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PLANNING CHECKLIST
Using the Washington Group Questions in Humanitarian Action

This is a checklist to support with the planning of adding the Washington Group Questions (WGQs) into a data collection tool in humanitarian action. It complements the e-learning (Module 3 part 2) on *Collecting Data for the Inclusion of Persons with disabilities in Humanitarian Action*. Find out more about the learning resources on our **website**.

Planning to use the WGQs*

STEP 1

- ☑ Identify the objective for collecting data using the WGQs
- ☑ Select the set of WGQs to use
- ☑ Identify the relevant entry points in the Project Cycle Management
- ☑ Select data collection tool to be used/ adapted according to the entry point and objective
- ☑ Identify programme indicators that will be informed by the data collected

Adapting data collection tools and processes to include the WGQs*

STEP 2

- ☑ Do not change the questions – including the response categories. If modifications to the questions are needed because of the context (such as reviewing the examples embedded in the questions), make these changes to the questions as part of the planning phase
- ☑ Insert the selected set of questions into the demographic section of the questionnaire
- ☑ Remove any filter questions or references to "disability" preceding the WGQs
- ☑ If the questionnaire will be asked at household level, or the head of household will answer on behalf of other members, review how the questions are asked*
- ☑ Before adding questions on temporality or causality of disabilities, reflect on if this information is needed for the objective of collecting the data.* If they are added, they should be asked **after** the WGQs. For example, if people say they have a lot of difficulty walking they could be asked how long they have had these difficulties and/or how long they expect to have them. However it is important these questions are asked after all the WGQs have been asked, not after each question
- ☑ Reflect on if it is necessary to collect complementary information (such as barriers, facilitators or risks) in addition to the WGQs for inclusive programing**. These might be added to a different section of the questionnaire
- ☑ Ensure the Information Management System has been, or can be adapted for the WGQs
- ☑ Make any necessary adjustments for sample size

Administration of the WGQs

STEP 3

- ☑ Train the enumerators on how to ask the WGQs, and refresh this training as new enumerators join the data collection **(refer to training pack for enumerators)**
- ☑ Consider capacity building for programme and technical staff on the planning and use of the WGQs **(refer to the e-learning as an entry point)**
- ☑ Request any existing translations from the WG directly, and where absent, take care to follow the steps of the translation protocol to mitigate data comparability issue **(details on WG website)**

* For more information on this review module 3
** For more information on this review module 4