

KENYA NATIONAL ASSEMBLY



REPORT OF THE
INTER-MINISTERIAL ORGANIZING COMMITTEE
ON THE
114TH INTER-PARLIAMENTARY UNION ASSEMBLY AND RELATED
MEETINGS
7TH TO 12TH MAY 2006
NAIROBI, KENYA

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1.0 INTRODUCTION

The IPU is the international organization of parliaments of sovereign states around the world. The organisation was established in 1889 with its headquarters in Geneva, Switzerland. Its membership currently stands at 140 national parliaments, with seven regional assemblies as associate members.

As a global organization for people's representatives and legislators, the IPU has become one of the focal points for international dialogue. It brings together members of various parliaments around the world to discuss issues pertaining to world peace, understanding and co-operation among the various peoples and the establishment of transparent, representative good governance globally.

Kenya was awarded the honour to host the 114th Assembly of the IPU during the 111th Assembly held in Mexico City in April, 2004. Consequently, an Inter-Ministerial Organizing Committee was constituted in July 2004 under the chairmanship of Hon. Andrew N. Ligale, EBS MP with the mandate to make preparations for the Assembly in accordance with the IPU Protocol. The other Members of Parliament were: -

1. Hon. Beth Mugo, MP
2. Hon. (Dr.) Hezron Manduku, MP
3. Hon. Kembi Gitura, MP
4. Hon. (Prof) Ruth Oniang'o, MP

There were also officers drawn from Parliament, Government Ministries, and Parastatals. (Appendix I)

The 114th Assembly and Related Meetings of the Inter-Parliamentary Union took place between 7-12 May, 2006 at the Kenyatta International Conference Centre, Nairobi, hosted by the Kenya National Assembly with the support of the Government of Kenya.

The conference was attended by 1,200 Delegates, Associate Members, Observers, and representatives of various organs of the United Nations including UNICEF and UNHCR, the World Bank, International Committee of the Red Cross and Red Crescent and ECOWAS among others.

It was inaugurated on Sunday, 7th May 2006 by His Excellency the President and Commander In Chief of the Armed Forces of the Republic of Kenya, the Hon. Mwai Kibaki, CGH, MP.

The Organizing Committee comprised eight sub-committees, whose objectives were to manage the logistics of the event and to maintain a close working relationship with the IPU Secretariat in Geneva.

Details of the sub-committees activities are contained in the following reports.

1. Secretariat
2. Security
3. Publicity
4. Conference Facilities
5. Protocol
6. Hotel Accommodation
7. Transport
8. Finance

2.0 SECRETARIAT

The Secretariat of the 114th Assembly of IPU was located on the 1st floor, Kenyatta International Conference Centre (KICC) from September, 2005 to May, 2006; for a period of 9 months.

2.1 Mandate/Tasks

- Prepare on the basis of the text provided by sub-committees, a grand work plan for the Organizing Committee and ensure implementation;
- Establish communication with the Inter-Parliamentary Union based in Geneva in order to facilitate the preparation for the Assembly;
- Advise the Organizing Committee on matters pertaining to the implementation of the Additional Protocol to the Agreement;
- Implement all resolutions of the Organizing Committee in conjunction with the relevant departments of the National Assembly, Ministries and Parastatals;
- Organize scheduled meetings of the Organizing Committee;
- Co-ordinate all sub-committees in order to facilitate coherent preparations for the Assembly;
- Prepare and submit all payment schedules in order to facilitate the work of the officers concerned;
- Arrange for accommodation and payment of per diem for the staff of the IPU; and,
- Identify staff to serve in the document reproduction, distribution, registration and information service, as bilingual secretaries and assistants and other key Assembly areas.

2.2 Challenges

Co-ordinating all the sub-committees was challenging in view of the multiple nature of the tasks undertaken by the secretariat and the composition of membership in each sub-committee.

2.3 Membership

The Secretariat was composed of: -

Mr. James .N. Mwangi (Head)

Ms. Anita Thurania

Ms. Mary Chesire

Mr. Peter Chemweno

Mr. Jillo Abarufa

3.0 SECURITY SUB-COMMITTEE

Due to the stature of the delegates attending the IPU, as representatives of their respective country Parliaments from around the world, the security provided had to be of the highest level. A total of 1615 officers drawn from the various state security agencies were deployed for coverage of the conference venue and all hotels where the delegates were accommodated during the entire operation that took eleven working days

3.1 Mandate

- To provide security at the conference venue and the Jomo Kenyatta International Airport;
- To ensure Concentric Protection at the 18 hotels in and around the city;
- To escort delegates from/to the Airport, Conference Venue and during excursions; and
- To ease traffic congestion for delegates travelling to/from conference venue and other venues where official functions were held.

