**Draft Agenda for DCAD meeting teleconference:
3 September 2013, 13:00 – 15:00 (CEST),
Room M416 - Montbrillant Building
ITU Headquarters in Geneva.**

1. **Welcome and introduction (Andrea Saks, Peter Major)**
2. **Approval of the agenda (Andrea Saks)**

**3 Calendar of DCAD activities at IGF 2013 according to IGF calendar of activities** (update: date of publication of this agenda: 13 August 2013): <http://intgovforum.org/cms/wks2013/IGF2013Schedule.pdf>

25 October 2013, 09:00 - 10:30  6th DCAD meeting

25 October 2013, 11:00 – 12:30 Joint DCAD/BAPSI workshop (workshop no. 38)
*“Accessible Inclusion For All Abilities and All Ages, Access for Persons who fall between the cracks”*
(<http://www.intgovforum.org/cms/wks2013/workshop_2013_status_list_view.php?xpsltipq_je=38> )
(<http://www.itu.int/en/ITU-T/accessibility/dcad/Pages/201310-workshop-bapsi.aspx>)

24 October 2013, 09:30 – 12:30 Focus Session (Access/Diversity): Internet as an Engine for Growth and Sustainable Development

24 October 2013, 14:30 - 16:00 (IGF workshop no. 68) [DiploFoundation Workshop, E-participation in IG processes,](http://www.intgovforum.org/cms/wks2013/workshop_2013_status_list_view.php?xpsltipq_je=68)(IGF workshop no. 68). Andrea Saks, DCAD coordinator will be a speaker and present: “Needs and solutions for persons with disabilities”

**3.1 Main Session:**

a Report from the DCAD coordinator: DCAD to request the IGF secretariat and/or MAG to always place DCAD in the Main session: Focus Session (Access/Diversity): Internet as an Engine for Growth and Sustainable Development.
Main session representative can deal with the “benefits” of including persons with disabilities and therefore explain how that would work for sustainable growth for that community.

b at the last DCAD meeting it was agree that Andrea Saks represents DCAD in the podium during the focus session. Report from the DCAD coordinator on the status of that proposal

**3.2 Workshop:**

a DCAD/BAPSI Workshop: “Accessible Inclusion For All Abilities and All Ages, Access for Persons who fall between the cracks”: status of the work:
- Report from Arun Mehta on his presentation

 - Technical support at IGF: what has been done regarding remote participation and moderator.

b Report from ITU DCAD secretariat (Alexandra) re the websites: ITU website and IGF website up and running:
IGF website updated within deadline (10 July 2013);
ITU website being continuously updated

c reminder for speakers to send their presentations: 30 September 2013 (the sooner the better)

d moderator: Andrea Saks, DCAD Coordinator; Remote moderator: Deirdre Williams, Diplo Foundation

**3.3 DCAD meeting in Bali:**

DCAD participants that will go to Bali: Andrea, Deirdre, Jorge, Peter – Shadi – Dipendra, Fernando status is pending.

a DCAD meeting description and agenda were approved at the last DCAD meeting and submitted to IGF within the deadline

b ITU website continuously updated.

c other items, actions, updates?

**4 Actions towards IGF:**

**4.1 Updating the guidelines list:**Lead editors: Gerry and Shadi.
Deadline for comments on the document: 30 August 2013
Everybody is invited to contribute to the update of the document.

**4.2 IGF to take into account accessibility requirements with host country.**At the last DCAD meeting it was decided that the DCAD coordinator was writing to IGF secretariat on this issue and report on the outcome.

1. **Funding issues and fellowships for speaker**

**6 Ongoing business for DCAD members**

- to regularly check the IGF website for meeting registration: <http://www.intgovforum.org/cms/>

* Host country website: <http://igf2013.or.id/>
* Time difference and remote participants: 6 hours difference with GVA, Switzerland
<http://www.timeanddate.com/worldclock/>
* ITU staff support in Bali: to be confirmed
1. **Any other business**
2. **Next DCAD teleconference**

**9 Closing**