

7TH STAFF MEETING 12TH SEPTEMBER 2006

Attendance:

1. Edward Oyugi
2. Igor
3. Oduor Ongw'en
4. Thomas
5. Onyango Oloo
6. P.K. Murthi
7. Jose
8. Davis
9. Vita
10. Aida
11. Matunga
12. Maureen

Agenda:

1. Review of the consultations meeting
2. Matters arising from the previous minutes
3. Volunteers policy
4. Parliamentary/Local Authorities Forum
5. Venue and Logistics
6. AOB

1.0 Review of the consultations:

- It was noted that the consultations document was restrictive to those who do not have access to internet. This could limit the registration of activities.
- It was also observed that the online consultations were done by few people who did not capture the thematic issues in details.
- The main objective of the consultation meeting was not clear for the development workers since their roles at the meeting were not specified before the meeting began.
- The meeting observed that the agenda for the meeting was not clear since what was suggested in Rome was not communicated to the local delegates in time. This prompted the arrangement for a meeting with social movements which was organized within a short notice. It was agreed that incase there would be such demands in future meetings; it should be made clear in advance for the organizers to prepare.
- It was noted that the meeting with the media did not go well since they were invited on a short notice which made the Press conference to appear as if it was a Public Relations meeting rather than part of the process.
- Members observed that there was confusion from the beginning of the meeting as it was not clear whether the meeting was meant for content and methodology

commission. It was clarified that the Indian delegation did not demand for a meeting with the local social movements.

- Presence of the conveners to various commissions at the meeting was a concern and it was agreed that they should be encouraged to attend future consultation meetings.
- Members noted that the consultations document as well as the program for the meeting was not communicated by the Brazilian actors who sent their response just a day before the Nairobi meeting. It was agreed that the next meeting in Nairobi should be well communicated to the organizing committee members.
- In reaction to the role of development workers at the meeting, it was clarified that they were not assigned any role as meeting was expected to be a learning process for them. Report writing at the meeting was not planned in advance though from the secretariat it is Oloo who usually do the reports. It was agreed that next time roles to each member of staff should be explained in time for ease of organization at the meeting.
- It was observed that coordination and information exchange at the meeting was lacking. It was agreed that members of staff should develop proposals that would form the basis of the agenda and the expected contributions especially at the November meeting.
- It was proposed that production and release of weekly briefs/reports from staff members should be maintained as this would ease decision making at the secretariat level. It was also observed that there was no information or documentation to guide the consultations meeting as most people seem to have not been aware of the contents. The meeting resolved that delegates from abroad should be asked to give their inputs to the agenda and activities for the planned meeting as developed by the secretariat.
- The meeting was informed that the media briefing was a failure as it was attended by junior staff from the rich Kenyan media. It was reported that over 30 media houses were contacted through letters which were followed by phone calls. It was then resolved that the secretariat needs to develop a more effective way of working with the media.
- Members of staff observed the absence of most conveners as a let down since most of them did not attend the meeting. It was agreed that they should be replaced with committed people with the capacity and commitment to work in the WSF process. It was resolved that the secretariat should take the lead and develop back-up structures for the conveners. This prompted the idea of having co-conveners in place. The meeting again resolved that minutes for the commission meetings should be shared with other commissions and the entire secretariat. This was agreed will give individual members of staff the capacity to be in-charge and be able to support the conveners.
- The meeting was informed that some conveners had raised the issue of financial facilitation whenever they attend the commission meetings. It was agreed that financial facilitation to the conveners should not be allowed since all payments must be justified. Members agreed that it should be institutionalized. It was as well agreed that phone calls and other forms of communications by the conveners

be done at the secretariat. The modality for working with the conveners was delegated to Aida, Oloo and Vita.

- It was reported that one of the conveners (Zaid) complained to the delegates from India and Brazil that he had been side lined as a convener and mentioned to some people that he want to be paid US\$ 1,500:00 in order to work as a convener. The meeting agreed that his case be discussed at the next media commission meeting where it would be confirmed whether he is in or out of the commission. However, members suggested that another convener be identified at the next media commission meeting. It was further reported that the issue of being side lined was not touching on individuals but Njoki and Lamba as well claimed they were not invited to the consultations meetings.
- The meeting resolved that conveners should give periodic progress reports after every two weeks. The report should highlight challenges of each commission. It was also agreed that meetings outside the office should be known to the secretariat in advance and a weekly calendar highlighting all the events should be adopted.
- It was reported that the cultural commission report given at the consultations meeting was well done.

2.0 Matters Arising from the Consultations Meeting:

- It was agreed that the draft minutes of the consultations meeting be ready by Wednesday 13th 2006.
- It was reported that the website is already on line and the link for testing the work space had been sent to Irgo by Dimitri. For the time being the secretariat will be using the European work pace.
- Based on the formalization of the registration forms for the local delegates/participants, it was reported that registrations could start immediately. It was then agreed that there is a need to re-design registration to include information on exhibitions and to enable the secretariat have a statistical analysis for the registered activities etc. The analysis should be SPSS compatible.
- It was reported that some organizations have been enquiring about registration of children to the WSF. The meeting was informed that at the previous WSF children under 16 years were given free entry. It was observed that incase they would be allocated space, and then it may have some logistical complications such as issue of name tags etc.

2.0 Volunteer Policy:

- Members were reminded that their feedback on the volunteers' policy had not been received. It was agreed they be handed in by the end of the day.
- Members noted the need to apply the use of Frequently Asked Questions method to enable quick response to emerging questions. Vita was assigned the responsibility of coordinating this work. Maureen to be in charge of Alvin's work when he is away. It was suggested that a data base for volunteer be developed which Maureen confirmed that is already in place. Oloo and Maureen to be

responsible for this. It was agreed that the secretariat will have to form a committee to work with approximately 2000 volunteers.

3.0 World Parliamentary Forum:

- Members were informed that the MP the secretariat have been working
- with have not been clear on his involvement with the WSF process though he has been in close contact with his colleagues from Europe, East and Central Africa. It was agreed that a meeting with Hon. Mwandawiro and other MPs be convened to iron out the issue of their involvement.
- It was resolved that a groundwork for working with MPs be prepared and coordinated from the secretariat. Oloo and Jose were mandated to organize for a meeting with the MPs from today.

4.0 Local Authorities (Afro-Cities) Forum:

- It was reported that the Nairobi Mayor have been reluctant to engage with Local Authorities Forum for the WSF. Members resolved that Oloo and Jose should consult with the mayor with view to finding out the extent to which they are preparing.

5.0 Venue and Logistics:

- A list of various sub committees and their conveners was read to the members after which it was suggested that some members at the secretariat should not undertake the role of the conveners of the listed sub committees since they are involved in other demanding tasks such as coordination and convening various commissions. It was agreed that Oduor and Edward be replaced. Members were asked to think of replacement and could propose names of some people who could volunteer to join the sub committees.

6.0 AOB:

- Matunga informed the meeting that he had sent previous minutes to all members through the email. Members confirmed not receiving the communications. He asked members not treat the circulated copy of the last minutes as the final draft since the one sent is the final one. It was resolved that previous minutes be discussed at the next meeting. This delay was not taken lightly. Matunga was asked to forward the minutes before the end of the day and warned not to cause the delay next time.
- It was reported that KQ have communicated to the secretariat accepting to give concessions of 10% discount to the WSF delegates They also provided a list of countries where they have their agents. They agreed to reduce the IATA fees with 20%. It was suggested that KQ be requested for free complimentary tickets for secretariat officials incase they travel out for consultations sponsor groups which would be unable to purchase their tickets.

