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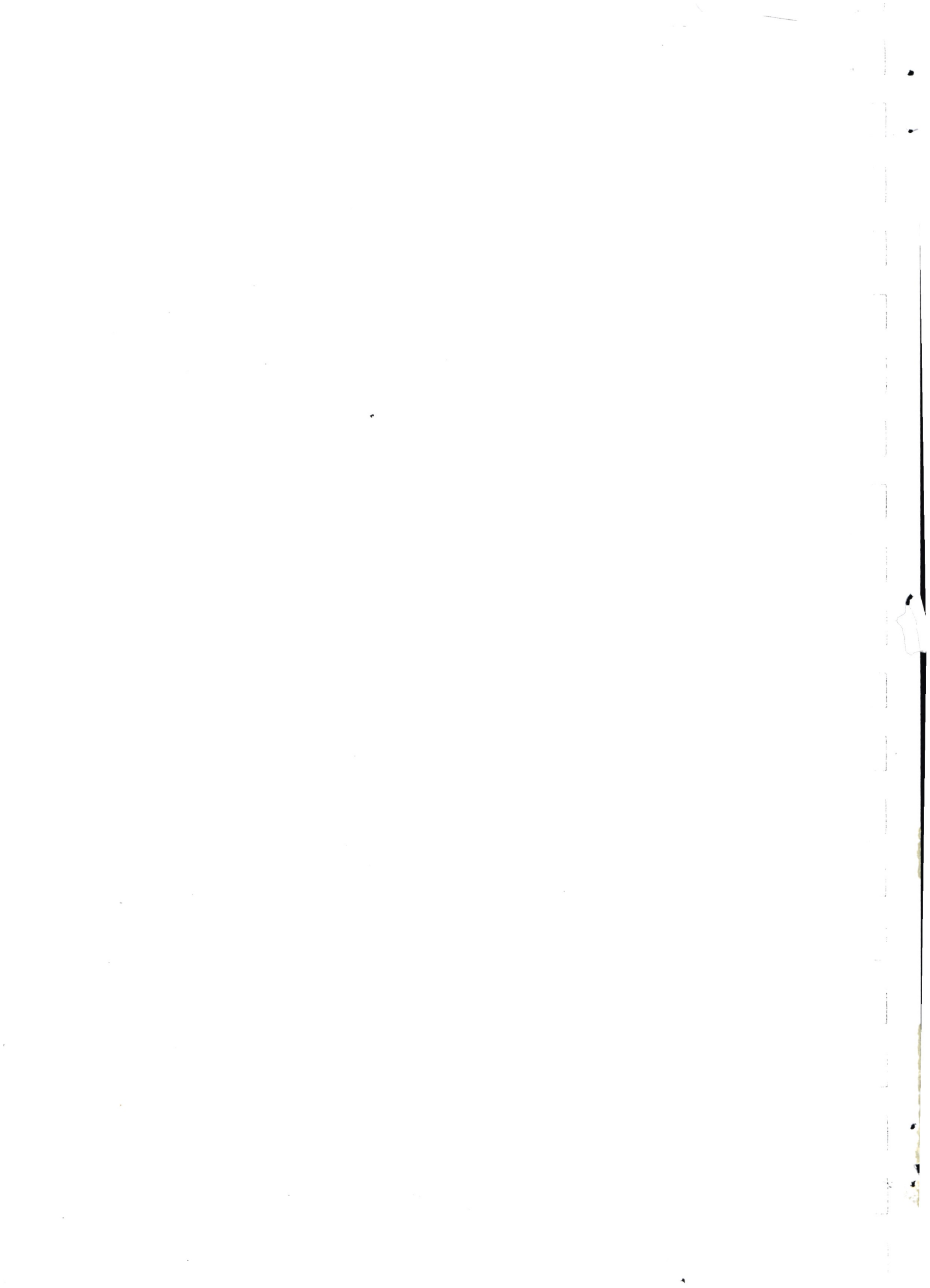
**STRATEGIC PLAN OF THE PARLIAMENT
(2000-2012)**