3.2 Tasks

- To avoid lapses due to fatigue and exhaustion, officers worked on a rotational shift system throughout.
- The security coverage involved one hundred (100) vehicles; ranging from Lorries, saloon cars and motor cycles which were fueled by the 114th IPU Organizing Committee secretariat.
- To patrol both on the ground and in the air (using police helicopter) all areas within the vicinity of the city.

3.3 Challenges

Accommodation for Security Personnel

It was envisaged that accommodation would be required for 702 officers at the Railways Training School, Kenya Polytechnic, Ministry of Works Training School and Y.M.C.A, Shauri Moyo. Unfortunately, these facilities were not used except Railways Training School because all personnel involved in the Operation were sourced from Nairobi. The original plan was that several police officers from outside Nairobi Area would be shipped into the city hence the need for accommodation. This decision was communicated to the institutions immediately.

3.4 Theft

On 3rd May, 2006 at Intercontinental Hotel at around 8.00 p.m, a member of the IPU Secretariat lost valuables, including passport and foreign currency.

On 13th May, 2006 at 680 Hotel around 7.00 a.m., a delegate from Congo Brazzaville lost his passport. The security sub-committee facilitated the issuance of temporary travel documents by the Immigration Department.

3.5 Arrests

A number of people without proper identification badges were arrested within the precincts of KICC.

3.6 Membership

The Security sub-Committee was composed of: -

Mr. Kennedy Kihara, (Chairman)	I.P. Boniface Gitau
Mr. Henry Nzioka (DCP)	I. P. B Mulilya
Ms. Beatrice Nduta	Mr. Aloise Lekulo
Mr. Willy Lugusa	Mr. Cornel Oruko
Mr. James Onyango	Ms. Mercy Gatobu
Mr. John Mbeca	C.I. Joyce Muchemi
Mr. Charles Kamunya	Mr. Joseph Kamsa
C.I. Paul Kipkorir	

4.0 PUBLICITY SUB-COMMITTEE

The Inter-Ministerial Organizing Committee mandated the sub-committee to appoint a Public Relations consultant firm to assist in publicity matters. Yolanda Tavares Public Relations was hired in November, 2005, whose scope of work covered the mandate of the committee.

4.1 Mandate

- Manage Media Relations for the Conference, prior and during the event, including managing the launch of the conference;
- Prepare press kits for the conference, prior and during the event;
- Co-ordinate and facilitate interviews for delegates attending the conference;
- Liaise with the Conference designated Press Officer;
- Co-ordinate with the IPU Information Officer for media related activities;
- Provide Public Relations consultancy for the conference and attend steering committee meetings;
- Work closely with the Conference Secretariat with regard to conference arrangements and general programme;
- Produce and place publicity materials to promote the event;
- Establish and equip a media centre and accredit media practitioners for the event;
- Arrange for daily press briefings during the conference;
- Provide written content for conference website.

4.2 Tasks

4.2.1 Launch of the 114th IPU Assembly

The official launch was held on Thursday 30 March 2006 within the grounds of Parliament Buildings, attended by members of parliament, the diplomatic corps, public and private sectors including senior Government officials and Media Houses. The website www.ipukenya.org was officially launched by the Hon K.F.X ole Kaparo, Speaker of the National Assembly of Kenya on the same day.

4.2.2 Press Accreditation

Application forms for Press Accreditation were distributed to all Kenya based foreign and local media. The form was also posted on the website. Over 220 journalists were accredited to cover the event, who were provided with IPU folders provided by the committee.

The Chairman of the Organizing Committee hosted a luncheon for all accredited media in advance of the arrival of delegates, at the Serena Hotel on 2 May, 2006.

4.2.3 Media Centre

A fully equipped Media Centre, with Internet access, three computers, a printer, fax and telephone access was located on the Lower Ground Floor, in a temporary partitioned area.

4.2.4 IPU Press Conferences

A series of press conferences were held before and during the Assembly, commencing on Friday, 5 May, 2006 and thereafter, daily from Monday 7 May to Friday 12 May, 2006 at 1pm in Meeting Room, No 7 on the Lower Ground Floor. The Media Centre also facilitated media briefings for delegations.

4.2.5 Publicity - Newspaper Supplement

A two-page supplement on IPU was published in the Daily Nation on Wednesday, 3 May and The People on Thursday, 4 May 2006.

4.2.6 Live Coverage – Inaugural Ceremony

The Inaugural Ceremony, presided over by His Excellency, Hon Mwai Kibaki, President and Commander in chief of the Armed Forces of the Republic of Kenya, was covered live on Kenya Broadcasting Corporation TV and Citizen TV.

