

# Accessible Books Consortium

*Bringing books to  
persons with print disabilities*

## Guide to Submitting an ABC Application Form for Training and Technical Assistance

### Introduction

This document provides guidance to organizations that are considering an application to the World Intellectual Property Organization (WIPO) for “capacity building” assistance for the production and distribution of accessible books to people who are blind, visually impaired or otherwise print disabled (“the print disabled”). This assistance is provided within the context of Accessible Books Consortium (ABC) activities. ABC is a multi-stakeholder partnership led by WIPO and includes organizations that represent persons with print disabilities, such as the World Blind Union, libraries for the print disabled, and organizations representing authors, publishers and collective management organizations. The ABC Secretariat, which manages ABC activities, is located at WIPO Headquarters in Geneva, Switzerland.

ABC is committed to increasing the number of accessible books in the hands of people with print disabilities. Helping organizations in developing and least developed countries to build their capacity to produce and deliver such books is one of its core activities.

The ABC model for capacity building includes training, technical assistance and funding for the production of educational materials in national languages to be used by primary, secondary and university students who are print disabled. Projects are normally for a duration of 12 months.

Partners in developing and least-developed countries selected for ABC capacity building projects are encouraged to promote collaboration among all relevant stakeholders, including government agencies and commercial publishers, to ensure enhanced awareness about the production of materials in accessible formats. In this manner, ABC seeks to ensure the sustainability of accessible book production in the country where a project has been implemented.

More information is available about ABC at [www.AccessibleBooksConsortium.org](http://www.AccessibleBooksConsortium.org)

Please note that WIPO is not in a position to fund all applications received. The ABC Secretariat will therefore review, evaluate and short-list the applications submitted prior to making a final decision with respect to funding.

In order to process applications fairly and efficiently for all concerned, we ask organizations interested in submitting applications to read the “Five Stage Process” that is set out below.

### ABC Capacity Building “Five Stage Process”

#### Stage 1 – Eligibility Criteria of Applicants

WIPO is interested in receiving applications for capacity building projects from organizations (or partnerships of organizations) based in developing or least developed countries. Geographical balance will be considered when evaluating applications.

Please check that your organization and partners satisfy the eligibility criteria set out below. In a partnership proposal, we require one organization to take the lead as the main project manager and interlocutor with the ABC Secretariat.

To be eligible, the organization (and its proposed partners where applicable) should:

- a) be located in a developing or least developed country;
- b) represent or serve people who are blind, visually impaired or otherwise print disabled;
- c) have some experience in, or a promising basis for, producing accessible format books;
- d) demonstrate how the organization will engage with other stakeholders in the country, such as publishers, department(s) of education, the intellectual property or copyright office, to implement the objectives of the Marrakesh Treaty, thereby working towards the sustainability of accessible book production activities in the foreseeable future; and
- e) have the ability to meet contractual obligations and deadlines.

### Stage 2 – Complete the ABC Application Form

If you meet this eligibility criteria and wish to be considered for ABC training and technical assistance, please complete the attached “ABC Application Form” and send it to [Accessible.Books@wipo.int](mailto:Accessible.Books@wipo.int) by December 31, 2019.

The ABC Secretariat will consider applications ranging from USD 20,000 to 50,000 for a 12-month period.

Please elaborate on the proposed activities to be funded in Section D of the Application Form, including a breakdown of costs. Activities for which funding may be provided include:

- a) The production of books in accessible formats. Please elaborate on the number of books, the languages and types of books that you propose to produce over a 12 month period. Preference will be given to educational materials and school books. Please provide best effort estimates of the number of staff required to produce the proposed number of books and provide their estimated monthly remuneration. Please note that WIPO cannot fund the purchase of computers or any IT equipment to assist with accessible book production.
- b) The cost of renting an appropriate venue with computers, projectors, etc. so that ABC trainers can provide training in the latest accessible book production techniques in a suitable environment. Please elaborate on the number of persons that will require training. Please note that ABC will cover the actual training costs in accessible book production. In other words, you do not need to include a budget for the remuneration of the expert trainer(s) responsible for providing training and technical assistance.
- c) Reading devices for use in schools or libraries for the blind by students who are print disabled. Please elaborate on the number and types of reading devices, and the cost per device.
- d) The provision of training for end-users on how to use reading devices. Please elaborate on the number of end-users to be trained, and on which reading devices. Please estimate the costs for a trainer, renting an appropriate venue and other related costs, where relevant.
- e) Awareness raising seminar on the Marrakesh Treaty, where relevant, and the “right

to read” of people who are print disabled. Such seminars could target relevant stakeholders in the country such as representatives from publishers, libraries, department(s) of education and the intellectual property or copyright office. Please provide the cost of renting an appropriate venue, and other related costs, where relevant.

### Stage 3 – Evaluation

Applications will be evaluated by the ABC Secretariat. If short-listed, the organization (and its partners) will be invited to move to the fourth stage of the process where you will be required to provide additional information.

### Stage 4 - Project Development

Once an organization is short-listed, the ABC Secretariat will assist the organization in developing a detailed project work plan and a comprehensive budget to ensure that lessons learned from other projects and international best practices have been considered. This may involve an extensive consultative process between the ABC Secretariat and the organization (and its partners).

### Stage 5 – Signing of Contract with WIPO

Once a project is selected for funding, a contract is then signed between WIPO and the organization. It is only at this point that the project becomes active and can start. Please note that funding is provided only after confirmation that deliverables as set out in the contract have been met.