SAIF Standards Working Group

Draft minutes of the meeting held on Friday 22nd June 2007 at 10.30am in the SCC.

Present
Grant Carson (chair), Mary Evans and Sandra Wilson
Also present: Steve Harvey (project worker)

1. Apologies
Jean Dunlop, John Whitfield and Carolyn Wyper

2. Minutes of the meeting held on 16th May
Agreed

3. Matters arising

Action
- ❑ Project staff to consult the new SCC press officer about a press release for the Standards.
- ❑ Steve to chase up Marilyn again about the Common Knowledge user-led review pilot and Margaret about the report of the FAIR pilot.
- ❑ Steve to obtain the Sensory Impairment Action Plan Policy and Practice Guidance from the Executive in Word.

4. Standards
a) Over 800 of the new edition and accompanying double CDs sent out in early June, also braille and audio copies. Many more requested since, about 380 copies of Standards and double CDs remaining.
b) Delay with the BSL DVD but it should be ready by the end of June. Now will be only useable on PC/MACs, not TV, because for TV needs movie software which many PCs and MACs in offices may not have.

Action
- ❑ Project staff to conclude delivery and distribution of the BSL DVDs.

5. A5 Standards booklet

Meeting considered the draft and recommended a number of small amendments.

Action

Steve to:

- ❑ Incorporate amendments
- ❑ Get price for production in BSL
- ❑ Get costs for translation into other languages.

6. Social model of disability publication

The meeting considered Grant's draft and there was discussion about the contents, tone and target readership. Some amendments were suggested and agreed. It was agreed the charts needed to be changed to make them more accessible. It was also agreed that the usual levels of plain language which SAIF uses may not be possible with this publication, indeed its more academic tone may be necessary and desirable and we may have to consider an easy-to-understand version. Mary agreed to go through the document and make what changes she thought appropriate to improve accessibility.

Action

- ❑ Grant to incorporate suggested amendments and forward to Mary.
- ❑ Mary to improve accessibility of the language.

7. Research of mainstream quality assurance systems

Steve informed the meeting that of the five agencies asked for an expression of interest in this and the two other research projects, four had replied positively.

During July they will be asked for outline proposals and when they are received we will make a choice, possibly including interviews in the process. It was agreed that we should form a small group of representatives from the working groups concerned, standards and local strategies, plus the chair of SAIF, to make the decision and decide monitoring procedures.

Action

- ❑ Project staff to ask the bidders for outline proposals.

8. Updating of on-line Standards

There was some discussion about how to update the on-line Standards but avoid there being ever increasing differences between the on-line version and the paper and CD versions (and the other formats). It was agreed that it is too early for updating at this stage, that it could be done 6 monthly and on a separate page on the website, although this issue needed more consideration at the appropriate time.

9. Development plan objectives 2008-2011

Steve reported that the funding application will probably need to be submitted by end of September. It was agreed to discuss this issue at the next meeting.

Action

For the next meeting Steve to provide:

- ❑ The existing development plan for Standards, for information.
- ❑ A suggested plan for 2008-2011, for discussion.

10. Next meeting

Friday 10th August at 10.30am at the SCC.