The Daily Nation, The Standard, The People, and Kenya Times newspapers dedicated a minimum of one page daily to report on the Assembly. Electronic Media Monitoring is attached at Appendix (II)

4.2.7 Design and Production

The Consultant undertook the design and production of: -

- a) Billboards and Banners
- b) Invitation Cards
- c) Transport Guide (English/French)
- d) Conference Guide (English/French)

The committee worked closely with the secretariat for the information for the publications, and co-ordinate the placement of publicity of banners/billboards around the city as well as at the Airport.

4.2.8 Website Maintenance

During the Assembly, the website was updated daily with news of the event as well as photographs. The site was also linked to the Government of Kenya website.

4.3 Challenges

- The Chairman of the committee had to travel overseas two weeks prior to the meeting, and was absent for the period of the conference
- Two Members of the sub-committee also sat on Transport and Protocol sub-committees, which were very busy in the period leading to the inaugural of the Assembly.

- The Parliament liaison member ceased to be a member, making co-ordination very challenging.
- Inadequate liaison with the Protocol committee resulted in no IPU branding at any of the Hotel Desks throughout the conference.

4.4 Membership

The sub-committee was composed of: -

Mr. Henry Mung'asia, (Chairman)

Ms. Anne Kanini

Mr. Joseph Manyala

Mr. Mike Ngwalla

Mr. Philip Mugasia

Mrs. Susan Njuguna

Consultant

Yolanda Tavares Public Relations

5.0 CONFERENCE FACILITIES SUB-COMMITTEE

The conference facilities sub-committee was composed of members of the Secretariat and personnel of the Kenyatta International Conference Centre. This sub-committee was mandated to ensure adequate meeting facilities to accommodate Plenary sessions and meetings of the various bodies as well as equip and furnish office space.

5.1 Tasks

- To identify all meeting rooms and offices as provided in the Additional Protocol to the Agreement;
- To refurbish and upgrade the centre to standards expected of an international conference venue;
- To create as and when necessary any additional space to accommodate meetings and or offices as required;
- To repair all lighting facilities to ensure adequate lighting in all meeting / office areas, corridors and outdoors;
- To furnish and equip all meeting rooms and offices as provided in the Additional Protocol;
- To make provision for Internet connectivity, internal television network, and telephone for use by delegates;
- To provide for a medical facility for emergency use;
- To ensure the readiness of the conference centre for the Assembly; and
- To ensure correct and accurate set-up and equipment for each meeting session.

5.1.1 Offices and Meeting Rooms

All offices of the Assembly were connected to Internet, ISDN telephone facility and Internal Television Network.

The Plenary, Amphitheatre, Executive Committee room, Drafting rooms and other meeting rooms were all set up as required by the Protocol to the Agreement.

Additional offices were constructed temporarily to house the IPU Geneva Secretariat staff on the first floor of KICC.

5.1.2 Health Facility

AAR Medical Services provided a mobile medical clinic services at the KICC from 8.00 am to about 10.00 pm and the Ministry of Health deployed nurses and doctors to handle emergencies in hotels and the conference venue.

5.1.3 Internet service for delegates

Conference Bureau Ltd, located on the Ground Floor of the KICC were contracted to provide Internet facilities. A total of 20 computers were availed in addition to wireless Internet access.

5.1.4 Two-Way radio

A two way radio system was set up at the KICC to enable the various services such as transport, security and protocol to operate effectively.

5.1.5 Materials and Equipment

High speed photocopiers, computer screens, photocopy papers and other office equipment and furniture were provided. Reproduction facilities were provided in the Lower Ground Floor.

During the preparations for the Assembly, the Speaker of the National Assembly, the Hon. K.F.X. Ole Kaparo EGH MP, accompanied by members of the Organizing Committee, made regular visits to the Kenyatta International Conference Centre to check on the various facilities aimed at ensuring that they met international standards required for a conference of this magnitude.

5.2 Challenges

- Simultaneous Interpretation Equipment were inadequate and malfunctioned on the first day in the Plenary and Room 3. This resulted in the interruption of the Assembly in order to give the management time to rectify and once this was done on day one the problem did not recur.
- There was a problem with the sound system in Room 3 and Amphitheatre on the

1st day due to tripping of circuit breakers. The cause was the magnitude of power load, not previously experienced caused by an old wiring system.

- Only one lift (VIP) serves the 1st and 2nd floors, the others are not programmed to stop on the 2 lower floors. The one lift proved inadequate to effectively serve all the people frequenting the two floors.
- The washroom facilities, although sufficient to cater for larger numbers of delegates than were present for IPU, were supplemented by the hire of mobile units to cater for the exceptionally large numbers of staff to support the conference.

