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PARLIAMENTARY SERVICE COMMISSION

**PSC ANNUAL REPORT
FOR THE FINANCIAL YEAR 2013 - 2014**



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REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

PSC Annual Report
for the Financial Year 2013/2014



TABLE OF CONTENTS

Foreward by the Speaker of the National Assembly / Chairman, PSC	6
Message from the Clerk of the Senate / Secretary, PSC	8
Vision, Mission and Core Values	10
Executive Summary	11
Reports from Directorates / Departments	
The National Assembly	13
The Senate	28
Parliamentary Joint Services	41
Centre for Parliamentary Studies and Training	62
Challenges and Recommendations	
Challenges	65
Recommendations	65

REPORTS FROM DIRECTORATES /
DEPARTMENTS
OF THE PARLIAMENTARY SERVICE



EXECUTIVE SUMMARY

The Parliamentary Service Commission prepares all Annual Report of its activities at the end of every financial year. This is in accordance with Article 254 of the Constitution of Kenya, 2010. The report gives a detailed overview of the activities undertaken in the 2013 – 2014 Financial Year. It highlights the progress made in various projects and major activities undertaken by departments in the Parliamentary Service. It also highlights challenges faced and makes recommendations on the way forward.

Some of the notable activities of the Commission in the year under review include the recruitment of additional staff for various departments. This was aimed at addressing the staff shortage that was a challenge in the previous financial year. The new staff have been inducted on the operations of parliament and are duly deployed to various assignments.

During the year under review, the Commission also oversaw the completion of renovations works for the Senate chamber and offices, partitioning of Harambee Cooperative Sacco Plaza and leasing of offices at the KICC including parking spaces. The Commission also awarded contracts for refurbishment of the Red Cross, Juvenile Court and Ukulima House buildings to provide office space for MPs and staff. As a long term measure to address the challenge of office and committee rooms, the Commission commissioned the construction of a 27-storey office block next to Continental House which is scheduled for completion in 2017.

A summary of the activities undertaken by different directorates and departments includes preparation and tabling of House reports, facilitation of House Committees and the Commission which includes, coordination of Commission and Committee meetings, planning and coordination of retreats for MPs and Commissioners, provision of research services, production of various publications by various departments, refurbishments of various buildings, capacity building for MPs and staff and outreach activities.

A few challenges were encountered during the period under review. These included lack of suitable office accommodation for Members and staff especially following the recruitment of new staff and the increased number of Members, lack of sufficient office equipment including telephone, office furniture, computer accessories, printers and photocopiers among others, and as delays in procurement of essential items and services necessary for the efficient running of the institution.

The Commission recommends the adoption of the following strategies to address the identified challenges for improved service delivery: acquisition of additional offices and equipment, timely completion of the refurbishment of offices and Commission projects for provision of more office accommodation and committee rooms, enhancing the capacity of staff on the required expertise and skills, increasing opportunities through partnership with other training institutions and enhancing budgetary allocations to the Parliamentary Service Commission to cater for required services.

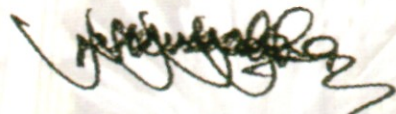
In its endeavour to provide adequate office space for Members and staff, the Commission oversaw the partitioning of Harambee Plaza and leasing of offices at the KICC including parking space at the COMESA grounds. The Commission is in the process of awarding a contract for the renovation of the Red Cross, Juvenile Court and Ukulima House buildings. As a long term measure to address the lack of adequate office accommodation and committee rooms, the Commission awarded a contract and commissioned the construction of a 27-storey office block next to Continental House. The building is scheduled for completion in 2017.

Parliament continues to effectively discharge its mandate of oversight, representation and legislation. Internationally, Parliament discharged its obligations by participating in the activities of the Inter-Parliamentary Union (IPU), Commonwealth Parliamentary Association (CPA), Africa Caribbean Pacific-European Union (ACP-EU) Joint Parliamentary Assembly and the Pan-African Parliament (PAP) among others.

The achievements presented in this report are a result of the commitment and guidance by the Commission under the leadership of its Chairman and Speaker of the National Assembly, the Hon. Justin B. Muturi, EGH, MP.

Hard work and dedicated effort by the staff of Parliament in achieving these milestones, is hereby commended. As staff, we are committed to delivering quality service in facilitating Members of Parliament in line with the Vision, Mission and Core values of the Commission. On its part, the Commission will endeavor to provide a conducive working environment for both Members and staff of Parliament to discharge their mandate.

I wish to extend appreciation to all Commissioners, Members of Parliament, staff, development partners and our stakeholders for their continued support.



Jeremiah M. Nyegenye, CBS,
*Clerk of the Senate/ Secretary,
Parliamentary Service Commission*

Vision, Mission and Core Values

VISION

To be a supreme, effective, efficient and self-sustaining Parliament, as a major participant in the process of good governance.

MISSION

To facilitate the Members of Parliament to efficiently and effectively fulfill their Constitutional mandate in a representative system of Government by upholding and ensuring the autonomy of Parliament in its corporate relationship with other arms of Government.

CORE VALUES

The Parliamentary Service is committed to upholding the following core values:

Professionalism

We shall strive to maintain a high level of competence while promoting teamwork and professionalism.

Impartiality

We shall be objective and impartial in delivery of service.

Integrity

We shall maintain the highest level of accountability, transparency and Integrity in the discharge of our duties.

Efficiency

We shall be efficient, provide quality services and be responsive to the needs of all our stakeholders.

Courtesy

We shall be customer-focused, courteous and accord respect to everyone.

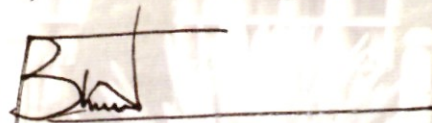
positions that were filled include Clerk Assistants, Legal Counsel, Hansard Reporters, Media Relations Officers, Finance Officers, Accountants, Security Officers, among others. This exercise aimed to address the staff deficit occasioned by the introduction of a bicameral Parliament and consequent enlarged membership and committees. These newly recruited officers were inducted into the workings and operations of Parliament.

In a bid to improve the image of Parliament and impart knowledge of the institution to the public, the Commission established a Committee of the Commission on Information and Public Communication to oversee its image, communication and outreach activities.

This Committee has lined up various outreach programmes that will demystify the institution and enable Members and staff to serve the public more effectively. The Commission is also in the process of hiring a public relations firm to positively project the image of Parliament.

As we proceed to the financial year 2014/2015, we aim at building an institution committed to the principles of hard work, diligence, excellence, efficiency and effectiveness. Above all, we stay committed to our duty of service to the public and embark on doing so with the commitment expected of us.

I wish to convey my appreciation to the Members of the Fourth Commission, the Speaker of the Senate, Members of Parliament, the Clerk of the Senate/Secretary to the Commission, the Clerk of the National Assembly and the entire parliamentary service for their hard work and diligence in achieving the Commission's objectives during the 2013 - 2014 Financial year.



Hon. Justin B. Muturi, EGH, MP,
*Speaker of the National Assembly/
Chairman, Parliamentary Service Commission*

Message from the Clerk of the Senate / Secretary, Parliamentary Service Commission



This report is prepared pursuant to Article 254 of the Constitution of Kenya - 2010. It contains a summary of activities, achievements and challenges experienced by Parliament during the financial year 2013/2014.

During the financial year 2013/2014, the Parliamentary Service Commission discharged its mandate of providing services and facilities as are necessary for the effective and efficient functioning of Parliament as is required by the constitution. This was undertaken in line with its 2008 - 2018 Strategic Plan taking into account the changes in the operational, administrative and management structure of a bicameral legislature. These changes have now been internalized by the staff of Parliament, ensuring efficiency in service delivery.

During the year under review, the Commission continued to reinvigorate its human resource by training the existing staff and recruiting additional staff. The Commission recruited about 200 staff to various disciplines and deployed them to the directorates and departments which were experiencing shortages. These new officers were inducted to the operations of Parliament and a series of trainings have been lined up to enhance their capacity. With an adequate number of staff now in place, service delivery to Members of Parliament and all stakeholders of Parliament is expected to significantly improve.

The Commission undertook various infrastructural developments to provide an adequate and conducive working environment for Members and staff of Parliament. During the year under review, the Commission oversaw the completion of renovations of the County Hall into modern offices and committee rooms for use by the Commission and a mini-chamber which was used by the Senate prior to completion of renovations at the old Chamber. Refurbishment of the old Chamber and offices for the Senate leadership in the Main Parliament Building was completed as were renovations of the staff canteen which is now in use. The Senate now sits in a refurbished chamber with a seating capacity of 100. The construction of a new wing in the Main Parliament Building to provide for a new restaurant for Members, a kitchen, offices and underground car parking is being finalized for hand over.

Editorial Committee Members

NAME	DESIGNATION
1. Mr. Clement Nyandiere	Director General, Parliamentary Joint Services (Chairman)
2. Mrs. Phyllis Makau	Director, Parliamentary Budget office
3. Mr. Anthony Njoroge	Director, Litigation and Compliance
4. Mr. Mohamed A. Mohammed	Director, Speaker's Office - Senate
5. Mrs. Shadia Faryd	Deputy Director, PSC Secretariat
6. Mr. Joel Irungu	Chief Finance Officer
7. Mrs. Gladys Ndeda	Hansard Editor- Senate
8. Ms. Margaret Igane	Principal Human Resource Officer
9. Mr. Rana Tiampati	Principal Clerk Assistant, National Assembly

SECRETARIAT

1. Ms. Veronicah Kibati	Principal Clerk Assistant II, PSC Secretariat
2. Mr. Osborn Obayo	Clerk Assistant I, PSC Secretariat
3. Mr. Bonface Kiambi	Clerk Assistant III, PSC Secretariat

FOREWORD BY THE SPEAKER OF THE NATIONAL ASSEMBLY/ CHAIRMAN OF THE PARLIAMENTARY SERVICE COMMISSION



It is my pleasure to present to you the Annual Report of the Parliamentary Service Commission for the Financial Year 2013/2014. This report is prepared pursuant to Article 254 of the Constitution and covers the period July 2013 to June 2014.

Our mandate as a Commission is to provide an enabling environment to Parliament for the effective achievement of its national call to Legislation, Oversight, Budget Making and Representation of the people of Kenya. The 2013-2014 has been a period where the Commission has undertaken various structural and administrative reforms aimed at fully operationalizing the new bicameral parliamentary structure as provided for by the Constitution of Kenya 2010.

This report covers the activities of the Commission through its Services, Directorates and Departments.

Notable among the Commission's major activities has been the acquisition of buildings and commissioning the construction of a 27 storey office block project next to Continental House to provide adequate office space for Members and staff of Parliament.

The Commission has managed to secure a number of other strategic buildings including Protection House, Red Cross Building, Probation and After Care Services and Imani House, in order to provide adequate office space for Members of the 11th Parliament. In addition, the construction of a new wing at the Main Parliament Buildings will avail more offices and parking space for 200 vehicles. This, in addition to the parking available at Parliament buildings and the 250 slots leased by the Commission at the KICC, will greatly address the limitations in parking.

During the period under review, the Commission completed the partitioning of Harambee Plaza and allocated the offices to Committee Chairpersons, finalised modernization of the Senate chamber which was fitted with electronic voting systems and completed renovations of the County Hall - the home of the Parliamentary Service Commission.

During the same financial year, the Commission embarked on a major recruitment exercise where an additional 200 members of staff were recruited to join the Parliamentary Service. The critical

4th PSC Commissioners



Hon. Justin Muturi
*EGH, MP, Speaker of the
National Assembly, PSC Chair*



Senator Beth Mugo
EGH, MP



Sen. David Musila
MGH, MP



Hon. Adan W. Keynan
CBS, MP



Hon. Jimmy N. Angwenyi
MP



Sen. Sammy Leshore
MP



Hon. Gladys Wanga
MP



Hon. Regina C. Nyeris
MP



Hon. Dr. Abdullahi I. Ali



Dr. Lorna Mumelo



Mr. Jeremiah M. Nyegenye
*CBS, Clerk of the Senate /
Secretary, PSC*

Board of Senior Management



Mr. Jeremiah M. Nyegenye
*CBS, Clerk of the Senate /
PSC Secretary (Chairman)*



Mr. Justin N. Bundi
*CBS, Clerk of the National
Assembly*



Mr. Clement M. Nyandiere
*Director General,
Parliamentary Joint Services*



Mrs. Consolata W. Munga
Senior Deputy Clerk, Senate



Mr. Michael R. Sialai
*Senior Deputy Clerk,
National Assembly*



Mrs. Phyllis Makau
*Director, Parliamentary
Budget Office*



Prof. Nyokabi Kamau
*Director, Centre for
Parliamentary
Studies & Training*



Mr. Anthony Njoroge
*Director, Litigation &
Compliance (Ex officio)*



Mrs. Shadia Faryd
*Deputy Director/Head,
PSC Secretariat (Secretary)*



THE SENATE



2.0 THE SENATE

2.1 THE OFFICE OF THE SPEAKER

The office of the Speaker is a constitutional office established pursuant to Articles 98(1) (e), 106(1) (a) of the Constitution. The Speaker of the Senate was elected pursuant to the Senate Standing orders 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12.

Duties and Responsibilities

The Parliamentary Service Commission has provided for a Directorate of the Speaker's office under the Senate Service. The Secretariat is responsible for ensuring effective coordination of support services to the Speaker and other Parliamentary Office holders in the Senate.

The core purpose of the Secretariat is to facilitate the top Senate leadership in enhancing internal linkages with other departments and to also coordinate the other Parliamentary Constitutional offices which include; the offices of the Deputy Speaker, the Leader of Majority, the Leader of Minority, the Whips and the Speaker's Panel.

Following the 4th March, 2013 general elections, the President through a legal notice No. 56 dated 21st March 2013, pursuant to Article 126 (2) of the Constitution appointed that the first sitting of the Senate be held at the Kenyatta International Conference Centre, Nairobi, on Thursday, 28th March, 2013 at 9:00 am.

