I~Work Document 6-2
Date: Friday, 16 February 2007
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Key Decisions & Action Points: I~Work

Core Network Meeting, Thursday Feb 15, 2007, Staple Inn, London

Attended by:
Jo-Anne Bichard & Jeremy Myerson, RCA
Terry Dickerson & Pat Langdon, University of Cambridge
Julian Williamson, HSL
Peter Buckle, University of Surrey
James Lloyd, ILC-UK
Beate Baldauf, Robert Lindley, Imanol Nunez & Kerry Platman, University of Warwick
Apologies:
John Clarkson, University of Cambridge
Roxane Gervais, HSL
Amanda Griffiths

1. **NDA Developments**

According to the latest intelligence from the ESRC, NDA Programme Grant proposals which fell within the territories of the Preparatory Networks were rejected, irrespective of the strength of their outline applications. Alan Walker would be acting as the broker in bringing these unsuccessful grant applicants into the Networks.

Action: Robert Lindley's office is in touch with Alan Walker's to arrange a formal meeting to discuss the ramifications.

2. **Other funding**

- The European Framework Programme 7, launched in Jan 2007 for 7 years, appeared to offer many promising research funding opportunities for the future. Some of the more challenging aspects of Framework 6 had been dropped.
- Our network has a keen supporter in Peter Lansley of the SPARC initiative. He is keen to host a SPARC workshop on inclusive design and workforce ageing.

Action: Peter Buckle & Kerry Platman to discuss the SPARC possibilities

3. **The web portal**

Our web portal was up and running. Each institution had been issued with a user name and password so that core members can access the Secure Login pages. Kerry welcomes comments

and special requests. A new page will be developed which contains key texts and reports to inform our work. These should include the ELSA & DWP reports.

Action: Kerry Platman to create a new page & upload seminal papers/reports

4. Expertise Grid

Core members have now completed their manual entries to the Project Matrix, drawn up by Jeremy Myerson & Jo-Anne Bichard. This lists previous projects and collaborators.

Action: Jo-Anne Bichard will create a master version which plots our expertise & partners

5. I~Work Logo

The meeting agreed on a logo for the consortium:

There are now 4 versions, 2 x black on white, as above (with and without text) and 2 x white on black. These will be available for download from the web portal shortly.

Action: Kerry Platman to upload

6. New I-Work flyer

We need a new flyer to promote our work. This will reflect the central themes emerging from the two I~Work meetings. It will be used to introduce our ideas to potential stakeholders and members of our user groups. It will also be distributed at the NDA Preparatory Networks meeting hosted by Alan Walker (for PIs) on Friday March 9.

Action: Jo-Anne Bichard will take the lead and deliver by Friday, March 9.

7. Our conceptual framework

Our first attempt to create a conceptual framework met with mixed responses. This is to be expected, given our contrasting disciplinary backgrounds. A second version will be produced,

building on the comments (and frustrations) aired at the meeting, and the ergonomics model created by Moray (and brought to our attention by Peter Buckle).

Action: Beate & Kerry to draft a second version and circulate

8. Our user-group meetings

We are committed to five user-group meetings this spring. These will be useful in:
a. Testing out our initial ideas and work packages
b. Starting a dialogue with key stakeholders & potential partners
c. Helping us to identify steering committee members & 'critical' friends

Each user group will meet for two hours and involve between six and 10 people. Results need to be captured and documented for distribution to I~Work members (and placed on the I~Work web portal). The user-group meetings will be divided into the following areas and hosted by the core partners.

Host institution	User group	Potential members
Cambridge	Human resources & business groups	CBI, CIPD, SMEs, corporates
Warwick	Employment intermediaries	TAEN, Prime, TUC, Engineering Employers' Federation, Business Link
ILC-UK	Policy & government	DWP, DTI, Regional Assemblies, Regional Development Associations, Age Concern, Help the Aged
RCA	Architecture & design community	Design Council, architects, interior designers, engineers
RCA/ HSL/ Surrey	Health, ergonomics & human factors	NHS Institute for Innovation & Improvement, Health & Safety Executive, occupational health experts

These user-group meetings are open to any I~Work core member who's interested. We should also send a list of dates & venues to Alan Walker, NDA Programme Director.

We need a co-ordinated approach to this, to prevent:
1. The same people being invited to more than 1 user workshop
2. Certain key individuals being missed out of all workshops (due to one institution presuming this was the territory of another's)
3. Clashes in dates

We agreed that each host should organise the event as they see fit. But there is also an argument for consistency in terms of how we present ourselves as an integrated consortium.

Action: Terry Dickerson, Pat Langdon & Kerry Platman to draft a basic protocol to guide the planning & execution of these user-groups

9. Research themes, work packages & an integrated framework

We held a lengthy discussion on research ideas, potential work packages and an overarching framework. A detailed record of this will be available shortly.

Action: Beate Baldauf to write & distribute detailed minutes by email