

LNOB Checklist

Your checklist for delivering inclusive events that leave no one behind in Bhutan

Please note: this list is not exhaustive or mandatory. It gives some ideas to consider, based on the unique circumstances in Bhutan and lessons learned by the UNCT. Your feedback and comments would be valued as we continually update the list. Contact details below.

Participation

- Thought has been given to how under-represented groups can be encouraged and supported to participate. Groups to bear in mind include those in remote locations and caregivers.
- Invitation letters encourage nominations of equal numbers of women and men.
- Participants are given a contact person to whom they can request reasonable accommodations to enable their full and effective participation. And/or registration forms might include a short survey that will allow the organisers to plan reasonable accommodation measures at an early stage.
- Accommodation, transport and other arrangements are made to ensure that persons with disabilities are able to bring a personal assistant with them, if needed.

Venue Selection

- The event venue has gender-inclusive and disability-inclusive restrooms.
- Access to the event venue and proceedings are disability-inclusive. Bhutan's mountainous landscape means that this can often be a challenge. Contact the RCO for support.
- Staff at the event provider (e.g. the hotel) have the knowledge and skills to assist persons with disabilities.

Delivery

- Closed captions and sign language are provided.
- Inclusive language is used in all communications (guidelines: [disability inclusive communications](#); [gender-inclusive language guidelines](#)).
- A contact person is nominated to receive any inclusivity and accessibility concerns from participants. Participants are informed who the person is and how they can reach them.
- All documents are made accessible. Access to information and communication can be enhanced by utilizing an accessibility checker or other tools, such as Easy Read or EPUB, that make the content easier for people with disabilities to read and edit.
- Documents, videos and any other event-related materials are provided well in advance so that all participants have time to review, including participants with disabilities.

Review

- Lessons learned on inclusivity and leaving no one behind are shared with the RCO (where possible).

This checklist is a collaboration between RCO Bhutan and the Human Rights, Disability Inclusion and Gender Working Group, with invaluable peer review and support from the Economic and Social Commission for Asia and the Pacific.

Contact Persons:

RCO Contact person: Timothy Wilson (timothy.wilson@un.org; +975 17 112 505)

Chair of Human Rights, Disability Inclusion & Gender Working Group: Phuntsho Wangyel (wangyel@unfpa.org; +975 17 113 131)