) to ensure meaningful participation in consultations, focus group discussions, or activities;

- •Bidders/vendors/service providers throughout the procurement process;

What sorts of costs are we talking about?

It's important to budget for reasonable adjustments, such as providing accessible transportation to the program implementation site. But it's crucial to note that not all reasonable adjustments incur costs (for example, allowing more time during training). But in case there are costs, we'll need to set up a dedicated budget for reasonable accommodation (**which is Tip #3 below**).

One solution is for each CTA to have their own budget line for reasonable adjustments (it's good to set a ball-park figure, because you won't know ahead of time - exactly - how much you'll need to reserve). Another option is for PROSPECTS to set up a centralized reasonable adjustments mechanism with an established fund, across all PROSPECTS countries.

Whichever option you decide on to make reasonable adjustments available, the mechanism needs to be funded, functional and fast!

3. **Set up a budget dedicated** to disability inclusion costs. (Decide on this in advance.)

What are we talking about, and why is this important?

Simply put, if we don't budget for disability inclusion, it's probably not going to happen.

Disability inclusion is fundamental to all the work we do. And in the specific case of reasonable adjustments, not providing them can be considered a form of discrimination. So, just like project security costs or exchange rate fluctuations, we need to budget disability inclusion as a standard element. It's not something "extra".

Where do I start?

If you're starting to design your programme/project, the best place to start is at the discussion stage with the donor. Make the donor aware of our strong commitments towards disability inclusion, and that we'll be budgeting for it. Donors are often very supportive. (Moreover, donors are becoming increasingly-concerned about disability inclusion and may have their own disability budgeting requirements.)

But, wherever you are in your programme/project phase, sit down with your team and calculate an amount for disability inclusion costs. As the programme/project develops, the amount of funds needed may change, and you can make adjustments. But don't wait too long. Write that budget line now!

What are some good examples?

Common areas where we budget for disability inclusion are:

•Accessibility of our project's buildings, transportation and communication materials;

•Specific outreach to persons with disabilities and organizations of persons with disabilities (such as through consultations);

•Reasonable adjustments for staff, target communities, external collaborators, etc.

•Training for staff and partners on disability awareness and on non-disability issues related to the project;

•Training programme staff on disability awareness and the project's technical components (**Tip #4 below**).

What sorts of costs are we talking about?

A good rule of thumb is to reserve approximately 5% of your budget for disability inclusion. If you have a rather large budget, or a rather small budget, that amount may be daunting!

If that sounds expensive to you, remember that "quick fixes" while the project is being implemented are usually more costly. Otherwise, it gets treated as something *extra* we'd like to do, if additional funds become available – sometimes at the end of the project, when it's no longer useful.

We can maximize time, resources and coordination by considering these costs as early as possible. Therefore, budgeting for inclusion is good (in and off itself), and it makes good business sense.

If you can't hit the 5% mark, then calculate an amount based upon the information available – what are your project's needs today, and what are your projected needs? The important thing is to budget a reasonable amount now, or it's not going to happen!

4. **Train programme staff on disability awareness and technical issues <u>throughout the project cycle.</u>**

What are we talking about, and why is this important?

If we're not convinced that disability inclusion is a good idea, then how are we going to convince our project partners?

You and your colleagues are going to be the most important driving force for disability inclusion in your project. Yes, having an accessibility check-list, making reasonable adjustments and budgeting is important. **But it can only happen if we all share a culture of inclusion.** Training can help build that culture.

There are a lot of great training materials out there that can give us the **technical information**, and help foster the **values**, we need to make disability inclusion a reality.

Some of the best insights, lessons learned and good practices are going to come from you and your colleagues! (What worked? What didn't work? How did you overcome barriers? How did you partner with persons with disabilities?) So, it's crucial to learn from others and also to learn from ourselves – and to spread that knowledge throughout the ILO.

Where do I start?

Have you completed the ILO's (mandatory) online ILO disability training? If not, do it now. In less than an hour, you'll have a basic understanding of disability inclusion, disability etiquette, and a sense of the barriers we need to overcome. (**It's on ILO People.**)

But that's not the first and last training you'll ever need! Throughout the project cycle, we can add training that's tailored to the project's needs, thematic areas, geographical location, target group(s), and strategy. (For example, trainings can focus on how to consult with organizations of persons with disabilities, how to make vocational training centres accessible, how to collect data on persons with disabilities…etc.)

