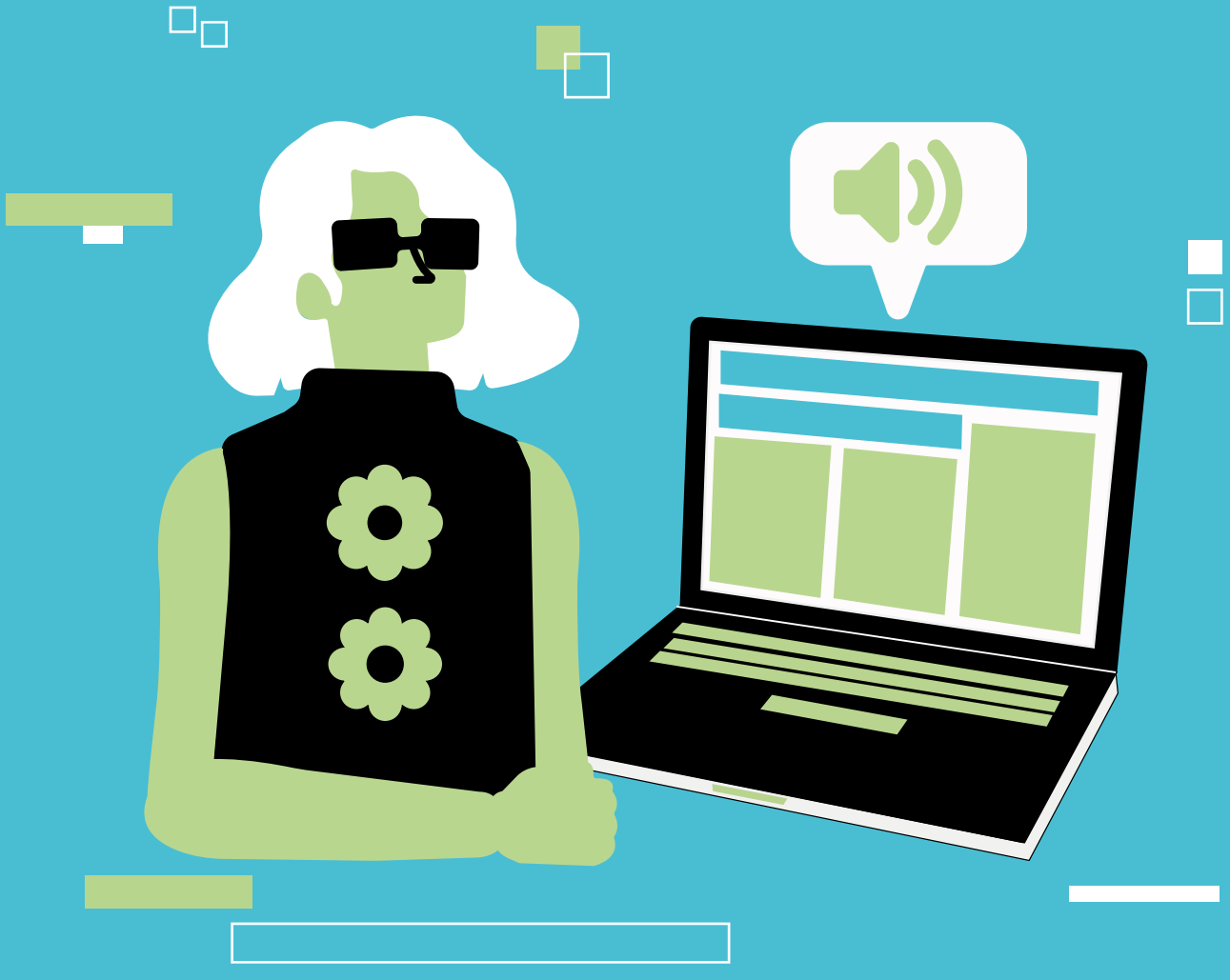
center for inclusive policy

Working with the Organisation for Economic Cooperation and Development's Disability Marker for Official Development Assistance

Guide for Screen Reader Users



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Acknowledgements

It would not have been possible to produce this guide without two very detailed Microsoft resources:

[1] Microsoft's online Excel guidance for screen reader users[1]. In places, this guide uses whole sequences of steps from Microsoft's guidance (but with details added to show how the steps apply to the ODA data).

[2] Microsoft's Disability Answer Desk[2]. The author is particularly grateful for extensive advice from two disability answer desk agents, Sharmine and Raffy.

Further very helpful guidance came from accessibility website, Sharon's Shortcuts[3].

The guide also draws on general (non-screen reader-specific) Excel guidance, including from Microsoft[4], Excel Campus[5] and Excel Easy[6], and on advice about the Creditor Reporting System database from Anthony Kiernan (OECD).

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The guide takes inspiration from an earlier project for CBM Global Disability Inclusion (CBMG), which involved working with disability advocates to analyse ODA data[7]. Particular thanks to Dr Adebukola Adebayo (independent), Rosario Galarza (International Disability Alliance), Dr Mary Keogh (CBMG) and José Maria Viera (International Disability Alliance) for insights shared during this process. Warm thanks too for advice from Alexandre Côte (UNICEF) and Dr Kamal Lamichhane (University of Tsukuba).