The Speaker of the Senate, Senator Ekwee David Ethuro and the Deputy Speaker, Sen. Kembi Gitura were elected to office on 28th March, 2013 following the convening of the first sitting of the Senate as outlined in the gazette notice referred above.

The following Senators were elected/appointed as Parliamentary office holders;

- | | | |
|----|----------------------------|---------------------------------|
| 1. | Sen. Prof. Kindiki Kithure | - Leader of Majority |
| 2. | Sen. Moses Wetangula | - Leader of Minority |
| 3. | Sen. Charles Keter | - Deputy Majority leader |
| 4. | Sen. Abdirahman Hassan | - Deputy Minority leader |
| 5. | Sen. Beatrice Elachi | - Majority Chief Whip |
| 6. | Sen. Johnson Muthama | - Minority Chief Whip |
| 7. | Sen. Elizabeth Ongoro | - Member of the Speaker's panel |
| 8. | Sen. Kipchumba Murkomen | - Member of the Speaker's Panel |

Activities undertaken in 2013/2014

The Secretariat achieved the following targets in line with its 2013/2014 work plan-

- Facilitated the Speaker in presiding over Senate proceedings.
- Developed a transitional work plan for the parliamentary office holders.
- Established internal structures for the office of the Speaker.
- Developed roles and responsibilities for the staff serving in the leadership offices.

1.8 THE PARLIAMENTARY BUDGET OFFICE

The primary mandate of the Parliamentary Budget Office (PBO) is to provide professional services in respect of budget, finance and economic information to the Committees of Parliament for purposes of the National Budget for the Republic of Kenya. The office also prepares reports on considered budget proposals and economic trends and makes recommendations to the relevant Committees of Parliament with respect to these proposals and trends. Other roles include but are not limited to:-

- a) Establishing and fostering relationships with the National Treasury, county treasuries and other national and international organizations, with an interest in budgetary and socio-economic matters as it considers appropriate for the efficient and effective performance of its functions.
- b) Undertaking, either independently or in collaboration with any person or institution, any study or activity likely to assist the office in performing its functions.
- c) Proposing, where necessary, alternative fiscal framework in respect of any financial year.

Activities undertaken in 2013/2014

Some of the key activities that were successfully undertaken include:

- a) Reviewed Government policies and budget assumptions and provided policy options to House Committees with a view of influencing public policy discourse. The analytical review of the Budget Policy Statement (BPS) 2014, provided a critical input to the Budget & Appropriation Committee report on the Budget Policy Statement which was tabled and subsequently adopted by the House.
- b) Preparation of policy options for economic outlook, prospects and opportunities: The office through its publication "The Budget Options for 2014" proposed various policy objectives and also reviewed various reports and Sessional papers from the National Government.
- c) Developed an internal manual for guiding expenditure analysis and held an in-house training for its staff on Programme Based Budgeting (PBB).
- d) Undertook an analytical review of changes in revenues and expenditure estimates as was proposed in the Supplementary Budget I & II. The briefs informed the Budget & Appropriation Committee report on the Supplementary Budgets. This was tabled and adopted by the House.
- e) The "MPs Budget Watch 2013" was one of the landmark publications undertaken by the office during the year.

- f) Undertook an analysis and review of the estimates of revenues and expenditures for 2014/2015 and the medium term which was provided to all the departmental committees and informed the reports of the committees. The office also developed a framework for public hearings on the proposed budget for 2014/2015 and provided the technical back-stopping in the conducting of public hearings in ten (10) centers across the country.
- g) Analysis of the proposed revenue measures and tax policy changes - the Budget Office analyzed the County Allocation of Revenue Bill 2014; Division of Revenue Bill 2014; and Finance Bill 2013 and briefed the various House committees in the National Assembly and the Senate accordingly.
- h) Carrying out performance monitoring and analysis for oversight - performance results on this activity was not satisfactory. This was attributable to both internal and external factors some of which required legislative intervention.
- i) The office provided an analysis of 114 pre-legislative proposals and Bills to Parliament which have economic and financial implications. In line with Article 114 of the Constitution, the office also provided an advisory opinion on 15 motions "Money Bills" to the Speakers of both Houses.
- j) The office continued with the implementation of the community score card tool in assessing public perception on service delivery. The office provided technical back-stopping to Members of the Budget and Appropriation Committee, who participated in a follow up exercise in Eldama Ravine and Subukia Constituencies, where an assessment of service delivery in the areas of water and education was undertaken.
- k) The office provided specialized technical support to various Departmental and Oversight Committees. Some of the reports produced with the input of the budget office included: Public Investments Committee on the investigation into the Procurement, Agreements, and Financing for the construction of the standard gauge railway line from Mombasa to Malaba/Kisumu; Budget and Appropriation Committee Report on Government Payment of the Anglo Leasing Contracts among others.
- l) Secretariat to Budget and Appropriation Committee - The unique nature of the mandate of the Budget and Appropriation Committee necessitated the need for the office to offer the technical secretariat to the Committee. The office has continually worked with the Clerk's Chambers to deliver on this mandate.
- m) Capacity building for the County Assemblies - The office organized an inaugural County Assembly Fiscal Analyst/Budget Officers Workshop in which 40 officers drawn from various County Assemblies across the Country participated. The Office also organized an experiential internship programme to staff from Machakos, Laikipia, Kiambu, Embu, and Busia County Assemblies.

- c) Enhanced security in Parliament.
- d) Capacity building of staff- a number of staff benefitted from training and workshops organized by the Directorate of Administrative Services while others registered for private courses.
- e) Adoption of Schemes of Service which provided clear career progression of staff.
- f) Participated in the recruitment process of new staff members to serve at different levels in the department.
- g) Conducted two (2) workshops on team building and reorganization of the department.



The Serjeants-at-Arms of both the National Assembly and the Senate lead the procession during the State Opening of Parliament held March 2014

1.7 THE HANSARD DEPARTMENT

Hansard is the official, complete report of proceedings of a Legislature. It is named after Thomas Hansard, the publisher of the report of debates at the U.K. Parliament in the early 19th Century.

The mandate of the Hansard Department is provided for under Standing Order No. 248 of the National Assembly which provides that there shall be published within forty eight hours, a verbatim report of all proceedings of the House. The official record of the National Assembly is an important source of information.

Duties and responsibilities

The key functions of the Department are as follows:-

- a) Timely production and printing of reports, their distribution to Members, officials and to other destinations on request.
- b) Compilation of indexes to bound volumes of Reports.
- c) Ensuring proper storage and easy retrieval of Reports.
- d) Drawing up of training projections/ needs for staff development in the department.
- e) Preparation of budget proposals and procurement plans for the department.
- f) Designing a format of reports and updating the Hansard Guide (Production Manual) in keeping with the Standing Orders and the Hansard House style.
- g) Preparation of Content Sheets for Reports.
- h) Member of the Commonwealth Hansard Editors Association.

Activities undertaken in 2013/2014

During the year under review, a number of activities were undertaken in the department as enumerated below:-

- a) During the month of November, 2013, the Hansard Department shifted from its old offices in Uganda Room, Main Parliament Building to its new offices on the western wing of the same building. The recording office was also relocated to the new offices.
- b) House and Committee Sittings- The first sitting of the 11th Parliament took place on 28th March, 2013 and Members proceeded for the long recess from 5th December, 2013. The next Session commenced on 11th February 2014. Between March, 2013 and June, 2014 a total of 185 Hansard Reports were produced.
- c) Staff of the County Assemblies of Nairobi, Makueni, Nyandarua, Baringo and West Pokot benefited from training received from National Assembly Hansard staff.
- d) The department held a three-day workshop in March to update the Hansard Guide (Production manual).
- e) In 2013 and July 2014, the department received three (3) new reporters, who have already received basic training from the National Youth Service Secretarial College, Nairobi.
- f) During the year under review, a few officers in the department attended foreign assignments, training courses, workshops and retreats as follows:-
 - In January 2014, two (2) officers attended the Commonwealth Hansard Editors' Association (Africa Region) Conference in Accra, Ghana.
 - In May 2014, one (1) officer attended a one-week CPA seminar in Dar-es-Salaam, Tanzania and another undertook a one-week attachment programme at EALA, Arusha, Tanzania.
 - One (1) officer undertook a two-week tour of duty at the Pan African Parliament in South Africa.
 - In June, two (2) officers undertook a two-week training in Lagos, Nigeria, under the auspices of the Institute of Chartered Secretaries and Reporters.
 - One (1) officer attended a one-week IPU conference held in Santa Cruz, Bolivia.
 - One (1) officer attended a two-week training in Kampala at the African Capacity Development and Research Institute (ACADRI).

- c) A total of 54 petitions were referred to the relevant Departmental committees for consideration.
- d) Pursuant to Section 11 of the Statutory Instruments Act, 2013, 14 statutory instruments were tabled in the House for consideration by the Select Committee on Delegated Legislation.
- e) A total of 354 Statements were requested by Members from the Chairpersons of Committees, pursuant to Standing Order No. 44(2)(c).
- f) Vetting and approval of public appointments
During the year 2013/14, the various committees vetted a total of 16 public appointments in accordance with Standing Order No. 216(5) (f).

1.5 DIRECTORATE OF LEGAL SERVICES

The Directorate of Legal Services of the National Assembly (DLS) was established in 2012 by the Parliamentary Service Commission following the restructuring of offices within the Parliamentary service, with a view to providing in-house legal services to the National Assembly. The Directorate is the successor to the then Office of Legal Counsel.

Duties and Responsibilities

The main purpose for which the DLS exists is to provide efficient and timely legislative and legal services to the National Assembly, its Committees, the Speaker, the Parliamentary Service Commission and the Clerk.

Accordingly, the Members of the National Assembly and staff of the Parliamentary Service, in their official capacities, are the clients of the DLS.

The specific functions of the DLS include:

- a) drafting of Bills and amendments to Bills.
- b) providing legal interpretation of the law and any Bill and generally giving legal advice on matters relating to the National Assembly.
- c) serving as Speaker's Counsel and in this capacity act as legal counsel to the Speaker in respect of all official aspects of the Speaker's office.
- d) providing legal opinions on matters before or relating to the National Assembly and providing legal advice on commercial matters.
- e) ensuring that Bills passed comply with the Constitution.
- f) providing legal advice to the Parliamentary Service Commission and the National Assembly and its Committees.

- g) carrying out of legal research on assorted legal and procedural matters.
- h) Providing any other legal services that may be required by the National Assembly, the Committees, the Speaker, the Parliamentary Service Commission or the Clerk of the National Assembly.

Activities undertaken in 2013/2014

The DLS has undertaken the following activities relating to the continuous implementation of the Constitution:

- a) Offered legal and technical support to the National Assembly.
- b) Legal interpretation of the Constitution particularly on matters touching on the respective roles and jurisdiction of the two Houses of Parliament.
- c) Established mechanisms to work with the other bodies charged with the responsibility of implementing the New Constitution including the Commission for the Implementation of the Constitution and the Attorney-General, the Law Reform Commission.
- d) Induction of Members of the National Assembly at the workshops held at the Safari Park Hotel and at the Leisure Lodge.
- e) Parliamentary Pupillage Program
During the year under review, the DLS hosted three pupils under the Parliamentary Pupillage Program, and offered them instructions on the proper practice of an advocate, as required for them to be admitted as Advocates.

1.6 THE SERJEANT -AT - ARMS

The Department of Serjeant-At-Arms is charged with the duty of providing security within the Parliament Buildings, which includes the Main Parliament building, Continental House, County Hall, Harambee Plaza and Protection House, and other ceremonial duties.

Duties and Responsibilities of the department

The mandate of the Serjeant-at-Arms department includes the following among others:-

- a) Providing security for all Members, staff and property.
- b) Coordinating the functions of the Parliament Police.
- c) Performing Chamber and ceremonial duties.
- d) Management of access to Parliament for Members, staff and visitors.
- e) Maintaining custody of the Mace, which is the symbol of Parliamentary authority.

Activities Undertaken in 2013/2014

- a) Facilitated access of visitors and schools to Parliament.
- b) Coordinated meetings of the Departmental Committees and Press Conferences.

- The 11th Regional Meeting (East Africa) held in Mauritius in February 2014
- The 35th session of the ACP Parliamentary Assembly and the 27th Session of the ACP-EU Joint Parliamentary Assembly held in France in March 2014

d) *The Pan-African Parliament (PAP)*

In the period under review, the National Assembly participated in two PAP activities. The Kenyan delegation comprises of three Members of the National Assembly, and two Senators. One Member of the National Assembly was sworn-in during the plenary session in September 2013, while the remaining two Members of the National Assembly, and the two Senators, were sworn in during the plenary session in March 2014. There were also committee meetings held during this session.

(iii) Re-structuring of the directorate

The Directorate has realized the need to better organize and harmonize its operations to make it more efficient and effective. There is therefore an ongoing restructuring of the Directorate to form three departments, namely:

- a) Table Office Department
- b) Procedural Research and Journals Department
- c) Procedural Committees and Inter-Parliamentary Affairs Department

(iv) Capacity building

- a) For the period under review, the Directorate held two workshops for its staff: in Nairobi (September 2013) and in Nanyuki (April 2014).
- b) Training and attachment of staff -In 2013, two members of staff in the Directorate attended a one-week attachment to the South African Parliament in August; two attended a two-week training course in Uganda (April 2014); one officer attended a CPA seminar in the UK. Others are scheduled to participate in local and international attachment programs later in the year.
- c) The Directorate has been instrumental in providing capacity-building for over 30 of the 47 County Assemblies, especially in procedural aspects for Members and staff of the Assemblies. Various officers have been involved in training and providing assistance during recruitment processes for the following County Assemblies: Baringo, Kiambu, Nairobi, Meru, Makeni, Nyeri, Kilifi, Machakos, d Nyandarua, among others.

1.4 DIRECTORATE OF COMMITTEE SERVICES

The Directorate of Committee Services provides services to Committee members by giving them advice on Parliamentary procedures and practices to enable them effectively exercise their oversight role.

