**Engaging UN Volunteers with disabilities**

**Organizational readiness and accessibility checklist for host offices**

UNV seeks to 1) **provide opportunities for persons with disabilities to serve as UN Volunteers** **2) enable UN partners to expand diversity and inclusion of persons with disabilities in their workforce worldwide** 3**) build a talent pipeline of qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels, with focus on national capacity.**

This checklist supports an initial self- assessment of **the level of accessibility** of host offices and **readiness to host a UN Volunteer with disabilities** (provision of reasonable accommodation, inclusive selection process, inclusive office/ team environment). This **to confirm that the selected candidate will face no barriers to productively perform the functions assigned.** **An ‘accessible’ and ‘barrier-free’ office and work environment will enable candidates to fully participate in the workplace and carry out their functions.** The assessment done through this checklist will also enable UNV to understand readiness of Host Entity to host UN Volunteers with disabilities.

**Accessibility is defined** as the “*identification and elimination of obstacles and barriers to facilitating access, 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”.(Article 9, UN CRPD)*

Reasonable accommodation may differ depending on the disability and individual requirements. **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 “(Article 2, UN CRPD).*

Upon selection the candidate’s needs will be assessed on a case-by-case basis given the situation of the individual and host office. the Host Office undertakes candidates’ reasonable accommodation and accessibility needs assessment, in close consultation with the candidate. The Host Office is in charge to fund and put necessary measures that may be required. T**he Host Office shall budget at least US$ 5.000 for reasonable accommodation needs.**

Do you have a relevant **policy** or **admin guidance** in place (please provide link): Yes/ No

Do you have a **reasonable accommodation fund** or dedicated funds: Yes/No

Do you have **capacity or focal points** to provide support to UN Volunteers: Yes / No

Do you have a **dedicated or relevant training** for personnel to enable an **inclusive office/ team culture and environment:**  Yes/ No

**You many also want to further evaluate your office readiness. Please, indicate whether accessibility measures as indicated below are already in place, or will shortly be available in your office. Please mark all that apply:**

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| **1** | **Accessibility for persons with physical disabilities**: Yes/ No | |
| **1.1** | The main entrance (or an alternative entrance) of the building is wheel-chair accessible (e.g. ramps, handrails, elevators, and/or others are available) |  |
| **1.2** | At least one office/work station, one conference room and one bathroom are wheel-chair accessible (please confirm that doors, routes and corridors that lead to these spaces are at wide enough for wheelchair use) |  |
| **1.3** | Tables, printers and otheroffice equipmentare available and can be accessed by a person using a wheelchair |  |
| **1.4** | The security and emergency protocol take into account persons with disabilities (e.g. evacuation chair is available, etc.) |  |
| **1.5** | All accessible facilities are marked with symbols or signs |  |
| **1.6** | Accessible transportation to commute from/to the office is available (e.g. public transportation, and/or official vehicle that is accessible for wheel chair users, etc.) |  |
|  | | |
| **2** | **Accessibility for persons with visual disabilities:** | |
| **2.1** | Signs are also in Braille, or the text characters are raised (e.g. bathroom, offices, etc.) |  |
| **2.2** | Alternative printing can be provided (e.g. large-printing and/or braille printing) |  |
| **2.3** | Assistive technology can be provided upon request (e.g. braille note-taker, printers, screen-reader software, etc.) |  |
| **2.4** | IT systems and tools are accessible (e.g. website, intranet, etc.) |  |
| **2.5** | The emergency warning system has hearing cues |  |
|  | | |
| **3** | **Accessibility for persons with hearing disabilities**: | |
| **3.1** | Sign language interpretation can be provided upon request (e.g. English, American, and/or other languages) |  |
| **3.2** | Captioning services can be provided upon request (e.g. on-site or remote CART services, close-captioning for videos) |  |
| **3.3** | The emergency warning system has visual cues |  |

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| **Comment**  Please use the comment box for additional information on accessibility and reasonable accommodation |
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In the case of questions regarding accessibility form please contact [support@unv.org](mailto:support@unv.org)