

REPUBLIC OF KENYA



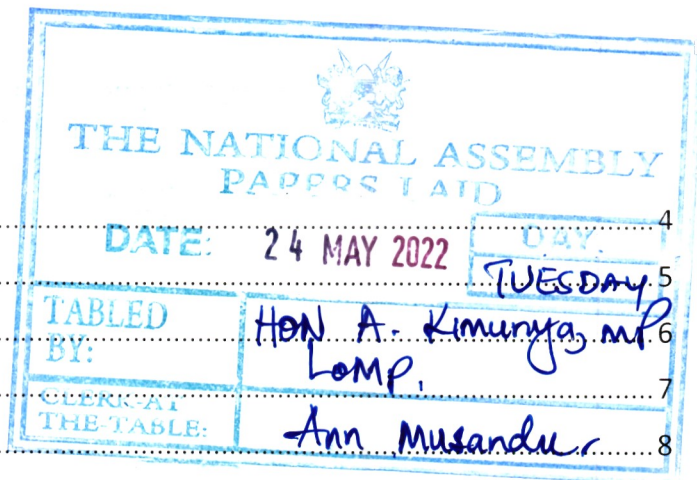
PARLIAMENTARY SERVICE COMMISSION

ANNUAL REPORT

2017 - 2018

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ABBREVIATIONS AND ACRONYMS

ACLCP	African Colloquium of Legal Counsel to Parliaments
ACP-EU	Africa Caribbean Pacific-European Union
AFIDEP	African Institute for Development Policy
AHADI	Agile and Harmonized Assistance for Devolved Institutions
APLESA	Association of Parliament Librarians for East and Southern Africa
ASK	Agricultural Society of Kenya
BoSM	Board of Senior Management
CoK	Constitution of Kenya (2010)
CPA	Commonwealth Parliamentary Association
CPD	Continuous Professional Development
CPST	Centre for Parliamentary Studies and Training
DIRS	Directorate of Research Services
DLC	Directorate of Litigation and Compliance Services
DLS	Directorate of Legal Services
EALA	East African Legislative Assembly
EALS	East Africa Law Society
ESAMI	Eastern and Southern African Management Institute
ICT	Information Communication Technologies
IEBC	Independent Electoral and Boundaries Commission
IFLA	International Federation of Library Associations
IFMIS	Integrated Financial Management Information System
IPU	Inter-Parliamentary Union
ISMS	Integrated Security Management System
JSC	Joint Select Committee
KBC	Kenya Broadcasting Corporation
KICC	Kenyatta International Conference Centre
KIM	Kenya Institute of Management
KIMC	Kenya Institute of Mass Communication
KPJA	Kenya Parliamentary Journalists Association
KSL	Kenya School of Law
LSK	Law Society of Kenya
MMD CNS	Multimedia Digital Congress System

ABBREVIATIONS AND ACRONYMS

MoU	Memorandum of Understanding
MPs	Members of Parliament
MSIC	Medical Scheme Implementation Committee
PBBF	Programme Based Budgetary Framework
PBU	Parliamentary Broadcasting Unit
PC-EIDM	Parliamentary Caucus for Evidence Informed Decision Making
PJSD	Parliamentary Joint Services Department
POP	Parliamentary Outreach Programme
PPARB	Public Procurement Administrative Review Board
PPU	Parliamentary Printing Unit
PRS	Parliamentary Research Services
PSC	Parliamentary Service Commission
PSSP	Parliamentary Service Strategic Plan
PSCS	Parliamentary Service Commission Secretariat
SAA	Sergeant-at-Arms
SADC	Southern African Development Community
SHRMS	Smart Human Resource Management System
ToT	Training of Trainers
UNITAR	United Nations Institute for Training and Research
VSP	Voluntary Service Programme
WFD	Westminster Foundation for Democracy

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 fulfil 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 and Teamwork*: We shall strive to maintain a high level of competence while promoting teamwork and professionalism.
- *Objectivity and Impartiality*: We shall be objective and impartial in delivery of service.
- *Accountability, Transparency and Integrity*: We shall further maintain the highest level of accountability, transparency and integrity in the discharge of our duties.
- *Efficiency and Responsiveness*: 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.

4TH PARLIAMENTARY SERVICE COMMISSION



Hon. Justin B.N. Muturi, EGH, MP
Speaker, National Assembly/
Chairman, PSC



Sen. Beth Mugo, EGH, MP
Vice - Chair, PSC



Sen. David Musila, MGH, MP
Member



Hon. (Dr.) Adan Keynan, CBS,
MP, Member



Sen. Sammy Leshore, CBS,
MP, Member



Hon. Jimmy Angwenyi,
MP Member



Hon. Regina Chang'orok Nyeris,
MP Member



Hon. (Dr.) Abdullahi Ibrahim Ali,
Member



Hon. Gladys Wanga,
MP Member



Dr. Lonah Mutoro Mumelo, HSC,
Member



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

5TH PARLIAMENTARY SERVICE COMMISSION



Hon. Justin B.N. Muturi, EGH, MP
Speaker, National Assembly/
Chairman, PSC



Hon. (Dr.) Naomi Shaban,
EGH, MP- Vice Chairperson,
PSC



Hon. (Dr.) Adan Keynan, CBS,
MP, Member



Sen. George Khaniri, MGH,
MP



Sen. Beth Mugo, EGH,
CBS, MP, Member



Hon. Aisha Jumwa, M.P.,
Member



Sen. Aaron Cheruiyot,
MP, Member



Hon. Samuel Chepkonga,
CBS, Member



Hon. Benson Momanyi, M.P.,
Member



Hon (Dr.) Lorna Mumelo,
HSC, Member



Mr J.M. Nyegenye, CBS,
Clerk of the Senate, Secretary, PSC

BOARD OF SENIOR MANAGEMENT



Mr. Jeremiah M. Nyegenye
CBS, Clerk, Senate / Secretary, PSC, BoSM Chairman



Mr. Michael Sialai, CBS
Clerk of the National
Assembly



Mr. Clement Nyandiere,
Director General, PJS



Mrs. Phyllis Makau, OGW
Director, Parliamentary Budget



Prof. Nyokabi Kamau,
Executive Director, Centre for
Parliamentary Studies (CPST)



Mr. Mohamed Ali,
Deputy Clerk, Senate



Ms. Eunice Gichangi, OGW
Deputy Clerk, Senate



Mr. Jeremiah Ndombi,
Deputy Clerk, National Assembly



Mrs. Serah Kioko,
Deputy Clerk, National Assembly



Mr. Anthony Njoroge,
Director, Litigation and Compliance



Mr. Dishon Nyaga,
Director, Speaker's Office
National Assembly



Mrs. Shadia M. Faryd,
Deputy Director, / Head of Commission
Secretariat / Secretary

EDITORIAL COMMITTEE MEMBERS

S/No.	Name & Designation	Role
1.	Mr. Clement Nyandiere, MBS, Director General, Joint Services	Chairperson
2.	Mrs. Phyllis Makau, OGW, Director PBO	Member
3.	Mr. Anthony Njoroge, Director Litigation and Compliance	Member
4.	Mrs. Gladys Ndeda, Hansard Editor, Senate	Member
5.	Ms. Anne Njoroge, Hansard Editor, National Assembly	Member
6.	Mr. Joel Irungu, Director, Finance and Accounting Services	Member
7.	Ms. Margaret Igane, Principal HRMO	Member
SECRETARIAT		
1.	Ms. Veronicah Kibati, Principal Clerk Assistant II	Secretary
2.	Mr. Osborn Obayo, Senior Clerk Assistant	Deputy Secretary
3.	Boniface Kiambi, Clerk Assistant III	PSC Secretariat
4.	Ms. Maureen Ochieng, Office of the Director General	Executive Secretary

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



It is my pleasure to present to you the Annual Report of the Parliamentary Service Commission (PSC) for the Financial Year 2017/2018. This report is prepared pursuant to Article 254(1) of the Constitution. The PSC is mandated to, among others; provide services and facilities to ensure the efficient and effective functioning of Parliament. Thus, during the 2017/2018 period, the PSC continued to implement its plan to ensure an optimal working environment for the Members and Staff of Parliament. In this regard, we made significant progress in the construction of the multi-storey office block and refurbishment of the recently acquired buildings within the Parliamentary Square.

One of the strategic objectives under the 2008/2018 Strategic Plan of the PSC was to enhance public engagement with Parliament. In this regard, the PSC developed a social media policy and launched various social media channels, notably Facebook, Twitter, and YouTube. We also reengineered Parliament's website to enhance information sharing and user interface. These platforms have certainly brought Parliament closer to the people through real time dissemination of information pertaining to Parliamentary business, as envisaged in Article 118 of the Constitution of Kenya (2010). We encourage members of the public to utilize these resources for information on Parliamentary business and to give feedback on matters affecting them.

The 2017/2018 period coincided with the end of term for the 11th Parliament; both Houses of Parliament adjourned sine die on 14th June, 2017. The PSC, subsequently, embarked on various activities to support the transition from the 11th to the 12th Parliament. This report highlights some of the activities, including review of standing orders for both Houses, preparation of various operation and procedural manuals; transition, induction, and orientation documentation.

The 11th Parliament was the first of its kind in Kenya, following the advent of the presidential system of government and the re-introduction of the bicameral Parliament with a unique mandate and composition. The critical responsibility of putting in place the necessary structures for the operationalization of the bicameral Parliament, therefore, fell upon the 4th Parliamentary Service Commission. The achievements of the Fourth Commission will ensure that the Fifth Commission will find solid structures upon which to continue providing services and facilities for the efficient and effective functioning of Parliament.

I, therefore, take this opportunity to sincerely thank Members of the Fourth Commission; the Speaker of the Senate, all Members of Parliament, the Clerk of the Senate/Secretary to the Commission, the Clerk of the National Assembly and the Parliamentary Service for their support and commitment to our vision for a supreme, effective, efficient and self-sustaining Parliament.

I thank you for your continued support.

HON. JUSTIN B. MUTURI, EGH, MP,

Speaker of the National Assembly and Chairperson, Parliamentary Service Commission

REMARKS BY THE CLERK OF THE SENATE AND SECRETARY TO THE PARLIAMENTARY SERVICE COMMISSION



The Parliamentary Service Commission's (PSC) Annual Report provides an opportunity for us to appraise the public on the activities of the Commission for the Financial Year 2017-2018. It also accords opportunity for reflection on the achievements, opportunities, and challenges faced by Parliament during this year. This is necessary as we plan for the next financial year. This report highlights the policies developed and activities undertaken for the FY 2017/2018 in line with the mandate of the PSC under Article 127 of the Constitution of Kenya, the Parliamentary Service Act, 2000, and the Strategic Plan of the Parliamentary Service Commission, 2008-2018. In 2017/2018, the PSC provided facilitation to the two Houses of Parliament to effectively discharge their legislative and oversight functions. Facilitation through development of relevant policies was also provided to staff who are a critical asset for implementation of the Commission's vision and mission. The report also outlines the achievements made by Parliament in implementing Articles 96 and 97 of the Constitution.

Optimal staff performance is essential for an efficient and effective functioning Parliament. In this regard, PSC continues to implement policies and systems for staff recruitment, induction, placement, training, appraisal, promotion, discipline and continuous professional development to ensure that the human resource available in the institution maintains high standards. The PSC also facilitates capacity building for members through various trainings and benchmarking initiatives and other capacity building programmes, some of which were implemented with the support of various development partners.

The Commission undertook different infrastructural projects to its core objective of providing a conducive working environment for Members and Staff of Parliament. Some of the projects the PSC implemented include maintenance of various buildings and equipment, refurbishment of Harambee Plaza and installation of fibre cables within the Parliament Square. The PSC also leveraged on ICT to enhance service delivery through the Smart Human Resource Management System (SHRMS), IFMIS, and Multimedia Digital Congress System (MMDCNS) for both Houses and Committee Rooms, E-mail services, mortgage, and accounting services.

Recognizing that devolution is a critical pillar of the Constitution of Kenya (2010) and is cited as one of the national values and principles of governance, which are binding on all state organs, the PSC continues to support devolution through the various capacity building programmes for different counties, facilitated by the Centre for Parliamentary Studies and Training (CPST) and staffers of Parliament. The PSC has also implemented an attachment programme that allows staff serving the county assemblies to visit various departments and offices of Parliament for benchmarking and learning purposes.

I appreciate the leadership and guidance of the Chairperson of the Parliamentary Service Commission and the members of the Commission who have been instrumental in the successful achievement of the mandate of both the Commission and Parliament. They have been steadfast and committed in ensuring an effective and efficient Parliament through the development and implementation of the necessary policies. The support of all Members of Parliament, the Parliamentary Service, other arms of Government, development partners and all stakeholders in service to the public is appreciated.

J. M. NYEGENYE, CBS

Clerk of the Senate and Secretary, Parliamentary Service Commission

EXECUTIVE SUMMARY

This report is prepared pursuant to Article 154 (1) of the Constitution of Kenya, which requires all Commissions to prepare and submit Annual Reports to Parliament. The report captures the activities of the 2017/2018 Financial Year; highlights progress made by all services, directorates departments and units of the Parliamentary Service Commission (PSC), and briefly, summaries some of the challenges encountered in the course of service delivery. Finally, it proposes recommendations on surmounting these challenges and enhancing the performance of the Parliamentary Service.

