**DCAD  teleconference: 11 September 2012
follow-up and action points meeting report**

1. Welcome, introduction and approval of the agenda.

Participants: Andrea Saks, Peter Major, Gerry Ellis, Abdoulaye Dembele, Shadi Abou-Zahra, Christopher Jones. DCAD secretariat: Alexandra Gaspari

Sent their apologies: Axel Leblois, Arun Mehta, Cynthia Waddell

The agenda was approved.

1. Review of the action points from the last meeting.
The meeting reviewed and approved the actions points as meeting report
2. Overview of the calendar of activities related to DCAD:

3.1 7 November 2012, 09:00 – 10:30 AM:
IGF workshop no. 129:  “The Sustainable Benefits of Inclusion on the Internet”

**ACTION:** a deadline for speakers presentations was decided: by 11 October2012 DCAD speakers will send their presentations- a reminder has been sent (done)

3.2 7 November: DCAD off-line meeting with representatives in situ:

The goal of the meeting isto coordinate the intervention of the DCAD spokesperson for the main session Access and Diversity on the following day.

3.3 8 November 2012, 0930 – 1230: Main session on Access and Diversity

DCAD co-coordinator, Peter Major, to intervene at the main session

**ACTION:** DCAD secretariat to resend previous DCAD accessibility requirements (included in the [DCAD report to IGF 2011](http://www.itu.int/oth/T3601000181)) (done)

**ACTION:** DCAD secretariat to resend communication to IGF (done)

3.4 8 November 2012, 14:30 – 16:00:5th DCAD meeting

Recap and overview of events: discussion of the DCAD report on this event to be written later and eventually submitted to IGF

**ACTION:** DCAD secretariat to send a request of rescheduling to be submitted to IGF secretariat by 14 September 2012, keeping the current slot if reschedule is not possible (done).

Subsequent IGF reply: not possible to reschedule at this time DCAD slot of 8 November. The DCAD meet will be retained on the 8th of November. DCAD co coordinator, Peter Major to determine agenda.
**ACTION:** DCAD secretariat to check if the DCAD meeting will also be remote

3.5 9 November 2012, 11:00 – 12:30 AM:

IGF workshop no. 52: “Remote participation: Reality and principles”

**ACTION:** DCAD secretariat to send the workshop programme (done)

1. Access and Diversity main session: how to increase the visibility of accessibility issue/DCAD:

 **ACTIONS:** DCAD secretariat to send the communication to IGF (the text was approved at the April DCAD meeting) (done)

 **ACTIONS:** DCAD secretariat to inform IGF that DCAD spoke person at main session on Access and Diversity will be Peter Major (done)

1. Any other business:

**ACTION:** DCAD secretariat to request IGF to organize training and a dry run well in advance before the IGF conference, in order to facilitate the remote participation of speakers and participants. (note: all DCAD speakers will be on remote mode) (done).

1. Next meeting: in Baku: DCAD communications will be continue via the reflector.