

Weekly Monday Staff Meeting

Date: 11-12-2006

Present

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|-------------------------|-------------------|
| 1. Edward Oyugi (chair) | 9. Njuguna Mutahi |
| 2. Odur Ongwen | 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. Onyango Oloo |
| 8. Maureen Musiko | 16. Vita Randazzo |

Absent with apology

1. Aida Kiangi

Agenda:

- Confirmation of minutes of Dec 4th 2006
- Matters arising
- Reports
 - ASF Council meeting in Dakar
 - Registration
 - Media
 - Logistics
 - Culture
 - LAF and WPF
 - Interpretation
- Interpretation equipment
- Volunteers
- Visa's
- Security
- AOB

Min 1

Agenda adopted

Min 2 Confirmation of the Minutes of the 4th /12/06

Min 3: Matters arising

- Radio
 - Radios will arrive in Eldoret on the 18th
- Reminder to the Donors
 - Odour had not yet done it but would do it from an informed position after getting more information from Emily.

- Recruitment of the Accountant
 - Interviews were to be conducted in the afternoon from three selected candidates.
- Concept Papers
 - Phillip had prepared the dossier but the rest of the concept papers had not yet been got from respective people.
- IC meeting
 - All logistics had been prepared for the meeting on the 16th.
 - 9 people had confirmed so far
 - Only one person from the African social forum had confirmed.
- Contract with Kenya Tents
 - The contract had not yet been signed but a letter of commitment had been issued to them
 - A down payment of 40% had also been given to them to commence work.
- WI'FI
 - Thomas reported that they had a meeting with KDN and it seemed to yield success.
- Interpretation equipment.
 - No new development as yet.
- Hire of cars
 - There would be a car at the disposal of the secretariat however inclusive of driver costs 3500 and with out a driver 3000/= per day.
- Visas

Matunga had drafted a letter seeking an appointment with Kenya Airports Authority.

- Government Donations
 - Odour would have to get a document bidding the WSF and Kasaranai to incorporate it so as to send a letter well informed to government for a tax wave.
 - **Youth ministry - Phillip to follow up** me with the person he charged to follow the matter.
- **Police- Njuguna** With the growing need to establish a formal relationship with the police.

➤ **Emily** did send the letter to the respective authorities in KICC and city hall.
Awaiting a response.

➤ Interpreters

- Thomas had sent a call to the members of the Babels
- Alvin had been able to give him at least five volunteer applicants willing to volunteer.

➤ Mode of payment

- Davis reported that Safaricom had turned down the WSF proposal.

➤ Items for tendering

- Food stall, snack bays ,bar services would all be combined and tendered out

Davis had developed guidelines which he had shared with Prof but would also share with Emily for further discussions.

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

- Only the signage had been able to sit and present some samples which would be considered after competitive bidding had been done.
- Transport services
 - Matunga had received a number of profiles for transport companies but he would sit with Davis to come up with a selection of three.
 - He however was asked to follow up with Alvin about the railway transport and give an analysis to this effect.
 - It was suggested that they contact General Motors incase they can also provide the transport.
- Mobile telephony
The proposal with safaricom was not successful
- 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.

Min 4: Reports

African Social Forum-

Observation

- Action Aid Dakar was willing to 60,000\$ for youth activities
- Concept papers on co-organized activities need to be ready however they had been increased by 2 to make 14 co-organized activities.
- It was agreed that the blessing during the opening ceremony should not be done.
- There was a training of 17 people from media however Panos East Africa had not been able to send any
- The council had secured funds to send 5 people to the secretariat for organization of the event.
- There was general agreement that Nairobi had done a good job.
- Thomas was coming for the IC meeting and later would join the secretariat to help in media commission

Report on Communication ,media and Publicity

There was going to be a creative workshop in Kasarani for two days from 11-13th. The aim of the meeting is to develop key messages for the WSF.

- Oloo to meet standard Media and Stella of Bampazuka to talk about the publicity of the WSF.

Logistics

NOTE: Various committees in the logistics commission should give Davis a copy of ever minute they have.

Davis had a meeting with Eve who mentioned that Oxfam was willing to avail one staff of their staff to the secretariat however Davis asked Oxfam to write an official communication.

