

## WSF SECRETARIAT STAFF MEETING 31<sup>ST</sup> OF OCTOBER 2006

**Time:** The meeting started at 9.00 AM and ended at 2.30 PM

**Attendance:**

1. Edward Oyugi (chair)	8. Vita Randazzo
2. Onyango Oloo	9. Emily Ondeje
3. José Chacón	10. Wahu Kaara
4. Davis Ddamulira	11. Philip Thigo
5. Aida Kiangi	12. Igor Palakot
6. Ayoma Matunga	13. Thomas Christiansen (minutes)
7. Maureen Musiko	+ Special Guest: Father Daniel Moschetti

**Absent with apologies:**

14. Alvin Mosioma	16. Job Aringo
15. Njuguna Mutahi	17. Odour Ongwen

**0.1 Address by father Daniel Moschetti from Kutoka Network.**

Father Daniel Moschetti had asked for permission to address the secretariat following discussions around WSF at a meeting at Action Aid on Monday. He outlined the proposed activities to be carried out by the Kutoka Network during the WSF2007 event. Among these is the idea of a marathon going through the slums of Nairobi on the day of the closing ceremony (Jan. 25<sup>th</sup>).

Besides the activities he expressed his concern about three issues in the planning of the WSF2007 event:

- A need to decentralize the Forum – into the slums.
- A need to reduce the fees for day passes from Kes 100.
- A need to revisit the idea of having co-organized activities take up one session a day – with no other activities taking place at the same time.

The Secretariat acknowledged his position, however, most of the issues raised are not taken within the Secretariat but at International Council meetings. Father Daniel Moschetti was encouraged to forward his concerns in writing the Secretariat, which could then forward it to the International Council. It was further agreed that Father Daniel Moschetti should be invited to a Content and Methodology meeting to discuss the idea of a marathon on the last day of the event.

Prof. Edward to take action on this.

**0.2 Logistical sub-committees report to the Secretariat**

As a matter of principle it was agreed that all ten sub-committees within the Logistical Commission report to the Secretariat. The sub-committees give recommendations, the Secretariat makes the decisions. Matunga and Davis are to share all sub-committee reports with the whole Secretariat.

## **Agenda:**

1. Minutes from last meetings
2. Staff meeting issue tracker – the new checklist tool
3. Translation/interpretation
4. Venue and physical facilities
5. Mobilization concept paper
6. Accommodation
7. Central Kenya Social Forum
8. Purchasing of equipment
  - a. Transmitters for translation
  - b. Radios for receiving translation
  - c. Server for WSF Secretariat
  - d. Generator for Lavington office
9. Computers from Oxfam
10. Cell phone companies – communication during event
11. Website
12. Office space
13. Volunteer coordinator
14. Volunteers from Uganda
15. Invitation of guest/speakers
16. Transport to venue by railway
17. OC meeting
18. India Social Forum in Mumbai
19. Media accreditation and policy
20. Local media person needed
21. Weekly report
22. AOB

### **1.0 Minutes of last meetings**

Davis was unfortunately not ready with the minutes from the last staff meeting. The minutes from the previous meeting (by Jose) have been circulated by mail.

Without going into the minutes in detail they were both approved, but with the emphasis that we need to go through the minutes of the previous meeting every time. They are important for the memory of the whole process.

In the staff meeting on November 6<sup>th</sup> will we only go through these minutes.

### **2.0 Staff meeting issue tracker – the new checklist tool**

Jose and Davis had prepared a tool to help us keep track of activities, tasks and discussions from our staff meetings.

Jose went through the checklist. It was agreed that the meeting would deal with the different issues one by one. In that way to checklist tool also works as a 'matters arising'.

The person doing the minutes is responsible for updating the issue tracker!

### **3.0 Translation/interpretation**

Oloo and Thomas presented their report on their Sisyphus task to develop a work plan for translation/interpretation during the WSF2007 event. The work plan should include the following:

- a. Recruitment/mobilization of interpreters and technical people
- b. Training of both groups
- c. Logistical issues

Oloo and Thomas have invited Babels and ALIS representatives for several meetings the last two weeks. All attempts have failed so far!

It was agreed to call for another meeting on Tuesday November 7<sup>th</sup> – but this time widening the call substantially to include people from the universities, UN agencies, Alliance Francaise, other organizations, known interpreters from the region, etc. Oloo and Thomas to send out invitations for this meeting.

#### **4.0 Venue and physical facilities**

Aida presented the tentative plans for the physical set-up of the Kasarani venue. A number of comments were raised:

- We still need the total number of rooms and their capacity
- The possibility of using the turnstiles as activity rooms needs to be investigated.
- Spaces within/near the Media Centre for press conferences and interviews needs to be identified.
- Spaces for bigger media groups (IPS, Africa Flame, Telesur (Venezuela)), etc. needs to be identified.
- It was agreed that all issues regarding media are channeled through Vita.
  
