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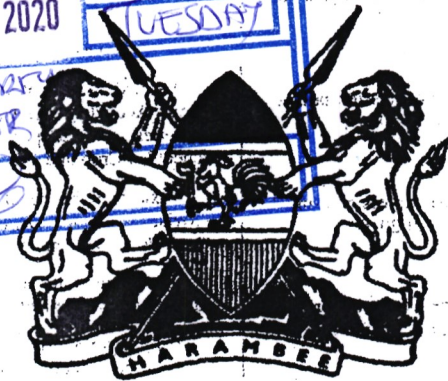
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(ANNEXES 6)


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THE KENYA GAZETTE

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CORRIGENDA

IN Gazette Notice No. 1991 of 2020, Cause No. 139 of 2020, amend the deceased's name printed as "Christine Aluoch Ogega" to read "Willis Ochieng Okoth".

IN Gazette Notice No. 618 of 2020 amend the expression printed as "Cause No. 137 of 2018" to read "Cause No. 137 of 2019".

IN Gazette Notice No. 1053 of 2020 amend the expression printed as "Cause No. 609 of 2018" to read "Cause No. 609 of 2019".

IN Gazette Notice No. 9677 of 2019, amend the expression printed as "Cause No. 145 of 2019" to read "Cause No. 121 of 2019".

IN Gazette Notice No. 2016 of 2020, Cause No. 86 of 2012, amend the expression printed as "Stephen Kiabi Mburu, P.O. Box 9-10200, Murang'a" to read "Stephen Kibai Mburu, P.O. Box 9-01020, Kenol".

IN Gazette Notice No. 2055 of 2020, Cause No. 59 of 2020, amend the expression printed as "who died at Gitira, on 3rd August, 2016" to read "who died at Gitiba, on 31st August, 2018".

IN Gazette Notice No. 2057 of 2020, Cause No. 170 of 2015, amend the date of death printed as "12th November, 1976" to read "12th November, 1978".

GAZETTE NOTICE NO. 2162

THE COMMUNITY SERVICE ORDERS ACT

(No. 10 of 1988)

RE-APPOINTMENT

IN EXERCISE of the powers conferred by section 10 (1) of the Community Service Orders Act, the Chief Justice appoints—

HON. JANE KEMUNTO OCHARO

to be the National Community Service Orders Co-ordinator, for a term of three (3) years, with effect from the 4th March, 2020.

Dated the 25th February, 2020.

DAVID K. MARAGA,

Chief Justice and President Supreme Court of Kenya.

GAZETTE NOTICE NO. 2163

THE NATIONAL CONSTRUCTION AUTHORITY

(No. 41 of 2011)

APPOINTMENT

IN EXERCISE of the powers conferred by section 7 (1) (a) of the National Construction Authority Act, 2011, the Cabinet Secretary for Transport, Infrastructure, Housing, Urban Development and Public Works appoints—

DAVID MWANGI GAIKHO (QS)

to be the Chairperson of the Board of the National Construction Authority, for a period of three (3) years, with effect from the 20th January, 2020.

Dated the 10th February, 2020.

JAMES W. MACHARIA,

Cabinet Secretary for Transport, Infrastructure, Housing, Urban Development and Public Works.

GAZETTE NOTICE NO. 2164

THE CROPS ACT

(No. 16 of 2013)

DECLARATION OF BIXA AS SCHEDULED CROP

IN EXERCISE of powers conferred under section 7 (2) of the Crops Act, 2013 the Cabinet Secretary for Agriculture, Livestock, Fisheries and Cooperatives declares Bixa (*Bixa orellana*) as a scheduled Crop under Part 3 of the First Schedule of the Crops Act.

Bixa shall be developed and regulated in accordance with the provisions of the Agriculture and Food Authority Act, 2013, the Crops Act, 2013 and any Regulations made thereunder.

The Agriculture and Food Authority shall in addition take the following developments and regulations measures:

- (a) Develop Bixa through Capacity building of the industry players on the best agronomic practices;
- (b) Registration of the Bixa by Registering and licensing the industry players and ensuring compliance to set the standards and;
- (c) Creating market linkage in both local and international markets

Dated the 26th February, 2020.

PETER MUNYA,

Cabinet Secretary for Agriculture, Livestock, Fisheries and Co-operatives

GAZETTE NOTICE NO. 2165

THE CROPS ACT

(No. 16 of 2013)

DECLARATION OF STEVIA AS SCHEDULED CROPS

IN EXERCISE of powers conferred under section 7 (2) of the Crops Act, 2013, the Cabinet Secretary for Agriculture, Livestock, Fisheries and Co-operatives declares Stevia (*Stevia rebaudiana*) as a scheduled Crop under Part 3 of the First Schedule of the Crops Act.

Stevia shall be developed and regulated in accordance with the provisions of the Agriculture and Food Authority Act, 2013, the Crops Act, 2013 and any regulations made thereunder.

The development of Stevia will focus on:

- (a) Formulation of general and specific policies for the development of Stevia.
- (b) Facilitation of marketing and distribution of Stevia.
- (c) Promoting the establishment of wholesale markets in identified major centres of the county.
- (d) Promoting the establishment of Stevia collection centre in viable areas.
- (e) Establishment of linkages with various governments and private research institutions for the conduct of studies and researches.
- (f) Conducting farmers training programs.
- (g) Establishment of experimental stations and seed farms for the development of varieties suitable for agro-climate conditions of the area and markets.
- (h) Devising and maintaining a system for regularly obtaining information on current and future production, prices and movement in trade.
- (i) Establishment and enforcements of standards in grading, sampling and inspection, tests and analysis, specifications, units of measurement, code of practice and packaging, preservation, conservation and transportation of Stevia.
- (j) Promotion and advising of strategies of value addition prior to the export of Stevia from Kenya.

(k) The Regulatory measures will include registration of operators, inspection and licensing of all dealers in Stevia.

(l) Recommending general industry agreements between farmers and processors of Stevia.

Dated the 26th February, 2020.

PETER MUNYA,
Cabinet Secretary for Agriculture,
Livestock, Fisheries and Co-operatives

GAZETTE NOTICE No. 2166

THE CROPS ACT

(No. 16 of 2013)

DECLARATION OF OIL PALM AND BAMBARA NUTS AS SCHEDULED CROPS

IN EXERCISE of powers conferred under section 7 (2) of the Crops Act, 2013, the Cabinet Secretary for Agriculture, Livestock, Fisheries and Co-operatives declares Oil Palm (*Elaeis guineensis L*) and Bambara Nuts (*Vigna subterranean L*) as a scheduled crop under Part 3 of the First Schedule of the Crops Act.

Oil Palm and Bambara Nuts shall be developed and regulated in accordance with the provisions of the Agriculture and Food Authority Act, 2013, the Crops Act, 2013 and any regulations made thereunder.

The development of Oil Palm and Bambara Nuts will focus on:

1. Expansion of the area under Oil Palm and Bambara Nuts where the Authority will support the provision of quality planting material in collaboration with KALRO.

2. Capacity building of extension officers on good agricultural and manufacturing practices.

3. Promotion of value addition, training of value chain actors, supporting input reduction costs and,

4. Encouraging of linkages between producers (farmers) and market (processors in the case of oil palm).

The regulatory measures will include ensuring availability of quality improved seeds of Bambara Nuts and clones of Oil Palm to the farmers through registration of operators, inspection and licensing of all dealers such as wholesale and retail traders, importers, exporters and processors to assure consumers of quality and safe produce and products.

Dated the 20th February, 2020.

PETER MUNYA,
Cabinet Secretary for Agriculture,
Livestock, Fisheries and Co-operatives

GAZETTE NOTICE No. 2167

THE MINING ACT

(No. 12 of 2016)

THE MINING (COMMUNITY DEVELOPMENT AGREEMENT) REGULATIONS, 2017

(L.N. 148 of 2017)

APPOINTMENT

IT IS notified for the general information of the public that pursuant to regulation 7 (1) of the Mining (Community Development Agreement) Regulations, 2017, the following are members of the Community Development Agreement Committee between Bahati Community in Nakuru County and Karsan Ramji & Sons, Amolak Isher Singh & Sons—

Under paragraph (a)—

Lee Maiyani Kinyanjui

Under paragraph (b)—

Kisilu Mutua

Under paragraph (c)—

Wahome Jambo Kenya

Under paragraph (d)—

Margaret Wambui

Under paragraph (e)—

John Chege Wagura

Under paragraph (f)—

David Kimani Veronica
Elizabeth Wambui

Under paragraph (g)—

Patrick Kamau Mbugua

Under paragraph (h)—

Elizabeth Kanyua

Under paragraph (i)—

Johana Njau Gathura

Under paragraph (j)—

Onesmus Kimani Ngunjiri

Under paragraph (k)—

Kisorkumar Dhanji Varsani
Andrew Mutuku Nzioki
Humphrey Kariuki

the members under paragraphs (d), (e), (f), (g) (h) and (i) shall serve for a period of three (3) years, with effect from the 1st March, 2020.

Dated the 28th February, 2020.

JOHN K. MUNYES,
Cabinet Secretary for Petroleum and Mining.

GAZETTE NOTICE No. 2168

THE PUBLIC FINANCE MANAGEMENT ACT

(No. 18 of 2012)

THE PUBLIC FINANCE MANAGEMENT (NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND) REGULATIONS, 2016

(L.N. 52 of 2016)

APPOINTMENT

IN EXERCISE of the powers conferred by paragraph 8 (2) (a) of the Public Finance Management (National Government Affirmative Action Fund) Regulations, 2016, the Cabinet Secretary for Public Service and Gender appoints—

WANJIKU MUKABI KABIRA

to be the Chairperson of the National Government Affirmative Action Fund, for period of three (3) years, with effect from the 13th March, 2020. The appointment of Regina Ndambuki* is revoked

MARGARET KOBIA,
Cabinet Secretary for Public Service and Gender.

*G.N. 7052/2018

GAZETTE NOTICE No. 2169

THE PUBLIC FINANCE MANAGEMENT ACT

(No. 18 of 2012)

THE PUBLIC FINANCE MANAGEMENT (NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND) REGULATIONS, 2016

(L.N. 52 of 2016)

APPOINTMENT

IN EXERCISE of the powers conferred by paragraph 8 (3) (g) of the Public Finance Management (National Government Affirmative Action Fund) Regulations, 2016, the Cabinet Secretary for Public Service and Gender appoints—

FLORENCE KALEKYE KIRIINYA

to be a member of the National Government Affirmative Action Fund, for period of three (3) years, with effect from the 13th March, 2020. The appointment of Regina Ndambuki* is revoked

MARGARET KOBIA,
Cabinet Secretary for Public Service and Gender.

*G: 7053/2018

GAZETTE NOTICE NO. 2170

THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC REGISTRATION, CONVEYANCING AND OTHER LAND TRANSACTION IN LINE WITH EXISTING LAND LAWS

APPOINTMENT

IT IS notified for the general public that the Cabinet Secretary for Lands and Physical Planning has constituted a taskforce to formulate regulations that will facilitate electronic registration, conveyancing and other land transactions under the Land Registration Act, 2012; the Land Act, 2012; the Survey Act (Cap. 299); the Physical Planning and Land Use Act, 2019; the Community Land Act, 2016 and the National Land Commission Act, 2012.

1. The Taskforce shall comprise of the following—

Chairperson

Eric Nyadimo

Members

Caroline W. Kihara
Jasper Ntwiga Mwenda
Charles W. Wamae
Samuel Nthuni
Lucy Sereu Moinket
Tom Abuta
Esther Njiru Omulele
David Kinyanjui Gatimu
Eugene Lawi
Mildred Ambani
Truphosa Achar
Edward Lekaichu ole Kateiya
Carolyne Mehin
Catherine Ochanda
Elizabeth Njoroge
Herbert Were
Julius Kahindi
Eustace Kithumbu
Brian Kimutai

Joint Secretaries

Geoffrey Moses Mugendi
Clarah Chemutai Ketyenya
Mary Macharia
Annette Bosibori Omwoyo
James Nombi

2. The terms of reference of the Taskforce shall be to—

- study and review the Land Registration Act, 2012; the Land Act, 2012; the Survey Act; the Community Land Act, 2016 and their respective Regulations/Rules with a view to formulate Regulations, Rules or Guidelines to facilitate electronic land transactions;
- conduct the process in accordance with the Statutory Instruments Act and specifically carry out public participation and prepare a Regulatory Impact Assessment Statement;
- perform any other task as may be assigned by the Cabinet Secretary; and
- submit the final report with the draft Regulations, Rules or Guidelines to the Cabinet Secretary within six (6) weeks of this appointment.

3. In the performance of its functions, the Taskforce—

(a) shall regulate its own procedures;

(b) shall prepare and submit to the Cabinet Secretary its work plan and budget;

(c) shall hold such number of meetings in such places and at such times as it may consider necessary for the discharge of its functions;

(d) may solicit, receive and consider the views of members of the public and any interest groups;

(e) may co-opt not more than three persons who possess relevant expertise, skills or experience where the taskforce considers necessary; and

(f) shall submit the guidelines or rules and a final report to the Cabinet Secretary within two months of this appointment.

- The Taskforce shall finalize its task within a period of six (6) weeks from the date this notice is published in the gazette or for such longer period as the Cabinet Secretary may, by notice in the Gazette, prescribe
- The costs incurred by the taskforce including facilitation and payment of allowances in respect of the members and joint secretaries of the Taskforce shall be defrayed from the voted funds of the Ministry of Lands and Physical Planning
- The Secretariat of the taskforce shall be at the Ministry of Lands and Physical Planning, Ardh House, 1st Ngong Avenue, P.O. Box 30450, Nairobi.

FARIDA KARONEY,
Cabinet Secretary for Lands and Physical Planning.

GAZETTE NOTICE NO. 2171

THE INDUSTRIAL TRAINING ACT

(Cap. 237)

APPOINTMENT OF INDUSTRIAL TRAINING INSPECTORS

IN EXERCISE of the powers conferred by section 23 (i) of the Industrial Training Act, the Cabinet Secretary for Labour and Social Protection appoints—

Stephen Omondi Ogenga	Eileen Nyambura Nguthari
William Okello Mwanza	Christine Njeri Mwangi
Gipson Kithinji Ndwiaga	Mary Mugere Wamoko
Collins Ochieng Owino	Felix Gonza Ogutu
Paul Kibara Gitonga	Moses Muriuki Kamunge
Phyllis Sitienei Kiplagat	George Kimuyu Ndonge
Peter Njue Njiru	Evans Asumari Abaya
Rose Wangui Komu (Dr.)	Liban Roba Duba
Kevin Omulako Mutuli	Alfred Ogutu Makokha
Douglas Orjechi Momanyi	John Kibet Chirchir
Irene Mumbi Muraguri	Eric Aduogo Abok
George Gathirwa Munene	Javan Chiro Kambu
Regina Akinyi Ojala	Galm Guyo Rogicha
Caleb Ojuk Malunga	Martina Wato Yattani
Mary Watiri Thangaru	Rahma Abdulahi Jaldesa
Lwanga Oguna Karoli	Keziah Njeri Mwangi
Peter Oribo Maranga	Beatrice Njeri Ng'ang'a
Susan Mueni Musau	Bernard Onserio Okemwa
Augustine Kiplagat Rono	Nancy Cherop Muge
Susan Wanjiru Mburu	Jackson Kiago Isaac
Irine Moraa Ogamba	Davina Chematia Kiplagat
Caroline Jepkorir Kibiwott	Lydia Kanana Kithinji
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Patrick Barasa Masinde	Musa Opuk Ochieng
Joseph Njiru Njeru	Evance Owino Odhiambo
Edward Githinji Mucheru	Joshua Kibiti M'Aburi
Trusila Monyenye Nyandika	Ann Muthoni Karigi
Peter Kamau Maingi	Festus Wabomba Kitui
Jane Wanjiru Kamau	Teresa Lagat
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Zakayo Mwirigi Mutonga	Millicent Janet Otom
Joseph Musyoki Kivuva	Ruth Adhiambo Odero
Bernard Ouma Osongo	Julius Mutengea Ndenge
Festus Kitave Musyoki	Pamela Aliviza Keere

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GAZETTE NOTICE No. 3384

**TASKFORCE ON FORMULATION OF RELATED
REGULATIONS TO FACILITATE ELECTRONIC
REGISTRATION, CONVEYANCING AND OTHER LAND
TRANSACTIONS IN LINE WITH EXISTING LAND LAWS**

EXTENSION OF TERM

IT IS notified for the general information of the public that pursuant to paragraph 4 of Gazette Notice No 2170 of 2020, the Cabinet Secretary for Lands and Physical Planning has extended the term of the Taskforce on Formulation of Related Regulations to Facilitate Electronic Registration, Conveyancing and Other Land Transactions in Line with Existing Land Laws, for a period of six (6) weeks, with effect from the 24th April, 2020.

Dated the 22nd April, 2020

FARIDA KARONEY,
Cabinet Secretary for Lands and Physical Planning.

GAZETTE NOTICE No 3385

THE INTERGOVERNMENTAL RELATIONS ACT

(No. 2 of 2012)

**ESTABLISHMENT OF INSTITUTIONAL STRUCTURES TO FACILITATE THE
IMPLEMENTATION OF NATIONAL GOVERNMENT PROGRAMMES AND
PROJECTS IN COUNTIES**

IT IS notified for the general information of the public that the Cabinet Secretary for Devolution and Arid and Semi-Arid Lands has established the institutional structures set out in the Schedule to facilitate the implementation of National Government programmes and projects in counties.

1. The objectives of the institutional structures set out in the Schedule shall be to—

- (a) facilitate and co-ordinate the implementation of National Government programmes and projects in counties;
- (b) co-ordinate and harmonize the development of norms, policies, legislative proposals and sector priorities on National Government programmes and projects in counties;
- (c) monitor the implementation of national and county sector plans with respect to National Government programmes and projects in counties;
- (d) co-ordinate development support by the National Government, county governments and development partners with respect to National Government programmes and projects in counties;
- (e) promote capacity-building, good governance and partnership principles and tenets for the implementation of National Government programmes and projects in counties; and
- (f) promote the sharing of resources, infrastructure, data, information and other facilities used in the implementation of National Government programmes and projects in counties.

2. The principles of the institutional structures are—

- (a) sovereignty of the people;
- (b) inclusive and participatory governance;
- (c) respect for the functional and institutional integrity of the two levels of government;
- (d) promotion of the national values and principles of governance;
- (e) promotion of equality and equity in service delivery;
- (f) objectivity and impartiality in decision-making;
- (g) consultation and co-operation;
- (h) minimizing intergovernmental disputes; and
- (i) promotion of accountability.

SCHEDULE

1. THE INTERGOVERNMENTAL STEERING COMMITTEE

(1) The Intergovernmental Steering Committee shall comprise of—

- (a) the Cabinet Secretary responsible for matters relating to the co-ordination of National Government, who shall be the chairperson;
- (b) the chairperson of the Council of County Governors, who shall be the co-chairperson;
- (c) all other Cabinet Secretaries;
- (d) all other County Governors;
- (e) the Attorney-General; and
- (f) the chairperson of the Intergovernmental Relations Technical Committee.

(2) The Intergovernmental Steering Committee may co-opt such other members to assist it in the performance of its functions.

(3) The functions of the Intergovernmental Steering Committee shall be to—

- (a) provide strategic and policy direction for the implementation of national government programmes and projects in counties; and
- (b) determine any dispute referred to it by other intergovernmental committees specified in the Schedule.

(4) The Intergovernmental Steering Committee shall meet at least four times in each year and not more than three months shall pass between its meetings.

(5) The Intergovernmental Steering Committee shall conduct its meetings in accordance with the provisions of the First Schedule to the Intergovernmental Relations Act, 2012.

(6) The secretariat of the Intergovernmental Steering Committee shall be jointly provided by the State Department of Devolution and the Ministry of Interior and Co-ordination of National Government.

2. THE INTERGOVERNMENTAL SECTOR CONSULTATIVE FORUM

(1) The Intergovernmental Sector Consultative Forum shall comprise of—

- (a) the Cabinet Secretary responsible for the respective sector, who shall be the chairperson;
- (b) the Chairperson of the respective sector committee of the Council of County Governors, who shall be the co-chairperson;
- (c) the Cabinet Secretary for matters relating to intergovernmental relations;
- (d) the Cabinet Secretary responsible for matters relating to the co-ordination of the National Government;
- (e) the Cabinet Secretary responsible for matters relating to finance;
- (f) members of the respective sector committee of the Council of County Governors; and
- (g) the chairperson of the Intergovernmental Relations Technical Committee.

(2) The functions of the Intergovernmental Sector Consultative Forum shall be to—

- (a) oversee the implementation of National Government sector programmes being implemented in counties;
- (b) consider and adopt national government sector strategic plans and interventions for the implementation of National Government programmes and projects in counties;
- (c) consider and adopt reports on the status of implementation of national government sector strategies, interventions and programmes being implemented in counties;

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THE following notes are for the guidance of persons submitting "copy" for inclusion in the *Kenya Gazette, Supplement*, etc.:

- (1) *The Kenya Gazette* contains Notices of a general nature which do not affect legislation. They are, therefore, submitted to the Government Printer directly.
- (2) *Legislative Supplement* contains Rules and Regulations which are issued by the National or County Governments. Because of this, they must be submitted to the Government Printer through the office of the Attorney-General.
- (3) *Bill Supplement* contains Bills which are for introduction in the National Assembly, Senate or County Assemblies.
- (4) *Act Supplement* contains Acts passed by the National Assembly, Senate or County Assemblies.

All "copy" submitted for publication should be prepared on one side of an A4 sheet no matter how small the Notice is, each page being numbered and should be typed with double spacing. Copy should be clear, legible and contain no alterations.

Particular attention should be paid to the following points:

- (i) Signature must be supported by rubber-stamping or typing the name of the signatory in capital letters.
- (ii) Must be correct and filled in where necessary.
- (iii) Care should be taken to ensure that all headings to Notices and references to legislation are up to date and conform with the Revised Edition of the Laws of Kenya.

EXTRACT FROM THE CODE OF REGULATIONS, SECTION D—

Kenya Gazette

"D 34. (1) Communications for the *Kenya Gazette* should reach the Government Printer not later than 9 a.m. on Friday of the week before publication is desired. The Government Printer will not publish communications received after that hour until the next subsequent issue of the Gazette.

(2) Ministries will be required to pay for the *Kenya Gazette* and to meet the cost of advertising in it.

It is emphasized that these notes are for guidance only, but it is requested that persons submitting copy for publication first satisfy themselves that such copy is complete in every respect.

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With effect from 1st July, 2012, subscription and advertisement fee for the *Kenya Gazette* are as follows:

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MINUTES OF THE 34TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON, 10TH JUNE 2020 AT 10:30 A.M.

