

Scottish Accessible Information Forum

Draft minutes of the SAIF meeting held on Wednesday 16th June 2010 at 11am at the Glasgow Centre for Inclusive Living (GCIL)

Present

Jean Dunlop (Vice Chair), Andy Groves, Nicola Noon, Sandra Wilson, Fiona Gray, Robert Sneddon, Lucie McAnespie and Mary Evans

Also present: Susan Burn and Steve Harvey, (Project Workers)

1. Apologies

Claire Brennan, Alex Stuart, Jean Alcock, Ben Forsyth, Margaret Hurcombe, David Armstrong and Carolyn Wyper

2. Minutes of the meeting held on 28th April 2010

These minutes were agreed.

3. Matters arising

a) Steve reported that Alex had emailed a number of comments from issues arising at the last forum meeting and subsequent working groups, to which he and Susan will respond.

b) David has still to email amended annual report to Susan for the website. However, the minutes of the annual review are on the website, so too is the annual report although it can be amended. Susan will also catch up with him about his meeting with Adobe regarding interactive PDFs.

c) Susan has not compiled a short biography of SAIF members; however there is information available on the appropriate section of the website if needed.

Action

Susan to catch up with David about annual report and PDFs

4. Development plan and funding

a) Susan briefly explained the history of setting up this group, which has already held 2 very productive meetings resulting in a revised set of strategic objectives and some specific targets for the development plan part of the application form.

b) Steve reported that following discussion about the future of SAIF at the Consumer Focus Scotland (CFS) board meeting in May, the Director, Marieke Dwarshuis, has confirmed that CFS will support a further application for funding from SAIF to be submitted at the end of September.

c) Steve explained that there may be some changes to the working relationship between SAIF and CFS. For example we may need to consider a smaller number of members and a CFS staff or board member may become part of our own advisory body. In addition, if the full costs of the project are not covered by any grant awarded, CFS will not be able to continue to manage SAIF. These and other issues can be discussed at the meeting between Marieke and the development working group, (Ben, Jean D, Sandra, Margaret, Lucie, Susan and Steve) on Wednesday 30th June.

Action

- Meeting to take place between CFS Director and development working group on Wednesday 30th June at the Glasgow Centre for Inclusive Living at 10.30am

5. Standards working group

a) Jean reported on the progress of this group. Sandra has done an excellent job redrafting the checklist section of the Standards. The group will meet again in August and hope to have a final draft for discussion at the September forum meeting.

b) Steve reported on his involvement with the ecommittee of the British Standards Institute.

Action

- Revised Standards checklist draft for discussion at September forum

6. Local Strategies working group

The last meeting had been postponed for a number of reasons. Susan will liaise with group members and reschedule for later in the year. In the meantime, she will follow up with any actions.

Action

- Susan to follow up any actions and arrange date for next meeting

7. Ecommunication working group

a) Sandra reported on the work of this group. The new Making Information Accessible booklet has now been printed and has also been put on our website. We accompanied this with an enewsletter and a change to our email signature, in line with the promotional strategy group's suggestion of "key themes" throughout the year.

b) A brief paper looking at some of the issues around social networking sites and accessibility has also been produced and is on our website. An enewsletter and change to email signature will advertise this for the month of July.

c) The group took the decision not to pursue joint postcards with Communication Forum Scotland. We will continue to liaise with them as appropriate and look at opportunities to work together in the future.

d) Nicola has now filmed a video clip in British Sign Language (BSL) for the SAIF website. The group thanked Nicola for taking the time to do that.

Action

- Susan to arrange for BSL clip to go on SAIF website

8. Promotional strategy working group

This short-term working group is now finished. Actions from the resulting promotional strategy paper will now be incorporated into the development plan and other working groups as appropriate. Thanks to all working group members and David in particular for his enthusiasm and work on creating a promotional strategy for SAIF as the chair of this group.

9. Project Workers Report

Susan and Steve fed back on other pieces of work they had been involved with since the last forum meeting including:

- Raising awareness training successfully delivered by Jean Alcock to 7 SAIF members and staff,
- involvement in developing Consumer Focus's Single Equality Scheme and Equality Policy as members of their Diversity Steering Group,
- meeting with the Head of Publishing and Branding at the Scottish Government to talk about providing information in accessible formats,
- submitting monitoring report to the Scottish Government,
- Steve has arranged to meet with Naomi Rezzani from SCOPE Australia www.scopevic.org.au who is visiting the UK on a study tour looking at accessible information for disabled people. Lucie may wish to join this meeting and will get in touch with Steve for more details. We have also arranged for Naomi to visit FAIR and UPDATE.

10. Membership

We currently have 17 members and it was agreed not to advertise for more in the current circumstances.

11. Other business

a) Mary reported that a new print impaired amendment in copyright/education law has now been achieved. This replaces the more restrictive visual impairment law. Mary will find out if it only applies to education.

b) Fiona reported that she and Bobby are working with the organising committee for the Commonwealth Games 2014 in their capacity as members of the Glasgow Access Panel on issues of accessibility. At the next meeting she will raise the issue of accessible information and the possible involvement of SAIF.

12. Next meeting

The next forum meeting will be on Wednesday 8th September at 11am at the Glasgow Centre for Inclusive Living.