**UNDP-UNV Talent Programme for Young Professionals with Disabilities:**

**Accessibility checklist for host offices**

The *UNDP-UNV* *Talent Programme for Young Professionals with Disabilities* seeks to: 1) enhance the employability and career prospects of young professionals with disabilities through work experience with UNDP offices; and 2) 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.

One of the key aspects for the successful implementation of the programme is to identify the best match of placement offers, candidates and offices and available measures to provide reasonable accommodation.

Through the present checklist an initial assessment of the level of accessibility of host offices will be made 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.

Requests for 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).

The assessment done through this checklist will also enable UNDP-UNV to understand the reasonable accommodation, measures and costs that may need to be considered. This is foreseen as part of the programme and will be dealt with flexibly on a case-by-case basis.

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**: | |
| **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.) |  |
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| **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 |  |
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| **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 |
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**NOTE:** A detailed consultation would take place with offices whose placement offers are under consideration to further determine suitable matches with candidates.

In the case of further queries or clarifications please contact talent.programme@unv.org