**Draft Agenda for DCAD meeting teleconference:
25 June 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. DCAD activities at IGF 2013 (22 - 25 October 2013, Bali, Indonesia)

Main Session:
1 Proposal from DCAD coordinator: DCAD to request the IGF secretariat and/or MAG to always place DCAD in the Main session? Request to be sent to IGF by DCAD secretariat

2 How should DCAD accomplish this?
3 who will represent DCAD in the podium, who can speak from the floor?
Workshop:
1 DCAD/BAPSI Workshop: “Accessible Inclusion For All Abilities and All Ages, Access for Persons who fall between the cracks”: status of the work: Alexandra to give an overview of the status of the work (website, contact with the speakers, etc)

2 call for volunteer for remote moderator (best would be if he/she is in Bali)

3 an ITU website will be set up for the DCAD workshop: it will mirror the content of the IGF website.
 Speakers are required to send their presentations and other related material so the material can be
 added into the IGF and ITU websites in due time.

DCAD meeting:

The following fields have to be entered for the meeting request:

Meeting title, Meeting description, which stakeholders are you bringing to the discussion

DCAD to finalize and approve a meeting agenda for the DCAD meeting in Bali

4 Actions towards IGF:
Updating the guidelines list: updates from Gerry and Shadi

IGF to take into account accessibility requirements with host country.

1. Funding issues and fellowships for speaker
2. Any other business
- to regularly check the IGF website for meeting registration <http://www.intgovforum.org/cms/component/content/article/121-preparatory-process/1261-igf-2013> (not available at this time)
3. Next DCAD teleconference
4. Closing