[1] Microsoft, n.d., "Screen reader support for Excel" (and related pages), accessed in March and April 2026. https://support.microsoft.com/en-au/office/screen-reader-support-for-excel-0976b140-7033-4e2d-8887-187280701bf8

[2] Microsoft, n.d., "Get support from the Disability Answer Desk". Chat service accessed in April 2026. https://www.microsoft.com/en-gb/accessibility/disability-answer-desk

[3] Sharon's Shortcuts, n.d., "Excel spreadsheets without the mouse" (and related pages), accessed in March 2026. https://sharons-shortcuts.ie/excel-without-the-mouse/

[4] Microsoft's Excel support pages are available at the following link (last accessed in April 2026): https://support.microsoft.com/en-gb/office/what-is-excel-94b00f50-5896-479c-b0c5-ff74603b35a3

[5] Excel Campus' tutorials are available at the following link (last accessed in April 2026): https://www.excelcampus.com/blog/

[6] Excel Easy's support home page is available at the following link (last accessed in April 2026): https://www.excel-easy.com/

[7] CBMG, 2024, Tracking aid for persons with disabilities: Why the OECD-DAC Disability marker can be a powerful advocacy tool for organisations of persons with disabilities – and recommendations on how to make it even more effective. https://cbm-global.org/wp-content/uploads/2024/06/DAC-Marker-publication-June-2024.pdf

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▶ **All opinions in this document, and any errors, are the author's sole responsibility.**

Introduction

The disability marker

This guide is intended to help people who use screen readers to conduct analysis on the Organisation for Economic Cooperation and Development (OECD's) data on disability-related Official Development Assistance (ODA)[8].

Specifically, the guide focuses on **the disability marker tool.** Box 1 below explains how the disability marker works.

Box 1: the disability marker

The OECD-DAC disability marker is a tool to track how far ODA activities aim to promote the inclusion and empowerment of persons with disabilities. Every time an ODA funder reports an ODA activity through the OECD's database, they can give that activity a disability marker score. The marker has a three-point scoring system as follows:

- **Score 2** means that inclusion and empowerment of persons with disabilities is the principal objective of the activity
- **Score 1** means that inclusion and empowerment of persons with disabilities is a significant objective of the activity (but not the main reason why the activity was undertaken)
- **Score 0** means that the activity either only aims for disability inclusion and empowerment in a marginal way, or does not consider them at all

As well as these three scoring options, organisations that report ODA data to the OECD-DAC also have the option to leave the marker blank.

Marker scores are applied to individual ODA activities. Once all the activities have been reported for a given year, we can then total up how much ODA got each marker score.

[8] For more background on the importance of disability inclusion in ODA, refer to CIP, 2026, Disability Policy Insights: Official Development Assistance https://inclusive-policy.org/wp-content/uploads/2026/04/ODA.pdf

Source: based on CBMG, 2025, "One in five is not enough: disability inclusion still missing in climate and gender aid", p.10; OECD-DAC Working Party on Statistics (WP-Stat), 2020, "The OECD-DAC policy marker on the inclusion and empowerment of persons with disabilities: Handbook for data reporters and users", pp.5, 10-11, 14.

The disability marker has some important **limitations.** In particular, **the data is self-reported by ODA funders,** and there is a risk that some funders could mistakenly apply the marker to activities that are not actually disability-related – or even occasionally, to activities that do harm[9]. But "despite its limitations, the disability marker is the best available way to analyse patterns across large numbers of ODA activities[10]", and can be a powerful tool for advocates and researchers. Please see the detailed guidance below for more details on how to interpret marker results, including the marker's limitations.

Before you start...

Analysis using the disability marker can generate crucial evidence – but (depending on your experience) it can also require a significant time commitment. Before undertaking your own analysis, it is recommended to check online for published analysis on the marker data, which may give you the information that you need. In particular, Sightsavers' OECD DAC Dashboard[11] is a great information source. However, if you have questions that cannot be answered from analysis that is already published, then it is hoped this guide can help you produce your own original analysis.

The scope of this guide is limited, as it focuses on computers that use Microsoft Excel in Windows 11 (the home version, not the business version). If you use a different operating system, some of the details in the guide may work differently on your computer. However it is hoped that the overall step-by-step process described in the guide could still be of use as a starting point. The guide includes cross-references to additional Microsoft guidance and resources, which include advice for users of other operating systems.

[9] See CIP, 2026, Disability Policy Insights: Official Development Assistance https://inclusive-policy.org/wp-content/uploads/2026/04/ODA.pdf

[10] CBMG, 2025, One in five is not enough: disability inclusion still missing in climate and gender aid, p.12, https://cbm-global.org/wp-content/uploads/2025/12/CBM-Global-One-in-five-is-not-enough-Dec1.pdf

[11] Sightsavers. N.d. "OECD DAC dashboard". Accessed 16 February 2026. https://app.powerbi.com/view?r=eyJrIjoiZGFlMGE0YzMtOGJjMC%0A00YjQ2LWJlNzctYzk1OTczOGJkNjQxIiwidCI6IjA1Y2UxY2JkLT%0AFkOWQtNDRiYS04YzFkLTJmZjk3ZWU0YjZmZiIsImMiOjh9

Finding the data

The OECD's detailed ODA data is stored in a database called the Creditor Reporting System. However, the database is not fully accessible to screen reader users[12]. Specialist organisations researching disability inclusion in ODA, such as CBMG and CIP, have called for the OECD to change this[13].

In the meantime, CIP has visited the website and downloaded a copy of the data in accessible Excel format, for each of the years **2019 – 2024.** (The marker was introduced in 2018; at the time of writing this guide, 2024 is the most recent year with data available). This data can be accessed from CIP's website.
https://inclusive-policy.org/reports-and-publications/

The downloaded data covers all official entities that report ODA spending to the OECD – i.e. **both governments and multilateral organisations[14].** To keep things brief, in the rest of this guidance, we refer to these entities simply as "ODA funders". Please note that published analysis on the disability marker often focuses on a narrower range of entities – just those governments that are members of the OECD's Development Assistance Committee (OECD-DAC). We have deliberately included a wider range of entities so that researchers can get a more complete understanding of total ODA resources. But be aware that your results may appear quite different from results based only on the OECD-DAC. In particular, it is much rarer for entities outside the OECD-DAC to use the disability marker[15], so the total percentage of disability-related ODA reported in your data will appear considerably lower.

