

Reference Group on Inclusion of Persons with Disabilities in Humanitarian Action

Production of DRG Products

Definition of DRG products

DRG products (i.e. those that carry DRG branding) include guidance documents, training, presentations, tools and other resources that are produced by the DRG co-chairs/ secretariat or DRG members for one of the following purposes, and endorsed by the group according to the processes set out in this SOP:

- Communication materials for the DRG (e.g. for presentations of DRG work or in DRG-organized events), that may use various media, including digital communication (e.g. videos, PowerPoints, flyers). This includes platforms for external communication, such as the DRG website
- Resources developed under the DRG work plan, for broad dissemination (e.g. guidance, training materials, TORs).
- Resources developed jointly by DRG members that are considered to support the DRG mandate and are agreed to be presented as a DRG product (as per the process set out below).

All DRG products will be made publicly available.

Materials that are not intended for distribution beyond the DRG or beyond the working groups (e.g. meeting notes) are not considered 'DRG products' for the purpose of the SOP. They will not carry the DRG logo and will be marked as 'for internal DRG reference only'.

Development of DRG products

DRG products are primarily developed through the following processes:

- Collaboratively by DRG working groups, under the coordination of working group leads.
- By co-chairs, in preparation for meetings and events and other external DRG related promotional/awareness raising activities

Occasionally, a number of DRG members may produce products outside of these processes, as opportunities arise (e.g. funding received).

In all cases, where input on the development of DRG products is sought from broader DRG membership, specific efforts will be made to support and ensure OPD participation. This will be the responsibility of DRG co-chairs, in close coordination with the lead/s of working group 7. Where feedback is sought by working group leads, working-group leads must ensure accessibility of the review process and support participation of their OPD members.

Endorsement of DRG products

For any materials that are produced with the intention of being branded as DRG products, DRG co-chairs should be consulted at key points of the development process to ensure that any needed support can be provided and to avoid any eventual delays in branding as a DRG product.

Resources will be branded as DRG products through the following process:

- Routine communication materials (e.g. flyers for events, PowerPoint presentations for meetings and events) will be cleared by DRG co-chairs. If materials are considered to be particularly sensitive or requiring broader consultation, they will be shared for feedback by DRG co-chairs with all DRG members. If they relate to a specific area of work, they will be shared with working group leads for feedback, who can decide to share with their members if considered relevant.
- For communication materials that will serve to represent to DRG in the longer term (e.g. DRG logo/s, DRG external website), DRG co-chairs will convene a time-bound working group of DRG members to review and approve (by majority vote) the products.
- For resources developed by working groups and in accordance with the DRG work plan, working group leads and DRG co-chairs will jointly endorse the product for DRG branding. On an exceptional basis, if products are considered by DRG co-chairs to be particularly sensitive or requiring broader consultation, co-chairs will coordinate feedback from the broader DRG membership, in close consultation with the relevant working group leads. In cases where red lines are raised by DRG members and cannot be resolved with agreement from co-chairs and relevant working group leads, the product will not be branded as DRG until a resolution can be agreed.
- For resources developed outside of working groups, DRG co-chairs will determine (in consultation with working group leads where relevant) whether the product is aligned with the DRG mandate and if there is value in having DRG branding. DRG co-chairs will then coordinate feedback from DRG membership. Where red lines are raised by DRG members and cannot be resolved with agreement from DRG co-chairs, the product will not be branded as DRG until a resolution can be agreed.

Accessibility of all DRG products will be prioritised from the beginning of development, and final versions will be checked/audited before approval/endorsement.

Branding of DRG products

DRG products, once endorsed will carry the DRG logo. The following text will be added where format allows (e.g. for guidance, reports):

This product was developed by the Reference Group on Inclusion of Persons with Disabilities in Humanitarian Action [insert link to website]. The development process was led by [insert working group leads, DRG co-chairs and/ or relevant DRG member/s] with contributions from [insert individuals/ organizations providing substantial inputs].

Individual logos of contributing organizations will/can be included alongside the DRG logo and that of the donor/s only for organizations having a lead or substantial role in the development. Final agreement on the inclusion of individual logos will be made by co-chairs together with working group leads.

Permissions and translations

DRG products will be produced with the intention to be used by humanitarian and disability actors, including to be adapted to specific contexts/ purposes. DRG products will therefore be available as open access. Users of products will be encouraged to share with the DRG how the products are used.

Any entity producing a translation of DRG products is encouraged to contact the co-chairs in order to avoid any duplication of efforts and to support in ensuring that CRPD compliant language is used. In case of adaptation (e.g. changes in the text or images), the use of the DRG logo is not permitted. Translations produced after the endorsement of the original DRG product will include the text: “This translation/adaptation was not created by the Reference Group on Inclusion of Persons with Disabilities in Humanitarian Action (DRG). The DRG is not responsible for the content or accuracy of this translation”.

Use of DRG logo in collaborative products

Where the DRG contributes to the development of collaborative products, the DRG logo may be added together with the logos of other contributors. The decision to provide the DRG logo will be made by co-chairs, based on the consultative process set out below:

- Where the DRG is approached to contribute to a collaborative product, DRG co-chairs will first consider if the product is in line with the DRG mandate and if the DRG has the capacity to contribute. DRG co-chairs may consult with working group leads and/ or identified experts on specific topics within the DRG, depending on the nature of the request.
- DRG co-chairs will coordinate DRG contribution, either by engaging identified experts within DRG membership or inviting inputs from broader DRG membership, depending on the nature of the request. In some cases, identified focal point/s from within DRG membership may coordinate this process.
- DRG contributions and the final collaborative product will be shared for feedback with identified experts within the DRG or wider DRG membership, depending on the nature of the product.

Where there is space in the collaborative product to add written acknowledgements, DRG will be named in full, with specific mention of individuals/ entities leading the contributions [i.e. *Reference Group on Inclusion of Persons with Disabilities in Humanitarian Action (with contributions led by X)*].

DRG logo will not be included in collaborative products that do not comply with accessibility standards.