

# WSF SECRETARIAT STAFF MEETING 6<sup>th</sup> OF NOVEMBER 2006

**Time:** The meeting started at 9.00 AM and ended at 12.30 PM

**Attendance:**

1. Edward Oyugi (chair) 2. Odour Ongwen (chair) 3. Wahu Kaara 4. Onyango Oloo 5. Njuguna Mutahi 6. Emily Ondeje 7. Ayoma Matunga 8. Maureen Musiko 9. Philip Thigo 10. Igor Palakot 11. Job Aringo 12. Lucy Oloo	13. Alvin Mosioma 14. José Chacón 15. Davis Ddamulira 16. Aida Kiangi 17. Thomas Christiansen 18. Vita Randazzo (minutes)  + Special Guest: 1. Kiprotich John Kipchumbah (4Cs – IT Committee) 2. Eric Onyach (Technical Facilities Team)
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## 0.1 Secretariat weekly meeting.

In order to improve the time management and content of the Secretariat meetings, the following weekly schedule was approved:

- ⇒ **Monday Meeting**, 9am-11am: for strategic discussions and decision making
- ⇒ **Thursday Meeting**, 9am-11am: to follow up on specific tasks.

This new schedule will begin immediately.

All to take notice that next meeting will be on Thursday, 9<sup>th</sup> November 2007

## 0.2 Minutes from last meeting

Thomas was congratulated for preparing and circulating timely and efficiently the Minutes of the 31st October meeting. Although, the following points should be clarified:

- ⇒ The last name of Father Daniel should be included.
- ⇒ The last point should be read as weekly reports, without mentioning any specific name.

On a more general level, it was suggested that all minutes should circulate as timely as the one in discussion and the style should be more neutral due to the public nature of these documents, avoiding the inclusion of names, except when people specifically request it.

Also, ideally the corrections and suggestions to the minutes should be sent by email to the person who has prepared them, before the new meeting takes place.

**Agenda:**

1. Matters Arising
2. Communication at Venue
3. Youth Commission
4. Office Space
5. AOB
  - a. Local Media Coordinator
  - b. Territory
  - c. Web Site
  - d. Unions accusation through media (COTU)
  - e. Translation
  - f. Pastoralist Week
  - g. Volunteers
6. Internal Memo by Prof. Edward Oyugi

**1.0 Matters arising**

**a. Marathon proposed by Father Daniel:**

The Secretariat should review the Program for the closing day and analyze how this Marathon through the slums of Nairobi can be integrated.

Culture/Content and Methodology Commissions to follow up.

**b. Registration fees:**

The basic criteria to apply a particular fee (i.e. delegation of mixed nationalities) is the nature of the organization that people will be representing; if the delegation represents a Northern NGO, the northern fee should apply regardless of the nationality of the members of that delegation.

Members of the Huruma Social Forum have requested that the organizing Committee should consider a special fee for youth representatives (not more than Ks. 250).

A question pending to answer is how to balance the two tensions between the need to cover the logistics of the event (rational for the fees) and the wide participation of grass roots organization.

Oduor will prepare a short document explaining the different criteria for paying a specific fee to be uploaded to the web site.

Oduor, Davis and Philip should develop some suggestions on how to promote the participation of low income groups (i.e. call and appeal to donations for a Solidarity Fund).

**c. Concept Paper on Mobilisation:**

No comments have been sent to José and Alvin regarding this concept paper.

The Concept Paper should be sent to the Mobilisation Commission for their consideration/implementation.

**d. Accommodation:**

Once again it was explained that the \$5 commission is split between the agent (\$3 i.e. Francisca) and the Secretariat (\$2 to recover costs).

**e. Translation Transmitters:**

A reply from Thanos (Greece) is expected, explaining when the shipping of the equipment will be made.

Prof. Edward and Davis to follow up.

**f. Invitation of Icons.**

Emily and Vita have compiled almost all the email and contact details of the Personalities proposed in Parma. Most of them have received an invitation letter prepared by Prof. Oyugi witch states that the Secretariat kindly asks them to consider the possibility of paying their own expenses.

Additional personalities could still be considered, not only based in their name but on their commitment toward social change.

Everyone should send comments and suggestion by email to Emily or Vita

**g. Organising Committee Meeting**

The meeting should take place before the ASFC meeting (27<sup>th</sup> November). The proposed dates and venue are 18-19 November, at Kasarani. The agenda should focus on programmatic issues.

Prof. Edward, Oduor and Aida will work on the Methodology and Program for the meeting.

**h. India Social Forum**

A delegation of 12 Kenyan artists, members of the Culture Commission, has been invited to participate at the India Social Forum. Oloo and Njuguna are part of this delegation. Njuguna informed that this support by the Indian Culture Commission doesn't include per diem or visa costs and the artist were asking for this in order to be able to go.

Oloo to follow up with Action Aid in India.

**2.0 Communication at Venue**

Davis made a brief report regarding the Safaricom; there is a possibility to be able to use their SMS service as a second channel to pay the registration fees.