During the FY 2017/2018, activities of the PSC revolved around six strategic issues; addressing new demands and high expectations on Parliament, enhanced public engagement with Parliament, effective organizational structure and enhanced staff capacity. Others were provision of a conducive working environment for members and staff, leveraging on ICT for improved performance and communication and, lastly, enhancing resource base and improved resource management.

A key outcome of the Parliamentary Service during the period under review included enhanced quality of legislation and oversight role of both Houses. Legislative outputs including Bills (21), Motions (66), Committee Reports (158), vetting (10) and House Resolutions (36) were processed in both Houses. Other achievements were considerations of Sessional Papers (96), Petitions (104), legislative proposals (62), and consideration of public petitions (104).

During the period under review, the PSC also enhanced its procedural and infrastructural systems of operations, automation in some areas and enlisting the use of social media outlets in others. On enhancing the oversight role of Parliamentarians, there was strict adherence to principles of public finance as envisioned in the Constitution of Kenya and itemized in the National Budget.

Pursuant to this, the Parliamentary Service Commission processed the 2017/2018 County Cash Disbursement Schedule, the County Oversight Networking Engagement (CONE), and the County Appeals for Transfer of Functions. Other measures were the processing of the 2017/2018 Budget Policy Statement, the 2017/2018 Budget Estimates for both the national and county governments, and the Division of Revenue Bill (DoRB) for the 2017/2018 Financial Year. There were also steps taken towards strengthening research capacity to ensure credibility of the information it obtains and addressing issues of staff welfare as a means to an effective organizational structure and enhanced staff capacity.

A number of systemic and operational challenges were, however, encountered during the same period. Office space remains inadequate, need for enhanced automation of processes, and shortage of staff. There are also challenges of inadequate budgetary provisions - and delays in disbursements - as weighed against planned Commission activities; weak linkages within and between departments and directorates, and overlaps between multi-unit task forces formed to implement some aspects of the Constitution. To address all these challenges and ensure maximum output, there is need to adopt a practical and achievable strategic plan.

COMMISSION SECRETARIAT



County Hall Building - the home of Parliamentary Service Commission

The Parliamentary Service Commission (PSC) Secretariat supports the Secretary to the Parliamentary Service Commission in implementing the Commission's mandate as provided in Article 127 (6) of the Kenya Constitution 2010.

The Secretariat specifically performs the following functions:

1. Co-ordination and management of the Commission's activities on behalf of the Secretary to the Commission/the Clerk of the Senate.
2. Forming a seamless link between the Board of Senior Management and the Commission.
3. Organizing Commission/Committee/Board of Senior Management meetings, retreats and study tours and hosting parliamentary delegations from other jurisdictions;
4. Preparing minutes for the Board of Senior Management, Committees of the Commission and Commission Meetings;
5. Preparing resolutions of the Board of Senior Management, Commission Committees and the Commission and following up on their implementation; and,
6. Providing secretariat services to the Editorial Committee for the Development of the PSC Annual Report.
7. Providing secretariat services to ad hoc Committees of the Parliamentary Service Commission.

Mandate and Operations of the Parliamentary Service Commission

The mandate of the Parliamentary Service Commission as set out under Article 127 of the Constitution includes: providing services and facilities to ensure the efficient and effective functioning of Parliament; constituting offices in the Parliamentary Service and appointing and supervising office holders; preparing annual estimates of expenditure for submission to the National Assembly and exercising budgetary control; undertaking, singly or jointly with other relevant organizations, programmes to promote the ideals of parliamentary democracy; and performing other functions necessary for the well-being of members and staff of Parliament as prescribed by national legislation.

In order to facilitate the proper discharge of the Commission's mandate, the Commission works through the following seven (7) committees, which include -

Committee on Finance;

Oversees all financial transactions of PSC; controls; evaluates and monitors the Commission budget; negotiates for all funding for the Parliamentary Service Commission; ensures there is adherence to prudent financial management and establishes priorities and goals of development for the two Houses of Parliament.

Committee on Staff Welfare;

Oversees recruitment; appointments; promotions; terms and conditions of service of the staff of the

Parliamentary Service, including dealing with disciplinary issues.

Committee on Tender and Procurement;

Ensures that the procurement process in the National Assembly adheres to the procurement procedures' rules and regulations as provided under the Public Procurement and Disposal Act of 2005.

Committee on Members' Welfare;

Ensures that the necessary and appropriate policies are put in place regarding the provision of facilities and service for Members. It also facilitates the review of the terms and conditions of service for Members including ensuring that Members have access to appropriate training and exposure visit programmes to other parliamentary jurisdictions.

Committee on Security and Development;

Ensures that there is adequate/appropriate security within the precincts of the Parliament Buildings. The Committee also oversees development projects implemented by the Commission.

Committee on Public Information and Communication;

Ensures that there is a comprehensive communication strategy and policies encompassing media relations, public engagements, internal and external communications, and use of Information and Communication Technology amongst other matters touching on public communication. The Committee on Public Information and Communication's technical arm is the Standing Committee on Public Outreach, which coordinates, and implements outreach activities for Parliament.

Committee on Audit:

Responsible for strengthening audit function and promoting accountability of public funds

Board of Senior Management: (BoSM)

The BoSM is in charge of initiating policy proposals for approval by to the Commission, advising the Commission on best policy options and it oversees the implementation of the Commission's resolutions. It is the link between the management

and the Commission.

Business processing



2.0 POLICY FRAMEWORK

- i) Strengthening coordination and teamwork between the Commission, directorates and departments.
- ii) Enhancing service delivery within the Parliamentary Service
- iii) Enhancing resource base and improved management of resources through the Commission Committees on Finance and Audit.
- iv) Strengthening the capacity of Commissioners to effectively play their roles in the new constitutional dispensation through training and study tours.
- v) Improving the working environment for Members and Staff
- vi) Enhancing public engagement with Parliament through parliamentary outreach

3.0 PERFORMANCE REPORT

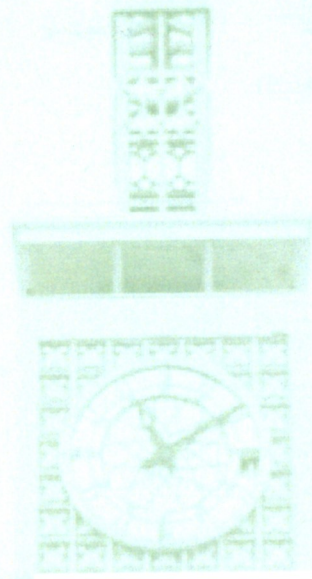
During the period under review, the PSC Secretariat facilitated the Parliamentary Service Commission, its Committees and the Board of Senior Management to undertake various activities as per its work plan. The Commission held a total of twelve meetings of which eight (8) were special meetings and four (4) were ordinary meetings. During these meetings, the Commission realized the following outputs:

1. Swearing-in of Commissioners to serve in the Fifth Commission commencing 2018 to 2022.
2. Appointment of members of the various Commission Committees and their Chairpersons.



Commission meeting in session

3. It streamlined mileage claims following an audit query on mileage claims for the FY 2014/2015 by resolving that Members of Parliament be paid mileage allowance strictly in accordance with the Salaries and Remuneration Commission Circular dated 11th June, 2013 with effect from 14th December, 2017 until further orders of the High court or further resolution by the Parliamentary Service Commission.
4. It reviewed the Parliamentary Service Bill, 2018 and submitted the Parliamentary Service Commission's Memorandum to the National Assembly Justice and Legal Affairs Committee and the Senate Justice, Legal Affairs and Human Rights Committee for consideration.
5. Engagement of a legal counsel on the matters of:
 - a. Nairobi Judicial Review Number 686 of 2017: *Republic v The Salaries & Remuneration Commission Ex Parte the Parliamentary Service Commission*.
 - b. Nairobi Constitutional Petition Number 71 of 2018: *Okiya Omtatatah V the Parliament of Kenya, The Attorney General, The Parliamentary Service Commission et al*
6. The Commission considered and approved various medical ex-gratia requests for Members and Staff of Parliament.
7. The Commission increased allocation for constituency offices to cater for operational expenses and constituency staff salaries.
8. The Commission in a bid to strengthen the Senate resolved that the allocation of Ksh. 2 Billion for the Senate Monitoring and Evaluation for the FY 2018/2019 be retained.
9. The Commission funded the 2018 Kenya National Prayer breakfast held on 31st May 2018 and resolved that funds be allocated in the budget estimates of the Parliamentary Service Commission for funding the annual event in perpetuity.
10. It approved that the CPST hosts the 3rd Global Parliamentary Training Institutions (PTIs) Symposium. The event was held from 9th to 11th May 2018 in Nakuru, Kenya.
11. The Commission facilitated Members of Parliament who did not have office accommodation within Parliament Buildings to lease office space for an initial period of one year.
12. The Commission resolved to cooperate with the Executive on the implementation of Presidential Proclamation on fresh vetting of Public Officers and approved that Chief Accountants and Chief Procurement Officers to be subjected to fresh vetting.
13. The Commission initiated the process of filling the vacant position for the Non-MP Commission left vacant following the resignation of Hon. Dr. Abdullahi Ali. The vacancy was filled by the appointment of Hon. Samuel Chepkong'a, CBS, M.P.
14. The Commission considered and approved various staff matters including promotions, confirmation in appointments, study leaves, secondment, discipline cases, re-designation among others.



PART I
REPORT FROM THE NATIONAL ASSEMBLY
SERVICE



1.0 DIRECTORATE OF SPEAKER'S OFFICE – NATIONAL ASSEMBLY

The Office of the Speaker is established under Article 106 (1) (a) of the Constitution of Kenya. The duties, responsibilities and powers of the Speaker are also spelt out in the Constitution, the Powers and Privileges Act and the Standing Orders. The Speaker, in his capacity as the head of the House, has the mandate of maintaining orderly conduct and granting a fair opportunity to all Members to contribute to debates; making decisions on matters of procedure; and examining the admissibility of motions, draft Bills, petitions, and Committee reports.

The Deputy Speaker, the Leader of Majority and the Leader of Minority in the House, the Whips, Speakers' Panel, and Chairpersons of Committees assist the Speaker in his duties. Members of the Speaker's Panel preside over the House in the absence of the Speaker and the Deputy Speaker. The Director, Speaker's Office is the administrative head of the affairs of the Office of the Speaker. The Director also serves as the link between the political office and the technical offices for the proper management and functioning of the National Assembly. Lastly, the Director is also responsible for preparation and review of correspondence and reports as directed by the Speaker. The Speaker's office also coordinates the activities in the leadership offices.

In 2017/2018, the Office of the Speaker was involved in a number of activities. For instance, the Speaker, aside from presiding over the House and chairing various House Committees such as the Powers and Privileges Committee joined

MPs in various functions in their constituencies and helped to articulate various issues in line with the mandate of the National Assembly. The Speaker also attended and participated in various international conferences.

2.0 OFFICE OF THE CLERK OF THE NATIONAL ASSEMBLY

The Clerk of the National Assembly is the administrative head of the National Assembly, Chairperson of the Board of Management of the National Assembly, member of the Senior Board of Management and member of the Board of the Centre for Parliamentary Studies and Training (CPST). The Clerk is the principal procedural advisor to the House, the Speaker, the Deputy Speaker, and all Members of the House. The Clerk is supported in the performance of his functions by two Senior Deputy Clerks. The Office of Clerk of the National Assembly is provided for in Article 128 of the Constitution.

The Clerk's responsibilities include:

- Being the principal advisor to the Speaker of the National Assembly, other presiding officers, and to all MPs on Parliamentary procedures, practices, conventions and traditions;
- Marshalling all legislative measures passed by the National Assembly;
- Being in charge of all policy and operational matters relating to the National Assembly; and
- Enhancing public understanding and knowledge of the work of the National Assembly.



Speaker of the National Assembly, Hon. Justin B.N Muturi, EGH, MP, Chairman of PSC leading other commissioners in an official function

3.0 DIRECTORATE OF LEGISLATIVE AND PROCEDURAL SERVICES

The Director, Legislative and Procedural Services is the head of administrative services for the procedure and business of the National Assembly.