In the new Constitutional dispensation, most of the Parliamentary Business is being conducted through House Committees which are an essential part of the legislative process as they oversee government operations, identify issues suitable for legislative

review and recommend courses of action to the Executive. The National Assembly oversight authority has greatly expanded with the extended control over critical national processes such as Budgeting process, public appointments and national legislation, amongst others.

During year 2013/14, the National Assembly had 30 Committees classified as follows: - Investigatory Two (2): Departmental -12: Other Select Committees-Eight(8); House-Keeping -Five (5): Joint Committees- Two (2); and one (1) Ad Hoc Committee.

Duties and Responsibilities

The specific duties of the directorate include:

- a) Providing procedural and technical advice to the Chairpersons and Members on the operations of committees and related matters.
- b) Compiling and keeping minutes of Committee proceedings.
- c) Ensuring safe custody of all papers, books, records and other documentary evidence tabled before Committees.
- d) Coordination and scheduling of committees' weekly meetings and programs and the timely posting of the same in the Parliament Website/ internal TV monitors.
- e) Organizing Committee meetings both within the Precincts of the National Assembly and externally. Preparing and circulating the agenda for Committee meetings to all members and facilitating the attendance of witnesses summoned.
- f) Coordination and facilitation of Committees' workshops, local inspection tours and foreign/ international visits.
- g) Preparation and processing of Committees Budget to operationalise their work plans and activities and advising the Clerk.
- h) Compiling Committee reports, processing their approvals by the Speaker and facilitating their tabling in the House.

Activities Undertaken in 2013/14

The following activities were undertaken in 2013/2014;

- a) Induction Workshops on the Committee System, General Rules/Provisions, Mandate, Functions and Powers of Committees for Investigatory/Oversight, Departmental, House-keeping, Joint Committees and other Select Committees.
- b) Scrutiny of legislative proposals after First Reading.
Pursuant to S.O. 127 and S.O 216(5), a total of 67 Bills were referred to the respective Departmental Committees and the Budget & Appropriation Committee (money bills) for scrutiny and review after First Reading.

iv) Partnership matters

- a) Held seven (7) meetings with ambassadors and diplomatic representatives from Iran, Korea, Pakistan and Brazil among others.
- b) Met with donor organizations such as AWEPA, National Democratic Institute, Secure Health, Danida and USAID.
- c) Hosted meetings of various country delegations, among them Ghana, Uganda, Malawi, China and Namibia.
- d) Hosted the Clerk of the Parliament of Tanzania and a Special team on constitutional review.

1.3 DIRECTORATE OF LEGISLATIVE AND PROCEDURAL SERVICES

The mandate of the Directorate of legislative and procedural services includes the provision of effective and efficient administrative and procedural support to the House.

Duties and Responsibilities

Some of the duties and responsibilities include:

- a) Preparation and processing of weekly programmes of business, Order Papers, Votes and Proceedings of the National Assembly.
- b) Distribution of draft legislation and other documents to Members of Parliament.
- c) Provision of professional advice to the Speaker and Members on parliamentary procedure, tradition, practice, convention and etiquette.
- d) Attending to specific chamber duties.

Activities undertaken in 2013/2014

The Directorate conducted the following activities in the 2013/2014 financial year:

(i) Parliamentary Business

- a) As part of its legislative mandate, the House considered a total of seventy five (75) Bills which are at different stages before the House.
- b) During the period under review, the House considered a total of one hundred and forty five (145) motions consisting of procedural, general, special and other motions. The House adopted one hundred (100) motions and negatived one (1).
- c) During the fiscal year, Members made requests for Statements from either the Leader of Majority or the Chairpersons of Departmental Committees pursuant to Standing Order 44(2) (b) and (c) respectively. There were a total of 417 requests for statements; 21 were directed to the Leader of Majority and 206 directed to Chairs of Committees.
- d) During the period under review, the House received 26 petitions; out of these, 18 were presented by Members on behalf of the public, while 8 were conveyed to the House by the Honourable Speaker on behalf of the Public. Seven (7) Petitions have been concluded while the rest are being executed by the relevant Departmental Committees.

- e) During the period under review, 68 committee reports on diverse subject matters were tabled. Reports relating to matters other than bills were 48.
- f) In the period under review, the Speaker issued over 40 communications on various topical issues ranging from procedural matters to operations and mandates of Committees, as well as decorum in the House.
- g) In the course of its legislative mandate, the National Assembly maintains regular communication with the Presidency and the Senate which are communicated through correspondences, referred to as Messages. During the period under review, the Assembly received 12 messages- 8 from the President and 4 from the Senate.

ii) International desks

During the period under review, the Directorate facilitated Members to participate in assemblies, conferences and forums organized by the following international bodies:

a) *The Inter-Parliamentary Union (IPU)*

In October 2013 and March 2014, the IPU held its 129th and 130th Assemblies and related meetings in Geneva, Switzerland. The most significant occurrence was the appointment of two Members of the Kenyan Parliament to the Bureaux of the Committee on Democracy and Human Rights, and the Committee on United Nations Affairs in 2014. The role of these Bureaux, which comprise of members from different regions of the world, guides the work of the IPU Standing Committees, discuss proposals for agenda items and develop work plans for the respective Committees.

b) *The Commonwealth Parliamentary Association (CPA)*

During the period under review, the National Assembly participated in several CPA activities as follows:

- The 44th CPA Africa Region meeting in Namibia in July 2013
- The Speakers' conference in New Zealand in December 2013
- The Speakers' conference in Seychelles in March 2014
- The 25th Commonwealth Parliamentary Seminar in Tanzania in May 2014
- The 63rd Westminster seminar and 34th Westminster workshop in the UK in June 2014

c) *The African, Caribbean, Pacific - European Union Joint Parliamentary Assembly (ACP-EU)*

In the period under review, the National Assembly participated in several ACP-EU JPA activities as follows.

- The 33rd session of the ACP Parliamentary Assembly and the Inter-sessional Meetings of the ACP-EU Joint Parliamentary Assembly held in Belgium in September 2013
- The 34th session of the ACP Parliamentary Assembly and the 26th Session of the ACP-EU Joint Parliamentary Assembly held in Ethiopia in November 2013

Duties and Responsibilities of the Office of the Clerk

The main responsibilities of the Secretariat include:-

- a) Coordination of administrative activities in the office of the Clerk, the National Assembly and the Chamber.
- b) Coordination of administrative activities between the office of the Clerk, the Senior Deputy Clerk and other Directors.
- c) Coordination of the activities of the Departments that directly report to the Clerk.
- d) Secretariat to the Board of Management including coordination and follow up of Board Resolutions and ensuring timely handling of Members' complaints.
- e) Administration of the Members and Staff Loans Management Committees.
- f) Administration of the Members leave of Absence register.
- g) Coordination of Inter-parliamentary affiliate bodies on behalf of the Assembly - ACP -EU, CPA, IPU, EAC/EALA.
- h) Custodian of all papers laid, list of Speakers, Bills, Motions, Petitions, Sessional Papers, Votes and Proceedings.
- i) Coordination of visits by other Parliamentary jurisdictions.
- j) Processing of Bills for assent.
- k) Provide finances for all activities of the Assembly.

Activities undertaken in 2013/2014

The office of the Clerk of the National Assembly in the year 2013 - 2014 undertook the following activities:

i) Administrative matters

- a) Coordinated and facilitated the provision of support to Members of Parliament and Committees of the Assembly to undertake their mandate.
- b) Facilitated Members attending Inter-parliamentary bodies and provided secretariat to coordinate relations and cooperation programmes between the Kenya Parliament, other Parliaments and parliamentary bodies.
- c) Coordinated and managed activities of the Board of Management of the National Assembly.
- d) Coordinated and facilitated visiting delegations from various Parliamentary jurisdictions.
- e) Held two (2) meetings with the entire staff of the Assembly and one(1) Clerk's tea meeting with all Staff.
- f) Coordinated and attended twenty (20) meetings between the Speaker and various diplomats and ambassadors.
- g) Accompanied the Speaker to state visits to Algeria and Ethiopia and various inter-parliamentary meetings in Switzerland, New Zealand, Seychelles and Tanzania.

ii) Human resource matters

- a) Coordinated capacity building for staff on bicameralism through in-house and external trainings and attachments to the Parliaments of Algeria, South Africa, USA and EALA.

- b) Facilitated and coordinated induction programs for the newly recruited staff into the operations of Parliament.

iii) Procedural matters

- a) Coordinated and facilitated four (4) House leadership retreats.
- b) Forwarded four (4) public petitions to petitioners.
- c) Coordinated the processing of Bills and Sessional Papers, including preparation and verification of Vellums and submission for assent.
- d) Kept custody of all papers laid, list of Speakers, Bills, Motions, Petitions, Sessional Papers, Votes and Proceedings.
- e) Marshaled 24 House Resolutions by the National Assembly including preparing and producing them pursuant to the format set out in the Constitution of Kenya, the statutes, the Standing Orders, precedents, traditions and practices.
- f) Coordinated the conveyance of 24 House Resolutions to the Presidency, Head of Public Service and relevant government departments, relating to appointments, approvals and financial matters.
- g) Prepare Communications from the Chair, Speeches and Resources for the Speaker.
- h) Coordinated and facilitated various Inter-Parliamentary affairs, friendship groups and caucuses.
 - i) Coordinated the activities, initiation of actions on participation and attendance of conferences and seminars prepared by Inter-parliamentary bodies.
 - j) Coordinated linkages between the National Assembly and County Assemblies including provision of capacity building.
 - k) Coordinated the swearing in of seven (7) newly elected Members.



The Finance, Planning and Trade Committee of the National Assembly during a field tour of Singapore City

1.0 NATIONAL ASSEMBLY

1.1 THE OFFICE OF THE SPEAKER

Article 106 (1) of the Constitution of Kenya, 2010, provides that there shall be a Speaker for each House of Parliament, who shall be elected by that House in accordance with the Standing Orders.

The current Speaker of the National Assembly, Hon. Justin Muturi, EGH, MP, was elected at the beginning of the 11th Parliament and has been in office for one and a half years. During this time, he has provided leadership and guidance to Parliament in a non-partisan and impartial manner. In his capacity as chairman of the Parliamentary Service Commission, he has ensured that Members of Parliament have been properly facilitated to enable them effectively and efficiently discharge their responsibilities. In particular, he has been very instrumental in ensuring that all the 349 Members have been provided with offices, which has been no mean task. In addition, the Speaker commissioned the launch of the ultra-modern office block next to Continental House. Once completed, this block will provide sufficient offices for Parliament.

The Speaker has ensured that his office works closely with offices of all Parliamentary leadership, the Clerk's office and all directorates under the Parliamentary Service Commission.



The Speaker of the National Assembly with Parliament leadership hosting a foreign delegation

Duties and Responsibilities of the office of the Speaker

The duties of the office of the Speaker include to:

- a) Ensure effective and timely conduct of the Legislative function of the House.
- b) Maintain decorum in the House.
- c) Enforce the observance of the Constitution, the Standing Orders, traditions, procedures and practices.
- d) Clarify and give direction on all controversial matters through Communication from the Chair.
- e) Administer the oath of affirmation or allegiance to Members and issue writs on vacant seats.
- f) Preside over meetings of the following committees-
 - Procedure and House Rules Committee;
 - Committee on appointments, and
 - Pensions Committee.

The Speaker is the final authority on all matters touching on the interpretation and application of the practice and procedure of the National Assembly.

The Speaker's secretariat facilitates the Speaker in the attainment of his mandate and function. The Directorate is headed by a director and is charged with the responsibility of handling Communication in the Speaker's Office and other various administrative related duties.

Activities undertaken in 2013-2014

During the 2013 - 2014 Financial Year, the secretariat of the Speaker's Office undertook the following activities:-

- a) Facilitated the Speaker in presiding over various House and Committee activities.
- b) Facilitated the Speaker in outreach programmes with a view to improving the image of Parliament.
- c) Facilitated the Speaker's attendance in various local, regional and international fora, conferences and seminars.
- d) Hosted various parliamentary caucuses and Diplomatic courtesies.
- e) Coordinated and attended various Speakers' Conferences particularly the East African Community Speaker's Conference (EAC), the African Speaker's Conference at the Pan African Parliament in Midrand South Africa, the Commonwealth Parliamentary Association (CPA) and the Inter-Parliamentary Union (IPU) among others.

1.2 THE OFFICE OF THE CLERK

The Clerk of the National Assembly is the administrative head of the National Assembly, Chairman of the Board of Management of the National Assembly and the principal procedural advisor to the House, the Speaker, the Deputy Speaker and all Members of the House. The Clerk oversees the overall administration of the National Assembly. The office coordinates and facilitates the activities of the Commission, Directorates and Parliamentary office holders.

- e) The place of petitions gained significance in the rules of procedure of the two Houses of Parliament, following the provisions of the Constitution giving every citizen the right to present petitions to public authorities and especially Parliament. 11 petitions were filed with the Senate as follows-
- Three (3) petitions were conclusively considered and copies of responses forwarded to the petitioners pursuant to Standing Order 225
 - Eight (8) petitions were pending before the relevant Standing Committees of the Senate as at the end of the First Session of the Senate on 5th December, 2013
- f) During the year 2013, 110 papers relating to diverse matters were laid on the Table of the Senate.

(ii) International desks

The Senate participated in the following key international meetings-

- a) *The Commonwealth Parliamentary Association (CPA)*
- The 44th CPA Africa Region Conference held in Windhoek, Namibia from 17th to 27th July, 2013
 - The 59th CPA Plenary Conference held in Johannesburg, South Africa from 28th August to 6th September, 2013
- b) *The Inter-Parliamentary Union (IPU)*
The 129th IPU Assembly held in Geneva, Switzerland from 7th to 9th October, 2013 during which, among other things, the meeting condemned the terrorist attack on the Westgate Mall in Nairobi on 21st September, 2013.
- c) *The Africa-Caribbean and Pacific-European Union Joint Parliamentary Assembly (ACP-EU JPA)*
- The 25th Session ACP-EU Joint Parliamentary Assembly which took place from 15-19 June 2013 in Brussels, Belgium
 - The 26th session of the ACP-EU Joint Parliamentary Assembly which took place in Addis Ababa (Ethiopia) from 25 to 27 November 2013
- d) *Global Organization of Parliamentarians Against Corruption (GOPAC)*

The Fifth Forum of the Global Organization of Parliamentarians Against Corruption (GOPAC) held in Panama City, from November 25th to 29th, 2013.