Davis should write a report on this issue

Thomas, Job and Kipp made another visit to the venue; Kipp presented a written assessment report that will help with the Technical Facilities IT Layout.

From their assessment they recommended that one of the 3 rooms that are part of the Media Centre should remain the Press Conference-Briefing-Interview space. The main room will have 85 computers and 30 laptop points. Wireless connection will be available as well as printing, photocopies and faxes services.

The room on top of this area will be used as the IT room with the 4 servers distributing the web site locally, providing the Internet access. More network extensions may be needed and they need to know how many information booths will be needed.

Only the Cyber Cafe located at the Gymnasium will be run by the Secretariat (2 people in charge). All the others will be outsourced – space offered to private companies. There is already one Cyber Cafe functioning in Kasarani.

Technical Facilities Team and IT Committee should meet and follow up

**3.0 Youth Commission**

Aida reported on the Youth Commission Consultation Meeting and the Pan African Youth Consultation. Both events focused on the alternatives that are already taken

place and gave a good opportunity to talk about the WSF Nairobi 2007 through the mainstream media in Kenya.

The Media Commission should follow up on these new contacts.

Nevertheless these events also showed the need to improve the information flows between the Secretariat and different stakeholders.

The youth caravans (from South Africa, Ethiopia, West Africa) have not been confirmed but there is will to make them happen. More information will be available next week. Specifically there is a concern regarding the visas that may be needed when crossing countries in order to arrive to Kenya. An idea about asking for the support of the African Union was mentioned. Nevertheless, a suggestion was made to work in partnership with ACCORD that has good relationships at higher levels and can advocate for this.

Oloo to pass contact details of ACCORD to Aida to liaise and follow up

#### **4.0 Office Space**

After considering different options, Nyayo Stadium, an office near Dovenest and Kasarani, it was decided that it makes more sense to open the new office at the event venue itself. The transportation issue will be settled by hiring a matatu that will take people from the offices to Kasarani. The Logistic team will move there.

Davis and Emily will visit Kasarani and negotiate office space

#### **5.0 AOB**

##### **a. Local Media Coordinator**

Vita circulated the terms of reference although the resources implications for that position should be considered. Other alternatives have been shared also by email. Nevertheless it's becoming increasingly urgent to have a Kenyan or West African expert dealing with media and crisis management. A media expert will be joining the Secretariat from Uganda. Prof. Edward, Oduor and Vita will meet and follow up.

##### **b. Territory**

Eric Onyach introduced himself as a member of the Technical Facilities Team and explained that they're having regular weekly meeting on Tuesdays and Fridays.

In two weeks time Aida will move from this liaison/coordination and Davis will take her place.

He mentioned the need to arrange insurance for the 15,000 seats.

The Team is also requesting to have a clearer idea of the Program for Opening and Closing days in order to plan and consider for the physical construction that may be needed (public address and sound system). Eve from Oxfam is working on a concept paper??

Culture and Content and Methodology Commission should follow-up.

The drinking water supply during the event was also mentioned by Eric; how to give water to people who cannot afford bottled water; for instance a big water tank with treated water, how to create water points ... Coca cola will be banned from the venue but the Food/Drinking Committee will contact local drinking water companies too.

Emily will follow up on behalf of the Food/Drinking Committee.

- c. Union accusation thought the media (COTU)**  
COTU organised a Press Conference that was echoed by some mainstream (The People Daily, Monday 6<sup>th</sup> November, page 4) and alternative media (Radio Waumini transmitted it too). During the conference they accused SODNET of hijacking the WSF event, sidelining important stakeholders like the Labour Unions.  
It was suggested that a first step could be to have a face to face meeting between Prof. Oyugi and their representative.  
Prof. Edward to decide if this meeting should take place.  
A writing statement should be worked to be published through the national media but not to respond directly to this COTU accusation. It's likely that many other negative notes may come but instead of being reactive we should implement a strong media strategy as soon as possible, for the short and long term. Wahu mentioned that this kind of publicity doesn't give credit to the international process or the bases process toward the WSF.  
Philip and Vita will follow up and update the media strategy paper. Wahu asked to be part of this.
- d. Translation**  
A meeting has been called for Tuesday at SODNET by Thomas and Oloo. The Agenda is ready and the basic purpose is to brainstorm and create some structure to mobilize translation experts, focusing on how, what and why.  
Thomas and Oloo to follow up on this issue.
- e. Pastoralist Week**  
The Organizing Committee's involvement and participation in this forum should be discussed and agreed. Wahu stated that the mobilization process should focus on bringing together the "living alternatives" within different platforms.  
Wahu, Oduor and Oloo should follow up.
- f. Volunteers**  
Wahu also informed the Secretariat that she has brought someone else to support her with the ground mobilization (name??). The volunteers shouldn't come from the outside she stated again.  
Different people have already sent their request and needs of Volunteers to Alvin.

## **6.0 Internal Memo by Prof. Edward Oyugi**

The discussion concerning the Internal Memo sent by Prof. Oyugi will soon be circulated. These minutes focussed on the suggestions to improve internal-external communication, systems and procedures.