**DCAD meeting teleconference:   
MINUTES - 25 June 2013,   
13:00 – 15:00 (CEST),   
ITU Headquarters in Geneva.**

Participants:Andrea Saks, Peter Major, Fernando Botelho, Deirdre Williams, Shadi Abou-Zahra, Dipendra Manocha,   
Gerry Ellis, Jorge Plano, Alexandra Gaspari

1. Welcome and introduction (Andrea Saks, Peter Major)
2. Approval of the agenda: the agenda was approved
3. The minutes of the previous DCAD meeting (30 April 2013) were dispatched within 24 hours and approved
4. 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?   
Andrea contacted the IGF secretariat requesting the above, detailing some scheduling issues, namely to have the workshop BEFORE the main session on Access and Diversity (which is going to be scheduled most probably on   
the third day of IGF, 24 October 2013)

Peter Major presented briefly the latest activities of MAG related to DCAD, among the main ones, the approval of the joint DCAD/BAPSI workshop.

It was highlighted the importance of the interventions from the floor during the main session on Access and Diversity but mixed feelings were expressed about last year experience during the same session. MAG realized that big panels are not useful, as there is not enough sharing of exchange among speakers.

What was proposed instead to have strong intervention from the floor, which should be aligned with the topic on the panel. The **topic** has the priority versus the panellists participating to the floor. This is the message that should pass this year at IGF. The moderator has also a key and needs to be informed.

It was proposed to have the DCAD coordinator, Andrea Saks on the podium.  
**ACTION**: Andrea to write again to IGF secretariat/Chengetai Masango, to propose a topic, with a smaller panel; where the two keys words are well defined. Access needs to be defined: various definitions to it. Diversity as well, various definitions, as well as conventional literacy. Proposal: DCAD to take over the panel.  
Peter informed that there are no future MAG meetings till Bali.   
DCAD participants that will go to Bali: Andrea confirmed, Deirdre confirmed, Jorge confirmed, Peter – Shadi – Dipendra, Fernando status is pending.

Workshop:   
1 DCAD/BAPSI Workshop: “Accessible Inclusion For All Abilities and All Ages, Access for Persons who fall between the cracks”).

Alexandra gave an overview of the status of the work (website, contact with the speakers, etc). Speakers are requested to send the bio and the picture, as well as the presentations by 30 September 2013.

Remote moderator: Deirdre Williams is confirmed, possibly Ginger Paque to be confirmed hopefully yes   
(as well as per the DCAD meeting). DCAD welcome Deirdre and thanked for this opportunity and help from Diplo Foundation.

DCAD meeting:

The document description which was submitted to the DCAD participants as well as the agenda for the DCAD   
 meeting in Bali were approved with some minor edits.

4 Actions towards IGF:  
Updating the guidelines list: updates from Gerry and Shadi to come. Inputs on the document are welcome by 30 August, to be sent to Alexandra - DCAD secretariat, copy Andrea. Everybody is invited to contribute to the update of the document. A tool called etherpad (//etherpad.org) was proposed for editing.

IGF to take into account accessibility requirements with host country.

**ACTION**: Andrea to write to the IGF secretariat for the point above.

1. Funding issues and fellowships for speakers: funding is an issue for most of the speakers.
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)  
  Host country website: <http://igf2013.or.id/>
* Both website are published in the DCAD website:   
  <http://www.itu.int/en/ITU-T/accessibility/dcad/Pages/default.aspx>
* Time difference may be an issue for remote participants: about 6 hours difference with Europe: sample provide by Gerry: for a meeting that starts on October 22nd at 10 AM in Bali: <http://www.timeanddate.com/worldclock/fixedtime.html?msg=IGF+2013%2C+Bali&iso=20131022T10&p1=761&ah=1>
* ITU staff support in Bali: it is not decided if and who will be able to go to Bali, maybe ITU staff from the regional offices in Asia

1. Next DCAD teleconference: **3 September 2013, 1300 - 1500**
2. Closing