BS ISO 17069:2014

BSI Standards Publication

Accessible design — Consideration and assistive products for accessible meeting

bsi.

...making excellence a habit.™

Document Sharing Hub

Full document details: BS ISO 17069:2014

National foreword

This British Standard is the UK implementation of ISO 17069:2014.

The UK participation in its preparation was entrusted to Technical Committee CH/173, Assistive products for persons with disability.

A list of organizations represented on this committee can be obtained on request to its secretary.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

© The British Standards Institution 2014.
Published by BSI Standards Limited 2014

ISBN 978 0 580 81562 1

ICS 11.180.01; 13.180

Compliance with a British Standard cannot confer immunity from legal obligations.

This British Standard was published under the authority of the Standards Policy and Strategy Committee on 31 October 2014.

Amendments/corrigenda issued since publication

Date	Text affected

Documents
Document Sharing Hub

Full document details: BS ISO 17069:2014

INTERNATIONAL STANDARD

ISO 17069

First edition
2014-10-15

Accessible design — Consideration and assistive products for accessible meeting

Conception accessible — Considérations et produits d'assistance pour réunion accessible

Reference number
ISO 17069:2014(E)

Documents
Document Sharing Hub
© ISO 2014

Full document details: BS ISO 17069:2014

COPYRIGHT PROTECTED DOCUMENT

© ISO 2014

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.org
Web www.iso.org

Published in Switzerland

© ISO 2014 – All rights reserved

Documents
Document Sharing Hub

Full document details: BS ISO 17069:2014

Contents

Page

Foreword ..... **iv**
Introduction ..... **v**
1 Scope **1**
2 Terms and definitions **1**
3 Planning and management for full participation **2**
3.1 Principle 2
3.2 Specific considerations and supports 3
Annex A (informative) **Guidelines in relation to the process of organizing an accessible meeting** **8**
Annex B (informative) **Prior registration form for an accessible meeting** **15**
Bibliography **17**

© ISO 2014 – All rights reserved

Documents
Document Sharing Hub
Full document details: BS ISO 17069:2014

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: Foreword - Supplementary information.

The committee responsible for this document is ISO/TC 173, *Assistive products for persons with disability*, Subcommittee SC 7, *Accessible design*.

© ISO 2014 – All rights reserved
Documents
Document Sharing Hub
Full document details: BS ISO 17069:2014

Introduction

There are various types of meetings, ranging from small gatherings in families, schools, workplaces, and towns, to bigger ones such as academic meetings, sessions in congresses, and international conferences. Participation in meetings is indispensable for full participation and inclusion in society as envisioned in the United Nations Convention on the Rights of Persons with Disabilities.

As social participation of older persons and persons with disabilities is promoted, more older persons and persons with disabilities are taking the opportunity to attend meetings. To ensure that all persons can participate in a meeting in a meaningful way, considerations are required to be taken to overcome any obstacle that can be a hindrance. Printed meeting notices and documents might not be appropriate for a participant who has a seeing impairment or who is blind. Complicated texts might be a hindrance for a person who has a cognitive impairment. Discussions might be difficult to follow for a participant who has hearing impairment or who is deaf. Narrow passages, gaps, and stairs might be barriers for a person who uses a wheelchair or assistive products for walking. Persons with speech disability might have difficulties expressing themselves in a meeting without any support.

Meeting organizers have to understand and address hindrances so that all participants can fully take part in the meeting. Careful planning, support staff, and use of appropriate assistive products can overcome hindrances. Preparation of meeting materials in alternative formats such as large print, braille, or digital formats can facilitate understanding for a person who has seeing impairment or who is blind. Texts that are clear and concise can facilitate understanding for a person with cognitive impairment. Amplification of speech by using microphones can be appropriate support for a person with hearing impairment. Sign language interpreters can assist a person who is deaf to follow and participate in a discussion. A built environment with elevators and ramps can make an area accessible for a person with mobility limitation.

This International Standard identifies areas to consider, as well as support and assistive products that can facilitate the full participation of older persons and persons with disabilities in meetings.

In this International Standard, considerations and assistive products that can contribute to making a meeting accessible are presented in relation to human abilities. To facilitate for meeting organizers, Annex A presents detailed guidelines and a checklist in relation to the process of organizing an accessible meeting.

© ISO 2014 – All rights reserved

Documents
Document Sharing Hub
Full document details: BS ISO 17069:2014

Documents
Document Sharing Hub

INTERNATIONAL STANDARD ISO 17069:2014(E)

Accessible design — Consideration and assistive products for accessible meeting

1 Scope

This International Standard specifies considerations to be taken, as well as support and assistive products that can be used when organizing a physical meeting in which older persons and persons with disabilities can actively participate.

Teleconferences and web conferences are important methods that can be used to include older persons and persons with disabilities in meetings.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1
accessible meeting
meeting which is organized so that older persons and persons with disabilities can participate actively and where required, assistive products and support staff are used to facilitate participation

2.2
assitive product
any product (including devices, equipment, instruments, and software), especially produced or generally available, used by or for persons with disability for the following functions:

— for participation;

— to protect, support, train, measure or substitute for body functions/structures and activities;

— to prevent impairments, activity limitations, or participation restrictions

[SOURCE: ISO 9999:2011, 2.3]

2.3
support staff
person who performs tasks to facilitate the execution of an accessible meeting which can include, but are not limited to, interpreting, note taking, guiding, and assisting participation of older persons and persons with disabilities

Note 1 to entry: Support staff includes *guide assistant* (2.4) and *communication assistant* (2.5).

2.4
guide assistant
person who leads and assists a person in a location in an appropriate manner for that person's impairment

2.5
communication assistant
person who assists with communication

EXAMPLE 1 A person who conveys proceedings of meetings and discussions using sign languages, live captioning, by paraphrasing or by Assistive Augmented Communication (AAC).

EXAMPLE 2 A person who expresses opinions on behalf of a participant.

EXAMPLE 3 A person who assists participant to follow documentation, e.g. turns pages of documents, points out information in documents.

© ISO 2014 – All rights reserved

AVA Documents Document Sharing Hub
Full document details: BS ISO 17069:2014