5.3 Membership

The sub-committee was composed of:

Mr. J.N. Mwangi (Chairman)
Ms. Catherine Mwangi
Mr. Titus Etori
Ms. Agnes Mwangala
Mr. Peter Chemweno
Mr. Joel Terer

6.0 PROTOCOL SUB-COMMITTEE

6.1 Mandate

- To offer hospitality services to delegates throughout the Conference period;
- To work closely with security officers in order to ensure maximum security for the delegates throughout the Conference period;
- To identify qualified vendors to offer Catering Services to the delegates at the KICC during the Conference;
- To draw up and implement the Accompanying Persons Programme;
- To identify and acquire entertainment for the various events;
- To organize all official receptions;
- To ensure that all protocol procedures are put in place during arrivals and departures at the Jomo Kenyatta International Airport (JKIA);
- To procure gifts for presentation to various categories of delegates;
- To identify and procure suitable uniforms for Protocol/Liaison Officers; and
- To identify suitable groups to display and sell curios at the KICC grounds.

6.2 Tasks

The following official receptions were held:

- Dinner hosted by the Speaker of the Kenya National Assembly, Hon. K.F.X. ole Kaparo, EGH, MP, at Nairobi Serena Hotel on Friday, 5 May 2006 in honour of the IPU Executive Committee;
- Welcome Reception hosted by the Speaker of Kenya National Assembly, Hon. K.F.X. ole Kaparo, EGH, MP on Sunday, 7 May 2006 at the KICC Grounds following the Inaugural Ceremony presided over by His Excellency the President of the Republic of Kenya, The Hon Mwai Kibaki, CGH, MP;
- Luncheon hosted by Mr Samuel Ndindiri, Clerk of Kenya National Assembly in honour of the ASGP Executive Committee on Monday, 8 May 2006 at Hotel Intercontinental;
- Dinner Hosted by Hon. K.F.X. ole Kaparo, EGH, MP, President of the 114th Assembly of IPU in honour of all delegates on Monday, 8 May 2006 at the KICC grounds;
- Luncheon for Women Parliamentarians hosted by Hon. Mrs. Beth Mugo, MP Chair of the 114th Assembly of Women Parliamentarians and the Assistant Minister for Education on Tuesday, 9 May 2006 at The Grand Regency Hotel;
- Dinner hosted by the Head of State, H.E. Hon. Mwai Kibaki, CGH, MP, President of the Republic of Kenya in honour of Heads of Delegations at State House Nairobi on Wednesday, 10 May 2006;
- The Cultural Night Dinner hosted by the Chairman of the Organizing Committee Hon Andrew N. Ligale, MP in honour of all the delegates on Thursday, 11 May, 2006 at The Carnivore Restaurant. The guest of honour was H.E. the Vice-President and Minister for Home Affairs, Hon. A.A. Moody Awori, EGH, MP.

6.2.1 The Accompanying Persons programme

The accompanying persons programme ran parallel to the conference from 8th to 12th May 2006. They toured tourist attractions in Kenya including game parks, agro-tourism, educational and cultural institutions as well as children's homes. Over 100 delegates participated.

6.2.2 Catering Services at KICC

A short list of seven caterers were identified to sell food and drinks at the conference venue including, Tin Tin Restaurant, Conference caterers, Java Coffee house, Dorman's, Red Bull, The Venue and Green Corner.

6.2.3 Display and sale of cultural artifacts

Curio dealers were identified to display and sell their artifacts at the KICC representing Kenya arts and crafts.

6.2.4 Gifts

Various types of gifts were presented to the Executive Committee, The ASGP, and to all the delegates. The following donations were received for presentation to the delegates:

NAME OF ORGANISATION	DONATION
Kenya Tea Development Agency	510 pkts, each 250g Tea leaves and 200 Carrier Bags
Coffee Board of Kenya	15 pkts, each 250g of Coffee
Kenya Tourist Board	500 Carrier Bags

In addition, the Kenya National Assembly purchased 2,000 pkts of tea leaves each of 250 gms from M/S KETEPA Ltd for distribution to delegates.

6.3 Challenges

- The catering facilities provided for the delegates were not taken up, resulting in the suppliers leaving the venue, due mainly to the fact that the delegates preferred to return to their hotels;
- The uniform supplier was unable to honour the order and therefore the award was given to another supplier;
- Invitation lists to the official receptions were not prepared well in advance resulting in the delay of distribution; and
- Protocol officers were not fully aware of their tasks leading to their inability to help delegates effectively and efficiently.

6.4 Membership

The Sub-Committee was composed of:

Mr. David Kitogho (Chairman)
Mr. Nicholas ole Matiko
(Secretary)
Mrs. Nancy Mukunya
Mr. Joseph Manyala
Mr. Joseph Meya
Ms. Elector Opar
Ms. Anne Kanini

Mr. Andanje "B" Mafunga
Ms. Stella Amadi
Ms. Sophie Amboye
Ms. Christine Mwambua
Mr. Michael Ngwalla
Mr. Reuben Rotich
Mr. Charles Wanyoike
Ms. Priscillar Lagat

7.0 ACCOMMODATION SUB-COMMITTEE

The Inter-Ministerial Organizing Committee initially appointed M/S Abercrombie & Kent as the agents to handle all hotel bookings, following advice from the 112th IPU Organizing team in Manila, Philippines to source this service externally.