The duties and responsibilities of the Directorate include:

- Providing legislative and procedural support to the House;
 - Marshalling of published Bills, Motions, and Sessional Papers;
 - Preparing and processing of weekly programme of Business, Order Papers and Votes and Proceedings of the National Assembly;
 - Providing professional advice on Parliamentary procedure, tradition, practice, convention and etiquette;
 - Keeping custody of National Assembly journals and records and archiving of those records attending to specific chamber duties;
 - Coordination and supervision of the functions and operations of the Directorate of Legislative and Procedural Services of the National Assembly;
 - The Table Office including marshalling of published Bills, Motions and Sessional Papers; and processing of weekly programme of Business and preparation and timely circulation of Order Papers and Votes and Proceedings of the National Assembly;
 - The Journal Office, including keeping custody of National Assembly journals and records and archiving of those records;
 - Matters connected to Parliamentary associations like CPA, IPU, and exchange programmes, friendship groups and international desks and conferences; and
 - Public participation in the legislative process including responding to inquiries from members, staff, the public and other legislative bodies.
- During the financial year, the directorate undertook the following activities:
- i) Scheduling the business of the House as per the approval of the House Business Committee;
 - ii) Processing MPs' requests on motions, questions, petitions, statements, and amendments to motions and reports;
 - iii) Processing of Bills, Sessional Papers and Statutory Instruments;
 - iv) Marshalling all decisions arrived at by the National Assembly through preparation of votes and proceedings, and vellums on Bills; facilitating Assent of Bills by the President, preparation of messages to and from the House; preparation and transmission of communications on decisions arrived at in the House; preparation of certificates and other communications on various House resolutions to implementing agencies;
 - v) Offering administrative services to Procedural Committees such as the House Business Committee;
 - vi) Management of joint sittings of Parliament;
 - vii) Preparation and publishing of Parliamentary fact sheets;
 - viii) Publishing of the Speakers' considered Rulings and Guidelines (2008-2016);
 - ix) Publishing of the Members' Handbook;
 - x) Preparation of communications from the chair and considered rulings;
 - xi) Facilitating National Assembly's participation in various Inter-Parliamentary Union meetings, conferences, as well as other international meetings;
 - xii) Training of staff and capacity building; and
 - xiii) Archiving of all papers and documents from the House.

4.0 DIRECTORATE OF LEGAL SERVICES OF THE NATIONAL ASSEMBLY

The Directorate of Legal Services of the Kenya National Assembly (DLS) was established in 2012 by the PSC following the restructuring of offices within the Parliamentary Service. This was done 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. This report gives a status of business handled by the Directorate for the year 2017/2018.

4.1 THE ROLE OF THE DIRECTORATE OF LEGAL SERVICES

The main purpose for which the DLS was established is to provide efficient and timely legal and legislative services to the National Assembly, its Committees, the Speaker, the PSC, MPs, and the Clerk of the National Assembly. Provision of legal services to the National Assembly by the DLS contributes greatly to the realization of the following PSC's strategic objectives as set out in the PSC Strategic Plan 2008-2018 (Revised 2012). The objectives are:

- i) Strengthening the capacity of members to make laws;
- ii) Strengthening the Office of the Speaker and other Parliamentary offices;
- iii) Strengthening the Office of the Clerk;
- iv) Strengthening Parliamentary research services;
- v) Enhancement of service delivery; and
- vi) Enhancement of staff performance;

Accordingly, Members of the National Assembly, the Speaker of the National Assembly, the Deputy Speaker of the National Assembly, the Leader of Majority Party, the Leader of Minority Party, Majority and Minority Whips, Committees of the National Assembly and the Clerk of the National Assembly are the main clients of the DLS.

Departments of the Directorate

To enhance efficiency and effectiveness in the delivery of legal services to the National Assembly and Parliament, the National Assembly Board of Management in 2016 resolved that the

Directorate of Legal Services be comprised of the following three departments:

- Department of House Legal Services;
- Committees Legal Services Department; and
- Department of Internal Compliance and Delegated Legislation

The Directorate of Legal Services Work Output in 2017- 2018

In 2018, the DLS processed the following:

Activity	Quantity
Drafting, reviewing and publishing Executive Bills	33
Formulating and Drafting Legislative Proposals	243
Preparation of Vellum Copies	23
Legal Opinions on admissibility of Petitions	280
Drafting Committee Stage amendments	1000
Scrutiny of Statutory Instruments	72
Formulating and Drafting Legal Opinions	700

THE DIRECTORS ALSO UNDERTOOK THE FOLLOWING ACTIVITIES:

Strengthening the Capacity of Members and Committees to Make Laws

The DLS received and processed over 243 requests for bill drafting services from MPs. The DLS rendered professional legislative drafting support to the MPs by researching, analyzing and drafting preliminary and final versions of these Bills of the Parliamentary legislative process. versions of these Bills. The legislative proposals are at various stages

Further, the DLS received and processed thirty-three Government Bills, which were published under the name of the Leader of the Majority Party in the National Assembly. The DLS also scrutinized and processed thirty-three Vellum copies of Bills passed by the National Assembly and processed over 280 Petitions by members of the public and MPs.

5.0 THE LIAISON COMMITTEE - ENCOMPASSING ALL COMMITTEES OF THE NATIONAL ASSEMBLY

The Report of the Liaison Committee is prepared pursuant to Standing Order 200 (1) and (2), which provides that “unless a more regular interval is prescribed under any written law or these Standing Orders, each select Committee shall submit half yearly progress reports to the Liaison Committee. The Liaison Committee shall, within twenty-one days, compile the reports and submit a report to the House.

The Report details the operations of Committees of the National Assembly for the period June 2017 to June 2018. Committees in the National Assembly are categorized into House Keeping, Departmental, Financial Audit Committees, other select Committees and joint Committees of the Senate and National Assembly, among others

The Committee’s Mandate

The Liaison Committee is established under the provisions of Standing Order 217 and consists of the Deputy Speaker (Chairperson), First Chairperson of Committees (Vice Chairperson), a member of the Speaker’s Panel, and the Chairpersons of all Committees of the House and is responsible for among others, guiding and coordinating the operations, policies and mandates of all Committees, deliberating and apportioning the annual operating budgets among the Committees and considering the programmes of all Committees including their need to travel and sit away from the precincts of Parliament.

This Report details the operations of Committees of the National Assembly for the period January 2018 to June 2018. Committees in the National Assembly are categorized into Departmental, Housekeeping, Financial Audit and other Select Committees.

6.0 OPERATIONS OF NATIONAL ASSEMBLY COMMITTEES

b) House Keeping Committees

1. Procedure and House Rules Committee

The Procedure and House Rules Committee is established pursuant to Standing Order 208 of the National Assembly Standing Orders and is mandated to propose amendments to the National Assembly’s Standing Orders and rules for the orderly and effective conduct of Committee business. The Speaker of the National Assembly chairs the Committee.

2. House Business Committee

The House Business Committee is established pursuant to Standing Order 171 of the National Assembly’s Standing Orders. The Committee is mandated to among others; prepare and adjust the Parliamentary Calendar with the approval of the House and to determine the nature of business appearing in the Order Paper. The Committee, whose chairperson is the Speaker of the National Assembly, is appointed within seven days on assembly of a new House.

3. Selection Committee

The Committee on Selection is established pursuant to Standing Order 172 of the National Assembly Standing Orders to nominate members in consultation with Parliamentary parties, to serve in Committees, save for the membership of the House Business Committee and Committee on Appointments. The Chairperson of the Committee is the Leader of the Majority party, who is deputized by the Leader of the Minority Party.

4. Members’ Services and Facilities Committee

The Select Committee on Members’ Services and Facilities is established pursuant to the National Assembly Standing Order No. 212B. It is charged with the mandate of receiving and considering views of Members of the National Assembly on the services and facilities provided to them by the PSC. The Committee is also charged with advising and reporting on all matters connected to these services and facilities.

Activities Undertaken by National Assembly Committees.

a) Members' Services and Facilities

Number of Sittings: During this period, the Committee held a total of thirty-six sittings, both in-house and with various stakeholders in execution of its mandate.

Legislation: The Committee began considering draft Regulations on the Catering Fund.

Inspections/Workshops: The Committee conducted an inspection exercise of all the Parliament Buildings on 1st February, 20th and 27th March 2018. The exercise focused on members' offices, internet facilities, washrooms, office furniture and fittings, Committee rooms and how they are equipped, parking bays, grounds and gymnasium, among others.

b) Financial and Audit related Committees

i) The Public Accounts Committee

Establishment and Mandate of the Committee

The Committee is mandated to examine the accounts showing the appropriations of the sum voted by the House to meet the public expenditure and of such other accounts laid before the House, as the Committee may think fit and providing for oversight of the expenditure of public funds by ministries/ departments, to ensure value for money and adherence to government financial regulations and procedures. The Committee executes its mandate based on annual and special audit reports prepared by the Office of the Auditor General (OAG).

Activities Undertaken During the Period under Review

The Committee held a total of fifty-seven (57) sittings to examine the audited accounts of State Departments, Commissions and Independent Offices key among them Ethics and Anti-Corruption Commission, Commission on Revenue Allocation, Independent Electoral and Boundaries Commission, the

Parliamentary Service Commission, Judicial Service Commission and the Judiciary.

ii) Public Investments Committee

The Committee is established pursuant to provisions of Standing Order 206 and is responsible for the examination of the working of the public investments. Under the provisions of Standing Order 206 (6) the Committee is mandated to examine reports and accounts of the public investments, the report of the Auditor General on the public investments; and examine, in the context of the autonomy and efficiency of the public investments, whether the affairs of the public investments, are being managed in accordance with sound financial or business principles and prudent commercial practices.

Activities Undertaken During the Period under Review

During the period under review, the Committee held a total of forty-eight sittings in Parliament Buildings and out of the precincts. The meetings were held to examine the reports and accounts of public investments, reports of the Auditor General on the accounts of public investments and examining the autonomy and efficiency of public investments. The meetings sought to establish whether the affairs of the public investments were being managed in accordance with sound financial or business principles and prudent commercial practices.

iii) Special Funds Accounts Committee

The Special Funds Accounts Committee is a Select Committee of the House established under the National Assembly's Standing Order number 205A to examine accounts laid before the House of the National Government Constituencies Development Fund, Equalization Fund, Judiciary Fund, Political Parties Fund and other Funds established by law as the Speaker may direct.

Activities Undertaken During the Period under Review

The Committee undertook the following activities, which were in line with its work plan.

Number of Sitzings: For the period spanning from December 2017 to June 2018, it held forty-two (42) sittings.

Capacity Building Forums: The Committee participated in workshops and seminars aimed at enhancing the capacity of the members to undertake their mandate including a customized Committee training that was held from 22nd to 25th February, 2018 in collaboration with key stakeholders and Public Finance Management Conference for Africa, organized by ICPAK from 25th to 27th April, 2018 in Mombasa.

The Committee began examining audit reports of the National Government Constituencies Development Fund for the 290 Constituencies for the Financial Years 2013/14, 2014/15 and 2015/16.

In the same period, the Committee also examined reports of other funds under its mandate for the year ended 30th June, 2016 among them, the Youth Enterprise Development Fund for the year ended 30th June, 2015, the Kenya Roads Board Fund for the year ended 30th June, 2017 and the Agricultural Settlement Fund Trustees for the year ended 30th June, 2016.

iv) Budget and Appropriations Committee

The Budget and Appropriations Committee is established pursuant to section 7 (d) & (f) of the Public Finance Management (PFM) Act 2012. The Committee is mandated to monitor adherence by all arms of government and their entities to the principles of public finance and fiscal responsibility principles of the PFM Act, 2012, examine the financial statements and other documents submitted to the National Assembly and make recommendations to the National Assembly for improving the management of Kenya's public finances.

Activities Undertaken During the Period under Review

The Committee held a total of thirty-three (33) sittings, both in-house and with various stakeholders in execution of its mandate.

c) Departmental Committees

Departmental Committees are established pursuant to the provisions of Standing Order 216 (5) to investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned ministries and departments; study the program and policy objectives of ministries and state departments and the effectiveness of implementation; study, assess and analyse the relative success of the ministries and departments as measured by the results obtained as compared with their stated objectives; investigate and inquire into all matters relating to the assigned ministries and state departments as they may deem necessary and as may be referred by the House among others.

i) Administration and National Security

The Second Schedule to the Standing Orders mandates the Committee to exercise oversight over administration of ministries and departments in the Executive including the Presidency (Cabinet Services & State Affairs), Ministry of Interior and Coordination of National Government, the Public Service Commission, the National Police Service Commission, and Independent Police Oversight Authority.

ii) Defence and Foreign Relations

The Committee oversees the operations of the Ministry of Defence, Ministry of Foreign Affairs and International Trade, National Intelligence Service and State Department for East African Affairs in the Ministry of East African Affairs, Commerce and Tourism.

Activities Undertaken During the Period under Review

In the period under review, the Committee held a total of forty-five (45) sittings, both in-house and with various stakeholders in execution of its mandate. The meetings were held to undertake among other things, investigation into the status of implementation of the Kenya-Border Security Wall project, consideration of various agreements, protocols and Bilateral Air Service Agreements, consideration of Bills, the Statute Law (Miscellaneous Amendments) Bill, 2018 and

consideration of the Supplementary Estimates for the 2017/ 2018 Financial Year.

In February 2018, the Committee vetted eight (8) persons nominated for appointment as Ambassadors and High Commissioners to the respective missions.

iii) Energy Committee

The Second Schedule to the Standing Orders mandates the Committee to consider matters relating to the fossils fuels exploration, development, production, maintenance and regulation of energy. In executing this mandate, the Committee oversees the State Department of Energy; and the State Department of Petroleum

In the period under review, the Committee held a total of thirty-eight (38) sittings, both in-house and with various stakeholders. The Committee received one (1) petition, which it was scheduled to consider and report to the House before the lapse of the stipulated timeline of sixty (60) days.

In the same Period, the Committee facilitated the Energy Bill 2017 sponsored by the Leader of the Majority Party, passed by the National Assembly and transmitted to the Senate for consideration.

