

## General index

*Since the whole of this manual is about disability, the term itself has been used very sparingly in the index. Please consider what aspect of disability you are looking for, and search under that.*

The codes used in the index are as follows:

E Exercise  
H Handout  
P Presentation

- Abkhazia, case studies 305H  
acceptance 116–17H  
accessibility 24–5, 30, 31, 77–8, 185E, 189E,  
215H, 307E  
of workshops 79–81  
*see also* environmental discrimination  
accidents  
and disability 160H  
prevention 162–3E, 164H  
Action on Disability and Development (ADD)  
301H, 302H, 303H, 313–14H, 315–16H,  
317–18H  
action plans 188–90E  
developing 116–17H, 277E, 280E  
future 282E, 283E  
immediate 281E  
*see also* goal setting; objectives; priority  
setting  
*Action-planning to overcome barriers* 188–90E  
activism *see* social and political action  
activities  
accessibility of 80–1  
evaluation of 123E  
*see also* workshops  
ADD *see* Action on Disability and Development  
adult learning 112–13E, 114H  
Africa *see* Burkina Faso; Ghana; Mali; Sierra  
Leone; Uganda; Zambia  
*Agreeing guidelines* 101–2E  
aid *see* emergency aid; relief; technical co-operation  
aid agencies  
action planning for 188–90E  
sign-language interpreters in 185–6E  
workshops for 321–2H  
*see also* Oxfam  
aims *see* objectives  
*Annya, Abkhazia* (case study) 305H  
*Applying the UN Standard Rules to real life* 213E  
Asia *see* Bangladesh; Cambodia  
assumptions 89E  
*see also* stereotyping  
attitudinal discrimination 11, 16–17, 177–9E,  
180H, 181–2H, 188E  
Bangladesh  
case studies 20, 301H, 317–18H  
*‘Banking education’ and ‘problem-posing’  
education* 128H  
*Barriers: a case study* 191E  
barriers to participation *see* participation,  
barriers to  
blindness *see* visual impairments  
Bosnia, refugees in 3, 22, 23  
Bosnian conflict 21, 25  
built environment, design for disabled people  
24–5  
Burkina Faso, case study 304H  
*The calendar game* 196–7E  
Cambodia, case studies 303H, 313–14H  
Cambodian Disabled People’s Organisation 314H  
*Caroline* (case study) 306H  
charity model of disability 16–17, 32, 170P, 172H  
children  
rights 197E  
*see also* disabled children  
*‘Choosing’ rights* 203–4E  
civil society, development of 25