Their services were, however, terminated, in view of the fact that the rates they had given to the Organizing Committee were not honoured by the hotels as they were not negotiated. The situation became especially acute since the same rates had been circulated to the delegates at the 113th IPU Assembly held in Geneva in October, 2005. This task was thereafter handled by the secretariat.

7.1 Membership

Ms Stella Amadi Chairperson
Ms. Christine Mwambua
Mr. Reuben Rotich
Ms. Keziah Odemba

7.2 Tasks

The Secretariat, therefore, took over the accommodation duties at the end of January, 2006 and the following hotels were selected to provide accommodation for the delegates:-

- | | |
|----------------------------|------------------------------|
| 1. Inter Continental hotel | 12. Six Eighty |
| 2. Hilton hotel | 13. Safari Park Hotel |
| 3. Norfolk Hotel | 14. Panari Hotel |
| 4. Grand Regency | 15. Lenana Mount Hotel |
| 5. Holiday Inn | 16. Silver Springs |
| 6. Nairobi Safari Club | 17. La Mada Hotel |
| 7. Nairobi Serena | 18. Utalii Hotel |
| 8. The Stanley | 19. Windsor Hotel |
| 9. Hotel Boulevard | 20. Chester House Apartments |
| 10. Pan Africa Hotel | 21. Olive Hotel |
| 11. Jacaranda Hotel | |

7.2.1 Bookings

The total number of rooms block-booked in the above hotels was 1,380. By the end of January, 2006, several delegates had already booked themselves at the Inter-Continental hotel through their embassies in Nairobi and by mid February, 2006 the hotel had been booked to capacity.

7.3 Challenges

- Nearly all the hotels required a down payment in order to reserve the rooms and consequently the Hilton Hotel released without notice all the rooms the secretariat had already booked when the latter failed to effect the down payment on time.
- Some hotels such as Holiday Inn, Serena and Jacaranda could only reserve less than 40 rooms for IPU delegates;
- Silver Springs gave out 50 rooms reserved for IPU due to non-payment of deposit.
- Some hotels such as Windsor and Safari Park were considered to be too far from the Conference venue. For this reason, Windsor was deleted from the list;
- The IPU staff initially booked at Hilton, lost their rooms and the Secretariat had to seek for alternative accommodation at The Stanley and Pan Afric. Only eleven IPU staff were accommodated at the Hilton;
- Some delegates insisted on being accommodated in the hotels of their choice and this proved difficult since the hotels concerned were booked to capacity;
- In total, 1,179 delegates attended the conference. The number was far much less than the initial estimated number of 1,500 delegates; and
- Some delegates did not turn up while others did not go to the hotels they had initially been assigned resulting in too many “No Show” charges which Parliament had to incur.

8.0 TRANSPORT SUB-COMMITTEE

The success of any international meeting is dependent on the efficiency of the transport system. According to the provisions of the protocol, the host country was to provide transport for both delegates and IPU Geneva Secretariat personnel.

8.1 Mandate/Tasks

- To identify transport service providers;
- To draw up a transport schedule for delegates and publish Transport Guide Book;
- To co-ordinate transport for arrivals and departure from/to Airport;
- To select transport co-ordinators to manage the operation; and
- To provide private car transportation for IPU dignitaries, key guests and chairs of IPU sub-committees.

8.2 Challenges

- Speakers who formed Countries' delegations demanded separate transport. Where possible they were given saloon cars;
- The Secretariat which numbered about 280 persons also needed transport, a fact which transport Sub-Committee had not fully budgeted for; and
- Some delegates and Secretariat started arriving as from 29th April, 2006. This necessitated use of vehicles before 4th May, 2006 as had been planned.

8.3 Membership

The transport sub-committee comprised: -

Mr. Joseph Manyala	-	Chairman
Mr. Michael Sialai	-	Secretary
Ms. Anita Thurania		
Mr. Zakayo Mogere		

9.0 CONCLUSION

The Committee held a total of 53 meetings from September 2004 to June 2006.

The efforts put in by members of the Committee to ensure the success of the 114th Assembly was recognized by delegates and in particular the Secretary General of the Inter-Parliamentary Union, **Mr. Anders Johnson**, the Director of the Division of Assembly Affairs and Relations with Member Parliaments, **Mr. Marcelo Bustos Letelier**, and the Secretary General of the Parliament of Romania, **Mr. Georgeta Ionescu**.

