

World Social Forum, Nairobi 2007
Staff Meeting - January 8th

Attendance

Oduor, Philip, Matunga, Igor, Aida, Davis, Thomas, Njiguna, Chrifoph, Boniface, Prof, Roxanne, Maureen, Thomas Dave, Emily

1. Report from KA

Culture commission had requested tickets – 6 more tickets from east Africa. For interpretation, list of names must be put together by Thomas (already done).

2. Checklists

Checklists concerning everyone's specific tasks in the organization of the WSF; had been agreed to send them after last meeting. Only a few have come in.
Checklists needed TODAY before 4pm.

Also: Concerning lack of computers: Njiguna will bring computer for today for Media

3. Radios

Report : There has been a misunderstanding but they should be here by Wednesday. Alvin is responsible for getting them. They may present a request for extra fees, this is to settle.

4. Computers :

Hopefully they will come today. By 12 Phoebe should be giving the final word. Unless otherwise we should have no problem. Phoebe is 100% on this issue.

5. Screens :

The big activities require screens. We had not thought about it until Friday.

Philip inquired: Two projectors, 3 technicians, video camera, feeds for ppt presentations, etc.

Deal : He can provide for all the rooms for 4 days – each room costs 50 000 ken shillings meaning 1 million ken shillings if we give him a space where he can offer these services to other people. He is proposing this in writing today. He will also propose a price for the cinema facility (pa system, wide screen, dvd player, etc.)

Agreed.

This does not account for screens at opening and closing ceremonies since the screen technology does not work in daylight. The television technology which would be needed is only available from South Africa, and it is too late to start arrangements.

6. Program

Program must be printed by the 17th to include in registration packages.

This is what will be included and who is responsible for it. Roxanne and Amanyia are producing the final program.

Introduction - **Oloo**

Guide to the program - **Roxanne**

Table of contents - **Roxanne**

Opening and closing ceremonies **Njiguna**

Day 1 **José**

Day 2

Day 3

Day 4 -

(Each day - Cultural activities)

Things happening outside of Kasarani **José**

Co-organized activities **Phil and José**

Youth Camp **Phil, Aida**

Service tips -security, connectivity **Rox, phil, Noela** ; Connectivity: **Igor**

Pavillons **Davis**

Maps (venue, transport, etc) **Davis**

Logos, advertisements, partners? **Thomas**

Transport: **Prof and Matunga** depending on what the deal is with hotels.

DEADLINE: ALL TEXTS HANDED IN FOR TOMORROW MID DAY at
roxanne@wsf2007.org

7. Extra rooms for volunteers

Extra rooms for emergencies for volunteers – 200 spaces in someone's apartments, 3000\$ in advance to furnish it, has agreed to prepare breakfast but for people to buy. Agreed that we take 100 spaces – we may have this in case we have excess of volunteers in places we have designated.

8. List of icons

Njoki is compiling list to know who who cant pay for themselves so we can start negotiating. Oloo takes responsibility to contact Njoki so we know which ones are taking Kenya airways, and need list of who have booked hotels and who we have to pay for. This info for tomorrow mid day.

9. Interpreters list

Thomas has updated Oduor – we just have to know if this is who we want from Europe, to see if we can negotiate with KA to come in from Europe. Need to finalize this so that we can send tickets. As of tomorrow.

10. Visa situation

Many have been informed of fees for transfers of visa registration. Critical names from West Africa are not yet to the ministry –have to pay before they are forwarded. These issues must be resolved. Matunga@sodnet.or.ke does not work. Use yahoo address:
yesmatunga@yahoo.com

12. Security

We have not been able to get back to the police because needed to speak to Ministry of Foreign affairs first. They said we needed to move to protocol. We need a roundtable meeting between the police and the ministry and us. Contact person is David Chariot, Oloo will give them the contact. Link them with police and say it is getting late. Dont postpone meeting with traffic people – it should be the same meeting. Before tomorrow.

Kasarani management had meeting with neighbourhood. They will wait for a letter from up above for advancing security matters. For private security, we have a few applications.

- Oduor, njiguna, Davis and prof have to meet for private security arrangements and how to integrate it plus the volunteers. Today.

- Our volunteers security team: Alvin still waiting for few numbers, but the list is made. They need specific training.

After meeting with government, all involved will meet to elaborate a comprehensive security plan.