There are lots of partners who can help – importantly, the ILO's Disability Team and the ILO's Disability Champions Network. Also, there are probably organizations of persons with disabilities in the country where your project operates, and you can partner with them to develop the training you need.

What sorts of costs are we talking about?

The ILO's short, on-line course is free. And there are other ILO on-line and face-to-face courses (such as the values-based Disability Equality Training) that are cost-free or low-cost. Depending on your needs, costs may include travel for staff who are providing the trainings, DSA, and/or hiring outside experts to run a course.

Also, proper training (throughout the project cycle) for you, your staff and your partners, requires time and dedication. Since fostering a culture of inclusion is the key to being successful, it's time well spent.

5. **Disaggregate data by disability status and types of disability, in addition to age and gender (using the "Washington Group" questions)**

What are we talking about, and why is this important?

There's an old saying, "If you can't measure it, you can't improve it." This rings true for the status of the more than 1 billion persons with disabilities (around 15-20% of the world's population). If we don't know what persons with disabilities are doing in the labour market, if we don't know what their needs are in refugee camps, and if we don't know what their work and health and education requirements are, then our project can't improve the situation. We need statistics.

Generally speaking, there's a lack of reliable statistics on persons with disabilities at the country level. And there's a lack of comparative date covering multiple countries. For example, in disaster and conflict/post conflict settings, persons with disabilities are often overlooked. Why is this? There are many reasons, such as underreporting due to stigma, lack of standardization for measuring disability, inconsistency in questions, sampling limitations…etc.

This means persons with disabilities become socially excluded. Moreover, some persons with disabilities are made even less visible, such as persons who are deaf-blind or have intellectual and psychosocial disabilities.

Where do I start?

A great place to start is **ILOSTAT**, the ILO portal for labour statistics. This includes data disaggregated by disability and gender in more than 100 countries. We are lucky to have such a tool to obtain reliable, comparable data on persons with disabilities in project countries.

Click here to access the link: https://ilostat.ilo.org

What are some good examples?

Let's start with the bad examples. Bad examples of disability-related questions are "Do you have a disability?" or "What is your disability?" Because of stigma and a widespread misunderstanding of what disability is, those questions (by themselves) are often a waste of time.

A good example of data collection is using what's called the "Washington Group Question Sets" – those are the questions we should be using in the ILO. (There are long and short versions, and versions in various languages.)

Click here to access the link: Washington Group Question Sets

To make a long story short, instead of asking, "Do you have a disability", the Washington Group questions ask if persons have difficulty walking, seeing, hearing, and communicating. People are more likely to answer those questions, because there's no stigma attached to them, and there's no puzzling over what a disability is.

But if you don't have reliable data, and you need to make a quick estimate, you can use the global figure of 15% of persons with disabilities and apply it to your country's population. That's a **rough** estimate, and you should try to get better statistics. But, if there are no other data available, it's a good start.

What sorts of costs are we talking about?

ILOSTATS is accessible to all of us at no cost. Also, the Washington Group of questions can be quickly and inexpensively added to censuses and labour market surveys. (You just need to work with your partners to make this happen.)

As always, we need to budget for data collection, and there can be substantial costs for this, particularly for stand-alone surveys. However, the potential cost of wasted resources, time and energy spent guessing the needs of the disability communities were serve - because we don't have reliable data - is much higher. In the worst case, it can mean the failure of our entire project. So, investment in data collection is a really good idea.

6. **Employ staff, external collaborators, vendors and service providers with disabilities. (And not just for disability-specific issues.)**

What are we talking about, and why is this important?

"[T]he ILO seeks to be an employer of choice for persons with disabilities," according to the ILO's Disability Inclusion Policy (IGDS 590).

This means that all of us in the ILO (including those of us working on projects and programmes) should be as accessible as possible, so we can attract, hire and retain staff with disabilities. Not just in projects that are disability-specific, but in all projects. This means your project, too.

Include persons with disabilities in the pool of applicants, considering their skills, profiles, and experiences for the job. And not just for hiring project staff.

Also, external collaborators, vendors, and service providers with disabilities can play a crucial role in driving inclusive programming. Hiring is based on the skills and expertise that the applicant brings to the table. In addition to their technical qualifications, qualified applicants with disabilities can also bring unique perspectives to disability assessments, accessibility audits, and more.

Where do I start?