- co-ordination, of disability rights 218H
- Collage* 289E
- Come to Work* programme, Bangladesh 20
- communication *see* instruction; interpreters; language; listening; non-verbal communication
- community centres (KAPP) 43, 44–5
- community development, and disability 18–20, 25, 329
- community-based rehabilitation 19
- Components of training* 121P, 122H
- conflict situations *see* Bosnian conflict; crisis situations; Croatian conflict; Kosovar conflict; Sierra Leone conflict
- consultation *see* participation
- costs
  - of accessible environments 24, 30
  - of disability-related development work 53
- Creating a learning environment: four needs of the group* 116–17H
- Creating a positive learning environment* 115P
- credit schemes 19, 20, 302H
- crisis situations 20–2, 160H
  - needs of disabled people 53, 54–5
  - and rights 22–3, 204E
- Croatian conflict, effect on disabled people 22
- cultural activities 216H
- cures, for impairments 15
- 'Darling' game* 90E
- deafness *see* hearing impairments
- decision making *see* participation; planning; problem solving
- dependence *see* independent living; interdependence
- The development of codified rights for disabled people* 212H
- development work
  - and disability 18–20, 24–5, 26, 31, 48, 329
  - Disability Equality perspective 49–50
  - and Disability Equality training 51
  - disability-related costs 53
  - participation of disabled people 52–3, 189–90E
  - and policy development 50–1
  - and the social model 50
  - see also* reconstruction work
- Different rates of learning* 120H
- disability
  - definitions 5–6, 11, 263, 264–5E
  - and gender 12, 235, 241E, 323H
  - language of 256E, 258–60E, 261–2H
  - misconceptions 29–32
  - prevention 155–6
  - psychological impact 153–4
  - see also* impairment; models of disability
- disability awareness 31
  - developing 214H
  - workshops for trainers 325H
- disability discrimination *see* discrimination
- Disability Equality
  - benefits 326–8
  - development in Oxfam 48
  - in development work 49–50
  - in disabled people's organisations 56–7
  - policies 46–7, 332–3
  - and policy development 46–7, 48, 50–1
  - principles 27–8
  - role of donors 56
  - statistics 209–10H
  - in Uganda 25
  - see also* disability rights; discrimination
- Disability Equality training 28–9, 51, 218H
  - components 121P, 122H
  - course structure 69–73
  - methodology 74–5
  - process of 150H
  - role of facilitators 62, 128H
  - of trainers 39, 325H
  - see also* manual; workshops
- Disability Equality training (Kosovo) 39
  - activities 64
  - aims and objectives 62–3
  - course structure 63
  - evaluation 65–7
  - facilitators 62, 66–7
  - funding 64–5
  - language use 63–4
  - methodology 62
  - participants 62
  - transport for 64
- Disability and literacy* 227–30H
- disability professionals, role 175E, 176H
- disability programmes, evaluation of 218H
- disability rights 18, 27–8, 165–6E, 192–3, 222–3E
  - co-ordination 218H
  - in crisis situations 22–3, 204E
  - development of 211P, 212H
  - and economic policies 217H, 219H
  - and fairness 194–5E
  - and international co-operation 219H
  - organisations 14
  - personal values 203–4E
  - quotations 319–20H
  - and relief and development programmes 26
  - and technical co-operation 219H
  - see also* Disability Equality; discrimination;

- human rights; social and political action; Standard Rules
- disabled children, work with (KAPP) 40, 44–5
- disabled people
  - allies of 224–5E
  - effects of disasters/conflict 20–2
  - images of 251–2E, 253–4E, 255E, 256E
  - invisibility of 30, 251–2E
  - needs of 53, 54–5, 168E, 176H
  - organisations for 13–14, 16
  - organisations for *see* disabled people's organisations
  - participation *see* participation and reconstruction 24–5, 44, 48
  - specialist interventions for 31, 32
  - statistics 316
  - stereotyping 16, 205–6E, 251–2E
  - support when isolated 155
  - see also* disabled children; disabled refugees; disabled women
- Disabled Peoples' International 14, 227–30H
- disabled people's organisations 14, 25, 218H
  - action planning for 188E
  - Cambodia 312–13H
  - case studies 301H, 303H, 311–12E
  - Disability Equality in 56–7
  - newsletters 253–4E
  - staff as workshop participants 78
  - value 231E
  - workshops for 323H
  - see also* Action on Disability and Development; Kosovo Association of People with Paraplegia; social and political action
- disabled refugees 21, 22, 23, 43, 306, 308–12E
  - case studies 305H
- disabled women
  - discrimination against 12, 242E, 243–6E, 247–8E, 249–50H
  - work with (KAPP) 40
- disabled women's groups (KAPP) 45–6
  - Disabled women's voices* 247–8E, 249–50H
- disaster situations *see* crisis situations
- discrimination 208E, 236–7E, 243–6E
  - against disabled women 12, 242E, 243–6E, 247–8E, 249–50H
  - allies against 224–5E
  - gender 240E, 241E, 242E
  - shared experiences 220–1E
  - see also* attitudinal discrimination; environmental discrimination; institutional discrimination; stereotyping
- Discussion of good and bad listening* 129E
- Discussion of the three models of disability* 173E
- donors, role in disability equality 56
- doorways, accessibility of 79
- DPI *see* Disabled Peoples' International
- Eastern Europe *see* Abkhazia; Bosnia; Croatia; Kosovo; Macedonia
- economic policies, and disability rights 217H, 219H
- education
  - styles 128H
  - see also* integrated education; learning; literacy; public education
- Education for All* 227–30H
- The eight sunrays of planning* 144–5P
- Election monitoring and the right to vote in Ghana, Bangladesh, and Zambia* (case study) 316–17H
- elevators *see* lifts
- emergency aid 22–4, 26, 31, 53–6
- employment of disabled people 47, 183–6E, 192–3, 216H
  - case studies 305H
  - in development work 52–3, 189–90E
  - see also* income generation
- empowerment
  - developing 233–4E
  - see also* self-esteem
- enfranchisement, case study 317–18H
- engineers, as workshop participants 77–8
- environmental discrimination 11, 17, 24–5, 177–9E, 180H, 181H, 185E
- evaluation
  - of activities 123E
  - of Disability Equality training (Kosovo) 65–7
  - of disability programmes 218H
  - of facilitation 142–3E, 286, 287E, 291H
  - see also* impact measurement; workshops, evaluation
- The evolution of documented rights for disabled people* 211P
- Explanation of barriers* 181–2H
- Facilitation: brainstorm and discussion* 125–6E
- facilitation
  - characteristics 125–6E
  - evaluation of 142–3E, 286, 287E, 291H
  - practice activities 141, 142–3
  - techniques 127H, 137H
  - see also* instruction; learning
- Facilitation checklists* 142E
- Facilitation of groups and workshops* 127H
- facilitators
  - management of groups 66–7
  - role in training 62, 128H
- Fairness and rights* 194–5E

