<table>
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<tr>
<th><strong>Meaningful participation of persons with disabilities (PWDs) and their organisations (DPOs)</strong></th>
<th><strong>PLANNING</strong></th>
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</table>
| - Identification of and organising meetings with local PWDs and their organisations.  
- Conducting disability-inclusive baseline analysis with PWDs and/or their organisations, DPOs.  
- Include PWDs/DPOs as members in the planning committee. | - Include PWDs/DPOs in the planning and decision making i.e. as members of the planning committee.  
- Joint planning with PWDs/DPOs on disability mainstreaming in the project.  
- Identification of the main barriers to disability mainstreaming in the project and a plan to address these.  
- PWDs as equal right holders with other groups. | - Include PWDs/DPOs in the full project cycle starting from the implementation team.  
- Facilitate meaningful participation of PWDs in the implementation and decision-making process.  
- Monitoring on disability mainstreaming and whether PWDs benefit on equal basis with other beneficiaries.  
- Hire PWDs to the project personnel. | - Include PWDs/DPOs in the evaluation, i.e. as members of the evaluation team, consultants, interviewees and so on.  
| **Partnering with local organisations and other actors for disability mainstreaming** | - Initiate discussions on the rights of PWDs among local partner organisations and potential co-operating partners.  
- Mapping the level of knowledge on disability among the personnel both in the Global North and South.  
- Information sharing on the participation of PWDs at full project cycle. | - Co-operate with other disability-inclusive organisations to share information.  
- Provide training on the rights of persons with disabilities in the global North and South.  
- Involve local PWDs/DPOs in the training.  
- Make a joint plan to address attitudinal barriers. | - Inclusive monitoring on disability mainstreaming at full project cycle. | - Include questions addressing disability mainstreaming.  
- Share lessons learned with co-operating partners. |
| **Accessibility** | - Analysis of and a plan to change attitudinal barriers for the equal participation of PWDs  
- Organise meetings in accessible venues.  
- Provide information in accessible formats.  
- Acquire knowledge on laws and policies regarding persons with disabilities. | - Accessibility plan to address barriers identified  
- Project planning considering:  
  a) Attitudinal barriers  
  b) Physical accessibility  
  c) Accessibility regarding information and knowledge sharing  
  d) Barriers at policy level and a plan to address these. | - Monitoring of the accessibility plan  
- Address challenges regarding accessibility. | - Disability-inclusive monitoring focusing on accessibility at diverse stages of the project:  
- Were meeting places accessible for all?  
- Was information shared in an accessible manner so that all had the possibilities to follow? (Braille, sign language…) |
| **Budgeting** | - Plan a budget for disability inclusive baseline analysis including issues on accessibility. | - Plan a budget for disability mainstreaming with PWDs/DPOs (usually 2-5%). | - Monitoring the use of budget for disability mainstreaming. | - Budget for inclusive evaluation.  
- Evaluation of the impact and cost of disability mainstreaming. |
| **Documentation** | - Include disability aggregated information in the baseline study with basic information about PWDs in the project area  
- Interview PWDs to collect this information. Include men and women and persons with diverse impairments. | - Set a clear target for the participation of persons with disabilities (i.e. 10% of beneficiaries).  
- Consider setting a quota for the participation of PWDs.  
- Design disability-inclusive indicators. | - Collect disability aggregated information.  
- Report on the meaningful participation of PWDs.  
- Report on co-operation with other partners on disability mainstreaming. | - Include both qualitative and quantitative information on the participation of PWDs in the project.  
- Collect impact stories from PWDs. |
| **Sustainability** | - Mapping of awareness and knowledge on disability issues among project personnel.  
- Plan to address training and information needs.  
- Motivate personnel for disability mainstreaming. | - Disability-inclusive approach/planning as part of the organisation (not only at project level).  
- Disability-inclusive strategy/policies and a guideline for disability mainstreaming.  
- Training of the personnel. | - Monitoring mechanism in place to follow disability mainstreaming.  
- Continuous support on disability mainstreaming for the personnel. | - Evaluation of disability-inclusion at the organisational level.  
- Documentation and sharing of good practices. |