"THE BLUE PRINT"

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FEBRUARY, 2001



FOREWORD

The establishment of the Parliamentary Service Commission towards the end of the Third Session (1999) of the Eighth Parliament (1998 – 2002) is culmination of the deeply rooted soul searching efforts going back to the Second Parliament (1970 - 1974). The vision imbedded in those efforts was the perception of the parliamentarians that their role and functions (or their course) would be best served were the management of the processes for the provision of facilities and services requisite for their proper operation placed in the hands of a body comprising some of their own Members, established by them and answerable to the Parliament. Such a body would be legally vested with the legitimate mandate to “govern” the Parliament, secure its independence and autonomy in all aspects, specifically in resource planning, financial budgeting, development of infrastructure, provision of adequate and appropriate human resource base, *et cetera*.

The Parliamentary Service Commission (PARLSCOM) was created by the Constitution of Kenya, (Amendment) Act, Act No. 3 of 1999, enacted on November 17, assented to by the President on November 18 and came into effect on November 19, 1999. The Commission comprise ten members. Three of them hold office by virtue of the positions and office held in the Parliament, viz.: the Hon. Speaker, H.E. the Hon. Vice President and Leader of Government Business in the House and the Hon. Leader of the Official Opposition Party in the House. The other seven, all from the backbench were elected by the House on December 06, 1999, and are in the proportion of four from the Ruling Party and three from parties in the Opposition. The Vice-Chairman of the Commission is one of the Members from the Opposition. The Clerk of the National Assembly is the Secretary.

Against the foregoing brief background, I am gratified to write these few words for the Foreword of the first Strategic Plan of the Parliament for the period 2000 to 2012. As the first Chairman of the Commission, I am fully aware of the gigantic task we have begun to grapple with. In the nearly one year since the Commission came into operation, the most obvious weakness in the management and administration of the Parliament to come to light was the lack of sound organizational and structured setting of the Parliament. As away to address that situation, the Commission organized three major fora to deliberate on the needs at stake and map out the way forward.

The Commission resolved to reach out to all Members, so as to listen to and harness their views on how the Commission could best serve them. For this, a two-day Workshop on the role and functions of the Commission was held in February, 2000. In

addition to general sensitization of Members on the work and operations of the

Commission, a Bill to spell out the operations of the Commission and the Service; i.e. the Parliamentary Service Bill, 2000 was deliberated upon and agreed. This Bill was enacted by the House on November 28, 2000. Next, the Commission held two Retreats, the first in August, and the Second in October, 2000. The main output of the two retreats was the drafting and adoption of the first Strategic Plan.

In drawing up the Strategic Plan, the Commission envisaged a single document that would be sufficiently detailed with a clear focus on what the Commission desired to do, so as to realize its Mission and in turn enable the Parliament fulfil its own Mission. The Commission is fully aware of its task, which is to avail adequate and proper facilities and services that would enable the Parliament and by extension the parliamentarians fulfil roles and accomplish their functions in the corporate governance process vested in the democratic government of Kenya. Thus, the Strategic Plan is a "Blue Print" which is to guide the future planning for the development of the Parliament in the key areas of infrastructure, operational mechanisms, human resource (staff), logistic support, equipment, empowerment of parliamentarians, adequate remuneration for Members and the staff and related terms and conditions of service.

It is therefore a welcome opportunity for me, through this Foreword, to commend the first Strategic Plan to all. The Commission hopes that in helping get our operations and planning focused, the Strategic Plan will be valuable to the Government and our friends, including the development partners as together we seek to serve the peoples of Kenya.