13. Payment and registration

Report on registration and payment process: Kip, Phil, Davis, Alvin, Anastasia, Alexandra, and Kathy

- When ppl arrive at KICC, open registration from 17th to 20th at KICC
- One page in each newspaper explaining where to register – KICC for individual and Kasarani for activities and organizations. 2 days before opening
- When they arrive at KICC – big plaza with desks with volunteer explaining registration – signage as well.
- Booth for cell tell of distribution of sim card and payment using transfer of money through SMS to account number (Not yet confirmed. They could but they need details with technical details – will be finalized tomorrow).
- All registration for everyone will take place in the big hall.
- Ppl with disabilities have a ramp, and they will have the main hall there.
- Computers will be set up as rectangle in centre of room. 30 computers, 30 volunteers.
- Computers will be split by continents for registration.
- Most participants will register on 19 and 20th. Info pack will be distributed. Have a bracelet for those who have paid.
- If packages are not ready on 17th we will not give them but make a call so people can come get them another day.
- For KICC registration, need first aid.
- Also Information desk: info on transport and accommodation.

Registration for Interpreters: 19th Kasarani 2 to 5

ATTENTION: Concert is to be in KICC on the 19th but the computers are there for registration. Davis, Njiguna, José and Philip will meet to find solution. If Cell Tell goes through we have many solutions.

14. Airport space

Possibility of hiring a place, a parking number 2 or 5 where tents can be set up and info on transport and accommodation. We go ahead of getting a quotation on the space. Space for the tent and 4-5 parking spaces.

The role people than can assist between the plane and customs needs to be clarified: it is known that they are helping for VIP, but needs to be clear that they should help anyone who needs assistance.

15. Emergency

Noela has been speaking to many organizations, this week is meetings to see what ppl can give. Organizations are responding positively.

An order must be placed for tents as soon as we know where Red cross and other orgs cannot supply.

16. Brazilian team

5 people to integrate.

Alessandra: help José with translation of program.

Marcia: Coordinating ground registration days – volunteers

Katia: Brazilian pavilion

Isabelle: co-organized activities

Marcelo: Pavillions also.

17. Roles during event

We have developed but we need to tighten the tasks and roles of secretariat members during the event.

Committee: Alvin, Davis, Oduor, Prof – by tomorrow afternoon – plan of personnel.

18 Volunteer training

3 day training session – each day of 2 sessions – group of 50 to 60 volunteers per day. First day is registration. 1st- general info done by a trainer – 2nd give them WSF objectives, 3rd concrete work specifics.

19. Open closing ceremony

Program and explanatory paper will be sent to everyone.

Touffik still has 15000\$, just need to tell him how to use it. Send a list.

Need to get the stage construction started. Urgent.

20. Media

Friday's press conference: High, at 4 pm – it was in news on KTN. Articles in Standard.

Media breakfast came in handy because its too quick and news oriented, will take place on THURSDAY, at the New Stanley Hotel from 7 to 9. Key people will be there to talk to reporters.

Dave Thomas came in and has a scope of African social forum media management. Come up with ideas: radio spots, daily news updates, newsletters from office about meetings like this, will be captured and released daily.

Stay close to interpretation for media – to translate press conference.

Steps are to be taken to facilitate Blogging

21. Cell Tell

Handsets – 1000

Airtime: 1000 for 200 ppl and 500 to 800

Everybody sim cards

SMS free

30 GPRS units

Major areas of discussion:

Media: they can contribute to the billboards, want to support newspaper and supplements in the news, exploring issue of payment of registration fees especially for individuals,

they will provide customer service, booth, airtime, van, mobile clinique, introduce Spanish in their languages

Deal to be concluded. Add charge on wifi in deal

See if Celltell can sponsor a show on television. Newline. Present specific points to negotiate for this.

We need to agree on message and messengers.

22. Signage

There will be street names, the big pavilions will be named. Point proposed by Oduor but he is no longer here.

23. Moving to Kasarani

Connectivity is up and working 100% in secretariat

Secretariat – 3 rooms, upper level.

Furniture is there just needs to be picked up

Missing: Telephones, office attendant, tea etc.

Some people stay in town.

24. Toilets

Brought cost down to 955000 for toilets: all toilets material in main stadium and flushing services.

Deal needs to be completed for mobile toilets for the Youth camp.

25. PA systems

The gym has its own. We need some for the 3 halls and the cinema. Need to make inventory of all PA needs, give it to Philip so he can include them in discussion with the company so know how many PA systems we need and for which rooms. For Wednesday.

26. Other

Congratulations from Pastoralists and Minorities groups

Report expected this afternoon concerning meeting with Hotels – Emily and Maureen