

SAIF Standards Working Group

Draft minutes of the meeting held on Wednesday 16th May at 10.30am in the SCC

Present

Sandra Wilson, Mary Evans and John Whitfield

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

1. Apologies

Jean Dunlop, Grant Carson and Carolyn Wyper

2. Minutes of previous meeting

Agreed

3. Matters arising

The meeting considered the action points.

It was agreed not to approach Business Gateway for research work because we know of very good people who will be interested in the work.

4. Standards work plan 2007/8

The meeting considered the work plan and agreed all the items on it could be addressed this year. It was agreed to include them all on each meeting agenda until they are completed.

Action

- Standard agenda for the working group meetings to be revised to include the new targets.

5. Standards

The hard copies, braille and audio CD versions are now produced.

The double CD Rom containing the Standards in various formats (Word, HTML, Adobe PDF) and in audio, and the electronic checklist, will be delivered very soon, as will the on-line Standards and checklist. There is a slight delay with the BSL DVD but it will be ready in June.

The mailing will go out as soon as the double CDs arrive.

Given the pressures on staff time it was agreed to organise a press release but not a launch event – and instead to organise a showcase/reminder event later in the year or even next year, possibly tying in to our re-funding if that happens.

Action

- Mailing of Standards and double CDs to be organised ASAP.
- SCC press officer to be consulted about a press release.

6. User-Led Reviews

Margaret/FAIR have almost completed their pilot and will produce a report shortly. No news yet from Marilyn at Common Knowledge.

Action

- Steve to chase up Marilyn about their pilot.

7. A5 Standards booklet

The meeting considered the eight page draft Steve had prepared. It contained the same information and issues as the 2000 version but was presented more clearly and directly, reflecting that service providers should now be more aware of accessible information issues and new laws are in place. With a few amendments the text was agreed and suggestions were made about the contents for the front and back covers.

Action

- Steve to make amendments and present final draft to the next meeting.

8. Social model of disability publication

The meeting very briefly considered the first draft sent in by Grant for the meeting. Initial thoughts were that the text would need to be written in plainer language and the graphics made more accessible. However, proper discussion was left until the next meeting because there had not been time to email the draft to all group members.

Action

- Steve to email draft to all group members.

9. Standards questionnaire

Target time – October.

10. Other business

John reported that the Sensory Impairment Action Plan has now been published.

Action

John to email the action plan to Steve and Susan for distribution.

11. Next meeting

Friday 22nd June at 10.30am in the SCC.