Attendance of the Taskforce Members


S/No.	Name	Position
1.	Eric Nyadimo	Chair
2.	Herbert Were	Member
3.	Mildred Ambani	Member
4.	David Gatimu	Member
5.	Esther Omulele	Member
6.	Victor Ouno	Member
7.	Eugene Lawi	Member
8.	Tom Abuta	Member
9.	Mary Macharia	Joint Secretary
10.	Julius Kahindi	Member
11.	Samuel Nthuni	Member
12.	Sereu Moinket	Member
13.	Clarah Ketyenya	Joint Secretary
14.	Edward Ole Kateiya	Member
15.	Elizabeth Njoroge	Member
16.	Jasper Mwenda	Member
17.	Agnes Matunda	Secretariat
18.	George Ruhara	Secretariat
19.	Nancy Awere	Secretariat
20.	Caroline Kihara	Member
21.	Truphosa Achar	Member
22.	Stephen Chebii	Secretariat
23.	Rachel Dinda	Secretariat
24.	Annette Omwoyo	Joint Secretary
25.	James Nombi	Joint Secretary
26.	Brian Kimutai	Member
27.	Damaris Lukwo	Secretariat
Apologies		
1.	Catherine Ochanda	Member
2.	Charles Wamae	Member
3.	Peter Musyimi	Member
4.	Carolyne Menin	Member
5.	Mugendi Moses	Joint Secretary
MIN.01/34/2020	Agenda	
	<ol style="list-style-type: none"> 1. Preliminaries 2. Introduction and Welcoming Remarks 3. Mainstreaming NLIMS and Suspension and Revocation of User Access 4. Adoption of Past Minutes 5. AOB 	
MIN.02/34/2020	Preliminaries	

	<ul style="list-style-type: none"> • The Chair called the meeting to order at 10:46 a.m. • The Chair took members through the day's agenda. • Opening prayers were said by Clarah Ketyenya.
MIN.03/34/2020	Introduction and Welcoming Remarks
	<p>The chair welcomed members to the meeting and team began working on review and adoption of past minutes</p> <p>21st Meeting Minutes overview and corrections</p> <ul style="list-style-type: none"> • The Chair requested the members to start with adoption of the previous minutes, the last minutes adopted being minutes of the 20th Meeting • The 21st minutes observations on the opening to be rephrased and that survey presentation had been done by Jasper Mwenda, the slide to be corrected to read laws and no users • Physical planning presentation was done by David Gatimu • The minutes were proposed by Jasper Mwenda and seconded by Edwad Ole Kateiya <p>22nd Meeting Minutes adoption</p> <ul style="list-style-type: none"> • In attendance to be removed • The minutes were extremely detailed, summary was done • Proper names and organizations of some participants were to be established for proper recording in the list • The minutes were proposed by Caroline Wanjeri and seconded by David Gatimu <p>23rd Meeting Minutes corrections</p> <ul style="list-style-type: none"> • Eugene to share the names and organizations of participants during the stakeholder engagement, other names yet to be established • The minutes were proposed by Herbert Were and seconded by Esther Omulele <p>24th Meeting Minutes adoption</p> <ul style="list-style-type: none"> • Separate the guest's names from the taskforce • Guests should not sign the minutes of the taskforce so remove them from signing • The minutes were proposed by Samuel Nthuni and seconded by Truphosa Achar <p>25th Meeting Minutes adoption</p> <ul style="list-style-type: none"> • Remove the issue about legal advice as it was not part of the agenda and discussion • The minutes were proposed by Tom Abuta and seconded by Sereu Moinket <p>26th Meeting Minutes adoption</p> <ul style="list-style-type: none"> • Get full names of the guests • The minutes were proposed by James Nombi and seconded by Jasper Mwenda

	<p>27th Meeting Minutes adoption</p> <ul style="list-style-type: none"> • Check the right names for Peris and Japheth • Remove others from signing the Minutes • The minutes were proposed by Julius Kahindi and seconded by Edward Ole Kateiya <p>28th Meeting Minutes adoption</p> <ul style="list-style-type: none"> • Names mixed up, that should be Eugene to help with obtaining names. • The Minutes were proposed by Tom Abuta and seconded by Mildred Ambani <p>29th Meeting Minutes adoption</p> <ul style="list-style-type: none"> • The names mixed up need clarifications, Grace Ananda, Nelly Towett- TCPAK • Simon Kiriba- Bomans • The Minutes were proposed by Herbert Were and seconded by Jasper Mwenda <p>30th Meeting Minutes adoption</p> <ul style="list-style-type: none"> • Meeting with Wilson Dima Dima • The Minutes proposed by Agnes Matunda and seconded by Tom Abuta
MIN.04/34/2020	NLIMS Proposed Regulations
	<ol style="list-style-type: none"> 1. NLIMs zero draft has been drafted with consideration of feedback from stakeholders and more specifically National Land Commission 2. The Chair presented the draft, he also reminded the team about his previous suggestions to the team. The team assured the meeting that they will incorporate them 3. It was agreed that in regulation 10 the data not be called land data but simply data as it could be any data 4. Team reminded to include the actors and appointment of system administrators. Response: Proposed actors are, Director of Survey, Chief Land Registrar, way forward needed for the Director General and also Planning 5. The issue of authorized user vs user was discussed matter under regulation 14, should be as clear as possible, determine who is the external user 6. The database should include all similar information of the same nature, collated in one place 7. Persons with disabilities was omitted and should be considered 8. Annette requested for a team to work on this. 9. A team made up of Samuel, Tom Abuta, Eugene, Brian, Mary, Sereu and Esther was proposed <p>Suspension and Revocation of User Access</p> <ol style="list-style-type: none"> 1. Tom Abuta gave a proposal on the suspension and revocation of user access 2. The meeting agreed to have a team to look into the proposal and advice further.

	<p>3. The proposed team would be made up of: Tom, James, Jasper, Moses and Sereu with the Chair to convene.</p> <p>LSK Submission The Chair informed the meeting that the LSK submissions had been received and the taskforce members were asked to look keenly into the submissions and revise the matrix of comments</p> <p>The Chair asked the drafters to check if some forms are missing and to ensure that they are all there</p> <p>The draft explanatory memorandum process should start by studying the samples. Tom was to send a sample explanatory memorandum.</p> <p>Tom advised that one explanatory memorandum would be enough for the Regulations we have done and that this should be done after drafting is complete. What the explanatory memorandum should contain is also found in the statutory Instruments Act.</p> <p>RIA The taskforce had envisioned to get an independent body or individual to give an independent opinion.</p> <p>The Chair and Achar to follow up on the issue of RIA and advice at the next meeting.</p>
MIN.06/34/2020	<p>Way forward</p> <ul style="list-style-type: none"> • Teams to forward their reports to the Chair.
MIN.07/34/2020	<p>Adjournment and Date of the Next Meeting</p> <p>The Chair closed the meeting at 1:20 pm with closing prayers from Truphosa Achar.</p> <p>Next meeting was scheduled for Monday 15th June 2020.</p>

Minutes Read and Confirmed by:

Chairman  Date. 15/6/2020

Secretary  Date. 15/06/2020

Secretary  Date. 15.06.2020

MINUTES OF THE 33rd MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON MONDAY, 8TH JUNE, 2020 AT 11:00 A.M.


Attendance of the Taskforce Members


S/No.	Name	Position
1.	Eric Nyadimo	Chair
2.	Herbert Were	Member
3.	Mildred Ambani	Member
4.	David Gatimu	Member
5.	Stephen Chebii	Secretariat
6.	Eugene Lawi	Member
7.	Mary Macharia	Joint Secretary
8.	Julius Kahindi	Member
9.	Samuel Nthuni	Member
10.	Sereu Moinket	Member
11.	Clarah Ketyenya	Joint Secretary
12.	Edward Ole Kateiya	Member
13.	Elizabeth Njoroge	Member
14.	Jasper Mwenda	Member
15.	Agnes Matunda	Secretariat
16.	George Ruhara	Secretariat
17.	Mugendi Moses	Joint Secretary
18.	Caroline Kihara	Member
19.	Nancy Awere	Secretariat
20.	Truphosa Achar	Member
21.	Charles Wamae	Member
22.	Damaris Lukwo	Secretariat
23.	Catherine Ochanda	Member
24.	Rachel Dinda	Secretariat
25.	Annette Omwoyo	Joint Secretary
26.	James Nombi	Joint Secretary
27.	Brian Kimutai	Member
Apologies		
1.	Carolyne Menin	Member
2.	Tom Abuta	Member
3.	Peter Musyimi	Member
4.	Esther Omulele	Member
5.	Victor Ouno	Member
MIN.01/33/2020	Agenda	
	1. Preliminaries 2. Revised planning, cadastre and valuation matrices of public participation 3. Reports on <ul style="list-style-type: none"> • Aspects of Community Land Act to be considered for linkage with Electronic Regulations • Expansion of Section 6h of the Land Act 	

	<ul style="list-style-type: none"> • Electronic Appeals Committee <p>4. Finalize on RIA and the next steps</p> <p>5. Way Forward</p>
MIN.02/33/2020	Preliminaries
	<ul style="list-style-type: none"> • The Chair called the meeting to order at 11:18 a.m. • Opening prayers were said by Rachel Dinda. • The Chair took members through the day's agenda.
MIN.03/33/2020	Presentation on review
	<p>Review of Physical Planning Matrix</p> <ul style="list-style-type: none"> • The regulations to be taken as recommendations so that they can be added to the PLUPA Regulations which are at the AG office. • A meeting with Director General is key to streamline the PLUPA Regulations and the Electronic Regulations. • The matrix of comments to be cleaned further. <p>Survey Matrix of Comments</p> <ul style="list-style-type: none"> • He document had been revised. • Public participation comments have been incorporated. <p>Valuation Matrix</p> <ul style="list-style-type: none"> • The matrix is being edited and will be shared after the subcommittee meeting. • Treasury requires the following documents to be submitted by the Taskforce. <ul style="list-style-type: none"> ○ Explanatory Memorandum ○ Revised Regulations ○ Schedule of comments ○ Meeting Minutes • For Valuation, drafting will not be done since Treasury will finalize the process on their own.
MIN.04/33/2020	Mainstreaming NLIS report
	<p><u>Electronic Appeal Committee</u></p> <p>Way-forward</p> <ul style="list-style-type: none"> • There is no need to have an Electronic Appeals Committee for Registration – reference to section 86 of the LRA • Abuta to draft section on cadastre on suspension and termination by 9th June 2020 and advice for adoption • Abuta to draft section on Planning on suspension and termination by 9th June 2020 and advice for adoption • There is no need for suspension or termination for Land Admin since these are internal functions • For stamp duty – treasury has indicated that there is no need for clauses on electronic aspects or access to the system since they will rely on the Tax Procedures Act. <p><u>Section 6h of the Land Act</u></p> <p>Need for the expansion of Section 6h of the Land Act to:</p> <ul style="list-style-type: none"> • Define NLIS • define the users; • define how the users engage the system;

	<ul style="list-style-type: none"> • define the transactions; • Terms & conditions <p>Action: Annette to work on the issue and revert by 9th June 2020 for the team to review and adopt.</p> <p>Community Land Act The subcommittees to look at the matrix developed by the team so as to see whether there is anything that could be added to the Regulations.</p>
MIN.05/33/2020	<p>Finalize on RIA and the next steps</p> <p>There was no report from Peter Musyimi but the Chair will follow up and advice.</p>
MIN.06/33/2020	<p>Way forward</p> <ul style="list-style-type: none"> • Chair to forward Land Admin, Survey and Registration matrices to the drafters.
MIN.07/33/2020	<p>Adjournment and Date of the Next Meeting</p> <ul style="list-style-type: none"> • The Chair closed the meeting at 2:23 pm with a closing prayer from Mildred Ambani. • The next meeting was scheduled for Tuesday 10th June, 2020.

Minutes Read and Confirmed by:

Chairman  Date 15/6/2020

Secretary  Date 15.06.2020

Secretary:  Date: 15/06/2020

MINUTES OF THE 32nd MEETING OF THE TASKFORCE ON FORMULATION OF REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON FRIDAY, JUNE 5TH, 2020 AT 11:00 A.M.

Attendance

S.N.	Name	Position
1.	Eric Nyadimo	Chair, TFELTR
2	Caroline Wanjeri	Member, TFELTR
3.	David Gatimu	Secretariat, TFELTR
4.	Charles Wamae	Member, TFELTR
5.	Eugene Lawi	Secretariat, TFELTR
6.	George Ruhara	Member, TFELTR
7.	Herbert Were	Member, TFELTR
8.	Mildred Ambani	Member, TFELTR
9.	James Nombi	Member, TFELTR
10	Jasper Mwenda	Secretariat, TFELTR
11.	Sereu Moinket	Member, TFELTR
12.	Julius Kahindi	Member, TFELTR
13.	Elizabeth Njoroge	Member, TFELTR
14.	Nancy Awere	Secretariat, TFELTR
15.	Damaris Lukwo	Secretariat, TFELTR
16	Rachel Dinda	Secretariat, TFELTR
17.	Stephen Chebii	Secretariat, TFELTR
18.	Clarah Ketyenya	Joint Secretary, TFELTR
19	Dr. Mary Macharia	Joint Secretary, TFELTR
20.	Moses Mugendi	Joint Secretary, TFELTR
21.	Agnes Matunda	Secretariat, TFELTR
22.	Esther Omulele	Member, TFELTR

Absent with Apologies

1.	Brian Kimutai	Member, TFELTR
2.	Peter Musyimi	Member, TFELTR
3.	Carolyne Menin	Member, TFELTR
4.	Dr. Victor Ouno	Member, TFELTR
5.	Annette Omwoyo	Member, TFELTR
6.	Tom Abuta	Member, TFELTR
7.	Catherine Ochanda	Member, TFELTR
8.	Truphosa Achar	Member, TFELTR
9.	Dr. Samuel Nthuni	Member, TFELTR
10	Edward Ole Kateiya	Member, TFELTR


MIN.01/32/2020 Adoption of Agenda


	<p>Items of discussion were adopted as follows:</p> <ol style="list-style-type: none"> 1. Preamble/ Introductions 2. Presentations of: <ul style="list-style-type: none"> • Registration Matrix • Land Administration Matrix • Valuation Matrix • Physical Planning Matrix
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	<ul style="list-style-type: none"> • Survey Matrix 3. Way forward 4. AOB
MIN.02/32/2020	Preamble
	<ul style="list-style-type: none"> • The Chairman called the meeting to order at 10:30 am. • Opening prayers were said by Clarah Ketyenya. • The Chairman welcomed the members to the meeting and gave a brief about the pending submissions and when they are to be ready and in addition shared the agenda of the day.
MIN.03/32/2020	Presentations of matrix
	<p>Land Registration Matrix:</p> <p>Ms. Sereu Moinket gave presentation as follows:</p> <ul style="list-style-type: none"> • On interpretation sections from KBA and other stakeholders • The proposed interpretation section on electronic signatures now to be called advanced electronic signatures • On the issue of appeals committee for provisions of sec 86 of LRA. The committee proposed to do away with the regulation 13 and allowed the chief land register to deal with complaints as per LRA. • Regulation 15 -The task was to address the discrepancy between the marginal note and regulation. Response: Most of the Counties do not have the budget and so, the answer to this question may not be harmonious to all Counties. • On the issue of fees raised by registrars on regulation14 - Response: The law must be amended to remove any such fees for search, currently there is a waiver by the Government on both registration and search fees. The regulation has been amended to provide for the fees as applicable to cover for present and future situation. • Currently the applicant must upload a copy of the title during the search, the question was why is this necessary? Response is -This must be done for security purposes because of the tittle is surely for the applicant then it should be easy to upload <p>Planning Matrix</p> <p>The team was not ready with the matrix and was asked to expedite the process due to time constraint that we have as a taskforce. The team for planning said the inputs and responses will be ready and submitted by the following week, 7th June ,2020.</p> <p>Valuation Matrix</p> <p>The valuation subcommittee presented the revised matrix as attached.</p>

	Survey Matrix The cadastre subcommittee presented the matrix as attached.
MIN.04/32/2020	Way forward
	<ul style="list-style-type: none"> • The meeting created 2 teams to look at the issue of Electronic Appeals and Community Land Act. • The team to look at the Electronic Appeals would be made up of: Tom Abuta; Mary Wandia; Brian Kimutai; Samuel Nthuni; and Eugene Lawi • The team to look at the Community Land Act and Regulations would be made up of: Moses Mugendi (Chair); Edward Ole Kateiya; Agnes Kwamboka; Rachel Dinda; Sereu Moinket; and Truphosa Achar • The sub committees to work and finalize on the work by 7th June 2020 so that drafting commences on Monday 8th June 2020 • The meeting discussed the issue of tea and lunch to be provided to members as most of the meetings were running through the entire day
MIN.05/32/2020	Adjournment and Date of the Next Meeting
	<ul style="list-style-type: none"> • There being no other business the meeting ended at 3:55 PM with a word of prayer from Mr. Jasper Mwenda. • The next meeting is scheduled for Monday 8th June 2020 at 11.00a.m

Minutes Read and Confirmed by:

Chair:  Date... 15/6/2020

Secretary  Date... 15/06/2020

Secretary  Date... 15.06.2020

MINUTES OF THE 31ST MEETING OF THE TASKFORCE ON FORMULATION OF REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON THURSDAY, JUNE 4TH, 2020 AT 11:00 A.M.

Attendance

S.N.	Name	Position
1.	Eric Nyadimo	Chair, TFELTR
2.	Carol Wanjeri	Member, TFELTR
3.	David Gatimu	Secretariat, TFELTR
4.	Edward Ole Kateiya	Member, TFELTR
5.	Eugene Lawi	Secretariat, TFELTR
6.	George Ruhara	Member, TFELTR
7.	Herbert Were	Member, TFELTR
8.	Mildred Ambani	Member, TFELTR
9.	James Nombi	Member, TFELTR
10.	Jasper Mwenda	Secretariat, TFELTR
11.	Sereu Moinket	Member, TFELTR
12.	Truphosa Achar	Member, TFELTR
13.	Julius Kahindi	Member, TFELTR
14.	Elizabeth Njoroge	Member, TFELTR
15.	Nancy Awere	Secretariat, TFELTR
16.	Tom Abuta	Member, TFELTR
17.	Damaris Lukwo	Secretariat, TFELTR
18.	Rachel Dinda	Secretariat, TFELTR
19.	Stephen Chebii	Secretariat, TFELTR
20.	Clarah Ketyenya	Joint Secretary, TFELTR
21.	Dr. Mary Macharia	Joint Secretary, TFELTR
22.	Moses Mugendi	Joint Secretary, TFELTR
23.	Dr. Samuel Nthuni	Member, TFELTR
24.	Catherine Ochanda	Member, TFELTR
25.	Agnes Matunda	Secretariat, TFELTR
26.	Esther Omulele	Member, TFELTR
27.	Carolyne Menin	Member, TFELTR
Absent with Apologies		
1.	Brian Kimutai	Member, TFELTR
2.	Peter Musyimi	Member, TFELTR
3.	Charles Wamae	Member, TFELTR
4.	Dr. Victor Ouno	Member, TFELTR
5.	Annette Omwoyo	Member, TFELTR
MIN.01/31/2020	Adoption of Agenda	
	Items of discussion were adopted as follows: <ol style="list-style-type: none"> 1. Preamble/ Introductions 2. Presentations of: <ul style="list-style-type: none"> -Land Administration Matrix -Valuation Matrix -Registration Matrix -Physical Planning Matrix -Survey Matrix 3. Way forward . 	

	AOB (If any)
MIN.02/31/2020	Preamble
	<ul style="list-style-type: none"> • The Chairman called the meeting to order at 11:20 am. • Opening prayers were said by Mildred Ambani. • The Chairman welcomed the members to the meeting and informed them that the meeting was to discuss the matrix of comments from the public participation.
MIN.03/31/2020	Presentations of matrix
	<p>Land Administration Matrix from the Public Participation Process</p> <p>Mr. Tom Abuta presented on the views received from the Public on Land Administration and the members gave the responses and way forward.</p> <p>Under the Extension and Renewal of Lease/Allocation of Public Land/Issue of leases and License</p> <ul style="list-style-type: none"> • On item 2- Section 13 of the Land Act about management of Public Land gives the NLC mandate to manage public land. The NLC to manage Public Land on behalf of the County Government. Way forward/Response: Proposal to give notification in respect of expiry of leases by the CS in place of NLC shall be dropped in view of Section 13(1) of the Land Act. • On item 26 -Land processes at the County Government should be processed through a system developed by the County Government. Way forward/response: The Committee to converge a meeting with the system developer on this matter. • On item 27 -Do Counties have the infrastructure and will? Response: Most of the Counties do not have the budget and so, the answer to this question may not be harmonious to all Counties. • On item 29 -We the (COG) request for a validation meeting before you do your final drafts. Response: a meeting to be held with the Council of Governors • On item 36 -If land has vested on the Public agencies, why should the NLC be the one to oversee management? Way forward/response: this is a Constitutional mandate. • On item 37 -Users who are regular or professionals to be allowed access throughout the year by making annual subscription as opposed to other users. Way forward/ response: Access to the system is not charged (its free of charge)

- **On item 38** -Allow estate agents to make applications for extension and renewal of leases on behalf of owners.
Way forward/ response: the regulation has not limited any user
- **On item 39** -A corporate user should be allowed to have more than one account.
Way forward/ response: Corporates to provide a user to operate their account.
- **On item 43** -Director Land Administration is assigned roles by the regulations and yet the Office has not been created by statute.
Way forward/ response: Concern to be taken on board.
- **On item 45** -Community Land has been left out in this process.
Way forward/ response: Check further in relation to Cadastre and register in the Community Land Act, 2016.
- **On item 49** -The electronic appeals committee to be set up at every county level.
Way forward/ response: this issue can be included in the report.
- **On item 55** -All pending applications in suspended accounts to be considered valid and processed just like any other application, so long as they are not fraudulent.
Way forward/ response: once an account is frozen, all Transactions are stayed.
- **On item 56** -Inclusion of timelines on the suspension period.
Way forward/ response: There is need to provide timelines.

Valuation Matrix from the Public Participation Process

Ms. Mildred Ambani presented on the views received from the public and the members gave the responses and way forward.

- **KRA** -Land Rent was not explicitly covered, land rent is covered through itax.
Way forward/response: information on land rent will be captured and shared with KRA.
- **LSK** -Room created for Private Valuers to support valuation but the process has not kicked in properly -scope for the job to be done should be well addressed.
Way forward/response: on appointment of Private Valuers Will be provided for and the CGV to approve reports submitted by the Private Valuer so long as the Valuer is a


	<p>registered Valuer.</p> <ul style="list-style-type: none"> • LSK -30 days rule -execution of the document -requirement that you should have paid duty -check with what the regulations say -date of execution Way forward/response: 30 days rule should apply from date when valuation is completed (team to look at it further). • LSK -refer to the Taskforce process in Hong Kong, India -where stamping has been introduced, need to move further but develop concept of stamping and borrow from the Hong Kong experience. Way forward/response: Honk Kong e-stamping to be covered in the report. • LSK -Suspension of User in Valuation regulation. Way forward/response: Look at other regulations and standardize. • KIP/TCPAK/RELEVANT AGENCIES - Compulsory acquisition must be Gazetted Way forward/responses: this is already provided for in the act. • ISK -Authorized user should be an appointed Valuer. Way forward/response: Authorized user will not be valid. • ISK - Definition of appointed Valuer. Way forward/response: appointed Valuer is already provided for. • ISK -Define property as per the Constitution. Way forward/response: Replace property with immovable property. • ISK - Objection to values should be done in 7days -need for timelines for response from the CGV. Way forward/response: Objection changed to 14 days provide for late objections.
MIN.04/31/2020	Way forward
	<ul style="list-style-type: none"> • The meeting discussed the need to have a Pre-Publication meeting with the Senate Committee on delegated legislation. • The meeting agreed that Pre-Publication meeting to be done after the Regulations have been sent to the AG. • Dates in the Taskforce Programme to be updated to reflect the changes • Valuation Committee to clean up the matrix of comments and resubmit

MIN.05/31/2020	Adjournment and Date of the Next Meeting
	<ul style="list-style-type: none"> • There being no other business the meeting ended at 4:15 pm with a word prayer from Carol Wanjeri. • The next meeting is scheduled for Friday, 5th June, 2020 at 10:00 am

Minutes Read and Confirmed by:

Chair:  Date 15/6/2020

Secretary  Date 15/06/2020

Secretary  Date 15-06-2020

MINUTES OF THE 30TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES WITH THE HEAD OF LEGAL TEAM OF THE PARLIAMENTARY COMMITTEE ON DELEGATED LEGISLATION VIRTUALLY ON TUESDAY, 2ND JUNE, 2020 AT 11:00 A.M.