- Aida mentioned that the number of stalls for exhibitions is 190 pieces, sized 3x3 meters. We need to revisit the fees for these – deciding also on the size issue. The current information online has more possibilities in terms of size of stalls.
  
- The area for the youth camp is in the process of being cleared.

Aida is to follow up on all issues with the physical team.

#### **5.0 Mobilization concept paper**

Only two people had read the concept paper on mobilization by Jose and Alvin.

Everyone should read it, send comments to Jose in this week and we will have a thorough discussion of the paper in the next meeting.

#### **6.0 Accommodation**

Maureen was reporting from the accommodation sub-committee meeting on October 26<sup>th</sup>. A draft of the text on accommodation to be put on the website was handed out.

Oloo emphasized that he was uncomfortable with the way Francisca Ogonda from Togo Consultants (doing home stays) was invited in the process – before a policy on alternative accommodation was in place.

The following was agreed upon:

- Francisca Ogonda/Togo Consultants are still doing home stays.
- Home stays can also be done by other parties.
- A ceiling (maximum) of US\$ 35 per person per night for home stays. People can charge less. US\$ 3 goes to the company. US\$ 2 goes to the Organising Committee (=us). The price should include bed and breakfast (and clean sheets/towels).

- The Secretariat will manage booking, payment and maintenance of the two camp sites at Kasarani (youth and solidarity). Suggested cost is US\$ 5 and US\$ 10 respectively, but this awaits calculations by the technical team.
- Rowallan camp site will be booked and paid directly to the Kenya Scouts Association.
- Invitation/call to people in Nairobi (or indeed people in Mombassa with a house in Nairobi!) who wants to have participants staying in their homes.

Maureen will do the follow up on all these issues and develop in the information for the website further. For the booking forms she should consult with the website team.

Down payment needs to be given to Safari Park Hotel and Roosters Inn (both accommodation places close to Kasarani venue). Emily to follow up.

Emily reported that Eve Odette from Oxfam had mentioned that we could use facilities at the Kenyatta University for accommodation during the WSF2007 event. Oloo, Matunga and Philip to follow up on this.

## **7.0 Central Kenya Social Forum**

Oloo reported that the Central Kenya Social Forum has been postponed once again. It should now take place in the end of November. Njuguna to follow up on this.

## **8.0 Purchasing of equipment**

### **8.1 Transmitters for translation**

A deposit has been sent to Thanos in Greece. We need to pester him day and night – make sure that the equipment is sent off now. Emily and Davis are to follow up.

### **8.2 Radios for receiving translation**

Radios have been ordered. A deposit has been sent.

### **8.3 Server for WSF Secretariat**

The website team reported on three new quotations for the server. The need for a UPS was also stressed. A clear recommendation on the cheapest was made. Philip and Job will present this recommendation in writing attaching all three quotations. Emily will place the order ASAP.

### **8.4 Generator for Lavington office**

The price for repairing/connecting the generator is too high. Emily is seeking more quotations ASAP.

## **9.0 Computers from Oxfam**

Davis reported that Oxfam would meet the cost of importing and clearing the computers, and then deduct the price from their contribution to the process. The computers are expected to arrive in Mombassa on December 1<sup>st</sup>. Transportation to Nairobi should be arranged already now. They should be in Nairobi no later than December 10<sup>th</sup>. Davis is to follow up on these issues.

## **10.0 Cell phone companies – communication during event**

Davis reported that the report from Saraficom, following the initial meeting with them, was not quite living up to expectations – not reflecting the actual discussions. The issue is being discussed in the sub-committee.

An issue was raised – whether the people meeting with the cell phone companies could negotiate a deal, where one of the networks (Safaricom / Celtel) could give out free SIM-cards to the participants upon registering. The idea behind this being, that the company would get more users and that we thereby should be able to strike a better deal. This was accepted and Davis should continue the negotiations.

The social responsibility policy of the cell phone companies should be shared with us. Davis to follow up on this.

Davis also reported on the discussions with Bandssoft (a company specializing in using sms-technology in mass communication). Further talks with this company are going on and a report from their side is expected and will be shared within the sub-committee. Davis will compile a full report on these issues.

Vita mentioned that some extra deal – free lines and phones - could be negotiated for the journalists specifically (like it had happened in other international meeting held in Nairobi.) Davis was to take this into consideration in his negotiations with the cell phone companies.