The Committee also attended Jaramogi Oginga Odinga University of Science & Technology Disability Day from 27th to 28 March, 2018 at the University's Main Campus in Bondo, Siaya County in an event that sought to empower persons with disability through providing them with opportunity to interact with the larger community.

The Committee also engaged with various stakeholders in the execution of its mandate and these included Office of the Ombudsman, to deliberate on the developed source book and guidelines on access to information and the Ministry of Information, Communication and Technology to scrutinize the Ministry's Budget Estimates and consider the Computer and Cyber Crimes Bill, Copyright (Amendment) Bill and the Statute Law (Miscellaneous Amendments) Bill, 2017.

iv) Environment and Natural Resources

banking, insurance, population. revenue policies including taxation, national planning and development.

v) Finance and National Planning

The Committee considers public finance, monetary policies, public debt, financial institutions (excluding those in securities exchange), investment and divestiture policies, pricing policies, banking, and insurance, population revenue policies including taxation and national planning and development.

In the period under review, the Committee held a total of forty-three (43) sittings, both in-house and with various stakeholders in execution of its mandate. The Committee engaged with various stakeholders in the execution of its mandate which included the National Treasury and Ministry of Planning on scrutiny of Budget Estimates, consideration of Bills and other issues under the National Treasury's mandate and the Commission on Revenue Allocation on Budget scrutiny and for the launch of the 2nd policy identifying marginalized areas and their strategic plans for 2017 to 2022.

vi) Health

The Committee oversees the Ministry of Health and State Corporations in the Ministry of Health including National Hospital Insurance Fund, Kenyatta National Hospital, Moi Teaching and Referral Hospital, Pharmacy and Poisons Board, Kenya Medical Training College and Kenya Medical Supplies Authority.

Activities Undertaken During the Period under Review

The Committee held a total of forty-nine (49) sittings, both in-house and with various stakeholders in execution of its mandate and also engaged with various stakeholders and these included the Ministry of Health in relation to various issues including budget scrutiny, Bills committed to the Committee and policy issues in the ministry including leasing of medical equipment for Level 4 and 5 hospitals,

containerized/portable clinics programme and CT Scan project.

The Committee also held a consultative meeting with National Commission on Science and Technology on issues of bio safety and security and a consultative meeting with Kenya National Commission on Human Rights on women's reproductive rights.



National Assembly departmental committee meeting

vii) Lands

The Committee is mandated to consider the following: Land policy, physical planning, land transactions, survey and mapping, land adjudication, settlement, land registration, land valuation, administration of private, community and public land, and Land Information and Management System. The Committee oversees the State Department for Lands and the National Lands Commission.

Activities Undertaken During the Period under Review

The Committee held a total of fifty-three (53) sittings, both in-house and with various stakeholders in execution of its mandate and among its achievements in the year include: Finalizing on the Physical Planning Bill, 2017, 11th October, 2017, the Land Value Index Laws (Amendment) Bill, 2018 and the Statute Law (Miscellaneous Amendments) Bill, No 12 of 2018.

viii) Transport, Public Works and Housing

The Second Schedule to the Standing Orders mandates the Committee to consider matters relating to transport, roads, public works,

construction and maintenance of roads, rails and buildings and air and seaports, housing and the State Departments of Transport, Infrastructure, Housing and Urban Development, Public Works and Shipping and Maritime Affairs.

Activities Undertaken During the Period under Review

The Committee held a total of thirty-eight (38) sittings, both in-house and with various stakeholders in execution of its mandate. The Committee also received and processed three petitions, namely the Petition regarding amendments to the Traffic Act, the Petition on behalf of residents of Embakasi West Constituency regarding construction of Foot Bridges/ Crossings along Outer Ring Road, Nairobi and the Petition on alleged impending demolition of buildings along Mtangawanda -Kizingitini Road in Lamu County.

ix) Education and Research

The Committee is mandated to consider matters relating to education, research and training. The Committee oversees the Ministry of Education, Science and Technology, the Teachers Service Commission and other agencies and State Corporations in the education sector, including the Commission for Higher Education (CHE) Commission for University Education (CUE), Higher Education Loans Board (HELB), Kenya Institute of Curriculum Development (K.I.C.D), Kenya Institute of Special Education (K.I.S.E) and the Kenya National Examinations Council (KNEC).

Activities Undertaken During the Period under Review

The Committee held a total of forty-nine (49) sittings, both in-house and with various stakeholders in execution of its mandate.

In the period, the Committee received one statement pursuant to Standing Order 44(2) (c) relating to the manner and circumstances in which two Members of Parliament were handled and denied access to the Kenya National Examinations Council (KNEC) offices on Wednesday 28th March 2018.

The Committee received and processed a total of four petitions among them Collective Bargaining Agreements by Universities Academic Staff

Union, Petition on proposed amendments to the Universities Act to alter the voting system in election of representatives of Students Council.

The Committee engaged various stakeholders among them, the Cabinet Secretary and Principal Secretaries, Ministry of Education, regarding distribution of textbooks in schools across the country under the framework agreement for purchase and supply of textbooks for primary schools' Standard Seven and Eight and secondary schools' Forms One to Four (Secondary Education Quality Improvement Project) and consideration of the Budget Estimates for the 2018/19 Financial Year.

x) Agriculture and Livestock

The Committee on Agriculture and Livestock deals with agriculture, livestock, irrigation, fisheries development, production and marketing. The Committee oversees the State Department of Crops and Development, the State Department of Livestock, State Department of Fisheries and Blue Economy, State Department of Irrigation, and State Department of Agricultural Research Services.

Activities Undertaken During the Period under Review

The Committee, in execution of its mandate, held a total of thirty-five (35) sittings, both in-house and with various stakeholders and eight (8) joint sittings with the Departmental Committee on Trade, Industry and Cooperatives. In the period under review, the Committee processed several Bills key among them the Sacco Societies (Amendment) Bill, 2018, the Statute Law (Miscellaneous Amendments) Bill, 2018, the Statute Law (Miscellaneous Amendments) (No. 2) Bill, 2018 and the Kenya Accreditation Service Bill, 2018.

The Committee engaged with the Ministry of Industry, Trade and Cooperatives in relation to various issues including budget scrutiny, Sacco Societies (Amendments) Bill, 2018, Statute Law (Miscellaneous Amendments) Bill 1 and 2, inquiry into the alleged contamination of sugar, held a meeting with the Council of Governors, and Cooperative Alliance of Kenya in relation to Sacco Societies (Amendments) Bill, 2018 and

Anti-Counterfeit Agency and Special Economic Zones Authority in relation to the Statute Law (Miscellaneous Amendments) Bill, 2018.

xi) Sports, Culture and Tourism

The Committee is mandated to oversee sports, culture, language, arts, national heritage, betting and lotteries, tourism and tourism promotion and management. The Committee oversees the Ministry of Sports and Heritage, State Department of Sports and Development, State Department of Heritage, Ministry of Tourism and Wildlife; and State Department of Tourism.

Activities Undertaken During the Period under Review

During this period, the Committee held a total of forty-nine (49) sittings, both in-house and with various stakeholders in execution of its mandate.

In the period, the Committee engaged with many of its stakeholders including the Ministry of Sports and Heritage, State Department of Sports and Development, State Department of Heritage, Ministry of Tourism and Wildlife and State Department of Tourism in relation to various issues including budget scrutiny; Vexel Advisory, Kenya Charity Sweepstake, Association of Gaming Operators Kenya, Council of Governors, and the Community based Tourism Consortium of Kenya.

d) Other Select Committees

i) Committee on Appointments

The Committee's mandate is set out under Standing Order 204(4), which provides that, the Committee on Appointments shall consider, for approval by the House, appointments under Article (152(2) of the Constitution (Cabinet Secretaries).

Activities Undertaken During the Period under Review

During this period, the Committee held nineteen (19) sittings, both in-house and with the nominees in execution of its mandate.

Vetting of Nine Nominees for the Position of Cabinet Secretaries:

In accordance with the provisions of Article 152(2)

of the Constitution and Section 5 of the Public Appointments (Parliamentary Approvals) Act, His Excellency the President vide a letter dated 29th January, 2018 under Reference Number OP.CAB.14.1 and a subsequent letter dated 30th January, 2018 under reference number OP.CAB.14.I, forwarded to the National Assembly, for consideration and approval, the notification of nomination of the nine (9) individuals nominated for appointment as Cabinet Secretaries to the respective ministries indicated.

In the same year, the Committee considered the nominee for the position of the Attorney General as nominated by His Excellency the President vide a letter dated 12th March, 2018 for approval by the National Assembly before appointment as Attorney-General.

ii) Select Committee on Delegated Legislation

The Select Committee is established pursuant to Standing Order 210 and is mandated to scrutinize legal instruments submitted to the House to ensure that they are consistent with the Constitution of Kenya, the Statutory Instruments Act, 2013 and all other laws and regulations in force in Kenya.

Activities Undertaken During the Period under Review

During this period, the Committee held thirty-nine (39) sittings comprising of scrutiny of statutory instruments committed to the Committee, meeting with various regulation-making authorities and stakeholders within the precincts of Parliament and beyond, housekeeping meetings and a field visit to Kenya Civil Aviation Authority headquarters.

Status of Instruments committed to the Committee

The Committee considered amendments to the Statutory Instruments Act as contained in the Statute Law (Miscellaneous Amendments) (No. 3) Bill, 2017 that was sponsored by Hon. Aden Duale, MP, and Leader of the Majority Party. It was read a First Time on 30th November, 2017 and thereafter committed to the various Committees for consideration pursuant to Standing Order No. 127. The Bill sought to amend sections 11 (1) and

(4) on laying of statutory instruments before the relevant House.

iii) National Government Constituencies Development Fund

The Select Committee on National Government Constituencies Development Fund (NGCDF) is established in accordance with the provisions of Section 50 of the NGCDF Act, 2015 and S.O. 216 of the National Assembly.

The functions of NGCDF include overseeing the implementation of the NGCDF Act, and after every two years submit a report to the National Assembly and where necessary, propose any amendments to the Act with respect to the quantum of funds repayable into the Fund in accordance with Section 4 of the Act, oversight of the National Government Constituencies Development Fund Board, oversee the policy framework and legislative matters that may arise in relation to the Fund among other functions.

Activities Undertaken During the Period under Review

The Committee held a total of twenty-seven (27) sittings both in-house and with various stakeholders in execution of its mandate and did engage with various stakeholders in the execution of its mandate and these included the National Treasury on the accrued disbursed funds to the NG-CDF kitty of KShs. 4.7 billion, the NG-CDF Board on presentation of 2nd Quarter Report on reallocation, disbursement and restrictions imposed on the Fund and meeting with High Commissioners from the Government of Uganda on Implementation of NG CDF projects and its best practices.

iv) Committee on Implementation of the Constitution

The Committee was established pursuant to Section 4 of the Sixth Schedule to the Constitution (Article 262 – Transitional and Consequential Provisions) providing for a Parliamentary Select Committee to be known as the Constitutional Implementation Oversight Committee (CIOC) responsible for overseeing the implementation of the Constitution.

Activities Undertaken During the Period under Review

During the period under review, the Constitutional Implementation Oversight Committee held twenty (20) sittings. In February 2018, the Committee held a retreat in Mombasa for induction and to prepare a strategic plan for its activities for the period 2018-2022, among other things.

Regional Integration

The Select Committee on Regional Integration derives its mandate from provisions of Standing Order No. 212 which defines functions of the Committee as being to enhance the role and involvement of the House in intensification and development of the integration process in the East African Community and the greater African region; examine the records of all the relevant debates and resolutions of the meetings of the East African Legislative Assembly and examine the Bills introduced in the East African Legislative Assembly and Acts of the East African Community among other functions.

In exercise of its mandate, the Committee has jurisdiction over the following Northern Corridor Development Projects including Kenya Ports Authority, Kenya Revenue Authority, One Stop Border Posts: Taveta/Holili, Namanga, Malaba, Katuna / Gatuna, Isebania, Taveta and Kiunga, Lake Victoria Basin Commission, Lake Victoria Water and Sanitation Project, Lake Victoria Fisheries Organization, East African Development Bank, Inter-University Council for East Africa and Civil Aviation Safety and Security Oversight Agency.

The Committee considered the following Bills and submitted reports to the House for the purposes of notification key among them being the EAC Counter-Trafficking in Persons Bill, 2016, the EAC Retirement Benefits or Specified Heads of Organs Bill, 2015, the EAC Prohibition of Female Genital Mutilation Bill, 2016, the EAC Youth Council Bill, 2017 and the EAC Cross Border Trade in Professional Services Bill, 2017.

v) Committee on Implementation

The Committee on Implementation is a Select Committee that draws its mandate from

Standing Order No. 209. It is mandated to scrutinize the resolutions of the House (including adopted Committee reports), petitions and the undertakings given by the government on the floor of the House and to examine whether or not such decisions and undertakings have been implemented.

This mandate is further enhanced by the provision of Article 153(4) (b) of the Constitution, which requires that Cabinet Secretaries provide Parliament with full and regular reports concerning matters under their control, and further guided by the provisions of Standing Order 2011 which sets the timeframe.

