

EUROPEAN **YOUTH** PARLIAMENT



March 2023

ADMINISTRATIVE **ACCESSIBILITY** GUIDELINES

Prepared By :

Akeno de Baróid

Safe Core Team



FOREWORD

Currently, the European Youth Parliament (EYP) has no uniform guidelines specifically targeting administrative accessibility. Thanks to the colour palette and font carefully selected by the [EYP Style Guide](#), the corporate identity of EYP is cohesive with the guidelines on the next pages.

With the assistance of these Administrative Accessibility Guidelines, we want to support you in your efforts of effectively communicating to both the EYP Network and outside world, create an accessible space and alert us to the many different things we can do as an organisation.

As per the [EYP Strategy 2021-2025](#), we are "a network that pushes for inclusion and accessibility". The following pages include individual and network-wide implementations supporting this Strategy and universal accessibility standards as seen today.

These documentation formatting guidelines have been drafted by, Akeno de Baróid, a member of the [Safe Core Team](#), on behalf of the internal structures of the European Youth Parliament, including, but not limited to the:

- **Governing Body (GB)**
- **International Office of the EYP (IO)**
- **Board of National Committees (BNC)**
- **National Committees**
- **Working Groups**

If you have any questions, please do not hesitate to contact the Safe Core Team via sct@eyp.org.

TABLE OF CONTENTS

Foreword [1](#)

Table of Contents [2](#)

Glossary

Documents and Other Text [4 - 7](#)

- Fonts
- Links
- Images
- Colour
- Other Text File Basics
- Presentations

Websites [8](#)

- Images
- User-Controlled Features
- Clarity

Online Meetings [9](#)

Social Media and Other Visual Content [10](#)

Resources [11 - 12](#)

Examples [13 - 18](#)

- The Dos
 - Recommended Colour Combinations
 - Example of Accessible Text
 - Examples of Alternative Text
- The Don'ts
 - Inaccessible Colour Combinations
 - Inaccessible Text

GLOSSARY

Accessibility Bar

A tool which enables a user to change the background colour of the website, the text size, and to access a spoken version of the text.

Alternative Text

More commonly known as Alt Text; a description attributed to images that describe the nature and/or content of said images.

Sans Serif Fonts

Fonts that are generally rounder and do not have extending features at the end of strokes, allowing for readers to be able to more clearly read text.

Screen Reader

A software application that enables people with severe visual impairments to use a computer

WCAG Levels

Web Content Accessibility Guidelines (WCAG) are classified into three levels of conformance to meet the needs of different groups and situations: **A (lowest)**, **AA (mid-range)**, and **AAA (highest)**. Conformance at higher levels indicates conformance at lower levels.

For example, by conforming to AA, a website meets the A and AA conformance levels. Level A sets a minimum level of accessibility and does not achieve comprehensive accessibility for many circumstances. For this reason, **we recommend Level AA for all Web-based information.**

The WCAG document **does not recommend that Level AAA conformance be required as a general policy** for entire sites because it is impossible to satisfy all Level AAA success criteria for some content. See [Understanding Levels of Conformance](#) and [Conformance Requirements](#).

DOCUMENTS AND OTHER TEXT

For **text heavy files** such as Google Docs or Microsoft Word, there are a number of measures we can take to improve the legibility of our documents for any kind of reader. Additionally, **presentation files** such as Google Slides or Microsoft PowerPoint can also be made more accessible for readers.

Fonts

Note: Please refer to the [Style Guide](#) that states the corporate font is the *Source Sans Pro*. This font can be downloaded from the [Members Platform](#).

It is best to use ‘**sans serif**’ fonts, which are generally cleaner and more precise and do not have decorative strokes that finishes off the end of a letters stem. This allows for readers to read text with more easily.

Examples of sans serif fonts include:

- Source Sans Pro
- Aileron
- Arial
- Calibri

As for the size of the font, it is easier to read 12 point text and above.

This is regarded as **normal text**.

Large-scale text is defined as 14 point and bold or larger, or 18 point or larger.

Links

Descriptive links that explain their purpose, rather than vague directions such as “Click Here” instead of “Contact Us”. When using hyperlinks, we recommend underlining the text that is connected to the link as this notifies the reader that it is different to plain text. However, we do not recommend underlining text in general as it can be difficult to read.

