

STAFF MEETING 17TH OCTOBER 2006

Attendance:

1. Thomas Christiansen	8. Maureen
2. Onyango Oloo	9. Njuguna Mutahi
3. Alvin Mosioma	10. Vita Randazzo
4. José Chacón	11. Edward Oyugi
5. Davis Ddamulira	12. Onyango Oloo
6. Aida Kiangi	13. Emily Ondeje
7. Ayoma Matunga	

Agenda:

1. Reports and Discussion
 - a. Parma
 - b. Translation (equipment, babels, ALIS, Radios)
 - c. Visit to the Venue
 - d. Accommodations
 - e. Safari com
 - f. News letter
 - g. Southern SF
 - h. Central Kenya SF
 - i. Indian SF
 - j. Tele Sur
 - k. Volunteers from Actionaid
 - l. Website
2. concept paper on mobilization
3. registration

1.0 Reports and Discussion

a. Parma:

The report from the Secretariat in Nairobi to the meeting in Parma was well received and very comments were given. Still, the secretariat was criticized on the translations. The Babels network has stated that we have not responded to the budget they presented to us. The response is that we don't have the money.

After a long discussion, we have decided to start a "recruitment" process for local translators; therefore, we need a committee for that specific task.

Roberto Sabio, he is the owner of IPS (Inter Press Service), suggested that we contact TELE SUR to explore the possibility of satellite broadcast with them. The secretariat has already attempt to do so using their email address provided at their web site with no success; we have approached the Venezuelan embassy in Nairobi for that.

In Parma, a committee was put in place to dial with main stream media; the committee presented a budget of \$800 thousand dollars for its work.

There were no changes in the structure of the WSF governing bodies as suggested by the financial report presented by the consultants.

b. Translation (equipment, Babels, ALIS, Radios)

An email was sent by Njoki Njoroge informing that a training session was to be carried out for students from the Kenya Polytechnic. This raises the issue about who leads the process since we have not heard from Simon, who as the person appointed in the last training session on August 10.

We agree that the same group from the secretariat who attended the training session should do the follow up and contact Simon to see if he is still will to act as coordinator. The group was form by Oloo, Moureen, Alvin and Matunga.

The secretariat is buying 150 units, therefore, we need 150 people to know how to maintain the units but we want people that understand the WSF process.

Babels had given us a proposal that we cannot do because it will be like doing fundraising for an international network. As stated before, we need someone to start a nucleus for recruitment of translator and expand the work from there. It was suggested that we could approach FEMNET for this.

It was proposed and agreed that Thomas draft a plan of action for setting up a team for the translation during the WSF. He will have support from Oloo.

MS has agreed to use its tax exception for importing the translation equipment. All costs will be covered by the secretariat. Davis will follow up.

The purchase of the pocket radios (that will be used for the reception of the translations) is ready and the contract will be consulted with a lawyer and the first payment (according with the contract) will be scheduled for next week. Alvin will still do the follow up.

The computers donated by Oxfam Belgium will be sent to Mombasa and we will cover the cost of transport form Mombasa to Nairobi. Oxfam uk based in Nairobi will only help us with the import of the computers. Jose has already passed this to Davies, we will follow up.

It is necessary to have one more phone line for international calls. Emily will look up into this.

c. Visit to the Venue

Some rooms have been "discovered" at kasarani and a briefing will be held on Thursday at 9 am at the secretariat meeting room; an inventory of all the rooms is necessary as soon as possible.

We need 4 big rooms or tents with a capacity of at least 3000 people to hold the co organized activities.

We still don't have a decision on the use or possible use of KICC.

One person from the logistic commission will sit in all the meeting with the technical team in order to improve communication about the needs of the physical layout of the venue.

d. Accommodations

Moureen presented the minutes from a meeting she and Thomas had with Franciscah Ogonda. Some 3000 beds are ready for solidarity accommodations; the target is about 10,000. For more details on this, see Annex No. 1.

Franciscah claims to have a letter, given by Odoor, authorizing her to search for bed for solidarity accommodation. The secretariat was not aware of that.

Oloo is asked to draft the policy for solidarity accommodation ASAP.

e. Safari com

A meeting was held with safari com to explore the possibilities for funding and providing services during the WSF. Safari com could offer a number for emergencies that the secretariat could use also for internal communication; and can also offer a SMS service to update on the WSF program.

Safari com also has a foundation which can be approached for funding.

In the meeting, Safari com shared its policy on corporate social responsibility.

It was agreed that the Logistic Commission has a mandate from the Secretariat to continue exploring the possibilities of services and funding from Safari com, being careful not to give a monopoly to safari com during the event.

f. New letter

Vita was congratulated on her work with the news letter. It was sent out on time and it will be issued every two weeks.

She was asked to try to link it with the African Flame.

The website team propose to have a section in the event site to download the newsletter.

g. Southern SF

Oloo reports that the southern SF had taken place from the 13-15 of Oct. It was been said in the previous secretariat meeting that some money, about \$5,000 could be available to organize a caravan from Kenya to the Forum which was thought to take place on the 19-20 of oct.

He also mention that since the Southern SF coincided with the Parma meeting no one was around to sign any check, and the money was not used.

h. Central Kenya SF

An email was circulated raising some issues about the organization of the forum and its budget.

It was agreed that Njumuna will travel to Nyeri before the forum scheduled for the 19 and the 20 of Oct. and give a brief report to the secretariat.

i. Indian SF

Actionaid could fund 4 or 5 people to attend the Indian SF; some of them must relate to the Indian Delit, one intellectual and someone that can participate in the South to South space.

j. Actionaid offers 4 workers

Actionaid has offered 4 people with an office (inside of actionaid offices) to work for the secretariat in the organization of the WSF event.

2.0 Concept paper on mobilization

It was suggested that everyone would read the concept paper and it will be discussed in the next secretariat meeting.

3.0 Registration/website

Information about the registration for activities and organization opening on Monday 23rd should be circulated widely in Africa.

Phillip Thigo is arriving on Thursday and we need to discuss office space in the next meeting.

The secretariat has already approved the purchase of sever. Job is asked to look at the quotations and advice which one fulfills the technical specifications. Emily should do the purchase following Jobs advice.

The website team should meet and follow up on the following:

- a. create a section for financial donations in the website (emely should provide the bank account name and number)
- b. create a section to download an invitation letter following the Bamako model (an invitation letter has already been drafted)
- c. make more visible the section for downloading the individual registration form
- d. add a section for Program and Content for the WSF 2007 event.