

SAIF E-communication Working Group

Draft minutes of the meeting held on Monday 13th August 2007 at 2.00pm in the SCC

Present

Nicola Noon, Catherine Brys, Sandra Wilson, Jean Alcock, David Armstrong, Jim Byrne, Eva Bolander, Susan Burn and Joanne Martin (minutes)

1. Welcome and Apologies

Sandra welcomed Jo to the working group and there were no apologies.

2. Minutes of previous meeting 11th June 2007

Agreed

3. Matters arising

Actions

- Eva is waiting for Update to get back to her regarding the statistics for the Formats Resource
- Eva to put PowerPoint presentation on the website
- Jim will email the draft PDF poster to Jo
- News about the CEHR launch will go on the SAIF website in October
- Eva, Nicola and Jo will meet on the 3rd September to discuss a trial of remote web editing

4. Website Report and Statistics August 2007

Steve produced a short report and table of statistics from April to July 2007.

5. Website news and spotlight pages

Susan talked about current news and spotlights on our home page which included: information about Jo as the new temporary Project Worker, a news article about the new bilingual BSL website by Deaf Action and the British Sign Language clip for the Standards.

The Standards working group have asked about putting information about the User-Led Review pilots on the SAIF website.

One pilot has been completed and they are hoping to encourage another organisation to carry out a review of their services using the SAIF publication Guide to User-Led Reviews. This was agreed.

Once the pilots have been completed the reports will also need to go on the website.

The Standards working group is updating the publication Information and Advice Services, What disabled people should expect and receive. The Standards group has agreed to make it available in BSL, to monitor requests for other languages and to make a translation link available on the SAIF website.

Eva updated the group on her short and longer term work plan.

Action

- Jo to continue to update
- Eva to update on progress

6. Email bulletin

The August email bulletin has gone out. It included information about SAIF's new worker, information about planned events such as the accessible e-communication training course and the training and information pack for the health sector, the three research projects and some of the website spotlights. The next email bulletin should be around Christmas time.

Information about the User-led Review pilot projects could be included in the next edition.

7. Draft posters

a) Making Email Accessible

Some suggestions for changes were made, Jo will make the changes and email to the group for comment. This poster will then go to publishing.

b) Making PowerPoint Accessible

Again suggestions for changes were made, Eva will make the changes and the poster will be discussed at the next meeting.

David suggested that once completed, the posters could be made into a pack/booklet. It was agreed that this be considered for development work next year.

Actions

- Jo to email Making Email Accessible poster to the group for comments. Once it has been finalised she will get it published.
- Eva to make the changes to the Making PowerPoint Accessible poster.
- Jim to complete a draft of the Making PDFs Accessible poster
- Jo to add consideration of a poster pack/booklet to development plan for next year

8. Beyond the Mouse training event

Following discussion the following changes were agreed:

- a. The title should be changed to Beyond the Web (putting accessibility at the heart of e-communication). Although the course content is e-communication, it was felt that the change in title would get more people interested.
- b. Generic terms should be used to describe types of assistive technology.
- c. A change in the programme will allow for a coffee break in the afternoon.
- d. A checklist could be used to discuss internal specifications and external tender documents.
- e. The venue could be the Sensory Centre in Falkirk.
- f. It was noted that screen readers would be discussed twice during the training day. Consider the use of an alternative assistive technology in the afternoon.
- g. The layout of the programme does not convert well into braille. Sandra asked that tabs were not used. Tables can convert better into text.

- h. It is hoped that the programme will be ready for printing and distribution by the end of September. The training day is planned for November.
- i. Contacts mailing list: The Beyond the Ramp mailing would be used and other contacts forwarded or suggested by members of the working group.

Actions

- Jean, Eva and Jim to meet again to finalise the programme and liaise with Jo
- Eva and Jim to email profile information to Jean
- Jean will investigate the possibility of using the Sensory Centre in Falkirk
- Progress to be reported at the next meeting

9. Workplan 2007

Objectives have either been achieved or are in progress. No actions were outstanding.

9. Workplan 2008-2011

The group considered pieces of work for our next funding application. We agreed to suggest the following list to the forum:

- a. Sign up to an existing social networking tool, with a view to piloting our involvement, evaluating access issues and producing a report and guidelines. We would then apply some of the lessons we have learned to our own website. Recruit someone to administer our involvement in this group – look at more funding specifically for this.
- b. Review and revise Making E-communication Accessible in light of continual change within e-communication
- c. Run training events based around e-communication
- d. Maintain and develop our website as an example of good practice (include some specific examples)
- e. Continue production of more posters; consider producing a booklet/pack.

Actions

- Suggestions for workplan 2008-2011 to be put forward at SAIF forum meeting

10. Other business

Jo will be attending the launch of the Deaf Action website in September.

There was a brief discussion about the design and usefulness of the website feedback form. It was agreed that this would be an agenda item at the next meeting.

The NHS North Ayrshire and Arran Access Group (attended by SAIF staff) are developing an on-line accessibility guide. This will allow patients/users to go on-line and find out about the accessibility of various NHS premises, facilities and services. Three pilot pages, providing information about the accessibility of three health centres have gone live until the end of September. Jo will be putting information and links on SAIF's website. Feedback about the accessibility of the pages is welcomed.

Actions

- Jo to forward addresses of the three pages to all working group members.

11. Next meeting

The next meeting will be on **Monday 8th October** at **2.00pm** in the council room at the **SCC**.