

**WSF 2007 Secretariat
9th Staff Meeting**

September 25, 2006

The meeting was chaired by Thomas Christiansen

In attendance

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|------------------------|--------------------|
| 1. Igor Palakot | 6. Davis Ddamulira |
| 2. Thomas Christiansen | 7. Vita Randazzo |
| 3. Onyango Oloo | 8. Aida Kiangi |
| 4. Alvin | 9. Maureen |
| 5. Jose Chacon | 10. Emily Odour |

Absent with Apologies

1. Edward Oyugi
2. Odour Ongwen
3. Ayoma Matunga

Agenda

1. review last meeting minutes
2. weekly reports
3. AOB

1. Review of Minutes

Minutes of 8th staff meeting still pending: Matunga

2. Weekly reports (see table below)

3.	Website	<ul style="list-style-type: none"> FAQ have been uploaded on site in English and Spanish. French and Kiswahili pending 		06.10.06	Aida & Igor
NO	Activities	Action	Status	When	By Whom
1	Logistics	<ul style="list-style-type: none"> Information from Italian bankers for online payment Logistics commission meeting at Silver Springs Bank account with KCB: still waiting on letter from NGO Bureau Objectives: <ul style="list-style-type: none"> Orient and confirm participation of nominated members of the committees Volunteer registration form and database coding in SPSS Outline roles and responsibilities Had meeting with IT team (incl. those in Senegal): all content on website will be updated by secretariat as follows: Develop 3 month action plans and way forward 	<ul style="list-style-type: none"> Pending Pending Done 	<ul style="list-style-type: none"> 03.10.06 02.10.06 19.09.06 	<ul style="list-style-type: none"> Igor Matunga Davies & Matunga
2	Content and Methodology	Registration: <ul style="list-style-type: none"> English and Spanish- Thomas (assisted by Jose and Vita) French- Igor Individual registration form to be uploaded on website by 26 sept 06 <ul style="list-style-type: none"> Swahili- Job assisted by Aida Payment of registration modalities still to be finalised The above to communicated to Dimitris 	<ul style="list-style-type: none"> Ongoing Ongoing Pending 	<ul style="list-style-type: none"> 26.06.06 06.10.06 	<ul style="list-style-type: none"> Jose & Igor Jose Thomas/ Igor
4.	Accommodation	<ul style="list-style-type: none"> Modalities to be finalised at Logistics commission meeting Activities registration: still running tests 	<ul style="list-style-type: none"> Pending 	27.09.06	Maureen Jose & Dimitris
5.	Venue	<ul style="list-style-type: none"> No agents will be used for booking. Internet mediators required for data entry of registration information: KICC: what will it be used for. Need to finalise need to plan logistics requirements (i.e. access to internet, office space, computers, remuneration) Nyayo stadium: will it be used for offices? Need to finalise agreement with management Registration for those who don't have access to internet: hard copies will be sent through the diff. social forums (local, national, regional) Contract with Nyayo sports centre (kasarani). Awaiting feedback from lawyers Fees for registration to be finalised, including brief explanation on how the fees have been set up 	<ul style="list-style-type: none"> Pending Pending Ongoing Pending Ongoing 	<ul style="list-style-type: none"> 29.09.06 	<ul style="list-style-type: none"> Jose Emily Matunga Jose Emily Jose
6.	Volunteers	<ul style="list-style-type: none"> Volunteers from MS Kenya: need to finalise modalities (ie information on volunteers) 	<ul style="list-style-type: none"> Pending 		Emily & Jose
7.	Media	<ul style="list-style-type: none"> Have meeting with some members of commission to finalise action plan Need to plan in place to verify country of origin viz a viz registration fees paid Breakfast meeting with media houses 	<ul style="list-style-type: none"> pending 	<ul style="list-style-type: none"> 25.09.096 25.09.06 	Vita
8.	Resource	<ul style="list-style-type: none"> Gerard have indicated possibility of funding - Oloo to meet with them 	<ul style="list-style-type: none"> Pending 	25.09.06	Oloo
3.	Website	<ul style="list-style-type: none"> FAQ have been uploaded on site in English and Spanish. French and Kiswahili pending Secretariat to identify what funds will be sued for 		06.10.06	Aida & Igor All

3. AOB

1. Media

- need to update the newsletter every two weeks: Vita to follow up
- is it possible to bring the WSF newsletter to Nairobi: feedback from Brazil indicates that this will not be possible.

2. Insurance for WSF 2007: **Emily** to follow up on this issue

3. Advertising space: some organisations have requested advertising space on the website at a fee. Decision is that no ads will be placed on website.

4. Computers from Oxfam: need to find out if these will be shipped by air or sea and who will be footing the shipment cost: Jose to follow up

5. Need contact details of all members of commissions: **Oloo** to share with secretariat by **26.09.06**

6. Training and mobilisation of interpreters: **Oloo** to follow up with Simon and give feedback by **02.10.06**

7. Server for office: follow up by **Emily and Job**. Feedback 02.10.06