

Minutes of the staff Meeting

Date: 4th /12/2006

Venue: WSF secretariat board room

Present

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|------------------------|-------------------|
| 1. Edward Oyugi | 9. Njuguna Mutahi |
| 2. Odur Ongwen (chair) | 10. Job Aringo |
| 3. Igor Palakot | 11. Ayoma Matunga |
| 4. Jose Chacon | 12. Noela Ojara |
| 5. Davis Ddamulira | 13. Emily Ondeje |
| 6. Philip Thigo | 14. Alvin Mosioma |
| 7. Thomas Christiansen | 15. Vita Randazzo |
| 8. Maureen Musiko | |

Absent with apology

1. Onyango Oloo
2. Aida Kiangi

Agenda:

- ❖ Communication to donors
- ❖ Recruitment of the Media officer
- ❖ Recruitment of the Accountant
- ❖ Concept papers
- ❖ IC(Content and Methodology) meeting
- ❖ Preparing state of finance for Dakar
- ❖ Contract with Kenya Tents
- ❖ Calling Okara to inform him of the tendering process
- ❖ Reports on Radio
- ❖ Reports on Computers
- ❖ Report on
- ❖ Report of Microsoft
- ❖ Vehicles to be hired
- ❖ Visa issues.
- ❖ Signing of the MOU with Kenya Airlines.
- ❖ Concept paper by Communication team

Communication from the chair:

- Agenda adopted
- It was confirmed that the a team from the secretariat were to travel to Dakar-Senegal tomorrow and return on Friday .they would then all be in office on Monday.

NB: The order of minutes as presented below doesn't reflect the order of the agenda above .This was so due to a number of arising issues.

Minute 1: Report on Radio

1. Alvin reported that the production of radios is on schedule and that the bill of leading indicated that they would be ready by 15th /12/2006.

Action

2. To call and get a confirmation of the exact date that they would be ready.

Minute 2: State of Volunteers

- Over 500 volunteers are from Kenya have applied and about 200 from outside Kenya mainly the Americas.
- He reported that one volunteer from Canada (Roxan) had come and that she would work with Jose in the content and methodology committee.
- Suggests that an induction for the volunteers with Kenya be done by mid December to facilitate them get into the process.

Action

- Re-categorize the volunteers according to the needs of the secretariat and commissions. Alvin and Davis to work together on this issue
- Contacts with ACC and Kimani showed a commitment to give close to 100 volunteers.
- Ask volunteers to choose commissions they would want to work with according to the new categories by e-mail.
- Alvin to follow up with "Alternatives" on supporting the WSF process.
- Alvin was to look into the need for volunteers in the pre, event, and post event time.
- Need to bring team leaders of the volunteers on board as a starting point

➤ **Others.**

- Alvin to work with Emily to follow up on the 100 volunteers who are meant to come from Brazil.
- In relation to that, Emily was asked to write to Alexandria about the funds promised.

Min 3- Reminder to the Donors

- Odour agreed to remind donors about their commitments to fund the process.

Min 4 – Recruitment of the Accountant

- Emily was tasked to compile the assessment of the applicants according to their score and make calls for interviews which should be held by Monday(11th 12 06) at 2pm

Min 5- Concept Papers

- A number of concept papers were ready i.e.
 - Food sovereignty
 - FTC's
 - Memory
 - HIV/Aids
 - Youth Alternatives
 - Debt
 - Peace and Conflict (more was needed)
 - Labour
 - Diaspora
 - Gender

Action

- Vita was asked to make a follow up on the rest of the concept papers and send the information to the team going to Senegal
- Phillip to make a dossier of the concept papers that were at hand.

Min 6- Media

- Prof and Vita to meet Wanjiku who scored highest in the interview at 3pm today
- It was communicated that Indy-media asked was working on having an independent media center and radio project
- In regard to the above, it was agreed that Indy-media would be given space at the media center unless they wanted a specific space which could be provided at a cost.

Min 7- IC meeting

- Four members had already confirmed their participation.
- Kasarani sports view would be the venue and communication to this effect had already been sent.

Action

- Emily to arrange transport for the members coming for the meeting from the airport.
- Emily was asked to handle any visa issues as they may arise.
- Emily asked to write to Alexandria to inquire if the agenda has been developed.
- Vita suggested the need to have a press conference on the 17th /12/06.

Min 8 – Contract with Kenya Tents

- There would be a meeting at mid day with Kenya tents to discuss some handle technical issues.
- Kenya tents agreed to cut down the cost and offer a 5% discount.
- However other constructions to be done at the venue were going to be tendered.

Action

- Bids would be opened on Saturday for other companies.
- Odur was charged with the responsibility of informing Okara of the on going tendering process.

Min 9 - Equipment

Microsoft Packages

- Phillip reported that computer aid would not provide the Microsoft package but Microsoft was willing and Philip was following up the issue.
- Davis was asked to provide the certificate of donation from Oxfam to Philip to help him in bargaining with Microsoft.

