SITRA

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Guidelines on accessibility for Sitra's co-operation partners

Building the future belongs to everyone. For this reason, communications must be easy to read and understand for all our audiences. When planning and creating our digital content, it is important to consider the needs of those with impaired hearing or eyesight, dyslexia or some other functional limitation.

Sitra is bound by law to observe the Act on the Provision of Digital Services and the Directive (2016/2102) on the accessibility of the websites and mobile applications of public sector bodies. Accessibility is part of promoting equality, and therefore we expect our partners to observe similar rules on accessible digital communications.

This means that all content created during a project or as a project outcome must comply with the criteria laid down in the above regulations. This content includes publications, blogs, videos, PowerPoint presentations, forms, websites and mobile applications.

Accessibility means that:
- All materials produced are written or spoken in clear language.
- Online materials (such as publications, blogs, PowerPoint presentations and invitation forms) should be compatible with screen-reader software (e.g. photos, graphs and charts include alternative texts) and laid out with a sufficiently large font size and appropriate colour contrasts. Red and green are not used in the same graph.
- Stream recordings are subtitled within 14 days of original release.
- A written version of all audio or video content is provided (for example, a podcast is also published as an article and all videos have subtitles excluding stream recordings that are online for less than 14 days).
- Images on social media are posted with alternative texts and videos are subtitled.
- If any project funded by Sitra creates its own website or mobile application, the development and annual running costs of which are at least 50% covered by Sitra, then this project and any associated sites or apps must also comply with the statutory accessibility criteria.

More detailed instructions on the production of materials are available at the website saavutettavasti.fi provided by Celia, the national centre for accessible literature and publishing in Finland. With InDesign files, for example, the Adobe guidelines for accessible PDF files are also useful.