

**Minutes of staff meeting  
World Social Forum 2007 Secretariat**

Date: November 30<sup>th</sup> 2006

Venue: WSF secretariat board room

Present

- |                        |                   |
|------------------------|-------------------|
| 1. Odur Ongwen (chair) | 7. Maureen Musiko |
| 2. Igor Palakot        | 8. Njuguna Mutahi |
| 3. Jose Chacon         | 9. Job Aringo     |
| 4. Davis Ddamulira     | 10. Ayoma Matunga |
| 5. Philip Thigo        | 11. Noela Ojara   |
| 6. Thomas Christiansen |                   |

Absent with apology

1. Edward Oyugi
2. Onyango Oloo
3. Emily Ondeje
4. Aida Kiangi

**Agenda**

- Highlights from the OC meeting
- Reports from Commissions Committees
  - Logistics
  - Interpretation
  - Website and IT
  - Culture
  - Youth
  - Media, Comm & Publicity
  - Content/Registration
- Other Reports

**Min 1**

- Agenda adopted
- Communication from the Chair

**Min 2**

Phillip gave a highlight meeting of the organizing committee that took place on the 28<sup>th</sup> at Sports View Kasarani

Key highlights& observations

- There was a good representation of members of the organizing committee from different countries except from Ethiopia

- It was noted that other social forums within Eastern Africa seem not to be fully engaged in preparing for the WSF.
- The Media were not present for the meeting, thus there was an urgent need to improve the media and publicity strategy and relations.
- It was also sad to note that no members of the youth commission other than the secretariat were not present for the meeting.
- He noted that the meeting was generally participatory with genuine concerns raised.

### Reactions:

- Jose reported that Oxfam was willing to give a considerable amount of money to the solidarity fund.
- It was also mentioned that only groups with genuine financial constraints would benefit from the solidarity fund.
- It was agreed that all donations to the WSF should be deposited in the solidarity camp therefore this information had to be made clear on the website .
- Talks with Sida -Sweden seemed hopeful in giving financial contributions to the WSF.

### **Min 3- Reports**

#### **Logistics commission- Davis**

- Transmitters  
Arrival of the transmitters had been delayed by the current strikes at the port however they would be airlifted next week.
- Physical facilities  
Held a meeting yesterday (29<sup>th</sup>) and would have yet other on 30<sup>th</sup> and 1<sup>st</sup> December respectively to clarify pending issues.
- Davis reported that construction of the tents would be starting soon.
- Mbugua Kaba (volunteer in the logistics commission) had been charged with the responsibility to come up with an inventory of the space at the stadia by mid next week
- An update on transport for the WSF would hopefully be out by next week.
- There was need to clarify and make known the venue for the closing ceremony for logistical reasons.

## **Action**

- There was an urgent need to cost exhibition stalls and food coats.

## **🚩 Cultural Commission- Njuguna**

- The closing venue would be at Uhuru.
- The Cultural commission is yet to sit for a meeting today to confirm this issue among others.
- There would be a Marathon on the closing day however Father Daniel would take care of all the logistics for the activity.

## **Actions**

- The cultural Group needs to give specifications of the space needed for other cultural activities other than that to be used on the opening and closing days.

## **🚩 Youth commission - Philip**

- There was need to sort out the modalities of the youth accommodation (tent capacity).
- Youth media needed to be allocated space for their activities

## **Reactions**

- Youth tents will house 6 or 9 persons and the gender composition will depend on how many females or males register.
- The youth will be given space in the main media center to carry out their own media activities

## **🚩 Media, communication and publicity**

- All were informed that the interview for the media liaison officer was conducted on Monday (27<sup>th</sup>) afternoon and the results would be released soon.
- It was also mentioned that KQ would work with the Media, communication, and publicity team to come up with an information kit for the publicity of the WSF 2007.

## **🚩 Registration and content - Jose**

- Registration was apparently increasing with over 700 mails in the last two days of registration.

- The press release about the extension of dates for registration of activities had been prepared and would be posted on the website soon. On addition this information would be publicized widely through e-mail.
- No deadline has been made for payments yet.
- Payment modalities should be clarified on the website as soon as possible.
- Jose got the database from Igor however asked that he is given the data at least once ever week to speed up his work.
- Jose mention the need for clarity about the space to be provided to organizations interested in showing documentaries and video's.

**N:B** Jose also reported that there was an organization willing to set up five cinema's in five slum in Nairobi but requested that they are included in the WSF Program.

#### **Min 4**

#### **Any other Business**

##### ➤ Security

Security will be provided at three levels i.e the government, stadia and the WSF levels respectively.

##### ➤ Storage space

Davis mentioned the possibility of having one or two rooms for the purpose of storage of valuables which would be confirmed after the inventory of the space at the venue had been done.

##### ➤ Reports to the African Social Forum Council

Jose requested all commissions to write short reports that would be presented at the ASF Council next week in Dakar.

#### **Action**

Reports had to be prepared by all commissions by the end of the week.

There being no other business the meeting was closed.