2.4 DIRECTORATE OF COMMITTEE SERVICES

The mandate of the Directorate of Committees Services of the Senate is to provide administrative services to various types of committees. It also facilitates various types of Senate committees to discharge their mandates.



A group photo of members of the Senate committee on Lands and Natural Resources and Ministry of Environment officials attending a workshop. A key facilitator was Hon. Dr Wilber Ottichilo (4th from left), an expert on environmental matters and Member of the National Assembly

Duties and responsibilities

The specific roles and functions of the Directorate include:

- a) Enhancing Senators' core functions (legislation, oversight and representation) over the Counties and their governments.
- b) Planning and organizing meetings and inspection visits for receipt of evidence by committees investigating issues of public interest and oversight of the Executive.
- c) Keeping safe custody of records such as Minutes, Reports and Correspondence.
- d) Provision of technical support and procedural advice to committee chairs and members in accordance with the Constitution, Acts of Parliament or Standing Orders, practices and precedents.
- e) Serving as the institutional memory of the institution / committees.
- f) Liaising closely with other parliamentary services and technical departments (Legal, policy Research and Budget) for provision of analysis and well researched information that facilitate quality debate and deeper interrogation of issues and hence informed decision making.
- g) Facilitating public access and participation.
- h) Providing conference support to members and staff, both locally and abroad.

Activities undertaken in 2013/2014

- a) In the Financial Year 2013/2014, the Directorate facilitated the various Committees to undertake their mandate. This included capacity building through local and foreign visits.

Duties and Responsibilities

- a) Offering support services to the Clerk of the Senate to undertake his duties and responsibilities as provided for in the Constitution and the Parliamentary Service Act.
- b) Assist in the coordination of administrative functions of the Clerk of the Senate.
- c) Assist in the coordination of functions of the Clerk of the Senate and the Directorates in the Senate.
- d) Provision of secretariat services to the Senate Board of Management including follow up on implementation of Board resolutions.
- e) Coordination of parliamentary visits to the Senate in close liaison with the Directorates in the Senate.

Activities undertaken in 2013/2014

- a) Facilitated Senators to undertake and perform their Constitutional mandates.
- b) Provided advice to the Speaker in the exercise of his functions as Speaker of the Senate.
- c) Superintended over the implementation of Resolutions of the Parliamentary Service Commission, key among them the approval for the construction of a modern office block, successful refurbishment of the Senate Chamber, recruitment of staffers in the Parliamentary Service.
- d) Implemented the Schemes of Service for the Parliamentary Service.
- e) Coordinated the recruitment exercise for additional staffers into the Parliamentary Service in order to meet the capacity requirements of a bicameral Legislature.
- f) Coordinated the relocation of the Senate from the Kenyatta International Convention Centre (KICC) to County Hall building and thereafter to the Senate Chamber at the Main Parliament Buildings.
- g) Superintended over the allocation of offices to all Senators at the KICC.
- h) Coordinated the process of deployment of officers to serve in the two Chambers of Parliament and its successful implementation.
- i) Co-ordinated capacity building programmes for staff on bicameralism through attachments, trainings and study tours for staff.
- j) Prepared monthly project implementation reports.
- k) Offered support to the Centre for Parliamentary Studies and Training to enable it offer competent training to parliamentary officers and Members of Parliament.

2.3 DIRECTORATE OF LEGISLATIVE AND PROCEDURAL SERVICES

The mandate of the Directorate of Legislative and Procedural services includes the provision of effective and efficient administrative and procedural support to the House in a variety of ways.

Duties and Responsibilities

The Directorate of Legislative and Procedural Services is responsible for the provision of legislative and procedural support to the Senate through:

- a) marshalling of published Bills, Motions, Sessional Papers and statements.
- b) processing of the Weekly Programme of Senate business.
- c) preparation and timely circulation of the Senate Order Paper, Notice Paper and Votes and Proceedings.
- d) overseeing matters relating to inter-parliamentary relations.
- e) provision of procedural advice to the Speaker, the Deputy Speaker, other presiding officers and all Senators.
- f) attending to Senate Chamber duties.
- g) facilitation of the public to participate in the Legislative process.
- h) safe custody of journals and records of the Senate.
- i) distribution of Bills and other parliamentary papers to Senators.

During the year 2013, four (4) seats fell vacant in the Senate owing to various reasons and were filled as indicated below:-

- a) The death of Makueni County Senator Mutula Kilonzo on 27th April, 2013. Following a by-election on 26th July 2013, Senator Kilonzo was replaced by Senator Mutula Kilonzo Junior.
- b) The nullification of Senator Moses Wetangula's election. Senator Moses Wetangula recaptured his seat following a by-election on 19th December, 2013.
- c) The revocation of the nomination of Senator Linet Nyakeriga, nominated to represent persons with disabilities, on 11th October, 2014. She was replaced by Senator Ben Njoroge on the same date.
- d) The revocation of the nomination of Senator Harold Kipchumba, nominated to represent persons with disabilities, on 11th October, 2013. He was replaced by Senator Godliver Omondi on the same date.

Activities undertaken in 2013/2014

(i) House Matters

- a) The Senate held 100 sittings which were spread over 75 sitting days including the Special sitting on 17th September, 2013. Since the commencement of 2014, the Senate has held 36 ordinary sittings, and five (5) special sittings. Parliament also held one (1) joint sitting on 16th April, 2014.
- b) A total of twenty 28 Bills were introduced in the Senate in 2013, three (3) of which originated from the National Assembly.
- c) A total of 163 motions were introduced in the Senate during the first Session and were considered as indicated in the summary below.
 - 124 Motions were adopted
 - Four (4) Motions were negatived
 - Two (2) Motions were dropped
 - One (1) Motion was deferred
 - One (1) Motion was withdrawn
 - 31 Motions are pending before the Senate
- d) 123 statements were sought during the period in question, of which 63 were responded to and 50 were pending as at the last day of the session, while 10 statements required more information.

- e) Deployed key staff to the office of the Speaker and in the offices of the parliamentary leadership.
- f) Developed standard procedures on internal communication for the Directorate.
- g) Developed training plans for staff of parliamentary office holders.
- h) Prepared inventory and procurement of the required office equipment for parliamentary office holders.
- i) Facilitated the Speaker and the Senate leadership in the preparation of travel briefs, coordination of the travels and provision of logistical support in attending regional and international conferences, summits, forums, benchmarking visits, workshops and meetings.
- j) Prepared talking notes, position papers, presentations, speeches, bilateral relation briefs, travel briefs, county profiles and provided the required logistical support to the Speaker and the other parliamentary office holders.
- k) Coordinated and provided the necessary frameworks for the institutional meetings that the Speaker held and attended in the period under review.
- l) Facilitated 45 courtesy calls made on the Speaker by Ambassadors, Chairpersons and Constitutional Commissioners, representatives of the civil society and the private sector.
- m) Organized the following activities aimed at enhancing staff productivity and welfare:
 - Development of job descriptions for staff serving in leadership offices.
 - Training workshops for staff serving in leadership offices on their roles and responsibilities.
 - Training programme on ICT for secretaries serving in the offices of the Speaker, Deputy Speaker and Minority leader in Arusha, Tanzania.
 - Weekly staff meetings for staff serving in the leadership offices.
- n) Developed and implemented the following innovative tasks to enhance service delivery:
 - Daily Activity log frame
 - Correspondences and memo tracker
 - Internal communication guidelines
 - Database for key research findings and analysis

Institutional Meetings

The Secretariat coordinated and provided the necessary frameworks for the institutional meetings that the Speaker conducted and attended in the period under review. The Speaker attended the following weekly meetings:-

- a) The joint Speakers' meetings: The meetings were jointly convened and co-chaired by the Speaker of the Senate and the Speaker of the National Assembly.
- b) The Chairperson's panel meetings: The Speaker and Members of the Speaker's panel conducted weekly meetings to review the events of the previous week and any other emerging issues in presiding over the sittings of the Senate. These meetings also served as an avenue for sharing experiences.

- c) The Rules and Business Committee meetings: The Rules and Business Committee being the body responsible for determining the Business of the House and other related decisions held weekly meetings to deliberate on the agenda of the Senate. These meetings formed the basis for key decisions of the Senate during the period under review.
- d) The Clerk's briefings: The Clerk of the Senate and Directors from various directorates briefed the Speaker every Tuesday on the Bills, Motions, Petitions, Statements and Committee schedules before the Senate and any other emerging procedural issues

2.2 THE OFFICE OF THE CLERK

The Clerk of the Senate/Secretary to the Parliamentary Service Commission is the administrative head of the Senate and the Parliamentary Service. The Clerk is the Accounting Officer/ Authorized Officer for the Senate and is the principal adviser on all parliamentary procedures, practices, conventions and traditions to the Speaker of the Senate, other Presiding Officers and all Senators.

The Clerk is the chief advisor to the Speaker in the exercise of all powers and functions that belong to the Speaker and through him, to the House. The Clerk acts under authority and takes decisions on admissibility of notices in the name of the Speaker.

The establishment of a Secretariat for the office of the Clerk of the Senate was informed by the need to ensure optimum coordination of the procedural and administrative functions of the Clerk of the Senate and its linkages with the leadership offices in the Senate, the National Assembly, the Parliamentary Service Commission and Directorates in the Parliamentary Service.



The Speaker of Senate in Procession to the newly refurbished chamber of the Senate

- e) Offered quick reference and basic research services to Members and staff.
- f) Bound various library materials including:-
 - Hansard and Committee reports
 - Votes and proceedings
 - Orders of the Day
 - Legal Notices and Kenya Gazettes
 - Bills, Acts and Sessional Papers
 - Newspapers for the whole year
- g) Repackaged information through abstracts and indexes, as follows:-
 - Compilation of all of Departmental Committee Reports
 - Compiled the private members motions
 - Compiled the Speaker's rulings from the chair
 - 2012/13 Bills indexes
 - 2012/13 Kenya gazette indexes
 - Indexed 2012/13 legal notices for quick retrieval
 - Newspaper clippings
- h) Mounted photographs for the proposed parliamentary gallery.
- i) Began the digitization of historical pictures.
- j) Participated in international and regional conferences for parliamentary libraries.

3.4.3 ICT DEPARTMENT

The Parliament's Information and Communications Technology (ICT) department is service-oriented and responsible for the development and implementation of information systems for Parliament, maintenance of computer hardware and software, email and internet services and ICT training for users, among other issues.

Duties and responsibilities

The mandate of the department is to-

- a) Mainstream the use of ICT in Parliament's operations to assist the administration in streamlining business processes and objectives
- b) Adopt applicable ICT initiatives and industry best practices
- c) Enable legislative and oversight processes
- d) Provide network services to Members and Staff including the necessary support
- e) Provision of relevant ICT training to users
- f) Ensuring physical security of computer hardware and related peripherals.

Activities undertaken in 2013/14

- a) User support services to the directorates and departments of the two Houses.
- b) Maintenance of the infrastructure in all the Parliament buildings.
- c) Systems integration and maintenance, including Hansard Production system (HPS) and implementation of Human Resource Management System (Smart HRMS).
- d) Infrastructure development including-
 - Extension of fiber connectivity to Protection House
 - Extension of network to cover offices on the Ground Floor to 6th Floor of the Protection House

- Commonwealth Parliamentary Association (44th CPA (Africa region) conference, Namibia
 - 59th CPA Conference, South Africa
 - 14th Conference of Commonwealth speakers and presiding officers (Seychelles)
 - 14th Conference of Commonwealth Speakers and Presiding Officers (Africa Region)
 - The Inter-Parliamentary Union (129th General Assembly and UN Parliamentary Hearing)
 - Public lecture by Speaker of the National Assembly at the University of Nairobi
- e) Built linkages and networks with other research and policy institutions. Consideration of a Memorandum of Understanding with the Kenya Institute of Public Policy Research and Analysis (KIPPRA), and the African Institute for Developing Policy (AFIDEP) is ongoing.
- f) Supported devolution through training of the Garissa, Vihiga, Nyamira, Busia, Nakuru, Kajiado, Kirinyaga, Laikipia, Baringo, Machakos, Makeni, and Meru County Assemblies.
- g) Prepared the PRS Quarterly e-ulletin, whose first issue was uploaded on the parliament website in April, 2014.

3.4.2 THE LIBRARY DEPARTMENT

The Parliamentary Library provides Members and staff with a wide range of information resources required to make informed decisions in their constitutional obligations. The library acts as Parliament's main reference service and it collects, materials and ensures that they are easily accessible to the users.

Duties and Responsibilities

The mandate of the Library includes the following:-

- a) Selecting, purchasing, organizing and maintaining quality collection.
- b) Offering access and enabling retrieval of material and information resources.
- c) Providing timely, factual, objective and unbiased information to the Library users.
- d) Packaging and repackaging of information for ease of access by Members, e.g., press cuttings, preparation of indexes, abstracts and summaries.
- e) Providing online searches and retrieval to Members of Parliament.
- f) Providing reference services to Library users.
- g) Providing reprographic services to the library users.
- h) Sharing of resources and provision of inter-library services.

Activities Undertaken in 2013/14

- a) Subscription of newspapers, journals and magazines for the 2014/15 financial year.
- b) Subscription to e-resources.
- c) Purchased reading library materials.
- d) Collated press cuttings on various subjects related to Parliament from daily print media reports.

3.4 DIRECTORATE OF RESEARCH AND INFORMATION SERVICES

The Directorate of Information and Research Services (DIRS) is one of the directorates in the Parliamentary Joint Services (PJS) of the Parliament of Kenya. It plays a critical role in the effective discharge of the mandate and function of Parliament through capacity building of Parliamentarians with varied research and information services to enable them fulfill Parliament's constitutional duties.

