I~Work Document 9-1
Date: Monday 23 April 2007
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Distribution: Core network members
Emailed: Monday 23 April 2007

Key Decisions & Action Points: I~Work

Core Network Meeting, Friday 20 April 2007, RCA Senior Common Room, London

Attended by:
Beate Baldauf, Imanol Nunez & Kerry Platman (Chair), University of Warwick
Jo-Anne Bichard & Jeremy Myerson, 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
Julian Williamson, HSL

1. NDA Developments

Details of deadlines, timelines & funding are due for release shortly. The latest ESRC intelligence is:
Sept 2007: NDA Call for Collaborative Research Proposals (CRP)
Mid-November: submission of Outlines
Early Jan 2008: decisions on Outlines
March 2008: submission of Full proposals

John Clarkson has been told of another very strong CRP which will cover inclusive design and health care issues. We are up against extremely tough competition and should aim for six positive peer reviews.

Action: Kerry will forward more details of the NDA as soon as they're available.

2. Our integrated framework

We discussed, revised and agreed on the structure offered by John Clarkson for our CRP proposal. Thanks to John for sacrificing a decent night's sleep in the interests of science and the long-term success of our collaboration. The work packages have a coherence and flow, moving from:
- Establishing an **understanding,** in the first 3 packages
- To, **developing**, refining, testing and integrating, in the second column in the pink box

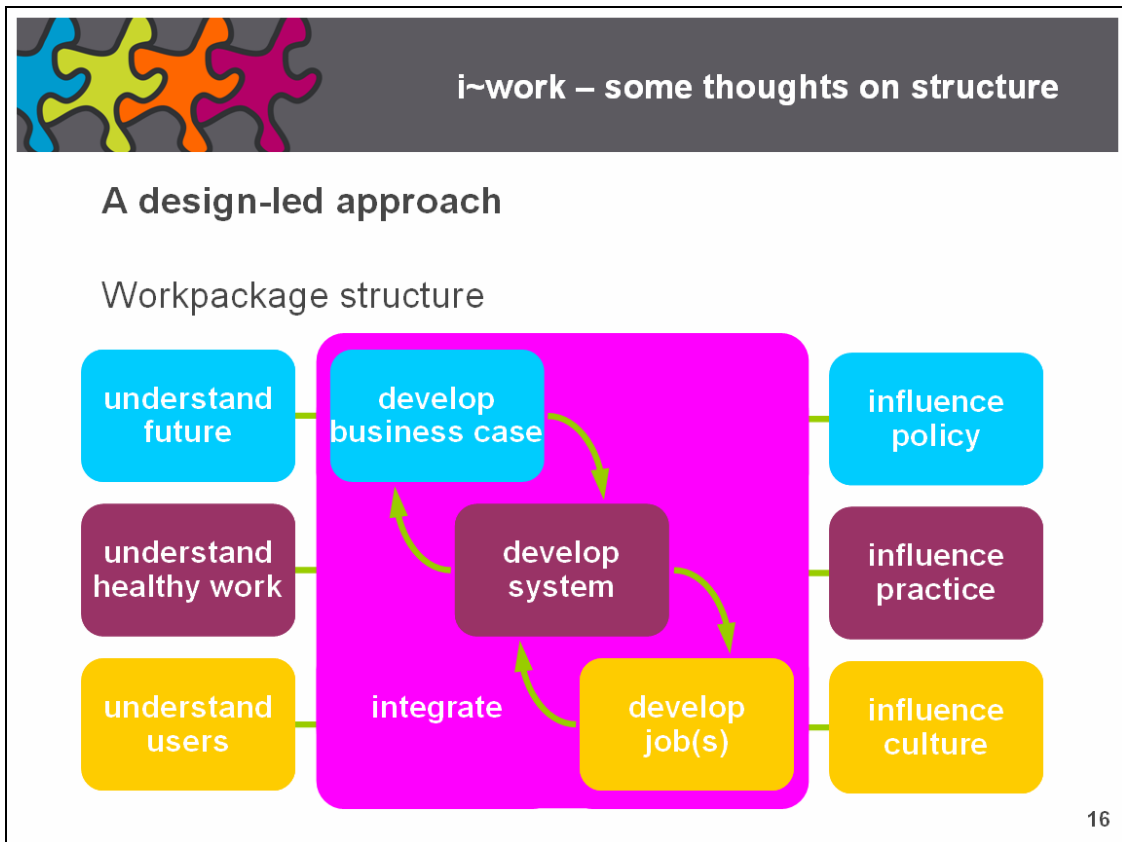- And ending by **influencing** & disseminating, in the final three packages

