## Definitions and concepts

The following definitions are based on CRPD Article 2, except for definition on ‘Accessibility’ which is based on CRPD Article 9.

Accessibility means taking appropriate measures to ensure access to persons with disabilities, on an equal basis with others, to the physical environment, to transportation, to information and communications, including information and communications technologies and systems, and to other facilities and services open or provided to the public, both in urban and in rural areas.

These measures, which shall include the identification and elimination of obstacles and barriers to accessibility, shall apply to, inter alia:

1. Buildings, roads, transportation and other indoor and outdoor facilities, including schools, housing, medical facilities and workplaces;
2. Information, communications and other services, including electronic services and emergency services.

**Communication** includes (sign) languages, display of text, Braille, tactile communication, large print, accessible multimedia as well as written, audio, plain-language, human-reader and augmentative and alternative modes, means and formats of communication, including accessible information and communication technology.

**Reasonable accommodation** means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.

**Universal design** means the design of products, environments, programmes and services to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. ‘Universal design’ shall not exclude assistive devices for particular groups of persons with disabilities where this is needed.

## Digital Accessibility: information and tools

1. Introduction to Web Accessibility : <https://www.w3.org/WAI/fundamentals/accessibility-intro/>
2. CBM digital accessibility toolkit. The toolkit is currently available in [English](https://www.cbm.org/fileadmin/user_upload/Publications/CBM-Digital-Accessibility-Toolkit.pdf) and [Spanish](https://www.cbm.org/fileadmin/user_upload/Publications/cbm_digital_accessibility_toolkit_spanish-accessible.pdf)
3. Siteimprove resources: <https://siteimprove.com/en/accessibility/what-is-accessibility/>
4. Software: Colour Contrast Analyser (CCA) to determine the legibility of text and the contrast of visual elements : <https://developer.paciellogroup.com/resources/contrastanalyser/>
5. Screen readers, what are they?: <https://www.afb.org/blindness-and-low-vision/using-technology/assistive-technology-products/screen-readers>
6. The European Disability Forum (EDF): [10 Web Accessibility Rules](http://edf-feph.org/edfs-electronic-resource-web-accessiblity)

## Accessible Meetings

1. The European Disability Forum (EDF) has published a [guide on how to make events and meetings accessible for all.](https://edf-feph.us9.list-manage.com/track/click?u=865a5bbea1086c57a41cc876d&id=4e5c1c7e01&e=d9e2aa6329)

This guide summarises practical advice as well as general guidelines on how a meeting or event should be structured in order to make it enjoyable and accessible for everyone. It covers accessibility of the built environment (access to the venue, size of the meeting room, specifications for accessible toilets, lifts, etc.) as well as accessibility of presentations, speeches, and discussions.

1. **Sign language interpretation**:

Booking interpretation should be done when the meeting date is booked as there is a shortage of sign language interpreters, and sometimes it is difficult to ensure this service. You should book 2 interpreters for any meeting over 1 hour.

* You can read more about sign language and sign language interpreters on the website of the European Union of the Deaf: <https://www.eud.eu/about-us/eudposition-paper/sign-language-interpreter-guidelines/>
* Both of these networks can be a source of IS interpreters - World Federation of the Deaf (WFD)/ World Association of Sign Language Interpreters (WASLI) : <https://wfdeaf.org/our-work/wfd-wasli-international-signinterpreter-accreditation/wfd-wasli-accredited-is-interpreter/>
* For National Sign language contact the National Association of the Deaf (<https://www.eud.eu/eud-members/> ) or the National Association of Sign Language Interpreters (<http://efsli.org/membership/full-membership/> )

1. **Captioning CART service providers o Captioning** is provided either on-site, or remotely. Both need to be planned well. On site captioning providers sometimes provide remote captioning also. Booking should be done when the meeting date is confirmed as there is a shortage of captioners. The compatibility of your meeting requirements, technical resources, etc. need to be checked with the service provider in advance.

* Global Real Time Captioning: www.grtcaptioning.com | office@grtcaptioning.com - Velotype: www.velotype.com | info@velotype.com
* Note for remote captioning. It is extremely important to ensure that the remote captioning will work well at your event. It is obligatory to do an on-site test of the remote captioning service. Also keep in mind the time difference if you use remote captioning based in different time zones.
* Here is a [technical guideline from ITU](https://www.itu.int/dms_pub/itu-t/opb/tut/T-TUT-FSTP-2015-ACC-PDF-E.pdf) for remote participation in meetings.

## Accessible online participation

1. Guidelines

* [The Dynamic Coalition on Accessibility and Disability](http://www.itu.int/en/ITU-T/accessibility/dcad/Pages/default.aspx)
* [Remote participants HUB resources (diplo)](http://www.giplatform.org/resources/remote-participation-hub-resources)
* [How to make presentations accessible to all (W3C)](https://www.w3.org/WAI/training/accessible.php#fyi)

### Live streaming

* [Livestream guideline (YouTube)](https://support.google.com/youtube/topic/2853712?hl=en&ref_topic=4355169)
* [Add subtitles and closed captions (YouTube)](https://support.google.com/youtube/answer/2734796)
* [Accessible media playlist (examples and demos)](https://www.youtube.com/playlist?list=PL780AA29100CA4F63)

### Reports and research

* [Meaningful participation for people with disabilities](http://www.ohchr.org/EN/NewsEvents/Pages/DisplayNews.aspx?NewsID=17147&LangID=E) by Special rapporteur Catalina Devandas, March 2016
* [Towards a framework to understand mental and cognitive accessibility in a digital context (PDF)](http://www.edf-feph.org/newsroom/news/kth.diva-portal.org/smash/get/diva2:908641/FULLTEXT01.pdf), Licentiate thesis Stefan Johansson, March 2016
* [Bibliography of interpreting and translations](https://aplicacionesua.cpd.ua.es/tra_int/usu/buscar.asp?idioma=en) by University of Alicante Spain, 2001-2016
* [Social media report](http://www.mediaaccess.org.au/latest_news/news/social-media-for-those-with-a-disability-gets-2016-update)by Media Access Australia, March 2016