

## ANNEX B

### Final Report Guidelines

The report is to be a maximum of 4 sides of A4 size paper excluding the Output to Purpose report

**Date**

14 November 2001

**Title Of Project & Project Ref. No.**

Promoting Good Practice on Disability Internationally.  
No. 002

**Organisation**

Healthlink Worldwide

**Reporting Period**

from 05/05/2001

To 31/07/01

**Anticipated Completion Date**

21/12/01

### 1 Goal Purpose and Outputs :

The overall goal of the project is to promote the dissemination and wider uptake of examples of disability work which can be considered to represent good practice. The purpose of the project is to document learning from both published and unpublished literature and make it more widely available through both printed and electronic means.

The outputs of the project are a directory of disability and development resources available in printed format and as a CD-ROM and on two databases – DB-Textworks and Unicorn. The electronic directory forms part of a much larger database of both disability and health-related materials. In addition to this tangible output the understanding acquired of what has already been done allows the PMC to make informed choices about work to be commissioned and which projects to accept as part of the competition.

### 2 Summary of work carried out in this period :

During this final stage of the project, a team of temporary, part-time staff – with either specialist knowledge in international disability issues, or information management skills – have completed the review of the extensive collections of disability materials established by the Centre for International Child Health (CICH) and Healthlink Worldwide. Less critical information has been excluded and all selected materials have been scanned, indexed and catalogued onto a bibliographic database (using DB-Textworks database software).

This data has also been converted and added to a Unicorn database – the library catalogue of the Institute of Child Health (ICH) – which is used by ICH and University College London staff, students and library users.

The two collections have been merged to form part of the Source International Information Support Centre based at CICH, which holds a much larger collection of health and disability materials. This

centre is open to the public and is the primary source of information for international students studying at CICH. The Source bibliographic database is in operation – adapted from the Healthlink Worldwide database – and is fully accessible by visitors to Source, or internationally from the Source website at <http://www.asksource.org>. This project has added over 1500 materials to contribute to a collection of over 3500 disability related materials which forms part of a database referencing over 20,000 health and disability resources.

The database has been adapted and produced as a CD-ROM to allow access for those users without full Internet capacity, but with CD-ROM access. Multiple copies of this CD-ROM will be available by the end of the year.

A printed *Disability and Development Directory*, highlighting key literature, has been compiled to complement the electronic directory, and facilitate access to users without electronic access. A review of alternative sources of disability information has been carried out, and an annotated list of websites, databases, e-mail discussion lists, free or low-cost newsletters and journals, and organisations focusing on disability issues in developing countries forms part of the printed directory. This directory offers a highlight of materials referenced on the database and available at Source and electronically, and signposts to other significant sources of literature.

### 3 Overall Results of findings obtained by the project:

The project has contributed to improved access to an extensive collection of international disability materials, including:

- An improved physical collection held at Source International Information Centre, based at CICH, which has been formed from the merger of the Healthlink Worldwide and CICH resource centres. This combined collection has been reviewed to remove older and less critical materials, resulting in a well-organised and accessible centre housing over 3000 documents relating to international disability issues, and forming part of a much larger collection of health and disability-related materials. This centre is open to the public.
- Two electronic databases – the ICH library catalogue, and the Source database – referencing this collection, which is accessible to Healthlink staff, CICH staff and international students, ICH library users and other Source visitors from the Source information centre in London. Access to a wider, international audience is provided over the Internet; both of these databases are freely accessible from the Source website at <http://www.asksource.org>. An example of material referenced is:

#### **ABOSI, Okechukwu (et al Eds)**

*Issues on access and opportunity to basic education for disabled children in Botswana*

(Proceedings of the Second National Seminar of Botswana Council for the Disabled (BCD), 25-27 November 1998.)

Gaborone : BCD, 1999, 68 p.

ISBN: 99912 0 268 4

**Keywords:** DISABILITY & REHABILITATION / Rehabilitation Approaches / children / education / policy / planning / AFRO / Botswana

Location: HQ5.6 ABO

Available from: Botswana Council for Disabled (BCD) , Plot 3275, Ditlhakore Way, Extension 12, Private

Bag 459, Gaborone, Botswana

Healthlink record number: 27345

- Signposting of other significant collections and portals of disability information, such as key websites or gateways linking to databases such as , *Disabilities Information Resources (Japan)*, a free source of online documentation for the Asia Pacific region containing a range of materials on disability and community-based rehabilitation, some in full-text.

- A printed *Disability and Development Directory* listing a selection of over 240 disability materials (both published and unpublished), details of key websites, and web-based databases, free or low-cost newsletters and journals, and key organisations. This directory acts as an additional tool to facilitate access to the literature for users without electronic capacity.
- A CD-ROM containing the Source bibliographic database of international health and disability materials. The disability-specific content is highlighted, but the CD-ROM includes the whole database of over 20,000 materials from the Source collection. This CD-ROM acts as an additional tool to facilitate access to the literature for users without reliable Internet connectivity, but with access to a CD-ROM drive.

#### **4. Implications of results or findings for achieving the outputs and purpose of the project:**

The project has been successful in identifying and making available both published and unpublished disability-related literature through a publicly accessible information centre (Source), on two databases available on-site and over the Internet (<http://www.asksource.org>), a CD-ROM and a printed directory.

