

## Staff Meeting 13<sup>th</sup> November 2006

### Present

- |                                    |                  |                   |
|------------------------------------|------------------|-------------------|
| 1) Prof. Edward Oyugi <b>Chair</b> | 2) Oduor Ongw'en | 3) Emily Ondeje   |
| 4) Davis Ddamulira                 | 5) Vita Randazzo | 6) Jose Chacon    |
| 7) Igor Palakot                    | 8) Aida Kiangi   | 9) Maureen Musiko |
| 10) Thomas Christiansen            | 11) Philip Thigo | 12) Alvin Mosioma |

### Absent with apologies

- |                 |                  |                   |
|-----------------|------------------|-------------------|
| 1) Onyango Oloo | 2) Ayoma Matunga | 3) Njuguna Mutahi |
|-----------------|------------------|-------------------|

### Agenda

Brief Reports on:

- |  |                                 |
|--|---------------------------------|
| 1) OC Meeting`                               | 2) Train to Kasarani            |
| 3) Translation                               | 4) Radio                        |
| 5) Training on Translation Equipment         | 6) Opening and Closing Ceremony |
| 7) Accountant                                | 8) Media Person                 |
| 9) Moving to Kasarani / Sitting Arrangements | 10) AOB                         |

### Minutes

#### 1) OC Meeting

Invitations have been sent out. Venue, time and agenda has been agreed upon *Aida* and *Oduor* to follow up on the final preparations

#### 2) Train

Letter has been sent out to Rift Valley railway management  
*Alvin* to make follow up.

### **3) Translation**

Its being considered to split the consignment so that the transmitters are brought by air while the rest of the equipment is shipped. The Loading is to be done on Tuesday the 14<sup>th</sup> and expected to arrive on 16<sup>th</sup> of December. If delayed it will be loaded on the 21<sup>st</sup> and expected to arrive on the 1<sup>st</sup> week on January

*Emily* to make follow-up on Payments

Equipments which are at Daughters of Mumbi are to be brought to the office.

*Thomas* is to organize to have them picked up.

### **4) Radios**

We need a weekly report on the status of delivery of the Radios. Agreed date of delivery is the 9<sup>th</sup> of December

*Alvin* is to make follow up.

### **5) Training on Translation Equipment**

Following options were explored

- Send Paul for two weeks to Greece for training
- Bring the trainer to Nairobi
- Have Paul travel to Greece for training and later have the trainer come to Nairobi

The decision on one of the above options is to be made by Wednesday 15<sup>th</sup>

*Emily* to do the costing of the alternative and advice accordingly

### **6) Moving To Kasarani/Sitting arrangement]**

Office space at Kasarani will cost Ksh. 5000 monthly on Rent plus 750 per Computer (Workspace).

*Emily* and *Davis* to make follow-up

Suggested new sitting arrangements

*Oloo, Alvin, Wahu, and Njuguna* to Move to Dovenest

*Thomas* to move to Head Office and join *Ongwen, Prof. Oyugi, Aida, Emily, Vita, Jose,* and the IT team- *Philip, Igor, and Job*

*Davis, Matunga* and *Maureen* are to move to Kasarani.

The Proposal was agreed upon by everyone present.

## **7) Opening and Closing Ceremony**

### **The committee**

Committee responsible has developed some ideas on how to conduct the two sessions.

These Ideas were shared by *Ong'wen* and the milestone shall include:

For the opening ceremony a marathon, a musical performance, a brief speech, and an open end concert by Tabu Ley.

The closing Ceremony shall begin with a procession from Kasarani through Kariobangi and end at Uhuru Park. There shall be speeches by representatives from all the five continents.

It was agreed that there is need to broaden the committee which shall then take charge of concretizing the ideas brought by the present committee.

*Aida* and *Ongw'en* to make follow up.

## **8) Accountant**

20 CVs have been already received at the secretariat.

A team consisting of *Davis*, *Aida*, *Vita Prof. Oyugi* and *Ongw'en* is to meet on the 14<sup>th</sup> to do the short listing select the suitable candidate.

The selected candidate is to begin work on 1<sup>st</sup> of December

## **9) Media Person**

The ToR for the media person has been circulated. CVs of applicants should be forwarded to *Vita*.

## **10) AoB**

### **COTU Allegations**

It was agreed that:

- There is need to issue a press release to clear the allegations made by COTU
- We should arrange for a meeting with COTU officials clarify on the issue they have raised

- Explore possibilities for legal redress
- Communicate to concerned bodies Cosatu, Brazil, WRC, and ICFTU,

*Ong'wen* is to make this follow up.

*Emily* and *Vita* to prepare press advert.

Prepared by : Alvin