Attendance of the Taskforce Members

S/No.	Name	Position
1.	Eric Nyadimo	Chair
2.	Herbert Were	Member
3.	Mildred Ambani	Member
4.	David Gatimu	Member
5.	Esther Omulele	Member
6.	Victor Ouno	Member
7.	Eugene Lawi	Member
8.	Tom Abuta	Member
9.	Mary Macharia	Joint Secretary
10.	Julius Kahindi	Member
11.	Samuel Nthuni	Member
12.	Sereu Moinket	Member
13.	Clarah Ketyenya	Joint Secretary
14.	Edward Ole Kateiya	Member
15.	Elizabeth Njoroge	Member
16.	Jasper Mwenda	Member
17.	Agnes Matunda	Secretariat
18.	George Ruhara	Secretariat
19.	Mugendi Moses	Joint Secretary
20.	Caroline Kihara	Member
21.	Carolyne Menin	Member
22.	Truphosa Achar	Member
23.	Charles Wamae	Member
24.	Damaris Lukwo	Secretariat
25.	Catherine Ochanda	Member
26.	Rachel Dinda	Secretariat
27.	Annette Omwoyo	Joint Secretary
28.	James Nombi	Joint Secretary
29.	Brian Kimutai	Member

Attendance of the Stakeholder

30	Wilson Dima Dima	Head, Legal Team, PCDL
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Apologies

1.	Stephen Chebii	Member, TFELTR
2.	Nancy Awere	Member, TFELTR
3.	Peter Musyimi	Member TFELTR

MIN.01/30/2020 Agenda

	<ol style="list-style-type: none"> 1. Preliminaries 2. Introduction and Welcoming Remarks 3. Overall Expectation of Parliament in Scrutiny of Statutory Instruments
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	<p>4. Drafting Comments on Proposed Regulations</p> <p>5. Way Forward</p>
MIN.02/30/2020	Preliminaries
	<ul style="list-style-type: none"> • The Chair called the meeting to order at 11:18 a.m. • Opening prayers were said by Mildred Ambani. • The Chair took members through the day's agenda.
MIN.03/30/2020	Introduction and Welcoming Remarks
	<ul style="list-style-type: none"> • The Chair presented an overview of the Taskforce including its TORs, mandate, the milestones it had realized and the roadmap for the remaining activities. • The Chair introduced the Taskforce Members and requested Mr. Wilson Dima Dima, the Parliamentary Legal Counsel to introduce himself. He reported that the CS had informed him about the process that is going on and what has been done so far, that he was happy to contribute to the process of development of the regulations
MIN.04/30/2020	Overall Expectation of Parliament in Scrutiny of Instruments
	<p>Remarks by Parliamentary Legal Counsel</p> <ol style="list-style-type: none"> 1. He explained that his role is to advise the Parliamentary Committee on Delegated Legislation and he would share with the taskforce the expectations of the committee 2. His work was not to redraft but to guide and advise the taskforce. He expressed confidence in the drafting work as several drafters are members of the taskforce 3. He explained that the parliamentary committee has only two options with regard to regulations submitted to it, either to approve or annul them. The committee has no mandate to amend the regulations 4. He explained that Section 13 of Statutory Instruments Act provides all the aspects committee look at. He presented a checklist that the Taskforce needs adhere to to meet the minimum requirements for the regulations to be approved including: <ol style="list-style-type: none"> a. Regulations should be submitted in 7 days. In this case, the Ministry has 3 weeks (because Parliament sits twice a week) upon publication. b. There should be clear demonstration of public participation, key issues being where, when, by whom and the signatures of the participants to the meetings held virtually or otherwise. Comments from the stakeholders and the resolutions of such engagement should be appended. c. Conformity of regulations with the legal frameworks, the Constitution and other written laws. Adherence to Article 259 of the Constitution should be demonstrated. 5. Notice of the Regulatory Impact Assessment (RIA) should be gazetted and copy appended to the submission to parliament

6. The taskforce should ensure that all the requirements are adhered to while avoiding any mistakes as this could lead to rejection of otherwise great regulations.
7. There is a lot of good material in the Terms and Conditions segment of the regulations that could be in the body of the document. This could answer a lot of how and by whom that could save the taskforce energy on answering these questions

Feedback from the Taskforce

In case of virtual participation, how should evidence of the engagement be presented, is virtual engagement considered as adequate public participation?

Response: Section 5A of Statutory Instruments Act requires explanation for not being able to hold physical participation. This can be used in Covid period. However, ensure advice is sought if that is the requirement, back this up with written evidence in form of list participants engaged. Where consultation between entities is a statutory requirement, demonstrate that this was done e.g. consultation between the Ministry and NLC in establishing the system

If signatures are not obtained, what happens?

Response: Explain the reasons for the virtual meeting, in this case COVID 19 ,based on Section 5A of SIA.

IS the RIA Document to be published supposed to be a final or preliminary document?

Response: Yes RIA is supposed to be a final document and should guide public participation. It should have been finalized by the publication stage.

Will there be a separate RIA on Stamp duty?

Response: No we can put all the facts about the different sections under the same RIA but touching on different aspects

On PLUPA Regulations, 17 pieces of regulations under Section 90 of the Act have been formulated and are at the AG for professional drafting in readiness of stakeholder engagement. How do the two processes of general and electronic regulations fuse, given the different stages and timelines?

Response: The gaps in the general regulations should be reviewed and be filled so that at the end of the day we have one set of regulations while providing the electronic aspect.

What is the difference between consultation and advice?

Response


1. Consultation, demonstrate that the person was consulted. The committee invites the other party for consultation. Demonstrate evidence of the consultation.


2. Advice of the other entity is sought in undertaking a certain task, in this case formulation of Regulations. Such advice is submitted in writing. However, advice must not always be taken. There must be


	<p>demonstration of what part of the advice was taken and what was not taken.</p> <p>In the case of these regulations, the Commission should advise the Ministry. This should be deliberate and in writing. There should be evidence by the Ministry how the advice was acted on.</p>
MIN.05/30/2020	Comments on Proposed Regulations
	<p>Land Registration</p> <ol style="list-style-type: none"> 1. Change the opening. 2. Section 13 (h) effects in drafting. 3. The schedule is clearer than the body for the registration. This should be brought out here. 4. Timelines for the court after appeal. 5. Appeal body should have a lawyer since it is quasi-judicial. Timeline for the court should not be 30 days we leave it to the court rules. 6. Which court? Define. 7. A lot in the body should be informed in the Terms and Condition especially on access and use. <p>Land Allocation Regulations</p> <p>Payment of Fees</p> <ul style="list-style-type: none"> • Why are we moving the fees from the Commission to the CS. Payment to government do to the consolidated Fund. It's a policy issue. Check PFM. <p>Pre-Publication and representation to the Parliamentary committee</p> <ul style="list-style-type: none"> • The engagement with the parliamentary committee should be when the drafts are cleaned. • They should be submitted in a near final form. • The law requires the committee to check that Public Participation has been done.
MIN.06/30/2020	Way forward
	<ul style="list-style-type: none"> • As the date of launching the system, which should be backed by the regulations is already set on 1st July 2020, the taskforce should consider working backwards to track progress • Gazette notice will determine how the taskforce will progress towards the launch • Special focus should be put on Regulation 6h and general issues on registration • Resolve NLC issue with the CS as a way forward • Have a smaller team to work closely with drafters to fine tune the drafts developed to date • On Physical Planning Regulations, the sub-committee should consider engaging the DG for further comments. Professional Associations that have not submitted their memoranda should be implored to do so within the set timelines • Written memoranda should be submitted by the organizations as promised during the meeting and in line with set timelines

	<ul style="list-style-type: none"> Members to continue working on the comments from the public participation on Tuesday and Wednesday. Taskforce Meetings to review the comments to be held on Thursday and Friday
MIN.07/30/2020	Adjournment and Date of the Next Meeting
	<ul style="list-style-type: none"> The Chair closed the meeting at 12:59 pm with closing prayers from Mary Wandia. The Next meeting was scheduled for Thursday the 4th of June, 2020.

Minutes Read and Confirmed by:

Chairman  Date... 10/6/2020

Secretary  Date... 10/06/2020

Secretary  Date... 10.06.2020

MINUTES OF THE 21TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON WENESDAY 13TH MAY 2020 AT 11:00 AM.


Attendance

S/No.	Name	Position
1	Eric Nyadimo	Chair
2	Rachel Dinda	Secretariat
3	Mildred Ambani	Member
4	David Gatimu	Member
5	Esther Omulele	Member
6	Victor Ouno	Member
7	Herbert Were	Member
8	Tom Abuta	Member
9	Mary Macharia	Joint Secretary
10	Julius Kahindi	Member
11	Samuel Nthuni	Member
12	Sereu Moinket	Member
13	Clarah Ketyenya	Joint Secretary
14	Edward Ole Kateiya	Member
15	Elizabeth Njoroge	Member
16	Jasper Mwenda	Member
17	Agnes Matunda	Secretariat
18	George Ruhara	Secretariat
19	Mugendi Moses	Joint Secretary
20	Caroline Kihara	Member
21	Carolyne Menin	Member
22	Brian Kimutai	Member
23	Truphosa Achar	Member
24	Annette Omwoyo	Joint Secretary
25	Charles Wamae	Member
26	Damaris Lukwo	Secretariat
27	Eugene Lawi	Member
28	James Nombi	Joint Secretary
29	Catherine Ochanda	Member
Apologies		
1.	Stephen Chebii	Secretariat
2.	Nancy Awere	Secretariat
3.	Peter Musyimi	Member
MIN.01/21/2020	Agenda	
		<ol style="list-style-type: none"> 1. Reading and Adoption of Previous Meetings 2. Matters Arising from Previous Minutes 3. Subcommittee PowerPoint Presentations 4. Way Forward
MIN.02/21/2020	Preliminaries	
		<ul style="list-style-type: none"> • The Chair called the meeting to order at 11:24 am.

	<ul style="list-style-type: none"> The chair said that the agenda of the meeting was to go through the subcommittee PowerPoint Presentations to assess preparedness towards public participation meeting starting on 14th May, 2020. Opening prayers were said by Esther Omulele.
MIN.03/21/2020	Reading and Adoption of Previous Minutes
	Members went through the minutes of the previous meeting, the minutes were proposed by Mildred Ambani and seconded Eugene Lawi.
MIN.04/21/2020	Matters Arising from Previous Minutes
	<ul style="list-style-type: none"> The MoLPP meeting scheduled for 14th May, 2020 has been confirmed. The NLC meeting on Friday 15th May, 2020 has been confirmed. The chair will share schedule of the meetings. The chair will also share the ZOOM invitation by end of the day. Documents should be shared with Treasury by end of the day. It was agreed that there is need to engage Treasury before the meeting. Communication team to follow up with the Stakeholders for the public participation meeting.
MIN.05/21/2020	Registration Presentation
	<p>This was presented by Clarah on behalf of the team. The outline of the presentation was as follows:</p> <ul style="list-style-type: none"> Overview- add the importance of the electronic transactions in Land Registration Act, Amendments done by the Business Amendments Act. Outline of the Regulations Plenary Discussions <p>The meeting noted the need to define users of the system and update the Terms and Condition.</p>
MIN.06/21/2020	Valuation Presentation
	<ul style="list-style-type: none"> Mildred took members through the presentation. The meeting noted the need for the team to rework on the presentation.
MIN.07/21/2020	Survey Presentation
	<ul style="list-style-type: none"> This was presented by Jasper Mwenda The meeting noted the need to add a slide with anchoring laws.
MIN.08/21/2020	Physical Planning Presentation
	<ul style="list-style-type: none"> Presentation was made by David Gatimu The meeting noted the need to check on the regulations numbers to align with the draft regulations shared on the website. It will be good for all sub-committees to have anchoring laws as a slide in the overview.
MIN.09/21/2020	Land Administration Presentation

	Tom Abuta made the presentation and the meeting noted the need to finalize on the same.
MIN.10/21/2020	Way Forward
	<ul style="list-style-type: none"> • RIA can be presented to a few stakeholders. • All subcommittee PowerPoint presentations to be finalized by end of the day. • The stakeholder meetings will be recorded. Each subcommittee will take minutes. • Communication subcommittee to record the proceedings. • Need to have stakeholders profile and survey running concurrently in the meeting. • Provide rules for Stakeholder meetings.
MIN.11/21/2020	Adjournment and Date of the Next Meeting
	Chair ended the meeting at 2.03pm. Closing prayers were said by Caroline Wanjeri. Next meeting was scheduled for Thursday 14 th May, 2020 from 10:00a.m.

Approval

Chairman  Date. 10/6/2020

Secretary  Date. 10/06/2020

Secretary  Date. 10.06.2020

MINUTES OF THE 20TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON TUESDAY MAY 12, 2020 AT 11:00 A.M.


Attendance

S.N.	Name	Position
1.	Eric Nyadimo	Chair
2.	Herbert Were	Member
3.	Agnes Matunda	Secretariat
4.	Charles Wamae	Member
5.	Truphosa Achar	Member
6.	Clarah Ketyenya	Joint Secretary
7.	David Gatimu	Member
8.	Mildred Ambani	Member
9.	Tom Abuta	Member
10.	Victor Ouno	Member
11.	George Ruhara	Secretariat
12.	Julius Kahindi	Member
13.	Elizabeth Njoroge	Member
14.	Rachel Dinda	Secretariat
15.	Samuel Nthuni	Member
16.	Jasper Mwenda	Member
17.	Esther Omulele	Member
18.	Edward Ole Kateiya	Member
19.	James Nombi	Joint Secretary
20.	Mary Macharia	Joint Secretary
21.	Eugene Lawi	Member
22.	Mugendi Moses	Joint Secretary
23.	Annette Omwoyo	Joint Secretary
24.	Carolyne Menin	Member
25.	Catherine Ochanda	Member
26.	Sereu Moinket	Member
27.	Nancy Awere	Secretariat
28.	Brian Kimutai	Member
	Apologies	
1.	Caroline Kihara	Member
2.	Stephen Chebii	Secretariat
3.	Peter Musyimi	Member
4.	Damaris Lukwo	Secretariat
MIN.01/20/2020	Adoption of Agenda	
	Members adopted the following items for discussion:	
	<ol style="list-style-type: none"> 1. Preliminaries 2. Reading and Confirmation of the Previous Minutes 3. Matters Arising 4. Public Participation/Stakeholder Engagement 5. PowerPoint Presentation 6. Way Forward 	


MIN.02/20/2020	Preamble
	<ul style="list-style-type: none"> • The Chair called the meeting to order at 11:25 am. • Opening prayer was said by Rachel Dinda.
MIN.03/20/2020	Reading and Confirmation of the Previous Minutes
	Chair took the Members through the minutes of the previous meeting. Minutes were proposed by Herbert Were and seconded by Samuel Nthuni
MIN.04/20/2020	Matters Arising from Previous Minutes
	<ul style="list-style-type: none"> • Issue of Airtime. Airtime is on track for this week • Corrigenda draft is with the PS. • Yesterday's Standard Newspaper had an advertisement correcting "Ministry of Lands and Physical planning name in the notice. • Notice to AG has been signed by CS but not yet released to the AG. • Most letters sent out save for NLC, CoG, Parliamentary Committees, the letter will be sent by end of day. • It was noted that dates of some meetings was not indicated in the letters sent. • Rachel was released to continue working on letters • Chair had shared templates of power-point presentation with subcommittee heads. • Regulations on compulsory acquisition to be worked on by valuation subcommittee and drafters • Survey regulations had been uploaded in the website.
MIN.05/20/2020	Public Participation/Stakeholder Engagement
	<p>The schedule of virtual meetings with stakeholders was amended. Some of the revisions included:</p> <ul style="list-style-type: none"> • The need to have Valuers join the meeting with KRA as the two groups had cross-cutting issues. • ISK meeting was slated for the 22nd of May 2020 • LSK meeting was scheduled for the 20th of May 2020 • KEPSA meeting was slated for 26th of May 2020. The chair confirmed that Mr. Gitonga had given a green light. • Achar was asked to reach out to ICT and ICTA. Their meeting was scheduled for the 19th of May 2020. <p>Details of these amendments are contained in the new schedule that Chair shared with members immediately after the meeting.</p>
MIN.06/20/2020	PowerPoint Presentation
	<p>Status of the Preparation of power-point presentations was as follows:</p> <ul style="list-style-type: none"> • Registration Sub-committee indicated that their presentation would be ready by close of business, Tuesday, 12th of May 2020. • Valuation also indicated that their presentation would be ready for sharing before close of business, Tuesday, 12th of May 2020. • Physical Planning Sub-committee noted that they would start working on report immediately after the meeting. • The Survey Sub-committee indicated that work was in progress and the presentation would be ready by the end of the day.

	<ul style="list-style-type: none"> Land Administration Sub-committee also noted that their presentation would be ready for sharing before close of business, Tuesday, 12th of May 2020. <p>General Comments on the Power-point Presentations</p> <ul style="list-style-type: none"> The Chair requested that the sub-committees don't include provisions for welcome address, terms of reference and general introduction as he would do the same in their PowerPoint presentation. The sub-committees were urged to prepare the presentations by the end of the day to allow for further discussion in the subsequent meeting. <p>The Chair informed the committees that he would share a Power-point Presentation as a template for the current presentations.</p>
MIN.07/20/2020	Way Forward
	<ul style="list-style-type: none"> The Chair noted that the Cabinet Secretary was aware of the debate generated by the public notice on the draft regulations. He indicated that the CS had promised that she would handle the issues that were reportedly raised by the National Land Commission. He exhorted members to focus on the pending tasks because nothing has been lost. The Chair also thanked members for attending the meeting.
MIN.08/20/2020	Adjournment and Date of the Next Meeting
	There being no other business, the meeting ended at 12:48 pm. Closing prayers were said by Agnes Kwamboka. The next meeting was slated for Wednesday, 13 th of May 2020 at 11.00am.

Minutes Read and Confirmed by:

Chairman  Date... 13/5/2020

Secretary  Date... 13/05/2020

Secretary  Date... 13.05.2020

MINUTES OF THE 19TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON FRIDAY 8TH MAY 2020 AT 11:00 AM.

Attendance

S/No.	Name	Position
1	Eric Nyadimo	Chair
2	Rachel Dinda	Secretariat
3	Mildred Ambani	Member
4	David Gatimu	Member
5	Esther Omulele	Member
6	Stephen Chebii	Secretariat
7	Herbert Were	Member
8	Tom Abuta	Member
9	Mary Macharia	Joint Secretary
10	Julius Kahindi	Member
11	Samuel Nthuni	Member
12	Sereu Moinket	Member
13	Clarah Ketyenya	Joint Secretary
14	Edward Ole Kateiya	Member
15	Elizabeth Njoroge	Member
16	Jasper Mwenda	Member
17	Agnes Matunda	Secretariat
18	George Ruhara	Secretariat
19	Mugendi Moses	Joint Secretary
20	Nancy Awere	Secretariat
21	Carolyne Menin	Member
22	Brian Kimutai	Member
23	Truphosa Achar	Member
24	Annette Omwoyo	Joint Secretary
25	Charles Wamae	Member
26	Damaris Lukwo	Secretariat
27	Eugene Lawi	Member

Apologies

1.	James Nombi	Joint Secretary
2.	Catherine Ochanda	Member
3.	Caroline Kihara	Member
4	Victor Ouno	Member
5	Peter Musyimi	Member

MIN.01/19/2020

Agenda


1. Reading and Adoption of Previous Meetings
2. Matters Arising from Previous Minutes
3. Public Participation
4. Subcommittee report updates
5. Valuation report
6. Survey report
7. Physical Planning

	8. User Revocation 9. Way Forward												
MIN.02/19/2020	Preliminaries												
	<ul style="list-style-type: none"> The Chair called the meeting to order at 11:25 am The chair informed members that the gazette notice was out today 08th May, 2020. Opening prayers were said by Rachel Dinda. 												
MIN.03/19/2020	Reading and Adoption of Previous Minutes												
	Members went through the minutes of the previous meeting, the minutes were proposed by Esther Omulele and seconded by Edward Ole Kateiya.												
MIN.04/19/2020	Matters Arising from Previous Minutes												
	<ul style="list-style-type: none"> The chair reported that the Taskforce term was extended via gazette notice no 3384 of 8th May 2020 for 6 weeks from 24th April 2020. It was noted that the Public participation schedule had been revised and attached to this minutes. It was reported that RIA budget justification was submitted by the finance department for the period 2016-2020 financial years. The breakdown was as follows: <table border="1" data-bbox="450 947 1112 1160"> <thead> <tr> <th>Financial Year</th> <th>Amount (Kshs)</th> </tr> </thead> <tbody> <tr> <td>2016-2017</td> <td>890,000,000</td> </tr> <tr> <td>2017-2018</td> <td>745,000,000</td> </tr> <tr> <td>2018-2019</td> <td>563,000,000</td> </tr> <tr> <td>2019-2020</td> <td>1,312,370,000</td> </tr> <tr> <td>Total</td> <td>3,511,071,869</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The RIA will then be updated accordingly. The email for the Taskforce has been opened. The public participation notice has been out today as attached. Airtime will be given to members by next week. The issue of Land Administration regulations 	Financial Year	Amount (Kshs)	2016-2017	890,000,000	2017-2018	745,000,000	2018-2019	563,000,000	2019-2020	1,312,370,000	Total	3,511,071,869
Financial Year	Amount (Kshs)												
2016-2017	890,000,000												
2017-2018	745,000,000												
2018-2019	563,000,000												
2019-2020	1,312,370,000												
Total	3,511,071,869												
MIN.05/19/2020	Public Participation												
	<ul style="list-style-type: none"> The chair informed that the gazette notice was out but needed amendments. There is another gazette notice that will come out on Monday 11th May, 2020 to correct the error. All letters to be out today to all institutions. Members volunteered to assist follow up with stakeholders. The letters to be shared with members to assist in follow up. Attached is the list. <p>Gazette Notice Correction.</p> <ul style="list-style-type: none"> It was noted that there was an error at the end of the Public notice with the signatory because the Ministry had been written as Ministry of Planning and Physical Planning. Communication team to act and make correction. It was reported that the matter had been forward to the AG. <p>Power-point presentation for Public Participation</p> <p>The chair reported that he has developed a template that will be standard to all sub-committees.</p>												

MIN.06/19/2020	Subcommittee reports updates
	<p>Valuation sub-committee:</p> <ul style="list-style-type: none"> • To share the draft report by Wednesday next week. <p>Physical Planning</p> <ul style="list-style-type: none"> • Draft is ready but awaiting the DG to give views before its shared. <p>Survey</p> <ul style="list-style-type: none"> • Draft report to be ready by Wednesday <p>Land Administration</p> <ul style="list-style-type: none"> • Draft report will be ready by Monday. <p>Registration</p> <ul style="list-style-type: none"> • Draft report will be ready by Wednesday. <p>Agreement</p> <p>All the reports to be ready by Wednesday.</p>
MIN.07/19/2020	Valuation Report
	<p>The draft regulations have been drafted and shared with Valuation subcommittee, however the subcommittee has not discussed them although they requested that the documents were ready to be shared for public participation.</p> <p>Comments</p> <ul style="list-style-type: none"> • User or Authorised user definition. • Notice definition. • Notification type. <p>Stamp duty Regulations, 2020</p> <p>It was agreed that the draft regulations should be shared for public participation since the notice is out.</p> <p>The chair to confirm if the CS had talked to the CS treasury on this regulation.</p> <p>Compulsory acquisition</p> <p>The drafters should provide the draft regulations to facilitate electronic transactions as it was agreed in the Taskforce meeting.</p>
MIN.08/19/2020	Survey Report
	<ul style="list-style-type: none"> • The chair of the subcommittee presented additional regulations as they had discussed with Director of Survey. • Regulation (6), (24)(25)(30)(69)(78)(86)(117) were proposed to be amended to allow of electronic land transactions. The document is attached. • The reporting structure was done very well and the team was commended • The drafting of the survey regulations should be drafted and be put in the website. • The RIA is a statutory document and should be amended to include the Survey Regulations.
MIN.09/19/2020	Physical Planning Report

	<ul style="list-style-type: none"> • There was a request that from the DG to include e regulations on Strategic installation of national importance and security installation. Awaiting for the DG comments to finalize. • The forms are being updated accordingly. • The document on the website does not have this proposal as for now. • It was agreed that this matter will be considered in the public participation rather than pulling down the shared physical planning regulations for public participation.
MIN.10/19/2020	User Revocation Report
	<ul style="list-style-type: none"> • The document had been reviewed and it was presented by Tom Abuta. • The issue of the system administrator was raised. It was agreed that this will be changed according to the module. • The team to look at the document and refine the document. It was proposed that the team should meet and look at how this will be implemented.
MIN.11/19/2020	Way Forward
	<ul style="list-style-type: none"> • We need to add the compulsory acquisition and the RIA amendments as we make correction to the gazette notice. • The chair to developed a standard PowerPoint template for sub-committees presentations during public participation. • Presentation to be ready by Monday.
MIN.12/19/2020	Adjournment and Date of the Next Meeting
	Chair ended the meeting at 2.30pm. Closing prayers were said by Mildred Ambani. Next meeting was scheduled on Tuesday 12 th May, 2020.

