

Minutes for the WSF Secretariat meeting
Date:4th -04-2007

Members present

Absent with apology

Min 1

The agenda of the meeting was to be discussed according to issues as being mentioned by Prof

Min 2

Opening an closing ceremonies

- There is so far adequate funding
- However there a team of musician coming from East Africa, West Africa and southern Africa
- Working permits for the musicians were now being handled.
- The final program of the cultural commission would be ready tomorrow
- There are however concerns that there are many young artist performing

Challenges

- The logistics have not yet been sent
- Action Aid International would only cater for artists from EA but not the PA system

Prof to hold meeting with Njunguna over the funding for the PA System

- The Cubans and Mexicans needed to be reminded of the promise of brings some musician
- Platforms where identified for cultural activities
- The commission had to liase with the Logistics to give the need for requirements for their commission.

- The names of Icon and other important persons were suggested to be included in any media information being provided to the media.

Min 3: Youth co-organized activities ceremony

Aida mentioned that all participants as invited from a number of African countries had so far confirmed their participation as being sponsored by Action Aid International

Min 4: Staff Responsibilities

- Staff were asked to clearly write down their responsibilities in order for work to be streamlined. They are also supposed to make mention of all the volunteers they are working with.
- It was also made clear that communication and co-ordination of working with volunteers had to be streamlined.

Vita made mention of the meeting that she had with Matunga and Andiwo on how to work together.

Min 5: Tasks for volunteer

It was agreed that all volunteers were to be well coordinated and engaged effectively during working hours. This is a measure to effectively utilize the resources available. However the challenge is the availability of the work stations and facilities .*The communications Commission was noted to have a few working stations.*

- Davis confirmed that there was a pull of computers that would be used in Kasarani in case there were insufficient computers in Lavinton.
- Though Power (electricity) was a problem in the past one –two days in Kasarani Davis was to follow up.

Phillip was already wireless internet connection in Kasarani

Min 6: Security

More security is needed in Kasarani as the secretariat moves in more equipment in the place.

- Davis reported that he had a meeting with the management and security was to be beefed up by the management. The police station near to Kasarani agreed to this note to increase security at the venue

Min 7: Radio

They were to arrive in Nairobi and Alvin would work with Davis to verify this and see that the radio arrive in time.

Min 8: Computers

It was reported that they were going to arrive in Nairobi on Friday. Therefore the storage room had to be made available. Volunteers too had to be on stand by to record the computers as they came in.

Min 9: PA system

Phillip suggested that a youth group in Dandoro would provide the PA system at a low cost and he would follow up if it was agreed by the meeting.

Aggey was likewise following up this issue.

Min 10: Toilets in Kasarani

According to Davis, he had carried out a re-assessment of the situation concerning this facility.

He was however going to receive four quotations for supply of these equipments by afternoon.

It was agreed that a supervisor role of the work on behalf of the secretariat would be done by Davis

Min 11: Space Inventory

Since the tenders had gone out, there is need to have the numbers of the space available for snack bars among others (*Davis to be consulted*)

Min 12: Traffic police

Aida, Njunguna and Matunga meet the police traffic office

They are also to get in touch the ministry of planning, foreign affairs and schedule for a meeting with them (*Ministry of planning was to be contacted by Odour*)

However generally basing on the prior interactions, they seemed generally willing to work

Min 13: List of Icons

- Vita to follow up
- Aida to organize the list of Icons for the cultural Commission.
- Odour to meet the Protocol chief on the above issue

Min 14: Tenders

Odour has already started the analysis of tenders and response to the success bidders would be done next week.

Min 15: Electrical tender

- Has not been done yet.
- Aggrey provided a quotation but was willing to provide the services at a lower cost than what was in the quotation he presented.

On this account t, he was to write official and get clearance from the committee working to provide this service.

- Prof was advised to make a better decision from a legal point of view

(Davis to get clearance for the tendering of the venue from the management.)

Min16: Other communications

- A team from Brazil would be coming in this weekend and they would be allowed to stay at Kasarani hostel at a cost and thereafter leave by the 16th to give room to the volunteers and the interpreters
- Alvin to coordinator the volunteers who will be chosen to stay in Kasarani

Min 17: Relocation of the Secretariat to kasarani

Movement to kasarani would be effected only when the facilities are ready and Davis will ensure that they are ready for staff by Monday.

Logistics

- Transport will be provided from lavington to the venue.
- Davis and Emily need to sit and decide on the food.

Min 18: Media

- It was reported that there was going to be a media briefing on Friday afternoon at chest house.
- There would a breakfast meeting organized in the second week of January
- Standard media group sent their proposal
- Boniface to sit with Odour and discuss it further

Min 19: Celtel

Was willing to fund a number of things including providing airtime, free handsets, airtime, GPR cards for the IT department among others

Davis, Prof and Odour to meet with celtel later in the afternoon then to finalize the amount of financial support they would offer.

(Davis to give a detailed info on this)

Min 20: AOB

Feibi seconded by Oxfam said there was an offer by a friend to provide a saloon car and pick up for easy movement of the secretariat.

There being no business, the meeting was closed.

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