An easy step it to put in all your job adverts that persons with disabilities are welcome to apply. There is standard language in the ILO for this: "We welcome applications from qualified women and men, including those with disabilities. If you are unable to complete our online application form due to a disability, please send an email to…"

Also, circulate job adverts among organizations of persons with disabilities (OPDs), universities and informal organizations accessed by persons with disabilities, so they can disseminate them among their members.

Getting the word out to persons with disabilities is key. A frequent complaint of employers is "No one with disabilities applied for the job." Often, the problem isn't that there **aren't** qualified candidates with disabilities. It's that the advert isn't getting to them – because they're using our traditional networks that exclude them.

And, if persons with disabilities manage to access an advert, sometimes the application process is inaccessible, and reasonable adjustments aren't mentioned. This sends a message that the recruiter is not expecting persons with disabilities to apply to the job.

Our message should be that we are an inclusive employer that values diversity, and that our project lives the values set out in the ILO's Disability Inclusion Policy.

What are some good examples?

In addition to the ILO's IGDS 590 mentioned above, a really helpful document is the ILO's Policy on the employment of persons with disabilities (No. 655, 2005). (The policy is currently being revised, and these "10 Tips" will be updated with new information when it becomes available.)

What sorts of costs are we talking about?

Managers who hire people just because they look like them, and talk like them, and think like them can save time and money – at least in the beginning. These mirror-images of themselves can be hired quickly, and they easily copy what everyone else is doing.

But that sort of hiring practice is discriminatory, it doesn't add value to the team, and it doesn't reflect the diversity of the populations we serve. Simply put, that's not the way we do things in the ILO.

As the ILO says, "High levels of equality, diversity and inclusion are associated with greater innovation, productivity and performance, talent recruitment and retention, and workforce well-being."[1]

In the long run, diverse teams - in terms of social origin, language, sexual orientation, ability...etc. - outperform teams where everyone is the same. So, if you want the best team for your project, consider a diverse pool of applicants, and this includes persons with disabilities. That's a great financial and human investment.

It's true that there may be some costs. For example, it may take longer to put together a diverse pool of applicants. And there may be costs in terms of reasonable adjustments (although those costs are often minimal: **see Tip #2 above**). But the cost of excluding persons with disabilities is much higher, morally, financially, and in terms of the ILO's reputation as an employer of choice for persons with disabilities.

7. **Actively involve organizations of persons with disabilities/individuals with disabilities at all stages of the project. (And take their recommendations on board!)**

What are we talking about, and why is this important?

Consulting with organizations of persons with disabilities (OPDs) is one of the most important (and most often overlooked) tips.

Consult today. Consult throughout your project.

Why? Consulting OPDs is a core part of the ILO's Disability Inclusion Policy, the 2030 Agenda, and the UN Convention on the Rights of Persons with Disabilities. Also, practically speaking, if we don't consult with OPDs, it's like sailing a ship without a rudder. Your project

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[1] See, Greater progress on diversity and inclusion essential to rebuild productive and resilient workplaces

will go in all sorts of directions, and you won't know if you're actually reaching persons with disabilities.

Want to learn more? - What OPDs are and how can we work with them

What are organizations of persons with disabilities (OPDs)?

OPDs are led by (and composed of) a majority of persons with disabilities. They have the mandate to speak on behalf of persons with disabilities. This is different from organizations *for* persons with disabilities that aren't made up, and led by, persons with disabilities.

How can we work with OPDs?

In the ILO, we engage with persons with disabilities (and their organizations) in a lot of different ways. As active partners, not passive recipients, they can help us implement our programmes - **see Tip #8 below** on procurement. They can also help us reach out to persons with disabilities. (For example, when we circulate job advertisements and project proposals, include OPDs in our mailing lists.)

Where do I start?

- **Take the ILO's online learning module on OPD consultation (coming soon).** It's a fun, informative and interactive. (It has lots of practical examples of how ILO colleagues consult with OPDs.)

- **Carry out JOINT OPD consultations with project partners.** OPDs sometimes lack resources and can be stretched for time (and us, too!) So, it's a good idea to coordinate OPDs consultations with our project partners – so we can share costs and not overburden OPDs. (This is much better than each partner holding separate consultations with the same OPDs!)

- **Consult individual persons with disabilities where OPDs don't exist.** In some contexts, such as forced displacement, OPDs may not exist. That's why we may need to reach out to, for example, individual refugees with disabilities and actively include them in working groups and focus group discussions.

What's a good example?

