

Minutes of the WSF secretariat meeting

Date: 27th -12-2006

Members present

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| 1. Edward Oyugi (chair) | 9. Noela Ojara |
| 2. Odour Ongwe'n | 10. Emily Ondeje |
| 3. Igor Palakot | 11. Alvin Mosioma |
| 4. Jose Chacon | 12. Vita Randazzo |
| 5. Philip Thigo | |
| 6. Thomas Christiansen | |
| 7. Maureen Musiko | |
| 8. Njuguna Mutahi | |

Apologies

- Davis Ddmulira

Agenda

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| ▪ Website and registration and preparation of the program | ▪ Allocation of spaces and pavilion |
| ▪ Radios | ▪ Issue of Jerry the Volunteer |
| ▪ Computers | ▪ Printer at Dovenest |
| ▪ Interpretation equipment and interpreters | ▪ Vita' role with the material development group |
| ▪ Tender documents | ▪ Decision with traffic police |
| ▪ Opening and closing ceremony | ▪ Computers enough for all |
| ▪ State of documentation | ▪ On grand activities |
| ▪ Preparation of co-orgained activities | ▪ Medical |
| ▪ Accommodation for translators | ▪ Bags |
| ▪ State of volunteers | ▪ Ministry of planning ' How are they going |
| ▪ State of IT | ▪ End year Party 31 st |
| ▪ State of Visas | ▪ Regon ' the Italian group working in the slums |
| ▪ State of Security and Protocol | ▪ Emily state of Finances |
| ▪ Water | ▪ The World parliamentary forum |
| ▪ Sanitation | ▪ The standard e-mail |
| ▪ Tendering of electrical wires | ▪ Media strategy |
| ▪ Tendering of booths | ▪ Purple images |
| ▪ Construction of a passage | ▪ Youth camp accommodation |
| ▪ Space inventory | |

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Min 1

The above agenda was adopted and the meeting proceeded as follows:

Min 2 : Registration, website and program of the WSF

Website

The IT reported that the mailing list for individual registration was ready.

They suggested that the print copy for individual registration that is on the website should be torn down and only a soft copy retained.

Registration

It was reported that individual registration forms that were in hard copy are to be placed online to get payment codes. On that note, it was mentioned that Volunteers were to do data entry that night with Jose.

The logistics to support them where to be discussed with Emily

Some of the volunteers however with the help of Jose would begin computing and sending the fees structures for the different organisations and individuals .

Jose also reported that Noela, Roxanna and an identified volunteer would have to begin to respond to registration queries via e-mail. Therefore the 'info' e-mail address should then be directed more to the above persons other than Lucy.

Applications for the fourth day were still ongoing.

Jose reported that all activities that were on paper forms were already entered in the common workspace. He also said that allocation of space to the activities in the program was being halted by the lack of the space inventory.

His proposal of the co-organised activities are to take up the following format

- 2 period : day 1
- 3 periods: day 2
- 2 periods : day 3

The program was to be translated to in with the help of people from Cuba, Argentina and Spain.

Actions

- Naming rooms will be done by tomorrow
 - It was agreed that activity registration is closed and no more requests will be accepted. All activities that have not yet been placed on the common space because of technical problems will not get payment codes but rather will pay upon arrival.
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Min 3: Interpretation equipment

Spyros was reported to be having a technical training in Kasarani

However the interpretation equipment was to be followed up by Thomas and Spyros

Min 4: Tender documents

These documents were not ready by yesterday.

Odour reported that by Friday no body had yet presented the document sot him but rather he had to come in a work on a few that he would do but those that he would not because of technical information needed he did not handle.

In addition, the persons collecting the tender documents have been advised to pay the bank charges before picking the forms. The forms are also to be picked between 11am- 2:30pm

On the following items, the following persons were attached to develop the tender documents

- Banners - (Noela and Vita to help)
 - Out door advertising- (Noela and Vita)
 - Signage (Noela and Vita)
 - Public Address (Davis,Thomas and Spiro's)
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Min 5:Opening and closing ceremony

The cultural commission had a meeting with Odour about the state of the cultural activities to write to Taoufik about making clear the fact that money was to pass through the Secretariat but not to South Africa directly. (Prof was asked to follow up)

However so far artists were already identified, work permits for the artists were to be followed up by Matunga. Other pending issues were having team supervisors and draw contracts.