Approval

Chairman  Date. 12/5/2020

Secretary  Date. 12/05/2020

Secretary  Date. 12.05.2020

MINUTES OF THE 18TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON TUESDAY 5TH MAY 2020 AT 11:00 AM.

Attendance

S/No.	Name	Position
1	Eric Nyadimo	Chair
2	Rachel Dinda	Secretariat
3	Peter Musyimi	Member
4	Mildred Ambani	Member
5	David Gatimu	Member
6	Ether Omuele	Member
7	Stephen Chebii	Secretariat
8	Herbert Were	Member
9	Tom Abuta	Member
10	Mary Macharia	Joint Secretary
11	Julius Kahindi	Member
12	Samuel Nthuni	Member
13	Sereu Moinket	Member
14	Clarah Ketyenya	Joint Secretary
15	Edward Ole Kateiya	Member
16	Elizabeth Njoroge	Member
17	Jasper Mwenda	Member
18	Agnes Matunda	Secretariat
19	James Nombi	Joint Secretary
20	Victor Ouno	Member
21	Mugendi Moses	Joint Secretary
22	Nancy Awere	Secretariat
23	Carolyne Menin	Member
24	Catherine Ochanda	Member
25	Truphosa Achar	Member
26	Annette Omwoyo	Joint Secretary
27	Charles Wamae	Member
28	Damaris Lukwo	Secretariat
29	Eugene Lawi	Member

Apologies

1.	Brian Kimutai	Member
2.	George Ruhara	Secretariat
3.	Caroline Kihara	Member

MIN.01/18/2020 Agenda


	<ol style="list-style-type: none"> 1. Preliminaries 2. Amendment and Adoption of Previous Meetings ie of 10th to 17th Meetings. 3. Matters Arising from Previous Minutes <ul style="list-style-type: none"> ▪ Valuation ▪ Registration ▪ Physical Planning
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	<p>4. Public Participation</p> <p>5. Way Forward</p>
MIN.02/18/2020	<p>Preliminaries</p> <ul style="list-style-type: none"> • The Chair called the meeting to order at 11:25 am • He reported that he had submitted the drafts regulations to CS • The Chair encouraged the team to continue to enrich the documents as we get along • Opening prayers were said by Jasper Mwenda
MIN.03/18/2020	<p>Reading and Adoption of Previous Minutes</p> <p>The Chair took the meeting through the minutes and adoption thereafter.</p> <p>Salient features of the Minutes</p> <p>10th Meeting held on 21st April 2020</p> <ul style="list-style-type: none"> • All the members of the taskforce were present • The CS had proposed a meeting with the Parliamentary Committee on delegated legislation • On Valuation it was noted that the chair gave feedback only on the work but not workflow • On Registration it was noted that the forms that were available were not the same as the ones in the system but it was agreed that it would be dealt with. • On Physical Planning it was noted that the editing of the Physical Planning was to be done appropriately <p>The 11th Meeting held on 22nd April, 2020</p> <ul style="list-style-type: none"> • 30 members were present • There was discussion on fees for electronic transactions. This issue was still not clear yet. However, it was concluded that it will be taken care of by the system • Electronic signature, hours provided in the Regulations • NLMS was adopted • Copyright on land registries was done and changed • Checking fees may need to be checked again <p>12th Meeting held on 23rd April 2020</p> <ul style="list-style-type: none"> • 27 members were present • The meeting sought to know if we have come up with guidelines on electronic payment, it was to be done by Mildred, Esther answer and said that things have so far changed and right now we don't need to provide rent anymore • On RIA Musymi said estimates were to be confirmed, he had indicated 600 Million, Truphosa reported that the CS was aware of all that was going on and Finance was working on the exact figure. <p>13th Meeting held on 26th April 2020</p> <ul style="list-style-type: none"> • 22 members were present • The minutes were adopted with deletion of one statement that could not be traced to any topic. <p>14th Meeting held on 27th April 2020</p> <ul style="list-style-type: none"> • 26 members were present

	<ul style="list-style-type: none"> • Minutes were passed and adopted with minor changes <p>15th Meeting held on 28th April 2020</p> <ul style="list-style-type: none"> • 26 members were present • It was clarified that user registration is not a subcommittee but a team <p>16th Meeting held on 29th April 2020</p> <ul style="list-style-type: none"> • 23 members were present • Revocation of Access rules still needs some clean up • Land Administration subcommittee still following up on some documents <p>17th Meeting held on 3rd May 2020</p> <ul style="list-style-type: none"> • 27 members were present • On the issues of Land Administration between the Ministry and NLC, we shall make a recommendation but the CS will consult with the Chair of the Commission. • We should concentrate on our mandate of electronic transactions and not widen it.
MIN.04/18/2020	Matters Arising
	<p>Land Administration</p> <ul style="list-style-type: none"> • Draft regulations forwarded to the CS and the ministerial team to review and raise any issues • Land Administration team could not meet as per schedule as the work was much. The team's discussions were shared with the CS and she said she would deal with the relevant pending matters with the relevant Institutions • The Chair reported that he had shared concerns with the CS • It was also noted that the documents, Regulations have to be signed by the NLC Chair. The matter is now with the CS and the Commission and not the taskforce <p>Public Participation/Stakeholder Engagement</p> <ul style="list-style-type: none"> • Members agreed that letters need to go out to stakeholders immediately • Team wanted to know if the matter of the taskforce extension of term was addressed. The Chair said that the CS had agreed on the 6 weeks extension and Truphosa was to follow up on the Gazettement • It was also not clear the time needed for public notice whether 14 days a lesser time • It was agreed that the documents should all go on notice together • There was discussion on which email address to us. It was agreed that taskforce should have its own email but it be indicative of the ministry or work at hand. Communication team to expedite this process • The matter on whether the 2 CSEs, Treasury and Lands to sign the documents came up, it was agreed the CS Lands be the one to sign for ease in operations

	<p>Stakeholder Engagement- Schedule of Meetings</p> <ul style="list-style-type: none"> • Stakeholder engagement suggestions were NEMA, Roads Authority, Aviation, NCA, Chief Architect, Public Works, MOTIHUD, it was agreed that one meeting be organized for this group • Second group Civil society and Universities • The Civil Society suggested KLA, KEPSA, FIDA • It was agreed that TF allocate 7 days for external stakeholder engagements • Agreed to give reasonable time for this • Schedule for the posts to start from 6th -12th May, 2020 before the expiry of the time of the taskforce • It was agreed that TF could have 2 meetings running concurrently • Communication team to clean up the letters before they go out, we also need to collate well communication from stakeholders • Airtime issue to be addressed • It was made clear that the engagement with AG could happen at any time during the process but should be done before the documents go to Parliament <p>Valuation Regulations</p> <ul style="list-style-type: none"> • It was agreed that a meeting be arranged with the CGV on compulsory acquisition • Documents be cleaned up • A valuation meeting to be held with drafters the same day at 4.30pm
MIN.05/18/2020	Way Forward
	<ul style="list-style-type: none"> • Document clean-ups to go on. • Know the exact or near exact budget for RIA, Action Achar • Checking fees to be looked into. Action--- • Gazettement and extension of the Taskforce mandate- Action by Achar • Open email address – Action – Communication • Ensure documents are on the website- Action- Communication • Ensure posts sent as per schedule- Action -Communication
MIN.06/18/2020	Adjournment and Date of the Next Meeting
	There being no other business, Chair closed the meeting at 2.40pm. Closing prayers were said by Agnes. The Chair will inform on the date of the next meeting.

Approval

Chairman  Date... 08/05/2020

Secretary  Date... 08/05/2020




Secretary  Date... 08.05.2020

MINUTES OF THE 17TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON SUNDAY 3RD MAY 2020 FROM 2:30 PM.

Attendance

S.N.	Name	Position
1	Eric Nyadimo	Chair
2	Clarah Ketyenya	Joint Secretary
3	Samuel Nthuni	Member
4	Moses Mugendi	Joint Secretary
5	Mildred Ambani	Member
6	David Gatimu	Member
7	Eugene Lawi	Member
8	Tom Abuta	Member
9	Elizabeth Njoroge	Member
10	Sereu Moinket	Member
11	Nancy Awere	Secretariat
12	Herbert Were	Member
13	Julius Kahindi	Member
14	Mary Wandia	Joint Secretary
15	Edward Ole Kateiyah	Member
16	Annette Omwoyo	Member
17	Truphosa Achar	Member
18	Rachel Dinda	Secretariat
19	Peter Musyimi	Member
20	Agnes Kwamboka	Secretariat
21	Stephen Chebii	Secretariat
22	Jasper Mwenda	Member
23	James Nombi	Member
24	Catherine Ochanda	Member
25	Victor Ouno	Member
26	Brian Kimutai	Member
27	Carolyne Menin	Member
Absent with Apology		
1	Eshter Omulele	Member
2	Damaris Lukwo	Member
3	Charles Wamae	Member
4	Caroline Wanjeri Kihara	Member
5	George Ruhara	Member
MIN.01/17/2020	Adoption of Agenda	
	Members adopted the following items for discussion:	
	1. Preliminaries	
	2. Subcommittee reports	
	▪ Land Administration	
	▪ Terms and Conditions	
	▪ Suspension of users access	
	3. Way forward	
	4. AOB (If any)	
MIN.02/17/2020	Preamble	

	<ul style="list-style-type: none"> • The chairman called the meeting to order at 2:45 pm • He thanked the members for joining the meeting. In addition, he informed members that there were some issues raised on land administration that needed members to agree on before the draft regulations submission to the Cabinet Secretary. • Opening prayers were said by Mildred Ambani. The minutes of the previous meeting were proposed by Truphosa Achar and seconded by Mildred Ambani
MIN.03/17/2020	Sub Committee reports
	<p>Review of Land Administration Some issues were raised on section 13 and 23 of the land act concerning extension and renewal of leases. Members had different reactions but it was agreed that:</p> <ul style="list-style-type: none"> • Members should prepare a schedule of propose amendment and include it in the report. • On the other hand, the Chair reminded the members to limit themselves to the terms of reference of the taskforce and focus on what can be done electronically but not on the amendments of the laws or regulations. <p>Terms and Condition Report On the above, a few editorial comments were raised e.g. replace <i>consultation</i> with <i>collaboration</i>. The document was adopted and will be submitted to the Cabinet Secretary Lands.</p> <p>Suspension of user access</p> <ul style="list-style-type: none"> • The total number of membership of the Electronic Appeals Committee was provided. • In regards to conduct of hearing, it was agreed that all hearings to be done virtually. • The team was advised to do benchmarking. • There was need for more clean up on the document.
MIN.04/17/2020	Way Forward
	<ul style="list-style-type: none"> • A team to look at the schedule of activity to be done ahead. • A taskforce meeting to be held on 5th May, 2020. • The land administration subcommittee to hold a meeting on 4th May, 2020. • The draft regulations to be forwarded to the Cabinet Secretary Land on 4th May, 2020.
MIN.05/17/2020	Adjournment and Date of the Next Meeting
	There being no other business, the meeting ended at 6:00pm with closing prayers by Truphosa Achar. The next meeting to be held on 5 th May, 2020.

Approval
Chairman  Date. 5/05/2020
Secretary  Date. 05/05/2020
Secretary  Date. 05.05.2020

MINUTES OF THE 16TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON WEDNESDAY APRIL 29TH, 2020 AT 3.00 PM.

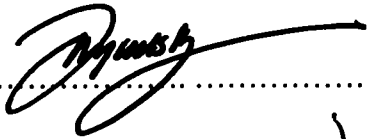
Attendance

S.N.	Name	Position
1	Eric Nyadimo	Chair
2	Mary Macharia	Joint Secretary
3	Mildred Ambani	Member
4	Samuel Nthuni	Member
5	Clarah Ketyenya	Joint Secretary
6	Sereu Moinket	Member
7	Tom Abuta	Member
8	David Gatimu	Member
9	Nancy Awere	Secretariat
10	Julius Kahindi	Member
11	Elizabeth Njoroge	Member
12	Agnes Matunda	Secretariat
13	Rachel Dinda	Secretariat
14	Jasper Mwenda	Member
15	Moses Mugendi	Joint Secretary
16	Vctor Ouno	Member
17	Truphosa Achar	Member
18	Edward Ole Kateiya	Member
19	James Nombi	Joint Secretary
20	Damaris Lukwo	Secretariat
21	Esther Omulele	Member
22	Eugene Lawi	Member
23	Annette Omwoyo	Joint Secretary
	Apologies	
1	Brian Kimutai	Member
2	Carolyne Menin	Member
3	Charles Wamae	Member
4	Caroline Wanjeri Kihara	Member
5	Herbert Were	Member
6	Catherine Ochanda	Member
7	Peter Musyimi	Member
8	George Ruhara	Secretariat
9	Stephen Chebii	Secretariat
MIN.01/16/2020	Adoption of Agenda	
	Members adopted the following items for discussion:	
	<ol style="list-style-type: none"> 1. Preliminaries 2. Subcommittee Reports 3. Land Administration Regulations 4. Terms and Conditions Report 5. User Revocation Report 6. Amended Notices 7. Way forward 	

MIN.02/16/2020	Preamble
	<ul style="list-style-type: none"> • The Chair called the meeting to order at 3:15 pm • Opening prayer was said by Rachel Dinda. • Apologies were recorded. • The Chair gave an overall brief on where the Taskforce is with the pending work. • The minutes of the previous meeting were proposed by Julius Kahindi and seconded by Elizabeth Njoroge. • He gave opportunity for the subcommittee heads to give briefs on where they are with the pending work.
MIN.03/16/2020	Subcommittee Reports
	<ul style="list-style-type: none"> • Valuation updates were done by Mildred Ambani. Her team had drafted stamp duty regulations and was yet to conclude on stamp duty assessments. • Registration updates were given by Sereu Moinket. Her team met on the night of Tuesday 28th April and cleaned the document further. They were waiting for the terms and conditions and revocation of user access reports so as to finalize; • Survey updates was by Jasper Mwenda. They met on 28th April and made good progress. The team was awaiting feedback from the Director of Survey; • Planning updates was done by David Gatimu. He reported that the team was progressing well with its activities. • Land Administration updates were given by Tom Abuta. He had received Land Regulations 2017 from Annette but was yet to go through the document. The team was yet to receive the extension and renewal of leases as well as the Allocation document.
MIN.04/16/2020	Land Administration Regulations
	<p>Tom Abuta took members through the draft Land Regulations. It was agreed that the documents sharing with the National Land Commission to be done by 30th April, 2020 so that they may get ready for the Friday 1st May 2020 meeting.</p> <p>Comments</p> <ul style="list-style-type: none"> • Regulation 4 -add the word electronic at the end of the Regulations • Regulation 6- insert a new sub regulation that notification maybe given in electronic form • Reg. 9 –amend the electronic form after the County Government, delete the word Commission and replace with CS • Regulation 5(a) - insert may be made in electronic form • Reg 11 - delete Commission and replace with CS, delete 2, this is because right now only the National or County have the power to collect rent as the case maybe this was amended in 2018 • Reg 13 - delete for the same reason on electronic payments replace commission with the CS and B and C should be combined • Reg 14 - delete commission to notify and substitute with the CS

	<ul style="list-style-type: none"> • Reg 15- amend by deleting Commission and the transaction may be made electronically • Reg 16- insert new sub registration after 7. The issue to be reviewed in detail later • 17 – insert maybe made electronically
MIN.05/16/2020	Terms and Condition Report
	<p>Mary Macharia took the members through the document which had been reviewed as per the Taskforce comments.</p> <ul style="list-style-type: none"> • The general terms were moved further downwards in the document. • 5) Include audit trails for any electronic Land transactions as part of the Security. • Disclaimer to be redone. • Feedback to be redone. <p>Copyright</p> <ul style="list-style-type: none"> • Complete overhaul was necessary and rechecking what is in the Copyright Act. • The issue was to be revisited to with an aim of making it more focused, brief only covering what is currently being done doing in the Ministry
MIN.06/16/2020	User Revocation Report
	<p>Samuel Nthuni took the members through the Report. The following points were recommended</p> <ul style="list-style-type: none"> • Review the suspension of users access • That the Secretariat should not be the ones to decide on the termination but should not have the provision to record. • Check the issue of appeal. • Compare with ther jurisdictions.
MIN.07/16/2020	Amended Notices
	<p>Truphosa Achar took the members through the RIA and Regulations Notice and made corrections adding NLC and the National Treasury in the first paragraph and in the last paragraph we edited the notice to include virtual meetings so as to align to the approach for public participation</p>
MIN.08/16/2020	Way Forward
	<ul style="list-style-type: none"> • Planning, Survey and Valuation to submit their reports by close of business 30th April, 2020. • Terms and Conditions team have some clean up to do • Revocation of Access provisions to be fine tuned further • The draft document by the Registration Subcommittee is good enough for drafting and onward transmission to the CS • The issue of whether to share the documents with the CS and PS before meeting with the NLC Commissioners to be sorted out by the Chair and secretariat. • The meeting with NLC to be on Friday 1st May 2020 at 9.30am.
MIN.09/16/2020	Adjournment
	<p>There being no other business, the Chair closed the meeting at 5:40 pm. Closing prayers were said by Truphosa Achar.</p>

Minutes Read and Confirmed by:

Chairman  Date..... 3/5/2020

Secretary  Date..... 03.05.2020

Secretary  Date..... 03.05.2020

MINUTES OF THE 15TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON TUESDAY APRIL 28, 2020 AT 11:00 A.M.

PRESENT

S.N.	Name	Position
1.	Eric Nyadimo	Chair
2.	Mary Macharia	Joint Secretary
3.	Julius Kahindi	Member
4.	Mildred Ambani	Member
5.	Moses Mugendi	Joint Secretary
6.	Edward Ole Kateiya	Member
7.	Damaris Lukwo	Secretariat
8.	Herbert Were	Member
9.	James Nombi	Joint Secretary
10.	Esther Omulele	Member
11.	Eugene Lawi	Member
12.	Annette Omwoyo	Joint Secretary
13.	George Ruhara	Secretariat
14.	Truphosa Achar	Member
15.	Carolyn Menin	Member
16.	Agnes Matunda	Secretariat
17.	Charles Wamae	Member
18.	Elizabeth Njoroge	Member
19.	Victor Ouno	Member
20.	Rachel Dinda	Secretariat
21.	Stephen Chebii	Secretariat
22.	Sereu Moinket	Member
23.	Tom Abuta	Member
24.	Brian Kimutai	Member
25.	Catherine Ochanda	Member
26.	Jasper Mwenda	Member
Absent with Apology		
1.	Clarah Ketyenya	Joint Secretary
2.	Caroline Kihara	Member
3.	Nancy Awere	Secretariat
4.	Peter Musyimi	Member
5.	David Gatimu	Member
6.	Samuel Nthuni	Member
MIN.15/01/2020	Adoption of Agenda	
	The agenda of the day was highlighted as follows: <ol style="list-style-type: none"> 1. Preliminaries 2. Valuation Draft Regulations 3. Land Administration Draft Regulations 4. Way Forward 	
MIN.15/02/2020	Preamble	
	<ul style="list-style-type: none"> • The Chair called the meeting to order at 11:10am. 	