Please see **Annexes 1 and 2** for a list of OPDs operating in your area. Also, **see Annex 3** for a list of regional and global OPDs which may have members or chapters in your area. Check out which OPDs best fit your project topic. Then invite them to a meeting – for them to get to know the ILO, and for you to get to them.

What are you waiting for? Call an OPD today!

What sorts of costs are we talking about?

Working with OPDs may imply costs for reasonable adjustments. However, most reasonable adjustment costs are minimal. And, if you've followed **Tip #3** - budgeting for disability inclusion costs - you will already have reserved funds to cover these costs!

We may also need to provide OPD representatives with DSA, travel or other support, to take part in our consultations, meetings, focus group discussions...etc. This is because they often have jobs outside their OPDs. Taking time off from work, and paying for their own travel, may mean lost income for them. It's just good business practice – and a way to show respect – for us to cover these costs.

8. Apply principles of disability-inclusive, sustainable procurement

What are we talking about, and why is this important?

Just take a moment to consider your office environment. Do you think all the goods you've purchased for your office (including furniture, electronic devices, and equipment) are accessible for persons with disabilities? (And we mean accessible for persons with visual, hearing, physical, intellectual and/or psychosocial disabilities.) Specifically:

- Are your chairs ergonomic?

- Can your tables be used by persons of short stature?

- Can everyone reach the soap and paper towel dispenser in the bathroom?

- Are your printers and photocopy machines accessible to persons with visual impairments?

- Are your phones adapted to persons who are Deaf or hard of hearing?

- Have your websites or applications been designed to include colleagues who use screen-readers?

- Do all your videos have sub-titles, audio description or sign language interpretation?

Chances are, most of your answers to these questions is **"No"**. If that's the case, then this this tip on accessible procurement is a **wake-up call**.

When we procure goods, services, and construction works, we need to incorporate accessibility and disability inclusion. If we do that, we end up with a universally-designed environment for everyone. That means, **all** colleagues, partners, constituents, donors and beneficiaries with disabilities...etc. can participate equally.

Spending time and money <u>afterwards</u> to correct and remove barriers (physical, architectural, environmental, digital, technological) is costly. So, if we take into account accessibility and disability inclusion in our procurement process <u>in the beginning</u>, it is so much cheaper in the long-run. It's the right thing to do, and it makes business sense.

Where do I start?

Click here to access a great, user-friendly tool: ILO Sustainable Procurement Guidance series (SPGs): Disability Inclusive Procurement

This guidance will help your procurement processes be more inclusive.

Want to learn more? – Using ILO guidelines on procurement with my implementing partners

We can adapt the ILO's internal guidance to help our implementing partners procure accessibly.   We can also reference national accessibility legislation in the implementation agreement.

Speaking of implementing partners (and after reading **Tip #7** on OPD engagement), have you thought about hiring an OPD as an implementing partner?

What is a good example?

Think about the next time your project rents a hotel conference room. Are you only considering hotels with accessible rooms? (Including accessibility as a criterion is actually a good first step.) Is the staff trained to attend guests with different types of disabilities? Will the restaurant of the hotel be user-friendly for everyone? Will the event/conference facilities be accessible?

You don't need to create an accessible hotel yourself! But you do need to put in dedicated requirements on accessibility and consider what's available in the market. A little bit of research will get you a more accessible hotel. This also sends a signal to inaccessible hotels in the area – if they want our business, they need to be accessible. This sparks change!

What kinds of costs are we talking about?

Procuring accessibly doesn't necessarily incur additional costs. Yes, it's true that, in a given country, some categories of accessible goods may not be available locally, and the imported option may not be the best value for money.

However, usually, it's more about reflecting on users' need and requirements in an inclusive way, so we can purchase differently (and better), rather than spending extra money. Again, if we procure with accessibility in mind, then we'll save time and money.

9. Include persons with disabilities in mainstream activities (instead of working with them as a "separate case")

What are we talking about, and why is this important?

In an inclusive project or programme, including persons with disabilities is not an exception – it's business as usual. Persons with disabilities are a part of all target groups (refugees, youth, women, job-seekers, host communities…etc). So, they should be included in all activities, and they shouldn't need separate ways to access our services.

But this doesn't always happen – and that's often because of prejudices and stereotypes.

For example, in the country where you work, are some categories of jobs considered "inappropriate" for persons with disabilities? Do people say stereotypical things like?:

"Deaf persons can't be teachers."

"Wheelchair users can't be farmers."

"Blind people are best suited to work in call centres."