- family life 216H  
 fathers, as carers 34  
 feelings 86E, 110–11E, 133H  
*Find someone who ...* 84E  
*Fishbowl exercise* 165–6E  
*Flora* (case study) 310–11E  
*Françoise, Burkina Faso* (case study) 304H  
 freedom of movement 192  
*Future actions: a competition* 282E  
*Future actions exercise: diamond ranking* 283E
- The game of life* 243–6E
- gender  
 and disability 12, 235, 241E, 322H  
 and discrimination 240E, 241E, 242E  
 and life events 243–6E  
 roles 241E, 242E  
 and sex 238E, 239H, 240E  
*see also* fathers; women
- The gender quiz* 238E, 239H  
*Gender roles* 242E  
*Gesture energiser* 97E  
 Ghana, case studies 317–18H  
*Global and local discrimination* 208E  
 goal setting 116–17H  
*Good and bad listening* 130H  
*Grassroots representation in Cambodia*  
 (case study) 313–14H  
*Group guidelines for a workshop in Kosovo* 103H
- groups  
 management of 66–7  
 observation of 131–2E, 133H  
 selecting 106
- Guessing game* 89E  
 guidelines, for workshops 101–2E, 103H,  
 104–11E  
*Guidelines for acceptable language about disability*  
 261–2H  
*Guidelines for giving instructions or information*  
 140H
- Handikos *see* Kosovo Association of People with  
 Paraplegia  
*Hassan* (case study) 308E  
 health professionals, as workshop participants  
 76–7  
 hearing impairments  
 and accessibility of activities 80–1  
 case studies 309E  
*see also* sign-language interpreters  
*Hopes, concerns, contributions, and needs* 98E  
*How can I help?* 175E, 176H  
 human rights 196–7E, 200–1E, 207H  
 in emergencies 22–3, 204E  
 personal values 203–4E  
 and responsibilities 202E  
*see also* children, rights; disability rights;  
 United Nations, Universal Declaration of  
 Human Rights; voting rights  
*Human rights: a summary of learning points* 207H  
*I respect you/You respect me* 110–11E  
*Identifying allies* 224–5E  
*Identifying barriers: the wall exercise* 177–9E  
 identity, aspects of 236–7E  
 IFES 316–17H  
 images  
 of disabled people 251–2E, 253–4E, 255E, 256E  
*see also* stereotyping  
*The imaginary country* 200–1E  
*Immediate action* (action plans) 281E  
*The impact of language: Mr Biswas photo exercise*  
 256E  
 impact measurement, in emergency aid 54  
 impairment  
 causes 20–1, 157–8P, 159–60H  
 cures for 15  
 definition 5, 11  
 prevalence 12  
 prevention 155–6, 157–8P, 161E, 162–3E,  
 164H  
 psychological impact 153–4  
 statistics 12, 159–60H  
*see also* disability; hearing impairments;  
 muscular dystrophy; polio; restricted  
 mobility; speech impairments; visual  
 impairments; wheelchair users  
*Improvised drama about disabled people's rights*  
 222–3E  
 income generation 46  
 case studies 302H, 304H, 315–16H  
*see also* employment of disabled people  
 income maintenance 216H  
 independent living 266, 268–9E, 271–4P  
 definition 267H, 271P, 275H  
 developing 233–4E, 276E  
*see also* personal assistance schemes;  
 rehabilitation  
*Independent (Self-Determined) Living* 271–4P  
*Individual reflection* (on action plans) 277E  
 information sharing, in groups 116–17H  
 institutional discrimination 11, 17, 177–9E,  
 180H, 182H  
 instruction, good practice 138E, 140H  
 integrated education 215H  
 Local Active Groups lobby for 41  
 right to 226E, 228–30H  
 work of KAPP 47–8

