

# Guidance for Host Organisations

Disability Data Advocacy Workshop for Organisations  
of Persons with Disabilities



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# Introduction

This document is a guide for host Organisations of Persons with Disabilities (OPDs) to **convene and organise the Disability Data Advocacy Workshop**. It supplements the full package of materials for facilitators and participants.

The materials were developed by [CBM Global's Inclusion Advisory Group](#) in partnership with [UNFPA Asia Pacific](#), the [Stakeholder Group of Persons with Disabilities for Sustainable Development](#), the [International Disability Alliance](#), and various regional and national OPDs including the Pacific Disability Forum. This partnership aims to build resources, awareness and capacity on disability data with key stakeholders.

## About the workshop

This is a virtual, introductory workshop about the value, collection and use of disability data. The workshop aims to support persons with disabilities, and members of their representative organisations, to build skills and knowledge on disability data advocacy, which they can **apply within their local context**.

### What is the purpose of the workshop?

In this workshop, **participants** will learn how to:

- Identify sources of disability data and the best approaches for its collection and analysis.
- Review and research available local data.
- Advocate for data collection and investment in better data.
- Use data to support evidence-based advocacy.

### Who is the workshop designed for?

Each workshop is for between 4-20 persons with disabilities, ideally from the same country. It is suitable for participants of all skill levels; prior experience of disability data is not required.

The workshop materials **introduce basic concepts** and skills to improve disability data advocacy. The content has been distilled to introductory level and is focused on key messages, as some of these concepts are complex. Further reference materials will be provided should more detail be needed.

The full package of materials has more detailed content to support facilitator preparation. It is not available in Easy Read format, however, there is an [easy read version of the Data Advocacy Toolkit](#) that can be shared with participants.

### Do participants need data experience?

The workshop would benefit participants who have some experience in data and/or advocacy, but this is not essential.

Prior experience of disability data is not required; however, participants should read the [Disability Data Advocacy Toolkit](#) to gain an initial understanding of the key concepts that will be discussed and applied. The Toolkit is available to download in several languages from the [CBM Global website](#).

### Can we invite people from outside the disability movement?

The materials are designed for host OPDs to organise the workshop for representatives of their members and/or from the wider local disability movement. This helps provide a safe space for participants to discuss and learn as well as to refine their local advocacy objectives.

Allies from beyond the disability movement can be involved in the workshop if this safe space for learning and formative advocacy work is protected. For example, the host OPD invites a representative of an ally organisation to co-facilitate a session or provide feedback on a draft action plan after the workshop. This should be discussed in advance with the workshop facilitator.

### How many participants can attend the workshop?

The workshop is designed to be run virtually with no more than 20 participants. This will enable a high level of engagement, interaction and joint work in plenary and breakout groups. The precise number should be agreed in advance with the facilitator.

### Who should facilitate the workshop?

Ideally, the facilitator would be a person with a disability with:

- Knowledge of the local context
- Strong facilitation skills including virtual facilitation
- Some data and advocacy experience (not necessarily an expert).

Annex 1 is a sample Terms of Reference to help to identify a facilitator.

**The host OPD should recommend and/or may contract the local facilitator.** This may be an experienced staff member within the OPD, or an external consultant.

# Workshop materials

The full package of materials to support the workshop includes:

- i) **Guide for host OPDs** (this document)
  - Specific information for the host OPD as well as relevant resources (e.g., Facilitator terms of reference, invitations, and registration materials etc.).
- ii) **Facilitators' Manual**
  - Whole of programme-level information for facilitators including briefing and pre-reading materials; information about how to use the session materials; tips for accessibility; and other guidance for preparing, facilitating, and following up the virtual workshop.
- iii) **Session materials**
  - Facilitator instructions, slide presentations, handouts, and session summaries for participants.

## Key logistics and points of decision

### How is the workshop formatted and structured?

**The materials include content for 12 hours of interactive sessions.** The sessions vary in length and complexity. They can be delivered over different timeframes as agreed by the host organisation and facilitator. Options include:

- 2 sessions per day over 4 days (i.e., approx. 3 hrs per day)
- 3 sessions per day over 3 days (i.e., approx. 4.5 hrs per day)
- 4 sessions per day over 2 days (i.e., approx. 6 hrs per day)

Some sessions are more complex and facilitator-led. For example, Sessions 2 to 4 introduce and apply key messages on how disability data is developed and used, which may be new for many participants. The chosen format must allow sufficient breaks between these sessions.

Sustained online participation is challenging. Spreading the sessions over more days may improve participant engagement and learning. Inconsistent connectivity and scheduling conflicts can also affect participation.

The sessions are sequenced deliberately to enable learning. However, there is flexibility **for facilitators and host organisations to decide on the most suitable programme format for their context.**

### Does the workshop have to be conducted virtually?

The workshop materials are designed to be run online. However, they have been tested for an in-person format and can be adapted easily by an experienced facilitator.