Min 6:Vita's role in the material development group:

The group that vita is working with on material development should now work hand in hand with the cultural commission and Njuguna should take up the coordinating role.

Min7: State of documentation

So far there was a documentation check list that was sent out to staff and there needed attention

Video and photograph footage had been done in Kasarani and the work would be at the secretariat by the end of the week. This was the first stage of documentation of the venue but there would be documentation after the construction of the site.

Min 8: Co-organized activities

Jose and Phillip were making a follow up to the recommendation as passed by the IC. However Nicholas Othieno was asked to send the final recommendations made for a few concept papers so that Phillip can place them in a Dossier and start contacting the necessary organization and people.

Min 9: State of accommodation

Maureen was asked to make a comprehensive state of accommodation for the next secretariat meeting. She was also tasked to make a follow up with Kasarani management on how the space in the hostel can be maximally used for accommodation.

On that note, Emily reported that by the 5th of Jan, accommodation would be made available for the WSF in Kasarani as based on the contract.

Phillip was asked to give Maureen the icons and figures that have been invited so as to secure accommodation.

Maureen to was to make a follow on trying to secure more accommodation for over 400 -500 volunteers.

Min 10: State of volunteers

Prof mentioned that he had worked on some volunteer information that he would pass over to Alvin.

His suggestions were that the allowances of the c\volunteers be divided according to skilled and non skilled. (1500 and 800 respectively) however all this will depend upon the state of resources in the WSF.

Min 11: State of Information technology

Job was to follow up with the KDN.

KDN was to boost the internet connection in kasarani by yesterday but unfortunately it was not done so Volunteers were going to work at the secretariat throughout the night.

Min 12: Computers.

So far the information that was available, the computers must have already arrived in Mombasa and then Nairobi but Davis is to follow it up .

The total number of computers is 360 and this number will be divided among registration, media center. Cyber cafes are to be our sourced thus the computer would be enough to help in the running of the event.

Phillip to work on allocating computers to the different points and commissions that need computers during the event at Kasarani.

He will also have to give a comprehensive list of IT needs for lavington, Dovenest and Kasarani. He suggested that instead of computers, laptops be brought

Min 12: Visa's

Aida was asked to help Matunga on Visa's and transport.

Immigration still needed a follow up though Prof and Odour had a meeting with some of the official's

It was also reported that a list of names that had already reached the secretariat asking for Visa's were to be sent to immigration.

Min 13: Security and protocol

In regard to security, there were decisions at the ministerial level were pending. This meant there was need for follow up, nevertheless the Traffic police too needed to be asked to give a hand and be aware of the event.

Min 14: Water

Oloo reported that there was still no response from the Italians as as was discussed in the last meeting.

Prof, Emily and Makuru are to sit and have a way forward to this issue.

Min 15: Sanitation

Davis was to give a report however it was agreed that Alvin was to identify some few Volunteers who would rather oversee if the work is being done and report to the secretariat.

However there was need to make a follow up on the mobile toilets that will be needed for the youth camp, pavilions and other areas.

It was suggested that there was need to get in touch with Salvation Army, kasarani youth group and any other CBO to pick tenders and compete for the bids.

In the youth camp, there has to be a political decision to make the youth do the sanitation clean up and maintenance

Min 16: Electrical work

Prof to consult with Davis and thereafter talk with Lumbe on the issues of how to move forward with electrical; work to be done at the stadia and any other construction work.

Min 17: Completion of the space inventory

There was no clear information on who was doing this however Mbugua was to be contacted to find out if he had the information.

However if the information was not available, a team of 4 volunteers were to be asked to do the work in the shortest possible time.

Min 18: Design and distribution of pavilions

Here it was made clear that spaces would be given on political grounds however there was a need to know the sizes of the pavilions, how many requests have been made and if they too have contacted any contracts for the provision of the pavilion.

