

**USAID \_(name of mission)\_ \_\_\_\_\_ DISABILITY INCLUSION ACTION PLAN \_(start date)\_ - (end date)\_ \_\_\_\_\_**

Key Area	Activities	Responsible	When	Resources?
Increase knowledge and capacity of staff and partners on inclusive development	# staff take USAID e-learning course on inclusive development			
	# staff briefed on USAID Disability Policy, AAPDs, CRPD, opportunities			
	Attend roundtable discussion with partners on inclusive development			
	DPOs invited to facilitate training on accessibility (programs, buildings)			
	Copies of Disability Action Plan given to all SO teams and partners			
Perform an access review related to programmatic and environmental accessibility	Mission Website meets accessibility standards?			
	USG physical structures accessible?			
	Invite cross disability representative to review access/recommend change			
	Number of people with disability participating in existing programs?			
	Method to monitor all new construction/renovation for accessibility?			
	Share findings with all USAID staff			
Modify conditions (programmatic and environmental) to increase accessibility	<b>(activities based on findings - above)</b>			
	Review SO activities and modify to increase PWD inclusion			
Maintain visibility of commitment to inclusive development	Use appropriate images of people with disabilities in media materials			
	Collect disability disaggregated data			
	Include and explain reasonable accommodation line item in budget			
	Include DPOs as partners or sub-contractors in proposals			
	Percentage of success stories to include people with disabilities			
	Ensure all RFA/APS have language and action to promote inclusion			
	Press releases sent to DPOs for distribution and inclusion in newsletters			
Review and amend human resource procedures	Expand recruitment practices to solicit and encourage qualified PWDs			
	Expressly state in diversity statement that PWDs are encouraged to apply			
	Create a DPO outreach and media listing to use for job announcements			
	Invite DPO representatives to serve on planning and review boards			
	Include disability inclusiveness information packets in all hiring materials			
Facilitate relationships with Disabled Peoples Organizations (DPOs)	Invite DPOs to local NGO trainings and activities			
	Visit DPOs at their location			
	Facilitate an activity within the DPO community			
	Conduct an Disability Assessment (country and stakeholder status)			
	Include DPO leaders with disabilities in training/capacity building actions			