Working with the data

TIP: Between each of the steps in this guide, it's a good idea to save a second copy of your Excel workbook as a back-up. That saves you having to repeat any of the steps you've already done if there are any problems later on.

[12] Source: personal correspondence with Tod Emko (independent accessibility expert) and Dr Elizabeth Lockwood (CBMG)

[13] See for example CIP, 2026, Disability Policy Insights: Official Development Assistance; and CBMG, 2024, Tracking aid for persons with disabilities: Why the OECD-DAC Disability marker can be a powerful advocacy tool for organisations of persons with disabilities – and recommendations on how to make it even more effective", p.22. https://cbm-global.org/wp-content/uploads/2024/06/DAC-Marker-publication-June-2024.pdf

[14] The database also makes available some data for private entities such as philanthropic foundations, but in this guidance and in the downloads that we have made, we focus on official entities only.

[15] See for example CIP, 2026, Disability Policy Insights: Official Development Assistance https://inclusive-policy.org/wp-content/uploads/2026/04/ODA.pdf

Starting point: How the data is laid out

When you open up the worksheet containing the detailed ODA data, you will find it contains:

- A very large number of rows. Each ODA activity[16] has its own row.
- A large number of columns. Each column describes a feature of the ODA activity – for example, the country or countries that are targeted, the sector, and so on. Two columns are particularly important for our analysis. (Note that you need to navigate through many other columns before you reach these).
  - ➔ **OBS_VALUE:** this is the value of ODA for this activity. All numbers in the OBS_VALUE column are stated in **millions of US dollars.** For example if OBS_VALUE shows "0.5", this means the value of ODA is 500,000 USD.
  - ➔ **DISABILITY** (in capitals): this is the activity's score on the disability marker.

Step 1a: Check for negative values of ODA

Explanation

Each item listed in your worksheet includes data on the value of ODA involved. Sometimes, a few of these ODA values may be negative. This seems surprising, but it can happen for several reasons. For example, if an ODA funder has committed to fund an activity, but then the funding was not used and was returned, this would lead to a negative value[17]. Negative ODA values can interfere with the analysis, so you need to remove them before going further.

How to do this

[a] Add filter menus to the columns in your worksheet. Filter menus allow you to select some of the items in the column, whilst hiding others. The main keyboard shortcut to do this is **Control + Shift + L.**

[b] Navigate to the top cell in the **OBS_VALUE** column (i.e. the cell whose contents reads, "OBS_VALUE").

[16] An ODA activity can be either 1) an entire ODA project, or 2) part of an ODA project, if the reporter has decided to split the project out into several parts and report them separately. (Source: OECD-DAC Working Party on Development Finance Statistics, 2020, DCD/DAC/STAT(2020)48, The OECD-DAC policy marker on the inclusion and empowerment of persons with disabilities: handbook for data reporters and users, p.5. https://one.oecd.org/document/DCD/DAC/STAT(2020)48/en/pdf).

[17] Source: CBM Global, 2025, One in five is not enough: disability inclusion still missing in climate and gender aid, footnote 68 on p.40, https://cbm-global.org/wp-content/uploads/2025/12/CBM-Global-One-in-five-is-not-enough-Dec1.pdf

[c] Filter this column so that it shows only negative values of ODA. The main keyboard shortcut to do this is **Alt + Down** arrow key. Navigate to **Number filters**, then **Less than**. In the box that opens up, enter that you want values less than **0**. Then select **OK**.

For more detailed instructions on how to complete step c above, you can refer to Microsoft's guide on how to Filter data in a table, which is part of its guide on how to Use a screen reader to sort or filter a table in Excel. (Please note Microsoft's guidance assumes the worksheet is already set up with filter menus on the columns).

What next

Now the worksheet **only** shows any activities where the value of ODA was negative.

- **If there is no data in the worksheet** (below the headings), then there are no negative ODA values in your data. You can go straight to Step 2 below.
- **If there is data in the worksheet,** then you need to delete each row that is showing. To do this, follow Step 1b immediately below.

Step 1b: Delete activities with negative values of ODA

How to do this[18]

[a] Navigate down the worksheet until you get to the last row that contains data. (In other words, navigate to the first row that does **not** contain data, then go back up to the preceding row). Make a note of the row number for this row, as it is the last row that you will need to delete.

[b] Navigate back to the first row of the data. Select this row using the shortcut **Shift + Spacebar.**

[c] Press the **Shift** key. This lets Excel know that you want to select several rows simultaneously. Now use the **arrow** keys to navigate down the worksheet until you get to the last row that contains data.

[d] Now you need to tell Excel that you are **only** interested in these rows with negative values of ODA. This helps make sure that when you do the deletion, you will only be deleting the activities that are currently showing in the worksheet – not the rest of the data. Use the following shortcuts to do this. First shortcut: **Ctrl + G**. Second shortcut: **Alt + S**. Now navigate to **Visible cells only,** and select **OK**. (Watch out – Excel only remembers this instruction for the very next step that you take. For it to be effective, you need to go immediately on to step e directly below).

[18] Acknowledgement: many thanks to Raffy at the Microsoft Disability Answer Desk for advice on this step. https://www.microsoft.com/en-gb/accessibility/disability-answer-desk

[e] You are now ready to delete the rows. To do this, press **Ctrl** and **–** [i.e. **Ctrl** and the **minus key**]. On some computers, this will be enough to delete the rows. On other computers, a prompt will appear. If this happens, select **Entire row**, then press **Enter.**

[f] Now check that the worksheet is empty. One way to do this is to select any data that remains in the worksheet, using the shortcut **Ctrl + A**. Then navigate to the status bar – this is a part of Excel that summarises information about your current worksheet. The status bar will tell you the sum of all data showing in your worksheet: check that this is 0. If so, you are ready to move on to step 2 below. (Note: for more guidance on navigating Excel and getting to the status bar, you can refer to Microsoft's guide on how to Cycle through the main areas of Excel, which is part of its guide on how to Use a screen reader to explore and navigate Excel).