- integrity 216H
- inter-agency co-operation, and emergency aid 55
- interdependence 268–9E, 270E  
*see also* personal assistance schemes
- In/ter/dependence drawings* 268–9E
- international co-operation, and disability rights 219H
- International Day of Disabled People 41, 52
- International Foundation for Electoral Systems 317–18H
- international NGOs  
 effects on KAPP 48  
 workshops for 321–2H  
*see also* Action on Disability and Development; Oxfam
- interpreters  
 in workshops 63–4, 137H  
*see also* sign-language interpreters
- Interviews in pairs* (on discrimination) 220–1E
- invisibility, of disabled people 30, 251–2E
- isolation, support during 155
- KAPP *see* Kosovo Association of People with Paraplegia
- Kenya, case study 306H
- Know your apple* 205–6E
- Kosovar conflict  
 effect on disabled people 21, 22  
 relief work during 42–3
- Kosovo  
 attitudes to disability 13, 16, 154  
 carers in 34  
 disability equality policies 46–7  
 disabled people in 13–14, 23, 25, 33–4, 64  
 socio-economic situation 33
- Kosovo Association of People with Paraplegia 1  
 community centres 43, 44–5  
 development of 34–5, 37, 41–2, 44, 48, 68  
 effects of international NGOs 48  
 and employment 47  
 influencing government 41, 46–7  
 media work 40–1, 45, 46  
 public education work 46  
 reconstruction work 44  
 relief work during war 42–3  
 support for returnees 43  
 women's groups 45–6  
 work with disabled children 40, 44–5  
 work with disabled women 40  
 work in integrated education 47–8  
*see also* Disability Equality training;  
 Local Active Groups; Oxfam's work with KAPP
- Krajina *see* Croatia
- language  
 of disability 256E, 258–60E, 261–2H  
 impact of 256E, 258–60E, 261–2H  
*see also* disability, definitions
- Lao Sonn, Cambodia* (case study) 303H
- learning difficulties *see* people with learning difficulties
- learning environments 115P, 116–17H
- learning processes 112–13E, 114H, 118P, 119P, 120H  
*see also* facilitation
- legislation, on disability rights 217H
- leisure 216H
- life events, and disability/gender 243–6E
- Life stories* 174E
- lifts, accessibility of 79
- Line drawing* 139H
- Line-drawing exercise* 138E
- listening 130H
- Listening exercise* 107–9E, 129E
- literacy, right to 227–30H
- lobbying (KAPP) 41, 45, 46–7  
*see also* social and political action
- Local Active Groups (KAPP) 35, 36–8, 39, 41–2, 43, 44  
 disabled women's groups 45–6
- local NGOs  
 workshops for 321–3H  
*see also* disabled people's organisations
- Macedonia, disabled refugees in 23, 43
- magazines *see* media
- Mali, case study 302H
- Mamadou, Mali* (case study) 302H
- manual  
 rationale 1–2  
 usage 4–5, 6  
*see also* Disability Equality training
- Mapping for Mars* 104–6E
- materials, accessibility of 80–1
- media images  
 of disabled people 251–2E, 253–4E, 255E, 256E  
*see also* language
- Media search* 251–2E
- media work (KAPP) 40–1, 45, 46
- medical care 214H
- medical model of disability 15, 18–19, 32, 169–70P, 172H, 275H
- medical staff, as workshop participants 76–7
- micro-finance programmes 19  
*see also* credit schemes
- Milica* (case study) 310E
- models of disability 167–8E, 169–71P, 172H, 173E, 174E, 175E

