

# Information pack for people taking part

*This template is designed to help populate an information pack for people taking part. It is based on work with autistic people and people with learning disabilities.*

## Vision

Where in policy or strategy the vision for the work can be found.

## How the work was agreed

- How was it identified?
- How did people get involved?
- How will it link to other projects?

## How we work together

- Who is involved?
- What are the fundamentals, for example:
  - A Human Rights Approach is adopted in line with the United Nations Convention on the Rights of Persons with Disabilities
  - The work is evidence-based
  - The work will be co-produced by people with lived experience. This is a collaborative approach
  - The language used has been agreed with people with lived experience taking part and is used consistently
  - Feedback to everyone involved is provided regularly

## The meetings

- What communication support is provided for people with communication support needs and for other people in the room to support inclusive communication for all?
- Does the meeting facilitator have the experience and skills to support the different people in the meeting to communicate and work effectively together?
- How are disagreements dealt with?
- How will you help people feel safe enough to ask questions?

A [\*meetings guidance template\*](#) is available.

## Where are we now?

Add a graphic or information showing the progress of the work. This could include a list of activity such as:

What happened and when:

Date	Activity

## Roles and responsibilities

Description of the different roles and the responsibilities of the role, including decision making. For example:

Role	Description
Driver	<p>Drivers are the people with lived experience who are at the centre of the work. They are autistic people and people with a learning disability and are being called the 'Drivers' in this process.</p> <p>The Autism Drivers are members of the Autism Advisory Forum. The Learning Disability Drivers are members of The Assembly.</p> <p>The Drivers will inform all recommendations to Ministers and COSLA.</p> <p>The Drivers will take an advisory role and will be supported to lead and develop the vision.</p>
Allies	<p>Allies are people who have an interest in or experience of championing the human rights of autistic people or people with a learning disability and who are committed to working together with those people with lived experience to highlight the issues affecting them and support them to make real, lasting change in their lives.</p>

## Priority areas

- What are the priority areas agreed by the lived experience groups on the topic?
- How these priorities were agreed

## Communications

Who has a communication role and who is responsible for sending updates and information:

Who	Communications role
Inspiring Scotland Autism team	Communications with autistic Drivers – emails, working group meeting papers and thank you payments. Updates to people with an interest in the work.

## Other policy areas engagement routes

There are many other things affecting people with learning disabilities and autistic people. If people with lived experience want to get involved in other policy areas the ways to do this for the following topics are:

What	Who to contact