# Minutes of DFI extra-ordinary General body Meeting

(September 26-27, 2014)

held at national Institute for Visually handicapped

116 Rajpur Road

Dehradun, 248001, UK, India

List of members present in the meeting

1 Taha Haaziq incharge Central Library,Goa

2 S.K. Gupta Head Sales Shinano ABV Technologies Pvt. Ltd

3 D. Rajakumar Application Engineer Shinano ABV Technologies Pvt. Ltd

4 Toshiki Kutsokake Global Sales AGM-Shinano Kenshi, Japan Shinano ABV Technologies Pvt. Ltd

5 Maheshinder Singh Khosla Hon. Secretary NAVCHETNA ( A Charitable Institute for the Blind )

6 K. ramakrishna Hon. Secretary General National Association for the Blind- India

7 Suryakant Bhuti Coordinator for Daisy Initiative Samarthanam Trust for the Disabled

8 Chandrashekar K N Head of the Project Livelyhood Resource Center. Samarthanam Trust for the Disabled

9 Prashant Verma National Association for the Blind- Delhi

10 Laxminarayan Reddy Library Manager Mitra Jyothi

11 Dipendra Manocha President Daisy Forum of India-India

12 Avneesh Singh Consultant Daisy Consortium, Member Technical Committee Daisy Consortium

13 Satyajeet Singh Library manager SAKSHAM

14 Anubhav Mitra Executive Director Saksham

15 Poonam Tyagi NAB-Meerut

16 Shri. Ram Niwas National Association for the Blind-Uttarakhand

17 Dr. Rohan Paul Assistive Technologies Group-IIT Delhi

18 Mr. Piyush Channa Assistive Technologies Group-IIT Delhi

19 Dr Sam Taraporevala Director Xavier's Resource Centre for the Visually Challenged (XRCVC,)

20 Praful Vyas. Hon. Secy Andhjan Kalyan Trust

21 Chintan Vyas. Escort Andhjan Kalyan Trust

22 Promila nainwal Librarian NIVH

23 Mr. navani Manager Braille Press NIVH

Action items:

Action item: Dipendra: Follow-up with TTI Pune regarding payment of DFI membership fees

Action item: Satyajeet: check subscription of Mr. Ramkrishna in DFI mailing lists

Action item: Prafful and Madhu:: send notice about dismissal of membership and restriction on benefits to non-paying members by 8 October, prafful to prepare notice which is to be sent by General Secretary office.

Action item: Prashant: Complete graphical representation of DFI membership and resources on Map

Action item: Prashant: Follow-up with Samarthanam regarding correction of problems in their DAISY books

Action item: Prafful: Check cost of DFI website hosting

Action item: Sam, Mahesh, Sushil and Prafful : Review the changes in DFI website

Action item: Mukesh & Anubhav: Google calendar and SMS reminders to be set up for DFI meetings

Action Item: Committee chairs: need to come out with final goals and project ideas by 18 October and present the same in the executive committee meeting.

Action item: Technical Committee to prepare guidelines for selection of book narrators, voice training, pronunciation, minimum book quality parameters

Action item: Prashant to Prepare specs for audio files and other uploads for India Reads system

Action item: Praful - incorporate suggested changes Regarding Amendment to the constitution and provide the document to Satyajeet for submission to registrar of Society.

Action item: Satyajeet: Change report to be filed to registrar of societies regarding change in constitution, list of new 25 board members and election results

Action item: Satyajeet: Financial reports to be sent to Registrar of Societies before 30 sep after cross checking with C.A.

Action item: Technology Committee: review existing places where manual formatting needs to be done after conversion using Duxbury or other braille translation systems. Facilitate improvement in Duxbury to incorporate such improvements. Create guidelines about how the MS word file need to be created to get desired formatting when importing the file in Duxbury or other braille translation systems.

Action item: Anubhav: Email lists to be revised, general, board, executive committee

Action item: General Secretary: Member registers to be maintained by General secretary

Action Item: General Secretary: list of Board members to be circulated on DFI mailing list.