	<ul style="list-style-type: none"> • Opening prayers were said by Moses Mugendi. • The Chair welcomed members to the meeting and he thanked them for commitment towards the task ahead. • The minutes of the previous meeting were proposed by Edward Ole Kateiya and seconded by Truphosa Achar. <p style="text-align: center;">=</p>
MIN.15/03/2020	Valuation Draft Regulations
	<p>The team started with the presentation on the Draft Stamp Duty (Valuation) Regulations, 2020, this was done by Esther Omulele.</p> <p>Comments:</p> <ul style="list-style-type: none"> • Reg (4) Relook on whether to use the Chief Government Valuer or the Collector for Stamp Duty. • Reg (5-1) on processing stamp duty the team to provide for electronic submission. • Reg (5-2) provide for electronic notification. • Reg (7) Valuation Standard s can go to the report not to the regulations but the Valuers to be regulated by the professional bodies. • Reg (11-1) Provide for electronic submission. • Reg (15) Remove this Appeal section and refer to Sec 15 of the Stamp Duty Act. • Reg (16) Relook at the Offences and Penalties. • The issue of privatization of the Valuers was discussed and how they will be engaged, it was agreed that this matter remain as it is since there was agreement between ISK and MoLPP. <p>Action:</p> <ul style="list-style-type: none"> • The team to revise the document and share with drafters. • Menin to assist the Valuation team in revising the document. <p>The draft Land Rent (Valuation) Regulations, 2020</p> <ul style="list-style-type: none"> • The discussion on how to capture the process was debated since it's a process within Land Administration processes. • It was agreed that this process will be covered in the guidelines but the regulations will be provided for in the Land Administration. <p>Action:</p> <ul style="list-style-type: none"> • Relook on how valuation report will be provided for in the regulations. <p>Compulsory Acquisition</p> <ul style="list-style-type: none"> • The team to provide for the electronic component for the process since it is clear. <p>Way Forward Revise the Compulsory Acquisition and Stamp Duty Regulations.</p>

MIN.15/4/2020	<p>Land Administration Draft Regulations</p> <ul style="list-style-type: none"> The regulations were not presented since the Land Administration team had not looked at the document. <p>Action</p> <ul style="list-style-type: none"> Abuta and team to look at the document and provide Chair the final document by end of the day. The team to consider meeting with the National Land Commission.
MIN.15/5/2020	Way Forward
	<p>The following subcommittee meetings to be held the following day (29.04.2020):</p> <ul style="list-style-type: none"> Physical Planning Subcommittee; Survey Subcommittee; Terms and Condition Team; User Revocation Team; and Registration Subcommittee.
MIN.15/6/2020	Adjournment and Date of the Next Meeting
	<ul style="list-style-type: none"> Having dispensed with the business of the day the Chair adjourned the meeting at 1400 hours with closing prayers from Sereu Moinket. The next meeting to be held on 29th April, 2020 at 11.00am.

Approval:

Chairman



Date. 29/4/2020

Secretary



Date. 29/04/2020

Secretary



Date. 29-04-2020


MINUTES OF THE 14TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON MONDAY APRIL 27, 2020 AT 11:20 A.M.

Attendance


S.N.	Name	Position
1.	Eric Nyadimo	Chair
2.	Herbert Were	Member
3.	Victor Ouno	Member
4.	Peter Musyimi	Member
5.	Clarah Ketyenya	Joint Secretary
6.	Mary Macharia	Joint Secretary
7.	Carolyne Menin	Member
8.	Annette Omwoyo	Joint Secretary
9.	Moses Mugendi	Joint Secretary
10.	Agnes Matunda	Secretariat
11.	Samuel Nthuni	Member
12.	Rachel Dinda	Secretariat
13.	Elizabeth Njoroge	Member
14.	Mildred Ambani	Member
15.	Jasper Mwenda	Member
16.	Julius Kahindi	Member
17.	James Nombi	Joint Secretary
18.	Truphosa Achar	Member
19.	Edward Ole Kateiya	Member
20.	George Ruhara	Secretariat
21.	Nancy Awere	Secretariat
22.	David Gatimu	Member
23.	Stephen Chebii	Secretariat
24.	Eugene Lawi	Member
25.	Brian Kimutai	Member
26.	Damaris Lukwo	Secretariat
	Apologies	
1.	Tom Abuta	Member
2.	Sereu Moinket	Member
3.	Caroline Kihara	Member
4.	Catherine Ochanda	Member
5.	Eugene Lawi	Member
6.	Charles Wamae	Member
MIN.01/14/2020	Adoption of Agenda	
	Members adopted the following items for discussion: <ol style="list-style-type: none"> 1. Preliminaries 2. Review of Draft Survey Regulations 3. Suspension and Termination of User Access 4. Zero Draft of Terms and Conditions 5. RIA and Regulation Notices 	
MIN.02/14/2020	Preamble	
	<ul style="list-style-type: none"> • The Chair called the meeting to order at 11:20 am. 	

	<ul style="list-style-type: none"> • Opening prayers were said by Samuel Nthuni. • Apologies were recorded • He hoped that other members, who had not joined, would log in later. • He applauded members for their commitment to the accomplishment of the assignment. • The minutes of the previous meeting were proposed by David Gatimu and seconded by Tom Abuta.
MIN.03/14/2020	Review of Draft Survey Regulations
	<p>Members were taken through the draft regulations and the following comments were made:</p> <ul style="list-style-type: none"> • Regulation 14 required further revision/ reworking. • Regulation 15 was misplaced. • Regulation 16 and 17 needed further review. The Survey Sub-committee members were asked to explore the possibility of beefing up the details in the requisite forms instead of narrating the workflows. • The forms were not chronologically ordered.
MIN.04/14/2020	Suspension and Termination of User Access
	<p>Members were taken through the proposed regulations on suspension and termination of user access and the following observations were made:</p> <ul style="list-style-type: none"> • There was need for separation of suspension and termination; the introduction of Regulation 13 to cater for termination. • There was need to identify events/ conditions/ circumstances that would automatically lead to termination of user access to populate Regulation 13. • Regulation 12 and 13 had to be reworked to reflect the said separation.
MIN.05/14/2020	Review of Terms and Conditions
	<ul style="list-style-type: none"> • There was need for clarity on whether to use National Land Information System or National Land Information Management System. • On 'Access and Use', 'backing up' in 3(i) be deleted. • The words 'combine' and 'make derivative work' be deleted.
MIN.06/14/2020	RIA and Regulation Notices
	<p>Members were taken through the draft RIA and Regulation Notices. Members made slight amendments to the draft proposals before adoption.</p>
MIN.07/14/2020	Adjournment and Date of the Next Meeting
	<p>There being no other business, the meeting ended at 6:00pm. Closing prayers were said by. The next meeting was slated for 28th April 2020. Check on closing prayers</p>

Minutes Read and Confirmed by:

Chairman  Date..... 28/4/2020

Secretary  Date..... 28/04/2020

Secretary  Date..... 28.04.2020

MINUTES OF THE 13TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON SUNDAY APRIL 26, 2020 AT 2:00 P.M.

PRESENT


S.N.	Name	Position
1.	Eric Nyadimo	Chair
2.	David Gatimu	Member
3.	Nancy Awere	Secretariat
4.	Herbert Were	Member
5.	Mildred Ambani	Member
6.	Charles Wamae	Member
7.	Julius Kahindi	Member
8.	Damaris Lukwo	Secretariat
9.	Eugene Lawi	Member
10.	Truphosa Achar	Member
11.	Sereu Moinket	Member
12.	James Nombi	Joint Secretary
13.	Clarah Ketyenya	Joint Secretary
14.	Jasper Mwenda	Member
15.	Tom Abuta	Member
16.	Rachel Dinda	Secretariat
17.	Edward Ole Kateiya	Member
18.	Agnes Matunda	Secretariat
19.	Catherine Ochanda	Member
20.	Annette Omwoyo	Joint Secretary
21.	Brian Kimutai	Member
22.	Elizabeth Njoroge	Member
Absent with apology		
1	Carolyne Menin	Member
2	Samuel Nthuni	Member
3	Moses Mugendi	Joint Secretary
4	Mary Macharia	Joint Secretary
5	George Ruhara	Secretariat
6	Esther Omulele	Member
7	Caroline Wanjeri Kihara	Member
8	Peter Musyimi	Member
9	Victor Ouno	Member
10	Stephen Chebii	Secretariat
MIN.13/01/2020 Adoption of Agenda		
		The agenda of the day was highlighted as follows: <ol style="list-style-type: none"> 1. Preliminaries 2. Presentations of Subcommittee Reports 3. Way Forward 4. A.O.B (If any)
MIN.13/02/2020 Preamble		
		<ul style="list-style-type: none"> • The Chair called the meeting to order at 2:15pm. • Opening prayers were said by Mildred Ambani.

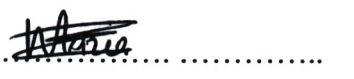
	<ul style="list-style-type: none"> • The Chair welcomed members to the meeting and thanked them for availing themselves for the meeting on a Sunday. • He further informed the members that the task ahead requires more time and effort. • The minutes of the previous meeting were proposed by Tom Abuta and seconded by Mildred Ambani.
MIN.13/03/2020	Presentation of Subcommittee Reports
	<p>Physical Planning Regulations Presentation was done by Mr. David Gatimu after which the following comments were made:</p> <p>Comments:</p> <ul style="list-style-type: none"> • Regulation (5 and 6(1)) substantive issues to be addressed in principal legislations. • (7, 8) requires cleaning up. • (14(1) to be streamlined and checked with draft regulations. • (16) There is a need to be specific on how circulation can be done online and received through the same means. <p>Survey Report Mr. Jasper Mwenda did the presentation on the above. The following comments were raised:</p> <p>Comments</p> <ul style="list-style-type: none"> • On 4(3) what users can do through the systems to be indicated and not the activity. • Section 8(1) to be revised on how document can be signed and uploaded. • On (14(1) (a to b) to provide how information will be transmitted to the Director of Survey.
MIN.13/4/2020	Way Forward
	<ul style="list-style-type: none"> • The planning subcommittee to engage Mr. Masinde, DG Physical Planning • Where there are gaps, there is need to make proposals for inclusions. • We need to be clear on what goes to the Act and what goes to the regulations. • We need to have a schedule of amendments ready. • Valuation subcommittee to submit their report by on Monday 27th April, 2020 to the Chair. • Mr. Jasper Mwenda to continue with his presentation during the next meeting on Monday 27th April 2020.
MIN.13/5/2020	AOB
	Ms. Truphosa Achar informed the team that she will follow up on the issue of airtime from the procurement department

MIN. 13/6/2020	Adjournment and Date of the Next Meeting
	<ul style="list-style-type: none"> • Having dispensed with the business of the day the Chair adjourned the meeting at 6.00pm with closing prayers from Agnes Matunda. • The next meeting to be held on 27th April, 2020 at 11.00am.

Approval:

Chairman  Date..... 27/4/2020

Secretary  Date..... 27/04/2020

Secretary  Date..... 27.04.2020

MINUTES OF THE 12TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON THURSDAY APRIL 23, 2020 AT 11:00 A.M.


PRESENT

S.N.	Name	Position
1.	Eric Nyadimo	Chair
2.	Julius Kahindi	Member
3.	Nancy Awere	Secretariat
4.	Mildred Ambani	Member
5.	Tom Abuta	Member
6.	Herbert Were	Member
7.	Mary Macharia	Joint Secretary
8.	Peter Musyimi	Member
9.	Charles Wamae	Member
10.	George Ruhara	Secretariat
11.	Annette Omwoyo	Joint Secretary
12.	James Nombi	Joint Secretary
13.	Clarah Ketyenya	Joint Secretary
14.	Carolyne Menin	Member
15.	Elizabeth Njoroge	Member
16.	Sereu Moinket	Member
17.	Moses Mugendi	Joint Secretary
18.	Rachel Dinda	Secretariat
19.	Samuel Nthuni	Member
20.	Agnes Matunda	Secretariat
21.	Truphosa Achar	Member
22.	David Gatimu	Member
23.	Samuel Nthuni	Member
24.	Stephen Chebii	Secretariat
25.	Brian Kimutai	Member
26.	Damaris Lukwo	Secretariat
27.	Edward Ole Kateiya	Member
Apologies		
1	Jasper Mwenda	Member
2.	Caroline Kihara	Member
3.	Victor Ouno	Member
4.	Esther Omulele	Member
5.	Eugene Lawi	Member
MIN.01/12/2020	Adoption of Agenda	
	The agenda of the day was highlighted as follows: 1. Preliminaries 2. Presentations of Subcommittee Reports 3. Way Forward	
MIN.02/12/2020	Preamble	
	• The Chair called the meeting to order at 11:15am.	

	<ul style="list-style-type: none"> • Opening prayers were said by Rachel Dinda • The Chair welcomed members to the meeting and thanked them for their punctuality and commitment to the task. • The minutes of the previous meeting were proposed by Peter Musyimi and seconded by Jasper Mwenda.
MIN.03/12/2020	Presentation of Subcommittee Reports
	<p>Survey Regulations Mr. Julius Kahindi took the members through the Survey Act. The following comments were made;</p> <p>Comments:</p> <ul style="list-style-type: none"> • Consultation to be made on Regulation 30. • The survey subcommittee to be clear on how the special forms are to be submitted electronically. • To replace <i>Minister</i> with <i>Cabinet Secretary</i>. • Regulation 24 to be polished more. <p>Land Administration Regulation Mr. Tom Abuta did the presentation and the following comments were raised:</p> <p>Comments:</p> <ul style="list-style-type: none"> • To replace <i>'electronic lands appeal committee</i> with <i>electronic appeals committee</i>. • Proposal was made for inclusion of counties in the appeals committee. • A transition clause from manual to electronic land transactions to be included. <p>Valuation Report The following comments were made after the presentation of the above report:</p> <p>Comments</p> <ul style="list-style-type: none"> • To provide steps on land rent apportionment. • To come up with guidelines on electronic payment of land rent. <p>RIA Report Presentation done by Mr. Musyimi the following comments were raised:</p> <p>Comments:</p> <ul style="list-style-type: none"> • To show the advantages and disadvantages of the three options presented. • To confirm from the Ministry if the KSh. 600 million budget is sustainable.
MIN.04/12/2020	Way Forward

	<ul style="list-style-type: none"> • The Chair informed members that draft RIA document had been circulated to their emails for their input. • The Chair appointed two groups to look at <i>terms and conditions</i> and <i>revocation of access</i>. In addition, to come up with way forward to be presented in the 14th taskforce meeting. • There is need to include in the valuation report the need to review the Valuation Act and the gaps. • There is need to come up with clauses under restrictions and access.
MIN.05/12/2020	Adjournment and Date of the Next Meeting
	<ul style="list-style-type: none"> • There being no any other business, the Chairman adjourned the meeting at 5.15 pm with a word of prayer from Ms. Clarah Ketyenya. • The next meeting to be held on 26th April, 2020 at 2.00 pm.

Approval:

Chairman  Date... 26/4/2020

Secretary  Date... 26/04/2020

Secretary  Date... 26.04.2020

MINUTES OF THE 11TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON WEDSDAY APRIL 22, 2020 AT 11:00 A.M.


Attendance

S.N.	Name	Position
1	Eric Nyadimo	Chair
2	Jasper Mwenda	Member
3	Eugene Lawi	Member
4	Mildred Ambani	Member
5	Sereu Moinket	Member
6	Caroline Wanjeri Kihara	Member
7	Agnes Matunda	Secretariat
8	Julius Kahindi	Member
9	Mary Macharia	Joint Secretary
10	Samuel Nthuni	Member
11	Catherine Ochanda	Member
12	Damaris Too	Secretariat
13	Clarah Ketyenya	Joint Secretary
14	Elizabeth Njoroge	Member
15	David Gatimu	Member
16	Truphosa Achar	Member
17	Tom Abuta	Member
18	Herbert Were	Member
19	Brian Kimutai	Member
20	Moses Mugendi	Joint Secretary
21	Victor Ouno	Member
22	James Nombi	Joint Secretary
23	Peter Musyimi	Member
24	Rachel Dinda	Secretariat
25	Edward Ole Kateiya	Member
26	Charles Wamae	Member
27	Carolyne Menin	Member
28	Annette Omwoyo	Member
29	Esther Omulele	Member
30	George Ruhara	Secretariat
Absent with apology		
1	Stephen Chebii	Secretariat
2	Nancy Awere	Secretariat
MIN.11/01/2020	Adoption of Agenda	
	Members adopted the following items for discussion: <ol style="list-style-type: none"> 1. Preliminaries 2. Subcommittee Reports 3. Way Forward 	
MIN.11/02/2020	Preamble	
	<ul style="list-style-type: none"> • The chairman called the meeting to order at 11:10am. • Opening prayers were said by Rachel Dinda. 	

	<ul style="list-style-type: none"> • The Chairman welcomed members to the meeting and appreciated them for their commitment to the assignment. • Minutes for the previous proposed by Sereu Moinket and seconded by Tom Abuta
MIN.11/03/2020	Subcommittee Reports
	<p>Registration Report The chair presented the Registration Regulations zero draft.</p> <p>Comments:</p> <ul style="list-style-type: none"> • Regulation (21, 22, 27) were discussed at length and concluded especially on the issue of priority of applications for registration. • We need regulations on what will happen when the system is down. • The MoLPP may consult further on the electronic signature with relevant authorities. • The MoLPP may at the end of this exercise consolidate all the fees payable for Land transactions and provide guidelines. • The user should be guided on what fees need to be paid. • Need to think of how to factor in 24-hour system vis a vis the normal working hours from 8 am-5 pm. <p>Action</p> <ul style="list-style-type: none"> • On clause 23, Peter to provide draft regulation clause that will cater for the system operation, especially transactions when the system has downtime. • Regulation (31), the issue of Fees for electronic transaction to be checked where they are anchored. • The document to be revised so that drafting will be completed and then revised during the main Taskforce meeting. <p>Survey Report The chair presented the survey draft regulations.</p> <p>Comments</p> <ul style="list-style-type: none"> • The appropriate nomenclature of the system. Land Act (6h) provides for National Land Information System, while some of draft documents refer to the same as National Land Information Management System. • Whether with regard to registration of community land, the Registrar should be referred to as the Community Land Registrar or simply as the Registrar. • Recommendations to review the Survey Act in totality to allow for incorporation of documents envisaged in other land laws. • Need to consider the transition of general boundaries to fixed boundary system. It was clarified that this will gradually be phased out since the laws provide for fixed surveys. • Provisions of Access to Public Information Act and Copyright Act to guide drafting of regulations on access to the system by users. <p>Action</p>

	<ul style="list-style-type: none"> • Clarification of the Cadastral plans, cadastral maps, filed plans, parcel plan and sectional plans. Define maps and plans separately. Agree with DoS on the best terms to use. • National Land Information System to be defined in the definitions. • The team to finalize on the write up of the process to accompany the workflow. This will clarify the approval and rejection part of regulations • Checking fees to be defined in the regulations. • Reg 36b (2) On Cadastral plan to be elaborated further. • Provide form as proposed 36(e).
MIN.11/04/2020	Way Forward
	<ul style="list-style-type: none"> • On 23rd April 2020, the Survey team to complete the presentation. Thereafter we have the Land Administration Report, Valuation Report and RIA. • Physical Planning and registration to send their revised regulations by 23.04.2020. • The zero draft of the regulations to be finalized by 24th April 2020 so that publication can be done in the week starting 27th April 2020.
MIN.11/05/2020	Adjournment and Date of the Next Meeting
	There being no other business, the meeting ended at 1700 hours. Closing prayers were said by Clarah Ketyanya. The next meeting was slated for 23 rd April 2020 at 1100 hours..

Minutes Read and Confirmed by:

Chairman  Date..... 23/4/2020

Secretary  Date..... 23/04/2020

Secretary  Date..... 23.04.2020

MINUTES OF THE 10TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON TUESDAY APRIL 21, 2020 AT 11:00 A.M.

Attendance

S.N.	Name	Position
1	Eric Nyadimo	Chair
2	Jasper Mwenda	Member
3	Eugene Lawi	Member
4	Mildred Ambani	Member
5	Sereu Moinket	Member
6	Caroline Wanjeri Kihara	Member
7	Agnes Matunda	Secretariat
8	Julius Kahindi	Member
9	Mary Macharia	Joint Secretary
10	Samuel Nthuni	Member
11	Catherine Ochanda	Member
12	Damaris Too	Secretariat
13	Clarah Ketyenya	Joint Secretary
14	Elizabeth Njoroje	Member
15	David Gatimu	Member
16	Truphosa Achar	Member
17	Tom Abuta	Member
18	Herbert Were	Member
19	Brian Kimutai	Member
20	Moses Mugendi	Joint Secretary
21	Victor Ouno	Member
22	James Nombi	Joint Secretary
23	Stephen Chebii	Secretariat
24	Nancy Awere	Secretariat
25	Peter Musyimi	Member
26	Rachel Dinda	Secretariat
27	Edward Ole Kateiya	Member
28	Charles Wamae	Member
29	George Ruhara	Secretariat
30	Caroline Menin	Member
31	Annette Omwoyo	Member
32	Esther Omulele	Member
MIN.01/10/2020	Adoption of Agenda	
	Members adopted the following items for discussion: 1. Preliminaries 2. Confirmation of the minutes of the previous meeting 3. Matters arising from previous minutes 4. Work Plan 5. Review of Physical Planning and Registration Draft Regulations 6. AOB	
MIN.02/10/2020	Preamble	

	<ul style="list-style-type: none"> • The chairman called the meeting to order at 11:24am. • He informed members of the death of Dr. Eustace Kithumbu, who served as a member of the Taskforce. • A moment of silence was observed in honor of Dr. Kithumbu. • Opening prayers were said by Ms. Truphosa Achar. • The Chairman welcomed members to the meeting and appreciated them for their commitment to the assignment. • He noted that the CS appreciated the work the Taskforce was doing. • He observed that he had discussed the matter for extension of Taskforce's term for another six (6) weeks. • He indicated that he was optimistic that the work would be complete before the expiry of the six weeks. • The chair noted that he had indicated to the CS that the Draft Regulations would be ready by Wednesday, April 22, 2020. • The chair indicated that the CS had proposed a meeting with the Parliamentary Committee on Delegated Legislation. • He noted that the CS was keen on a close working relationship with NLC and CoG.
MIN.03/10/2020	Confirmation of the Previous Minutes
	Members went through the minutes of the previous meeting. Ms. Mildred Ambani proposed them as the true records of what had been discussed. Ms. Ambani was seconded by Mr. Eugene Lawi.
MIN.04/10/2020	Matters Arising from Previous Minutes
	<p>Land Administration</p> <ul style="list-style-type: none"> • Tom Abuta had not made a follow-up on system linkages with the developer. • He was asked to do the same. • The meeting between Legal and Land Administration had not been convened.
	<ul style="list-style-type: none"> • The Chairman presented the report prepared by the team and the following comments were raised: • There was discussion on whether Temporally Occupation License (TOL) is supported by laws. • Linkage of the NLIS with other stakeholders for completion of the workflow for example, payment module, county government, NLC and other relevant bodies should be made clear with the system developers. • A joint meeting with Legal Subcommittee to be scheduled before the next Taskforce meeting. <p>Valuation Report</p> <ul style="list-style-type: none"> • It was reported that the Valuation Regulations to be anchored on the Land Act, Land Registration Act and the Stamp Duty Act. This was to be discussed further with the Legal Subcommittee to firm up the drafting of the regulations. • The committee noted that NLC valuation workflows were similar to those of the MoLPP and the said workflows were

being refined for inclusion in the report.

- The team was waiting for the workflows from the System developers.
- The chair noted that it was going to be difficult to source the information from system developer because the CS had not given a green light.

Registration Report

- The team had concluded conveyancing part of the regulations;
- The need to embed passport photo in the forms was being reviewed.
- The committee would provide for electronic payment modalities.
- The team agreed to have a joint meeting with Legal Subcommittee after the main Taskforce meeting

Survey Report

The Chairman of the Subcommittee presented the status report and said that the report awaits ratification by the subcommittee before presentation to the main Taskforce meeting.

- The team was supposed to set up a sub-committee meeting to refine their report and discuss the Zero Draft Regulations.
- The team would hold a Joint Meeting with the Legal Team to discuss the Draft Survey Regulations before the next meeting.