Activities Undertaken During the Period under Review

During this period, the Committee held a total of thirty-four (34) sittings, both in-house and with various stakeholders in execution of its mandate.

vii) National Cohesion and Equal Opportunity

The Committee was established to monitor and promote measures relating to policy and programme initiatives in pursuit of peace and national cohesion, investigate, inquire into and report on all matters relating to inter community cohesion, monitor and promote measures designed to enhance the equalization of opportunities and improvement in the quality of life and status of all persons, including persons who are marginalized on the basis of gender, age, disability, health status, ethnic, racial, cultural or religious background or affiliation or any other such ground.

Towards achieving this, the Committee works very closely with the National Cohesion and Integration Commission, the National Steering Committee on Peace Building and Conflict Management and the Ministry of Interior and Coordination of National Government.

vii) Parliamentary Broadcasting and Library

The Select Committee on Parliamentary Broadcasting and Library is established in accordance with the provisions of the new Standing Order 212 (d) of the National Assembly. Its mandate, as provided for in 212 D (3) is to consider and report on all matters relating to

broadcasting of the proceedings of the House with a view to advise the House on matters related to public participation, make reports and recommendations to the House, including proposed legislation on matters relating to broadcasting of House proceedings and recommend to and advise the House on matters related to the provision of library, publications and research services in Parliament.

Activities Undertaken During the Period under Review

During this period, the Committee held a total of forty-nine (49) sittings, both in-house and with various stakeholders in execution of its mandate.

In the period under review, the Committee engaged with the Kenya National Library Services Director on 17th April, 2018 to learn, share experiences and explore areas of cooperation towards enhancing Parliamentary services and how Parliament can use countrywide libraries to enhance public outreach which led to the Committee visiting several libraries in the country.

The Committee visited the Kenya Broadcasting Corporation station, both television and radio stations in Nairobi in the execution of its mandate. This visit was meant to accord the Committee the opportunity to appreciate advances made in Parliamentary broadcasts and how to improve on current trends.

viii) Parliamentary Budget Office

Parliamentary Budget Office is anchored in the Public Finance Management Act, 2012. It is a non-partisan office whose primary mandate is to provide timely and objective information and analysis concerning the national budget and economy to Parliament and it is divided into three functional divisions namely, Macro- Economic Analysis and Statistic Department, the Tax Analysis, Bill Review and Costing Department, and Budget Analysis and Sector Expenditure Reviews Department.

The activities of the office include provision of professional services in respect of budget, finance, and economic information to the Committees of Parliament, preparation of reports on budgetary projections and economic forecasts

and making proposals to Committees of Parliament responsible for budgetary matters, consideration of budget proposals and economic trends and making recommendations to the relevant Committee of Parliament with respect to those proposals and trends.

Activities Undertaken During the 2017/2018 Financial Year

The activities undertaken in FY 2017/18 were tailored to achieve the strategic objective number two (2) of the Parliamentary Service Commission 2008-2018 Strategic Plan whose aim is to build an oversight process that ensures effective scrutiny and oversight of the national budget and its appropriations.

(a) Publication of the MPs Budget Watch

The office prepared and published the MPs Budget watch for 2017/18 annual estimates and the medium term. The document covered the Policy Planning, Economic Uncertainty; the issues of rising public debt, the financing of the one trillion budget and pointing out to the legislators what to watch in the implementation of the budget in 2017/18 Financial Year.

(b) Analysis of the proposed revenue measures and tax policy changes

The office conducted an analysis on the various proposed revenue measures and tax policy changes. The office analyzed the County Allocation of Revenue Bill 2017; Division of Revenue Bill 2017; and Finance Bill 2017 and briefed the various Committees in the National Assembly and the Senate.

(c) Preparation of policy options for economic outlook, prospects and opportunities

The office through its publications of the 2017 Budget Options paper proposed various policy objectives, which enabled Parliament to review the budget options, and served as a guide throughout the year for assessment of strengths and weaknesses of government policy papers.

(d) Review of the budget proposals and governments' policy options underlying budget assumptions

The PBO provided an analytical review report

of the Budget Policy Statement 2018 to various departmental Committees of the National Assembly and the Senate Standing Committees. This provided a critical input to the Budget and Appropriation Committee and the Senate Standing Committee on Finance, Commerce and Budget report on the Budget Policy Statement, which was tabled and subsequently adopted by the House.

(e) Review of the Budget Proposals, Annual Estimates and Supplementary Estimates in the year 2017 / 2018

The PBO provided an analysis and review of the annual estimates of revenues and expenditures for 2017/2018 and the supplementary estimates. The analysis reports and briefs were presented to all the departmental Committees and this informed the reports of the Committees.

ix) Hansard Department

“Hansard” is the printed record of verbatim Parliamentary debates, for both plenary and Committees. The name is derived from Thomas Corson Hansard, the man who is credited with first reporting of the debates in the House of Commons in Westminster.

The publishing of Hansard Report in Kenya is based on the Westminster model and its mandate is provided under Standing Order No. 248 of the National Assembly Standing Orders which requires that a verbatim report of all proceedings of the House is published within forty-eight hours, unless the Speaker is satisfied that this is rendered impossible by some emergency.

Duties and Responsibilities of the Hansard Department

The key functions of the Department include: timely production and printing of Hansard Reports; distribution of reports to Members of Parliament, members of staff, members of the public and any other person on request; and compilation of indexes to bound volumes of reports.

Activities Undertaken During the Period under Review

During the year under review, a number of activities were undertaken as shown below:

House and Committee Sitings

The department churned out a total of eighty-four (84) Hansard Reports for plenary sessions and copies uploaded on the Parliament website. Secondly, the department provided Hansard services to some Committees of the National Assembly. The department also facilitated audio recordings of forty-eight (48) sittings of Public Investments Committee and seventy-one (71) sittings of Public Accounts Committee.

Commonwealth Hansard Editors Association Conferences

The Hansard Department is a member of the Commonwealth Hansard Editors Association, whose objective is to provide a forum for exchange of ideas and information to strengthen the Department of Official Report of each Commonwealth Parliament service.

During the financial year, the Hansard Department participated at the triennial conference of the Commonwealth Hansard Editors Association (CHEA International) which was held in London; the 9th General Assembly of the World Scout Parliamentary Union which was held in Thailand and the 10th Consultative Assembly of Parliamentarians for the International Criminal Court and the Rule of PGA which was held at Kiev, Ukraine.

x) Serjeant-at-Arms

The report covers the activities of the Department in the Parliament Main Building, Continental House, Harambee Plaza, KICC, New Wing and Ukulima Annexes as respective areas of interest where National Assembly have offices with officers stationed.

Activities for the Period under Review

During the period under review, 800,000 visitors to Parliament were vetted and attended to appropriately in various buildings. This figure includes students from the various schools.

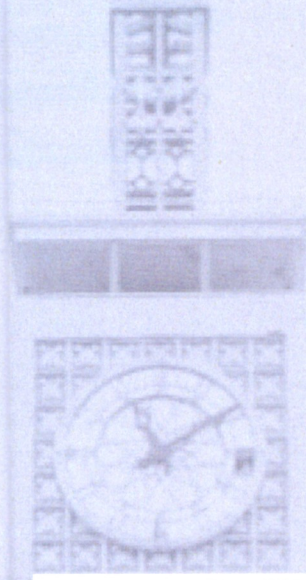
Main activities like sessions of Departmental Committees and press conferences were conducted successfully despite limitations on the number of Committee rooms and other facilities. Committee Room 12 was adequately renovated



with new seats allocated.

In the period under review, the Department conducted various workshops, seminars and training sessions for all staff members. A work plan review and team building workshop was conducted in Naivasha, Nakuru County, during the October 2018 and April 2019 recess involving all officers in the department and developed synergy with other departments. The department also facilitated a number of its staff to attend working attachments in various regional and International destinations, notably in the Parliament of Uganda and Serjeant-At-Arms Conference held in the United States of America.

The department facilitated 320 members with bodyguards from the National Police service.



PART II

REPORT FROM THE SENATE SERVICE



2.0 OFFICE OF THE SPEAKER – SENATE

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.

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.

This report covers both the periods of the 11th Parliament and the 12th Parliament. The activities between 1st July, 2017 and 30th August, 2017 were undertaken in the 11th Parliament while the activities between 31st August, 2017 and 30th June, 2018 were undertaken during the life of the 12th Parliament.

Following the 8th August, 2017 general elections, the President through a legal Notice No. 220 of 2017 dated 23rd August, 2017, pursuant to Article 126(2) of the Constitution appointed that the first sitting of the Senate of the 12th Parliament be held on Thursday, 31st August, 2017 commencing at 9.00 am. The current Speaker of the Senate, Rt. Hon. Sen. Kenneth Makello Lusaka, EGH, MP and Deputy Speaker, Sen.(Prof.) Kithure Kindiki were elected to office on the 31st August, 2017.

The Secretariat of Speaker's office achieved the following targets in line with its 2017/2018 work plan;

- a) Developing a work flow mechanism for the directorate based on the job descriptions and office hierarchy for ease of internal management of assignments
- b) Establishing an interlinkage framework with other directorates for ease of coordination of the activities that are carried out in conjunction with other directorates.
- c) Adoption of the existing check list for events tracking and preparation for

timely completion of assignments. This was also an important tool for reviewing and scheduling events.

- d) Adoption of the existing resolutions tracker in order to ensure timely follow ups on actions that required the Speaker's attention.
- e) Tracking of the movement of all mails and letters received and dispatched in the office of the Speaker.
- f) Facilitating the establishment of various parliamentary friendship groups and diplomatic courtesies.
- g) Facilitation of the Speaker and panel members in presiding over Senate proceedings
- h) Development and implementation of capacity building work plans for staff working in the Speaker's office and the political leadership offices.
- i) Facilitating county visits to the Senate in a bid to build the capacity of counties and deepen the linkage between the Senate and the County Governments.
- j) Coordinating the Speaker's engagements with various constitutional offices and institutions including the Judiciary, Independent Commissions, Council of Governors and County Assemblies Forums.
- k) The Secretariat facilitated the Speaker and the rest of the Senate leadership in the preparation of travel briefs, coordination of the travels and provision of logistical support in attending the local, regional and international conferences, summits, forums, benchmarking visits, workshops and meetings.
- l) The Secretariat prepared legislative briefs, travel briefs, county profiles and coordinated inter-departmental meetings and the overall running of the Speaker's calendar.

- m) The Secretariat coordinated and provided the necessary linkage framework for the institutional meetings that the Speaker conducted and attended in the period under review including the Senate Business Committee and the Liaison Committee.

A. KEY ACHIEVEMENTS OF THE OFFICE OF THE SPEAKER IN THE PERIOD UNDER REVIEW

1. Ensuring the harmonious working of the Senate as a house despite the political dynamics of the period under review.
2. Deliberate effort to establish cordial working relations with other national and county government institutions in order to facilitate a conducive environment for the Senate to carry out its mandate.
3. The Speaker as the leader of the delegation to all IPU events remained a member of the Prestigious Executive Committee of the IPU and this improved Kenya Parliament's visibility and representation at the global Parliamentary arena.
4. The implementation of the Speaker's outreach programme aimed at creating awareness amongst the general public on the role of the Senate in the current governance architecture.
5. Organizing regular consultative meetings for the Senate leadership and the entire Senate to build consensus on various issues before the Senate.
6. Facilitating the leadership through provision of the necessary support in transport and in the discharge of the constitutional mandates.
7. Development of effective and efficient inter-departmental linkages for timely service delivery.

2.1 ANNUAL REPORT OF THE DIRECTORATE OF LEGISLATIVE AND PROCEDURAL SERVICES FOR THE FINANCIAL YEAR 2017/ 2018

This report covers activities of the Directorate of Legislative and Procedural Services in facilitating the Senate to execute its constitutional mandate during the Financial Year 2017/ 2018. The Directorate of Legislative and Procedural Services is responsible for the provision of legislative and procedural support to the Senate through marshaling of Public Bills, Motions and Sessional Papers, preparation of the Senate Calendar, preparation of the weekly programme of Senate business, preparation and timely circulation of the Senate Order Paper, Notice Paper and Votes and Proceedings, overseeing matters relating to inter-parliamentary relations and provision of procedural advice to the Speaker, the Deputy Speaker, other presiding officers and all Senators among other functions.

Activities undertaken in the Period

In line with its mandate, the Senate held a total of ninety-four (94) sittings during the Second Session of the Twelfth Parliament during which time the House transacted a wide array of business including one Joint Sitting which was held on 2nd May, 2018, during which the President addressed Parliament pursuant to Article 132 of the Constitution, a total of forty-seven (47) Bills were introduced in the House and a total of one hundred and thirty-seven (137) Petitions were filed. Of these, thirty-nine (39) were admitted and reported to the Senate; one hundred and thirty-one (131) statements were presented.

Out of these; thirty-eight (38) statements were responded to and concluded, sixteen (16) statements were awaiting further information and comprehensive responses, thirty-one (31) statements were pending and one (1) statement was in abeyance owing to the sub-judice rule. Subsequently, 41 statements were issued under Standing Order 47 of the amended Standing Orders while four statements were issued under Standing Order 51.