Session details:

1. Opening remarks by President DFI

Opened the meeting and introduced the agenda and tasks ahead for DFI. The meeting not only had significant as being the election meeting but it had lot of re-structuring done due to five high level goals adopted by DFI.

1. Opening remarks by Director NIVH

Director NIVH addressed the gathering and attended the meeting for half an hour. NIVH will be a strong partner, NIVH has immediate target of making NCERT books available in accessible format, department of disability Affairs is ready to put in resources in projects related to five high level goals.

The director urged DFI members to help in ADIP scheme distribution. NIVH will take active part in India Reads.

1. Confirmation of agenda

Confirmed unanimously. Proposed BUY Sam AND SECONDED BY Prafful

1. Confirmation of minutes of last meeting

Confirmed. - Proposed by Ram and seconded by Sam

1. Report on action items of last minutes

Payment of fees by members - Satyajeet reported that out of 36 Primary members – 27 have paid fees

9 out of 88 associate members have paid fees

Action item: Mr. Dipendra: Followup with TTI Pune regarding payment of DFI membership fees

Action item: Mr. Satyajeet: check subscription of Mr. Ramkrishna in DFI mailing lists

The EGM Decided that members who do not pay will continue as members but their rights to vote and to download books from portal will be withdrawn.

Action item: Mr. Prafful and Ms. Madhu:: send notice about dismissal of membership and restriction on benefits to non-paying members by 8 October, Mr. prafful to prepare notice which is to be sent by General Secretary office.

Action item: Mr. Prashant: Complete graphical representation of DFI membership and resources on Map to be carried forward.

Action item: Mr. Prashant: Follow-up with Samarthanam regarding correction of problems in their DAISY books to be carried forward

Action item: Mr. Prafful: Check cost of DFI website hosting to be carried forward

Action item: Mr. Sam, Mr. Mahesh, Mr. Sushil and Mr. Prafful : Review the changes in DFI website

Action item: Mr. Mukesh & Mr. Anubhav: Google calendar and SMS reminders to be set up for DFI meetings

EGM decided that DFI will join TIGAR after India Reads website is ready

1. Elections

Election officer informed the EGM that all office bearers have been elected unopposed since there are only one nomination per post. The election officer then announced the names of the elected office bearers of DFI for the next three years.

President – Dipendra Manocha – Saksham

Vice President – Sam Taraporevala – XRCVC

Vice President – K. Ramkrishna – NAB India

General Secretary – Madhu Singhal – Mitrajyothi

Joint secretary – Prafful Vyas – Andhjan Kalyan Trust

Joint secretary – Rakesh Jain – Rehabilitation Society for Visually Impaired

President then nominated the name of Anubhav Mitra from Saksham for the post of Treasurer. This was seconded by vice president: K. Ramkrishna

1. Appointment of the Auditors for the assessment year 2015-16:

The General body appointed V C JOHARI & ASSOCIATES with their Membership No. 534086 and the address as A-12, Lane No.9, East Azad nagar (Krishna Nagar), New Delhi-110051 as the auditors of the DAISY forum of India for the assessment year 2015-16 at the payment of Rs. 8000 only.

The resolution to this effect was proposed by Praful Vyas and Seconded by K. Ramkrishna.

1. Re-constitution of committees and their connectivity to five key goals identified in our last meeting

The General body constituted following committees and their committee leaders:

1. Production school books Chandru Samarthanam
2. Production higher education Sam Taraporevala XRCVC
3. Production best sellors K. Ram Krishna NAB India
4. Production periodicals and news papers Rakesh jain RSVI
5. Outreach million users Madhu Singhal assisted by Homiyar Mitra Jyothi and Enable India
6. Legal compliance and documentation Praful Vyas AK Trust
7. Technology Charudatta jadhav
8. Awareness and impact Avneesh, George and Ramkamal DAISY Consortium, Score foundation and chakshumathi
9. India reads deployment prashant Verma NAB Delhi
10. Policy intervention Sam Taraporevala XRCVC
11. Identifying activities for next two years for each goal in group work linking them to project deliverables. (organisations need to be prepared with areas where they are proposing to take up projects.