Physical Planning Report

- Eugene Lawi was tasked to organize a meeting to discuss the Physical Planning Regulations with CoG.
- CoG committee was ready for engagement online save for a few at the county who may not be available.

Legal Report

- It had completed zero drafts for Physical Planning, valuation and Land Administration.
- There was a discussion between the legal team and the technical team, the meeting resolved that the documents be improved but going forward the drafting would be done after the conclusion of the work by the technical team.

Communication and Administration Report


The following observations were made on public participation and engagement approaches as follows:

- That the primary focus was supposed to be on National Land Commission and Council of Governors.

	<ul style="list-style-type: none"> • The approach for engaging the general public would be through a publication in the newspapers and invitation of memorandum and comments. • It was agreed that the secretariat to clean up on the report and agree with the various sub-committees for specific actions on the committees • It was agreed that the meeting would be conducted after the main taskforce meeting later in the day. <p>Comments:</p> <ul style="list-style-type: none"> • The Taskforce would review the work plans and clean up the draft regulations
MIN.05/10/2020	Review of Draft Regulations on Physical Planning and Registration
	<ul style="list-style-type: none"> • Members were taken through the draft regulations on Physical Planning and Registration. • David Gatimu made the presentation on Physical Planning regulations. • There was a discussion on whether terms and conditions should be prepared by the Director General. The meeting resolved that this function be executed by the DG. • There was a lengthy debate on the usage of the word 'oversight.' The meeting agreed that more clarity and research be done on this matter • The County Act 121 was read for clarity and understanding, it was agreed that the functions of the DG be relooked to avoid overlaps, duplication and conflicts. • There was a debate on the distinction between the role of the DG and other constitutional bodies like NCA. • It was noted that NCA inspectors look at the standards and quality assurance and also check whether approvals are done • All the policies and documents on control to be regulated under Physical Planning. Rules and regulations for property owners as well as policies on the system were to be treated the same way. • It was noted that there was need to go beyond the present concerned institutions and look broader into those that may not be currently seen as interested parties • The omission of the property owner was discussed. This discussion was to continue after the meeting for an amicable resolution to be arrived at. • Physical Planning Sub-committee was advised to borrow a leaf from the registration team • Sereu took members through the Registration Draft Regulations. • Disputes 4 and 5 be reworked, appeals and restrictions should be opened up • CLR appeal in case of user suspension access of the system was deliberated upon. • Extensive reviews were done on the drafts.

	<ul style="list-style-type: none"> • Members agreed to conclude discussions on Registration Regulations in the subsequent meeting. • Copies of comprehensive reviews of the said drafts are attached to these minutes.
MIN.06/10/2020	Adjournment and Date of the Next Meeting
	There being no other business, the meeting ended at 6:00pm. Closing prayers were said by Clara Ketyanya. The next meeting was slated for 22 nd April 2020.

Minutes Read and Confirmed by:

Chairman  Date.. 22/4/2020

Secretary  Date.. 22/04/2020

Secretary  Date.. 22.04.2020

MINUTES OF THE 9TH MEETING OF THE TASKFORCE ON FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON WEDNESDAY, APRIL 15, 2020 AT 11:00 A.M.

Attendance

S.N.	Name	Position
1	Eric Nyadimo	Chair
2	Jasper Mwenda	Member
3	Eugene Lawi	Member
4	Mildred Ambani	Member
5	Sereu Moinket	Member
6	Caroline Wanjeri Kihara	Member
7	Agnes Matunda	Secretariat
8	Julius Kahindi	Member
9	Mary Macharia	Joint Secretary
10	Samuel Nthuni	Member
11	Catherine Ochanda	Member
12	Damaris Too	Secretariat
13	Clarah Ketyenya	Joint Secretary
14	Elizabeth Njoroge	Member
15	David Gatimu	Member
16	Truphosa Achar	Member
17	Annette Bosibori Omwoyo	Joint Secretary
18	Tom Abuta	Member
19	Herbert Were	Member
20	Brian Kimutai	Member
21	Moses Mugendi	Joint Secretary
22	Victor Ouno	Member
23	James Nombi	Joint Secretary
24	Stephen Chebii	Secretariat
25	Nancy Awere	Secretariat
26	Peter Musyimi	Member
27	Rachel Dinda	Secretariat
28	Edward Ole Kateiya	Member
29	Charles Wamae	Member
30	Eustace Kithumbu	Member
31	George Ruhara	Secretariat

Absent with Apology

1.	Esther Omulele	Member
2.	Carolyne Menin	Member

MIN.9/01/2020 Adoption of Agenda

- Members adopted the following items for discussion:
1. Preliminaries
 2. Confirmation of the Minutes of the Previous Meeting
 3. Matters Arising from Previous Minutes
 4. Subcommittee Reports
 5. Way Forward

MIN.9/02/2020	<p>Preamble</p> <ul style="list-style-type: none"> • The Chair called the meeting to order at 1110 hours. Opening Prayers were said by Mildred Ambani. • The Chair welcomed members to the meeting and appreciated them for their commitment.
MIN.9/03/2020	<p>Confirmation of the Previous Minutes</p> <p>Members went through the minutes of the previous meeting. Edward Ole Kateiya proposed them as the true records of what had been discussed and Jasper Mwenda seconded.</p>
MIN.9/04/2020	<p>Matters Arising from Previous Minutes</p> <p>George Ruhara Introduction</p> <p>Mr. George Ruhara introduced himself and reported that he had already started working with the Valuation Subcommittee. The Chair welcomed him to the Taskforce.</p>
MIN.9/05/2020	<p>Subcommittee Reports</p> <p>Land Administration Report</p> <p>The Chair of the Subcommittee presented the report and the following comments were raised:</p> <ul style="list-style-type: none"> • There was discussion on whether Temporary Occupation License(TOL) is supported by existing laws. • Linkage of the NLIMS with other stakeholders for completion of the workflow for example, payment module, county government, NLC and other relevant bodies should be made clear with the system developers. • A joint meeting with Legal Subcommittee to be scheduled before the next Taskforce meeting. <p>Valuation Report</p> <ul style="list-style-type: none"> • It was reported that the valuation regulations should be anchored on the Land Act, Land Registration Act and the Stamp Duty Act. This will be discussed further with the Legal subcommittee. • The NLC valuation workflows are similar to the MoLPP workflows and are being refined for inclusion on the report. • The team is waiting for the workflows from the System Developers. <p>Registration Report</p> <ul style="list-style-type: none"> • Members have reviewed the annulled regulations and are now working on the electronic conveyancing part of the regulations. • There was the issue of the passport photos being embedded on the forms. • Availability of documents to the applicant should not be limited to the dashboard but it should be made general as the system developers clarified by SMS, Email and Dashboard. • The team to consider timelines for registering instruments provided in Regulation 7 & 8 of the Land Registration (General) Regulations, 2017. Timelines for transactions (3rd Schedule of the General Regulations) are provided for in the regulations but once the system goes electronic they could change. • The payment platform should be clarified to accommodate mobile money and huge monies that cannot be transacted through the mobile money platform.

Survey Report

The Chair of the Subcommittee presented the status report and said that the report awaits ratification by the subcommittee before presentation to the Main Taskforce meeting.

- The team to set up a subcommittee meeting to refine their report.
- The team to hold a joint meeting the legal team to discuss the draft survey regulations before the next meeting.

Physical Planning Report

- The regulations need to be discussed with planners from the county government. Mr. Eugene Lawi to organize for online interaction.
- The team is finalizing on the report and have shared duties to the members.
- The team to meet with Legal team to discuss the report and bring it to finalization
- The Physical Planning Report to be shared with the legal team.

Legal Report

The Chair reported that the Subcommittee had prepared four documents for submission in the meeting that includes presentation and three Zero Draft Regulations.

- Power Point presentation was made on Legislative Making Process in Kenya. This was to help Taskforce members in developing the envisaged regulations from an informed perspective.
- Key highlights on the presentation included the timing of the executive approval, process of making the Subsidiary Legislation, their importance and forms.
- The Subcommittee also reported that three Zero Draft Regulations have been done namely Registration, Survey and Land Administration.
- It was also reported two Zero Draft Regulations are being prepared namely, Valuation and Physical Planning.
- The team made request for joint meetings with Valuation, Survey, Physical Planning, Land Administration and Registration Subcommittees with an of aim discussing the Subcommittee Reports and the Draft Regulations.


Communication and Administration Report

The Sub-committee Chair presented Public Participation Approaches as follows:

1. **Professional Bodies**; combination of letters, virtual meetings, request for written submissions/ memorandums. The letters will be written to the various CEO's or presidents and copies of the Proposed Regulations attached to them.
2. **Parliamentary Committee on Land**, Kenya Bankers Sacco and KEPSA; Letters, use of website, virtual meetings
3. **COG**
4. **National Land Commission** (the Commissioners and the top level management) use of letters, virtual meeting.

	<p>5. Civil Societies; use of letters, the letters to be addressed to the contact persons, request for written submissions/ memorandums and virtual meetings where possible.</p> <p>6. General Public; use of notices, newspapers adverts and website, including attachment of the regulations, request for written submissions and memorandums.</p> <p>The proposed approaches and methodologies were adopted save for the aspect on general public approaches.</p> <p>Comments:</p> <ul style="list-style-type: none"> • The issues of reaching general public should be explored further. • The team to explore modalities of carrying out public participation in the 8 identified regions. For example, use of radio and newspapers could be explored. • The Subcommittee to benchmark with what parliament is doing with regards to public participation for the laws that are being discussed on the floor of the house at the moment. • It was agreed that the subcommittee should engage legal counsels who sit in the Parliamentary Committee and discuss the Proposed Public Participation Approaches under the prevailing health concerns to get concurrence and feedback.
MIN.9/6/2020	Way forward
	<ul style="list-style-type: none"> • The subcommittees to finalize their reports. • The joint meetings between the different subcommittees and the legal subcommittee to be scheduled before the next meeting. • The next meeting for the Taskforce will look at the work plan. • During the next meeting a report on the draft regulations should be done. • The Chair to circulate the presentation on Legislative Making Process in Kenya and the Subcommittee Reports tabled during the meeting to members.
MIN.9/7/2020	Adjournment
	<p>There being no other business, the meeting ended at 1550 hours. Closing prayers were said by Tom Abuta. The date of the next meeting will be by notice from the Chairman</p>

Minutes Read and Confirmed by:

Chairman  Date. 21/4/2020

Secretary  Date. 21/04/2020

Secretary  Date. 21.04.2020

MINUTES OF THE 8TH MEETING OF THE TASKFORCE FOR FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON TUESDAY, APRIL 7th 2020 AT 11:00 A.M.

Attendance


S.N.	Name	Position
1	Eric Nyadimo	Chair
2	Jasper Mwenda	Member
3	Eugene Lawi	Member
4	Mildred Ambani	Member
5	Sereu Moinket	Member
6	Caroline Wanjeri Kihara	Member
7	Agnes Matunda	Secretariat
8	Julius Kahindi	Member
9	Mary Macharia	Joint Secretary
10	Samuel Nthuni	Member
11	Catherine Ochanda	Member
12	Carolyne Menin	Member
13	Damaris Too	Secretariat
14	Clarah Ketyenya	Joint Secretary
15	Elizabeth Njoroge	Member
16	David Gatimu	Member
17	Truphosa Achar	Member
18	Annette Bosibori Omwoyo	Joint Secretary
19	Charles Wamae	Member
20	Tom Abuta	Member
21	Esther Omulele	Member
22	Brian Kimutai	Member
23	Moses Mugendi	Joint Secretary
24	Victor Ouno	Member
25	James Nombi	Joint Secretary
25	Stephen Chebii	Secretariat
26	Nancy Awere	Secretariat
27	Peter Musyimi	Member
28	Rachel Dinda	Secretariat
29	Edward Ole Kateiya	Member
Absent with Apology		
1	Eustace Kithumbu	Member
2	Charles Wamae	Member
3	Herbert Were	Member
MIN.08/01/2020	Adoption of Agenda	
	Members adopted the following items for discussion:	
	1. Preliminaries	
	2. Reading and confirmation of the minutes of the previous meeting	
	3. Matters arising from minutes of the previous minutes	
	4. Approval of suitable replacement for Mr. Nyoike	
	5. Report on Preparation of RIA	
	6. AOB	

MIN.8/02/2020	Preamble
	<ul style="list-style-type: none"> • The chairman called the meeting to order at 11:30 am. Opening prayers were said by Moses Mugendi. • The Chairperson welcomed members to the meeting and appreciated them for their commitment. • Recording of apologies was done.
MIN.8/03/2020	Reading and Confirmation of the Previous Minutes
	The secretary took members through the minutes of the previous meeting. Tom Abuta proposed them as the true records of what had been discussed. Mr. Abuta was seconded by Julius Kahindi.
MIN.8/04/2020	Matters Arising from Previous Minutes
	<p>MIN.7/5/2020:</p> <p>Land Administration Report</p> <ul style="list-style-type: none"> • The committee was reviewing the proposed amendments. • That the proposals on extension and renewal to be ready before the end of the day, 7th April, 2020. • A draft had been prepared awaiting a meeting with the system developer for refinement. • That the draft regulations would be ready by Thursday, 9th of April 2020. • The committee's preliminary report to be submitted by this Friday, 10th of April, 2020. <p>Valuation Report</p> <p>Clarifications were made by Mildred Ambani.</p> <ul style="list-style-type: none"> • The committee had not made significant progress (status quo maintained) • There was an urgent need for incorporation of new members. • There was need for a joint meeting between legal and the valuation sub-committee. • The draft regulations could only be predicated on the report from the technical committee. • Tom Abuta had not furnished the Valuation Committee with the stamp duty regulations; however, he informed the meeting he would liaise with Carolyne Menin to ensure that the said regulations were made available. • The chair committed to holding a meeting with the Valuation Sub-Committee to preside over the development of frameworks for drafting regulations on valuation. • Valuation preliminary report to be submitted by end of the week. <p>Legal Sub-Committee</p> <p>Presentations were presided over by Esther.</p> <ul style="list-style-type: none"> • Peter would make a presentation on RIA. • The Legal Committee would hold joint meetings with other sub-committees. • A meeting with the Registration sub committee was scheduled • Other programmes were under way. <p>Registration Sub-Committee</p>


	<p>Clara made the presentations on behalf of Sereu.</p> <ul style="list-style-type: none"> • The team had developed questions for the system developer. • The regulations would be finalised once the Thursday meeting with system developer was convened. • The draft regulations would be ready by Friday. <p>Survey Sub-Committee Clarifications were made by Jasper Mwenda</p> <ul style="list-style-type: none"> • A meeting with the system developer was slated for 7th and another with the Director of Surveys on the 8th of April, 2020. • The team was combing through the existing regulations to make more informed choices and realise regulatory harmony. • The committee was exploring the best entry point for the regulations. Members noted that there were three possible entry points. • The zero draft would be ready by Saturday, 11th of April, 2020. • Legal and Survey Sub-Committee were asked to hold a joint meeting and report to the Taskforce. <p>Physical Planning Sub-Committee The presentation was done by David Gatimu.</p> <ul style="list-style-type: none"> • The Sub-Committee had held a meeting with Director of Physical Planning on 6th April 2020 • The committee exhaustively explained the scope of the Taskforce and the Director was satisfied. • The committee's meeting with the system developer was conducted on 6th of April, 2020. • The committee had developed a checklist for the said meeting. • The meeting agreed on the need for a more comprehensive presentation with the system developer). • The committee was asked to document all issues arising from their work for further adjustments. • The Physical Planning Sub-committee report was subdivided into portions and specific individuals were allotted specific assignments. Consolidation would be done once the individual reports were submitted.
MIN.8/05/2020	Replacement of Mr. Nyoike – a Co-opted Member
	<ul style="list-style-type: none"> • The chair took members through two curriculum vitae. • Although one of the applicants had an illustrious resume, members noted that the applicant had no experience in land valuation. • The second application was also rejected on the same basis. • The committee asked members to consider other applicants who had requisite experience. • George's name was proposed by Mildred and seconded by Clara • The chair indicated that he had called George Ruhara and that he was willing to join the Taskforce Secretariat. • Achar was asked to inform the Acting Director of Valuation of the new development.
MIN.8/06/2020	Report on Preparation RIA – Peter Musyimi
	<ul style="list-style-type: none"> • The chair noted that he had joined the team late but the timing was still perfect.

	<ul style="list-style-type: none"> • Peter noted that he was assembling materials for RIA and would submit his report upon the completion of the exercise. • Peter gave an outline of what RIA will entail among other things: <ul style="list-style-type: none"> a. Introduction b. Background, domestic and international analysis c. Statement of the problem d. Identification of the objectives e. Consultative process f. Exploring options g. Justification of the preferred options h. Conducting cost benefit analysis of the systems and maintenance i. Determination of hidden costs and return on investment j. Enforcement modalities k. Recommendation <p>In the execution of this mandate, he requested for:</p> <ol style="list-style-type: none"> 1. Policy documents, manuals, work with drafters at all times; 2. Taskforce deliberations, reports and stakeholder's reports; 3. Technical group reports, be able to obtain information or generate questionnaires; 4. Impact assessment needed at the formulation stage, Kenya Vision 2030; and 5. ICT policy among other vital documents. <p>General Observations on Preparation of Regulatory Impact Assessment (RIA)</p> <ul style="list-style-type: none"> • Peter's co-option was timely • The completion of his work will depend on both internal and external issues. • There were critical information gaps that needed to be addressed. • The document was expected to be as comprehensive as possible. • The Secretariat would furnish him with all requisite documents. • He was free to speak with the sub-committee members. • Carol Menin would provide Peter with preliminary documents. • Peter would receive the status report from time to time as well as stakeholder-engagement reports
MIN.8/07/2020	Any Other Business
	<ul style="list-style-type: none"> • The Chair of the Communication and Administration was asked to convene a meeting and develop a report on the possibility of stakeholder engagement in view of the Covid pandemic. • Survey Sub-Committee meeting with the system developer was slated for Tuesday 7th April 2020. • Committees were asked to prepare draft regulations by 13th April 2020 in readiness for publication. • The chair was requested to host the joint meeting between Legal and Registration Sub-Committee. • The chair reiterated that there was need for fast-tracking of the processes.
MIN.8/08/2020	Adjournment
	There being no other business, the meeting ended at 1:35p.m with a closing prayer from Samuel Nthuni.

Minutes Read and Confirmed by:

Chairman  Date... 15/4/2020

Secretary  Date... 15/04/2020

Secretary  Date... 15-04-2020

MINUTES OF THE 7TH MEETING OF THE TASKFORCE FOR FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON FRIDAY, APRIL 3, 2020 AT 11:00 A.M

ATTENDANCE

S.N.	Name	Position
1	Eric Nyadimo	Chair
2	Jasper Mwenda	Member
3	Eugene Lawi	Member
4	Mildred Ambani	Member
5	Sereu Moinket	Member
6	Caroline Wanjeri Kihara	Member
7	Agnes Matunda	Secretariat
8	Julius Kahindi	Member
9	Mary Macharia	Joint Secretary
10	Samuel Nthuni	Member
11	Catherine Ochanda	Member
12	Carolyne Menin	Member
13	Damaris Too	Secretariat
14	Clarah Ketyenya	Joint Secretary
15	Elizabeth Njoroge	Member
16	David Gatimu	Member
17	Truphosa Achar	Member
18	Annette Bosibori Omwoyo	Joint Secretary
19	Charles Wamae	Member
20	Tom Abuta	Member
21	Esther Omulele	Member
22	Brian Kimutai	Member
23	Moses Mugendi	Joint Secretary
24	Eustace Kithumbu	Member
25	James Nombi	Joint Secretary
26	Stephen Chebii	Secretariat
ABSENT WITH APOLOGY		
27	Victor Ouno	Member
28	Edward Lekaichu Ole Kateiya	Member
29	Herbert Were	Member
30	Isaac Nyoike	Member
31	Nancy Awere	Secretariat
MIN.7/01/2020	AGENDA	
	The Agenda was adopted as follows: 1. Preliminaries 2. Confirmation of minutes of the previous meeting	


	<p>3. Matters arising from minutes of the previous minutes</p> <p>4. Sub-Committee Reports</p> <p>5. Way forward</p>
MIN.7/02/2020	PRELIMINARIES
	<ul style="list-style-type: none"> • The meeting started at 1100 hrs with a word of prayer from Mildred Ambani. • The Chairperson welcomed members to the meeting. • Recording of apologies was done.
MIN.7/03/2020	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS
	<p>Members went through the minutes and agreed with the recording of the minutes.</p> <p>The minutes were proposed by Carolyn Menin and seconded by Tom Abuta.</p>
MIN.7/04/2020	MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING
	<p>1. Additional members to support secretariat in the Administration and Communication Subcommittee</p> <p>It was reported that the proposed members had accepted the request and two of them had been invited to this meeting, however one of them gave apology as recorded in this minutes.</p> <p>2. Co-option of additional Taskforce member to prepare RIA</p> <p>The Legal Subcommittee presented a justification to have Mr. Peter Musyimi being co-opted by Taskforce members to support the legal subcommittee in the RIA preparation.</p> <p>Action:</p> <p>The request was accepted by members. Mr. Peter Musyimi's co-option was proposed by Esther Omulele and seconded by Eugene Lawi.</p> <p>3. Distribution of Legal Subcommittee members to join the other Subcommittees</p> <p>It was reported that there was a legal counsel presentation in every Subcommittees who is a member and therefore they will support and give necessary legal advice.</p> <ul style="list-style-type: none"> • Land Administration has two Counsels - Tom Abuta and Damaris Lukwo. • Survey/ Cadastre has one Counsel - Agnes Kwamboka. • Valuation has one Counsel - Esther Omulele. • Registration has one Counsel - Sereu Moinket. • Physical Planning has one Counsel - Eugene Lawi. • Legal Subcommittee has five (5) Counsels, three of who are drafters - Truphosa Achar, Carolyn Menin, Annette Omwoyo, James Nombi and Catherine Ochanda.

