**Minutes of the DCAD meeting teleconference:
3 September 2013, 13:00 – 15:00 (CEST),
ITU Headquarters in Geneva**

1. Welcome and introduction:
	1. Participants: Andrea Saks, DCAD coordinator, Arun Mehta, Deirdre Williams, Dipendra Manocha, Shadi Abou-Zahra, Gerry Ellis, Judy Okite, Alexandra Gaspari
	2. Apologies: Peter Major, DCAD co-coordinator.
2. Approval of the agenda: the agenda was approved with the changes proposed by the DCAD members and the DCAD coordinator. Revision 1 of the agenda can be found at
<http://www.itu.int/en/ITU-T/accessibility/dcad/Pages/default.aspx>)
3. Approval of the minutes:
	1. the minutes of the DCAD meeting (25 June 2013) were approved.
4. Calendar of DCAD activities at IGF 2013:

It was noted that the overall timings was good and that none of the timings of the workshops and meetings were in parallel, making s it possible for DCAD members to attend the two workshops containing DCAD participants, the Focus Session (formerly called Main Session) and the DCAD meeting.

5 Focus Session: update

a. The new name of the main session formally called Access and Diversity is now called Focus Session (Access and Diversity): Internet as an Engine for Growth and Sustainable Development. The DCAD coordinator consulted with Mr Markus Kummer (Interim IGF Chair of the Open Consultations and MAG meeting) and Mr Chengetai Masango (IGF secretariat), as agreed at the last meeting, to suggest that DCAD representatives be on the panel. Mr Kummer said because the whole structure was now different that we are invited to intervene from the floor during the Focus Session. He also suggested that we contact the IGF secretariat in charge for more information (Laura Vuillequez@unog.ch). DCAD members were invited to send points/comments to be presented from the floor to the Focus Session.

b. The DCAD coordinator also asked what preparation was being made for accessibility. Further enquiries have to be made. Markus Kummer acknowledged it was a good idea to include accessibility in the next host country agreement and it could be considered for next year. This item was placed on the DCAD Bali meeting agenda for discussion.

c. a discussion took place about the revision of the DCAD Accessibility Guidelines under review. Both the lead editors (Gerry Ellis and Shadi Abou-Zahra) were not able to do a revision update due to time constraints. Judi Okite and Deidre Williams suggested the following addition to the guidelines not previously covered. This change dealt with remote participation. The concern was the language of the remote participation should be available in both English and the local language. This proposed change could also be expanded to deal with multilingualism in remote participation. This addition was agreed to by the members in principle. Gerry Ellis agreed to craft some wording. The point of the revision of the guidelines was added to the Bali (25/10/2013) DCAD meeting agenda.

6 Joint DCAD/BAPSI workshop “Accessible Inclusion For All Abilities and All Ages, Access for Persons who fall between the cracks”

The speakers attending the DCAD conference call offered an overview of their presentation. It was agreed that all presentation will be for a duration of seven minutes to give time for questions. Not all the speakers were present on the conference call: two DCAD participants, Arun Metha and Gerry Ellis do not have funding and will make videos. This is because remote participation is not feasible. It is also because in many cases due to the large time difference. Other DCAD members for whom funding is pending are: Peter Major, Dipendra Manocha, Shadi Abou Zahra, Judy Okite, Those who have funding are Andrea Saks and Deidre Williams. Jorge Plano has not confirmed as yet and was not on this call

6.1 Presentations

a. Arun Mehta gave an overview of his presentation. He requested comments. Several suggestions were given and notably on the title, clarification of definitions of terms, the addition of some other examples of haptic communications. Since Arun Mehta is not able to attend in person and due to the time difference and the possibility of a volatile internet connection that could cause interference with remote participation, the author will provide a video of his presentation for the workshop which will be posted at <http://www.itu.int/en/ITU-T/accessibility/dcad/Pages/201310-workshop-bapsi.aspx>.

b. Dipendra Manocha noted that his presentation is still under development but it will focus on the work of the Daisy consortium. The main subject is how to identify the gaps in accessible format and a report on a survey conducted in 24 countries that have a total of 76 languages. At this time Dipendra is still planning to attend.

c. Gerry Ellis’s presentation focuses on the M-Enabling summit (9 – 10 June 2013, Washington DC, USA) with a focus on developing countries. This will deal with interoperability issues including those between services providers and Utility Service providers. Gerry Ellis will also produce his presentation as a video and that also will be posted on the same ITU website above under point a.

d. Shadi Abou-Zahra unfortunately had to leave the DCAD conference call after one hour. The title of his presentation is Referencing and Applying W3C standard WCAG 2.0 in Different Contexts. It is not clear whether he will go to Bali or prepare a video. He will keep us posted on his funding issues

7 DCAD meeting in Bali

The meeting decided to issue a revision of the agenda of the DCAD face-to-face meeting in Bali as agreed today (3 September 2013). In addition to the adding of the updating the guidelines, the agenda would also include the subject of funding participants, the problems for remote participation including the problems of time difference, internet stability and how this affects access for persons with disabilities. The DCAD secretariat informed the group on the call that the IGF website may not be up to date as IGF decided to lock access for uploading content to the websites at the beginning of July 2013. Therefore, any revisions in agendas or other changes in programs will be made available on the ITU DCAD website (<http://www.itu.int/en/ITU-T/accessibility/dcad/Pages/default.aspx>). The locking of the IGF website will also be added to the agenda.

Another observation was noted with regard to the lack of reasonably priced accommodation details in the IGF registration form. Judy Okite added that she already requested more information regarding hotels and that the information be posted on the IGF website. She will inform the DCAD members of any response re her query. These concerns will be placed on the DCAD Bali meeting agenda for further discussions.

8 AOB

 ITU staff support has not been confirmed as to who and how many. The DCAD secretariat to keep members informed when information was available

All members of DCAD, the DCAD coordinator and the secretariat congratulated Arun Mehta for receiving the award: Universal Design Award National Center for the promotion of the employment for Disabled Persons. Arun Mehta thanked all the participants and added that Mr Javed Abidi is the Director of this NGO was responsible for creating this award.

9 Next DCAD teleconference is planned for: 26 September 2013, 1300 – 1500
(TSB NOTE: the conference call was postponed to 1 October 2013)

10 The DCAD coordinator thanked all the participants, the captioner and the TSB DCAD secretariat. The meeting was adjourned at 14:54.