Annex 5 – Accessibility Advice template

Introduction

This table is intended as a tool for countries working with the toolkit. It provides a clear structure for reporting the results of an accessibility test. It includes sections for basic information, assessment details, contact persons, and test results. The format also allows you to summarise the findings and list it in recommendations.

Module	Add the name of the assignment or accessibility test. For example: Accessibility Test Advice Diemenstraat 121, The Hague.
Test date **Date of advice**	Enter the date of the test here. Enter the date of the advice here.
Assessment	Enter the name of the project leader (contact person) here and add the names of the experts with whom the test was conducted. This can be done anonymously by indicating: tested with 2 visually impaired people, 1 blind person, etc.).
Contact	Enter the name of the person who can be contacted with questions about the advice. For example, a telephone number or email address.
Test results	Use the same format as the checklist when listing the results. State the results of the accessibility test: Pros – What went well? Points for improvement – What could be improved? Breakpoints – What is really not good and needs to be changed?
Summary of results	Briefly summarise the most important findings of the test here. Also briefly describe any problems that were found and the recommended solutions.
Recommendations	1. Refer to relevant legislation such as the UN Convention (see Appendix 1). 2. Write down how the problems found can be solved and why this is necessary. Mention simple adjustments that are easy to implement. Also mention adjustments that require more time or money.
Follow-up agreements	Describe the steps that need to be taken. For example: We will contact you in three weeks to discuss the advice. Also indicate whether a test needs to be carried out with a group that was not involved.
Additions	Leave space for additional information

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