

Scottish Accessible Information Forum

Minutes of the 56th SAIF meeting, held on Wednesday 13th June 2007 at the Marriott Hotel in Edinburgh

Present

David Armstrong, Claire Brennan, Grant Carson, Mary Evans, Andy Groves, Lionel Long, Sandra Wilson, Jean Alcock, Linda Miller

Also present: Steve Harvey and Susan Burn (project staff)

In the absence of both the chairperson and the vice-chairperson, Grant agreed to chair the meeting.

1. Apologies

Jean Dunlop, Margaret Hurcombe, Carolyn Wyper, Ben Forsyth, Nicola Noon, Marie Burns and Lucie McAnespie

2. Minutes of the previous meeting held on 4th April 2007

Agreed as correct.

3. Matters arising

- a) Mary will be attending a meeting in July which will discuss copyright law and will feedback to SAIF at the next meeting.
- b) A new press officer has been appointed by the SCC and will start in July. We will arrange to meet with him regarding a press release for the Standards.
- c) Steve has sent proposals for 3 pieces of research to several people. Closing date for noting interest is 22nd June. Following that we will get back to them to discuss proposals.
- d) Steve to check that letters have been sent to members who have recently resigned.

Action

- Mary to pursue info on copyright law and feedback at next forum meeting
- Susan/Steve to arrange to meet with press officer

- Susan/Steve to proceed with research proposals
- Letters were sent to Kim and Sheila in April 2007

4. SAIF Standards

The Standards have now been posted out along with the double CDs to over 800 people on our contact database. The online version in HTML is underway and should be available within the next couple of weeks. The DVD version has been held up but should be completed by the end of June. The online checklist has also been completed and will now be available within the next few weeks.

Action

- Complete BSL DVD
- Complete online version
- Complete online checklist
- Claire to inform project staff of Health & Diversity Task Force contacts for mailing of Standards

5. Local strategies

- a) Jean A gave feedback on the training aspect of local strategies. Two short-term working group meetings looking at the health sector have now been held. This group is currently developing a training package. Jean also talked about the first meeting with Eva, Jim and herself looking at training in e-communication. Initial plans are to run a seminar in November. The group plans to meet again in the next few weeks. Susan/Steve to be kept informed.
- b) David explained that the Scottish Qualifications Authority is looking into the endorsement of training from agencies other than themselves. This could be relevant for SAIF training events. He will find out more and forward to Susan/Steve.
- c) Claire has asked for the issue of accessible information to be put on the agenda for the next meeting of the Health & Diversity Task Force which will be in August or September. It may be that a member of SAIF could do a presentation at this meeting. Claire will keep us posted.

Action

- Continue to develop training package – Susan/Jean A

- David to find out more about SQA endorsement of training
- Claire to keep us posted about the Health & Diversity Task Force meetings

6. E-communication

Sandra ran through the actions from the last working group, part of which was to focus on the recommendations from the meeting on Monday 30th April. The group had decided that signing up to a networking website in the next funding period would be a good way to investigate most of the recommendations made on that day.

Action

- David to send in article on writing for the web

7. Promotional Strategies

Project staff reported that Ben is currently in London attending an HMRC (Inland Revenue) Stakeholders Forum on behalf of SAIF. He also continues to liaise with the DWP on behalf of SAIF, their Scottish National Liaison Meeting is being held today and the next one will be in November.

Action

- Ben to continue to liaise with DWP and Inland Revenue

8. Project Workers Report

- a) There was no written report for this item, instead Steve and Susan gave feedback on other meetings and pieces of work, in particular arrangements for temporary cover for Susan's post. There has been a good response and interviews are scheduled for 28th June.
- b) Steve reported that there was a full page article on SAIF's Making E-communication Accessible in the National Information Forum's bulletin Innovations in Information.
- c) Project staff reported that the May 2007 Monitoring Report had gone to the Scottish Executive on time and indicates that SAIF will meet over 90% of its development plan targets by the end of the funding period

9. Development plan for funding application 2008-2011

- a) There was lengthy discussion on this item although there will be another forum meeting before the final application has to be submitted. Working groups should detail their proposals for future work and send to Steve. Included in the discussion were plans for working with the private sector, partnership working and future work with UPDATE.
- b) There was a suggestion that we look further into the development of www.beyondtheramp.org as a means of meeting some of the recommendations of the Equal Opportunities Committee. In particular the website could provide basic accessibility guidance to the private sector and others, and perhaps it could be a joint initiative between SAIF and UPDATE. It was agreed that this would be considered by the e-communication working group initially but brought back to the forum for further discussion.
- c) It was suggested that we should include plans for generating income, e.g. through our training, within the next funding application.

Action

- Working groups to consider development plans
- E-communication to think more about www.beyondtheramp.org

10. Other business

There was no other business.

11. Next meeting

The next meeting will be on Wednesday 12th September at 10.30am at the Marriott Hotel, Edinburgh.