However, there were a number of operational problems which suddenly cropped up either at the beginning of or during the conference which required urgent attention and action. Some of this involved unplanned and/or unforeseen imperative expenditure and it was not always possible to do so without breaching some financial regulations and procurement procedures.

All the same, whenever the secretariat was faced with such situations, the Chairman of the Inter-Ministerial Organizing Committee and the Clerk of the National Assembly were always briefed so that they could give the necessary guidance. This has made it possible to explain and account for the overshooting of the budget for every item where that has happened.

It is also important to note that the shortcomings identified and the experience gained would be useful in planning future conferences in a much better way; All in all, the

officers from the National Assembly, line Ministries and KICC went out of their way to work tirelessly so as to ensure the success of the conference.

MEMBERS OF THE 114TH IPU INTER- MINISTERIAL ORGANIZING COMMITTEE

1. The Hon. Andrew Ligale, M.P. (Chairman)
2. The Hon. Beth Mugo, M.P.
3. The Hon. Kembi Gitura, M.P.
4. The Hon. (Prof.) Ruth Oniang'o, M.P.
5. The Hon. (Dr.) Hezron Manduku, M.P.
6. Mr. S. W. Ndindiri Clerk of the National Assembly
7. Mr. P.G. Gichohi Deputy Clerk (L&P), National Assembly
8. Mr. P.C.O. Omolo Deputy Clerk, Administration, National Assembly
9. Mr. C.N. Wanyoike Deputy Secretary, Office of the Vice President and Ministry of Home Affairs
10. Mr. Reuben Rotich Deputy Secretary, Ministry of Local Government.
11. Mr. Henry Mung'asia Deputy Secretary, Ministry of Information and Communications
12. Mr. L.N. Meya Deputy Secretary, Ministry of Health
13. Ms. Catherine Mwangi Deputy Managing Director, KICC
14. Mr. James.N. Mwangi Principal Clerk Assistant, National Assembly (Head of Secretariat)
15. Mrs. Irene Muraguri Chief Finance Officer, National Assembly
16. Mr. K.W. Kihara Under Secretary, Cabinet, Office of the President
17. Maj. (Rtd.) Edward Waithaka Chief Serjeant at Arms, National Assembly
18. Mr. Michael Ngwalla Chief Public Relations Officer, National Assembly
19. Mr. Henfrey Nzioka, DCP Deputy Commandant, General Service Unit.
20. Ms. Christine Mwambua Principal Clerk Assistant, National Assembly
21. Mr. Michael Sialai Senior Clerk Assistant, National Assembly
22. Ms. Anita Thurania Senior Clerk Assistant, National Assembly
23. Mrs. Mary Wamalwa Senior Assistant Commissioner, Kenya Revenue
24. Mr. Nicholas Ondigo Assistant Principal Immigration Officer, Ministry of Immigration and Registration of Persons Authority
25. Mr. Titus Etori Projects Manager, KICC
26. Mrs. Nancy Mukunya PA to the Speaker of the National Assembly
27. Mrs. Mary Kanyiha Chief Supplies Officer, National Assembly
28. Ms. Susan Njuguna Chief Information Officer, Ministry of
29. Mr. S.J.V. Makoma Chief Accountant, National Assembly
30. Yolanda Andersen Managing Director, Yolanda Tavares Public Relations
31. Mr. David Kitogho Deputy Chief of Protocol Ministry of Foreign Affairs

- 32.Mr. Andanje 'B' Mafunga Ag. Assistant Director of Culture, Ministry of Sports, Gender, Culture and Social Services
- 33.Ms. Elector Opar Deputy Provincial Director of Culture, Ministry of Sports, Gender, Culture and Social Services
- 34.Keziah Odemba Information and Communications Assistant Director, Ministry of Tourism and Wildlife
- 35.Mr. Francis Wanjohi Hansard Editor, National Assembly
- 36.Mr. Philip Mugasia Printer, National Assembly
- 37.Mr. Nicholas Matiko Welfare officer, National Assembly
- 38.Mr. Joel Terer Electrical Engineer, KICC
- 39.Ms. Sophia Amboye Protocol Officer, Ministry of Foreign Affairs
- 40.Ms. Marya Adjibodou Office of the Leader of Government Business
- 41.Ms. Priscillar Lagat Customer Relations Officer, Kenya Airports Authority
- 42.Ms. Anne Kanini Public Relations Assistant, Kenya Tourist Board
- 43.Mr. Dominic Kabiru Public Relations Officer and PA to MD, Kenya Airports Authority
- 44.Mr. Joseph Manyala Assistant Director of Information, Ministry of Transport
- 45.Mr. P.J. Thumbi Senior Principal Finance Officer, Treasury
- 46.Mrs. Agnes Mwangala Conference and Banqueting Manager, KICC
- 47.Ms. Stella Amadi Assistant Director, Ministry of Tourism and Wildlife
- 48.Ms. Mary Chesire Clerk Assistant, National Assembly
- 49.Mr. Peter K. Chemweno Clerk Assistant, National Assembly
- 50.Mr. Zakayo Mogere Clerk Assistant, National Assembly



