

Minutes a special Secretariat meeting staff meeting

Called and by chaired by Prof. Oyugi

29th.09.2007

Present

1. Job Aringo
2. Jose Chacon
3. Thomas Christiansen
4. Davis Ddamulira
5. Aida Kiangi
6. Ayoma Matunga
7. Alvin Mosioma
8. Maureen Musiko
9. Emilly Odenje
10. Onyango Oloo
11. Oduor Ongwen
12. Edward Oyugi
13. Igor Palakot
14. Vita Randazzo

Agenda

1. Contracts
2. Computers
3. Translation
4. Cordaid Donation
5. UPS/Generator
6. Server
7. Participation at ASK Show
8. AOB

1) Contracts

a) **Between KSF and Technical Team**

Urgent need to finalize the contracts between the Technical team and KSF
Aida to draft ToR and meet team on Monday afternoon.

Need to harmonize the Salary/Payment and arrive at final figure

At the moment the salary figure ranges from the initial demand of 100,000pm to 300\$ per day to 180,000 pm (Eric)

This higher demand is unjustified and exaggerated particularly considering that the work at Kasarani is less than at the Nyayo Stadium (initial venue)

Since there is a Budget ceiling on the amount to be spent on Venue Design, KSF should make a final offer to the team on a take it or leave it basis

The dynamics between the lead of the technical team (Lamba), the Indian (PK) and KSF need to be considered and issues arising from this duly addressed

There is a need to have a supervision mechanism of the technical team by the Secretariat (Aida)

b) **Between KSF and Stadium Management**

Proposal has been prepared and is with Thiong'o, but is yet to be finalized.

Oloo to follow up with Thiongo and give Feedback

The indemnity Clause should be considered

Oduor to meet the team on Monday Afternoon

No space has been allocated or promised to any group. This will be done in the last week of November

The statement from Greenbelt stating otherwise is therefore misleading

Davis to collect all Inquiries about Space. All inquiries should be forwarded to him.

2) Computer

320 Computers have been offered

It is still uncertain if this is a donation or they are being sold.

Jose to liaise with Prof and get clarity on the following

- Are the computers being donated or sold. If sold how much
- What are the specification of the computers
- Should they be transported by Air or Sea
- What would they cost to source them locally (12-15000Ksh?)
- Can the Consignment be split into two? One by Ship and the other by air?

Oxfam (Irungu) has offered to pay for the transportation cost. Irungu has been however difficult to contact

Jose should make follow up with Eve Odette

Decision on this should be made as soon as possible

3) Translation

a) Radios

It was decided to source them locally.

Alvin and Thomas to shop for local supplier.

Greek sample to be collected from Njoki.

Price of up to Ksh.500 still cheaper than importing from China

50,000pcs are to be ordered.

b) Transmitters

There are two offers on the Table from India and Greece.

It was agreed to do a double sourcing with 50% coming from India and the rest from Greece. This is because the Indians are not able to produce the whole required amount

The Greeks offer should however be taken if they agree to reduce their prices.

The question of Compatibility of the two technologies should be considered as it also related to recording.

Indians have agreed to offer to send someone (at their cost) to offer training

4) Cordaid

Reported by Oloo that Cordaid had donated 50,000Euro to finance the Activities of the secretariat

These funds are not bound to any particular Budget position

Accord to provide funds for farmers mobilization.10% of funds allocated for this activity to be allocated to the secretariat.

The registration of the farmer will be just like other activity/Individual registration

Oduor to make follow-ups on with Cordaid (to finalize the contract) and Accord

5) UPS/Generator

Emily to follow up on the viability of buying UPS for the Main Office and Dovenest verse buying a generator.

The capacity of the generator is big enough to serve the office.

6) Server

It was ascertained that the office need a new server since the present is inadequate.

Price 200,000Ksh.

The Procurement Committee (Okara) should be involved (Consulted). It should be informed of the decision and if they do not respond we go ahead and buy using Novib Funds

There should be at least three offers (Quotations)

A list of needs of items that need to be bought should be made and quotations collected to be presented to the Proc. Committee.

Decision on Photocopiers and Projectors need to be made. This is if they transported by air of Sea. Jose and Prof top follow up on this.

7) Participation at ASK Show

KNHRC has offered a space to KSF to showcase the WSF2007 at the ASK show (2nd-8th of Oct. 2007) and they are paying for it.

Secretariat (Vita, Maureen and Oloo) to take lead in organizing activities at the Show.

- Prepare and customize Brochure
- Get 2-3 volunteers
- Prepare Banner
- Volunteers to sign volunteer contract.

8) AOB

a) KICC.

The down payment has been made for the Venue

It has not yet been decided if and what is going to happen at this venue.

b) Bank

Bank account not yet open

Letter from NGO bureau in need in order to open account

NGO not ready to give the letter unless the constitution and members of the board has been updated.

Emily to open account with Stanbic in \$; euro and Ksh.

Oduor to make follow on the matter

c) Invitation Letter for Visa

Initial letter to be drafted by Toufiq.

For procedural reasons, José to write to Toufiq about the draft.

By Monday if no response Oloo to give sample of draft letter and have the secretariat write it.