- see also* charity model; medical model;  
 social model
- movement  
   freedom of 192  
   *see also* restricted mobility
- Mr Biswas photo exercise* 256E
- muscular dystrophy, case studies 310E
- My contribution* 270E
- My life pie-chart* 95E
- Name game* 88E
- Name-badge exercise* 94E
- natural disasters *see* crisis situations
- NGOs *see* aid agencies; international NGOs;  
   local NGOs
- non-verbal communication 89E, 97E, 133H
- Nothing about us without us* 280E
- Objective setting* 278–9E
- objectives, of Disability Equality training 62–3
- Observation exercise* 131–2E
- Open the day* 86E
- organisations  
   for disabled people 13–14, 16  
   *see also* aid agencies; disabled people's  
   organisations; international NGOs;  
   local NGOs
- Organising the workshop* 147E, 149E
- 'Our definitions' exercise* 264–5E
- over-protectiveness, effects 13
- Oxfam  
   development of Disability Equality 48  
   policy on disability 331–2
- Oxfam's work with KAPP 35
- overseas links 38–9
- peer-support initiatives 38–9
- programme objectives 36
- regional workshops 38
- relief work during war 42–3
- training of trainers 39
- work with Local Active Groups 36–8
- Paired interviews and introductions* 87E
- participation 19, 25, 31, 50, 52–3, 55, 280E  
   barriers to 177–9E, 180H, 181–2H, 183–6E,  
   187H, 188–90E, 191E, 301H  
   *see also* discrimination  
   case studies 301H, 302H, 303H, 304H  
   *see also* Standard Rules
- peer pressure 97E
- peer support 38–9, 52
- people with disabilities *see* disabled people
- people with learning difficulties, effects of  
   disasters/ conflicts 21–2
- personal assistance schemes 272–3P, 276E
- A personal definition of independent living* 267H
- Photograph of Mr Biswas* 257H
- planning  
   for emergency aid 53–4  
   *see also* action plans; goal setting;  
   objective setting; priority setting;  
   workshop planning
- Planning the agenda and contents of a workshop* 151E
- Planning a workshop: task list* 148H
- policy development 46–7, 48, 50–1, 217H  
   Oxfam's policy 48, 332–3
- polio, case studies 301H, 308E
- political and social action *see* lobbying; social  
   and political action
- Positive feedback* 93E  
   *see also* self-esteem
- Posters exercise* 255E
- poverty  
   and disability 12–13, 160H  
   *see also* income maintenance
- Presentation of the three models* 169–71P
- Preventing accidents in the home* 164H
- Prevention in the home* 162–3E
- Prevention of impairment* 157–8P, 161E
- The principles of rehabilitation* 275H
- priority setting 99–100E
- problem solving 183–6E, 187H, 188–90E
- Problem triangle* 186E, 187H
- Problem-tree exercise* 183–6E
- The 'process of learning' exercise* 112–13E
- professionals *see* disability professionals;  
   health professionals
- project development, disability perspective 19
- Psychological impact of impairment and disability*  
   153–4
- The psychology of adult learning* 114H
- public education work (KAPP) 46
- Puppets* 232H
- Puppets exercise* 231E
- Putting independent (self-determined) living into  
   practice* 276E
- Quick evaluations in the round* 284E
- quotations 319–20H
- radio *see* media
- Rates of learning* 119P
- reconstruction work 24–5, 44, 48  
   *see also* development work
- recreation 216H
- Reflecting on facilitation* 287E
- refugees 3, 78  
   *see also* disabled refugees; women refugees

