

EN
ANNEX

MODEL ACCESSIBILITY STATEMENT

Instructions

Text in italics should be deleted and/or changed as appropriate by the public sector body.

All endnotes should be deleted before publication of the accessibility statement.

The accessibility statement should be easy to find for the user. A link to the accessibility statement should be prominently placed on the homepage of the website or made available on every web page, for example in a static header or footer. For mobile applications, the statement should be located as indicated in the third subparagraph of Article 7(1) of Directive (EU) 2016/2102. The statement may also be available from within the mobile application.

Section 1 Mandatory content requirements

ACCESSIBILITY STATEMENT

[Name of public sector body] is committed to making its *[website(s)] [and] [mobile application(s)]* accessible, in accordance with *[national legislation transposing Directive (EU) 2016/2102 of the European Parliament and of the Council¹]*.

This accessibility statement applies to *[insert scope of statement, e.g. website(s) / mobile application(s)ⁱ to which the statement applies, as appropriate]*

COMPLIANCE STATUSⁱⁱ

(a)ⁱⁱⁱ [This] [These] [website(s)] [mobile application(s)] [is] [are] fully compliant with [xxx^{iv}].

(b)^v [This] [These] [website(s)] [mobile application(s)] [is] [are] partially compliant with [xxx^{vi}], due to the non-compliance(s) listed below.

(c)^{vii} [This] [These] [website(s)] [mobile application(s)] [is] [are] not compliant with [xxx^{viii}]. The non-accessible [sections/content/functions] are listed below.

NON-ACCESSIBLE CONTENT^{ix}

[Describe which section(s)/content/functionality(ies) of the website/mobile application are not yet accessible]^x.

[Explain why the content indicated above is not accessible: for example, the content is outside of the scope of the national legislation transposing Directive (EU) 2016/2102, or the content

¹ Directive (EU) 2016/2102 of the European Parliament and of the Council of 26 October 2016 on the accessibility of the websites and mobile applications of public sector bodies (OJ L 327, 2.12.2016, p. 1.)

is in scope but momentarily not accessible due to disproportionate burden within the meaning of Article 5 of Directive (EU) 2016/2102, for instance]

[Indicate accessible alternatives, where appropriate]

PREPARATION OF THIS ACCESSIBILITY STATEMENT

This statement was prepared on *[date^{xi}]*

[Indicate the method used to prepare the statement (see Article 3(1) of Commission Implementing Decision .../...-OP to insert the number of this Decision)]

*[The statement was last reviewed on *[insert date of latest review^{xii}]*]*

FEEDBACK AND CONTACT INFORMATION

[Provide a description of the feedback mechanism to be used to notify the public sector body of any compliance failures and to request information and content excluded from the scope of the Directive].

[Provide the contact information of the relevant entity/unit/person (as appropriate) responsible for accessibility and for processing requests sent through the feedback mechanism].

ENFORCEMENT PROCEDURE

[Provide a description of the enforcement procedure to be used in the case of unsatisfactory responses to any notification sent in accordance with Article 7(1) (b) of the Directive].

[Provide contact information of the relevant enforcement body].

Section 2 Optional content

The following optional content may be added to the accessibility statement as deemed appropriate:

- (1) a link to an evaluation report;
- (2) an explanation of the public sector body's commitment to digital accessibility, for example:
 - its intention to reach a higher level of accessibility than required by law;
 - the remedial measures that will be taken to address non-accessible content of websites and mobile applications, including a timeline for putting those measures into effect;
- (3) formal endorsement (at administrative or political level) of the accessibility statement;

- (4) the date of the publication of the website and/or the mobile application;
- (5) the date of the last update of the website and/or mobile application following a substantial revision of its content;
- (6) phone assistance for persons with disabilities, and assistive technology users support;
- (7) any other content deemed appropriate.

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- i For mobile applications, please include version information and date.
 - ii Choose one of the options below, e.g. a), b), or c) and delete those not applicable.
 - iii Select a) only if all requirements of the standard or technical specification are fully met without exceptions.
 - iv *Insert reference to standards and/or technical specifications; or reference to national legislation transposing the Directive*
 - v Select b) if most requirements of the standard or technical specification are met, but with some exceptions.
 - vi *Insert reference to standards and/or technical specifications; or reference to national legislation transposing the Directive*
 - vii Select c) if most requirements of the standard or technical specification are not met.
 - viii *Insert reference to standards and/or technical specifications; or reference to national legislation transposing the Directive*
 - ix Can be deleted if not applicable.
 - x Describe in non-technical terms, as far as possible, how the content is not accessible, including reference(s) to the applicable requirements in the relevant standards and/or technical specifications that are not met; e.g.:

‘The login form of the document sharing application is not fully usable by keyboard (requirement number XXX (if applicable))’
 - xi Insert date of the first preparation, or a subsequent update, of the accessibility statement following an evaluation of the websites/mobile applications to which it applies. It is recommended that an evaluation is carried out and the statement updated following a substantial revision of the website/mobile application.
 - xii It is recommended that the claims made in the accessibility statement are reviewed as regards their accuracy on a regular basis, and at least once per year. If such a review has taken place without a full evaluation of the website/mobile app, whether or not such a review has led to any changes in the accessibility statement, please indicate the date of the last such review.