

## **Minutes of the WSF secretariat logistics meeting**

**Date: 14th -12-2006**

### Present

- |                         |                   |
|-------------------------|-------------------|
| 1. Edward Oyugi (chair) | 7. Ayoma Matunga  |
| 2. Odur Ongwen          | 8. Noela Ojara    |
| 3. Igor Palakot         | 9. Emily Ondeje   |
| 4. Jose Chacon          | 10. Alvin Mosioma |
| 5. Davis Ddamulira      | 11. Vita Randazzo |
| 6. Thomas Christiansen  | 12. Jerry         |

### Absent with apology

1. Aida Kiangi
2. Njuguna Mutahi
3. Philip Thigo

### **Agenda**

1. IC meeting
  - ❖ Program of the days
  - ❖ Logistics for the guests
  - ❖ Reports to be submitted
  - ❖ The WSF program Dummy
  - ❖ Assembly of concept papers
  - ❖ Neighbourhood centre
  - ❖ Registration of south to south activities
  - ❖ Interpretation
  - ❖ State of registration
  - ❖ State of the venue construction
  - ❖ Equipments
  - ❖ AOB

### **Min 1**

Agenda Adopted  
Communication from the chair

### **Min 2**

- The IC meeting would be held on the 16<sup>th</sup> -18<sup>th</sup> / 12/2006.
- About 20 participants had confirmed taking part in the meeting.
- The Venue for the meeting was ready.
- The logistics of the group had been organised.

### **Min 3**

- The program of the day had been sent and Jose was going to finalise with the program as amended by the meeting.
- Important too was that all commission had to make a short report and that the Nairobi report was to be made before the ASF report.

- The program was to be made inclusive of other items that were deemed necessary for the meeting
- The media, communications and publicity commission would present the results of the workshop held with the artists. Vita, Noela and Oloo to come up with a better plan of the activity for the meeting.
- Reports to be submitted for the meeting

- Registration

Proposal for the presentation of the dummy program would take up the forms of either activity per day or activity according to impact or activity based on the continent (ie- Europe, Africa and South America)

The dummy program may not be ready for the IC meeting however a technical report will highlight the obstacle that have been met in producing the dummy.

- Interpretation

Thomas will prepare a report for the IC and consult with Jose about the number of activities so far that are requesting for interpreters

- Cultural

Njuguna to prepare a cultural report

Vita and Phillip to make an input in that it is better informed from the ASF and the media and publicity point.

#### **Min 5 : Assembly of Concept papers**

- Jose to prepare all the concept papers.
- Vita would as well be given the concept papers in order to make abstracts for the media.

#### **Min 6: Neighbourhood Centre**

- On this note, the secretariat would have to report on the availability of the space however the content and methodology of the centre had to be developed by the IC.
- The concept of the centre as a market place would as well be left for the IC to decide. Jose was therefore asked to make an analysis and present it to IC for discussion.

#### **Min 7: Registration of south to south activities**

- Odour reported that Latin America had proposed about 3 activities. However there was need for further discussion on how best to organise these activities with note that the Afroasian discussion were already underway. As discussed

in the ASF in Dakar, these activities were to be held on the fourth day and would be self organised.

- Members of the IC meeting from the different regions would therefore have separate meetings latter in the days of the IC meeting to make more concrete decisions on some critical issues in this regard.
- The IC would as well have to give clarity on the African convergence day.

#### **Min 8: State of Registration**

- Jose would have to present a comprehensive report on the state of registration.
- The projection of 1000 activities was achieved and more where even expected.
- Due to the over load of the process site yesterday, activity registration will be accepted only for a while however the online form would have to be withdrawn from the site. Hard copy forms will also be accepted.
- A short note had to be written and posted on the website to indicate that the Registration was closed.

#### **Min 9: State of construction:**

- Construction had already begun and the management was going to be asked if they would allow construction to go on till 10pm in the night.
- Eric would be asked by Prof to report to Davis about the state of construction However Davis too was going to take the initiative to get ion touch with Eric

#### **Min 10: Equipment**

- The interpretation equipments are being shipped without the booths. Prof, Davis and Odour to meet after the meeting on this issue.
- On this note, Thomas too would have to make a final report on the allowances of the interpreters.

**Radio:** Alvin to make a follow up if they would arrive in Nairobi on the 18<sup>th</sup>. He was also to obtain the airway bill. And thereafter circulate and inform staff through e-mail about any new developments.

**Computers:** They are to arrive in Mombassa tomorrow and hopeful by 22<sup>nd</sup> -12- 2006 they would be received by the logistics team.

#### **Action:**

- It was reported that Microsoft needed a letter indicating that the computers where donated. However they already had lynx which was compatible and would be installed in some computers. The computers would therefore have either of the two software's.

## **AOB**

- The Media liason officer had been chosen however his referee had not been accessed as yet.
- Individual registration forms where now online.
- The codes for payment where now ready and information on payment was already online however Jose and Igor were to work on the placing the right amounts to be paid accordingly
- The Acting Media Convener was Nicholas in spite of the fact that he has not been nominated by any one in the communications commission

There being no other business, the meeting was closed.