Legislative and Procedural Matters

i) Bills

During the period under review, forty-seven (47) Bills were introduced in the Senate. The County Allocation of Revenue (Amendment) Bill (Senate Bill No.9 of 2017), the County Allocation of Revenue Bill (Senate Bill No. 11 of 2018) and the Division of Revenue (Amendment) Bill (Senate Bill No. 14 of 2018) were considered and passed by the Senate and referred to the National Assembly. The Bills were then referred back to the Senate without amendments and forwarded to His Excellency the President for Assent.

ii) House Resolutions

The primary role of the Senate is to represent counties and to protect their interests. The Senate passed a number of resolutions on various matters impacting directly on the welfare of counties. Key among them are, County Cash Disbursement Schedule in order to enable operationalization of monthly transfer of funds from the Consolidated Fund Account to the respective County Revenue Accounts, County Oversight and Networking Engagement (CONE) and County Appeals for Transfer of Functions from various counties.

iii) Motions

A total of ninety-seven (97) Motions were tabled in the Senate, of these, sixty-nine (69) Motions were adopted, two (2) Motions were negatived, one (1) Motion was withdrawn, and, twenty-five (25) Motions were pending before the House, and hence lapsed.

iv) Petitions

During the period under review, 137 Petitions were filed in the Senate by various parties, and dealing with diverse matters. Out of these, thirty-nine (39) were admitted and reported to the Senate, either by the Speaker or a Senator, and thereafter committed to the relevant Committee for consideration.

v) Petitions/Reports Tabled During the Session

The Senate Committees continued with consideration of the Petitions before them and, during the Session tabled twelve (12) reports. Pursuant to the Standing Orders, copies of the

responses were transmitted to the petitioners, as well as the government entities to whom the Committee recommendations were addressed, for noting and taking of necessary action. At the close of FY 2017/18, thirty-nine (39) Petitions were pending before various Senate Committees.

vi) Communication from the Chair and Messages

During the year under review, there were sixty-one (61) communications from the Chair of which one (1) was a welcome note to Senators from recess, forty-six (46) were on visiting delegations, three (3) were on House procedure and eleven (11) were conveying some particular information to the House.

vii) Statements

During the period under review, seventy-three (73) statements were requested. Of these, thirty-seven (37) were not successfully responded to. Sixteen (16) statements were pending further information and a comprehensive response; thirty-one (31) statements were pending; one (1) statement was in abeyance owing to the sub-judice rule; forty-one (41) statements had been issued under SO 47 of the amended SOs and four (4) Statements were issued under SO 51.

Summary Reports on International Desks

Commonwealth Parliamentary Association

The Commonwealth Parliamentary Association is an association for Commonwealth Parliamentarians who, irrespective of gender, race, religion or culture are united by a community of interest.

The association's mission is to promote the advancement of Parliamentary democracy by enhancing knowledge and understanding of democratic governance.

Activities of the CPA during the period under review

In the second quarter of the period under review, two major meetings of the Association took place. These were the African Regional Conference held in Imo State, Nigeria, from 20th to 26th October, 2017 and the 63rd Commonwealth Parliamentary Conference (CPC), held in Dhaka, Bangladesh, from 1st to 8th November, 2017.

The Parliament of Kenya did not participate in the above two events due to an extended electioneering period that ended on 28th November 2017. The Parliament of Kenya subsequently participated in a number of meetings that were held outside the country.

7.0 DIRECTORATE OF COMMITTEE SERVICES

The mandate of the Directorate of Committees Services of the Senate is to provide administrative services to various Committees. The specific roles and functions of the Directorate of Committees include enhancing Senator's core functions (legislation, oversight and representation) over the counties and their governments, planning and organizing meetings and inspection visits for Committees, keeping safe custody of records such as minutes, reports, and correspondence, provision of technical support and procedural advice to Committee chairs and members providing as the institutional memory of the institution/Committees, liaising closely with other Parliamentary services and technical departments (Legal, Policy Research and Budget) for provision of analysis and well researched information.

Roles and Importance of Committees

Committees undertake critical functions, such as reviewing legislation, scrutinizing the government's activities, policies and programmes and checking whether they meet the objectives of legislation as intended, conducting investigations and inquiries into matters relating to their mandate, receiving views from the public, summoning witnesses to present oral evidence, written memorandum or documents and carrying out inspection tours and inquiries on matters for subsequent reporting to the House.



PSC Vice Chair Hon. Naomi Shaban, EGH, MP in a commission function

Major Activities and Achievements of the Directorate in Realization of the Parliamentary Service Commission's Strategic Plan (2008 - 2018)

Towards the realization of the PSC Strategic Plan 2008 - 2018, the Directorate through its Standing, Sessional, House Keeping and ad hoc Committees, undertook several activities.

Strategic Issue 1: New Demands and High Expectations on Parliament

Objective 1: To Strengthen the Capacity of Members to Effectively Play their Roles in the New Constitutional Dispensation

Towards facilitating county linkages and engagements, the Directorate facilitated the inaugural Legislative Symposium and further participated in the Annual Devolution Conference and the Legislative Summit.

The Directorate facilitated a total of 742 meetings, considered sixty-four (64) Bills, considered eighty-three (83) Statements, considered forty-six (46) Petitions, processed six (6) Motions, held sixty-seven (67) workshops/retreats, visited forty-one (41) counties, conducted forty-five (45) foreign and international seminars, and tabled 114 reports.

Objective 2: To Strengthen the Capacity of Members in the Oversight Role over the Public Financial Management

The Directorate, through the Finance and Budget Committee, facilitated the enactment of appropriate laws affecting counties. These were the Division of Revenue Bill (DoRB) and County Allocation of Revenue Bill for the Financial Year 2018/19. Furthermore, the Directorate through the County Public Accounts and Investment Committee (CPAIC) performed oversight over county government's expenditure by reviewing and considering the reports of the Auditor-General on expenditure of county governments.

Strategic Issue 2: Need for Enhanced Public Engagement with Parliament

Objective 4: To Enhance the Public Engagement with Parliament

The Directorate enhanced engagement of Parliament with the public in the course of undertaking

Committee activities where Committee meetings were opened for access by the public, especially during consideration of Bills. Memoranda on Bills from the public and stakeholders were received and participation meetings held when considering Bills.

Strategic Issue 3: An Effective Organizational Structure and Enhanced Staff Capacity

Objective 6: Enhancing Staff Performance

The Directorate, through its Wellness and Training Committee, facilitated capacity building training programmes and undertook several activities. These included mental health and mainstreaming a culture of mentorship programmes that targeted the staff working at the Senate. Seven (7) officers have been trained. Five (5) attended a training on policy hosted at ESAMI in Arusha, Tanzania, while two (2) attended training at the International Law Institute. They also benefited from experiences sharing with their counterparts from other jurisdictions.

Strategic Issue 4: Need to Provide a Conducive Working Environment for Members and Staff

Objective 8: To Improve the Working Environment

There are limited Committee rooms, thus Committees have to negotiate for rooms to hold meetings.

Strategic Issue 6: Need for Enhanced Resource Base and Improved Resource Management

Objective 10: Enhanced Resource Base and Improved Management of Resources

The Directorate received KShs. 669, 446, 553 for use by seventeen (17) Committees and KShs. 10,000,000.00 for training of officers in the Directorate. However, after budgetary review, the budget allocation for the Senate Committees was reduced to KShs. 526,180, 106. While the importance of training cannot be gainsaid, the allocation was insufficient and was exhausted by the end of the 2nd quarter of the financial year. Therefore, the absorption capacity of funds in the Directorate was not commensurate with the budget allocated. The inadequate allocation of funds also hampered the attainment of objectives of various Committees.

8.0 THE DIRECTORATE OF LEGAL SERVICES – SENATE PERFORMANCE REPORTING TEMPLATE – FY 2017/18

The Directorate performed the following key activities:

- (a) Developed thirty-three Bills for consideration by the Senate and peer reviewed one Bill while fifteen Bills were pending approval.
- (b) Drafted five subsidiary legislation for presentation before the Committee on Delegated Legislation.
- (c) Tracked the progress of Bills in the Senate.
- (d) Prepared vellums for submission to the National Assembly upon conclusion by the Senate.
- (e) Provided advisory services prepared legal opinions to the Leadership Offices and Senators.
- (f) Prepared communications on legal issues requiring communication from the Speaker.
- (g) Supported Committee Services by preparing pre-publication scrutiny.
- (h) Prepared Bills Digests and briefs for presentation before Committees.
- (i) Uploaded all Bills and Bill Digests on the Senate page in the Parliament Website.
- (j) Rendered legal advice to Committees.
- (k) Attending public participation forums, analysis of information from such forums for presentation to the Committees on National Assembly Bills transmitted to the Senate and on Senate Bills.
- (l) Preparation of moving notes with respect to Bills and Committee Stage Amendments when Bills are at the Committee of the Whole House.
- (m) Developed the Legislative Drafting

Manual and conducted workshops for all staff on their input.

- (n) Prepared a Manual and Flow Chart on the legislative process in the Senate.
- (o) Reviewed the Directorate Service Charter, Legislative Drafting Manual and Flow Chart.
- (p) Organized and held the 3rd Conference of Legal Counsel Serving in the legislatures in Kenya.
- (q) Organized in liaison with the Parliament of Uganda the holding of the Fourth Africa Colloquium of Legal Counsel to Parliaments held from 30th October to 4th November 2017.
- (r) Capacity Building (Trainings and Attachments) for Officers of the Directorate Training for officers serving in the Directorate of Legal Services on legislative drafting on 8th September, 2017.
- (s) Held Workshops, Seminars and Conferences on thematic legal areas including legislative drafting Drafting Manual Workshop was held in 11th to 16th September, 2017.
- (t) Attended the Continuing Legal Education Programmes offered by the LSK.
- (u) Organised and hosted mentorship programmes including the Pupillage programme and the Senate Voluntary Service Scheme for Starehe Boys Centre and Starehe Girls Centres from 13th to 25th November, 2017. Four students were hosted from 9th to 20th April, 2018.
- (v) Took part in induction seminars for new senators held in November, 2017 and 10th February, 2018.

9.0 ANNUAL REPORT OF THE SERJEANT-AT-ARMS DEPARTMENT

The report covers key activities during the period under review, deployment of officers and some of the recommendations that will inform the next period.

During the period under review, the department operated in two teams for the purpose of accountability and efficiency in service delivery. The first team, Estate Operations and Liaison is charged with the overall responsibility of overseeing office allocations, furnishing of offices for Members and staff, coordination of Committee activities in the Senate, office security, keys management, housekeeping and garden management.

It is worth noting that the Senators are accommodated at the Kenyatta International Convention Centre (KICC) while leadership occupies offices in the Main Buildings of Parliament. Other offices are at County Hall and Red Cross buildings. The Committee sitting rooms are also spread between County Hall, Main Parliament Building and Red Cross.

The team in charge of chamber, ceremonial function and public education ensures the chamber is managed when the House is sitting. It coordinates ceremonial functions including presidential visits and other delegations as well as conducting public education to visiting teams.

Key Activities during the Reporting Period

Support to Committees

The staff assigned to Committees continued to organize for Committee sittings across the Parliament square according to the Committee schedule of each succeeding week and coordinated security whenever there was a Committee visit to the counties or any other activity outside Nairobi. The staff were also tasked to deliver summons to persons called to appear before Committees.

Ceremonial events

The officers in the team participated in the planning, preparation and coordinated official func-

tions and events held in Parliament. These include the Official State of the Nation Address by the President, major conferences and other official engagements by the leadership and members.

Security Arrangements

The officers in the team have a joint responsibility of overseeing the security operations of Parliament. This responsibility is undertaken in collaboration with the Serjeant-at-Arms in the National Assembly, Security Department, the Kenya Police Service, and the Administration Police Service.

Training/ Attachments/ Internship

The officers undertook a two-week training on VIP protection and counter terrorism in Tel Aviv, Israel, in August 2018. Officers also assisted in facilitation of visiting staff from county assemblies for capacity building at Parliament in collaboration with the Senate Liaison Office.

The Senate currently has in place an attachment and internship programme coordinated by the Senate Liaison Office for county delegations/staff. The programme sought to offer attaches and interns an opportunity to gain practical knowledge regarding the area of study by integrating theory with practice, and serve as a platform through which they can learn about the work environment and its demands. The Department has been instrumental in facilitating interns and attached persons by ensuring that they are issued with identification badges.

Benchmarking Visits

During the year under review, the Department facilitated eleven (11) teams largely drawn from counties and institutions whose purpose was

to learn sets of standards with the aim to codify good practice for purposes of self-assessment while others to identify the minimum criteria for being a democratic Parliament.

Chamber Sittings

During the year under review, the team was directly responsible for preparations for ninety-eight (98) chamber sittings by ensuring that the Chamber was well ventilated and thoroughly cleaned and maintained; regular maintenance of the Senators' attendance register; admittance of delegations and schools to the galleries; ensuring that enough Order Papers were available for Senators' use and ensuring security and safety of the Members and staff through screening and ensuring that daily chamber briefing and debriefs were conducted.