Its establishment was informed by the need to provide seamless and integrated information sources and services for Parliament to enable legislators to make informed decisions and actions. Towards this pursuit, Parliament has constituted various departments and units under the DIRS to deliver most useful, timely, and relevant information to the legislators and even the general public.

3.4.1 THE RESEARCH SERVICES DEPARTMENT

The Parliamentary Research Services (PRS) is a non-partisan professional department of the Parliamentary Service. The department was established in November 2003 to provide Members with access to immediate, concise and objective policy analysis to assist the legislature make evidence-informed policies and legislative proposals.

The PRS has the mandate to provide research services to Members of the National Assembly and the Senate, House Committees, constitutional offices of Parliament, Presiding officers and staff. This is geared towards sharpening the focus for scrutiny and oversight; improved quality of legislation; raise the standard of debate; and to propel research evidence for use in legislative decision making, by linking the research and policy analysis more closely to the legislative agenda of Parliament.

Activities undertaken in 2013/2014

Some of the activities undertaken during the year under review include the following:

- a) Restructured the department into specialized research divisions, namely, Social Policy Division; Governance and Political Affairs Division; Economics and Trade Division; and Agriculture, Environment and Natural Resources.
- b) Deployed researchers to House Committees in both the National Assembly and the Senate.
- c) Capacity building for staff through tailor-made training and attachments as follows-
 - Organized two training workshops for Parliamentary Budget Office, Legal Services, ICT, Library Services, and committee Services in collaboration with development partners.
 - Staff participated in internships and attachments including the 29th Internship programme for foreign parliamentary officials at the Bureau of Parliamentary Studies and Training, Lok Sabha, India; and attachments of Parliament's Senate staff to the Parliaments of Canada, Philippines and the Upper House (Rajya Sabha) of India.
- d) Provided support to Parliamentary delegations through preparing background notes, position and presentation papers to various local and international forums, including-

Activities undertaken in the year 2013/2014

The department successfully undertook the following activities.

- a) Implemented the IFMIS Modules.
- b) Trained staff on the new IFMIS Version.
- c) Merged the G-Pay system also known as Electronic Funds Transfer (EFT) with IFMIS.
- d) Improved the imprest programme to control the multiple issuing of imprests.
- e) Oversaw tight control of expenditure on funds allocated.
- f) Facilitated payment of car grants for all the Members of Parliament and Senators.
- g) Facilitated payment of Mortgage and Car loan to the Members of Parliament, Senators and Staff.
- h) Implemented bank reconciliation modules of IFMIS to provide monthly reconciliation.
- i) Trained and inducted the newly recruited accounting staff.
- j) Aailed Financial Reports and other statements on time.
- k) Automated imprest calculations and ensured accuracy of these calculations.
- l) Compiled data from the different hospitals for ease of payment and reconciliation.
- m) Migrated the database from Access to SQ1 Server database.
- n) Produced individual Statements.

3.3.3 CONSTITUENCY LIAISON OFFICE

The Parliamentary Service Commission facilitates Members of Parliament to represent their electorate through provision of office facilities at the County/Constituency level. The County / Constituency liaison office is the link between the county/ constituency offices and the Parliamentary Service Commission.

Duties and responsibilities

- a) The main mandate of the office is to capture returns, salaries, allowances and process these payments at the county and constituency level. The office also processes service gratuity for staff at the county/constituency level.
- b) The office assists in capacity building of staff at the county/constituency level by assessing the training needs of these staff and conducting training to fill skill deficiencies.
- c) Other functions of the office include verification and compilation of inventory records for all county/ constituency offices and routine audit and inspection. This is done as a quality improvement process to ensure that the offices are run effectively and efficiently.

Activities undertaken in 2013/2014

- a) During the financial year 2014/2015, the office undertook the activities mentioned above in the 290 Constituencies and 47 Counties in the country.
- b) In the financial year 2014/2015, the office intends to develop a county/constituency office data base that will ensure that all the data and information relating to the various parliamentary offices is stored and centrally accessible, for enhanced effectiveness.

3.3 DIRECTORATE OF FINANCE AND ACCOUNTING SERVICES

3.3.1 FINANCE AND PLANNING DEPARTMENT

The Department of Finance & Planning is one of the departments under the Directorate of Finance and Accounting. Its main mandate is to deal with financial management of the Parliamentary Service, which includes planning, budgeting, implementation and control of expenditure.

The Finance & Planning department is involved in ensuring optimal utilization of budgeted funds and realizing efficient, effective and accurate financial reporting. The finance department is service oriented and forms a critical cog in the financial management of the Parliamentary Service Commission. All activities undertaken in the Commission are dependent on availability of budgetary provisions, which is the cardinal duty of the department.

Duties and responsibilities

The specific duties of the department include the following:-

- a) Budget preparation, implementation and control.
- b) Authorization of all expenditures for the Parliamentary Service Commission.
- c) Planning and monitoring of Parliamentary programs and projects.
- d) Ensuring proper management and expenditure of public funds as laid down in financial regulations and procedures.
- e) Coordinating the flow of communication with the Treasury and other bodies in matters related to finance.
- f) Issuance of Authority to Incur Expenditures (AIEs).
- g) Giving direction and guidance on financial matters and regulations.
- h) Playing an advisory role as a member of the various administrative committees in the Parliamentary Service.
- i) Co-ordination of donor funding for the Parliamentary Service Commission.
- j) Evaluation of financial implications of major policy changes.

Activities undertaken in 2013/14

In the year under review, the department engaged in the following activities:-

- a) Offered financial advice and support to the institution. Pursuant to this mandate, the department prepared periodic budget performance reports for the attention of, and action by management.
- b) Disaggregated the Parliamentary Service Commission's budget and issued various AIEs to the various cost centres.
- c) Coordinated the preparation of the various sector reports that formed the basis for the 2014/15 Medium Term Expenditure Framework (MTEF) budget.
- d) Formulated the three (3) distinct programmes that are in the 2014/2015 programme based budget.

3.3.2 ACCOUNTS DEPARTMENT

The Accounting Unit is charged with the responsibility of processing and paying properly authorized and supported vouchers and claims as per the Government procedures and regulations.

- g) Daily delivery of official letters to government offices and the public at large.
- h) Collection of mails from post office twice daily and sorting them.
- i) Personal and official mails for senior officers are delivered to their offices on daily basis.
- j) Collection of Kenya gazettes and other documents from government printers and distribution of the same to relevant offices.
- k) Sorted all uncollected mails for Members of Parliament for easier retrieval.

3.2.6 TRANSPORT UNIT

The mandate of the transport department is to compile all the PSC road transport requirements, allocate vehicles and drivers, supervise and co-ordinate all the transport activities for both the Members and staff of Parliament. The department also facilitates and monitors maintenance of the PSC vehicles.

To fulfill its mandate, the department runs a fleet of 81 vehicles which are distributed to the National Assembly, Senate and the Parliamentary Joint Services.

Activities undertaken in 2013/2014

The Transport department undertook the following activities in the 2013/2014 financial year.

- a) Acquired three (3) Mercedes Benz, two for the Speakers and one for the Leader of Minority, Senate
- b) Eight (8) Toyota Prados for Parliamentary Service Commissioners were acquired
- c) Prepared a fuel management proposal and submitted to the Board of Senior Management for onward processing

Activities undertaken in 2013/2014

The Catering Unit provided services for the following functions during the year under review: -

- a) Bunge Sports Club cocktail in September 2013 for 200pax
- b) Standard Chartered cocktail in October 2013 for 50pax
- c) EALA sports meeting in November 2013 for 30pax
- d) State Luncheon for EALA in November 2013 for 400pax
- e) Hon Speaker's Cocktail for Hon. Members in February 2014 for 400pax
- f) State of Nation Address Cocktail in March 2014 for 1200pax
- g) National Assembly Staff Cocktail in May 2014 for 320pax
- h) Budget Statement Cocktail in June 2014 for 1000pax

The Unit also served various committee meetings for the National Assembly, the Senate, Joint Services and the CPST.

3.2.4 HEALTH & RECREATIONAL UNIT

The main role of the department is to offer Health Club services and recreational activities to Members of Parliament. Other services include team building, stress management, beauty therapy, nutritional services and disaster management.

Activities Undertaken in 2013/2014

The following activities were undertaken during the year under review-

- a) Indoor Health Club Activities- Members of Parliament participate in regular wellness exercise programmes at the health club.
- b) Sports and Recreation - Apart from indoor health club activities, the club also coordinated outdoor recreation activities for both Members of Parliament and staff.

The activities included:

- Participation of Bunge football club in various local and international tournaments
- Participation of the Bunge marathon team in various marathons championships such as the standard chartered and Lewa marathons.

3.2.5 RECORDS MANAGEMENT UNIT

Activities in the 2013/2014

The activities undertaken by the records management unit during the year under review were as follows:

- a) Sorted out and classified documents for filing.
- b) Reviewed and up-dating filing systems and the files index for efficient repository and retrieval of information.
- c) Managed records which includes care, maintenance and control of the quality of records, that is case files, reports, and documents.
- d) Ensured the security of information and records in the Unit.
- e) Tracking, retrieval, filing and forwarding files to action officers.
- f) Reviewing, appraising and arranging of all non-current files/records.

3.2.2 DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT

The mandate of the Department of Human Resource Development includes identification of training needs for all members of staff within the Parliamentary Service. This includes overseeing the implementation of the training policy. Its overall goal is to develop the abilities of staff so as to satisfy the current and future needs of the organization.

There are four (4) training committees which consider and recommend training for the staff under the various services. These are:

- a) National Assembly training committee
- b) Senate training committee
- c) Joint Services training committee
- d) Centre for Parliamentary Studies and Training committee

During the period under review, the department coordinated training for a total of three hundred and fifty (350) officers.

3.2.3 CATERING UNIT

The Catering unit provides bar and dining room services to Members and their guests in addition to senior Parliamentary staff at the Main Parliament buildings, K.I.C.C. and the Centre for Parliamentary Studies and Training (CPST). In addition, the unit serves Committees at all buildings occupied by Parliament including Protection House, Harambee plaza and County Hall.



*Facilities at the catering department,
main Parliament buildings*

Activities undertaken in 2013/2014

- a) Prepared the agenda for the Staff Advisory Committee.
- b) Presented cases in regard to promotions, appointment, re-designations, discipline, special duty allowance and acting appointments.
- c) Implemented Commission resolutions on staff matters.
- d) Oversaw the realignment of staff through promotions and appointments to fill the vacancies internally generated due to the establishment of two Chambers.
- e) Initiated the external recruitment to fill vacant positions in 2013.
- f) Coordinated the recruitment of additional staff in the Clerk's Chambers, Hansard, Legal, Research Services, Security services, CPST, Finance, Accounts, Media and Public Communications, Budget Office and the Serjeant-at-Arms.
- g) Processed a total of 150 new appointments as at the close of the Financial year. In addition, 52 officers who successfully completed their six months' probation period were confirmed in appointment and admitted to the Permanent and Pensionable establishment.
- h) Oversaw the implementation of the new Human Resource Management System through the development of the content for each of the modules and employee data entry into the system.
- i) Two officers resigned from service in 2013 to pursue other career interests and the department also facilitated the smooth transition for officers proceeding on retirement by processing of the pension entitlement. In addition, death gratuity for one member of staff who had passed on was processed and paid out.
- j) The pensions unit also carried out an audit of the pension scheme and issued statements to individual members of staff. The Strategic Plan for the Staff Retirement Benefits Scheme was also prepared.
- k) The HR department was also involved in the development of the new Schemes of Service for Office Assistants, Health Club and Audio Recording Personnel. Promotions of the Office Assistants cadre was undertaken based on the new Scheme of Service.
- l) The department dealt with 12 disciplinary cases, six of which were referred to the disciplinary committee for dismissal hearings.
- m) The HR department was tasked with the processing of Emoluments for both Members of Parliament and staff. This involved;
 - Processing of the winding up allowance for all members of the 10th Parliament
 - Preparation of the budget (Personal Emolument) for the year 2014/2015
 - Preparation of the payroll
 - Payment of salary advances to Members of Parliament and staff
 - Preparation of payment vouchers
 - Processing of the statutory deductions
 - Processing payment of top up allowance for MPs security personnel.
- n) Undertook administration of welfare issues such as compilation and computation of pension entitlements for former Members of Parliament and payment of Ex-gratia claims.
- o) Administration of the medical cover for Members of Parliament and staff.
- p) The HR department being the custodian of all Personnel data continuously updated the complement control data and carried out a skills audit for all Directorates.

3.0 PARLIAMENTARY JOINT SERVICES

3.1 OFFICE OF THE DIRECTOR-GENERAL

Duties and responsibilities

The office of the Director-General, Parliamentary Joint Services provides administrative support to the two Clerks of Parliament in the management of services that are jointly shared by the two Houses. Reporting to the Clerk of the Senate/Secretary to the Parliamentary Service Commission, the Director-General coordinates all departments providing joint services including human resource management and development; library, research and information services; public communications, media and broadcasting; ICT services; finance and accounting services; litigation & compliance services; security & safety; and maintenance of buildings as well as development projects; and general administrative services including catering and health facilities.

The DG's office also coordinates implementation of resolutions of the Parliamentary Service Commission in addition to overseeing the Commission's projects implementation and its strategic planning.

Activities undertaken in 2013/2014

During the Financial Year 2013/2014, the DG's office coordinated implementation of various resolutions of the Commission affecting all shared/ joint services. Various development projects were undertaken such as refurbishment of the Senate Chambers and related offices, refurbishments of offices for Members at KICC and Harambee Plaza. Computers and ICT facilities for Members and staff were also procured to facilitate operations.