An example of the project was shared by Dipendra: School text books of class 9 to 12 of humanities stream of Rajasthan, Madhya Pradesh and Bihar to be prepared by March 2015. This project is submitted to government of Korea through WIPO for funding.

Brain storming discussion took place to identify measurable goals for the next two years and project ideas. Committee chairs need to come out with final goals by 18 October and present the same in the executive committee meeting.

NIVH pointed out that NCERT books had to be re-recorded because they were not of good quality. Serious concern was expressed on it. All members emphasized on book quality.

Action item: Technical Committee to prepare guidelines for selection of book narrators, voice training, pronunciation, minimum book quality parameters

Suggestion was made by best seller committee: Books in one platform or digital resource to be made available in India Reads in project mode

Shinano Kenshi offered to collaborate in awareness meetings and seminars.

Action item: Mr. Prashant to Prepare specs for audio files and other uploads for India Reads system

Periodical & newspapers

One option: Work on getting websites and aps accessible - but difficult to influence so many commercial entities

Another option: capturing feeds and delivering in multiple formats, scope for a project in association with india reads or bookshare etc

One million users group

Views invited from each member.

Prashant emphasized on developing India Reads

Schenano advised on making use of different organizations

Prashant: establish india reads, get funding to maintain a team, get money for TV ads

1. Presentation of group reports

Committee chairs were requested to submit their reports in writing before next EC meeting.

1. Constitution changes resolution.

Praful Vyas made presentation on proposed amendments. These were discussed in the meeting Praful Vyas to incorporate suggested changes and provide the document to Satyajeet for submission to registrar of Society.

Summary of changes:

MOA does not need any change

Rules need following changes:

Accounts to be approved by the board and ratified by the general body

In the clause on approval of membership the word person to be replaced with organization

Mention two vice presidents instead of one vice president.

Add the word joint to the designation secretary s

In the Election process – remove show of hands

Quorum: 25% of members

Need to define executive committee

Account can be opened in any scheduled commercial bank

1. Resolution and documentation and update on registration under 80G

80G application filed with all documents, waiting for approval now

No requirement for service tax registration

Action item: Mr. Satyajeet: Change report to be filed to registrar of societies regarding change in constitution, list of new 25 board members and election results

Action item: Mr. Satyajeet: Financial reports to be sent to Registrar of Societies before 30 sep after cross checking with C.A.

1. Update on India reads.

Following updates were provided;

Four organizations will test India Reads in first phase. These organisations are: Saksham, XRCVC, NIVH and RSVI.

DFI members need to prepare catalogue and members record in prescribed EXCEL file. This excel sheet will be circulated by Prashant to all members.

All book data should be on hard disk

All books to be uploaded on the server must have copyright notice in the beginning of books.

1. Update on Vachak DAISY player and progress of ADIP scheme implementation to solve end user equipment issue.

Mr. Toshi and Mr. Gupta from Shinano made presentation on new pocket player that can be connected to the online library server. This player is easy to operate and even an old age person will be able to download books from online library. We will need Wi-Fi to be able to connect this player to the internet. In Japan, this player is supplied with pre-configured Wi-Fi dongle.

Shinano India is starting telephone and e-mail based customer care. service centre for the players has been established at Bangalore. In case of any fault in the players supplied to end users, pick and drop of device will be organised by Shinano India during the warranty period by courier without any cost to the user. Shinano also offered that it will be happy to extent support to provide training during distribution camps under ADIP Scheme.

1. Indian language braille Tables are now part of Liblouis 2.6

President PROVIDED AN UPDATED ON THE FOLLOWING:

Indian language Braille tables are prepared under a project of Braille Council of India by Saksham.

First phase of this development is complete and Liblouis version 2.6 now contains all Indian language Braille tables.