DOCUMENTS AND OTHER TEXT

Images

When using images, they should be described with **alternative text**, **especially infographics** or images with clearly expressed meanings that are relevant to the text.

Purely decorative images should be marked as decorative in alternative text. These images are unnecessary for information purposes but nonetheless they should have a description to include all readers.

Colour

Key points should be highlighted in **bold**, *italics* or **enlarged** text sizes, and can also be accentuated by marking phrases with words such as 'Important' next to it. When key points are emphasised in only colour, this can be exclusive to colour-blind or other visually impaired readers.

When choosing to use colour in your texts, it is essential to have clearly **contrasting colours**. We should adhere the advice of the W3C's [Web Content Accessibility Guidelines \(WCAG\)](#) international standard. The World Wide Web Consortium (W3C) recommend that text should have a contrast ratio of **at least 4.5:1 for normal text, at least 3:1 for large-scale text, and at least 3:1 for graphics and user interface components**.

Note: Colour contrast is a very important readability consideration for anyone with visual difficulties. According to the [Web Aim Contrast Checker](#), some of the Network's colour combination options are not accessible. Using the checking tool will ensure that our choices are accessible in the future.

DOCUMENTS AND OTHER TEXT

Other Text File Basics

When using **tables for data**, include a heading row, avoiding starting the first row with data. This helps categorise information and not confuse the reader.

When possible, add **Suggestions or Comments** to your documents, instead of writing notes in the document itself. This allows for a streamlined reading process without mistaking material for random notes.

Alignment of text to the left, avoiding justification. This avoids inconsistent spaces between words and an easier flow of text.

Use **numbered or bullet-point lists** when making list. Also use **navigation landmarks** such as, headers, footers, page numbers, and page counts to break up text so that it is easier to pinpoint information.

Use **headings** to organise your document, specifically using heading formats can create an easy table of contents or often, programmes have a built-in automatic heading tab that appears on the left.

Increased **line spacing** can assist in a more fluid and clear reading. Line spacing of 1.5 - 2 can improve overall accessibility.

Wider **letter spacing** is also recommended for accessible reading, we recommend a letter spacing of 120 when possible.

Avoid excessive or clustered use of **bold** and *italic* text. They can be useful to highlight importance, but if they are used for a lot of text, it defeats the purpose of drawing attention to specific information.

DOCUMENTS AND OTHER TEXT

Presentations

- Each slide must have a unique and meaningful slide title.
- Slide headings - font sizes must be 36-44 point.
- Main text type should be **Source Sans Pro**, the corporate sans serif font of EYP, ([see above](#)).
- Main font size should be at least 24-28 point.
- Minimum font size is 24 point.
- Maximum 6-8 lines of text per slide.
- Avoid transitions and animations.
- Tables, charts and graphs should have their own slides.
- Avoid excessive use of ALL CAPS as they can be difficult to read.
- Slides should have captions where possible.
- Share a presentation in HTML view: This allows your whole presentation to be displayed as a single, scrollable HTML page instead of multiple separate ones.

WEBSITES

Images

As listed [above](#), images should be described using alternative text. Many people with visual impairments have access to software that reads alternative text to the user, so that they are enabled to know what images are on the site, and what function they serve, such as illustrating a particular point, or being purely decorative.

User-Controlled Features

The inclusion of an Accessibility bar allows colour contrast, font size etc. to be altered remotely by the disabled person. We recommend [ReachDeck](#), if we were to improve the accessibility of our websites. ReachDeck includes not only a Toolbar, but also an Auditor and an Editor feature making it an all-in-one for versatile accessibility.

The ability to navigate the website using only the keyboard, to allow for those with visual impairments using screen readers to use the website without the confusion of a mouse. For example, using 'Tab' to navigate the menu, and other command keys. Accessibility bars can also translate text, extract text from images, and convert text files to MP3 files.

Note: This does not mean that other users cannot use a mouse.

Clarity

Aside from the [Document and Other Text](#) guidelines, websites can improve on clarity by including:

- Captioned videos with transcripts attached below;
- A mixture of shape, text and colour avoiding the sole use of colour for emphasis, and;
- Information published directly to the website, avoiding buried downloads.