Safaricom turned down the WSF proposal however Davis was going to follow up with celtel.

Service and Utility sub committee met and the minutes would be circulated soon.

Oloo mentioned that the hawker's community had wanted to be part of the WSF not only as participants but wanted to be able to sell their items.

Culture

Opening ceremony

The ASF suggested that there should be a procession during the opening and closing and that the marathon should not be combined.

There is a team working on youth and culture activities and are meeting weekly in Action Aid International.

AA(Dakar) made a commitment to bring artist from Eastern, southern and Central Africa .They were also going to contact the Open society so that A good number of artists are brought to the WSF

He mentions the need to improve the poor communication between the groups working on the PA system.

LAF and WPF

- Oloo would not be able to report about WPF
- A 5 member committee has been formed to follow up on the LAF. The Mayor was a nominal member.
- An office space would be provided where coordination activities would be done.
- It was clarified that the LAF will be held at the same venue with the WSF

Action

- Alvin to provide two volunteer who will be catered for by the LAF not WSF.
- Vanessa Max to be contacted by Oloo.
- It was emphasized that there are available funds for the LAF from the headquarters.
- Note was made that all correspondences would be passed to The office

Interpretation

- A call had been sent in three levels: a call for a project team, basic call, and those interested in coming at their costs.
- At least there were about 50 responses to the call made.
- The numbers of the local interpreters was still; low and even then some of them did not have contacts.
- The need to have harmony in the committee was a great concern- fortunately, this was clarified in one of the meeting.

Pending

- The daily allowance had to be clarified.

Action

- Thomas to write e-mails to the local volunteers as a means of verification
- Thomas to follow up with ACORD and Taoufik
- Need to get in touch with Uganda and Tanzania among others
- Davis reported that he was having problems getting in touch with PANOS in Greece

- It was agreed that a letter is written to Christopher and copied to the International Secretariat, European Social forum and all concerned.
- A separate letter should be written to the gentleman who will be coming to train the interpreters.

Volunteers

The issues of Volunteers seemed to be recurring thus a small committee was set up to iron out the issues arising in regard to volunteers.

Members are:

- Alvin
- Oloo
- Phillip
- Njuguna
- Noela
- Emily
- Kimani Joseph
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Issues they have to handle:

- Have to work towards having a needs assessment tool for secretariat staff who would like to have volunteers.
- Develop criteria's to select team leaders.
- Set strategic and achievable to work better with the volunteers.

Alvin mentioned the need to have the figures for allowances cleared.

Security

Davis had a meeting with Nnjuoki9 and they scheduled a meeting for the bigger group on the 18th.

The group will focus on security and emergence needs
Need to develop specific security and emergence needs for all activities out of kasarani.

Action:

Liase with Njuguna on the police issues.
Need to be assured about the two desks at the airport for the WSF desk.
Needs to get permission on the use of the VIP lounge and access for a few beyond the security point.

Registration

- Jose would try to produce a dummy program to present to the IC meeting.
- He also needed clarity on the days meant for co-organized activities.
- They was need to place concept papers on the website
- Even through registration would close on the 18th, there priority given to some groups of people.

Jose and Odour would have to meet the Cuban Ambassador later that afternoon to clear a few issues.

AOB:

- Some members of the India Social forum needed invitation letters-**Emily** would have to handle.
- Oloo reported that the there was an offer from Italy to provide free bottled water that would have to be airlifted for participants. The committee dealing withy water was charged to purse this matter further.

Oloo also reported that there were five “Former political prisoner” who had wanted to have co-organized activities on political linking to the global level.

Oloo was advised to collect a copy of the concept paper relating to that subject and avail it to them. However their activity shall be self organized.

- CARITAS had sent to a number of people including members of the secretariat minutes of the OC meeting which where not a valid reflection of the OC meeting. **Odour** was charged to write and handle the issue administratively.
- Igor reported that he payment mode is ready and he needed the account numbers from Emily
- It was also reported that the tenders were to be opened later in the day.
- Some members of the secretariat with consideration that at least one person from each commission would have to attend the IC meeting in Kasarani.
- Davis was concerned about the documentation of the construction of the Venue .However Noela informed the meeting that Vita and herself were already in the process.

There being no other business, the meeting was closed.