

## CONFIDENTIAL

### ***I~Work Document 14-1***

*Date: Friday May 25 2007*

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*Distribution: Core network members*

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### **Key Decisions & Action Points: I~Work**

***Core Network Meeting, Thursday, May 24 2007, Friends House, London***

#### **Attended by:**

Beate Baldauf & Kerry Platman (Chair), University of Warwick

Jo-Anne Bichard, RCA

John Clarkson & Pat Langdon, University of Cambridge

Peter Buckle, University of Surrey

Amanda Griffiths, University of Nottingham

James Lloyd, ILC-UK

#### **Apologies:**

Terry Dickerson, Cambridge

Robert Lindley, Warwick

Jeremy Myerson, RCA

Julian Williamson, HSL

#### **1. NDA Developments**

Dr Andrew Clark, EPSRC, has asked to meet members of our I~Work team. He is the Senior Sector Manager for Healthcare, as well as the Associate Programme Manager for Medical Engineering and Ageing Research. He has approached the 9 NDA preparatory networks whose interests fall within the EPSRC's remit.

Post-meeting: Kerry has invited him to a one-hour session at the start of our next meeting on July 19. He's interested in our research interests and our views on themes for future funding streams. Joy Todd, his counterpart at the ESRC, has also been invited to this session.

***Action: all members to prepare for roundtable discussion***

#### **2. Our integrated framework**

We discussed and revised the objectives, tasks & deliverables of Work Packages 1-3 and 8-10 in the first draft of the I~Work Integrated Proposal, Document 13-1.

Further work is needed before we can tackle the core Work Packages 4-7. Pivotal to this exercise is a refinement of Work Package 4, the Business Case, and we agreed that a set of scenarios would be helpful. These are to cover a range of :

- sectors & occupations

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- tasks & work environments/systems

Each scenario should pose the question ‘what if...a person’s capacities changed ...OR the demands of the job changed...’. These scenarios should be brief – no more than a few sentences each. An example:

Ken Dodd is a Software Programmer who works for a mid-sized IT consultancy firm. Much of his working week is based at the client’s site. He is in his 50s when diagnosed with spinal cancer and the operation leaves him paralysed from the waist down. Which tasks can he still perform? What aspects of the working environment (office, furniture, team support, equipment etc) can be adapted to his needs? What is the business case for these adaptations? Is there a broader business case for retaining his services?

***Action: Each academic team is to produce three hypothetical scenarios and dispatch to Kerry by Monday June 11.***

### **3. Our user-group meetings**

The revised protocol for the User Group workshops (I-Work Document 8-2) was circulated at the meeting.

<b>Host institution</b>	<b>User group</b>	<b>Potential Participants</b>	<b>Date</b>
Cambridge	Human resources & business groups	CBI, CIPD, SMEs, Employers Forum on Age, corporates	June 19
Warwick	Employment intermediaries	TAEN, Prime, TUC, unions, Business Link, recruitment agencies	June 21-22
ILC-UK	Policy & government	DWP, Regional Assemblies, Regional Development Associations, Age Concern	June 21
RCA	Architecture & design community	Design Council, architects, interior designers, engineers	July 9-13
Surrey/ Notts/ HSL	Health, ergonomics & human factors	NHS Institute for Innovation & Improvement, Health & Safety Executive, occupational health experts, Engineering Employers’ Federation	June-July

It was agreed that the Business Case scenarios would be useful for the User group discussions.

***Action: Kerry to compile and distribute the business case scenarios to partners in advance of the user workshops & consultations.***

***Action: all partners to feed back results of User Consultations to Kerry ASAP, using the guidance in Document 8-2***

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### 4. 2nd Draft of the Collaborative Research Proposal

Work will start immediately on the 2<sup>nd</sup> draft of the proposal, building on discussions at the Friends House meeting.

An outstanding area of work, which each partner needs to provide ASAP is:

- Previous research track record: listing prior achievements
- Past and current work in subject areas
- Academic & non-academic partners: contributions to the field & UK competitiveness
- Up-to-date CVs

***Action: Kerry to devise a template for this information on Research Track Record and will distribute to partners by June 6. All partners to complete and dispatch to Kerry by Friday June 22, 2007.***

Other points:

We need a glossary of terms to clarify what we mean by, for instance, work environments, work systems & work tasks.

We need letters of support from organisations, but must retain a flexible approach to the final choice of case study sites.

We should ensure that certain Work Packages appeal to specific Research Councils.

### 6. Minutes

There will be no detailed minutes.

***Date of next meeting: Thursday, July 19, 2007, 10-5pm, Design Council, 34 Bow Street, London WC2 (Opposite Royal Opera House, Covent Garden)***