ONLINE MEETINGS

This section deals with online meetings and focuses mainly on Zoom and Google Meets, but these guidelines should be adapted to suit other preferred meeting platforms.

Meeting notes sent out preceding a meeting. This allows attendees more time to process information more deeply. By including things like more detailed agendas, for example, all attendees are more closely included in the decision-making processes.

If possible, **attendees should have the choice** as to whether they have their cameras switched on or off during meetings. Meeting hosts must have empathy around this, as there may be a variety of reasons why this is not possible for an attendee.

To cut back on the number of interferences for other attendees, individuals with **distracting backgrounds**.

- **On Zoom**, this can be changed during or preceding a meeting by selecting the background option and choosing the blur option.
- **On Google Meet**, this can only be done during the meeting by pressing the ellipses on the bottom right hand corner, selecting backgrounds and choosing the blur options that are displayed above the other background options.

Attendees should speak clearly and slowly to allow those using **closed captions** to follow the line of conversation.

- **On Zoom**, Closed Captions are on the bottom bar.
- **On Google Meet**, press the ellipses on the bottom right hand corner and select “Closed Captions”.

Note: The Online Meetings guidelines can be applied to more interactive settings such as online sessions and training done across the Network.

SOCIAL MEDIA AND OTHER VISUAL CONTENT

The Network uses Twitter, Instagram, Facebook, LinkedIn, TikTok, and other social media platforms to convey media projects and other general information about the organisation. It is important that every social media post produced by us can be accessed by visually impaired persons and audio impaired people who may use screen readers.

When using handles, they should be separated by words, instead of clustered together.

For example: Today representatives of @eyp_network visited @corkcitycouncil.

As opposed to: Today representatives of EYP Network visited Cork City Council @eyp_network @corkcitycouncil.

We recommend using more structured Hashtags as they are easier to read.

For example: #SafeCoreTeam

As opposed to: #safecoreteam

Other things that we should consider when uploading to social media:

- Like aforementioned:
 - All necessary images should have alternative text.
 - Colour contrast should be a ratio of at least 4.5:1 for normal text and at least 3:1 for large-scale text.
- When posting videos, caption them clearly, and attach transcripts below.
- Text that is placed on graphics must also be placed in the captions, this functions much like alternative text.
- Main text on Instagram or other image based social media graphics must be 24-28 point.
- Headings on Instagram or other image based social media graphics must have a separate post/slide. This prevents confusion for screen readers and similar resources that may not perceive a difference between headings and text on the graphics.

RESOURCES

[Web Content Accessibility Guidelines \(WCAG\)](#)

The World Wide Web Consortium (W3C) develops international Web standards. Their internal working group, Accessible Platform Architectures (APA), aids in setting online accessibility standards.

[Write good Alt Text to describe images](#)

Harvard University's Digital Accessibility Services (DAS) have made a few resources available for content creators and developers in areas such as images and media.

[Facebook](#)

There is a specific Accessibility sub-page on Facebook's help page.

[Accessibility for Google Docs, Sheets, Slides, & Drawings](#)

Google Docs Editors Help provides a number of useful step-by-step instructions for incorporating screen readers, braille devices, screen magnification, and other options into your Google files.

More Google accessibility resources:

- [Creating Accessible Google Drive Documents](#)
- [Make your presentation or document more accessible](#)
- [How to add alt text to google charts](#)
- [Google Workspace admin guide to accessibility](#)

[Instagram](#)

Instagram have a helpful blog entry entitled 'Improved Accessibility Through Alternative Text Support'.

[Twitter](#)

There is a sub-page on the Twitter Help Center called, 'How to make images accessible for people'.

[Web Contrast Checker](#)

An online tool that aids you in checking the colour contrast of foreground and background colours.

RESOURCES

[Canva](#)

Canva Help Center has a sub-page on its accessibility features. You can add alternative text, translate your designs, enable video captions, and more.

[Digital Accessibility Foundations Free Online Course](#)

Free training course provided by the W3C, optional certificate available.

EXAMPLES

There are a number of ways we can use the Administrative Accessibility Guidelines in our work across the Network. This section of the guidelines is based on how to incorporate accessibility into existing structures and content creation.