"Persons with intellectual disabilities can only work in sheltered workshops."

These stereotypes are harmful, and they don't fit with reality. For example, there *are* deaf teachers, and there *are* farmers who use wheelchairs. Also, there *are* blind people who don't like working in call centres (and who, instead, want to be journalists or accountants or whatever!). And there *are* persons with intellectual disabilities who can be employed in mainstream workplaces.

What job anyone is good at depends on the individual's needs and interests and talents. That's why we can't decide ahead of time for anyone what job they can or can't do.

If your project or programme operates under these stereotypes, then you're effectively blocking persons with disabilities from participating. If that's the case, then it's time for a change.

Where do I start?

First, do no harm!

For example, if you're developing Technical and Vocational Education and Training (TVET) centres for refugees…**DO NOT CREATE** one centre for refugees without disabilities, and then a parallel centre for refugees with disabilities. Better to create one TVET centre that all refugees can learn in, and get prepared (together), to enter the job market.

Many countries still make students with disabilities learn in separate facilities (known as "special" education), isolating them from everyone else. Frequently, these facilities have

outdated equipment, insufficient staff, and they do not prepare students with disabilities well enough for the labour market. That's why the ILO's approach is that, wherever possible, mainstream schools should be made accessible to all.

You may need to have some tough conversations with national partners to overcome the idea that segregation is good. You may also need to go outside your comfort zone and question your own ways of thinking.

What's the risk if we don't have these difficult conversations? What's the risk of accepting the status quo? Well, that would just be perpetuating exclusion. Let's be bold. Let's do the right thing, now!

What's a good example?

Returning to the TVET example, we need to make sure training centres are inclusive and accessible. That means every student can get in the front door, and use all the machinery. Also, the curriculum and the way courses are taught have to be inclusive and accessible. But none of this matters, if the professors don't treat the students with disabilities with dignity and respect.

That's a lot to cover! That's why we need a comprehensive plan to address all areas. And that gets us back **to Tip #1**: create an accessibility check-list to guide our work. This check-list is helpful for all projects and programmes. But just in case you're working on TVET, here's also a great tool for you: The ILO's Policy Brief, Making TVET and skills systems inclusive of persons with disabilities

What kinds of costs are we talking about?

To stop pigeonholing persons with disabilities into certain job categories, we're mainly talking about time and energy to educate ourselves and our partners. Shifting from "special" projects (that isolate persons with disabilities) to mainstream ones (that include everyone) may be more challenging. But it's well worth it!

10. Report on how persons with disabilities have been included in our projects/programmes (identify barriers, and plan how to remove them)

What are we talking about, and why is this important?

Reporting is an opportunity to reflect on our achievements, challenges, and lessons learned for every aspect of a project/programme – and this includes disability inclusion. Unfortunately, the things done to promote disability inclusion sometimes get left out.

For example, our reports should clearly detail the work done to meaningfully include persons with disabilities - including aspects such as accessibility, reasonable adjustments, funding mechanisms, consultations, and partnerships with OPDs.

Equally important is reporting on the barriers that prevented persons with disabilities from participating in our projects/programmes. To generate lessons learned, it's often helpful to focus on systematic barriers (such as discrimination in employment agencies, or lack of legislation) rather than on individual successes or challenges.

Where do I start?

Whatever project/programme, you're working on, you're probably preparing for your next report! Make a real effort in that report to detail your work on disability inclusion.

What is a good example?

For instance, if deaf workers couldn't access a training in your project/programme, highlight the barriers you observed. Were they blocked, because of a lack of reasonable adjustments in training centres, absence of sign language interpreters in the local language, negative attitudes…etc?

Identifying these barriers will be crucial to defining action points for future phases of the project/programme. That way, we can continuously improve our work. You also probably have good practices in disability inclusion; we also need to document them, so other colleagues can learn from our successes.

What kinds of costs are we talking about?

Reporting on our successes and failures on disability inclusion isn't really a question of cost. It's about a willingness to include persons with disabilities, not just in the design and implementation of the project/programme, but also in the final report.