INTER-PARLIAMENTARY UNION

THE SECRETARY GENERAL

Nairobi, 18 May 2006

Dear Mr. Ligali

Dear Andrew

Before leaving Nairobi, I would like to express my appreciation and gratitude for all that you have done to prepare our Assembly here over so many months and to ensure its impeccably smooth running last week.

My colleagues and I have all been very impressed by the way your team carried out a multitude of tasks so efficiently and with such patience and serenity, despite innumerable pressures from many sides, not to mention late nights and early mornings. Thanks to their unstinting efforts, the work of the IPU Secretariat was greatly facilitated.

Could you convey our warmest thanks to James Mwangi and Peter Chemweno who were always on hand to assist my colleagues and who solved all our problems with alacrity and a smile. I know, in particular, that they were for Marcelo Bustos and his Assistant, Sally Anne Sader, most patient and helpful interlocutors.

We will certainly miss the almost daily contacts between Nairobi and Geneva which have been a feature of the last few months, but I am confident that there will be good reasons on both sides to keep in touch.

I hope that you and your colleagues will now be able to take a well deserved rest. With all good wishes, I remain,

with very warm regards,

Yours sincerely,

Anders

Anders B. Johnsson

Hon. Andrew Ligali, M.P.
Chairman of the Organising Committee of the
114th Assembly
National Assembly
NAIROBI

UNION INTERPARLEMENTAIRE



INTER-PARLIAMENTARY UNION

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To: Mr. Peter Chemweno, Clerk Assistant, National Assembly of Kenya,
Nairobi

Fax No.: (254 20) 24 36 94

E-mail: pchemweno@yahoo.com

Number of pages (with this): 1

Date: 22/05/2006

Time :

Dear Peter,


Now that a few days have gone by since the closure of the 114th Assembly of the Inter-Parliamentary Union, and hoping that you have had the opportunity to take a well-deserved rest, I would like to thank you once again for your kind cooperation during the preparation of this important event.

I am certainly in a privileged position to know how much time, dedication and efforts was put into ensuring the smooth running of the Assembly and how many problems, of all kinds, you had to face and solve. Moreover, we wish to put on record that we were most grateful to be able to count on your invaluable assistance, at all times. For this reason, and for the friendship and kindness you showed to Sally-Anne and myself, I would like to send you our heartfelt thanks and reiterate how much we appreciated working closely with you.

May I also ask you to please convey my sincere thanks to all your colleagues with whom Sally-Anne and I had the pleasure of working in Nairobi and, in particular, to Peter Iraya, Mary Kanyiha, Zakayo Mogere, Michael Sialai and Anita Thurania.

Hoping to have the pleasure of seeing you again in the not too distant future, and with my best regards, I remain,

Yours sincerely,


Marcelo Bustos
Director
Division of Assembly Affairs and
Relations with Member Parliaments



INTER-PARLIAMENTARY UNION

THE SECRETARY GENERAL

✓ DGP
~~Johnstone~~

Nairobi, 14 May 2006

J. N.
Thanks
staff on
behalf
DGP
12/6

Dear Samuel,

Before leaving Nairobi, I would like to express to you my deep gratitude for everything that you personally, Mr. Patrick Giochihi, Mr. James Mwangi, the senior officials and staff members of the National Assembly have done over such a long period and during the session itself to ensure that the 114th Assembly of the Inter-Parliamentary Union was such an outstanding event.

The compliments heard on all sides provided ample proof of the appreciation of all the delegates for the generous hospitality and excellent organisation provided by their Kenyan hosts.

It is a particular pleasure for me to put on record how much the goodwill, kindness and cooperation of the staff of the National Assembly made the work of the IPU Secretariat pleasant and easy. Please convey our warm thanks to all of your colleagues who worked so hard to prepare the 114th Assembly and ensure its smooth running.

Looking forward to the pleasure of seeing you again soon and with renewed thanks I remain,

with warm personal regards,

Yours sincerely,

Anders

Anders B. Johnsson

Mr. Samuel Waweru Ndindiri
Clerk
National Assembly
Nairobi
Kenya



Parlamentul României
Camera Deputaților

Bucharest, June 7, 2006

Dear Colleague:

It was a great pleasure to participate at the 114th Assembly of Inter-Parliamentary Union in Nairobi, Kenya.