	<p>4. Some Valuation Subcommittee members' commitment</p> <p>It was reported that Valuer Nyoike was unavailable to serve the Taskforce due to other commitments at the Nairobi Metropolitan Service.</p> <p>There was a proposal to get a replacement from the county government, private sector through ISK, MoLPP and NLC.</p> <p>Action:</p> <ul style="list-style-type: none"> • It was agreed that the Chair will pursue this matter further with the Valuation Subcommittee. • The Chair will talk with the CS on the issue of Herbert Were commitment in the Taskforce due to his new appointment to serve in the Nairobi Metropolitan Services.
MIN.7/05/2020	SUB COMMITTEES REPORTS
	<p>i. Report from Land Administration</p> <p>The Land administration report was presented by Tom Abuta.</p> <p>Action:</p> <p>The team to work on a zero draft of the regulations by Monday.</p> <p>ii. Report from Valuation Subcommittee</p> <ul style="list-style-type: none"> • There are regulations on Stamp Duty that MoLPP is preparing and the team should look at those • The team has looked at the different Acts and made necessary guidelines. <p>Action:</p> <ul style="list-style-type: none"> • The Valuers to clarify connection between valuation of rating and the registration process. • Valuation for rating and the system connection should be clarified by the Valuer. • Property valuation require ground visit, there is need to think through how this will be effected on the system. • Tom Abuta to forward the regulations on Stamp Duty to the subcommittee. <p>iii. Report from Registration Subcommittee</p> <p>Comments:</p> <ul style="list-style-type: none"> • Team to consider professional bodies access and databases. Where the professional bodies don't have databases then the access rights will be managed by the Chief Land Registrar. • Get clarification from the developers on the capability of the NLIMS to link to various professional registration databases. • Consider using the terminology Termination instead of Restriction. <p>iv. Report from the Legal Subcommittee</p>

	<ul style="list-style-type: none"> • The team is drafting zero draft documents that will inform the final draft legal framework/s. • Zero Draft Proposed Draft Legal framework to anchor electronic land registration and land transactions have been prepared. • Zero Draft Proposed Draft Legal framework to anchor electronic land Survey/Cadastre land transactions have been prepared. <p>Action:</p> <ul style="list-style-type: none"> • The Subcommittee to deliver - all five (5) sets of Zero Draft Proposed Legal Framework to be finalized by April 9, 2020. • The Subcommittee to finalize two (2) more Zero Draft Proposed Legal Framework/s (Valuation and Land Administration). • The Subcommittee to prepare further proposals for inclusion in the current Draft Physical Planning Regulation. • The Subcommittee requested to hold two (2) convergence meetings on the prepared Zero Draft Legal Framework with Cadastre/ Survey and Registration on April 7 and 8, 2020 respectively. <p>v. Report from Survey Subcommittee</p> <ul style="list-style-type: none"> • It was reported that a list of questions that will go to the developers has been prepared. • The team proposed that the regulations should be anchored in the Survey Act as supported in Section 45(1)(a) of the Survey Act, Cap 299. <p>Action:</p> <ul style="list-style-type: none"> • The meeting will be there next week with the DoS and the System developers. • The documents to be shared with the DoS prior to the meeting. • The team to review the Survey regulations from the legal team and revert. <p>vi. Report from Physical Planning</p> <ul style="list-style-type: none"> • The Physical Planning report to be shared with the Legal subcommittee. • The team to tease out issues that can be included to the PLUPA draft regulations at the AG. • The subcommittee to consult with the legal team to fine tune the gaps identified for inclusion in the PLUPA draft regulations.
MIN.7/6/2020	WAY FORWARD
	<ol style="list-style-type: none"> 1. The meetings with NLIMS system developers was scheduled as follows: <ol style="list-style-type: none"> a. Monday- Physical Planning b. Tuesday - Survey c. Wednesday - Land Administration d. Thursday- Registration e. Friday - Valuation

	<ul style="list-style-type: none"> • The meetings will be done virtually via ZOOM. The system developers have prepared NLIMS Demos for the different subcommittees. Technical people advising the system developers will join the meetings. • It was agreed that members willing to join any other subcommittee meeting with system developers should inform the Secretariat for arrangements.
	<p>2. All subcommittees should arrange to meet respective MoLPP directors.</p> <ul style="list-style-type: none"> • Registration Subcommittee to meet with Chief Land Registrar • Valuation Subcommittee to meet with the Chief Government Valuer • Land Administration Subcommittee to meet with Director Land Administration • Survey Subcommittee to meet with Director of Surveys. • Physical Planning Subcommittee to meet with Director Physical Planning <p>3. The Subcommittees to finalize their draft regulations and continue working on their reports.</p> <p>4. Communication and Advocacy to present alternatives to public participation approaches during the next main Taskforce meeting.</p> <p>5. Next Taskforce meeting will be on Tuesday 7th April, 2020 at 1100 hours.</p> <p>The meeting ended at 1520 hours with a word of prayer from Mildred Ambani.</p>

Confirmed by:

Chairman  Date. 7/4/2020

Secretary  Date. 07/04/2020

Secretary  Date. 07.04.2020

MINUTES OF THE 6TH MEETING OF THE TASKFORCE FOR FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON TUESDAY, MARCH 31, 2020 AT 11:00 A.M

ATTENDANCE

S.N.	Name	Position
1	Eric Nyadimo	Chair
2	Jasper Mwenda	Member
3	Eugene Lawi	Member
4	Mildred Ambani	Member
5	Sereu Moinket	Member
6	Caroline Wanjeri Kihara	Member
7	Agnes Matunda	In Attendance
8	Julius Kahindi	Member
9	Mary Macharia	Joint Secretary
10	Samuel Nthuni	Member
11	Catherine Ochanda	Member
12	Carolyne Menin	Member
13	Damaris Too	In Attendance
14	Clarah Ketyenya	Joint Secretary
15	Elizabeth Njoroge	Member
16	David Gatimu	Member
17	Truphosa Achar	Member
18	Annette Bosibori Omwoyo	Joint Secretary
19	Victor Ouno	Member
20	Tom Abuta	Member
21	Esther Omulele	Member
22	Brian Kimutai	Member
23	Edward Lekaichu Ole Kateiya	Member
24	Moses Mugendi	Joint Secretary
26	Eustace Kithumbu	Member
27	James Nombi	Joint Secretary
ABSENT WITH APOLOGY		
28	Charles Wamae	Member
29	Herbert Were	Member
30	Isaac Nyoike	Member
MIN.6/01/2020	AGENDA	
	The Agenda was adopted as follows: <ol style="list-style-type: none"> 1. Preliminaries 2. Confirmation of minutes of the previous meeting 3. Matters arising from minutes of the previous minutes 4. Sub-Committee Reports 	

	5. Way forward
MIN.6/02/2020	PRELIMINARIES
	<ul style="list-style-type: none"> • The meeting started at 1100 hrs with a word of prayer from Caroline Wanjeri. • The Chairperson welcomed members to the meeting. He commended members for availing themselves. • Recording of apologies was done.
MIN.6/03/2020	CONFIRMATION OF MINUTES OF PREVIOUS MEETING
	<p>Members went through the minutes and agreed with the recording of the minutes.</p> <p>The minutes were proposed by Eugene Lawi and seconded on by Samuel Nthuni.</p>
MIN.6/04/2020	MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING
	<p>1. Letters to employers All letters were sent out and copies were available by the secretariat.</p> <p>2. Meeting between Physical Planning Subcommittee and Director of Physical Planning The Chairperson had sent a request for a meeting with Director of Physical Planning who delegated the issue to his deputy. The meeting arrangements are still being pursued.</p> <p>3. Additional members to support the secretariat in the Administration and Communication Subcommittee The secretariat presented the justification and roles that each of the following members will play.</p> <ol style="list-style-type: none"> 1. Nancy Were - Communication Officer, NLC 2. Stephen Chebii - Communication Officer, NLC 3. Rachel Dinda - Gender Officer, MoLPP 4. Margaret Aloo - Executive Secretary, MoLPP 5. Rosemary Liseche - Executive Secretary, MoLPP <p>The proposal for inclusion of the five (5) members of the secretariat was adopted. The meeting also agreed to include Damaris Too and Agnes Matunda in the secretariat subject to approval from the Cabinet Secretary Office.</p> <p>The proposal for inclusion of the seven members of the secretariat was adopted. It was proposed by Mildred Ambani and seconded by Caroline Wanjeri.</p> <p>4. Co-option of additional Taskforce member to prepare RIA The secretariat presented a proposal to have Mr. Peter Musyimi to be co-opted as a Member of the Taskforce to assist with the preparation</p>

	<p>of the Regulatory Impact Assessment (RIA) under the provisions of the Statutory Instrument Act, 2013.</p> <p>Action: The matter was deferred for conclusion in the next meeting scheduled to take place on April 3, 2020. The Legal Subcommittee is to prepare a justification on the same and submit for consideration during the meeting.</p> <p>5. Report from Physical Planning Subcommittee</p> <ul style="list-style-type: none"> • The Subcommittee reported that they have enriched their report. • The Physical and Land Use Planning Act, Draft Regulations had been shared with the Legal Subcommittee by the Chairperson for consideration and inputs on electronic linkages to anchor the digital platform. • Members made proposals for consideration by the Subcommittee. <p>6. Report from legal Subcommittee It was reported that the Subcommittee held two meetings and has prepared a draft legal framework on registration.</p> <p>Action: The meeting resolved that the Lawyers within the team be assigned to assist various subcommittees that includes Valuation, Registration, Land Administration, Survey and Physical Planning.</p>
MIN.6/05/2020	SUB COMMITTEES REPORTS
	<p>i. Report from Land Administration The report was presented by the Chairperson of Land Administration Subcommittee.</p> <p>Proposals for inclusion in the report include;</p> <ul style="list-style-type: none"> • Need to Amend the Land (Allocation of Public Land) Regulations, 2017. • Need to consider the provisions of Statute Law (Miscellaneous Amendments) Act 2018 that amended section 23(2) of Land Act on the issuance of leases and licenses that has been bestowed on the CS- This section to be looked at to inform the report. <p>Action:</p> <ul style="list-style-type: none"> • The Subcommittee to look at the Land Administration regulations and the proposed amendments to align with the amended Land Act. • The team to check on development applications processes as catered for in the PLUPA.

- The Subcommittee to include land regularization and formalization application.

ii Report from Registration Subcommittee

The report was presented by the Chairperson of the Registration Subcommittee.

Proposal for inclusion in the report;

It was reported that the outcome of the report will feed into the Legal Subcommittee work.

Action:

- Finalize on the Terms and Condition upon user registration.
- Work on the restrictions and access.
- A meeting between the Registration and legal subcommittee was proposed for Thursday, April 2, 2020.

iii Report from Valuation Subcommittee

The report was presented by the Chairperson of the Valuation Subcommittee.

Action:

- The regulations can be anchored on the Land Act but where the processes touches on mandate of another institution, they must be consulted.
- It was agreed that a meeting with the Chief Government Valuer to be arranged on the report.

iv Report from Physical Planning Subcommittee

It was reported that the Physical Planning processes are supported by County Government Act, PLUPA and Cities and Urban Act. Key additional highlights in the report were made.

Action:

- The Subcommittee was advised to breakdown issues that will go to the regulations.
- Develop a workflow to aid the members to understand the Physical Planning processes as in the report.


v. Report from the Legal Subcommittee

The Chairperson of the Subcommittee reported that the Subcommittee was preparing different sets of proposed legal frameworks to anchor the digital platform as following:

- Registration
- Cadaster/Survey
- Land Administration
- Valuation and
- Physical Planning

	<p>It was also reported that the members held two meetings during the March 23 to 27, 2020 week. Proposed Zero Draft Registration Regulations had been prepared and circulated to the Taskforce Members on March, 27, 2020. The Cadaster/Survey legal framework was being prepared.</p> <p>The Subcommittee made a proposal for a meeting with the Registration Subcommittee on Thursday, April 2, 2020, to have a convergence on the proposed legal framework, Registration Subcommittee report and other proposal to enrich the document.</p> <p>Action:</p> <ul style="list-style-type: none"> • It was agreed that Legal Subcommittee members will work with the different Subcommittee. • The Subcommittee to work with the Subcommittees on Survey/Cadaster, Valuation, Land Administration and the Physical Planning. <p>vi. Report from Survey Subcommittee</p> <ul style="list-style-type: none"> • The Survey subcommittee will need to engage with the Director of Surveys, therefore the team to set a date. • Members to look at the existing laws and regulations.
MIN.6/6/2020	WAY FORWARD
	<ol style="list-style-type: none"> 1. The meetings with the NLIMS system developers to be scheduled as soon as possible. Secretariat to communicate the dates. 2. Chair to follow up with Mr. Were, Mr. Nyoike and Mr. Wamae with regards to their availability to the Taskforce assignment. 3. The Subcommittee to work on the reports. 4. Registration Subcommittee to meet with the Chief Land Registrar or representative 5. Meeting with the Chief Government Valuer to be arranged. 6. Next Taskforce meeting will be on Friday 3rd April, 2020 at 1100 hours. <p>The meeting ended at 1430 hours with a word of prayer from Mildred Ambani.</p>

Confirmed by:

Chairman  Date..... 03/04/2020

Secretary  Date..... 03/04/2020

Secretary  Date..... 03.04.2020

MINUTES OF THE 5TH MEETING OF THE TASKFORCE FOR FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD VIRTUALLY ON THURSDAY, MARCH 26, 2020 AT 11:00 A.M

ATTENDANCE

S.N.	Name	Position
1	Eric Nyadimo	Chair
2	Jasper Mwenda	Member
3	Eugene Lawi	Member
4	Mildred Ambani	Member
5	Sereu Moinket	Member
6	Caroline Wanjeri Kihara	Member
7	Agnes Matunda	In-Attendance
8	Julius Kahindi	Member
9	Mary Macharia	Joint Secretary
10	Samuel Nthuni	Member
11	Catherine Ochanda	Member
12	Carolyne Menin	Member
13	Damaris Too	In-Attendance
14	Clarah Ketyenya	Joint Secretary
15	Elizabeth Njoroge	Member
16	David Gatimu	Member
17	Truphosa Achar	Member
18	Annette Bosibori Omwoyo	Joint Secretary

ABSENT WITH APOLOGY

19	Tom Abuta	Member
20	Esther Omulele	Member
21	Brian Kimutai	Member
22	Charles Wamae	Member
23	Victor Ouno	Member
24	Edward Lekaichu Ole Kateiya	Member
25	Moses Mugendi	Joint Secretary
26	Herbert Were	Member
27	Eustace Kithumbu	Member
28	James Nombi	Joint Secretary
29	Isaac Nyoike	Member

MIN.5/01/2020 AGENDA

	The Agenda was adopted as follows: <ol style="list-style-type: none"> 1. Preliminaries 2. Confirmation of Minutes 3. Matters arising from previous minutes
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	<ul style="list-style-type: none"> 4. Co-option of members 5. Subcommittee reports 6. Way forward
MIN.5/02/2020	PRELIMINARIES
	<ul style="list-style-type: none"> • The meeting started at 1100 hrs with a word of prayer from Truphosa Achar. • The chair welcomed members to the meeting. He noted that this is the first virtual meeting for the Taskforce and commended members for availing themselves. • Recording of apologies was done.
MIN.5/03/2020	CONFIRMATION OF MINUTES
	<p>Members went through the minutes and agreed with the recording of the minutes.</p> <p>The minutes were proposed by Truphosa Achar and seconded on by David Gatimu.</p>
MIN.5/04/2020	MATTERS ARISING FROM PREVIOUS MINUTES
	<p>1. Letters to employers The secretariat reported that the letters were ready and will be sent out before the next meeting.</p> <p>2. Legal framework All the reports from the subcommittee were submitted to the legal committee to aid in the legal framework development.</p> <p>3. Physical Planning subcommittee The scheduled physical meeting with the Director Physical Planning on Monday 23.03.2020 had been postponed to a later date and the team was considering having a virtual engagement the following week.</p> <p>4. Public Participation: The Taskforce will invite memorandum once the draft legal framework is ready.</p>
MIN.5/05/2020	CO-OPTION OF MEMBERS
	<p>1. The secretariat did not present a written justification on the following members to assist in the Administration and Communication Subcommittee:</p> <ul style="list-style-type: none"> • Nancy Were- Communication officer, NLC • Stephen Chebii- Communication officer NLC • Rachel Ndinda- Gender officer MOLPP • Margaret - Executive Secretary • Susan- Executive Secretary <p>Action:</p>

		<ul style="list-style-type: none"> • It was agreed that the secretariat refine justification and roles that each member will play by and share by next Taskforce meeting. <p>2. The secretariat presented a proposal to have Mr. Musyimi being co-opted in the legal subcommittee to assist with the RIA development.</p> <p>Action:</p> <ul style="list-style-type: none"> • Members agreed that this matter be deferred during the next meeting.
MIN.5/06/2020	SUB COMMITTEES REPORTS	
		<ul style="list-style-type: none"> • Physical Planning Report <p>The subcommittee presented a concept note to members. Members of this subcommittee had received Physical and Land Use Planning Act draft regulations from the Director Physical Planning MoLPP. The regulations are very informative and they are enriching the physical planning subcommittee report.</p> <p>Comments</p> <ul style="list-style-type: none"> • It was noted that the Physical and Land Use Planning Act draft regulations had been forwarded to the AG. • Members noted that there seems to be two parallel processes that are meant to facilitate the electronic processes of Physical and Land Use Planning. • The first process is the Physical and Land Use Planning Act draft regulations and the second process is what this Taskforce is working on to develop guidelines that will facilitate the electronic processes of Physical and Land Use Planning. • It was therefore agreed that the team leaders in both processes should organize for a meeting and agree how best both processes will converge and tie to the regulations. • There is a possibility to amend the Physical and Land Use Planning Act draft regulations at the AG, where the Director Physical Planning would forward amendments to the AG for inclusion. <p>Action:</p> <ul style="list-style-type: none"> • This subcommittee to consolidate their report for discussion with the Director Physical Planning. • The Chair to talk to Director Physical Planning and schedule a meeting. • The Physical and Land Use Planning Act draft regulations to be shared with the legal subcommittee by the chair. <ul style="list-style-type: none"> • Survey Report <p>The Survey subcommittee reported that they had revised the Survey guidelines and presented the changes.</p> <p>Action:</p>

- The Survey subcommittee will need to engage the Director of Surveys at this early stage.
- Members to look at the existing laws and regulations.

- **Valuation Report**

Valuation report was not ready and it will be presented during the next meeting. It was reported that Mr. Were has since been assigned duties to Nairobi Metropolitan Services. It was resolved under the said discussion that the Chairman was to pick up the matter on Mr. Were and Mr. Nyoike availability to the Taskforce with a view of strengthening the Subcommittee

Comments:

- The regulations should be done for specific Act whose processes will go electronic.
- There was concern on which Act the final regulations will be based on.

Action:

- The chair of valuation subcommittee to organize for a virtual meeting before the next Taskforce meeting. The Taskforce chair should be invited for this meeting.
- Members to finalize the report for discussion during the next meeting.

- **Land Administration Report**

Land Administration report was presented and they reported that they are looking at the land administration workflows.

Action:

- Proposed meeting with the system developers.
- Benchmarking report on what other countries are doing in regards to electronic land administration processes.

- **Registration Report**

Registration report was not ready. It was reported that a report will be shared before the next Taskforce meeting.

Action:

- Finalize the report and share to all members before the next Taskforce meeting.
- Proposed meeting with the system developers and the technical members that are guiding the system development.


- **Legal Report**

The Legal Subcommittee reported that they had held three meetings in preparation to the legal framework. The 2nd Subcommittee Meeting was held on 19th March, 2020 on the approach to enrich the proposed Legal framework that had been prepared and a meeting with Mr. Musyimi on preparation of RIA.

Minutes of the 4th Taskforce meeting under Legal Subcommittee, indicate that a consultant (Mr. Musyimi) was coming on board to help with RIA, and the same was auctioned through a meeting with

	<p>him and issuance of instructions to facilitate RIA process as per the provisions of the Statutory Instrument Act,2013.</p> <p>Legal report was not ready. It was reported that a draft legal framework will be shared before the next Taskforce meeting. It was reported that the subcommittee is working on:</p> <ul style="list-style-type: none"> o Draft regulations o RIA o Gazette Notice <p>The Gazette Notice drafts are ready both for the newspaper and the Kenya Gazette.</p> <p>Comment:</p> <ul style="list-style-type: none"> • The team should consider having different legal framework for the different laws. <p>Action:</p> <ul style="list-style-type: none"> • The 4th Subcommittee meeting to be held on 26th March, 2020 to discuss the Proposed Legal Framework and a follow up on preparation of RIA by Mr. Musyimi who was already issued instructions to work on the same. • Finalize the draft legal framework for discussion during the next Taskforce meeting.
MIN.5/7/2020	WAY FORWARD
	<ol style="list-style-type: none"> 1. The meetings with NLIMS system developers to be scheduled next week. Secretariat to communicate the dates. 2. Legal subcommittee to share their raw drafts of the legal framework by Friday 28.03.2020. 3. Physical meetings will not happen due to the health concerns in the country and therefore team to continue working remotely. 4. Next Taskforce meeting will be on Monday 30th March, 2020 at 1100 hours. <p>The meeting ended at 1330 hours with a word of prayer from Mildred.</p>

Confirmed by:

Chairman  Date. 31/3/2020

Secretary  Date. 31/03/2020

Secretary  Date. 31.03.2020

MINUTES OF THE 3RD MEETING OF THE TASKFORCE FOR FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD IN THE 4TH FLOOR BOARDROOM ON TUESDAY, MARCH 17, 2020 AT 08:30 A.M

Attendance

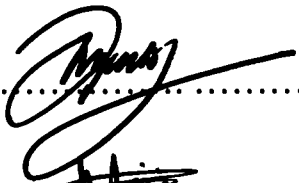
S.N.	Name	Position
1	Eric Nyadimo	Chair
2	Jasper Mwenda	Member
3	Eugene Lawi	Member
4	Mildred Ambani	Member
5	Esther Omulele	Member
6	Caroline Wanjeri Kihara	Member
7	Sereu Moinket	Member
8	Edward Lekaichu Ole Kateiya	Member
9	Agnes Matunda	Member
10	Julius Khaindi	Member
11	Mary Macharia	Joint Secretary
12	Samuel Nthuni	Member
13	Tom Abuta	Member
14	Carolyne Menin	Member
15	Damaris Too	Member
16	Clarah Ketyenya	Joint Secretary
17	Brian Kimutai	Member
18	Moses Mugendi	Joint Secretary
19	Herbert Were	Member
20	Elizabeth Njoroge	Member
21	David Gatimu	Member
22	Truphosa Achar	Member
ABSENT WITH APOLOGY		
23	Eustace Kithumbu	Member
24	Catherine Ochanda	Member
25	James Nombi	Joint Secretary
26	Charles Wamae	Member
27	Annette Bosibori Omwoyo	Joint Secretary
MIN.3/01/2020	AGENDA	
	The Agenda was adopted and modified as follows: 1. Preliminaries 2. Matters arising 3. Co-option of members 4. Public Participation	


	<p>5. Budget</p> <p>6. Sub committees</p> <p>7. Way forward</p>
MIN.3/02/2020	PRELIMINARIES
	<ul style="list-style-type: none"> • The meeting started at 0840 hrs with a word of prayer from Tom Abuta. • The chair welcomed all members and noted that many activities have been suspended due to the Corona Virus directive and this will affect some activities like public participation. • Recording of apologies was done.
MIN.3/03/2020	MATTERS ARISING
	<p>The minutes were proposed by Mildred and seconded on by Agnes.</p> <ol style="list-style-type: none"> 1. There was a meeting on 16.03.2020 CS and drafters working on the documents. 2. It was agreed that members RIA be sent on emails and it will be looked at on Thursday. 3. Physical planning regulations. The chair had a meeting with Masinde and it was agreed that there be an interaction with the Physical planning subcommittee and the Director Physical planning. 4. Annete to circulate public participation Ruling.
MIN.3/04/2020	CO-OPTION OF MEMBERS
	<ul style="list-style-type: none"> • There was suggestion for co-option of Dr. Victor Ouno (CS advisor for communication) for communication and editing of documents. Proposed by Edward and seconded by Brian. He will join the Administration and Communication sub committee. • Chief Valuer county government of Nairobi- Mr. Isaac Nyoike. Nairobi are experienced than other urban areas in valuation of valuation roll. Herbert Were is reserved on the availability of the member. There is need for someone from valuation who is availability and the member should be from the council. Proposed by Eugene and seconded by Sereu. He will join the Administration and Communication sub committee. • Secretariat to bring suggestions and justification on members to assist secretariat in the next meeting on 19.03.2020.
MIN.3/05/2020	PUBLIC PARTICIPATION
	<p>Public participation will be done as per the following clusters:</p> <p>The public participation list was proposed by Tom and seconded by Carolyne Kihara.</p> <p>It was agreed that the Chair will discuss with CS because it will not be possible to finish the exercise as planned.</p>