The specific activities undertaken by the following directorates overseen by the Director General are discussed below:

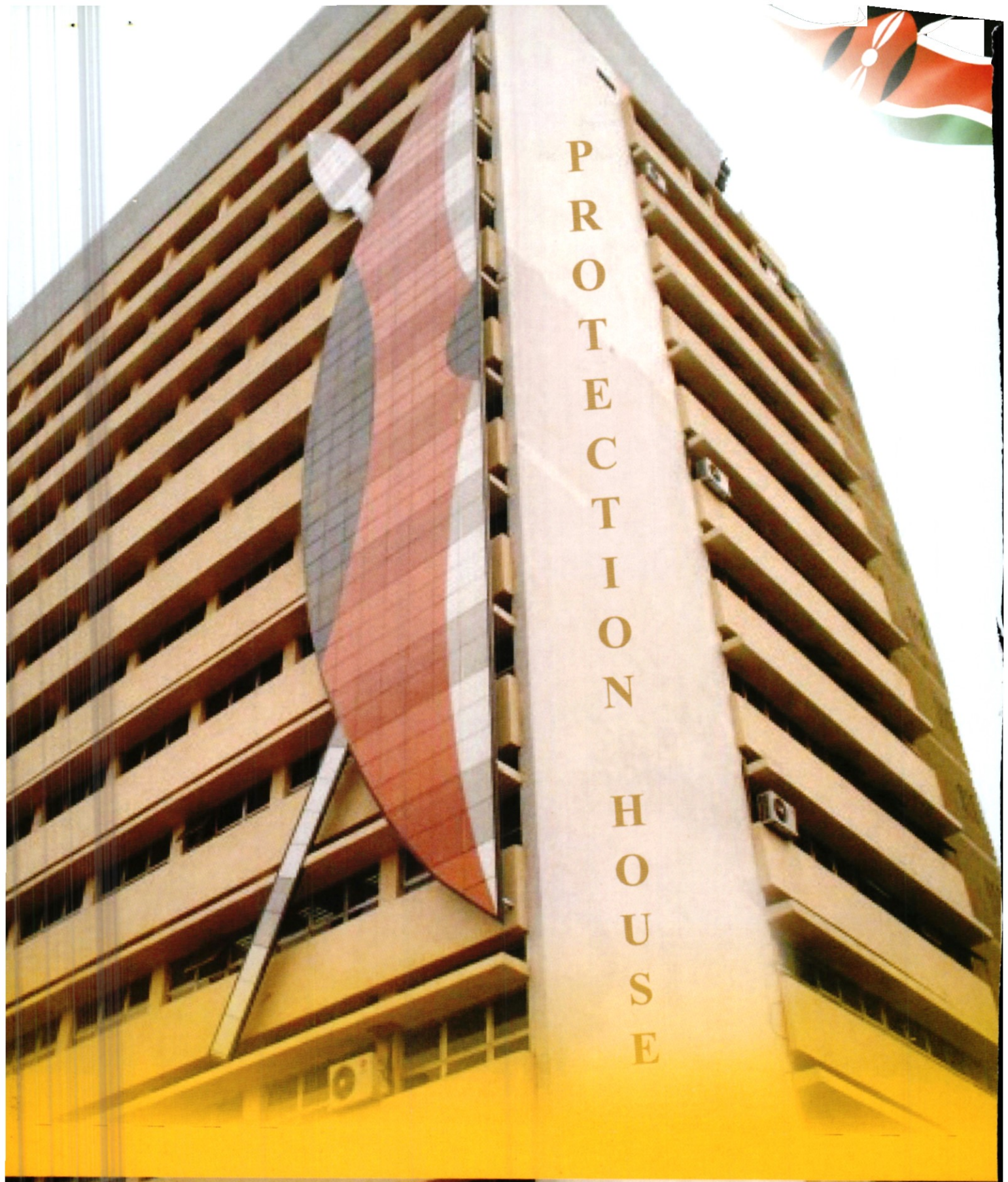
- a) Directorate of Human Resources and Administration
- b) Directorate of Finance & Accounting
- c) Directorate of Information & Research Services
- d) Directorate of Litigation & Compliance
- e) Buildings & Maintenance Services
- f) Security & Safety Services
- g) Commission Secretariat
- h) Internal Audit

3.2 DIRECTORATE OF ADMINISTRATIVE SERVICES

3.2.1 HUMAN RESOURCE MANAGEMENT DEPARTMENT

Mandate

The mandate of the Human Resource Management is to provide effective, efficient and timely operational support and guidance to management and staff to ensure that strategic and operational objectives are met.



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THE PARLIAMENTARY JOINT SERVICES

In addition, the Department compiled and produced content sheets for 100 sittings of 2013 and 38 sittings of 2014 for final printing and binding by the printer. All the plenary reports were posted promptly on the parliamentary website to allow ease of reference by varied users.

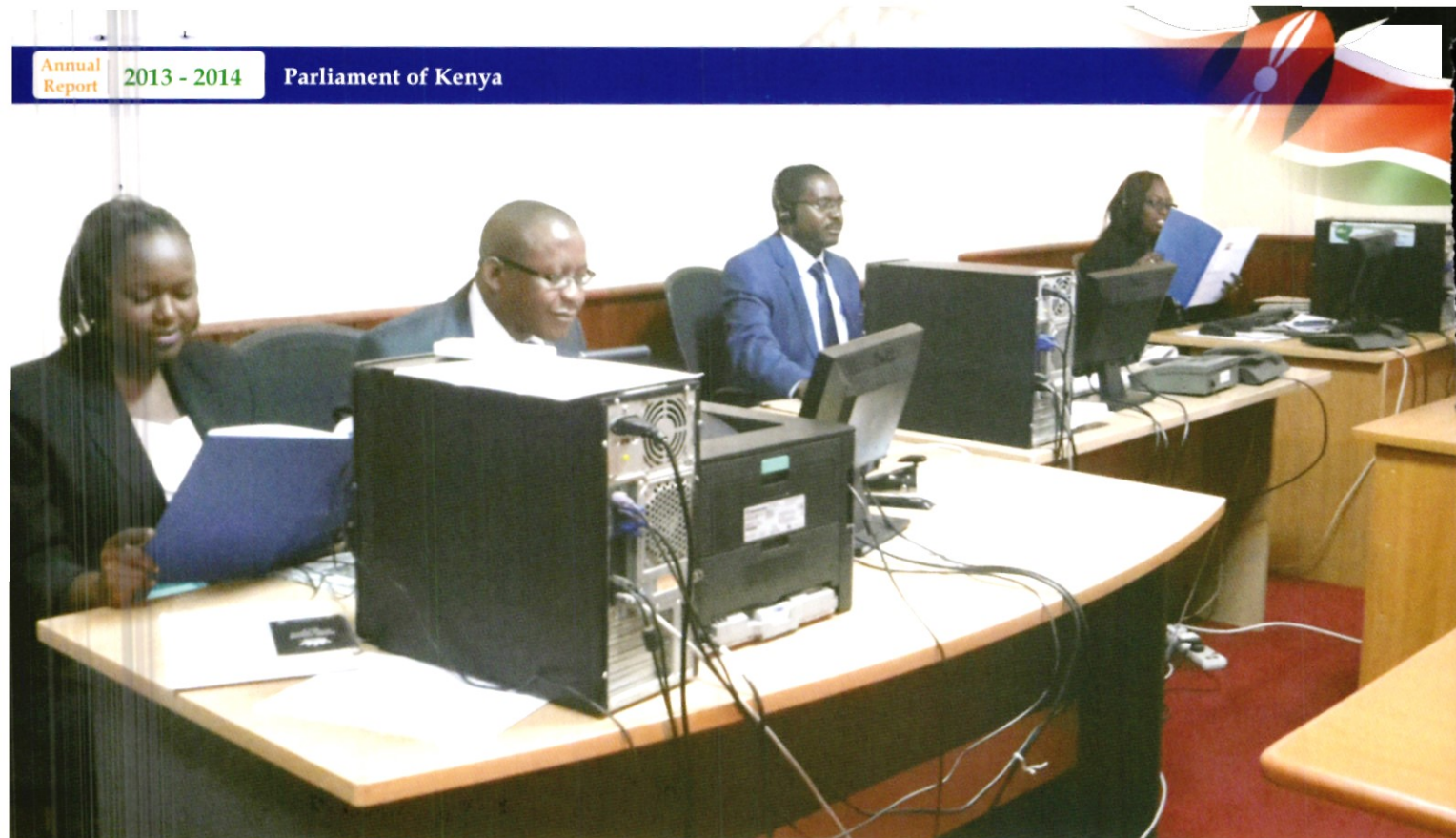
b) Training, Foreign Assignments and Attachments

In the first quarter, officers participated in the following training programmes:-

- Two officers travelled to Accra Ghana for the Commonwealth Hansard Editors Association (CHEA) Conference in January, 2014.
- The Department held a planning workshop for its staff in Naivasha between 23 - 26 January, 2014.
- One officer along with other officers of the Senate travelled to Canada for an attachment programme.
- One officer was attached to serve at the Pan African Parliament, Midrand, South Africa.
- One officer was attached to the UK Parliament.
- One officer attended a Supervisory Skills Development Course at the Kenya School of Government in June, 2014.
- One officer was attached to the Parliament of Zambia in June, 2014
- One officer was attached to the Parliament of Nigeria in Abuja in June, 2014. Two officers attended a two week course of Office Assistants, Secretaries, Reporters and Legislative Editors. The course was conducted by officials from the Institute of Certified Secretaries at Regia Luxuria Hotel, Alimosho, Nigeria.

Other Engagements

The Department participated in training officers of various County Assemblies through attachments to the department and formal training programmes organised by the CPST. Some of the County Assemblies that have benefited from this exercise include: West Pokot, Nakuru, Taita Taveta, Meru and Elgeyo Marakwet.



Reporters and editors preparing the Hansard report for the day's House proceedings

2.7 HANSARD DEPARTMENT

Publishing of the HANSARD Report in Kenya is based on the UK model and is provided for under Senate Standing Order No. 232, which states that: (1) there shall be published within forty eight hours, a verbatim report of all proceedings of the Senate, unless the Speaker is satisfied that this is rendered impossible by some emergency. (2) Every Senator shall have an opportunity to correct the draft verbatim report of his or her contribution, but not so as to alter the substance of what the Senator actually said. (3) Where there is doubt as to the content of the verbatim record of the House, the Speaker shall make a determination.

Activities undertaken in 2013/2014

a) House and Committee proceedings covered

During the period under review, the Department covered and produced Hansard Reports of the following proceedings on a timely basis:-

	Activity	Sittings
1.	Plenary (Senate House Proceedings)	43 Sittings
2.	Special Committee on Proposed Removal From Office of Embu Governor (1st Impeachment Process)	4 Sittings
3.	Special Committee on Proposed Removal From Office of Embu Governor (2nd Impeachment Process)	2 Sittings
4.	Special Committee on Proposed Removal From Office of Kericho Governor	2 Sitting
	Total Sittings Covered	51 Sittings

i) Facilitation of Legislative Drafting Training

The Directorate facilitated legislative drafting training at the following fora-

- Legislative Drafting for Lawyers, held at the Kenya School of Law, Nairobi
- Legislative Drafting Training for Newly Recruited Legal Counsel
- Legislative Drafting Training for Legal Counsel serving in County Assemblies

2.6 THE SERJEANT-AT-ARMS

The Serjeant-at-Arms Department is headed by the Chief Serjeant-at-Arms. The staffing of the department stands at 20. One (1) Serjeant-at-Arms staff was seconded to the Taita Taveta County Assembly and his secondment term is set to end in July, 2014.

Duties and responsibilities

Some of the responsibilities of the department include:

- a) Overseeing security for all Members, staff and property.
- b) Coordinating the functions of the Parliament Police.
- c) Performing Chamber and ceremonial duties.
- d) Management of access to Parliament for Members, staff and visitors.
- e) Maintaining custody of the Mace, which is the symbol of Parliamentary authority.

Activities undertaken in 2013/2014

Some of the activities undertaken include:

a) Coordinated relocation of the Senate

The Department was involved in coordinating the relocation of Senate staff to the KICC in February 2013 and subsequent relocations to County Hall and Main Parliament Buildings.

b) Training

The Department trained its staff in the following programmes and parliamentary attachments:

- i.) Effective Supervisory Management - ESAMI, Mombasa
- ii.) Occupational Safety - ESAMI, Mombasa
- iii.) Effective Communication Management
- iv.) Supervisory development Skills - Kenya School of Government
- v.) Customer care and communication skills for frontline staff- ESAMI Mombasa
- vi.) Parliamentary Attachment to the Parliaments of India, Philippines, Malawi, Zambia and Nigeria

c) Carrying out Chamber Duties

The staff undertook ceremonial Chamber duties as required.

d) Security Arrangements

Due to security challenges at the KICC, the Department improved security by coordinating with the Administration Police and Private Security firms hired by KICC management to provide security services.

e) Office Allocation

The Department coordinated the allocation of offices to Senators and staff at the Kenyatta International Conference Centre, Continental House and County Hall.

f) Visits

During the period under review, the Department managed to successfully coordinate visits from several County Assemblies and Schools.

c) Advisory Services

The Directorate provided advisory services to the Speaker of the Senate, the Parliamentary Service Commission, the Clerk of the Senate, Committees of the Senate and Directorates and Departments of the Senate.

d) The Africa Colloquium of Legal Counsel to Parliaments

The Directorate spearheaded the successful hosting of the 2nd Africa Colloquium of Legal Counsel to Parliaments. The Delegates unanimously elected the Clerk of the Senate, as the Patron of the Colloquium and further resolved that the Headquarters and Secretariat of the Colloquium be housed in the Parliament of Kenya. The Directorate continues to take the lead in the preparations for the 3rd Colloquium which is scheduled for November, 2015.

e) Committee Services

During the year, the Directorate assigned dedicated Legal Counsel to serve in five Committees of the Senate. For all other Committees, Counsel were assigned to serve on an "on call" basis. Counsel provided legal services to the Committees ranging from drafting of Bills, drafting amendments to Bills, providing legal opinions, assisting during inquiries and investigations before the Committees.

f) Pupillage

In accordance with the Pupillage Policy adopted by the Parliamentary Service Commission, the Directorate, in conjunction with the Directorates of Legal Services in the National Assembly and in the Parliamentary Joint Services, hosted three Pupils (students at the Kenya School of Law undertaking their Pupillage Programme) between January and June, 2014. The Pupils, who successfully completed their pupillage programme, were exposed to the work of the Directorate.

g) Review of the Senate Standing Orders

The Directorate served as Legal Counsel to the Sub-Committee of the Rules and Business Committee which was established to review the Senate Standing Orders. The reviewed Standing Orders were adopted by the Senate on 27th February, 2014.

h) Hosted Attachments

The Directorate hosted Members and staff of the following County Assemblies during their attachment to the Senate-

- i.) Kisii;
- ii.) Machakos;
- iii.) Makeni; and
- iv.) Nyeri.