Each package is to have a lead institution (underlined), and a set of core partners who can inform the package:

WP1	Understand future	Warwick, ILC
WP2	Understand healthy work	Surrey, Notts, HSL
WP3	Understand users	Camb, Surrey, RCA, Warwick
WP4	Develop business case	Warwick, Cambs, Surrey, RCA, Notts
WP5	Develop system	Surrey, Warwick, Cambs, RCA, Notts
WP6	Develop job(s)	Warwick, Cambs, Surrey, Notts
WP7	Integrate	Cambs, Surrey, Warwick, RCA, Notts

We will discuss lead institutions/organisations for the final three packages at a later date:

WP 8	Influence policy	Provisional: Warwick, ILC-UK
WP9	Influence practice	
WP10	Influence culture	

Annotated framework for I~Work's CRP

Action: Kerry Platman to produce a list of bullet points for each Work Package & circulate

3. 1st Draft of the Collaborative Research Proposal

The next task is to populate each Work Package with content, focusing on:
a) Full title
b) Objectives
c) Tasks
d) Deliverables

Lead WP partners will be responsible for the WP title. Lead and contributing partners are responsible for providing Objectives, Tasks & Deliverables:

Core Partners	Lead	Contributor
Cambridge	WP 3, 7	WP 4, 5, 6
HSL		WP 2
ILC-UK		WP 1, 8
Nottingham		WP 2, 4, 5, 6, 7
RCA		WP 3, 4, 5, 7
Surrey	WP 2, 5	WP 3, 4, 6, 7
Warwick	WP 1, 4, 6, 8	WP 3, 5, 7

Action: all partners to forward content to Kerry by Friday, May 11, 2007

Action: Kerry to merge into the first draft of our Collaborative Research Proposal and circulate by the end of Friday, May 18, 2007

In addition, we need to provide details of:
- Previous track record: listing prior achievements of our group
- Past and current work in subject areas
- Academic & non-academic partners: contributions to the field & UK competitiveness
- CVs

The RCA Helen Hamlyn Centre will think of specific examples/stories of integration which illustrate the process implied in the pink box of our structure.

Action: all partners to forward information to Kerry by Friday May 18, 2007.

Other points made by the group:
1. Pay attention to language & conventions in the proposal
2. Keep hold of the Realising Potential thread
3. Focus on the Ageing Worker, not on the Older Worker
4. Focus on capability not disability
5. Address the issue of generalisability

6. There's a case for focusing on the two extremes of company size: large and very small (where the process of development – pink box – is very different)

4. Our user-group meetings

We agreed guidelines for the User Group workshops (I~Work Document 8-1, circulated at meeting). Lead partners are free to decide:
- whether they hold group workshops or one-to-one sessions
- how they handle issues of confidentiality
- what information they relay to users

The Draft document will be updated to reflect our discussions, notably on host institutions and issues of confidentiality. It will also have a number of general questions for discussion.

Action: Kerry Platman, Terry Dickerson & Pat Langdon

5. I~Work Portal

Our Powerpoint presentations, and other documents relating to our meeting on April 20, will be uploaded onto our I~Work shared portal shortly.

6. Minutes

Detailed minutes will be available shortly.

Action: Beate to write & distribute detailed minutes by email

Date of next meeting: Thursday, May 24, 2007, 10-5pm, Friends House, 173 Euston Road, London NW1 (Opposite Euston Rail Station)