## How do we invite participants?

**Host OPDs should send invitations no fewer than six weeks before the workshop** to allow sufficient time for registration and arranging reasonable accommodations, e.g., sign language interpreters.

See Annex 2: Sample invitation and registration for participants.

## How much time does it take to organise a workshop?

The time required to organise and run a workshop varies, however, here is the recommended minimum time for planning:

- 10 weeks in advance: Identify and recruit a facilitator and then decide on the format, dates and online platform
- 6-8 weeks: Send out invitations and registrations
- 4-6 weeks: Book interpreters and any other accessibility requirements
- 3 weeks: Send confirmation to participants with sign-in details, pre-reading packs, introduction to facilitator, offer to test platforms, etc.
- 1 week: Send a reminder to participants

# Annex 1: Sample Terms of Reference for facilitators

This is a sample Terms of Reference to support OPDs to find a suitably skilled facilitator for the Disability Data Advocacy Workshop. This example can be adapted or substituted depending on the context.

## Background

The lack of data on persons with disabilities exacerbates inequalities and marginalisation. Data is key to identifying the gaps and challenges experienced by persons with disabilities; and to ensuring policies, programmes, and investments are disability inclusive. Organisations of Persons with Disabilities (OPDs) have a key role to play in influencing data practices and must be meaningfully included in data collection, analysis and use.

**<< Organisation Name >> is seeking a skilled facilitator for a Disability Data Advocacy Workshop.**

The aim of this workshop is to support the disability movement to advocate for better disability data. The workshop introduces key concepts and provides a safe space for discussing advocacy priorities within the local context. The workshop materials, which will be provided to the facilitator, draw from the [Disability Data Advocacy Toolkit](#).

## Objectives

By engaging in this workshop, **participants** will learn how to:

- Identify sources of disability data and the best approaches for its collection and analysis.
- Review and research available local data.
- Advocate for data collection and investment in better data.
- Use data to support evidence-based advocacy.

The role of the **facilitator** includes:

- Participation in briefing and preparatory work for the workshop.
- Presentation of key concepts and resources on disability data advocacy using the workshop materials provided.
- Facilitation of pre-prepared exercises to enable participants to apply and localise these key concepts.
- Ensuring an inclusive learning environment by following accessibility standards and providing reasonable accommodations.

## Format

The workshop includes eight sessions, around 90 minutes each, that can be run over two or more days as agreed with the host organisation. The sessions combine slide presentation, discussion, and activities. The content builds on participants' knowledge, experience, and local advocacy priorities. The materials are available in accessible formats and include tips and resources for inclusive facilitation. The exercises enable participants to reflect on contextual implications and start to develop local disability data advocacy action plans.

## Facilitator responsibilities

Here is a short summary of the responsibilities of the facilitator before, during and after the workshop. Further detail will be provided in the Facilitators' Manual.

- **Before** the workshop:
  - Participate in preparation/briefing meetings with relevant project staff.
  - Review the training materials and pre-reading provided.
  - Tailor the programme format and content with the host OPD.
  - Ensure relevant accessibility supports are in place.
  - Practice delivering the presentation content and exercises
- **During** the workshop:
  - Facilitate the workshop as per the Facilitators' Manual.
  - Seek regular feedback from participants to check that their learning and accessibility requirements are being met.
- **After** the workshop:
  - Collate any feedback materials from participants if required by host agency.
  - Write a summary report including information on attendance, outcomes, next steps, key observations, etc.

## Support and resources supplied

In addition to an initial briefing and regular follow up the facilitator will receive the following materials from the host organisation:

- Facilitators' Manual
- Session outlines, summaries and facilitation notes
- Handouts and guidance for activities
- PowerPoint slides

## Contract and fee

The facilitator will be contracted by <insert name> either directly, or via the employing organisation. <insert number> days (suggested 5) are allocated to prepare and deliver the workshop, and provide feedback and post-workshop support.

## Profile

This workshop will require an experienced, adaptable facilitator. Ideally the facilitator should have lived experience of disability. If not, they should have a strong network and good reputation among the local disability movement.

## Essential capabilities and skills

- Proven experience in workshop facilitation and adult learning as well as inclusive facilitation techniques for groups with diverse backgrounds and learning styles.
- Demonstrated ability to tailor communication style and methods for different audiences and contexts.
- Demonstrated technical knowledge and experience of disability-inclusive data collection and/or disability data analysis.
- Understanding of policy and programmatic issues relating to disability (and ideally disability data) in this context.
- Qualifications and/or experience with inclusive facilitation techniques.

## Other requirements

If the workshop is virtual, the facilitator will require access to a reliable internet connection and a computer with a camera function.

