

## 6<sup>TH</sup> STAFF MEETING 28<sup>TH</sup> AUGUST 2006

### Attendance:

1. Oduor Ongw'en
2. Edward Oyugi
3. Alvin Mosioma
4. Emily Ondeje
5. Ayoma Matunga
6. Onyango Oloo
7. Maureen Musiko
8. Davis
9. Thomas
10. Igor
11. Jose
12. Vita

### Minutes:

1. Updates
2. Dovenest House
3. Territory
4. Consultations Meeting
5. Program of the meeting
6. Financial implication for the secretariat
7. Youth Camp
8. Venue and logistics committee
9. Proposed meeting with Media and CSOs
10. AOB

It was agreed that the minutes be circulated to members of staff before the next meeting. Delay to circulate previous minutes was raised as a matter of concern.

### UPDATES

- Meeting with Kenya Airways on the possibilities of offering concession fare rates to the WSF delegates was reported.
- Memorandum of Understanding will be signed once Kenya Airways finalizes modalities for the purchase of tickets.
- Kenya Airways management pledged to give a substantial contribution towards publicity.
- It was suggested that Kenya Airways should consider luggage arrangements for the delegates.
- It was agreed that Oduor will pursue the arrangements with Kenya Airways to its final conclusion.

### **DOVENEST OFFICES**

- An arrangement to move to DOVENEST House and the staff to be stationed there was reported. Sitting arrangements were to be decided once they move in.

Allocation based on area of competencies were read as follows:

- Edward, Oduor, Emily and Lucy to be at their usual place. Vita will occupy Alvin's desk while Ida on Matunga's desk. Alvin, Igor and Jose to be at the extension office.
- Matunga, Maureen, Davis and Thomas to be at Dovenest.
- Matunga and Davis to work on logistics
- Thomas IT
- Ida logistics and youth and
- Vita to be on media.

One of the immediate tasks for Matunga is to work out the possibilities of securing Railways club.

MS Kenya to be contacted after one week, after adjustments are made internally.

Logistical reports on accommodation and camping sites are given.

Mobilization in other African countries needs to be linked with the logistics commission at the secretariat to ascertain the rate to which they are mobilizing.

## **TERRITORY/PLACE**

Nyayo stadium to be the main venue.

Uhuru park for opening and closing ceremonies.

KICC for workshops but need modification which will be overseen by a project team of 8 people headed by project manager.

## **THE FORTHCOMING CONSULTATIONS**

Invitations have been sent to the Indians and Brazilians. African delegates are invited by the ASF. Reservation for accommodation is taken care of.

Transport arrangements from the airport will be done by Phillip. Emily to coordinate this.

## **PROGRAMME OF THE MEETING**

It was reported at the meeting on the need to reorganize the programme. Brazilian delegates have given their suggestion/inputs which should be considered done and shared before they travel to Nairobi.

## **FINANCIAL IMPLICATION FOR THE SECRETARIAT**

Ugandans, Tanzanians, Ethiopians cost to be catered for by the secretariat. They should be asked to forward the names of the delegates.

Translation should be communicated to Taoufik if he can meet translation costs.

Logistical arrangements to be taken care by Emily.

## **YOUTH CAMP**

Negotiations with Railway club to be followed by Matunga as a matter of urgency.

## **VENUE AND LOGISTICS COMMITTEE**

Meeting reminded of the urgency of forming the sub logistic committees.

Names of nominees should be finalized within two days.

Representatives from the secretariat must be in each committees.

### **PROPOSED MEETING WITH MEDIA AND CSO's**

The proposed larger meeting with the media and CSO's.

Alvin to develop the concept CSO's and cost, together with the list of people to invite.

Oxfam was reported to have the following offers towards bringing the media on board for briefing.

- Give resource to the secretarial and bring on board the media constituency.
- Use the media personnel to conduct the exercise.

The African Woman and Child Network has organized a breakfast media debriefing on Tuesday 29/8/06 and has asked the secretariat to send at least 3 people to give a brief on the WSF.

### **BREIFING**

Kibera forum on the 19/8/06 was successful, all inclusive after confidence building. They promised to be active at the WSF.

Laikipia group are also reported to be preparing for the WSF.

AACC - Ecumenical - Caritas are having a 3 day meeting which is attended by the Brazilian Ecumenical Forum.

NCEC are also reported to have secured some resources and are preparing for WSF.

Suggested that resolutions from this meeting should be published in the press.

Training and use of the ALIS equipment was raised. Edward and Vita to work on this.

### **AOB**

Dutta delegate from India has requested to be here earlier to meet the cultural commission. Oloo is organizing the meeting between Dutta and the cultural commission.

### **CREDIT CARD MODULE**

Reports on possibilities of securing credit cards payments are still not finalized.

Proposal for the "paypal" be pursued before coming up with a final decision on how to receive registration payments.

### **PROGRAM**

Neighbourhood centers concept be circulated to all members of the secretariat.

### **VOLUNTEER POLICY**

Draft ready with few noticed corrections to be made.

Members of the secretariat to give their input by Thursday. Agreed that it should be finalized ASAP.

### **TRANSLATION EQUIPMENT**

Reported that Indian committee promised to send some 20 transmitters for testing. Someone needs to respond to Prabir. Edward and Vita to handle this.

Oloo to circulate information of what other organizations have been doing.

Review of planned activities needs to be done.

A meeting of the convenors be called on Thursday to be a review meeting.

Kiswahili translation is getting late. Suggested that Ida be incharge inhouse. Prof. Kimani should be approached for his contribution as a volunteer.

Local registration should begin immediately. Returns are received from the bureau.

Registration data base can be built from now to facilitate analysis.

Suggested that people should give their briefings in one paragraph. Reports of what they have done during the week and what they intend to do.