

Reference Group on Inclusion of Persons with Disabilities in Humanitarian Action

Access to DRG reasonable accommodation funds

At times, the Reference Group on Inclusion of Persons with Disabilities in Humanitarian Action (DRG) may have funds to support administrative/ running costs. Such funds should always have a substantial component dedicated to covering reasonable accommodation costs, to facilitate participation by persons with disabilities in DRG meetings and other activities.

This SOP refers to funds that are held centrally by one of the co-chairs. In cases where DRG members have funding to support DRG activities, they encouraged to share information with DRG co-chairs, so that this can help inform prioritization decisions around distribution of the centrally held funds.

This document sets out the process for disbursement of centrally- held funds for reasonable accommodation, including principles to guide prioritization of the funds in cases where demand will exceed availability:

Procedures

- Requests by members to access DRG reasonable accommodation funds should be made by email to the co-chairs
- Requests must be received a minimum of 5 working days in advance of the funds being needed and it is recommended that requests are made at least 2 weeks in advance in order to allow enough time to secure services
- Funds can only be used for DRG activities (i.e. not for activities of individual members)
- Requests can be made for one-off or ongoing (e.g. every month) requirements. Where requests are expected to be recurrent (e.g. for monthly meetings), ongoing requests are preferred, to minimize administrative processes. Ongoing requests can be made for a maximum period of 12 months
- Agreement on procedures for payment of invoices will be made bilaterally between those requesting funds and the entity (usually one of the DRG co-chairs) holding the funds. Usually, invoices will be sent directly to the entity holding the funds
- Usually, it is the responsibility of the entity making the request to make practical arrangements to secure services (e.g. booking CART). DRG co-chairs and secretariat may support with making practical arrangements in cases where this is more efficient or cost effective or where entities making the request may face particular challenges doing so themselves

Prioritization

- Decisions on use of funds will be made on the basis of prioritizing accessibility for as many people as possible
- Decisions on use of funds will be made on the basis of prioritizing use of the funds to promote participation in regular DRG activities for as long as possible (considering the size of the grant and period of implementation). I.e. not using the funds for exceptional activities, where funds are not available to cover regular DRG meetings

- Captioning for working group meetings will be prioritized, as a minimum requirement for accessibility. This will be capped at 1 meeting per month, unless in specific circumstances (e.g. important workshops or other events)
- Sign language interpretation for working group meetings will be considered if requested by working group members but due to the high costs, approval will be on a case by case basis, depending on availability of funds
- Language translation will be covered only where required for a specific purpose (e.g. a meeting focusing on a specific region/ country where English is not the preferred language)
- Production of DRG products in accessible formats should be built into the budgets of working groups' work plans and included in any funding proposals to donors. At times, centrally held funds may be sufficient to cover these costs, and in this case DRG co-chairs will discuss together with working group leads responsible for product development

Joint initiatives

- Where DRG is participating in joint activities with other actors (e.g. joint events), costs of reasonable accommodation should be shared between all organizers wherever possible (i.e. not borne solely by the DRG)