

Staff Meeting  
World Social Forum  
January 11<sup>th</sup> 2007

### **Presences**

Oduor, Igor, Njiguna, Philip, Boniface, Davis, Chritoph, Noela, Thomas, Prof, José, Roxanne

### **Program**

Left : activities for 4th day

Added 100 activities

Tonight : finished and given to translation for name of activities

Problems with space – competition with co-organized activities

There is a hole where speakers will be – make wooden barrier

Service tips and transport go to info kit and not program

### **Registration – KICC**

Had been agreed that not the big room but small room would be used for registration –

Monday and Tuesday – publish adds to explain registration in papers

First paragraph : explain organization and stalls

Second paragraph : pay individual registration – thru celltell or bank

Boniface will work with José for this.

### **Uhuru Park**

Replace opening ceremony at Kasarani?

Security is less an issue when ppl are scattered in a park then when in closed space.

We are not acting on this, we are not complying on this.

### **Security**

Private or government our own? All. Discussion this afternoon.

**PA system for Kasarani** – estimate with Philip, needs a week to set up so must be settled today.

**Emergency** : plan in for tomorrow by Noela

**Visa update** : Matunga is not here.

Raise it at tomorrow's meeting

### **Personnel**

Comitee must think of restructuring our personnel. Each department send us list of people working them and their tasks right now and tasks during WSF. We will know the needs of each service and by weekend do so we know who does what during wsf. By tomorrow midday.

Some international volunteers need direction.

Committee: Alessandra, Oduor, Taouffik

### **Media**

Work should be more intergrated. A bit of control

Creation of key messages and answers to questions.

Can we get online database of Journalists

What is the problem? Takes too much time. Announcement for all journalists who have not received accreditation.

### **Equipment:**

Radio: supposed to be here a week ago.

Computers: Phoebe went to Monbasa to get them. She would arrange offloading at 11 pm on Friday.

### **Translation**

List has increased of 5ppl. Need to know quick for plane tickets. Will be finalized today.

Problems with labels on exhibitions booths. Some are as long as 3 sentences. Was arranged by José – short names.

Three new tents – for 300 ppl each.

One space has partition but you can't access to it. Acoustic problem. Maybe make stage higher – give it another look.

Check with Kasarani. Funny things – food stalls, cyber café, changed reception location, etc.

### **Checklists**

#### WEBISTE

Translation: need full translation for website. We need to update it everyday. Have someone for each language. Suggest that this goes to media and goes to Boniface.

Media team access to website for updates: every change must be a consensus.

Login should not be given since it gives access to whole website.

Memory:

Documents online everyday. Igor publishes everything on website.

Creation of database for all records

Pictures, documents, etc. Start database for memory. Organizations will be asked to upload their documents.

Workspace

Need to download individual databases.

Need last database of organizations for stalls (Jan 8<sup>th</sup>)

Activities

Need to go one by one in each activities to know how much they have to pay. IT team is on the fees.

We still have to compare the Atica (bank) database and our so we know who has paid or not.

Rafaela should provide code to enter the account.

Igor needs help on conversion.

### OPENING AND CLOSING

Contracts for all confirmed artists – payments have not been paid. West, North African and Cameroun don't need contracts and payments. This issue should be revisited. We need to harmonize this.

Make sure to work with Maureen for accommodations – don't duplicate bookings.

Stage, sound, lighting: deal with Oduor

Adds: cultural stages at Kasarani – how big are they, where are they, what kind of performances will there be? 6 stages will be decided today in afternoon.

Daily programs for culture – there will be groups who have not booked as activities- will need to have daily info

Cultural activities for the 4<sup>th</sup> day – alternate big forums interspersed by cultural activities.

### CO-ORGANIZED ACTIVITIES

Youth Identify participants out of Kenya – done  
Everything done.

### MEDIA

Procedures for print material to be approved before massive printing.

Facilitation for team in design: room

Volunteers for Media centre 25 instead of 10

**Next meeting: sunday at 10 at Kasarani.**