STAFF MEETING 22ND AUGUST 2006

Attendance:

1. Prof. Edward Oyugi
2. Emily Ondeje
3. Ayoma Matunga
4. Oduor Ongw'en
5. Job Aringo
6. Igor Palakot

Agenda:

1. Updates
2. Contract
3. Translation
4. Purchase of computers
5. Registration/Payments
6. Procurement
7. 13 LC committees

1.0 Updates:

- The meeting was informed of the LC meeting held at SODNET on the 21ST August. It was reported that the activities overview documents that were circulated brought some confusion as they were not same.
- It was registered that the expression used in the work plan document was not clear and needs to be re-organized to give a clear meaning of the activities to be undertaken.
- It was reported that reorganizing Dovenest House is complete. It was then agreed that PAT should move in as procurement for the furniture has been done awaiting delivery on Thursday 24th August 2006.
- The meeting agreed that the venue for the IC meeting be confirmed and invitation letters indicating that the secretariat will be responsible of their accommodation be sent. It was suggested that the contents of the letter sent earlier by Oloo to the Brazilian and Indian delegates be established first before dispatching invitation letters. The meeting resolved that accommodation for Indian delegates be paid by SODNET.
- It was reported that meeting with Mrs. Nyandoro (Immigration Officer) will be confirmed by Matunga. The meeting will be attended by Oduor and Matunga.

2.0 Contract:

- Members were informed of the contract from Action Aid Kenya which was found to be vague in terms of the budget lines to be funded. It was resolved that the Resource Mobilization convener should communicate with AAK to get more clarifications on the contract. The use of WSF logo by AAK without the Organizing Committees' consent to be raised during the meeting/discussion with them.

3.0 Translation:

- It was reported at the meeting that most of the information e.g. content, news, and commissions' information have been translated into French and are already posted on the website.
- It was resolved that news should be edited before posting them on the website as all communications in French and Spanish will be responded to by Igor and the Spanish volunteers.
- All consultations forms filled in Spanish will be forwarded to Alessandra by Matunga in preparation for analysis. This to be ready before the next IC meeting. It was agreed that the analysis be done in a SPSS form.

4.0 Purchase of Computers:

- After comparison, it was agreed that it would be cheaper purchasing and assembling the computers locally.
- The meeting resolved that the procurement committee be formed before the tenders are advertised.
- IT technicians working at the secretariat were asked to work out the assembly costs that could be presented to the procurement committee.

5.0 Registration/Payments:

- Members were informed about the delay by the Italian committee to confirm about the arrangements for electronic payments. It was agreed that we wait until 5th September, 06 after which the IC meeting will be approached to help in coming up with a final solution.
- The meeting recommended that Dimitri be invited to Nairobi to assist the technical team on finalizing the data base. The secretariat to meet his travel costs as he will stay with Igor.

6.0 Resources:

- Report on the disbursed finances by various donors were given as follows:
    - Novib
    - Oxfam
    - AAK

- It was resolved that a comprehensive list of funds received be compiled and shared with members of the Organizing Committee.

0.7 Formation of 13 LC Committees:

- It was resolved that the 13 sub committees of the Logistics Commission be formed and lead persons identified. Members were asked to suggest names of professional people who could head these committees. It was agreed that letters be written to Deans of all public Universities asking them to nominate students to be engaged as volunteer in various committees. Oduor was asked to draft the letter. The following sub-committees were listed as key areas.
    - Accommodation
    - Transport
    - Security
    - Territory/Venue
    - Water and Sanitation
    - Electrical Engineer Agrey Chabeda
    - Architect(s) Mr. Koricho
    - Quantity Survey
    - Graphic Design
    - Décor Specialist
    - Sound Specialist
    - Waste Specialist
    - Auto card Technician Mike Makuro
    - Technical Volunteers