The Directorate also took the lead in hosting in the Senate, students from Starehe Boys Centre on their Voluntary Service Programme. A total of six students were hosted in August and December, 2013 and in April, 2014. The Programme provided the students with an opportunity to learn about Parliament and to experience the working environment. The Directorate also hosted law students from the Nairobi Institute of Business Studies on a visit to the Senate.

- b) Supported the members to process Bills, Statements, Petitions and Motions. It is noted that during the year under review, committee facilitated the processing of six (6) Petitions and 37 Statements.
- c) In capacity building and bench marking, the various committees visited a number of counties and also bench marked with other Parliaments.

2.5 DIRECTORATE OF LEGAL SERVICES

The Directorate of Legal Services in the Senate was established in October, 2012, by the approved organogram of the Parliamentary Service, in preparation for the new bicameral Parliament established by the Constitution of Kenya, 2010.

Duties and responsibilities

The Directorate is charged with the responsibility of handling all legal matters arising in the Senate. The key functions of the Directorate are as follows:

- a) Drafting Committee Bills and Private Members' Bills.
- b) Advising Committees and Senators on Bills before the Senate.
- c) Drafting proposed amendments to Bills before the Senate.
- d) Serving as Speaker's Counsel.
- e) Serving as Legal Counsel to Senate Committees.
- f) Providing legal opinions to the Speaker, the Parliamentary Service Commission, the Clerk of the Senate, the Senate Board of Management and Directorates and Departments of the Senate.
- g) Drafting Rulings and Communications from the Chair for the Speaker of the Senate.
- h) Carrying out legal research on assorted legal and procedural matters.
- i) Advising on legal issues that may arise in the course of the proceedings in the Plenary of the Senate.
- j) Preparation of Vellum copies of Bills originating in the Senate prior to transmission to the National Assembly or to the President for assent.
- k) Performing administrative and such other tasks as may be assigned to the Directorate.

Activities undertaken in 2013/14

a) Development of the Directorate's Service Charter

As part of actualization of its work plan, the directorate developed a Service Charter outlining timelines for the delivery of its key functions. The Charter was approved for publication by the Senate Board of Management and was subsequently published.

b) Bills

The Directorate drafted numerous Bills for introduction in the Senate. 35 of the drafted Bills were published and are at various stages of consideration in the Senate and in the National Assembly.

- Installation of threat management solution (cyber roam) which offers filtering solution and load balancing
 - Updates of the parliamentary website
 - Deployment of Anti-virus (KAV) across the entire network
 - Installation and support of Multi-Media Digital Network (MMDCN) system in the Chambers of both Houses of Parliament
 - Implementation of video conference system
- e) Training support to users on the use of information technology.
- f) Design and coordination of technical specifications of the broadcasting studio equipment for the Senate Chamber.
- g) The evaluation of various ICT tools and applications.

3.4.4 PUBLIC COMMUNICATIONS DEPARTMENT

The Public Communications Department through its Protocol, Public Affairs and Outreach Programmes seeks to improve the public image of Parliament. This is a mandate shared with the Department of Media Relations and Broadcasting Services Unit.

Activities Undertaken in 2013/14

- a) Outreach for over 250 learning institutions who visited Parliament Buildings and KICC Building while the Senate was sitting there, exposing over 50,000 students to Parliament's procedures.
- b) Provided protocol services to over 20 visiting foreign VIP delegations.
- c) Provided protocol and event management services for the following events -
- The 2nd Africa Colloquium of Legal Counsel to Parliament in Africa, November 2013
 - Kenya@50 celebrations organising committee on behalf of Parliament
 - Organising committee for the Presidential swearing in
 - A one week exhibition at KICC on Kenya@50 themes
 - CPA Youth Parliament, 21st to 25th August 2013
 - EALA Sittings in Nairobi
 - Parliamentary Workshops and Conferences held outside Nairobi
 - Presidential Address to Joint Sittings of Parliament
 - Address by the President of the Republic of Nigeria, H.E. Goodluck Jonathan
 - Funeral Preparations and Events for the late Senator Mutula Kilonzo
- d) The Visa and Travel unit processed over 1000 visas and 400 new passports during the period under review.
- e) Facilitated a number of publications to support its outreach mission including the 7th and 8th issues of the Bunge Magazine.

3.4.5 MEDIA RELATIONS DEPARTMENT

The Media Relations Department works to ensure that the image of Parliament is safeguarded by passing the relevant information regarding the activities of Parliament to the public.

Duties and Responsibilities

The duties and responsibilities of the department include:

- a) Enhancing Parliamentary plenary and Committee reportage.
- b) Undertaking media monitoring and analysis.
- c) Carrying out public outreach activities in conjunction with the Public Communications Department.
- d) Facilitating press conferences for Parliamentary Leadership and Members of Parliament.
- e) Facilitating the access of reporters to documents tabled in Parliament and other reports.

Activities Undertaken in 2013/14

- a) Collected and analyzed media coverage of Parliament.
- b) Trained journalists.
- c) Organized interviews for the media with the Speakers, Clerks and Members of Parliament.
- d) Organized a breakfast meeting between the Speaker of the Senate and journalists.
- e) Organized 350 Press conferences for Members of both the Senate and the National Assembly.
- f) Arranged Committees' coverage within and outside Parliament.
- g) Accredited journalists and ensured their orderly conduct.
- h) Participated in training and workshops for the Senators and Governors on various topics on devolution.
- i) Coverage of the East African Legislative Assembly (EALA) sittings in Nairobi between 17th to 26th November, 2013.
- j) Participated in facilitating the recording of a documentary on Kenya at 50 by K24.
- k) Opened a media centre at the KICC, which was the venue of Senate sittings before relocation to County Hall.

3.4.6 PARLIAMENTARY BROADCASTING UNIT

The Parliamentary Broadcasting Unit (PBU) is responsible for handling House broadcasting and related matters and has been in operation since 2008. Live Broadcasting of Parliamentary proceedings plays a key role in fulfillment of Article 118 of the Constitution of Kenya. The proceedings of the two Houses are broadcast live by the Kenya Broadcasting Corporation (KBC). This broadcast is done concurrently on two different channels called 'SIGNET SENATE TV' and 'SIGNET BUNGE TV'.



Parliamentary Broadcasting Unit staff actively engaged in production of the House broadcasts.

Activities Undertaken in 2013/14

- a) Set-up an outside broadcasting unit at the Kenyatta International Conference Center (KICC), which televised the historical sitting of the SENATE Chamber for the very first time in Kenya's independence history.
- b) Played a key role in the Kenya @50 years celebrations by preparing documentaries and displaying the same on screens at the KICC grounds.
- c) Broadcasted a joint Sitting of the two Houses (the Senate and the National Assembly) of Parliament.
- d) Migrated to the digital broadcast platform in compliance with government migration deadline.
- e) Facilitated live coverage of the Presidential Address to the EALA sittings.

3.4.7 PRINTING UNIT

The mandate of the Parliamentary Printing Unit is to provide printing services to the Parliament of Kenya. The unit's core values are to ensure that quality, confidentiality, urgency and accuracy is maintained. Some of the documents the printing unit produces include Bills and the Vellum, brochures, posters, business cards for Members and senior staff, and printing and binding of Committee reports. The press continues to offer binding services to Committees and the library.

Activities Undertaken in 2013/2014

The following activities were undertaken in the 2013/2014 financial year

- a) Bound Committee Reports, Papers laid, news papers and magazines for the Library.
- b) Procured software for the printing and design of Bills and other documents.
- c) Procured design support hardware (Macintosh) and related software.
- d) Prepared of specifications for other equipment to be used with the digital press.
- e) Designed forms for the SMART HR system.
- f) Published the Hansard for the Senate.
- g) Developed a policy on paper usage which was presented to the Joint Services Board.

3.4.8 TELEPHONE EXCHANGE SERVICES UNIT

The Unit is charged with the provision of quality exchange lines and switchboard facilities and services. The Unit functions to facilitate communication within and without Parliament. The Unit also liaises with major service providers on platform compatibility, oversees smooth operations of PABX, fault management of fault and voice device, acts as a call center for Parliament and government as a whole, and advises on the current voice equipment in the market.



*Senior Telephone supervisor Jacinta Kathusi at her desk.
Ms. Kathusi is one of the long serving officers of Parliament*

Activities Undertaken in 2013/14

- a) Acquisition and installation of a New PABX (HiPath 4000).
- b) Reviewed the telephone unit structure.
- c) Deployed and connected new telephones in Protection House, County Hall, Harambee plaza, Main building, KICC and the Centre of Parliamentary Studies and Training (The CPST).
- d) Reviewed, prepared and distributed the internal directory.
- e) Oversaw fibre connection to County Hall, Protection House, Harambee Plaza and Continental House to facilitate voice services.
- f) Oversaw structured cabling from Ground floor to 6th Floor of the Protection House.
- g) Undertook training of telephone staff on new PABX operation.
- h) Distributed Postal directories.

3.5 DIRECTORATE OF LITIGATION AND COMPLIANCE

The Directorate of Litigation and Compliance Services is responsible for the provision of non-partisan, professional legal services to the Parliamentary Service Commission, Members and staff of Parliament (both the National Assembly and Senate).

Duties and Responsibilities

The Directorate undertakes the following functions:

- a) Legal representation of the Parliamentary Service Commission, Parliament, Speakers and Clerks of Parliament in the courts of law and other quasi-judicial tribunals.
- b) Drafting and approving of contracts and other legal instruments on behalf of the Parliamentary Service Commission and the Parliamentary Mortgage Scheme Fund.
- c) Undertaking conveyancing (property transactions) on behalf of the Parliamentary Service Commission.
- d) Providing the Parliamentary Service Commission, the Speakers and Clerks of Parliament, Members and staff of Parliament with impartial legal advice of a corporate nature on matters affecting their official Parliamentary corporate activities.
- e) Ensuring compliance by the Parliamentary Service Commission with all applicable legal and regulatory requirements.

Activities undertaken in 2013 /2014

- a) The Directorate provided technical support to the Commission in the following matters:
 - Restructuring of the Parliamentary Service to cater for an expanded Parliament with two Houses.
 - Drafting of the PSC Bill 2014 for the Commission.
 - Drafting of the Parliament (Powers, Immunities and Privileges) Bill for the two Houses of Parliament.

- Drafting of the Parliamentary Mortgage (Members) Scheme Fund and Parliamentary Mortgage (Staff) Scheme Fund Regulations 2013.
- Drafting of the Parliamentary Car Loan (Members) Scheme Fund and Parliamentary Car Loan (Staff) Scheme Fund Regulations, 2013.
- b) The Directorate undertook litigation on behalf of Parliament, the Parliamentary Service Commission, the Speakers of Parliament and the Clerks of Parliament.
- c) Provided legal advice to the Senate Special Committees in the first two impeachments of Governors in Kenya, that is, the Governors of Embu and Kericho Counties.
- d) Supported the pupillage programme carried out under the auspice of the Council for Legal Education. It managed to seek approval of the Commission to expand the parliamentary Pupillage programme from 3 Pupils to Six Pupils with effect from 2015.
- e) Counsel attended attachments, training and Continuous Legal Education (CLE) programmes to build their capacity.



Mr Sheriffsam Mwendwa, Deputy Director Litigation and Compliance welcomes foreign delegates to the November 2013 Africa Legal Counsel for Parliament colloquium hosted by the Parliament of Kenya in November in Nairobi

3.6 BUILDING AND MAINTENANCE DIVISION

Duties and responsibilities

The department of building and maintenance is in charge of the following:

- a) Maintenance of buildings, gardens and minor repair works.
- b) Refurbishment and alterations of buildings.
- c) Planning, coordination and implementation of PSC projects.

- d) Liaison with project consultants.
- e) Replacement and servicing of equipment.
- f) Ensuring continuous flow of water and power in all the Parliament buildings.

Activities undertaken in 2013/14

- a) Refurbishment of the Senate Chamber and Creation of Offices.
The following works have been completed: -
 - County Hall: offices, mini chamber and two committee rooms
 - Staff canteen,
 - Refurbishment of senate Chamber, first floor, tower and mezzanine offices
 - New restaurant, kitchen, offices, car parking are about 94% complete.
- b) Refurbishment of Harambee Plaza.
- c) Construction of the Multi -storey Office Block: the site of the project was handed over on 16th January 2014.
- d) Refurbishment of Red Cross, Juvenile Court, Protection House & Ukulima House: The main contract and sub-contract works have been awarded.
- e) Residence for the National Assembly Speaker: The renovations for the residence of the Speaker of the National Assembly were completed and the Speaker moved to the residence in early June 2014.
- f) Offices for the Members in KICC: After the PSC leased offices in KICC, the floors were partitioned and shears procured for all the offices.
- g) Maintenance activities undertaken included normal maintenance work, minor repairs, refurbishment and alterations in some areas.

3.7 SECURITY AND SAFETY DIVISION

The main function of the Security and Safety Division is to provide a safe and secure working environment to Members, staff and property of Parliament. In keeping abreast with this function of the Department, the assignments undertaken by Security officers vary from time to time. During the course of their duties officers are expected to perform any one or all of the following tasks:

- a) Planning, coordination and implementation of the security programme.
- b) Coordinates the provision of security services to Parliament by other government security agencies and provides them with administrative support.
- c) Acts as security and safety quality assurance manager.
- d) Plans, coordinates and organizes training sessions for security staff both locally and abroad.
- e) Issues vehicle permits for personal vehicles (non-official) vehicles authorized to park within Parliament square.
- f) Vetting of visitors, clearing the visitors, issuing visitors passes and maintaining a visitors log sheet.
- g) Recording complaints from staff, issuing a complaint acknowledgement form and incident report form regarding the incident and ensuring the information is relayed to the Investigations Unit.
- h) Liaising with other security agencies for purposes of coordinating security.
- i) Attending scenes of criminal acts involving Members, staff and others covered under the Parliament security system or properties owned by Parliament and liaise at the scene of the incident with the Kenya Police where applicable.

