

STAFF MEETING 20th November 2006

Present:

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| 1. Thomas Christiansen | 11. Philip Thigo |
| 2. Job Aringo | 12. Noella Ojara |
| 3. Vita Randazzo | 13. Edward Oyugi |
| 4. Jose Chacon | 14. Wahu Kaara |
| 5. Aida Kiangi | 15. Maureen Musiko |
| 6. Njunguna Mutahi | 16. Ayoma Matunga |
| 7. Emily Ondeje | 17. Davies Ddamulira |
| 8. Odour Ongw'en | |
| 9. Job Aringo | |
| 10. Alvin Mosioma | |

Absent with apologies:

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| 1. Onyango Oloo | 2. Igor Palakot |
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Agenda:

- b. Weekly reports
 - b. Logistics
 - c. Communications
 - d. Registration
 - e. Translation facilities
 - f. Culture activities
 - g. Youth
 - h. Volunteers
- c. AOB

1.0 Weekly reports

A. Logistics

Venue

- Move to Kasarani scheduled for 21st Nov 06. office is situated at Gymnasium, accessed through main gate 2
- Meeting with stadia management and IT team: all electrical and It works will have to approved by the stadia management.
- Stadia management is concerned by closure and handover of the venue after WSF 2007. Need to discuss security plan.
- Sanitation at venue: need to finalise inventory of current status of the sanitation facilities and decide how repairs will be done and how to share the costs between the stadia management and the WSF OC. Next meeting will 4th Dec 06.
- It has also been agreed where external toilets facilities are required; therefore pit latrines will be sunk. Stadia management has already identified location and will provide guidelines on this.
- Tree planting during the WSF 2007 has been agreed on and the sites at the venue identified
- Drinking water at Kasarani: Stadia management is obtaining a health certificate from the City Council. It was recommended that the secretariat should still look for other options for drinking water availability at the venue, to avoid liability issues with the current water system available at Kasarani esp. from intrusions through the piping system. A water

company will submit proposal on drinking supply for venue. They have indicated that they would like a monopoly on the sales at the forum

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Action

- Need to define roles and responsibilities of the Physical planning team and the secretariat esp. with regard procurement process: **follow-up by Davies/Odour/Okara**
- Procurement advise esp. for the works that have a sole supplier in Kenya, needs to be documented by PT for records: **follow-up Davies**
- Proposals for drinking water supply: **follow up Emily**

B. Communications

- Estimates for computers needed at forum presented. Total KES 1,727,000, and its estimated that 75% will be recovered through fees etc. Job to circulate via email
- Printers have been included in the equipment donated by Oxfam which will arrive on 18th December 2006.
- Fax machine: either outsource/hire or seek a grant
- UPS have been factored in for the servers only
- Will require 50 people as volunteers for IT set-up
- Require license for the software
- Transmitters from Thanos have not been dispatched. Accessories will be dispatched 21st Nov 2006
- Walkie talkies required for communication during the forum. Need to discuss with KCCT on possibility for them in exchange to using their accommodation facilities

Action

- Contact Comp Aid for software licenses- **Philip follow up**
- Contact KCCT on walkie talkies and accommodation: **Maureen/Philip follow-up**

C. Registration

- To date unable to access database on website on activities, logistics etc
- online payment to be finalised in a week
- Problems with online payments and more than one code being generated by system. Suggestions as follows:
 - Strengthen local database
 - Extend registration date from 30 Nov to 13 Dec. announcement should be done on 27/28 Nov 2006
 - IT to draft report on the IT and technology issues to IC to lobby for the use of software that is universally used unlike the current one

D. Translation facilities

- Need to guidelines for remuneration of interpreters at forum
- Agreed that the focus will be on locally based ones; notice is online. Foreign based ones are encouraged if they are willing to cover all their costs.

E. Culture activities

- Budget being developed for the opening and closing ceremony. Will be available by 28 Nov 2006
- concept note and budget for mobilisation on cultural activities due 23 nov06

Action

- contact COVAW on 16 days of activism and see how we can utilise their platform to distribute information on WSF: **Follow-up Njunguna**
- link with Haki ya Jamii in Kibera for 10 dec (Human Rights Day)- Njunguna/Philip follow-up

F. Youth

- Resource mobilisation: have contacted Global Fund, EU, UN Habitat & British Council. Arranging for meeting with head of UN Habitat.

G. Volunteers

- Feedback required on volunteer document. Send to Alvin

AOB

1. Central Kenya Social Forum took place 18 Nov. Need to follow their example and ensure that there is translation for those with disabilities.
2. suggestion to include Field Marshall Muthoni on the proposed list of icons for the forum
3. Huruma Social Forum will take place on 24 Nov 2006
4. follow-up with Rift Valley Railways- **Alvin**
5. Africa-Asia dialogue: Mwengo leading the process need to find out who will be responsible in Kenya.
6. Concept note for coorganised activities required by 23 Nov 06.
Njunguna/Odour/Edward/Wahu

Minutes by A Kiangi