	The sub committee will meet and set their TORs where members can be working from home.																																																
MIN.3/06/2020	BUDGET																																																
	The secretariat presented the budget for adoption. The budget is attached to this minutes. Proposed by Carolyn Kihara and seconded by Mwenda.																																																
MIN.3/07/2020	SUB COMMITTEES																																																
	<p>The secretariat made a proposal to members on membership of the subcommittees as follows:</p> <p>Sub Committees</p> <table border="1"> <thead> <tr> <th></th> <th>Chair</th> <th>Secretariat</th> <th colspan="3">Members</th> </tr> </thead> <tbody> <tr> <td>1 Registration</td> <td>SEREU</td> <td>Clara</td> <td>Kihara</td> <td colspan="2">Brian</td> </tr> <tr> <td>2 Physical Planning</td> <td>GATIMU</td> <td>Moses</td> <td>Eugene</td> <td colspan="2">Edward</td> </tr> <tr> <td>3 Land Admin</td> <td>TOM</td> <td>Elizabeth</td> <td>Damaris</td> <td colspan="2">Wamae</td> </tr> <tr> <td>4 Cadastre/ Survey/ Adjudication</td> <td>JASPER</td> <td>Julius</td> <td>Kithumbu</td> <td>Mary</td> <td>Agnes</td> </tr> <tr> <td>5 Valuation</td> <td>MILDRED</td> <td>Herbert</td> <td>Nthuni</td> <td colspan="2">Esther</td> </tr> <tr> <td>6 Legal</td> <td>ANNETTE</td> <td>Menin</td> <td>Nombi</td> <td>Ochanda</td> <td>Achar</td> </tr> <tr> <td>7 Administration and communication</td> <td></td> <td>Clara</td> <td>Mugendi</td> <td colspan="2">Mary</td> </tr> </tbody> </table> <p>The proposal was to have chair of the subcommittee come from the private sector and the secretariat from the MoLPP and NLC. The proposal was adopted by members.</p> <p>Action:</p> <ul style="list-style-type: none"> • The legal committee to look at the RIA, legal framework and the gazette notices. • It was agreed that the following issues will be looked at by all members: <ul style="list-style-type: none"> ○ The issues of appeal committees as proposed in the guidelines. ○ The issue of chief land registrar having so much power in land transactions. • The Tasks for the Subcommittees were agreed as: <ol style="list-style-type: none"> 1. Develop the TORs. 2. Address the action points. 3. Develop relevant guidelines or regulations. • Members agreed that there is need to have a meeting with system developers. The subcommittee should highlight areas that need to be addressed by the system developers. Thereafter the secretariat 		Chair	Secretariat	Members			1 Registration	SEREU	Clara	Kihara	Brian		2 Physical Planning	GATIMU	Moses	Eugene	Edward		3 Land Admin	TOM	Elizabeth	Damaris	Wamae		4 Cadastre/ Survey/ Adjudication	JASPER	Julius	Kithumbu	Mary	Agnes	5 Valuation	MILDRED	Herbert	Nthuni	Esther		6 Legal	ANNETTE	Menin	Nombi	Ochanda	Achar	7 Administration and communication		Clara	Mugendi	Mary	
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	<p>will organize a meeting between the Taskforce members and the system developers.</p> <ul style="list-style-type: none"> The sub-committees should look at the relevant forms and registers and other documents and how they will be incorporated in the system.
MIN.3/8/2020	WAY FORWARD
	1. Breakout sessions of the sub-committees at 1100 hours.
	2. Next main Taskforce meeting will be on Thursday 19 th March, 2020 at 0830 hours.

Confirmed by:

Chairman  Date. 19/3/2020

Secretary  Date. 19/03/2020

Secretary  Date. 19/03/2020..

**4TH MEETING OF THE TASKFORCE FOR FORMULATION
OF REGULATIONS TO FACILITATE ELECTRONIC LAND
REGISTRATION, CONVEYANCING AND OTHER
ACTIVITIES HELD IN THE 4TH FLOOR BOARDROOM ON
MARCH 19, 2020 AT 08:30 A.M**

**MINUTES OF THE
OF RELATED RE
TRANSACTIONS
RELATED
THUR**

	Name	Position
	Eric Nyadimo	Chair
	Jasper Mwenda	Member
	Eugene Lawi	Member
	Mildred Ambani	Member
	Esther Omulele	Member
	Caroline Wanjeri Kihara	Member
	Agnes Matunda	Member
8	Julius Kahindi	Member
9	Mary Macharia	Joint Secretary
10	Samuel Nthuni	Member
11	Tom Abuta	Member
12	Carolyne Menin	Member
13	Damaris Too	Member
14	Clarah Ketyenya	Joint Secretary
15	Moses Mugendi	Joint Secretary
16	Herbert Were	Member
17	Elizabeth Njoroge	Member
18	David Gatimu	Member
19	Truphosa Achar	Member
20	Eustace Kithumbu	Member
21	Annette Bosibori Omwoyo	Joint Secretary
22	James Nombi	Joint Secretary
23	Isaac Nyoike	Co-opted Member
ABSENT WITH APOLOGY		
24	Sereu Moinket	Member
25	Catherine Ochanda	Member
26	Brian Kimutai	Member
27	Charles Wamae	Member
28	Victor Ouno	Co-opted Member
29	Edward Lekaichu Ole Kateiya	Member
MIN.4/01/2020	AGENDA	
	The Agenda was adopted and modified as follows: 1. Preliminaries	

	<ol style="list-style-type: none"> 2. Confirmation of Minutes 3. Matters arising 4. Co-option of members 5. Proposed legal framework on Electronic 6. Discussion and adoption of subcommittee 7. Planned retreat 8. Way forward
MIN.4/02/2020	PRELIMINARIES
	<ul style="list-style-type: none"> • The meeting started at 0900 hrs with a word of prayer from Sam Nthuni. • The chair welcomed all members and noted that we had 2 members (James Nombi and Dr. Kithumbu) who joined the meeting for the first time so there was need for the introductions. • The chair briefed members on the meeting with the CS in regards to health concerns from corona virus outbreak. • Public participation: It will not be possible to do public participation as planned due to the 30 days ban by public health. The notices to be published and memorandum to be invited for review by the groups. • Conference facility to be set up on 12th floor by google to allow people to work remotely use of zoom or any platform. • The secretariat confirmed that the plans are underway to have the conference facility and arrangements to comply with the health. • Recording of apologies was done.
MIN.4/03/2020	CONFIRMATION OF MINUTES
	<p>Members went through the minutes and agreed with the recording of the minutes.</p> <p>The minutes were proposed by Julius Kahindi and seconded on by Jasper Mwenda.</p>
MIN.4/04/2020	MATTERS ARISING
	<p>The following members require formal letters to go to their employers:</p> <ul style="list-style-type: none"> • Wanjeri Kihara • Mildred Ambani • Eugene Lawi • Isaac Nyoike • Mary and Nthuni • David Gatimu <p>Clara was tasked to facilitate members who require car stickers and badges to access meeting venue.</p>
MIN.4/05/2020	CO-OPTION OF MEMBERS


	<p>It was reported that Dr. Ouno had accepted to be a member of the Taskforce but could not join the meeting and his apology was recorded.</p> <p>Isaac Nyoike, a land valuer working with county government of Nairobi had been proposed for adoption. He accepted to join the Taskforce.</p> <p>The secretariat presented the following members to assist in the administration and communication sub committee:</p> <ul style="list-style-type: none"> • Nancy Were - Communication officer, NLC • Stephen Chebii - Communication officer NLC • Rachel Ndinda - Gender officer MOLPP • Margaret - Executive Secretary • Susan- Executive Secretary <p>Action:</p> <p>It was agreed that the secretariat refine justification and roles that each member will play and share by Tuesday 24.03.2020.</p>
MIN.4/06/2020	PUBLIC PARTICIPATION
	<ul style="list-style-type: none"> • It was agreed that this will not go on as scheduled due to health concerns from the pandemic caused by the Corona Virus in the country, however members to get innovative ways of achieving the desired results from public participation exercise. • Public participation to be pushed to after 13th April 2020. • Send out draft legal framework for submission of memorandum as we await physical public participation
MIN.4/07/2020	BUDGET
	The budget was presented and adopted. It was noted that the public participation will be done in 8 regions instead of the arlier 10.
MIN.4/08/2020	SUB COMMITTEES


	<p>The two coopted members were added to the subcommittees as follows:</p> <p>Sub Committees</p> <table border="1"> <thead> <tr> <th></th> <th>Chair</th> <th>Secretariat</th> <th colspan="3">Members</th> </tr> </thead> <tbody> <tr> <td>1 Registration</td> <td>SEREU</td> <td>Clara</td> <td>Kihara</td> <td colspan="2">Brian</td> </tr> <tr> <td>2 Physical Planning</td> <td>GATIMU</td> <td>Moses</td> <td>Eugene</td> <td colspan="2">Edward</td> </tr> <tr> <td>3 Land Admin</td> <td>TOM</td> <td>Elizabeth</td> <td>Damaris</td> <td colspan="2">Wamae</td> </tr> <tr> <td>4 Cadastre/ Survey/ Adjudication</td> <td>JASPER</td> <td>Julius</td> <td>Kithumbu</td> <td>Mary</td> <td>Agnes</td> </tr> <tr> <td>5 Valuation</td> <td>MILDRED</td> <td>Herbert</td> <td>Nthuni</td> <td>Esther</td> <td>Isaac Nyoike</td> </tr> <tr> <td>6 Legal</td> <td>ANNETTE</td> <td>Menin</td> <td>Nombi</td> <td>Ochanda</td> <td>Achar</td> </tr> <tr> <td>7 Administration and communication</td> <td>Ouno</td> <td>Clara</td> <td>Mugendi</td> <td colspan="2">Mary</td> </tr> </tbody> </table> <p>Action: The subcommittee to continue working on their reports.</p>		Chair	Secretariat	Members			1 Registration	SEREU	Clara	Kihara	Brian		2 Physical Planning	GATIMU	Moses	Eugene	Edward		3 Land Admin	TOM	Elizabeth	Damaris	Wamae		4 Cadastre/ Survey/ Adjudication	JASPER	Julius	Kithumbu	Mary	Agnes	5 Valuation	MILDRED	Herbert	Nthuni	Esther	Isaac Nyoike	6 Legal	ANNETTE	Menin	Nombi	Ochanda	Achar	7 Administration and communication	Ouno	Clara	Mugendi	Mary	
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MIN.4/09/2020	LEGAL FRAMEWORK																																																
	<p>The legal sub committee presented their report. Members raised the following concerns:</p> <ol style="list-style-type: none"> 1. The regulations should be able to look at the entire NLIMS from end to end not only registration. 2. Citation need to be relooked to incorporate other relevant Acts. 3. Other types of users rather than the Authorized user should be defined. 4. Definition of conveyancing should be broader rather than just transfers of documents. 5. Check "instrument" definition in the Business Amendment Law. <p>Action: It was agreed that the legal subcommittee consider the presentations of the other sub-committees and see how they will be incorporated in the regulations.</p>																																																
MIN.4/10/2020	GROUP PRESENTATIONS																																																
	<p>All the sub-committees made presentations.</p> <p>Physical Planning:</p> <ul style="list-style-type: none"> • It was reported that the subcommittee will have an interaction with the Director Physical Planning on the ongoing physical planning regulations. The secretariat to confirm dates. <p>Survey:</p> <ul style="list-style-type: none"> • Need to harmonise on the title of the head of survey since in the Survey Act it refers to Director of Surveys while in the Land Act it refers to office or authority responsible for land survey. • Look at the proposed "plan extract" definition so that it does not bring confusion to other maps and plans. 																																																

	<ul style="list-style-type: none"> • Look at how to reduce delay in processing land transactions from DOS to Registry. <p>Valuation:</p> <ul style="list-style-type: none"> • Valuation is guided by different Acts that in future may need to be consolidated. • Need to consider information and processes that ties to registration and how best they will be automated. <p>Land Administration: The users need to be defined as internal and external. It was proposed that Land administration would be relooked as per the workflows in the taskforce reports since some processes are initiated at the County and then NLC and MOLPP.</p> <p>Registration</p> <ul style="list-style-type: none"> • They should not limit themselves to the annulled regulations rather check on what need to be regulated for smooth land registration process. • Phone numbers are key to be incorporated in the public participation register. <p>Legal sub committee Provide names for the RIA consultant by Tuesday 24.03.2020.</p> <p>Action:</p> <ul style="list-style-type: none"> • Each group to do literature review. • Come up with forms that are relevant and figure out how they will be incorporated in the system. • Members to focus on workflows end to end. • Every group to check on the relevant laws to tie the regulations. • The groups to draw user agreements and terms and conditions that are necessary.
MIN.4/11/2020	RETREAT
	<p>It will not be possible to have retreat in a hotel due to the corona pandemic.</p> <ul style="list-style-type: none"> • The subcommittee to meet remotely next week and review their reports. • The meetings will be limited to team leaders and the secretariat for the main meetings. • The chair and secretariat to explore ways of members working remotely and facilitation. <ul style="list-style-type: none"> ○ Monday -sub committees working session ○ Tuesday- All member's e conferencing. ○ Wednesday - sub committees working session ○ Thursday - All member's e conferencing. ○ Friday- Reports submission
MIN.4/12/2020	WAY FORWARD

	1. The subcommittee to meet remotely next week and review their reports.
	2. Drafters to share their raw drafts of the legal framework.
	3. Secretariat in each subcommittee to create WhatsApp for their subcommittee.
	4. Members requested that they be given lunch allowances instead of the food and tea because of the health concern. Secretariat to pursue this.

Confirmed by:

Chairman  Date. 26/3/2020

Secretary  Date. 26/03/2020

Secretary  Date. 26/03/2020

MINUTES OF THE 2ND MEETING OF THE TASKFORCE FOR FORMULATION OF RELATED REGULATIONS TO FACILITATE ELECTRONIC LAND TRANSACTIONS, REGISTRATION, CONVEYANCING AND OTHER RELATED ACTIVITIES HELD IN THE 4TH FLOOR BOARDROOM ON FRIDAY, MARCH 13, 2020 AT 10:00 A.M

Attendance

S.N.	Name	Position
1	Eric Nyadimo	Chairman
2	Jasper Mwenda	Member
3	Eugene Lawi	Member
4	Mildred Ambani	Member
5	Esther Omulele	Member
6	Caroline Wanjeri Kihara	Member
7	Sereu Moinket	Member
8	Edward Lekaichu Ole Kateiya	Member
9	Agnes Matunda	Member
10	Julius Kahindi	Member
11	Mary Macharia	Joint Secretary
12	Samuel Nthuni	Member
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ABSENT WITH APOLOGY		
23	Eustace Kithumbu	Member
24	Catherine Ochanda	Member
25	James Nombi	Joint Secretary
26	Truphosa Achar	Member
27	Charles Wamae	Member
MIN.1/01/2020	AGENDA	
	The Agenda was adopted and modified as follows: <ol style="list-style-type: none"> 1. Preliminaries 2. Schedule of meetings 3. Budget 4. Workplan 	

	<ol style="list-style-type: none"> 5. Proposed clustering of public Participation 6. Drafting Instructions 7. Proposed Guidelines 8. Sub committees 9. Way forward
MIN.1/02/2020	PRELIMINARIES
	<ul style="list-style-type: none"> • The meeting started at 1000 hrs with a word of prayer from Mildred. • The chair welcomed all members and formal introductions were conducted. • The chair reported that the Gazette No. 2170 was out on 13.03.2020. A copy of the gazette notice is attached to this minutes. • Recording of apologies was done.
MIN.1/03/2020	SCHEDULE OF MEETING
	<ul style="list-style-type: none"> • Taskforce Members and secretariat agreed that meetings will be held on Tuesdays and Thursdays every week from 0830hrs to 1400 hrs at Ardhi house 4th Floor and the rest of meetings as per the work plan • Taskforce secretariat will be meeting on Wednesdays and Fridays from 0900hours to 1600 hrs and the rest of meetings as per the work plans • It was reported that the CS had a meeting with the Secretariat on March 12, 2020 and requested all the MOLPP and NLC staff in the Taskforce to join the secretariat members • The meetings for the secretariat will be informed by the main meetings. • The schedule of meetings was proposed by David Gatimu and seconded by Esther Omulele.
MIN.1/04/2020	BUDGET
	<p>The budget was presented by the Secretariat. It was adopted with the following amendments:</p> <ul style="list-style-type: none"> • Workshop venues to be left open since the funding may come from other sources rather than GOK, which may have their own procurement procedures. • Public participation will be done on targeted groups but a public notice on local dailies and Gazette should be done early enough to comply with provisions of Statutory Instruments Act. Mobilization for participation in the various fora will be through administration officers from national and county governments. • About 100 copies of the final report should be produced to cater for COG (10), professional bodies, members of Taskforce and MoLPP, NLC and other stakeholders.

	<ul style="list-style-type: none"> • Need to cater for making copies of the Regulatory Impact Assessment. • Transport reimbursement to cater for 150 participants for one public participation meeting. • The final budget to be shared by Tuesday after the Chair's discussion with CS. • Secretariat to consider SRC proposal for the Taskforce allowances and pursue. Action: Secretariat
MIN.1/05/2020	WORKPLAN
	<ul style="list-style-type: none"> • The publication of the notice should go out after the documents have been revised so that they can be made available in the website. The notice must have the link to the documents. <ol style="list-style-type: none"> 1. The Publication of Notice to be done by 20.03.2020- Action: Legal Sub-Committee 2. The proposed regulations and RIA should be developed by 20.03.2020.- Drafters will take charge and they requested for the following items: <ul style="list-style-type: none"> • Cabinet approval • Any unresolved issues • Any advisory from Parliament and AG • Relevant background reports and guidelines
MIN.1/06/2020	PUBLIC PARTICIPATION
	<ol style="list-style-type: none"> 1. Stakeholders engagement The Secretariat to organize for the stakeholders' meeting venues, agenda and dates and prepare invitation letters - Action: Administration & Communication Sub- Committee <p>Stakeholders to be engaged are:</p> <ul style="list-style-type: none"> • LSK, ISK, KIP, TCPAK, KBA, AAK, KEPSA, CSOs, KPDA, UNIVERSITIES • NLC, COG, MOLPP, PARLIAMENT <ol style="list-style-type: none"> 2. Public workshops 10 regions were identified as follow: <ol style="list-style-type: none"> 1. Nairobi 2. Eldoret 3. Nakuru 4. Kisumu 5. Kakamega 6. Mombasa 7. Garissa 8. Machakos 9. Meru 10. Nyeri <p>However, it was reported that the CS suggested that the regions be scaled down to 5 clusters as below.</p>

	S/N o	Cluster	Names of the Counties
	1	Lake Region	Kisii, Migori, Kisumu, Siaya, Kakamega, Vihiga, Busia, Nyamira, Homa bay and Bungoma
	2	North Rift	Baringo, West Pokot, Turkana, Elgeyo Marakwet, Uasin gishu, Trans nzoia, Narok, Bomet, Nandi and Kericho
	3	Central	Nyeri, Nairobi, Kirinyaga, Muranga, Kiambu, Nyandarua, Kajiado, Nakuru, Machakos, Makueni, Kitui
	4	North Eastern	Marsabit, Wajir, Isiolo, Garissa, Mandera, Samburu, Meru, Embu, Laikipia, Tharaka Nithi
	5	Coastal	Tana River, Lamu, Kilifi, Mombasa, Taita Taveta, Kwale
	It was agreed that the Chair holds further discussion with the CS to agree on the best way forward.		
MIN.1/07/2020	DRAFTING INSTRUCTIONS		
	<p>The secretariat took members through the drafting instructions and they were adopted.</p> <p>Action:</p> <ul style="list-style-type: none"> • The chair to request for the regulations on Physical and Land Use Planning Act from the CS to guide in drafting. • Other documents that were found necessary to be looked at by the drafters are: <ul style="list-style-type: none"> ○ Land Value Amendment Act 2019. ○ Valuation for Rating Act Cap 266 ○ Rating Act Cap 267 		
MIN.1/08/2020	PROPOSED GUIDELINES		
	<p>Members went through the guidelines that were developed by the Taskforce on "Taskforce on Electronic Land Transactions, Registration, Conveyancing and other Related Activities Under the Land Registration Act 2012, The Land Act, 2012, and the Community Land Act, 2016." It was agreed that the guidelines will form very good basis in development of the regulations to facilitate electronic land transactions, registration, conveyancing and other related activities.</p> <p>1. Physical Planning Guidelines</p>		

David Gatimu took members through the guidelines where regulations should be drawn from.

Action: David Gatimu to share framework with Secretariat.

2. Valuation System Guidelines

Herbert Were took members through the guidelines.

Action: Need to link valuation and planning.

3. Surveying System Guidelines

Jasper Mwenda took members through the guidelines.

- There is so much power land transaction given to the CS and this may be re looked.

Action

- Need to add data generated to the system by the Director of surveys or government surveyor. (guidelines page 162, C1)-Mwenda

4. Land Administration Guidelines

Elizabeth took members through the guidelines and should be hinged on the Land Act.

Way Forward

- It was proposed that NLIMS demo should be done on the system so that the Taskforce members are sure that what they propose as regulations are in tandem with the NLIMS being developed.
- There is need to develop land transaction forms which are necessary.
- Form committees to look at the different regulations.

MIN.1/09/2020


SUB COMMITTEES


The following subcommittees were formed upon discussion of the task ahead:

	Sub Committees	Lead	Members				
1	Registration	Clara	SEREU	Kihara	Brian		
2	Physical Planning	GATIMU	Moses	Eugene	Edward		
3	Land Admin	Elizabeth	Tom	Damaris	WAMAE		
4	Cadastre/Survey/Adjudication	JASPER	Kithumbu	Julius	Mary	Agnes	
5	Valuation	Herbert	Nthuni	MILDRED	Esther		
6	Legal	ANNETTE	Menin	Nombi	Ochanda	Achar	
7	Administration and communication	Mary	Clara	Mugendi			

	<p>Action:</p> <ul style="list-style-type: none"> The subcommittees to meet on Tuesday, 17th March 2020 and prepare a report to be presented in the main meeting on Thursday.
MIN.1/10/2020	WAY FORWARD
	<ol style="list-style-type: none"> Cooptation of members and strengthening of the secretariat was proposed as follows: <ul style="list-style-type: none"> A Valuer from City County Government of Nairobi An expert in land sector who has experience with system development. Secretariat to bring suggestions and justification on members to assist secretariat, in the next meeting. Drafting team to circulate Public Participation ruling. Action: Annette The Tuesday meeting to be substituted with sub-committee meetings The next main meeting shall be on 17th March 2020 at 8.30 am, Ardhi House, Boardroom on the 4th Floor.

Confirmed by:

Chairman  Date. 17/3/2020

Secretary  Date. 17/03/2020..

Secretary  Date. 17/03/2020..