

WSF2007 Secretariat
10th Staff Meeting
Monday, 2nd October, 2006
SODNET Offices

Chaired by: Oduor Ongwen

In attendance:

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|------------------------|--------------------|
| 1. Oduor Ongwen | 7. Aida Kiangi |
| 2. Thomas Christiansen | 8. Ayoma Matunga |
| 3. Onyango Oloo | 9. Maureen |
| 4. Alvin Mosioma | 10. Njuguna Mutahi |
| 5. José Chacón | 11. Vita Randazzo |
| 6. Davis Ddamulira | |

Absent with apologies:

1. Edward Oyugi
2. Igor Pakalot
3. Emily Oduor

Visitors from MS Kenya:

4. Bether Juma Kokach, Programme Officer
5. Teresia Mwangi, MTV Coordinator

Agenda

1. MS' Global Working Brigade
2. Review of last meetings minutes
3. Weekly reports
4. AOB

1. MS Global Working Brigade

The purpose of MS visit was to introduce Teresia, Coordinator of the Midterm Volunteers (MTVs), a new in-house Programme that MS Kenya is hosting. MS wants to extend their support and good will to the WFS 2007 by coordinating the participation of the Global Action Working Brigade (GAWB); a group of 10 Volunteers attached to MS Head Quarters in Copenhagen, with experience in supporting global events and campaigns. An estimated of 2,000 Volunteers may be recruited by the Secretariat for the WFS 2007 and the GAWB may be coming days before the event itself.

Follow Up:

Oloo will send an email to MS explaining the need and framework and modalities for the participation of the GWB in the WFS2007; coordination with Teresia will be an ongoing process. An appointment was made to meet at SODNET on Thursday 5th October, 9am.

2. Review of last meetings minutes

The Minutes of the 25th September were review and approved, clarifying the following AOB points:

2. Insurance for the WSF2007: refers to the possibility of the event itself not happening.
3. Advertising space: refers to spaces on the web site where links can be made (i.e. KQ's discounts) but LOGOs cannot be included.

Pending minutes to review:

8th Staff Meeting, 18th September; Minutes prepared by Matunga

Ad-Hoc Meeting, 29th September; Minutes prepared by Alvin

3. Weekly reports (see table below)

NO	Area	Action/Result	Status	When	By Whom
2	Content and Methodology	Registration: Individual registration started but has not been uploaded on website - meeting with International IT team should be organised. Two people will assist Oduor in finding a solution for the Internet payment via the Italian bankers (Raffaella has been holding information); issues on money, contract, draft a letter and send.	Ongoing	05.10.06	Jose & Igor
			Ongoing	16.10.06	Oduor, José & Aida
1	Logistics	Draft report from the Logistics commission meeting at Silver springs will be sent to all for comments National Social Forum should be contacted to coordinate payment of registration modalities still to be finalised (internet, bank on the spot).	Pending Pending	04.10.06 06.10.06	Davies & Matunga Oloo & Jose
3.	Website	A proposal for a next meeting of the new Committees should be prepared and presented; guidelines from the Resource Commission are expected. Weekly updates and uploads coordinated every Friday	Pending Ongoing	08.10.06	Davies & Matunga Thomas
		The emails address somearea@wsf2007.org were created and approved; complete list Thomas.Christiansen@sodnet.or.ke	Done	02.10.06	Oduor
2	Content and Methodology	Registration: Individual registration started but has not been uploaded on website - meeting with International IT team should be organised.	Pending	09.10.06	Maureen & Igor
4.	Accommodation	A concept paper on Solidarity Accommodation should be drafted Two people will assist Oduor in finding a solution for the Internet payment via the Italian bankers (Raffaella has been holding information); issues on money, contract, draft a letter and send. Oloo will pass to Maureen the contact details of someone called Francisca', who has experience in Solidarity Houses.	Pending Ongoing Pending	09.10.06 16.10.06 09.10.06	Oloo & Maureen Oduor, José & Aida Oloo

5.	Venue	KICC: a Pre-event with and international musician could be organised (i.e. Tracy Chapman). A proposal has to be developed considering the available space, assessing if it could be used for registration on the spot. Media and Culture Commission should be involved.	Pending	11.10.06	
		Nyayo stadium: will it be used for the Volunteers offices?	Pending	09.10.06	Oloo & Alvin
		Visit to the venue should be coordinated	Pending	06.10.06	Aida and all
6.	Volunteers - Translation	A written agreement should be prepare to be signed by them explaining that no payment will be done with details of the allowance that the WSF2007 will provide for transport and food.	Pending	03.10.06	Oloo
		An updated report on the situation of translation (Kathy, Simon) should be presented.	Pending	09.10.06	Oloo
7.	Media	A working meeting took place at FEMNET and a proposal based on the concept of Media Encounters was presented to the Secretariat. A budget should be prepared and the first Media Encounter will be at the Huruma Social Forum (25 th October)	Pending	11.10.06	Vita
		The first Secretariat newsletter should be ready on 15 th October 2006. A draft format should be prepared and presented.	Pending	09.10.06	Vita
8.	Social Mobilisation	Information on the Programme of the Central Kenya Social Forum will be shared.	Pending	09.10.06	Alvin
		A report on social mobilization strategies should be prepared	Pending	11.10.06	Oloo & Alvin
9.	Resource Mobilisation	IDRC (Canada): have indicated their interest in supporting the process. Oloo to meet with them	Pending	03.10.06	Oloo & Prof. Edward

4. AOB

1. **Data base:** a final list of contact –government, civil society, media, etc.- should be prepared and someone should be assigned specifically for that.
2. **Information sharing:** everyone should assume the commitment to always share information, reporting back when they have been present at meetings.
3. **Security:** a formal letter will be prepared by Njuguna to be send to Police Commissioner informing about the event and security coordination.