**Minutes of DCAD  meeting:
17 April 2013 – 11:30 – 12:30 (Geneva Time)**

1. **Welcome and introduction**Participants: Andrea Saks (chair of the meeting), Peter Major, Gerry Ellis, Christopher Jones, Alexandra Gaspari.

**2 In Memoriam of Cynthia Waddell**Andrea Saks, Peter Major and Gerry Ellis, Alexandra Gaspari commented on the great loss o f the great friend and accessibility warrior. The memorial for Cynthia Waddell can be found at: <http://itu4u.wordpress.com/2013/04/05/accessibility-loses-a-great-champion/>.

Proposal from Andrea Saks: the workshop will be dedicated to Cynthia Waddell.

The memorial service will take place on the 20th of April, 3:00 PM Pacific Daylight Time (John Knox Presbyterian Church, 7421 Amarillo Road, Dublin, California). The ceremony will be captioned (<http://www.streamtext.net/player?event=CFI-Cynthia>)

1. **Approval of the agenda**The agenda was approved with the addition of two additional items, under AOB: M-Enabling summit, ITU-D Emergency Handbook.

**4. DCAD activities at IGF 2013, 22 - 25 October 2013, Bali, Indonesia and the proposed Workshop**

* 1. Place holder Title for DCAD workshop: “Accessible Inclusion For All Abilities and All Ages”:

Other proposed changes for the title:

Gerry Ellis: The benefits of accessible inclusion for all Abilities and all Ages

Andrea Saks: The mainstream benefits of accessible inclusion for all Abilities and all Ages

Peter Major: Proposal from MAG: new deadline for workshop submission: 7 May 2013

Necessity to postpone the decision about the title due to lack of participants

* 1. Discussion on the original ideas for workshop titles submitted by DCAD members were discussed.
* Mobile Internet (Peter Major). Gerry Ellis suggested that a presentation could be on the subject of mobile phones and mobility. (This suggestion needs to wait after M-Enabling Summit – G3ict - (June 2013) to develop the exact presentation).
* Same subject as last year “The Sustainable Benefits of Inclusion on the Internet” (Judy Okite). This was not discussed because the proponent was not on the call.
* “Reaching out to Seniors and web surfers of all abilities, a one billion persons market place” (Axel Leblois). Axel Leblois liked the placeholder title and communicated this intention to Andrea Saks.
	1. Decision on the final DCAD workshop title. This is postponed due to lack of participation from DCAD members.
	2. Discussion on possible speakers, proposed subjects and titles for presentation: see also point 4.2.
	It was mentioned that the remote participation during IGF last year did not function properly and it was not accessible at many levels. It was concluded that it would be better to have presentations made by speakers that are physically present at the meeting. Remote participations will only be used for questions and answers. Therefore, Peter Major and Andrea Saks will be attending IGF in Bali.

Gerry Ellis, who cannot attend, is considering making a film about the difficulties of blind persons trying to make reservations with airline on the web.
Peter Major is also considering doing a presentation on the expansion of accessibility among the UN agencies.
Andrea Saks is considering making a presentation on problems with remote participation tools and the exclusion of persons with disabilities because of proprietary standards. Proposed title for presentation: “Accessibility of remote participation for Persons with Disabilities”

4.5 Report on current MAG meetings.
The DCAD Co-ordinator Peter Major participated to the last MAG meeting (28 – 29 February 2013, Paris). There was a proposal by the IGF secretariat that many workshops should be combined. It was also proposed to DCAD to merge, giving the choice of two different workshops: one on gender and the second one submitted by Arun Mehta, DCAD member.
Action for Peter Major: to write to Arun Mehta (BAPSI) and Chengetai Masango (IGF secretariat) about possible merging of workshops.

1. **Discussion on the past representation to the Main session on Access and Diversity: structure and past problems.** This point was not discussed because of poor attendance of DCAD members to the meeting.
	1. Proposal from DCAD coordinator: Discussion: should DCAD request the IGF secretariat and/or MAG to always place DCAD in the Main session? How should DCAD accomplish this? This point was not discussed because of poor attendance of DCAD members to the meeting.
2. **Actions towards IGF:**

This point was not discussed because of lack participation.

* 1. Updating the guidelines list (included in DCAD previous report) and last reminder sent to IGF with the list: February 2013: (see Annexes)
	2. Discussion re the request to the IGF secretariat for the names of the contact persons in Bali for DCAD to communicate with on accessibility related issues for the next IGF meeting in 2013
	3. Discussion: Who will represent DCAD at MAG?

**7 Funding issues and fellowships for speakers**Andrea Saks mentioned that this point will be discussed at the next meeting.

**8 Any other business:**
Information about the M-Enabling summit (<http://www.m-enabling.com/>) (6 – 7 June 2013, Washington DC, USA) was given during the call. It was reminded that the special rates for the hotel arrangements will not be available after the end of April 2013.

The ITU-D Emergency Handbook was mentioned but without appropriate experts presents, the discussion was postponed to the next meeting.

1. **Next DCAD teleconference:**

**30 April 2013, 13:00 – 15:00**, CEST – Central European Summer Time
<http://www.timeanddate.com/worldclock/fixedtime.html?msg=DCAD+meeting&iso=20130430T13&p1=87>

The call will be captioned.
The meeting timing will be back to the afternoon, as per usual DCAD calls. The meeting time of the DCAD call of 17 April was changed to accommodate attendance from ITU-D participants to Rapporteurs meetings. It would be helpful if DCAD members who would like to participate in the next DCAD workshop at the IGF meeting in Bali, to communicate it to the DCAD Secretariat. The deadline for submission to the IGF secretariat for DCAD workshop is the 7th May 2013. For this purpose, t is mandatory to participate to the next DCAD call on the 30 April 2013.

1. **Closing**

The chair thanked the participants for their participation. The meeting was adjourned at 12:29.