- rehabilitation  
 principles of 275H  
 services 18–19, 176H, 214H  
*see also* independent living
- relief staff, as workshop participants 78
- relief work  
 and disability 22–4, 25–6, 31  
 Kosovo war 42–3
- religion 217H
- religious model *see* charity model
- research, on the status of disabled people 217H
- respect 54–5, 110–11E
- responsibilities, and rights 202E
- restricted mobility  
 in crisis situations 21, 22, 23  
 and workshop accessibility 80  
*see also* wheelchair users
- Restrictive gender roles* 241E
- rights *see* children, rights; disability rights;  
 human rights
- Rights and responsibilities* 202E
- Room layout* 135–6H
- Sample activity cards* 152H
- schools *see* integrated education
- self-determined living *see* independent living
- self-esteem 91E, 92E, 93E, 96E, 270E  
*see also* empowerment; respect
- self-reliance *see* independent living
- Setting priorities* 99–100E
- sex *see* gender
- Sex and gender* 240E
- Shapla, Bangladesh* (case study) 301H
- Sierra Leone conflict, effect on disabled people 21
- sign-language interpreters 185–6E
- Sketch/mime* 285E
- SMART objectives 278–9E
- social exclusion *see* discrimination; poverty
- social model of disability 17–18, 27, 170–1P, 172H  
 case studies 20  
 in development work 50  
 and rehabilitation 275H
- social and political action 231E  
 case studies 313–18H  
*see also* disabled people's organisations
- social security 216H
- Song* 285E
- The Soroti Agricultural and Craft Association of the Blind, Uganda* (case study) 315–16H
- speech impairments, and accessibility of  
 activities 81
- sport 216H
- Stages of learning* 118P
- Standard Rules (UN) 25, 56, 211P, 213E, 214–19H
- steps, accessibility of 79
- stereotyping 16, 205–6E, 251–2E  
*see also* assumptions; images
- Stereotyping and discrimination: know your apple*  
 205–6E
- Suada* (case study) 309E
- Sufia* (case study) 20
- support services 215H
- teaching *see* education; facilitation; instruction;  
 learning
- technical co-operation, and disability rights 219H
- terminology *see* language
- The right to education: whole-group discussion* 226E
- theatre *see* media
- Throw out or keep* 285E
- Timing and pacing* 137H
- toilets, accessibility of 79, 308E
- training *see* Disability Equality training;  
 facilitation; instruction; learning processes;  
 workshops
- Two ways to cross a river* 233–4E
- Uganda  
 case studies 315–16H  
 Disability Equality in 25  
 micro-finance programmes 19
- United Nations  
 International Day of Disabled People 41, 52  
 Standard Rules on the Equalisation of  
 Opportunities for Persons with  
 Disabilities 25, 56, 211P, 213E, 214–19H  
 Universal Declaration of Human Rights 27,  
 198–9H
- Using positive and non-stereotypical images of  
 disability* 253–4E
- visual impairments  
 and accessibility of activities 81  
 case studies 303H, 315–16H  
 in crisis situations 21
- voting rights (case study) 317–18H
- Wall of barriers* 180H
- The wall exercise* 177–9E
- Wallpaper exercise* 96E
- war *see* crisis situations
- What I am proud of myself for* 92E
- What I like about you* 91E
- What rights do we have? The calendar game* 196–7E
- What to observe in a group* 133H
- wheelchair users  
 case studies 307E, 311–12E  
*see also* restricted mobility

*Who am I?* 236-7E

*The whole training process* 150H

*Whole-group activity* 123E

women

statistics 242

*see also* carers; disabled women; gender

women refugees, as workshop participants 78

*Word-list exercise* 258-60E

workshop planning 76-9, 144-5P, 146H, 148H,  
150H

accessibility of workshops 79-81

agendas 98E, 99-100E, 147E, 149E, 151E,  
152H, 321-5H

questionnaires 81, 82-3H

room layout 135-6H

workshops

establishing guidelines 101-2E, 103H,  
104-11E

evaluation 284, 284-5E, 288E, 289E, 290H,  
292-9H

interpreters in 63-4, 137H

management of groups 66-7

selecting small groups 106

*see also* facilitation

*Writing and drawing* 288E

Zambia, case studies 317-18H