**5th DCAD conference call on 8 November 2016**

Chair: Andrea Saks

Participants: Gerry Ellis, Fernando Botelho, Deirdre Williams, Gunela Astbrink,

Apologies: Judy Okite, Francesca Cesa Bianchi

Secretariat: Kaoru Mizuno

Minutes

1. **Andrea asked those who will go to IGF to inform Andrea** (andrea@andreasaks.onmicrosoft.com) **copying the DCAD Secretariat** (Kaoru, DCADsecretariat@itu.int ) and Francesca Cesa Bianchi (fcesabianchi@g3ict.org) of name, title (Ms, Mr etc.), organization name, mobile phone number in Mexico, email address, Hotel in Guadalajara, flight arrival/departure time, accessibility requests).
2. Andrea explained the schedule:
* **DAY0** (Monday 5 December)
* **13:00 – 15:00 IGFSA General Assembly** (workshop room 7) – Judy to represent DCAD
* **DAY2** (Wednesday 7 December) (workshop room 6)
* **10:15-11:45  DCAD/G3ict workshop** on [Sustainable accessible goals for persons with disabilities](https://www.intgovforum.org/cms/igf2016/index.php/proposal/view_public/272) (WS272)
* **12:00-13:30  DCAD face to face meeting session**
* **DAY3** (Thursday 8 December)
* 15:00 – 16:30 IGF Dynamic Coalitions (DCs) (Main Meeting Hall) – Andrea to represent DCAD
* 16:30 – 18:00 DC Coordination Session (Workshop Room 9) (Added after the meeting)

For Day 2, Gunela stated that it would be a good idea to make an announcement to invite those who attend the workshop to stay in the room for the DCAD session immediately following.

For Day3, Andrea invited DCAD to provide ideas on 3 questions to be asked by the moderator of IGF DCs Main Session. Basic questions to be further developed may be: What is DCAD?;What is DCAD doing?; what does DCAD wish to accomplish? Ideas are welcome now.

1. A possible remote moderator was discussed. Gerry will ask Paddy who will be assisting Gerry at this IGF if he would like to volunteer. Someone attending IGF might be able to volunteer. It will be handled at IGF if not before.
2. A draft agenda for the DCAD session at IGF was discussed. It is basically below:
3. Review the Accessibility of IGF2016
* Venue, accommodation, transport, physical accessibility, food, remote participation, registration process, etc.
1. Possible updates to the [DCAD Accessibility Guidelines 2015](http://www.itu.int/en/ITU-T/accessibility/dcad/Documents/IGF%202015%20DCAD%20Accessibility%20Guidelines%20-%20Final%20V8.docx)
* All DCAD members are invited to review and suggest updates to the Guidelines.
* Gunela and Gerry kindly accepted to take responsibility to supervise the updates:
	+ Gunela to go through the guidelines and suggest updates, including an addition of a summary.
	+ Gerry to review and suggest updates on the remote participation part in particular.
	+ The other DCAD members are always encouraged to contribute.
1. Accessible screen reader (possibly open source or free)
* Gerry pointed out that there is a free screen reader for Apple devices, thus suggested not to limit the possibilities to just open source (reflected in the agenda item above). Andrea clarified her view that DCAD won’t recommend a product, but can suggest requirements.
* Fernando accepted to start working with Gerry to write a brief text on the issues about screen readers, so that Andrea can read it at the DCAD session at IGF, as Fernando won’t be able to attend it.
* Deidre and Gunela accepted to provide information which can be included in the above text:
	+ Deidre to give information on a new screen reader developed for her locality.
	+ Gunela to give information on Blackboard Collaborate which is supposed to be accessible.
* Deidre shared information and might be able to provide inputs about her paper on ICT empowering Persons with Disabilities with the Economic Commission for Latin America and the Caribbean for UNESCO.
* It was agreed by the conference call participants to start thinking further about the agenda items for the DCAD meeting amongst this small group by correspondence for now, and to consider perhaps later expanding to the whole DCAD.
* An agenda will be produced from this list but it can always be changed at the actually meeting.
1. Any Other Business
* Reminder: Registration deadline is **17 November** 2016
* Registration page (<https://www.intgovforum.org/multilingual/content/igf-2016-registration> )
* Online participant registration (<https://www.intgovforum.org/multilingual/content/igf-2016-online-participant-registration>)
* Gerry suggested to identify some key workshops at IGF where DCAD members can share accessibility issues. This can be discussed by correspondence. All suggestions welcomed by email and requested so a list can be drawn up.

End of meeting

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