The Dos

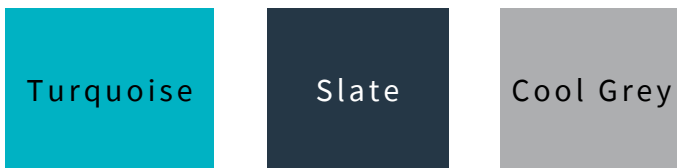
The Network has some notable primary and secondary colours (see the [EYP Style Guide](#) for more information). It is important to use these colours correctly so that the visibility and contrast is optimal.



The Network's primary colours.



The Network's accent colour.



The Network's secondary colours.

Recommended Colour Combinations



The the colour contrast between Yellow and Indigo achieves a **contrast ratio of 6.07:1**.



The the colour contrast between Yellow and Slate achieves a **contrast ratio of 8.73:1**.

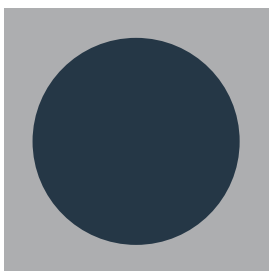
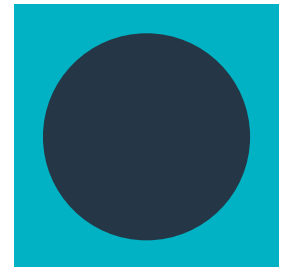


EXAMPLES

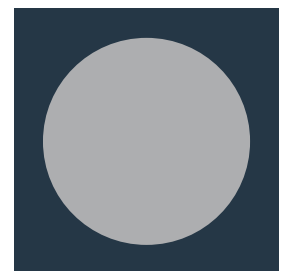
Recommended Colour Combinations



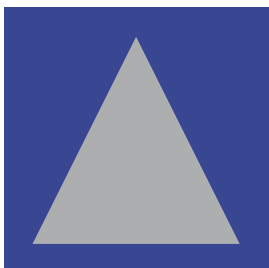
The the colour contrast between Turquoise and Slate achieves a **contrast ratio of 4.75:1**.



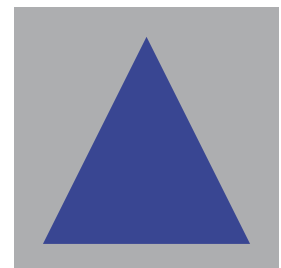
The the colour contrast between Slate and Cool Grey achieves a **contrast ratio of 5.51:1**.



The following colour combinations are only suited to **large-scale text** and **graphics and user interface components**.



The the colour contrast between Indigo and Cool Grey achieves a **contrast ratio of 3.83:1**.



The the colour contrast between Blue and Slate achieves a **contrast ratio of 4.07:1**.



The the colour contrast between Indigo and Turquoise achieves a **contrast ratio of 3.3:1**.

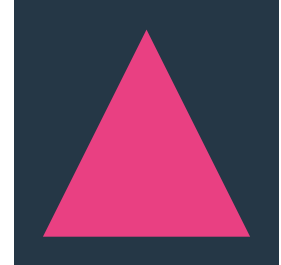


EXAMPLES

Recommended Colour Combinations



The the colour contrast between Slate and Pink achieves a **contrast ratio of 3.22:1**.



Example of Accessible Text

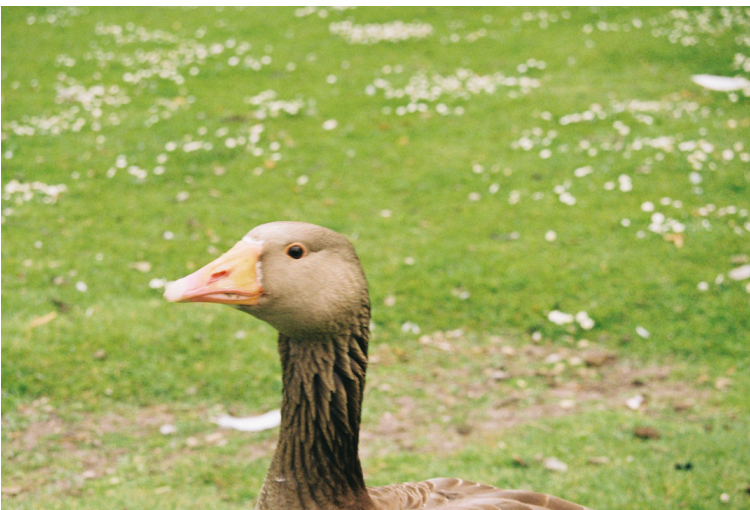
The text used for these guidelines is considered widely accessible. The font is a **sans serif** font, the size of the text is **12 point**, the **line spacing is 1.5**, and the **letter spacing is 120**.