Step 2: Format the data

Explanation

This stage of the process involves formatting the data as an Excel table. Displaying the data this way helps avoid problems at the next stages.

How to do this

[a] At the start of this step, your worksheet will appear empty, because you have just removed all the negative values of ODA. So you need to start by putting back all the positive values of ODA that are currently hidden. To do this, use the shortcut **Ctrl + Shift + L**. You can check that this has worked by navigating round the worksheet and checking that the data has reappeared.

[b] Now navigate to a cell somewhere in the worksheet that contains data. It does not matter which cell.

[c] Tell Excel that you would like to insert a table. The main keyboard shortcut to do this is **Ctrl + T**.

[d] Select that your table has headers. Then select **OK**.

For more detailed instructions on how to create a table, you can refer to Microsoft's guide on how to Create a table, which is part of its guide on how to Use a screen reader to insert a table in an Excel worksheet. (Note: the guide tells you to start by selecting the data that you want to turn into a table. But when you are working with a set of data as big as the OECD-DAC one, it's better not to do this, as it's easy to miss the end of the data. The process still works if you instead navigate to an individual cell within the worksheet, as described in the steps above.)

• **CHECK:** Once you have finished creating the table, navigate to the headers in the top row of the worksheet, and check that they have meaningful names (not just "Column 1", "Column 2"). This is important because you will need the column headers for later steps in the process. If this has not worked, it's likely that Excel has not understood your instruction that the table has headers. So it's best to go back to a fresh copy of the data and repeat the steps above, to correct this.

Step 3a: Create a pivot table

Explanation

The next step is to analyse your data, based on disability marker scores. A good way to do this is to create a grid, where the columns show the total amount of ODA that got each disability marker score. In Excel, you can create a grid like this automatically, without having to calculate the total amounts yourself. This is called a **pivot table**. Pivot tables are very useful because they save time and reduce the risk of making errors.

Pivot tables also make it easy to analyse your data in other ways, at the same time as looking at disability marker scores. You can do this by adding rows to your grid. For example, what if you wanted to analyse the disability marker scores of ODA funded by different countries in the European Union? You could create a grid where each column represented a different disability marker score, and each row represented a different European Union country. Or if you wanted to analyse the disability marker scores of ODA in different sectors, you could set up the grid so that there was a row for each sector. Pivot tables can do this automatically for you.

How to do this[19]

[a] Select all the cells in your data, using the shortcut **Ctrl + A**.

[b] Tell Excel that you would like to create a pivot table. Use the shortcut **Alt + N**, then press **V**, then press **T**. A box will open up, which confirms that Excel is going to set up the pivot table and gives details of the data source. Navigate through the box and select **OK**.

[19] Acknowledgement: this part of the guidance draws particularly closely from Microsoft's resources on how to Create a PivotTable https://support.microsoft.com/en-gb/office/use-a-screen-reader-to-create-a-pivottable-or-pivotchart-in-excel-07fdd613-e679-4783-8731-7376315fad67#bkmk_createtable_win, which is part of its guide on how to Use a screen reader to create a PivotTable or PivotChart in Excel. https://support.microsoft.com/en-gb/office/use-a-screen-reader-to-create-a-pivottable-or-pivotchart-in-excel-07fdd613-e679-4783-8731-7376315fad67#PickTab=Windows&picktab=windows

[c] Excel opens up a new worksheet, where the pivot table will be set up. On the right-hand side of the worksheet is a control panel called the pivot table fields pane. You use the pivot table fields pane to tell Excel what the pivot table should contain. Navigate to the pivot table fields pane by pressing **F6** until you hear: **"PivotTable fields, type words to search for"**. (Note, some computers do this slightly differently: if pressing **F6** does not work on your computer, instead press **Fn + F6**).[20] Box 2 below gives an overview of how the pivot table fields pane works, before we get into the details.

Box 2: how the pivot table fields pane works - overview

The pivot table fields pane contains:

1. A list of all the different features of ODA described in your raw data (e.g. the value of ODA, the ODA funder administering the ODA, the Global South country targeted by the ODA, etc. etc.). Excel calls these features **fields**. They are listed at the top of the pivot table fields pane.
2. Four boxes to describe the different options for how you set up your pivot table (e.g. which field you want to appear in the pivot table columns) – this is at the bottom of the pivot table fields pane. Excel calls these boxes **areas**.

To set up the pivot table, you will be selecting fields from the list in the top part of the pivot table fields pane, and arranging them in the areas in the bottom part.

[d] Now that you have navigated to the pivot table fields pane, the next step is to select which fields you want to include in your pivot table. Use the **down** and **up arrow** keys to work through the list of fields. Use the **spacebar** to select the fields that you want. For a simple analysis, you need to select two fields. (Please note that the list of fields is long, so it will take some time to get to these):

- **OBS_VALUE** for the value of ODA
- **DISABILITY** for the disability marker score (please note this needs to be in upper case/capitals: if you select the field called "Disability" in lower case, you will not get any data).

Once you have selected the fields, Excel automatically arranges them into the areas in the bottom part of the pivot table fields pane.

[20] Acknowledgement: many thanks to Sharmine from the Microsoft Disability Answer Desk for advice on this. https://www.microsoft.com/en-gb/accessibility/disability-answer-desk

[e] Next you need to make sure that Excel has arranged your selected fields into the areas that you want.

[i] Excel automatically places **OBS_VALUE** into the area called **Values**. This means that each cell in your pivot table will display a value of ODA. This is right for the analysis that you are going to do, so you do not need to do anything further to **OBS_VALUE**.

