



## ANNEX 2: OTHER FACILITATION RECOURCES



# JUST TRANSITION

## A UNION TRAINING GUIDE

**The content of these training modules was prepared for the International Trade Union Confederation (ITUC) by the Solidarity Center (<https://www.solidaritycenter.org/>), in collaboration with ITUC Africa.**

*This Annex contains other facilitation resources.*

### **Disability toolkit checklist**

*This checklist was taken from the Solidarity Center's Disability Rights Toolkit.*

Building access and inclusion for onsite events requires important steps prior, during and after events. "Access is a practice, not a place," is a common refrain within the disability community.

Even if an event seems far off in the future, there are usually actions to take early on that can help to facilitate accessibility. Include people with disabilities in planning, and be open to their suggestions. Please note that this toolkit also includes a section specific to 'Online Access Practices', as well as a section on 'Access and Communications', which includes communication practices that may be useful for meetings and events.

## **PRE-EVENT**

### **Sharing information in advance**

- Share what is already known about accessibility for your event (for example, if there will be sign language interpretation) so that people can determine what additional requests they have.
- Send interpreters and captioners as much text as possible in advance to familiarise them with the content of the event.
- Share any inclusion policies your union or organisation has (including those related to disability); this can be shared prior to (via the registration form) and during the event, and at all activities.
- Share specific bus or train lines and arrival times. Include the address of the event and clear directions in pre-event materials, including parking instructions, and put up clear signage directing people to the most accessible parking spaces, pathways, entrances, etc.
- Since flash photography and strobe lights can trigger seizures, tell people ahead of time if there will be any flashing lights at the event, and ask photographers not to use flash.
- If a hybrid/ live streaming option will be available, share the link for people to join in advance, and designate one or more people to focus on the planning for this in advance and during the event itself.

### **Planning for access**

- Pre-designate an Access Point Person or Committee. Make sure that the people serving in this role are familiar with access practices.
- Ask people in advance to share access needs or accommodation requests. This starts with the invitation and registration (which should also be in accessible formats). Provide people with multiple ways to share their access needs and what will support them in participating fully.

Share a timeline for receiving this input; the sooner you know about people's access needs, the easier it will be to start working on meeting them.

- When asking people to share their needs, provide a confidential (or at least not widely shared) way for them to do so (and designate the Access Point Person or Committee to field the requests and suggestions). Provide accessible options for people to share this information (such as a voice memo instead of text). Add a tagline such as: "Making this event as accessible as possible is important and part of our overall goals. We encourage everyone to share what will help you fully participate. Your responses will likely benefit others as well."
- When responding to people's requests and suggestions, focus on the access issue and needed accommodation, not the disability of the participant.
- If food will be part of the event, invite people to share their food allergies or dietary restrictions in advance. If possible, let people know in advance if there will/ will not be food at the event so they can plan accordingly.
- Run through access practices and how the event will go in advance. Include disabled people in this (while also not requiring their participation / relying solely on their input).
- When planning the agenda for the meeting or event, build in break times.

## DURING THE EVENT

### Facilitating communication

- Arrange for sign language interpreters who are easily visible when audible communication is occurring (and with a designated area where people can best view the interpreters). Hire two or more interpreters (depending on the length of the event) to allow for breaks. Vet and confirm that the interpreters are proficient in the sign language used by the people who will be attending.
- Arrange for additional language interpreters (language access is also part of disability access).
- Provide captioning via real time (live) captioners ([CART–Communication Access Realtime Translation \(opens in a new tab\)](#))
- While sign language conveys nuance and meaning well, CART reflects what is said in text and can be useful for people who process information best in writing, or for Deaf and Hard of Hearing people who don't know sign language (or have been denied access to understanding their own language).
- Provide information on how to access interpretation and captions with time allotted for instructions, working through technology, etc.
- Plan sufficient time and avoid rushed situations where interpreters and captioners are

unable to keep up, and to have sufficient time for other access practices (such as providing descriptions, reading materials, etc).

- Provide captions and audio description for any videos
- Provide image descriptions for any images shared within presentations
- Avoid flashing or flickering lights or images
- When possible, have materials available in advance (helpful for people who need additional time and/or technology to process information).
- Introduce — and describe — speakers: To be inclusive of attendees with vision loss, speakers should introduce themselves with their name and a short visual description.
- When there are multiple speakers, each person should mention their name before speaking (each time they speak) in order to help people follow the conversation.
- Amplify (using wired or wireless microphones) people who are speaking (including participants). A microphone should be provided for questions from the audience, and each question should be repeated by the speaker for clarity prior to answering. Participants can also introduce themselves and provide a short visual description.
- Offer presentation information in different formats (enables participants to absorb the content in the way that's most accessible for them — whether print, electronic, audio or text).
- Provide written (and translated) materials (directions/ locations including bathrooms, song sheets, etc.).

## Physical access

- Provide seating when possible and announce that priority is for those who most need it (do not ask people to disclose why they need a seat).
  - Ensure that there are sturdy chairs for people of different sizes.
  - At fully seated events, ensure space for people using wheelchairs and scooters to navigate and to sit with others (at the tables, etc.). Also consider where sign language interpreters and or captions can be seen.
  - At fully seated events, provide ways for people to stand up and/or move around as needed.
  - Provide designated parking areas closer to the event for people with disabilities (if the venue only has a few such spots, consider seeing if you can expand this so that more are available).
  - Consider providing/ offering transportation or reimbursement for private transportation for participants if needed — local public transportation may not be accessible.
  - Consider also offering hybrid access to the event, as this will be more accessible for some. This also can ensure the participation of people who were unable to join an event, including not obtaining a visa, or other limitations on travel. Note that hybrid events require specific skills, technology and planning.
  - If the event is being held indoors, check if the location is accessible for people using wheelchairs and mobility devices, people who are blind or experience low vision, as well as other disabilities.
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- Research what is available in terms of [accessible bathrooms](#) prior to selecting a venue. This may include gender diversity considerations as well (for people who identify as transgender/ third gender).

## Additional considerations

- Provide a quiet space where people can go for a sensory break.
- Consider safety and health practices that may help to protect everyone from disabling illnesses (such as Covid-19), such as providing masks, opening windows for ventilation, air filtration, etc. See this guide on [practising inclusion in the time of Covid](#).
- Consider the needs of people who are chemically sensitive and advertise indoor events as scent free (ask people in attendance to refrain from wearing cologne or perfume and other scented products).
- If food is part of the event, post ingredients and read them aloud before eating begins.

Power building resources on disability and labour rights

-**Example of a union's registration form & access statement:** [Unifor UK, Information for Inclusion](#)

-[Unifor UK: Workers with DisAbilities Resource Page](#)

For translation purposes, a Word version of this document is available for download at the following link: [Annex 2\\_ Other Facilitation Resources.docx](#)

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