During the project, priority has been given to reviewing and selecting the literature, and making this available on the web-based database and within the Source collection, ensuring that visitors to the centre and those using the Internet are able to access the literature. Once completed, the content of the database has been used to compile a printed directory highlighting key materials and publishers, along with an annotated review signposting other significant sources of disability information – this is currently being printed, and is expected to be available for distribution by the end of December. The database has been adapted and produced as a CD-ROM version, which is currently being tested before making multiple copies – this is expected to be available for distribution by the end of December.

Results of the project have been used in the KaR Programme selection process through Healthlink and CICH staff, and it is proposed to use the completed directory and CD-ROM within the KaR Programme. In this way, the documented literature is contributing to increased understanding of disability work within the KaR Programme.

The project has succeeded in achieving the outputs. The only outstanding products being the printed directory and CD-ROM both of which are nearing the end of the production process; we can see no obstacles to the successful completion of this process.

#### **5 Priority Activities tasks for follow-up in order to pursue the Goal:**

Priority will be given to promoting use of the physical collection, website and database, and distributing the printed directory and CD-ROM, in particular, through Healthlink Worldwide, CICH and Handicap International partners and networks. Promotion is ongoing through Source promotional literature such as leaflet and entries in information centre directories, as well as registering the website with Internet search engines, and encouraging links from other key websites. The process of reviewing and documenting the current literature has enabled us to identify gaps in the disability collection available at Source, and suggestions for additional materials to be collected and documented have been drawn up.

Use of the Source website and database – such as statistics of how many people are accessing it and which country they are from – will be monitored, and there are mechanisms in place to log the number of visitors using the collection. Enquiries received will be monitored to identify further gaps in available literature and assist in signposting to relevant electronic sources where appropriate.

Since this collection and database form part of the Source centre, work will continue on maintaining and updating the materials available here. A significant impact will be made by the recruitment of a part-time Disability Information Officer within Source (funded by Handicap International, UK), who will be responsible for updating and promoting the use of this collection – both physical and electronic – alongside other Source staff.

## 6 Summary of financial expenditure :

### *Personnel and staff costs:*

Team of part-time staff x 132 days @ 150/day	=	19,800
Healthlink staff time: Roger Drew x 2 days @ 400/day	=	800
Folu Mogaji x 3 days @ 350/day	=	1,050
Victoria Richardson x 5 days @ 250/day	=	1,250

### *Other charges:*

Upgrades and maintenance of DB-Textworks software	=	1,600
Contract for hosting of database one website	=	600
Contribution to database software fees	=	1,800
Publication of directory and production of CD-ROM	=	3,000

<i>Sub-total</i>	=	29,900
VAT	=	5,233

<b>TOTAL</b>	=	<b>35,133</b>
		=====

## 7 Name and signature of author of this final report :

Victoria Richardson – Information Systems Officer, Healthlink Worldwide

OUTPUT TO PURPOSE SUMMARY REPORT				
<b>Title:</b> <i>Promoting good practice on disability internationally</i>		<b>Country:</b> <i>International</i>		<b>MISCODE:</b>
<b>Report No.</b> <i>002</i>	<b>Date</b> <i>14 – 11 - 2001</i>	<b>Project start date:</b> <i>05-02-2001</i> <b>Project end date:</b> <i>31-07-2001</i>	<b>Stage of project:</b> <i>Final report</i>	
<b>Project Framework</b>				
<b>Goal statement:</b> <i>To promote the dissemination and wider uptake of examples of disability work, which can be considered to represent good practice</i>				
<b>Purpose statement:</b> <i>To document learning from both published and unpublished literature and make it available through both printed and electronic means</i>				
<b>Outputs:</b> 1. Printed directory of disability resources 2. Directory of disability resources on CD-ROM 3. Information on disability resources available on both DB-Textworks and Unicorn	<b>OVis:</b> Directory available in print  Directory available on CD-ROM  Information available on these databases	<b>Progress:</b> Resources identified and documented. Directory compiled and in process of printing. Expected for distribution end December  Resources identified and documented. CD-ROM created and being tested before multiple copies produced. Expected for distribution end December  Up to 1500 disability-related resources documented on the DB-Textworks database. Data converted to Unicorn database Both databases accessible from the Source website at: <a href="http://www.asksource.org">http://www.asksource.org</a>	<b>Recommendation/actions:</b> Project has proceeded successfully.  Printed directory and CD-ROM were compiled at end of project – as these rely on the background work of reviewing and documenting the literature – and are now nearing end of production process. Expected for distribution end December.	<b>Rating:</b>

4. Increased understanding of disability work used within KaR programme	KaR Programme developed based on understanding gained	Results to date have been used in selection process through Healthlink and CICH staff. Proposed to use the directory and CD-ROM within the KaR Programme		
<b>Purpose:</b> To document learning from both published and unpublished literature and make it available through both printed and electronic means	<b>OVI</b> 1. Lessons learned in this literature are well documented and made available. 2. Number and type of people using these materials	<b>Progress:</b> 1. This project has developed an extensive collection – both physical and electronic – of disability resources which are well documented and accessible to a range of users 2. The collection and the two web-based databases are in use by Healthlink Worldwide staff, CICH and ICH staff, international students and partners, KaR PMC staff, and other NGOs and individuals visiting the Source centre and the website. Promotion of the printed directory and CD-ROM is being carried out through Healthlink Worldwide, CICH and Handicap International partners and networks.	<b>Recommendations/action</b> 1. Promotion of physical collection, web-based databases, directory and CD-ROM prioritised. Mechanisms for monitoring use being developed 2. Initial indications are that participating disability projects are keen to learn from existing experience	