[ii]However, Excel also places **DISABILITY** into the area called **Values**. This is not right for the analysis that you are going to do. You want each column of the pivot table to correspond to a different disability marker score. In other words, you want **DISABILITY** to be placed in the area called **Columns**. To move **DISABILITY** from **Values** to **Columns**, first navigate to the **Values** area, using the **Tab key**. Second, press the **right arrow** until you hear **Sum of DISABILITY**. Third, press the **up arrow** until you hear **Move to column labels**. Press **Enter**.

For more detailed instructions on how to create a pivot table, you can refer to Microsoft's guide on how to Create a PivotTable, which is part of its guide on how to Use a screen reader to create a PivotTable or PivotChart in Excel.

• **CHECK:** once you have finished setting up the pivot table, navigate out of the pivot table fields pane, and into the pivot table itself. Check that the pivot table columns correspond to the different disability marker scores (0, 1, 2, blank). Check that the cells in the pivot table contain numerical values.

Step 3b (optional): Add rows to your pivot table

* Explanation

This step is optional. It is for people who would like to do a more detailed analysis. Step 3a above covers the total amounts of ODA given each disability marker score. Step 3b is relevant if you are also interested in other features of that ODA, for example the countries or sectors involved. If you do not need to do this more detailed analysis, you can continue straight to Step 4 below.

* How to do this

[a] Navigate to the pivot table fields pane. To do this, navigate to any cell in your pivot table. Then press **F6** (or if this does not work on your computer, instead press **Fn + F6**). [21] You will know you have reached the pivot table fields pane when you hear,

[21] Acknowledgement: many thanks to Sharmine from the Microsoft Disability Answer Desk for advice on this. https://www.microsoft.com/en-gb/accessibility/disability-answer-desk

"PivotTable fields, type words to search for". (For further advice, you can also check Microsoft's guide on how to Open the PivotTable Fields pane manually).

[b] Once you are in the pivot table fields pane, select which field of data you would like to add to your analysis. As before, you can work through the list of options by using the **down and up arrows**. When you find the option that you want, select it using **spacebar**. Here are some common fields to add to the analysis:

- To analyse the data by looking at which ODA funder the ODA comes from → select **Donor 2** (i.e. the option in lower case, not **DONOR** in capitals)
- To analyse the data by looking at which Global South country the ODA targets → select **Recipient 3** (i.e. the option in lower case)
- To analyse the data by looking at which sector the ODA targets → select **Sector 4** (i.e. the option in lower case)

[c] To create a table that is easy to analyse, it is best if Excel places your chosen field in the area called **Rows**. This means that each row in the pivot table will correspond to a different country, or a different sector, etc. If you select one of the fields above (Donor 2, Recipient 3, Sector 4), Excel should place it in the Rows area automatically. But if Excel does not place your chosen field in the Rows area, you can adjust this by following **step 7** in Microsoft's guide on how to Create a PivotTable.

For extra guidance that could help with adding rows to your pivot table, you can refer to Microsoft's guide on how to Add fields to a PivotTable, which is part of its guide on how to Use a screen reader to add, remove or arrange fields in a PivotTable in Excel.

- **CHECK:** once you have finished setting up the pivot table, navigate out of the pivot table fields pane, and into the pivot table itself. Check that the pivot table rows correspond to the field you have selected. For example, if you had selected Sector 4, each row would list a different sector.

Step 4: Adjust your data to follow the OECD's approach

Explanation

When the OECD does analysis on disability marker data, it only includes some types of ODA in its analysis. It does this on the grounds that, for some types of ODA, it is easier for ODA funders to control and monitor whether the funds are used in a disability-related way, but for other types of ODA, this is harder. The types of ODA that the OECD includes in its analysis are called **allocable ODA**.

It is debateable whether the OECD's approach is the best one.[22] However, for the purposes of a simple analysis, it is advisable to follow the OECD's approach. Otherwise there is a risk that the results will cause confusion, and this could distract from your main findings.

*How to do this

[a] Navigate to the pivot table fields pane. To do this, navigate to any cell in your pivot table. Then press **F6** (or if this does not work on your computer, instead press **Fn + F6**[23]). You will know you have reached the pivot table fields pane when you hear, **"PivotTable fields, type words to search for"**. (For further advice, you can also try checking Microsoft's guide on how to Open the PivotTable Fields pane manually).

[b] Once you are in the pivot table fields pane, as before, you can work through the list of options by using the **down and up arrows**. When you find the field called **Modality 7**, select it using **spacebar**. (Note: make sure to select **Modality 7** in lower case, not **MODALITY** in capitals). The **Modality 7** field tells us about different types of ODA.

[c] Once you have selected **Modality 7**, Excel automatically places it in the **Rows** area. But for the purposes of this analysis, you do not need **Modality 7** to be represented by rows. Instead, **Modality 7** needs to become a filter. This will allow you to filter out everything except the allocable modalities (types of ODA) that the OECD includes its own analysis. To move **Modality 7** from **Rows to Filters**, first navigate to the **Rows** area of the pivot table fields pane, using the **Tab key**. Second, press the **right arrow** until you hear **Modality 7**. Third, press the **up arrow** until you hear Move to report filter. Press **Enter**.

[d] Now navigate back to the pivot table itself, and check that Excel has added a filter above the main pivot table. To do this, check that cell A1 now contains the words "Modality 7". And cell B1 should contain the words, "(All)".

[e] Once you have checked that Excel has added the **Modality 7** filter, you can filter out everything except allocable ODA. To do this, begin by navigating to cell B1. Press **Alt + down arrow** to open up the filter menu.

[f] Use the **Tab** key to navigate through the filter menu until you hear "**Select multiple items**". Press **spacebar** to confirm that you do want to select multiple items.