Computers

- Davis reported that the computers were to arrive on the 8th.

The logistics commission was charged with the responsibility to find space for their safe storage.

WI'FI

- Job reported that he was awaiting quotation for the WI'FI from KDN which he thought would give a better "deal".

Translation equipment

- As reported on the 30th /12/06, the equipment would be expected to arrive this week but the date was not clear.

Action

Davis asked to follow up to confirm whether the translation booths were inclusive of this package.

Min 10- Hire of cars

- Prof suggested and spelt out the need for the secretariat to have two small cars stationed at the secretariat, which would be cheaper than using taxis'
- On this note, it was agreed that at least one car be hired for the mean time and when need arises, other be hired.

Min 11- Visa's

Action

- Matunga was asked to follow it up with the following action points:
 - Write a letter seeking an appointment with Kenya Airports Authority.
 - Develop an agenda with Odour .

Min 12- Government Donations

- Odour suggested that a quantification of the VAT and use of government facilities be done there after write a specific letter to the government requesting for a tax wave or otherwise.

- **Youth ministry - Phillip** mentioned that somebody from the Ministry of youth affairs was interested in meeting him however he would make a follow up on his return.
- **Police-** With the growing need to establish a formal relationship with the police.

Action

Njuguna and Matunga were charged to follow up.

They were also asked to link up with Bill Okwiri, Njaki and Sam Mwai to help take this forward.

Philip and Prof would also use their personal contacts incase the above process is slow.

Min 13 – Culture commission

- Njuguna to give a conclusive update on the venue of the closing ceremony and dates for the African Night respective.
- **Emily** was therefore asked to write to city hall and KICC of the interest that WSF 2007 still has in using their space and dates to this effect would be communicated soon.

Min 14- Translators

- Thomas would be sending a call to Babels translators who are willing to be part of the coordination team and those who are willing to cover their cost to get in touch with him.
- Remuneration of translators was an issue that needed to be sorted out however; the packaging of the information was high on priority.
- Aguta- Dowuto was willing to mobilize some interpreters.
- Phillip to add the issue of translator to the proposal going to the UN.
- Alvin to forward all the volunteers who are willing to translate to Thomas after his approval.

Min 15- Mode of payment

- It was suggested and agreed that the information about the bank account needs to be posted on the website to facilitate transfers.
- Igor is charged with the responsibility of sorting out Dimitris issue.
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Pending Issues

- The mode of payment for those in Kenya.
- The codes to be sent to participants were not yet ready.
- Davis was asked to follow up the issue of Safaricom tariffs.

Items for tendering

- Food stall, snack bays ,bar services would all be combined and tendered out However special consideration would also be given to other persons willing to offer these services from other parts of Africa. The group from South Africa would therefore be considered

Action:

Emily and Davis to develop guidelines to this effect

- Printing of the identification, posters, flyers, stickers, brochures, banners, and billboards.

Action

The communication, cultural and signage and graphics would have to sit and work towards a way forward into this.

- Need to come up with something to present by Monday 11th.

- Cleaning services

Action

- To be given to the community based organizations as the first priority.
- The sub committee on environment, solid waste, and sanitation should be involved.
- However Maureen, Njuguna, Emily, and Alvin have respective roles to play and thus should work together.
- Make a call for proposals and evaluate them accordingly.

- Transport services

Action

- Matunga to make a follow up.
- Private bus companies needed to be approached and possibilities of getting others from Uganda and Tanzania need to be explored.

- Forum Bags

Action

- Community based groups and organizations should be the first priority.

- Maps

- They will be produced in the program other than being done separately.

- Drinking Water

- Emily is to make a follow up and ensure that the respective companies bring their prepositions

- Travel agency

- Emily was charged with the responsibility of asking Kenya Airlines to take up with role.

- Internet Café and business Bureau

Action

- Identification of five potential service providers needs to be made.
- A checklist of the pricing of their services needs to be made
- There should also be able to provide services as in a business bureau.
- There will however be one internet café to provide services to the OC, IC and secretariat.

- Mobile telephony
 - Davis to make a follow up and report.

- ISP
 - Job is to make a follow up and report however KDN seemed a better option than Access Kenya.

- Public Address system
 - Davis and Njuguna to make a follow up.

- Internal communication
 - There are high possibilities that safaricom may provide over 1000 handsets and airtime but discussion is still going on.

 - KCCT will still be contacted by Philip.

- T-shirts
 - This will have to be sourced –Only 2000 t-shirts need to be printed for the volunteers, OC and secretariat

Note:

- All items agreed to be tendered will be advertised in the paper soon
- **Vita and Davis** to prepare documents for tendering.

Min 20- Minutes of the previous meeting

It was agreed that the minutes had a true reflected of issues discussed on the 27th /11/06.

There being no other business the meeting was closed.