

Evaluation form for virtual and in person meetings¹

Question to ask your participants at the beginning of the meeting

1. Are all groups of persons with disabilities represented in the discussion?
If no, who is missing?
2. How can we ensure their views are included?
3. Were participants adequately consulted on their needs (including reasonable accommodation) in advance of the workshop?
If you required reasonable accommodation, was it provided?
4. Do you feel sufficiently informed about the purpose and the agenda of the meeting?
5. Do you feel the programme encourages the inclusion of feedback from participants?

Questions to ask your participants at the end of the meeting

6. Were rooms/ toilets/ premises accessible to all?
7. Did the workshop ensure that tools and facilitation methods were diversified (respecting different learning styles)?
8. Were all constituencies of persons with disabilities able to equally engage in the discussion?
9. Were visual tools/ pictures/ presentation audio-described?
10. Was information provided in alternative formats if needed?
11. Was the pace of conversations appropriate for translation or interpretation?
12. Was the break time sufficient?
13. Was the environment conducive for you to express your views confidently?
14. Were moderators/ facilitators receptive to and respectful of participants' feedbacks?

¹ *This questionnaire has been adapted from the checklist for meaningful engagement of all persons with disabilities in the UK-Aid Connect (UKAC) – Inclusion Works. It is an interim tool that benefitted both from the International Disability Alliance and Inclusive Futures. It was an interim draft, which still has gaps and must be read with that in mind.*

15. Were participants receptive and respectful of **each other's** contributions?
16. Was the programme adjusted to include feedback from participants? Was there enough time for feedback of participants?
17. Were there any additional issues that should have been discussed or any information missing to make good decisions and ensure project priorities are relevant and promote the rights of persons with disabilities and other most discriminated groups?
18. Was sufficient information circulated ahead of the workshop? If not, what was missing?
19. Was sufficient time allocated for OPDs to prepare and formulate strategic recommendations? If not, how can this be addressed in the next steps of the project?
20. Were there any recommendations, decisions or priorities adopted in the workshop not compliant with the CRPD? If yes, please specify and if possible, make recommendations on how to address this.
21. What can we do to be better next time?

Questions to ask your participants some time after the consultation (e.g., when sharing the notes)

22. Do you feel like the information reflects what was discussed during the meeting?
23. Is there anything important missing of what has been discussed?
24. Is there any information missing to make good decisions and ensure project priorities are relevant? (E.g., about review of CRPD-compliance? About the priorities of most discriminated groups?)
25. Does the information contain any recommendations, decisions or priorities adopted in the workshop not compliant with the CRPD? If yes, please specify and if possible, make recommendations on how to address this.