[22] This is for two main reasons. First, there are different ways of thinking about what types of ODA should and should not count as allocable. Second, it is arguable that it is better for the analysis to cover all ODA, to get a better understanding of how disability-related ODA fits within an ODA funder's total spending. (Acknowledgement: these arguments draw on Meeks/Atlas Alliance, 2023, Tracking disability-inclusive development: Making the most of the OECD-DAC disability inclusion policy marker to promote equality and inclusion in international development and humanitarian assistance, pp.6-7, https://cdn.prod.website-files.com/60fea532c3e33e5c5701d99a/6450f0a913cabf92e26b88d9_Report%20OECD-DAC%20FINAL.docx. But the arguments also take into account discussions and thinking that have happened since that report was written).

[23] Acknowledgement: many thanks to Sharmine from the Microsoft Disability Answer Desk for advice on this. https://www.microsoft.com/en-gb/accessibility/disability-answer-desk

[g] At first, all the items in the list will be selected. You want to **deselect** all the items, so that you can pick the options you actually want. Use the **Tab key** to navigate through the filter menu until you hear "**All**". Press **spacebar** to deselect "**all**".

[h] Use the **down arrow** and **up arrow** to navigate through the menu of different modalities. Select the modalities that you want to include using the **spacebar**. Here are the modalities that you should include, to ensure your analysis only includes allocable ODA. (Note that not all modalities on this list appear on all data downloads – it depends on the year of the download and on other factors – so you may end up selecting just a subset of the 10 modalities below).

1. Basket funds / pooled funding
2. Contributions to multi-donor/multi-entity funding mechanisms
3. Contributions to multi-donor/single-entity funding mechanisms
4. Contributions to single-donor funding mechanisms and contributions earmarked for a specific funding window or geographical location
5. Contributions to specific-purpose programmes and funds managed by implementing partners
6. Core support to NGOs, private bodies, PPPs and research institutes
7. Donor country personnel
8. Other technical assistance
9. Project-type interventions
10. Sector budget support

[i] When you have made your selection, use the **Tab** key to navigate through the filter menu until you find **OK**. Press **Enter**. Excel will now automatically adjust all the

- **CHECK:** Navigate to cell B1. First, check that this cell now contains the words "(Multiple items)". This shows that you have filtered the data and that the pivot table no longer shows "all" items. Next, press **Alt + down arrow** and navigate through the filter menu using the **Tab key**, and the **down and up arrows**, to check that you have selected the correct modalities.

Step 5: Convert the data into percentages

* Explanation

After following the steps above, you now have a table showing the amount of allocable ODA that got each disability marker score. (Remember – all the values are in terms of **millions** of US Dollars). This is very useful information. But for a more complete understanding, it is usually helpful to know what **percentage** of allocable ODA got each score. Your pivot table can help to calculate this for you.

How to do this

[a] Navigate to the pivot table fields pane. To do this, navigate to any cell in your pivot table. Then press **F6** (or if this does not work on your computer, instead press **Fn + F6**).[24] You will know you have reached the pivot table fields pane when you hear, "**PivotTable fields, type words to search for**."

[b] Use the **Tab key** to navigate to the **Values** area. Press the **right arrow** key until you hear "**Sum of OBS_VALUE**".

[c] Press the **up arrow** to open a menu of options. Use the **up arrow** again to move up the menu of options until you hear, "**Value field settings**". Press **Enter.**

[d] A box opens up, containing different options for how you would like to display the values in the pivot table. Use the **Tab** key to navigate round the box until you hear "**Summarize Values By**". Now press the **right arrow** key, and you should hear "**Show Values As**". Using the **Tab** key, continue navigating until you hear "**No Calculation**".

[e] This is the start of a menu with different options for how you would like the data to be shown. Move down the menu using the **down arrow** key, until you hear "**% of Row Total**". Press **Enter**. Continue navigating using the Tab key until you hear "**OK**". Press **Enter** again.

• **CHECK:** To check that the pivot table is displaying the percentages correctly, navigate out of the pivot table fields pane, and into the pivot table itself. Navigate to the cells in the pivot table that contain ODA values. Check that these values are now expressed as percentages. Check that the percentage in the **Grand Total** column is 100%. Check that if you add the values in the other columns together (i.e. you add the values in columns **0, 1, 2, and (blank)**) you also get 100%. If your table has several rows of data, check this for a couple of rows. If all these checks work out, your data is likely to be set up correctly, ready for you to go on to the next step.

After following the steps above, you should now have a pivot table that shows the percentage of allocable ODA that got each disability marker score. **However, these results can easily be misinterpreted**: read on to Step 6 below for advice on how to avoid this.

[24] Acknowledgement: many thanks to Sharmine from the Microsoft Disability Answer Desk for advice on this. https://www.microsoft.com/en-gb/accessibility/disability-answer-desk

Step 6: Interpret the data

This step suggests three key questions that you can ask to help interpret this data (Table 1). It also highlights five key limitations of the data that you should always mention when you are presenting your results. Finally, it gives some tips on how to describe the methodology used for calculating your results.

Table 1: three key questions to ask about the data in the pivot table[25]

Question	What this data means	Why this question matters
What is the percentage in the **blank** column?	This is the percentage of allocable ODA where reporters did not use the disability marker.	This matters because, if the marker is not used, this is a serious barrier to transparency over ODA spending related to disability. You need to mention this as a limitation when you report your results (see below).
What is the **combined** percentage in the column for marker score **2** AND the column for marker score **1**?	This is the percentage of allocable ODA that was reported to be disability-related. In other words, disability inclusion was either the main objective, or a significant objective.	Looking at how much ODA was disability-related (and how much was not) matters because, if an ODA activity does **not** meet the threshold to be reported as disability-related, then it is very unlikely to be living up to the CRPD requirement that ODA should be "inclusive of and accessible to" to persons with disabilities.[26]
What is the percentage in the column for marker score 2?	This is the percentage of allocable ODA where disability inclusion was (reportedly) the main objective.	This matters because disability-specific activities can potentially play a crucial role in addressing disability-focused priorities. For example, depending on local policies and on the views of the local disability movement, there may be a role for ODA in resourcing organisations of persons with disabilities, supporting data collection, or facilitating access to assistive technology.

