

SAIF Ecommunication Working Group

Draft minutes of meeting held on Monday 25th January 2010 at 2pm at Consumer Focus Scotland

Present: Sandra Wilson, Mary Evans, Nicola Noon, Jean Alcock and Susan Burn (minutes)

1. Apologies

Apologies from Alex Stuart

2. Minutes of previous meeting held on 27th October 2009

These were agreed.

3. Matters arising not on the agenda

The meeting with Ivy Learning went ahead on 24th November at SAIF with a demonstration of their online learning modules. The ecomm group members who were able to attend were impressed with what could be done and would like to explore the possibility of a SAIF course being developed into an online learning module.

Actions

- Proposal for online learning to be included in work plan for 2010

4. Ecommunication courses

The Glasgow Accessibility in Practice, (AIP) courses went ahead in November, despite one of our trainers being unable to train due to an accident. Thanks to Jean and Jim who delivered the 3 courses together. Overall feedback was positive.

A couple of issues arose from our AIP courses this year and we will include these in our work plan for 2010. These were:

- Making the courses accessible to assistive technology users,
- Modifying the courses following feedback.

One delegate who uses assistive technology has offered to rewrite the courses for people who use this technology. Jean will follow this up.

There will be no external training programme in 2010, however our in-house courses will be advertised in the next month and these will run on demand.

Actions

- Jean to follow up assistive technology rewrite

5. Website update

Nicola will arrange filming of a British Sign Language (BSL) introductory clip for the SAIF website.

Visits to the site are still around 1000 a month. Jim had done some work on publications downloaded. However, due to technical issues our site has now moved servers and these figures will no longer be available. Jim is working on new figures from this month on.

The figures he did make available looked very healthy, in particular downloads for the Social Model of Disability which were 1487. This is the first publication that SAIF has charged for and it costs £2 to buy a hard copy, but is free to download. Nicola suggested we charged £1 for a downloadable copy. We will take this suggestion to the forum.

Action

- Nicola to arrange BSL filming
- Susan get publication downloads figures for next meeting
- Charging for downloads to be raised

6. Paper on social networking and accessibility

Sandra's research paper on this topic had been emailed to the group. It was agreed that it would need an introduction and some of the jargon explained but then we would like to put it on our website. It was also suggested that other popular networking sites such as facebook, myspace and bebo be included.

At the last meeting David said he had some more information on who else was doing work on this subject. Sandra will liaise with David on this and provide a draft paper for the next working group.

Action

- Sandra to liaise with David and produce draft paper for next ecomm working group

7. Review of Posters

There was further discussion about the changes needed to the draft paper which David had produced. In particular the paper should start with general principles of accessible information and then list specific principles depending on the application. It was also suggested that we put in guidance on doing a PowerPoint presentation as well as for putting PowerPoint on the web.

Jean Alcock agreed to redraft the content of this paper in light of the group's suggestions.

Action

- Jean A to redraft content of this paper for next working group

8. Postcards

Nicola had drafted 2 postcards using text from Amanda Bennett's suggestions regarding communication support. These had been sent to Amanda for consideration. Amanda wanted further consultation on the text and look of the postcards. Susan had offered that Amanda come to our working group to explore this further. She had also been in touch of couple of times to discuss the group's thoughts but has not yet heard back from Amanda.

The group is keen to get these postcards printed in this financial year. Group members will try to think of several catchy phrases to put on postcards, possibly a set of 5 or 6, for the next working group. We currently have:

- Communication disability can be hidden,
- More than a large font.

Action

- Group to think of catchy phrases before next meeting
- Susan to get back in touch with Amanda Bennett

9. Work Plans 2009/2010

Sandra quickly ran through our work plan for 2009 and she will report on this at the annual review. We then discussed ideas for 2010.

These included:

- Develop and market website - ongoing
- Revise Making Ecommunication Accessible publication – August 2010
- Look into charging for downloads – April 2010
- Continue research into social networking and accessibility and produce paper for the web – June 2010
- Develop use of BSL within website – Summer 2010
- Provide regular statistics and downloads - monthly
- Promote new poster pack - ongoing
- Develop proposal for on-line training – October 2010
- Review AIP courses – May 2010

10. Other business

There was no other business.

11. Date of next meeting

The next meeting will be on **Monday 15th March 2010 at 2pm** in the meeting room at Consumer Focus Scotland.