Meetings (Kamukunjis)

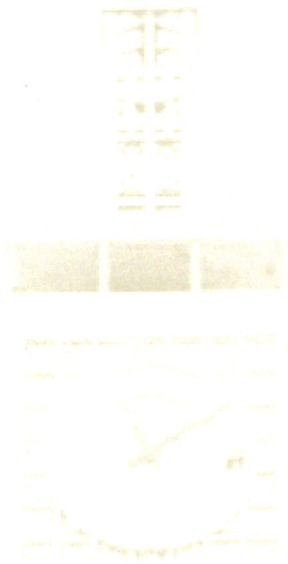
The Department facilitated four (4) informal sittings, popularly known as Speaker's Kamukunji, in the Senate chambers.

Reconnaissance visits on Senate sittings outside Nairobi

The Department joined other staff of the Senate in undertaking reconnaissance visits to some selected county assemblies with an aim of taking Senate sittings outside Nairobi.

Reservation of Meeting Rooms

The team was responsible for reservation of meeting rooms in both Main Parliaments building and Red Cross building.



PART III

REPORT FROM THE PARLIAMENTARY JOINT SERVICES



10.0 THE DIRECTOR GENERAL, PARLIAMENTARY JOINT SERVICES

The Office of the Director General (DG), Parliament 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 personnel providing joint services. These include human resource management, library, research and information services. Others are public communications, media and broadcasting; ICT services; Finance and Accounting Services; Litigation & Compliance Services; Security & Safety; Maintenance of buildings as well as development projects; and general administrative services including catering and health facilities.

The Director General's office also coordinates implementation of resolutions of the Parliamentary Service Commission in addition to overseeing the Commission's projects implementation as well as strategic planning.

11.0 DIRECTORATE OF ADMINISTRATIVE SERVICES

The Human Resource Department provides effective, efficient, and timely operational support and guidance to management and staff to ensure that strategic and operational objectives are met.

The mandate of the Directorate is to provide strategic leadership and guidance on Human Resource Management and also to provide prompt services to enable Parliament to fulfil its mission. The directorate comprises the following departments and units:

a) Human Resources Management

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

Activities by the Human Resource Management for the FY 2017/2018

In 2017/2018, the Human Resource Department prepared the agenda for the Staff Advisory Committee and presented cases of promotions, appointments, re-designation, discipline, special duty allowance and acting appointments. The Department also prepared the agenda for the Staff Disciplinary Committee and implemented the PSC resolutions that touched on staff matters.

External and internal recruitment exercises were carried out to fill vacancies in departments that were understaffed. A total of ninety (90) officers were appointed during the period, and verification of academic certificates for those joining the service was undertaken. Further, fifteen (15) officers who successfully completed their six

months' probation period were confirmed in appointment and admitted to the permanent and pensionable establishment.

The Department was involved in implementation of the reviewed terms and conditions of engagement of the Parliamentary staff and the review of the scheme of service for receptionists and its subsequent implementation after adoption by the PSC. One hundred and eight (108) officers were promoted during an internal exercise that considered all the officers who were due for promotion.

Six (6) officers resigned from service during the period under review to pursue other career interests, while one (1) officer proceeded on early retirement. One (1) officer was granted a leave of absence to continue providing services to the county assembly where he had been on a three-year secondment.

Pensions Unit

The Pensions Unit carried out a scheme audit and held the Annual General Meeting (AGM) and issued statements to individual members of staff. The Unit facilitated the smooth transi-

tion for eighteen (18) officers who attained the retirement age of sixty (60) years, proceeding on retirement by processing their pension entitlement. The Department also processed and paid out death gratuity for two deceased members of staff.

The Unit also organized member education for members of staff on retirement benefits.

The Pensions Unit also facilitated the processing of Group Accident Claims and Payment of NSSF benefits for ten members of Staff.

The HR Department also processed emoluments for MPs and staff. This involved:

- preparation of the budget (Personal Emolument) for the year
- preparation of the payroll
- payment of salary advances to MPs and staff
- preparation of payment vouchers
- processing of the statutory deductions, and
- processing payments of top-up allowance for MPs' security personnel

The Department further undertook administration of welfare issues including compilation and computation of pension entitlement for former MPs and administration of medical cover for MPs and staff through the Medical Scheme Implementation Committee (MSIC).

Medical Section

The Medical Scheme Implementation Committee liaised with the medical section to facilitate overseas treatment for seventeen (17) MPs and three (3) members of staff.

Further, during the Financial Year, the medical unit processed requests for ex-gratia assistance from thirty (30) MPs, and nineteen (19) members of staff. The unit also developed policies on provision of assistive devices and personal aides to MPs with disability, members' ex-gratia and guidelines for establishment of a Post-Retirement Medical Cover for staff. Seven members of the Department participated in the 4th Annual IHRM Congress on Performance Management that was held in Mombasa.

The use of biometric cards for staff medical scheme was procured and implemented.

b) Human Resource Development

The mandate of the Human Resource Development Department includes identification of training needs, preparation of training projections, general co-ordination of training activities, monitoring and evaluation of training programmes and performance management.

The HRD facilitated the training of twenty-two (22) officers locally and 728 in foreign countries. Further, two (2) induction trainings for newly recruited staff were undertaken to orient the staff on the operations of the PSC. The Department also processed study leave for two (2) officers who went overseas for postgraduate training.

The Human Resource Development Department facilitated eighteen (18) group and 106 individual trainings both locally and internationally. A skills gap inventory was undertaken by the HRD Department:

c) Catering Unit

The mandate of the Catering Department is to prepare and serve food and beverages to MPs, their guests, Committees and senior staff of the PSC at all buildings occupied by Parliament and the CPST. In addition, the Department organizes and hosts in-house functions. The Catering Department prepares and serves food and beverages to MPs, their guests, Committees and senior staff of the PSC at all buildings occupied by Parliament and the CPST. Furthermore, the Department organizes and hosts in-house functions.

The Catering Unit moved to the new kitchen and started operations at the new dining room.

d) Health and Recreation Unit

The Health Club is tasked with offering wellness services to the MPs and the entire staff of the PSC. This comprises physical, emotional, social, spiritual, occupational, environmental, intellectual and financial wellness.

During the 2017/2018 Financial Year, the Health and Recreation Unit offered weekly training of



Members of the Commission at the Inaugural Researcher's Conference

MPs and staff in both outdoor and indoor activities and facilitated the 7th East African Community Games in Mombasa, where Kenya's Parliament was 2nd overall. The Health Club also facilitated the 8th East African Community Games in Dar-es-Salaam Tanzania;

e) Transport Unit

The Transport Unit coordinates all PSC road transport requirements, allocates vehicles and drivers, supervises and coordinates all the transport activities for members and staff of Parliament. It also facilitates and monitors maintenance of the PSC vehicles.

For the 2017/2018 period, the unit facilitated 75% of all the transport needs. The unit also acquired seven vehicles, two for the Senate and five for the National Assembly, and migrated from fueling through use of imprests to Fuel Card system, which ensures prudent use of government resources.

f) Records Management Unit

The unit is responsible for managing records, which includes:

- The care and maintenance of records and control of the quality of records
- Sorting out and classifying documents for filing
- Reviewing and updating filing systems and the files index for efficient repository
- Retrieval of information

Records Management unit carried out a records survey and prepared a Draft Records Management Policy to guide on care and maintenance of

records and safeguarding the contents therein. The Records Unit ensured that all incoming and outgoing mail was dispatched to the respective offices in an effective and timely manner.

The unit also undertook a records appraisal in the institution and opened files for members of the 12th Parliament

12.0 THE DIRECTORATE OF INFORMATION AND RESEARCH SERVICES

The Directorate of Information and Research Services (DIRS) plays its critical role in facilitating the Members of Parliament to effectively discharge their Constitutional mandate and function through provision of varied research and information services.

The work and mandate of the Directorate is to provide non-partisan professional research services to the members of the National Assembly and the Senate, House Committees, Constitutional offices of Parliament, presiding officers and staff. The Directorate is also mandated to develop and implement information management systems for Parliament, maintenance of computer hardware and software, internet services and ICT training for users. Other functions include improving the public image of Parliament through its Protocol, Public Communication and Outreach Programs, as well as handling house broadcasting, providing printing services to Parliament and provision of library services.

Activities Implemented by the Directorate of Information and Research Services during the 2017/18 Financial Year

a) Department of Parliamentary Research Services

The Parliamentary Research Services (PRS) is a non-partisan, professional and technical department mandated to provide research services to Members of the National Assembly and the Senate, house Committees, Constitutional offices of Parliament, presiding officers and staff. The PRS provides information needed by members to enhance scrutiny and oversight, improved quality of legislation, and raise the standard of debate through research and policy analysis.

Activities undertaken in 2017/18

- i. Provided support to the transition to the 12th Parliament through participating in the induction of new Members of the National Assembly and the Senate after they were sworn in on 31st August 2017;
- ii. Provided research and technical support to twenty-nine Committees of the National Assembly and seventeen of the Senate. Support was also provided to two ad hoc Committees of both houses;
- iii. Continued to provide technical and secretariat support to the Parliamentary Caucus for Evidence Informed Decision Making (PC-EIDM), formed from members of the two Houses of Parliament;
- iv. Processed a total of 393 individual member and Committee requests comprising of briefing notes (145), Motion notes (37) and other requests (211), including house-specific support;
- v. Prepared several papers including for the Post-Election Seminar (7), KEPSA Speakers Round Table seminar (5), 5th Devolution Conference (17), Parliamentary delegations among others;
- vi. Undertook several capacity building activities, which included strategic policy planning for public service (Kampala, Uganda), attachments (Lok Sabha, India;

European Parliament Research Service, Belgium; Northern Ireland Assembly and UK Parliament).

- vii. Prepared and disseminated various publications, such as fact sheets and guidelines among them Guidelines for evidence use and policy analysis in decision-making.
- viii. The PRS continued with linkages and networks and made sustained engagement with among others, the African Institute for Development Policy (AFIDEP) and UK Parliamentary Office for Science and Technology (UK-POST).
- ix. Held its major planning workshop in November 2017 with the broad objective and them geared towards "Reflections on PRS services delivery and Strategies for deepening research uptake in the 12th Parliament".

b) Department of Public Communications

The Public Communications Department through its publications, protocol, public affairs and outreach programs sought to improve the public image of Parliament. This is a mandate shared with the Media Relations and Broadcasting Department under the Strategic Objective 4 of the 2008-2018 Parliamentary Service Commission Strategic Plan. The department is responsible for managing the public image of Parliament providing protocol and outreach services to all visitors to Parliament, coordinating all public relations related activities, undertaking outreach and providing travel arrangements and visa processing for members and staff on official foreign travels.

Activities Undertaken in 2017/18

- i. Education outreach where over 350 learning institutions visited Parliament Buildings. This consisted of around 20, 000 visitors to Parliament.
- ii. Provided protocol services to over forty-five visiting foreign and sixty local delegations.
- iii. Organized protocols during visits to Mausoleum of the founding president by up to six heads of state.

- iv. Served in secretariats of various local and international conferences and workshops hosted by Parliament.
 - v. Facilitated over twenty training sessions for various bodies including county assemblies on matters communication, protocol and image management on behalf of the Centre for Parliamentary Studies and Training.
 - vi. Represented Parliament in various inter-ministerial meetings organizing State and major events.
 - vii. Undertook a mentoring and interning programme where over fifteen (15) young graduates and university students were successfully facilitated in the department.
 - viii. Facilitated various branded items and outdoor advertising for Parliamentary events.
- ii. Offered user support services to various departments and MPs and infrastructure (Network) maintenance within Parliament buildings.
 - iii. Continued with the infrastructure development and maintenance as follows:
 - Maintenance of Fiber connection within Parliamentary square
 - Re-engineering and deployment of new Parliamentary website
 - Deployment of Anti-virus (KAV) and filtering software (Cyberoam) on the Parliament network
 - Upgrade and deployment of additional WiFi services in common areas within Parliament
 - Deployment of projection equipment facilities in various Committee rooms
 - Continued to train both staff and MPs on the use of information technology in Parliament's operations and processes.
 - iv. Continued development of technical specifications for various equipment (computers, printers, scanners, copiers and UPSs).

c) Department of Information and Communication Technology

The ICT Department is charged with providing information and communication technology that would improve public participation and good governance, deploying technology to assist in streamlining business processes, adopting applicable government ICT initiatives and industry best practices, enabling legislative and oversight processes through innovative use of ICT, formulation of relevant ICT policies, provision of all ICT related services to all departments in the Parliament, provision of Network Services to MPs and staff and to ensure accountable and appropriate procurement, distribution, maintenance and disposal of ICT resources to protect the integrity of computing facilities and users against unauthorized or improper use

Activities undertaken in 2017/18 year:

- i. Provided systems support and maintenance to the various systems including Hansard Production System (HPS), Smart Human Resource Management System, Integrated Financial Management Information System (IFMIS) and Multimedia Digital Congress System (MMD CNS).

d) Department of Library Services

The Kenya Parliament library is the custodian of all Parliamentary information materials and resources, and is responsible for delivering information and research services to support the work of Parliament and individual members in respect of their Parliamentary duties. The primary function of the library in Parliament is to provide precise and sufficiently detailed information, which Parliamentarians may require in the exercise of their duties as representatives of the people.

Activities Undertaken in 2017/18 Financial Year

During the financial year 2017/2018, the department continued to offer its services to its clients. Specific activities undertaken included:

- i. Renewal of annual subscriptions of on-line resources.

