

STAFF MEETING 9th November 2006

Attendance:

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| 1. Oduor Ongw'en | 6. Igor Palakot |
| 2. Edward Oyugi | 7. Jose Chacon |
| 3. Emily Ondeje | 8. Vita Randazzo |
| 4. Davis Ddamulira | 9. Aida Kiangi |
| 5. Thomas Christiansen | |

Absent with apologies

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| 1. Onyango Oloo | 4. Alvin Mosioma |
| 2. Ayoma Matunga | 5. Maureen Musiko |
| 3. Njunguna Mutahi | 6. Philip Thigo |

Agenda

It was agreed that the Thursday meetings would focus on the logistics committees update; a review of the checklist and will include the convenors of the committees at the meetings.

Note: all staff members are to attend the meeting

Minutes:

Co-organised Activities

- checklist to be created for the coordination (content and methodology) of the co-organised activities
- concept paper for the character and content of the co-organised activities needs to be drafted
- it was agreed that the co-organised activities need to be anchored with organisations based in Kenya; have an African relevance that is linked to current global issues. For example debt issued could be anchored in KENDREN; RPP; peace and conflict

Logistics Commission

- it was reiterated that the subcommittees are working ones and as such tasks need to be agreed upon and assigned to committee members

AOB

- media release on WSF 2007 and its processes to be drafted: **Action by Vita**
- framework for the Thursday meetings to be drafted: **Action by Aida**
- Transportation of transmitters by air and the rest by ship depending on outcome from Thanos. **Follow-up by Davies**
- Relocation of personnel to Kasarani and Dovenest: **Action by Edward & Odour**

NB: minutes and checklists for the Thursday meetings should be circulated by Tuesday

Minutes by Aida Kiangi