Source: the table is derived from CIP, 2026, Disability Policy Insights: Official Development Assistance

[25] For more detail on this, please see CIP, 2026, Disability Policy Insights: Official Development Assistance https://inclusive-policy.org/wp-content/uploads/2026/04/ODA.pdf

[26] As per the OECD-DAC's criteria for the disability marker, ODA activities that do not meet the threshold to be reported as disability-related include either a "marginal component" on disability, or none at all (OECD-DAC Working Party on Statistics, 2020, p.14. https://one.oecd.org/document/DCD/DAC/STAT(2020)48/en/pdf). A marginal disability component is very unlikely to be enough to achieve full inclusion and accessibility. See also CBMG, 2025, One in five is not enough: disability inclusion still missing in climate and gender aid, p.14, https://cbm-global.org/wp-content/uploads/2025/12/CBM-Global-One-in-five-is-not-enough-Dec1.pdf; EDF, 2025, "No time to lose: assessing EU ODA for disability inclusion, 2018-2023", pp.11-12, https://www.edf-feph.org/content/uploads/2025/12/Final-DAC-marker-report-2025.docx.

*Five key limitations to be aware of when presenting your results

Note: you should always mention the limitations of the data when you present the results. This is especially important since some limitations may make it appear as if ODA is doing more to uphold the rights of persons with disabilities than is really the case. If these limitations are not recognised, this could weaken the efforts of organisations of persons with disabilities, and others, who are advocating for ODA to comply with the UN Convention on the Rights of Persons with Disabilities (CRPD).

1. Disability marker data is not complete, since not all reporters use the marker for all their allocable ODA (see above).

2. Disability marker data is self-reported, so there is a risk that some reporters will interpret the marker criteria more generously than others do. There is even a risk that some harmful activities (e.g. supporting segregated institutions) could be mistakenly reported as disability-related. [27]

3. The disability marker is used at the start of activities, so it tells us about the activities' intentions on disability inclusion – but not their results. [28]

4. The disability marker does not tell us the amount of funding devoted directly to disability inclusion. If an activity scores 1 on the marker, this means that disability inclusion is one significant objective, among others. The actual amount of funding devoted directly to disability inclusion could be considerably less than the total ODA value for the activity as a whole. [29]

5. Disability marker scores are based on a short set of criteria. At the time of writing this guide, the criteria do not cover all aspects of CRPD compliance. [30] So even if an activity scores 1 or 2 on the disability marker, this does not guarantee that it is designed to be CRPD-compliant.

[27] CIP, 2026, Disability Policy Insights: Official Development Assistance. https://inclusive-policy.org/wp-content/uploads/2026/04/ODA.pdf See also European Disability Forum (EDF), 2024, "Steady progress, serious shortfalls: disability inclusion in EC ODA projects", pp.15-18, https://www.edf-feph.org/publications/steady-progress-serious-shortfalls-disability-inclusion-in-ec-oda-projects/.

[28] Atlas Alliance, 2023, "Tracking disability-inclusive development: Making the most of the OECD-DAC disability inclusion policy marker to promote equality and inclusion in international development and humanitarian assistance", p.15. https://www.atlas-alliansen.no/en/reports

[29] OECD Development Assistance Committee Working Party on Statistics (OECD-DAC WP-Stat), 2020, "The OECD-DAC policy marker on the inclusion and empowerment of persons with disabilities: Handbook for data reporters and users", p.19, https://one.oecd.org/document/DCD/DAC/STAT(2020)48/en/pdf; European Disability Forum (EDF), 2024, "Steady progress, serious shortfalls: disability inclusion in EC ODA projects", p.19, https://www.edf-feph.org/publications/steady-progress-serious-shortfalls-disability-inclusion-in-ec-oda-projects/

[30] See European Disability Forum (EDF), 2024, "Steady progress, serious shortfalls: disability inclusion in EC ODA projects", p.23, https://www.edf-feph.org/publications/steady-progress-serious-shortfalls-disability-inclusion-in-ec-oda-projects/. Please note at the time of writing this guide, the OECD is in the process of reviewing the marker minimum criteria.

Tips for describing your methodology

It is always helpful to tell people how you calculated your results. This helps to avoid confusion and to build trust in your analysis. If you used one of the data downloads available from the CIP website, then followed steps 1-6 above, you could use the following paragraph to describe what you did:

We analysed the data from the OECD Creditor Reporting System database. We used data downloaded on 19 April 2026. The data covers ODA commitments from all governments and multilateral organisations that report ODA data to the OECD. The data is stated in constant 2024 prices. We excluded negative ODA commitments, and we only include allocable ODA in the analysis.

Step 7 (optional but recommended): Get a listing of the activities behind the numbers

Explanation

As well as knowing the total value and percentage of ODA that were reported as disability-related, often it is also helpful to get a listing of the individual activities behind these totals.