I was very pleased by the dedication and professionalism of your organizing committee, which gave the comfort to the delegates to actively take part in the meetings of the Assembly.

I take this opportunity to thank you and all your team for your dedicated work and to assure you of the continuing friendly cooperation between our assemblies.

Kind regards,


Georgeta Ionescu
Secretary General

Hon. Andrew Ligale, MP
Chairman of the organizing Committee of the 114th IPU Assembly
National Assembly of Kenya



The Kenyatta International
Conference Centre

Harambee Avenue, P.O. Box 30746 - 00100 Nairobi, Kenya. Tel: +254 20 247277. Fax: +254 20 310235.
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12th May, 2006

Hon. Andrew Ligale, E.B.S, M.P
Chairman
Inter-Ministerial Organizing Committee
114th Assembly of the Inter Parliamentary Union Conference
P. O. Box 41842
NAIROBI

Dear

Hon. Ligale

APPRECIATION

We refer to your just concluded 114th Assembly of the Inter Parliamentary Union Conference that was held at KICC, Nairobi from 7th May to today, 12th May 2006.

We wish to express our deep gratitude to your office for selecting our Centre as the preferred venue to host the above conference.

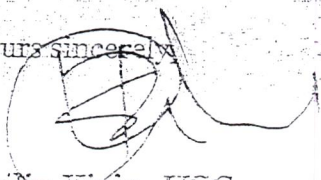
This gave us an opportunity to host an International Conference after a noteworthy paucity of a conference of such magnitude at the Centre. Our vision as a Centre is to be a premier centre of excellence in conference tourism and hosting this conference was a litmus test.

It is our sincere hope that we were able to meet your expectations. However, we welcome your feedback on how best we can improve our services on areas that fall below acceptable standards.

On our part, we have been able to carry out an audit of our service delivery systems for the function and have instituted measures to address the areas that were identified as below our acceptable performance levels.

We thank you for your continued support and look forward to another opportunity to host your next event.

Yours sincerely,


Philip Kisia, HSC
MANAGING DIRECTOR

UNION INTERPARLEMENTAIRE



INTER-PARLIAMENTARY UNION

M. - Mwangi

CHEMIN DU POMMIER 5
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ADR. TÉLÉGR. INTERPARLEMENT GENEVE

FAX MESSAGE

To: Mr. James Mwangi, Head of Secretariat of the Organising Committee of the 114th Assembly of the Inter-Parliamentary Union, National Assembly, Nairobi

Fax No.: (254 20) 24 36 94

E-mail: jnm@ipukenya.org

Number of pages (with this): 1

Date: 22/05/2006

Time :

Dear James,

The 114th Assembly of the Inter-Parliamentary Union is now over and I would like to express to you my most sincere thanks for the kindness shown to both my Assistant, Sally-Anne Sader, and myself, and the confidence established between us during the long months of preparation.

I am certainly in a privileged position to know how much time, dedication and efforts you put into ensuring the smooth running of the Assembly which, if I judge from the comments made by various delegations, was a great success.

Allow me to say that it was a pleasure for me to work with you in the preparation of this event. I would also ask you to convey to all the persons who contributed to organising the Assembly my congratulations and thanks for all that they achieved.

Once again allow me to reiterate my heartfelt thanks and with kind regards, I remain,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Marcelo Bustos', is written over a horizontal line.

Marcelo Bustos
Director

Division of Assembly Affairs and
Relations with Member Parliaments



INTER-PARLIAMENTARY UNION

THE SECRETARY GENERAL

Nairobi, 13 May 2006

Dear Madam President, *Dear Beth,*

It gives me great pleasure to reiterate my wholehearted thanks to you personally and to the Parliament of Kenya for the excellent manner in which you chaired the Meeting of Women Parliamentarians that was organized in Nairobi.

The smooth manner in which you chaired the session clearly contributed to its success, and delegates were particularly appreciative of the fact that you encouraged an active exchange of views and experiences. The luncheon that you kindly offered to participants was a very pleasant opportunity for delegates to establish personal contacts in a warm and relaxed atmosphere. I would like to thank you especially for this.

As a token of appreciation for your contribution to the success of the meeting and as a memento of your presidency of the IPU Meeting of Women Parliamentarians in Nairobi, I am sending you with this letter a gavel inscribed in your name.

I would also like to thank you for having chaired the Panel on HIV/AIDS and children. I believe this was a very successful event, thanks in no small part to your able chairmanship and contribution to the debate.

I look forward to your continued input at the IPU, as a parliamentarian and as *ex officio* member of the Coordinating Committee of Women Parliamentarians.

with warm regards

Yours sincerely,

Anders B. Johnsson

Mrs. Beth Mugo, MP
Chairperson of the
Meeting of Women Parliamentarians
National Assembly
Parliament Buildings
NAIROBI