- j) Provide security visits to Parliament premises (outside of the Parliament square) and supervision of commercially-contracted guards protecting other premises.

Achievements for the year 2013/14

- a) **Enhanced specialized armed security patrols .** Deployed more police officers at various points to beef up security.
- b) **Control and search of vehicles around Parliament Square.** County Road, County Lane, St. John's Gate, and Red Cross lane were restricted for use and controlled by Parliament security.
- c) **Patrols of police on horseback for deterrence.** Arrangements were made to have police on horseback to be deployed especially during special functions such as the State opening of Parliament or as need may arise.
- d) **Control of government vehicles.** A vehicle movement register was introduced at all access points.
- e) **Implementation of a 24/7 senior security/SAA management staff supervision of security operations in Parliament**
A Duty Roster was introduced comprising officers from PSC 10 as Duty Officers and PSC 12/13 as Field Officers.
- f) **Monthly security technical committee meetings.** The committee which comprises of the Director-General (Parliament), Directors of Operations (National Police Service), Chief Security Officer and Chief Serjeant-at-Arms met on a monthly basis to review and update the security programme for Parliament.
Established task management teams namely administrative, liaison and logistic, operations, fire and safety, technical unit, intelligence and investigation and quality assurance task teams.
- g) **Procurement of fraud proof car stickers.** Issued fraud proof car stickers with identification bar codes from one central point.
- k) **Implementation of access controls**
The following activities were implemented:
- Constructed bollards in the area to prevent forceful vehicle entry
 - Erected warning signs around the precincts of Parliament
 - Development of new badges is on going
 - Automation of gates is ongoing
- l) **Training and capacity building**
- 253 officers were trained
 - Induction course for newly recruited security officers was undertaken
- m) **Reporting**
- Held weekly security meetings
 - Submitted daily situation reports
 - Held regular briefings for the senior management on the state of security

Security and safety of Parliament remains a critical service especially given the current security situation in the country. Implementation of the security plans requires support from Parliament.

3.8 PSC SECRETARIAT

The Parliamentary Service Commission Secretariat is the institutional memory of the Parliamentary Service Commission and the Board of Senior Management. It provides support to the Secretary to the Commission in fulfilling his mandate.



County Hall: Parliamentary Service Commission offices

The PSC Secretariat facilitates the Parliamentary Service Commission in implementing its mandate as provided in Article 127 (6) of the Constitution of Kenya 2010 as follows:

- a) Providing services and facilities to ensure the efficient and effective functioning of Parliament.
- b) Constituting offices in the Parliamentary Service and appointing and supervising office holders.
- c) Preparing annual estimates of expenditure for submission to the National Assembly and exercising budgetary control.
- d) Undertaking, singly or jointly with other relevant organizations, programmes to promote the ideals of parliamentary democracy.
- e) Performing other functions necessary for the well being of members and staff of Parliament as prescribed by national legislation.

Duties and responsibilities

The Secretariat specifically deals with:

- a) Co-ordination and management of the Commission's activities on behalf of the Clerk of the Senate/Secretary to the Commission.
- b) Formation of a seamless link between the Board of Senior Management and the Parliamentary Service Commission.
- c) Organizing Commission/Committee/Board of Senior Management meetings, retreats and study tours and hosting parliamentary delegations from other jurisdictions.

- d) Preparing Minutes of the Board of Senior Management, Committees of the Commission and Commission Meetings.
- e) Preparing Resolutions of the Board of Senior Management and the Commission and following up on implementation.
- f) Preparing the Commission's Annual Report with input from the two Houses and Joint Services.

Activities undertaken in 2013/2014

During the year under review, the PSC Secretariat facilitated the Commission to hold 28 Commission Meetings on various administrative and management issues.

The six (6) Commission Committees established to address various thematic areas and the Board of Senior Management were also facilitated to hold meetings as follows:

S/NO	Commission Committee	No. of meetings
1.	Security and Development	14 meetings
2.	Members Welfare	6 meetings
3.	Tender and Procurement	12 meetings
4.	Staff Welfare	12 meetings
5.	Finance	5 meetings
6.	Public Information	10 meetings
7.	Board of Senior Management	48 meeting

Some of the activities undertaken by the Commission during the year under review include:

- a) Facilitated increased allocation for Members Mortgage and car loan seed money.
- b) Recruited additional staff to support the expanded workload including Clerks, Accountants, Security Officers, Research Officers, Legal Counsels and Legal Clerks, Fiscal Analysts, Finance Officers, Serjeant-At-arms, Media Relations Officers and Hansard Officers).
- c) Considered various staff matters such as promotions, re-designations, redeployments and disciplinary cases for staff.
- d) Adopted a new of Scheme of service for office attendants and health club personnel.
- e) Approved and submitted the PSC budget for the financial year 2014/2015.
- f) Acquired and leased various buildings including protection House, Red Cross, Harambee Plaza to address the shortage of office space.
- g) Oversaw the completion of various refurbishment projects including the County Hall building and the Senate Chamber.
- h) Commissioned the construction of a 27 storey office block project to house members of parliament.

- i) Facilitated acquisition of vehicles for the leadership of Parliament.
- j) Established the outreach committee and adopted the parliamentary outreach programme.
- k) Established the Parliamentary fund.
- l) Approved medical ex-gratia assistance for Members and staff.
- m) Prepared and tabled the PSC 2012/2013 Annual report for tabling in both Houses.

The PSC secretariat also facilitated the Commission to undertake study tours on effective management of a Bicameral Parliament in the Parliaments of Canada (October, 2013), various states in the United States of America (April, 2014), New Zealand (May, 2014) and Ireland (May, 2014) during the year under review.

Some of the recommendations for implementation from these study tours included the following:

- a) Establish a department of International and Inter-Parliamentary Affairs to manage protocol for both Members of Parliament and foreign delegations.
- b) Integrate the media in Parliament, and provide media centers within the precincts of Parliament.
- c) Pursue public outreach programmes.
- d) Develop plans for the refurbishment of Parliament buildings at least five (5) years in advance.
- e) Provide confidential counselling and referral services to parliamentary staff and their families in areas such as marital issues, stress and anxiety, alcohol and drug dependency, as well as support to bereaved persons.
- f) Establish an ultra-modern and well equipped library.
- g) Establish a gift and souvenir shop for sale of Parliament souvenirs to visitors.
- h) Install an integrated security system.

The secretariat facilitated the Commission in hosting a delegation of Parliamentary Service Commissioners from Uganda and a delegation of Members of Parliament from South Sudan.

3.9 INTERNAL AUDIT

The Department is tasked with the independent review of governance mechanisms, risk management, and control processes in Parliament.

Activities undertaken in 2013/2014

The department undertook the following activities:

- a) Provided the secretariat for the Audit Committee.
- b) Audited the Imprest system and submitted a report to the Board of Senior Management.
- c) Reviewed the process of medical scheme and submitted a report to management.
- d) Continued with routine pre-audit in the FY 2013/14.
- e) Undertook several systems audit and prepared reports for further action. These included a report on payment of allowances to staff, telephone allowances audit, Human Resource Audit on Recruitment, selection, Placement and Promotions Payment system and Review of the Taxation procedures:
- f) Audited operations at the Catering Department and submitted a report to the Board of Senior Management on recommendations to improve the management of the catering services.
- g) The department in conjunction with the Constituency Liaison office conducted the training of Constituency / County Office Managers and their Deputies in a number of counties.

4.0 CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING



CPST staff and selected trainers at a training manual validation workshop

The Centre for Parliamentary Studies and Training (CPST) was established on 8th December 2008 by the Parliamentary Service Commission (PSC) under the Subsidiary Legislation, and Legal Notice No. 95 of July 22, 2011.

Duties and Responsibilities

- a) The training institution is a one-stop specialized resource centre that offers capacity building opportunities for both Members and staff of Parliament. The centre also serves other stakeholders interested in gaining an understanding of the Kenyan Parliament and other Parliaments in the East African Community, the Great Lakes Region and the African Continent at large.
- b) The CPST is served by three functional directorates namely the Directorate of Administration and Corporate Affairs; the Directorate of Curriculum Development and Training; and the Directorate of Research and Development. These Directorates play a critical role in ensuring that the institution achieves its set goals whilst implementing its strategic plan.

Activities Undertaken in 2013/2014

- a) In the financial year July 2013 to June, 2014, a total number of 2,886 participants were trained both at the CPST campus in Karen and in other venues. Trainings are delivered on a supply driven approach based on an annual training calendar and demand driven approach based on training requests, in partnership with development partners. Notable partners that the CPST has partnered with include SUNY Kenya, Kenya Transition Initiative (KTI) and Westminster foundation for Democracy (WFD).

The trainings carried out during the period under consideration are summarised below:

S/No.	Category of trainees	Number of trainings	Number of trainees	Percentage (%)
1.	Members of Parliament	2	25	1
2.	Staff of Parliament	2	376	13
3.	Members of County Assemblies	39	2,043	71
4.	Staff of County Assemblies	7	216	7
5.	Parliamentary Liaison Officers in the Ministries and the office of the Deputy Presidents (LILO)	1	37	1
6.	Training of Trainers (ToT)	3	118	4
7.	Validation workshop on curriculum support materials	1	25	1
8.	Review of standing orders	1	46	2
	Grand total	56	2,886	100

The centre plans to increase the training of Members and staff of Parliament as well as improve the quality of training through undertaking a Training Needs Assessment (TNA) to form a basis for preparation of the year 2014/2015 training calendar.

- b) During the year 2013/2014, preparation of the training manuals was initiated with support from both the Westminster Foundation for Democracy and the FORD Foundation through State University of New York (SUNY) Kenya. These manuals will be launched in the year 2014/2015.
- c) Changes were also made in the evaluation of the trainings to incorporate concepts learnt at a Training of Trainers Monitoring & Evaluation training. It is envisaged that trainers will now be given feed back after each day of training in order to promote quality of training.
- d) In the period under review, grants and support was received from SUNY Kenya in the form of equipment valued at KShs. 2,102,555, over and above training support. The Kenya Transition Initiative (KTI) donated a Toshiba Laptop and sixty four USBs.
- e) Plans are underway to acquire land for expansion of the training institution in order to provide quality services. Other capital projects undertaken during the period included the construction of an additional abolition block so as to allow mounting of short courses at the centre on an ongoing basis.
- f) Embarked on benchmarking exercises with other similar institutions. Members of the CPST Board and staff visited the Bureau of Parliamentary Studies and Training (BPST) in New Delhi, India between 6th and 15th November 2013. The study tour included visits to the Lok Sabha (National Assembly of India), BPST and the Bengaluru State.
- g) Considerations for entering into Memoranda of Understanding (MOUs) and collaborations with the Jomo Kenyatta University of Agriculture and Technology (JKUAT) and the Institute of Diplomacy and International Studies (IDIS), University of Nairobi. Further, the centre plans to collaborate with the International Centre for Parliamentary Studies (ICPS), Royal Institute of Public Administration (RIPA) based in London, United Kingdom and the Organization for Social Science Research in Eastern and Southern Africa (OSSREA) in the area of legislative research.

5.0 CHALLENGES AND RECOMMENDATIONS

The commission faced some challenges during the year under review.

5.1 Challenges

- a) Lack of sufficient Committee rooms which hinders effectiveness of Parliament.
- b) Lack of suitable office accommodation for Members and staff especially following the recruitment of new staff and the increased number of Members.
- c) Lack of sufficient office equipment including telephone lines, desks, chairs, computer accessories, printers, photocopier etc.
- d) During the first three quarters of the year, staffing constraints were experienced. This affected service delivery and overall performance. However with the recruitment of new officers in April 2014, this challenge has been addressed.
- e) Inadequate budgetary allocation to the institution which hampered effectiveness in achieving the institution's mandate.
- f) Inadequate opportunities for capacity building and staff exposure.

5.2 Recommendations

Some of the recommendations to address the challenges includes the following:

- a) Acquisition of additional offices and equipment and timely completion of the refurbishment of offices and Commission projects for provision of more office accommodation and committee rooms.
- b) Enhanced capacity building of staff on the required expertise and skills and increasing opportunities through partnering with other training institutions.
- c) Proper planning and fast tracking of procurement of the required equipment and services.



The Parliamentary Service Commission in one of its sittings

Joint Session of Parliament March 2014



His Excellency the President inspects a guard of Honour mounted by the Kenya Defence Forces during the State Opening of Parliament



H. E. the President meets members of the Senate during the garden party



Speaker Muturi confers with Clerks Bundi and Nyegenye



H.E. President Uhuru Kenyatta escorted to the National Assembly Chamber by the Speakers of National Assembly and Senate



Serjeant at Arms of the National Assembly (left) and Senate (right)



H.E. The President greets Members of the National Assembly during the garden party

Sports Activities 2014



The National Assembly football team



The Senate football team



The National Assembly tug-of-war team at their best



The Senate Team hold tight to the rope



Senators and staff celebrate after registering a win in the Inter house competition



Speakers of the National Assembly (left) and Speaker of the Senate (right) lead their team into the field

Other activities of Parliament 2013/14



Speaker Muturi welcomes H. E. William Ruto, the Deputy President



Hon Dr. Joyce Laboso (centre) , Deputy Speaker of the National Assembly hands over a trophy to Senator Stephen Melly (Senate team captain)(left) and Hon. Dr Victor Mwangi (National Assembly captain). Both teams had drawn (1-1) in the Sportsday 2014 football match.

CPIINT103.



Speakers of East African countries National Assemblies at Speakers' Conference hosted by Kenya Parliament in Nairobi



Workshop on the Management of committee of general oversight and handling of Parliamentary questions



Speakers of The National Assembly and the Senate with Hon. Adan Duale Leader of Majority of the National Assembly (centre)



Speaker of The National Assembly with the President of the Republic of South Africa H.E. Jacob Zuma

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