Jose, Prof, Wahu, Davis and Odour were to do the mapping basing on the above information for distribution of the pavilion space.

Min 19: Jerry the volunteer

As mentioned in the previous meeting, complains about jerry his work relations made the secretariat to take decision of terminating his services to the WSF. Unfortunately Alvin communicated this to him verbal and he sort hearing from Prof.

On this note, Prof will sit with Alvin and talk with him and official hand him a formal letter explaining why his services have been terminated.

Min 20: Medical emergencies

Odour reported that he had contacted a doctor who was willing to mobilize a few more doctors .He also mentioned that was need to follow up on the suggestions made by the doctor to approach a few pharmacies.

So far there being no one directly handling this, Noela agreed to take up this role.

It was also proposed in the meeting that she gets in touch with st john Ambulance and Medicins- San -frontiers.

Min 21: Bags

The bags were proposed to be made as cheap as possible using simple but artistic material.

The issue of the bags for the forum was to be followed up by Emily and Njunguna who already had samples.

By the next meeting, there should be able to provide a list of names

Min22: Ministry of planning

Odour to make a follow up with the ministry.

Min 23: Oregon

Basing on the e-mail that he sent to Prof and Jose but copied to all staff, the following was decided upon

- Njunguna to go with some more staff from the secretariat to make clear that matters in the e-mail
 - He will also have to it clear the fact the if the Marathon is to take place on the closing day, it should be organized by the organizing committte
 - They should agree to co-host it with the organizing committee before the information is taken to the press.
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Min 24: The World parliamentarian Forum

Because of the issues around the coordination of this forum, Prof and Odour asked Anyang´ Nyong´ to take the this forward .He has so far gone ahead to send out communication to the necessary people and is working forward

However Prof mentioned that Idris had sent an e-mail asking people for funds and yet his team had already with drawn from the process

Actions

The information about whoever is organizing the WPF should be posted on the website and sent through the newsletters

Prof to write and communicate officially that Anyang´ Nyong´ was taking up the role of coordinating the WPF.

Min 25: Standard E-mail

With the background given that the editor in standard had been following the issues around the WSF from the invitation made for the IC press conference.

The media liaison officer was asked to follow up the issue and draft a more political response in regard to the e-mail that would latter be proof read by Odour.

It was agreed that the spokespersons of the WSF secretariat had to do all the media relations

Min 26: Media strategy

Boniface presented the media strategy and would send it to all staff so that comments are sent to him.

However the following were clearly mentioned to be incorporated

- Icons coming should be interviewed
- Daily press conference during the forum
- Get in touch with KTN ,standard media, nation media and samba
- Aida to give contacts for the Economist editor in Nairobi
- Contact East African TV and Radio
- Thomas will be coming to help out with the Media
- Make contacts with Radio stations that have free space
- Oloo to give more contacts to him

Min 27: Local Government forum

Oloo mentioned that he had not yet got in touch with the people in the respective office but would do so and give a report soon.

Odour was asked to contact Esther (Adopt a light) to ask if she would be able to give free space for advertising

Min 28: Purple Images

Phillip reported that he met the contact person of purple images and they agreed that they would have a meeting. Aida, Vita, Emily, Phillip and Boniface were suggested as people to be involved in the meeting

Min 29: Youth Camp

Phillip was advised to sit with Aida and Jose to develop modalities on the allocation of the space in the youth camp.

Min 30: Air tickets for some translators

It was sad to note that the organizations that had promised to give tickets for some translators had not yet sent any communication to this effect.

The final decision on who among the translators gets the tickets will be after a state of finances has been sorted out.

The Information on the website about the Italians giving support to the WSF process should be taken off.

Min 31: Staff party

It was agreed that the party will take place on Saturday the 30th and the venue will be communicated to staff.

Min 32: AOB

- Vita informed staff that they were invited to attend an event that will happen on the 31st in Dandora .She also requested that the project is given to her for the vent of the 31st as requested by that group.

There being no other business, the meeting was closed.