Titles, headings and other important text are **enlarged** or in **bold**.

Examples of Alternative Text

Below is a photograph of a goose. There is alternative text attached to this image so that screen readers and other aids can describe the goose and its surroundings to visually impaired people. Next to the photograph is an example of what to write as alternative text.

Note: This photograph has a specific purpose, but if it did not, it would simply be marked as decorative.



An image of a brown goose with a pinkish-orange bill. This is also known as a Greylag Goose. The goose is only visible from the base of its neck. In the background, there is green grass, a dirt patch, some brown leaves, and a few clusters of daisies.

EXAMPLES

Examples of Alternative Text

For this example, there is a very simple graphic of a fun goose fact. There is alternative text attached to the graphic so that screen readers and other aids can describe the elements on the graphic and identify any text on the graphic to visually impaired people. Next to the graphic is what is attached as alternative text.

Note: Graphics typically a specific purpose and text, but if they did not, they would simply be marked as decorative.

Did you know that geese have strong affections for others in their group?



If a goose gets sick or is wounded, a couple of other geese may drop out of formation to help and protect him.

Graphic with Yellow goose line art on an Indigo heart background in the centre. At the top there is white text on a Blue background. At the bottom there is Slate text.

[**Image ID:** Graphic with Yellow goose line art on an Indigo heart background in the centre. At the top there is white text on a Blue background that reads, “Did you know that geese have strong affections for others in their group?”. At the bottom there is Slate text that reads, “If a goose gets sick or is wounded, a couple of other geese may drop out of formation to help and protect him.”. **End ID**]

On Canva, the character limit is 250, therefore the alternative text attached does not fully describe the graphic to the user. In this case, we can write alternative text under, above or next to the graphic. We can also use footnotes or other citation methods to add alternative text in these circumstances.

EXAMPLES

The Don'ts

This sub-section is to highlight examples of **inaccessible content** that should be avoided when possible.

Inaccessible Colour Combinations

Indigo and Blue have a colour contrast ratio of 2.83:1.

Indigo and Slate have a colour contrast ratio of 1.43:1.

Indigo and Pink have a colour contrast ratio of 2.23:1.

Yellow and Blue have a colour contrast ratio of 2.14:1.

Yellow and Turquoise have a colour contrast ratio of 1.83:1.

Yellow and Cool Grey have a colour contrast ratio of 1.58:1.

Yellow and Pink have a colour contrast ratio of 2.71:1.

Blue and Turquoise have a colour contrast ratio of 1.16:1.

Blue and Pink have a colour contrast ratio of 1.26:1.

Blue and Cool Grey have a colour contrast ratio of 1.35:1.

Turquoise and Pink have a colour contrast ratio of 1.47:1.

Turquoise and Cool Grey have a colour contrast ratio of 1.15:1.

Pink and Cool Grey have a colour contrast ratio of 1.71:1.



EXAMPLES

Inaccessible Text

This is an inaccessible text list: There are no bullet points making it hard to identify the different points, some of the text is too small, some of the text is not spaced correctly, the alignment is also not ideal, colour is relied on in one of the texts, if this text was white the colour contrast would be completely inaccessible, some of the text is in all caps which is hard to read, some of the text is all in italics, the last text is underlined.

This text is too small. The size of this text is only 10 point.

This text is using a line spacing of 1 and a letter spacing of 0 which limits the space between the characters.

This text is using the justified alignment which makes the word spacing inconsistent.

This text has important information but is only relying on colour to convey its importance.

THIS TEXT IS IN ALL CAPS AND IT DOES NOT HIGHLIGHT ANY IMPORTANT DETAILS OF THE TEXT.

This text is in all italics. It does not highlight any important details of the text and is quite difficult to read for some readers.

This text is completely underlined. It does not contain any hyperlinks.