For most activities reported in the OECD database, the reporter includes a brief description of what the activity involves. This can be particularly valuable since, as noted above, there is a risk that some reporters' disability marker data may not be fully reliable. Looking at activity descriptions in the database can sometimes give a first warning sign that this is the case. For example:

- The OECD says that if activities are reported as disability-related, their activity descriptions should generally mention disability (especially in the case of score 2 activities or higher-value score 1 activities).[31] If the description does not do this, this is a first sign that something could be wrong. [32]
- Activity descriptions can sometimes be a red flag that an activity may be harmful – for example, if the description mentions that the activity involves supporting a segregated institution. [33]

[31] OECD Development Assistance Committee Working Party on Statistics (OECD-DAC WP-Stat). 2020. "The OECD-DAC policy marker on the inclusion and empowerment of persons with disabilities: Handbook for data reporters and users", p.15. https://one.oecd.org/document/DCD/DAC/STAT(2020)48/en/pdf

[32] CIP, 2026, Disability Policy Insights: Official Development Assistance https://inclusive-policy.org/wp-content/uploads/2026/04/ODA.pdf; CBMG 2025, One in five is not enough: disability inclusion still missing in climate and gender aid, pp.25-26, https://cbm-global.org/wp-content/uploads/2025/12/CBM-Global-One-in-five-is-not-enough-Dec1.pdf

[33] CIP, 2026, Disability Policy Insights: Official Development Assistance https://inclusive-policy.org/wp-content/uploads/2026/04/ODA.pdf

Caution: activity descriptions need to be handled with care. Because they are brief, they cannot tell us for sure whether activities are disability-related or CRPD-compliant. Still, they can give us some important extra clues, beyond what we can find out from numerical marker scores alone.

How to do this[34]

[a] Save the analysis that you have already done, then save a fresh copy of the file with a new name. Use this second copy of the file for Step 7, to make sure that if anything goes wrong, it will not affect the analysis that you have already done.

[b] Navigate out of the worksheet that contains your pivot table, and back to the worksheet that contains the detailed ODA data. To do this:

1. Press **F6** until you hear the name of the worksheet that contains the pivot table. (Or if this does not work on your computer, instead press **Fn + F6**).[35] Usually the worksheet is simply called **Sheet 1**.
2. Now press the **left arrow** to navigate back to the worksheet that contains the detailed ODA data. This worksheet has a very long name, which starts with the letters **OECD**.
3. Select that you want this worksheet, by pressing **Enter**. (If you have any problems doing this, try checking Microsoft's guide on how to Use a screen reader to explore and navigate Excel).

[c] Once you are back in the worksheet that contains the detailed ODA data, navigate to the top cell in the **DISABILITY** column (i.e. the cell whose contents reads, "DISABILITY", in capital letters).

[d] Filter this column so that it shows only activities with a disability marker score of 1. To do this:

1. Press **Alt + Down** arrow key. A menu will open up, with different options for filtering the column.
2. Navigate down the menu until you hear "**Select All**". You do not want to select all, so deselect this, using the **spacebar**.
3. Now continue to navigate downwards until you hear "**1**". **Select** this, again using the **spacebar**.

[34] Acknowledgement: this step was informed by extremely helpful advice from Sharmine from the Microsoft Disability Answer Desk. https://www.microsoft.com/en-gb/accessibility/disability-answer-desk

[35] Acknowledgement: many thanks to Sharmine from the Microsoft Disability Answer Desk for their advice on this alternative shortcut and why it is needed. https://www.microsoft.com/en-gb/accessibility/disability-answer-desk

4 Finally continue to navigate downwards until you reach **OK**, and press **Enter**.

Now your worksheet should only show those activities that got a disability marker score of 1. To check that this has worked, highlight the **DISABILITY** column using the shortcut **Ctrl + spacebar**. Then navigate to the status bar. The status bar will tell you the average of all the values in the **DISABILITY** column: check that this average is 1. (Note: for more guidance on navigating Excel and getting to the status bar, you can refer to Microsoft's guide on how to Cycle through the main areas of Excel).

[e] The list of activities that got a disability marker score of 1 may be very long. If this is the case, you will probably need to review just a sample of the activity descriptions, rather than attempting to review them all. There are lots of different ways to choose your sample, but one way is to look at the highest-value activities. To sort the list of activities so that the highest-value show at the top:

1 First navigate to the **OBS_VALUE** column.

2 Use the following keyboard shortcuts: **Alt + A** (this opens up a part of Excel called the "data tab", which includes a sorting function). Now press **S**, then **D**. This should sort all the activities in the data in descending order, i.e. with the highest-value activities at the top. (For more guidance on sorting, you can refer to Microsoft's guide on how to Sort numbers.)

[f] Now you are ready to start exploring the descriptions of the activities. You can find these in the column called **LONG_DESCRIPTION** (in capitals). Sometimes it can be helpful to refer to the column called **PROJECT_TITLE** too.

[g] Finally, once you have learnt as much as you need about the activities scored 1, you are ready to investigate the activities that were scored 2. To do this:

1 Navigate back to the top of the **DISABILITY** column.

2 Press **Alt + Down** arrow key.

3 Navigate down the menu until you hear "**1**". **Deselect** this, using the **spacebar**.

4 Now continue to navigate downwards until you hear "**2**". **Select** this, again using the **spacebar.**

5 Finally continue to navigate downwards until you reach **OK**, and press **Enter**.

Now your worksheet should only show those activities that got a disability marker score of 2. As before, you can check this by highlight the **DISABILITY** column (using **Ctrl + spacebar**), then checking the average in the status bar.

Resources

- Center for Inclusive Policy (CIP). 2026. Disability Policy Insights: Official Development Assistance. https://inclusive-policy.org/wp-content/uploads/2026/04/ODA.pdf
- Microsoft, n.d., "Screen reader support for Excel" (and related pages), accessed April 2026. https://support.microsoft.com/en-au/office/screen-reader-support-for-excel-0976b140-7033-4e2d-8887-187280701bf8
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- Sightsavers. N.d. "OECD DAC dashboard". Accessed 16 February 2025. https://app.powerbi.com/view?r=eyJrIjoiZGFlMGE0YzMtOGJjMC00YjQ2LWJlNzctYzk1OTczOGJkNjQxIiwidCI6IjA1Y2UxY2JkLTFkOWQtNDRiYS04YzFkLTJmZjk3ZWU0YjZmZiIsImMiOjh9