Second phase of this activity would be taken up upon changes made in Bhartiya Braille by Braille Council of India.

Action item: All DFI members: Appeal to organizations to assist in creating a test file of Indian language support in Liblouis. Interested organisations may contact Mr. Dipendra Manocha for more details. This would help in creating better support of your regional Language in various applications where Liblouis is used for braille translation. Some of the examples of where Liblouis is used and now will support Indian languages are:

NVDA and Orca screen reading softwares can now display braille on refreshable displays.

Bookshare uses Liblouis. Thus any book in Indian Language in Bookshare can now be downloaded as BRF file.

India Reads will use Liblouis for Braille translation and will be able to provide braille translation in Indian languages from variety of e-text file formats.

Additional information shared during this session:

Liblouis contains NEMATH and UEB braille tables.

UEB will also be a part of Bharti Braille in phases and completed in 2017

Braille blazer is an open source software which is an alternative to Duxbury that uses Liblouis. As of now we cannot open Indian language files in braille blazer. It is possible for an organisation in India to make this correction and make braille Blazer usable for Indian Languages too.

Mr. navani, Manager Central Braille Press (NIVH Dehradun) spoke on problems they face in e-text conversion to Braille. A random DAISY text only book was converted in braille using Duxbury and was given for testing to the braille press for this purpose. Mr. Navani confirmed that if text only DAISY books with good mark-up of headings and tables is taken as starting point, it would take just 25% of the time being spent today for production of digital masters for braille production. If we further develop indian language braille tables and customise braille translation tables to match indian braille formatting practise, we will be able to significantly reduce the time it takes to produce digital masters from e-text files.

Action item: Technology Committee: review existing places where manual formatting needs to be done after conversion using Duxbury or other braille translation systems. Facilitate improvement in Duxbury to incorporate such improvements. Create guidelines about how the MS word file need to be created to get desired formatting when importing the file in Duxbury or other braille translation systems.

1. Bookshare DFI MOU

DFI is hiring services from Bookshare to offer Bookshare content with international licenses in India. DFI will also be able to host content produced under indian Copy-right exception on Bookshare server.

DFI will be able to include Bookshare services in India-reads portal as a result of this MOU.

Sam and Dipendra have been empowered by the DFI to finalise the MOU with Bookshare on its behalf.

1. Support from government of Korea through WIPO for DFI goals.

Government of Korea has extended support to DFI through WIPO’s Accessible books Consortium to produce accessible e-text of text books from class 9 to 12 in the States of Bihar, Madhya Pradesh and Rajasthan. This will be done through building capacity in organisations and text book boards of the respective states. This activity will also help in adopting processes of mainstream publishing of text books to be born accessible.

1. Any other matter
2. Tactile graphics presentation by IIT Delhi

Now recommending creating models from 3 d printers and then using thermoforming machines

1. NCERT to take up project for conversion of books to digital format, DFI will make efforts to make sure that chosen formats are accessible
2. Standing committee on RPD bill will invite comments from stakeholders soon. Sam will file reply on behalf of DFI. Draft will be circulated for members to comment
3. Mr. Rajsekhar informed DFI members through e-mail that EFLU is completing etext conversion of all books of their courses
4. Executive committee of DFI will meet on third Saturday of every month through teleconference bridge.
5. Telephonic Board meeting of DFI will be held on third Saturday of December
6. Next face to face board meeting in March 2015: tentative dates of the meeting are 14,15, in Goa or Kolkata.
7. Board meeting will also take place through teleconference bridge on third week of June.
8. Next AGM will take place in September

Action item: Mr. Anubhav: THREE DIFFERENT E-MAIL LISTS TO BE CREATED. One each for general, board and executive committee

Action point: calendar notifications by SMS – anubhav ,

Member registers to be maintained by General secretary

Score Foundation, nab goa and IAB will be associate members from now

Cheema foundation will not be part of the Board

Nab goa and score foundation are co-opted as board members

1. Closing of the EGM

Meeting ended with vote of thanks to NIVH