OPD	Status	Address	Website	Contact
Annex 1: **OPDs in Ethiopia, Kenya, Sudan and Uganda**				
ETHIOPIA				
Help for persons with Disabilities Organisation - HPDO	Association	P.O.Box 34711 Addis Ababa, Ethiopia	https://hpdoethiopia.org/	+251911241803 contact@hpdoethiopia.org
Salu Self-Help Blind and Handicapped Association	Association	P.O Box 40368 Addis Ababa, Ethiopia	https://sshbha.net	+251118967912 sshbha@ethionet.et
Ethiopian Center for Disability and Development (ECDD)	Association	P.O.Box 1530 code 1250 Addis Ababa, Ethiopia	www.ecdd-ethiopia.org	+251114165859 info@ethiopia.org
Ethiopian National Association of Person as Affected by Leprosy (ENAPAL)	Association	P.O. Box 7081 Addis Ababa, Ethiopia	https://www.enapal.org/home	enapahd@telecom.net.et
Survivors Recovery and Rehabilitation organization (SRARO)	Association	P.O. Box 31439 Addis Ababa, Ethiopia	-	+251911179663 bekele818@gmail.com
KENYA				
United Disabled Persons of Kenya (UDPK)	Umbrella Federation	Orthopedic Workshop Complex, Waiyaki Way, Kenya	https://www.udpkenya.or.ke	637 446 1444(0)44+ inclusivefutures@sightsavers.org
Consortium of disabled Persons organizations in Kenya (CDPOK)	Umbrella Federation	Komarock Phase 3A	https://cdpok.or.ke	+254 737 512 919 info@cdpok.or.ke

SUDAN				
South Sudan Union of persons with disabilities	Umbrella Federation 8 OPDs	Juba, South Sudan	-	+211926170453 ssupwd1@gmail.com
UGANDA				
Union of Disabled persons go Uganda (NUDIPU)	Umbrella Federation	Plot 530, Bukoto-Kisasi Road P.O Box 8567, Kampala, Uganda	https://nudipu.org	+256 700540179
National Union of Women with disabilities from Uganda (NUWODU)	Umbrella Federation	Plot 2015 Kisaasi - Kanji Rd, Kampala, Ouganda	https://nuwoduganda.org	nuwodu@gmail.com / info@nuwoduganda.org

Annex 2 OPDs in Egypt, Iraq, Jordan and Lebanon				
OPD	Status	Address	Website	Contact
EGYPT				
The Egyptian federation for Persons with Disabilities	Umbrella Federation	-	-	Ms. Mervat Alsaman +201128222918 m_elsaman2013@yahoo.com
IRAQ				
Iraqi Alliance for Persons with disabilities	Umbrella Federation	-	-	Mr. Moaffaq Alkhaghi + 9647702459814 + maffak62@yahoo.com
JORDAN				

The Jordanian Coalition of Persons with Disabilities	**Umbrella Federation**	-	-	Ahmad Lawzi +962799999290 aallouzi@yahoo.com
LEBANON				
National Association for the Rights of Persons with Disabilities	**Umbrella Federation**	-	-	Jahda Abou Khalil +9613654105 nard@cyberia.net.lb
The forum for the Rights of Persons with Disabilities in <u>north Lebanon</u>	**Umbrella Federation**	-	-	Dr. Nawaf Kabbara +9613613533 nawaf.kabbara@gmail.com

ANNEX 3: Regional and Global OPDs of Interest for ILO PROSPECTS

A. The following regional OPDs can be of particular interest for PROSPECTS:

• <u>African Disability Forum (ADF)</u>: For colleagues working in Ethiopia, Kenya or Sudan, collaborating with this OPD may be helpful for your work.

• <u>Arab Organization of Persons with Disabilities</u> (AOPD): For colleagues working in Egypt, Iraq, Jordan or Lebanon, collaborating with this OPD may be helpful for your work.

Both OPDs have national members across their respective regions. Indeed, the OPDs listed in Annex 2 are associated with these regional OPDs.

B. The following is a non-exhaustive list of <u>International Networks of Organizations of Persons with Disabilities</u>[2]

- International Disability Alliance (IDA)

- Disabled Peoples' International (DPI)

- Indigenous Persons with Disabilities Global Network (IPWDGN)

- Dementia Alliance International (DAI)

- Down Syndrome International (DSI)

- Inclusion International (II)

- International Federation of Hard of Hearing People (IFHOH)

- International Federation for Spina Bifida and Hydrocephalus (IFSBH)

- Transforming Communities for Inclusion (TCI)

- World Blind Union (WBU)

- World Federation of the Deaf (WFD)

- World Federation of the Deafblind (WFDB)

- World Network of Users and Survivors of Psychiatry (WNUSP)

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[2] Many global organizations have their own national chapters, which you could work with at country level.