

STAFF MEETING 15TH AUGUST 2006

Attendance:

1. Edward Oyugi
2. Ayoma Matunga
3. Oduor Ongw'en
4. Onyango Oloo
5. Emily Ondeje

Agenda:

1. Matters Arising (Review of the recent developments)
2. Territory (Meting with Lamba, Implications)
3. Volunteers (Dimitry, PAT)
4. Consultations (IC, KSF)
5. Resource Mobilization
6. AOB

1.0 Matters Arising from the previous minutes

Comments were made on the following:

- List of attendance was not captured in the minutes.
- The minutes did not have detailed explanation of what was said at the meeting.
- Names of the people should be written in full.
- Some spelling mistakes were detected.

2.0 Territory:

Meeting with Davinda Lamba:

- Based on logistical complications highlighted by Lamba, it was resolved that the venue be changed to Nyayo Stadium. Nyayo Stadium management had been contacted and responded positively.
- It was recommended that the secretariat members should go through Lamba's recommendations before a meeting to discuss the way forward on the territory.
- Matunga will write a brief on the Rowallan Camp and circulate to other members at the secretariat before it could be posted in the website.
- Alternative venue for the meeting has been confirmed.
- Emily was asked to remind Taufik to send detailed information of the budget for the meeting.
- Oduor, Oyugi and Oloo to meet on the Wednesday at 2 pm to formalize the criteria for the formation of the 13 logistic groups.
- The meeting was informed that a new contract for the development of website has been done.

3.0 Conveners meeting:

- It was reported that few conveners have confirmed to attend the meeting scheduled for 16th August 2006.
- Oloo was asked to contact Nicholas about the WSF briefing meeting with the media.

4.0 Update on resources:

- It was reported that Oduor had finalized the resource mobilization brief.
- Emily was asked to finalize the narrative financial report.
- The meeting was informed that contracts have been signed with the following donors:
 - Novib 400,000 Euros
 - EED 100,000 Euros to be disbursed in December
 - Siemenpuu Foundation are committed to give between 15,000 to 20,000 Euros
 - Meeting with Ford Foundation to discuss funding possibilities was scheduled for 15th August at 2 pm.

5.0 Volunteers:

- It was reported that the MS Kenya volunteers will join the secretariat after a week's time. It was agreed that 3 of them will operate from Dovenest House while 2 to be allocated space within the secretariat.
- Their orientation will be done by Oduor before they could be delegated responsibilities
- The meeting was informed that disbursement from MS Kenya will be done within the next two weeks.

6.0 AOB

Interview with Nation Newspaper:

- The meeting was informed that Oloo had an interview with the Nation Newspaper on WSF. He was asked to make a follow-up with other media houses on the possibilities of capturing the WSF.

Kibera Social Forum:

- It was recommended the organizers of the event provide an invoice before the payment of the venue could be made.
- The meeting was informed that will be a mobilization meeting at the coast as a build-up for Nairobi.

Contracts/Remunerations:

- It was agreed that the contract for Job be formalized. This should highlight his terms of reference and remunerations payable to him.
- It was resolved that remunerations for Oduor who has been working for WSF will be discussed with other donors to agree on the honorarium to be paid.