## Timeline and deliverables

<< Insert proposed workshop dates >>

The facilitator will be expected to liaise with the host organisation to determine the best format to maximise participant engagement.



# Annex 2: Sample participation invitation and registration form

## Invitation

This is a sample invitation and registration form. You do not need to use this format. It is provided as guidance only.

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Dear partners, colleagues and friends,

You are invited to participate in a virtual workshop on Disability Data Advocacy, hosted by <insert host(s)>. The workshop is specifically designed for Organisations of Persons with Disabilities (OPDs) and their members as well as other advocates with lived experience of disability. The workshop will be facilitated by <insert facilitator>.

## <insert country> Online Workshop on Disability Data Advocacy for Organisations of Persons with Disabilities (Virtual/Online)

<insert dates>

<Insert times>

**Sign-in and other details will be sent with the participant's information pack upon registration**

This online workshop aims to support OPDs and persons with disabilities in <insert country> to increase their understanding of disability data advocacy within their local context.

You **do not need prior experience in disability data** to attend the workshop. You will receive materials to help you prepare and the sessions take a step-by-step approach with ample time for discussion. The workshop is based on the [Disability Data Advocacy Toolkit for OPDs](#), which you are encouraged to read before the workshop. It is available in multiple languages and formats, including Easy Read and International Sign.

By engaging in this workshop, **participants will learn** how to:

- Identify sources of disability data and the best approaches for its collection and analysis.
- Review and research available local data.
- Advocate for data collection and investment in better data.
- Use data to support evidence-based advocacy.

## Why is this important?

The lack of data on persons with disabilities exacerbates inequalities and marginalisation. Data is key to identifying the gaps and challenges experienced by persons with disabilities; and to ensuring policies, programmes, and investments are disability inclusive. Organisations of Persons with Disabilities (OPDs) have a key role to play in influencing data practices and must be meaningfully included in data collection, analysis and use.

## Format of the workshop

We recognise that sustaining connectivity and concentration during long online workshops can be a challenge. We aim to address this in a number of ways:

- Interactive activities and discussions.
- Locally relevant content with facilitators who understand the context.
- Workshop materials and activities designed to put learning into practice.
- Short sessions, 90 minutes or less, with breaks and spread over <insert number> days.

**Registration is essential and allows us to best support your participation.**

**Return this form to <insert name and email>**

**By < insert date >**

We hope you can join us for this important workshop.

**For more information, please contact: <Insert Name>**

Regards,

<insert name> <insert host>

## Registration

These are sample questions that can be incorporated into a separate document or online form.

## Introduction

You are invited to participate in a Disability Data Advocacy workshop, hosted by <insert host>. The workshop is specifically designed for OPDs and their members as well as other advocates with lived experience of disability. The workshop will be facilitated by <insert facilitator>.

Registration is essential and allows us to best support your participation.

**Full name \***

**Preferred name \***

**Gender \***

- Male
- Female
- Prefer not to say
- Other:

**Email \***

**Phone number \***

**What is your preferred contact method? (Note: all information will also be sent by email) \***

- Email
- Phone
- Other:

**Please provide information of any preferred messenger apps: (e.g., Skype, WhatsApp) \***

**From which location are you most likely to attend the training? (e.g., office, home, other)\***

**How reliable is your internet connection for AUDIO only? (Score 1-5)\***

- 1 - For audio only (poor)
- 2 - For audio (fair)
- 3 - For audio (moderate)
- 4 - For audio (good)
- 5 - For audio (excellent)

**How reliable is your internet connection for BOTH audio and video? (Score 1-5) \***

- 1 - For audio and video (poor)
- 2 - For audio and video (fair)
- 3 - For audio and video (moderate)
- 4 - For audio and video (good)
- 5 - For audio and video (excellent)

**Do you have an alternative location if the connectivity is poor? \***

Yes

No

**Which of the following platforms have you used before? (Select all that apply) \***

Microsoft Teams

Zoom

Other:

**Please share a short summary of your experience of disability data advocacy (if any) ahead of the workshop: \***

## **Accessibility requirements and reasonable accommodation**

Please indicate your sign language requirements from the list below: \*

None required

<insert country> Sign Language

Other:

**If you need a sign language interpreter, do you have a preferred supplier? If so, please provide their name and contact details.**

**Please select any additional accommodations that you require from the list below. If you require something that is not listed, please indicate your request by selecting “Other” and providing us with specific information about your request in the comments box. \***

None required

Accessible electronic copies of materials in advance

Materials in large font

Other:

**Please tell us any other accessibility requirement we can provide to facilitate your full participation in the workshop. Please be as specific as possible.**

Please complete this form online or return it to <INSERT ADDRESS> no later than <INSERT DATE> to allow us time to organise reasonable accommodations and accessibility support.

Thank you. We hope you can join us for this important workshop. For more information, please contact: <Insert name >