- ii. Received, distributed and circulated periodicals.
- iii. Catalogued and classified informational materials where approximately 8,000 books had been catalogued using KOHA (library management system).
- iv. Networking of photocopier machines for scanning, printing and photocopying.
- v. Renewed maintenance contracts for photocopy machines.
- vi. Organized and indexed departmental Committee reports, sessional papers, Kenya Gazette, Acts, Bills and Order Papers, among others, for binding.
- vii. Repackaged information through abstracts and indexes and which are continuous activities undertaken, including private members' motions for both houses, compilation of speakers' rulings for both houses and compilation of sessional papers.
- viii. Updated the laws of Kenya for all the offices of Parliament, library and the chamber copies.
- ix. Participated in various professional conferences and capacity building programs such as International Federation of Library Associations Congress (IFLA) in Poland, APLESA in Angola, Standing Conference of Eastern, Central and Southern Africa Library and Information Associations (SCECSAL) in Uganda, Parliamentary Intern-ship Programme, Lok Sabha, India and Conference for Africa Parliamentary Libraries for Eastern and Southern Africa, APLESA in Angola.
- x. Through its reprographic services section, the library offered bulk photocopying/scanning services to the houses of Parliament, Committees and all the staff of Parliament.

e) Department of Media Relations

Media relations works to provide information to the press and broadcast journalists on the wide-ranging work and activities of Parliament.

The Department covers media coverage of the Houses (National Assembly and Senate) and its Committees by:

- i) Facilitating accreditation of journalists
- ii) Facilitating coverage of the Houses of Parliament
- iii) Monitoring media reports and coverage of Parliament
- iv) Capacity building for Parliamentary reporters
- v) Provide necessary documentation needed by reporters, and
- vi) Organizing press conferences and media interviews

Activities Undertaken in 2017/18 Year

- a) Organized media coverage for House sittings/plenary and Committees both for the Senate and National Assembly
- b) Organized and facilitated press conferences and interviews for Members.
- c) Participated in the organization of the coverage of Prayer Breakfast at Safari Park Hotel, Nairobi, on February 8th 2018.
- d) Facilitated the live coverage of Presidential State of the Nation Address on 2nd March, 2018.
- e) Facilitated studio interviews for the Speakers of both houses in various media houses.
- f) Fresh accreditation of Parliamentary reporters (in conjunction with the Safety and Security Department).
- g) Ensured adequate media coverage for Committee sittings (both Senate and National Assembly), including field visits.
- h) Ensured continued presence of Parliamentary business on Parliament's social media pages through regular updates.
- i) Ensured timely release of all documents tabled in the house and in Committee sittings to Parliamentary reporters.
- j) Monitored all forms of print, electronic and

social media on issues about Parliament.

f) Parliamentary Broadcasting Unit

The Parliamentary Broadcasting Service oversees the live broadcasts of Parliamentary proceedings of both the Senate and the National Assembly with the aim of opening up Parliament to the public. According to the PSC's Strategic Plan 2019 - 2030, the Parliamentary Broadcasting Unit's (PBU) mandate is captured in Strategic Objective 11: To Enhance the Involvement of the Public in Legislation and Oversight.

The Broadcasts are carried 'live' on KBC Channel 1 and KBC Radio Taifa 92.9, with the technical support from the KBC. The proceedings are also aired on the Signet Digital Platform through its two Digital Channels – the Signet Senate TV and Signet Bunge TV, which are uninterrupted and reach viewers only in Nairobi and its environs.

Activities undertaken in 2017/18 Year

- a) Delivered on the Parliamentary broadcasts and recordings for the Senate and the National Assembly.
- b) Built capacity for PBU staff by organizing a workshop at Naivasha in September 2017
- c) Proposed work plans for the Unit in line with the PSC's Strategic Plan of 2019-2030
- d) Covered over 270 sittings of the Senate and National Assembly.
- e) Accredited thirty-three (33) KBC/PBU staff in conjunction with the Security Department, and ensured their orderly conduct and operations of the live proceedings.
- f) Provided technical support for the supply, delivery, installation and commissioning of broadcast equipment for Machakos County Assembly and Audio Equipment for the Bungoma County Assembly.
- g) Prepared documentary profiles of the MPs (Senators and National Assembly Members) for screening during the outreach programmes undertaken by Parliament.
- h) Continued managing of the YouTube

channels and live streaming of Senate and National Assembly.

- g) Interacted with other directorates and departments to strengthen linkages for better outputs and services within Parliament.
- h) Continued with the preparation of concept notes for development and management of the content for the SIGNET Bunge and Senate television channels, which are currently underutilized.

Printing Press Services

The Parliamentary Printing Press Services is mandated with printing and publishing documents. Its role is to facilitate dissemination of information within and outside Parliament by providing printing services and documents promptly, accurately and with confidentiality.

Activities undertaken in the 2017/18 Year

- a) Printed 125 Bills for pre-publication scrutiny by the National Assembly Committees.
- b) Published various documents for outreach activities for both houses.
- c) Facilitated training activities for CPST and the EAPI launch.
- d) Bound Committee reports, newspapers, papers laid, speakers' rulings, and Hansards for the library.
- e) Printed documents for various directorates, including Inaugural Africa Research Conference hosted by the Parliament of Kenya.

The Audio Services Unit

The Audio Services Unit works to provide digital recording of the proceedings of both Houses of Parliament and their Committees. It works closely with the Hansard transcription services in production of the Parliamentary proceedings. Its duties include facilitating digital recording of the chamber and Committee proceedings; archival of audio documentation and retrieval for dissemination to interested parties, such as requests from ministries and/or departments of government and general public.

Activities Undertaken in 2017/18 Year

- a) Recorded, segmented and archived proceedings of chamber/plenary sittings of both Houses of Parliament (42), composed of nineteen (19) sittings for the Senate and twenty-three (23) sittings for the National Assembly.
- b) Recorded and documented Parliamentary Committees' sittings (31), composed of Committees' sittings of the National Assembly (11) and joint Committees' sittings (20) by Committees in each of the Houses of Parliament. These were edited, amplified and archived.
- c) Undertook documentation of Parliamentary Committees' sittings (1820), for both the Senate and the National Assembly, and which were edited, amplified and archived.
- d) Trained three Audio Officers; two locally and one at international level.
- e) Facilitating training attachment for officers from nine county assemblies.
- f) Undertook recording of field visits by the Parliamentary Committees of both the Senate and National Assembly.
- g) Undertook installation of public address systems in the Committee rooms of the National Assembly.

7.0 DIRECTORATE OF LITIGATION AND COMPLIANCE

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

Functions of the Directorate

The Directorate undertakes the following functions:

- i) Legal representation of the PSC, Parliament and Speakers of Parliament in the courts of law and other quasi-judicial tribunals.

- ii) Drafting and reviewing of contracts and other legal instruments on behalf of the PSC.
- iii) Undertaking conveyancing (property transactions) on behalf of the PSC.
- iv) Providing the PSC, the Speakers of Parliament, members and staff of Parliament with impartial legal advice on matters affecting their official corporate activities.
- v) Providing timely and relevant legal information, research and analytical support services to the PSC, Committees, other Parliamentary staff and other authorized clients.
- vi) Ensuring compliance by the PSC with all applicable legal and regulatory requirements.
- vii) Representing the Clerk in various forums such as task forces or technical Committees with a legal bearing, such as the Kenya Integrity Forum.

Activities Undertaken in 2017 – 2018 Financial Year

- i) Litigation on behalf of Parliament, the PSC, Speakers of Parliament and the Clerks of Parliament.
- ii) The Directorate provided advisory services to both Speakers of the National Assembly and the Senate, the PSC, both Clerks of the National Assembly and the Senate, the Director General, Joint Services, Standing Committees of the Parliamentary Joint Services, various Directorates and departments in Parliament.
- iii) Conveyancing services including the successful acquisition of various buildings and properties, either through purchase or through lease, for use by Parliament.
- iv) Recovery of debts outstanding to the Parliamentary mortgage schemes and PSC.

- v) Counsel attended various training courses and Continuous Legal Education (CLE) programmes to build their capacity. The attendance of CLE ensured that legal counsel kept abreast with emerging legal issues and networked with colleagues within the legal profession.

8.0 CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING

The Centre for Parliamentary Studies and Training (CPST) was set up by the PSC on 8th December 2008. The CPST's mandate and functions are spelt out in the Legal Notice No. 95 of 22nd July 2011. As part of implementation of its mandate, the CPST carries out activities in accordance with this legal mandate, the Strategic Plan 2013-2017 and the Annual Work Plan. This report provides a highlight of the activities implemented in the 2017/ 2018 Financial Year, key successes, challenges and proposed solutions.

Report from Administration and Corporate Affairs

Financial performance

The CPST is mainly financed by the PSC to undertake capacity-building activities for Members and staff of Parliament and county assemblies. In the Financial Year 2017 / 2018, the CPST was allocated a recurrent expenditure budget of KShs 139,662,500. This figure included utilization of AIA of KES 40,000,000, hence a net expenditure of KShs 99,662,500. Another KShs 67, 860,194 was utilized in the programmes lined up for the year. This is 68% utilization.

Appropriation in Aid

The CPST did not charge most of the training it undertook. These were mostly the induction of Members of County Assemblies. However, other trainings and programmes were undertaken where fees were charged. In the 2017/ 2018 Financial Year, a total of KShs 4,922,843.75 from the trainings rendered to both the county.

Assemblies and the trainings undertaken at the regional level

In the Financial Year 2018/2019, a total of 40

million shillings as AIA has been factored in the PSC budget that was approved by the National Assembly. This will allow the CPST to utilize money that exists in the account and that is raised through AIA during that financial year. This move is aimed at ensuring that money raised by the CPST through training can be used to improve capacity-building activities undertaken by the CPST.

Training and Development

Seven officers were trained both locally and through international training institutions based on training needs identified by either the individual staff or their supervisors.

General administration

In this period, three (3) meetings of the Board of Management were held, three (3) general staff meetings. There were three (3) meetings of the CPST Board during the same period. These meetings resulted in better governance and good capacity building activities. The CPST continued to be represented and participated in the standing Committees on Staff Advisory Committee, the Disciplinary Committee, and Safety and Health Committee constituted by the Commission and Board of Senior Management, respectively.

Corporate affairs

The CPST Board undertook a study visit to the BPST and Dubai from 5th to 6th April, 2018 - India (BPST Delhi) and 9th to 11th April 2018 - UAE, ESAMI for a Corporate Governance Training.

During the same period, the CPST hosted seven (7) foreign delegations. Most of the delegations were interested in learning on the mandate, functions and role of CPST and how they can benefit from the same.

Report from Curriculum Development, Training and Research

As part of curriculum implementation, ninety-six (96) training programmes were conducted leading to the training of 3527 participants in the 2017 / 2018 Financial Year.

The bulk of the participants were members of

county assemblies who constituted 81% of all the participants trained. This was occasioned by the fact that most of the training took place as inductions for the members after the August 8th General Elections. Of the trainees, PSC staff constituted 15 % while regional training and county staff remained at 2%.

Training of Members of Parliament

During the period under review, the CPST undertook two trainings for MPs, specifically members of the Committee on Implementation in the National Assembly. The trainings were on Monitoring and Evaluation. One was done locally in Mombasa and the second one in Geneva Switzerland through the MOU PSC has with United Nations Institute of Training and Research (UNITAR).

Training of Parliamentary Staff

The regional training for senior staff officers of the East African Legislative Assembly (EALA) and East African Community Member states officers on Results Based Management (RBM) where thirty-seven (37) officers were trained. The national Parliaments represented were Kenya and Uganda. The other major training during the year was the hosting of the McGill University and Commonwealth Parliamentary Association (CPA) International.

Professional Development Course for Parliamentary Staff

Twenty-one (21) participants drawn from the following countries attended the course: Kenya six (6), South Africa three (3), and Tanzania two

(2). The rest of other participating countries namely: Zimbabwe, Uganda, Fiji, Australia, Zambia, New Zealand, India, Jersey, Northern Ireland, and Trinidad and Tobago had one (1) participant each. Finally, the CPST Staff, officers from the Parliamentary Budget Office (PBO) the Directorate of Finance and Accounting and the Senate attended a two-day training on Records Management at the CPST geared towards helping the PSC streamline its processes of Records Management.

Curriculum Development

The CPST developed four mandatory promotional courses for the PSC staff from PSC Scale 10 and below.

Equally, the CPST developed an induction curriculum and manual for members of county assemblies. The CPST Annual calendar planning retreat was held at Simba Lodge in Naivasha, from 14th to 17th June 2018.

Research / Conferences

The CPST successfully hosted the 1st Annual Symposium on Parliamentary Training Institutes in May 2018. The symposium attracted participants from South Africa, Ghana, county assemblies and other government departments. The theme of the conference was "The Role of Parliamentary Training Institutes in the Attainment of Sustainable Development Goals (SDGs)." Nineteen (19) papers were presented. The Inter-Parliamentary Union (IPU) supported the symposium.



Members of the commission/ CPSTBoard and staff 08 Parliament at the training centre

REPUBLIC OF KENYA



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