

SAIF E-communication Working Group

Draft Minutes of meeting held on Monday 9th June 2008 at 2pm in the Council Room at the Scottish Consumer Council

Present

Sandra Wilson, David Armstrong, Nicola Noon, Jean Alcock and Joanne Martin

1. Apologies

Mary Evans and Jim Byrne

2. Minutes of previous meeting 7th April 2008

The minutes of the previous meeting were agreed.

3. Matters Arising not on the agenda

Standards toolkit

Joanne has met with Kevin and it is hoped that we can get the toolkit on line by the end of July. A draft of the toolkit is available for SAIF staff and E-comm members to test. The deadline for this feedback is Friday 20th June. Once the toolkit has been checked, this new version will be loaded onto the SAIF website. At present Kevin is continuing to work on accessibility and will add functions which will allow staff to add and update information within the structure of the toolkit.

Monitoring the website stats

No progress has been made in terms of investigating other stats programmes. Nicola advised that the Scottish Council on Deafness obtains stats from the website host as part of their overall package. SAIF will continue to use the existing system unless a new package is found or a new system is used as a result of a change of host.

Website members page

Jean and Sandra have updated their members' profile.

Actions

- At the Forum meeting, Sandra will check if Mary wants to update her profile on the members' page.
- Joanne will send the toolkit link to members of the E-comm working group.

4. Website news and spotlight pages

- SAIF annual report
- How the Scottish Parliament works (easy to read version)
- Department of Transport Consultation on Disabled Persons' Policy
- Launch of the Office for Disability Issues website

5. Website statistics report

See previous comments.

Actions

- Jo will provide a statistics report for the next meeting.

6. E-communication: accessibility in practice

The internet security and accessibility course was cancelled because the trainer had to go into hospital. Fortunately there were only a very small number of candidates signed up for this course and we were able to give people a fair amount of notice.

The first course; creating accessible documents took place on 4th June. Jean went through a summary from the evaluation forms. The feedback is very positive. There are some comments about physical aspects of the course, such as tables and space which can be remedied for the next two courses. The courses reflect good value for money for delegates.

It was suggested that future creating accessible documents courses include testing Word documents (not just pdfs), and some work on tables and templates.

Actions

- Jo will provide summary evaluations for all three courses.

7. E-communication work plan 2008

A copy of the E-communication work plan was discussed. Everyone agreed the work plan with the following additions:

- The toolkit to be on line by the end of July 2008
- The website procedures shall be reviewed mid September.

Note: David said that he was particularly interested in working on objective 3 (funding and redesign of the website) and objective 6 (producing a postcard pack of the SAIF posters). There are some concerns about being able to maintain accessibility on a postcard pack; however, Jo is to investigate funding available in first instance.

Actions

- Jo to put the work plan on the website
- Jo to send the most up-to-date version of the poster for accessible presentations to working group members
- Jo to check with Steve whether or not SAIF has funding available to produce a postcard pack.

8. Any other business

There was no other business.

9. Date of the next meeting

The next meeting will take place on **Monday 11th August 2008 at 2pm** in the Meeting Room at the Scottish Consumer Council.

ALL ACTIONS

- At the Forum meeting, Sandra will check if Mary wants to update her profile on the members' page.
- Joanne will send the toolkit link to members of the E-comm working group.
- Jo will provide a statistics report for the next meeting.
- Jo will provide summary evaluations for all three courses.
- Jo to put the work plan on the website
- Jo to send the most up-to-date version of the poster for accessible presentations to working group members
- Jo to check with Steve whether or not SAIF has funding available to produce a postcard pack.