### 11.0 Website

The website team reported on the latest progress on the website:

- A donation portlet will be uploaded this week. Philip has drafted the text and will share this with Prof. Edward.
- The letter of invitation is available for download on the site – in a Word doc and only in English. Translations will be online soon. The website team is investigating further possibilities in setting up a system where the user can generate the letter automatically in a pdf format with their name on (as was done in Bamako). Igor to follow up.
- A new message on the registration should be uploaded soon, as the one online is an announcement type of thing. Jose will draft the text, including detailed how-to-register (all types: individual, organization, activity, stalls, exhibitions), fees, modes of payment. Specific attention should be given to the fees for stalls as mentioned in point 4.0 Venue.
- Everyone is encouraged to send a list of any upcoming event within the WSF process going on from now on – leading up to the WSF2007 event. Upcoming events should be sent to Thomas.
- The FAQ section of the website needs update. People who receive questions from users should send these (and answers) to Thomas for uploading.

### 12.0 Office space

The need for more office space is evident. More volunteers are joining the process soon and they need room. A help desk has to be set up.

Matunga reported on his search for available offices. The best option is Nyayo Stadium, and the Secretariat agreed to this proposal. An idea of dividing the whole team according to tasks was aired: Nyayo for logistics, Dovenest for website/registration, Lavington for the rest (HQ).

It was mentioned that conveners of the sub-committees should have a desk at Nyayo, and so should the other Commissions. Nyayo Stadium should give space to at least 30 people and a meeting room.

Emily, Davis, Matunga are to investigate the Nyayo Stadium further and report back by Friday.

Action Aid has previously offered office space for three people (including the people), including equipments like computers. We would prefer if these people and resources could be transferred to Nayo. However, Philip will contact Bryan from Action Aid and discuss the possibilities further.

The specific need for volunteers in the different departments should be identified now. Everyone is encouraged to send their requirements for volunteers to Alvin ASAP.

For the time being was it agreed that Alvin moves back to his old office (next to Vita) and that Philip takes over the Alvin's desk in Madagascar. Vita was asked to coordinate with Alvin and others on the different options.

### **13.0 Volunteer coordinator**

The urgent need for a volunteer coordinator was emphasized once again. It was re-stated that Alvin is the interim volunteer coordinator. When the task gets too big one of the volunteers could be considered to assist in this/take over.

It was briefly addressed that Alvin should be full time at the WSF Secretariat for the remaining period. Emily to discuss this with Alvin.

### **14.0 Volunteers from Uganda**

Two volunteers are expected to arrive from Uganda soon. We expect that all expenses are taken care off. One of them will be the connection between 'us' and the Ugandan civil society. The other we don't know that much about. We have to get the profile. Davis will follow up on this issue.

### **15.0 Invitation of guest/speakers**

A list of people to be invited to the event as guests/speakers taking part in the co-organized activities was generated in the Parma IC meeting. Contact details are needed for some of these people and everyone is encouraged to assist Emily in this. Emily is to forward the list to all by e-mail. Invitations should be sent out this week by Emily.

### **16.0 Transport to venue by railway**

The idea of transporting participants to the Kasarani venue by train was mentioned. It could perhaps be done from the main railway station in town to Kahawa Estate, where there is a small drop-off point. Transfer busses from there could take the people the rest of the way. Alvin and Davis are to follow up with the railway authorities.

### **17.0 OC meeting**

Prof. Edward raised the need to call for a meeting of the Organizing Committee before the end of November. The previous meeting was in April. Oloo is to follow up on this – draft an invitation, who to invite, start organizing the meeting, date, venue, etc. Invitations should be sent out by Monday November 6<sup>th</sup>.

### **18.0 India Social Forum in Mumbai**

The India Social Forum is taking place from November 9<sup>th</sup> to 13<sup>th</sup>. Representatives from Kenya and KSF are going there. Initially it was Wahu, Oloo and Edward. However, Edward is not going. It was agreed that Matunga should go, since he has never been to a Social Forum.

12-15 cultural people from Kenya are expected to go as well.

Oloo is responsible for the further planning of this outing.

### **19.0 Media accreditation and policy**

Vita presented a draft letter and a request form to be filled out by media people for media accreditation. Passed around was also a draft of a policy on media accreditation. A few comments were given to the content and format. Philip mentioned that a technical meeting in August had come up with similar forms that could be used for this purpose. Philip is to assist Vita in the further development of the papers and forms of media accreditation.

### **20.0 Local media person needed**

There is a need to have a local Kenyan journalist to deal with local media when we get closer to the event. Vita will draft the TOR (Terms Of Reference) for this position.

### **21.0 Weekly report**

- Oloo had met with the Cuban Ambassador. The Cuban delegation will be smaller than expected due to few resources. 15-30 people are expected.
- Oloo is on the phone with the Mayor of Nairobi pretty often. He is also to attend a meeting with someone from the Mayors office. That office needs info on the WSF process, which Oloo will give them.
- The World Parliamentary Forum, which was almost shelved a few weeks back, it back on track. Oloo and Prof. Edward had intervened.
- A group of South Africans had visited us here. A previous discussion about funds for accommodations was apparently a misunderstanding. They took care of things themselves.

### **22.0 AOB**

Those people left at this point had absolutely no AOB's to rise. We were all exhausted and totally worn out!!