**HON K.F.X. OLE KAPARO, E.G.H., M.P.,
SPEAKER AND CHAIRMAN
PARLIAMENTARY SERVICE COMMISSION**

FEBRUARY, 2001

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STRATEGIC PLAN FOR PARLIAMENT

PERIOD 2000 TO 2012

1.0 INTRODUCTION

- 1.1 The First Strategic Plan for Parliament for the period 2000 to 2012 was discussed and adopted with amendments at the First Retreat of the Parliamentary Service Commission held at Mount Kenya Safari Club, Nanyuki, August 10 to 11, 2000. The Second Retreat of the Commission held at the Aberdares Country Club, Mweiga, October 13 to 14, 2000 deliberated extensively on the Report of the First Retreat which included the Strategic Plan. One of the resolutions of the Second Retreat required the Clerk of the National Assembly and the Secretary to the Commission to redraft the First Strategic Plan.
- 1.2 The redrafted Strategic Plan was required to be sufficiently comprehensive and operational so as to serve as a "*Blue Print*" that would be used as a management tool for the future needs of Parliament. The Commission also envisaged the Strategic Plan would serve as reference material for any negotiations for assistance from any sources, including the development partners.
- 1.3 The Strategic Plan seeks to provide information on how the Plan would be implemented. The Strategic Plan is drawn up in the following format:
- (i) Mission of Parliament and Mission of the Parliamentary Service Commission.
 - (ii) The Functions of Parliament and of the Parliamentary Service Commission.

- (iii) The Purpose of the Strategic Plan.
- (iv) The Objectives of the Strategic Plan.
- (v) The Strategies (set of activities) to achieve the Strategic Plan and the costs.
- (vi) The Phases of Implementation.
- (vii) The Outputs, Evaluation and Monitoring.

2.0 MISSION OF PARLIAMENT.

To efficiently and effectively fulfil the constitutional and legitimate mandate, roles and functions of a representative institution in a democratic system of Government.

3.0 MISSION OF PARLIAMENTARY SERVICE COMMISSION

To facilitate the Members of Parliament to efficiently and effectively fulfil the constitutional function in a representative system of Government by holding and ensuring the autonomous status of the Parliament in its corporate relationship with other arms of the Government.

4.0 THE FUNCTIONS OF PARLIAMENT

- (i) Legislation.
- (ii) Financial appropriation and control.
- (iii) Oversight and supervision of governance (the activities by which the management and administration of the provision of public affairs and services are carried out).
- (iv) Checks and balances on the operations of the other two arms of the Government.
- (v) Representation of the people in the Government.
- (vi) Leadership of the people and the nation.
- (vii) The making and unmaking of the Government.

(viii) Watchdog of democracy.

5.0 PURPOSE OF A STRATEGIC PLAN.

5.1 The purpose of the Strategic Plan may in a nutshell be stated as a document which samples the activities and resources that would under the supervision of the Parliamentary Service Commission, enable the Parliament fulfil its Mission in an effective and efficient manner. Further, the Plan is drawn up on the underlying desire for the Parliament to respond appropriately to the changes in the governance process.

5.2 The Strategic Plan as a "*Blue Print*" by which the Parliament and the Commission would be expected to respond to the fast growing needs of governing, would provide key information on how such response may be carried out.

6.0 OBJECTIVES OF THE STRATEGIC PLAN

Among the key objectives of the Strategic Plan are;

- A. to enable the Parliamentary Service Commission give the necessary leadership to the management and administration of the Parliament;
- B. to enable the Parliament fulfil its mandate, role and functions in the governance process through operations that exude efficiency, effectiveness and transparency;
- C. to enable the Parliamentarians accomplish their roles and functions;
- D. to enable the Parliamentary Service provide the Parliament with appropriate service.

7.0 STRATEGIES OF THE STRATEGIC PLAN

7.1 The strategies or the sets of activities through which it is envisaged to achieve the Strategic Plan will be set out targeting the main four components of the Parliament in the governance process. These components are:

- (i) the Parliamentary Service Commission as a Body Corporate and its manifestations in form of Committees;
- (ii) the Parliament as a Body Corporate and its manifestations in form of Committees;
- (iii) the Parliamentarians; and
- (iv) the Parliamentary Service.

7.2 The strategies to be set out below will as far as possible indicate the time span, the cost, the expected output and evaluation. The foregoing will be itemized and then put together in Chart to appear under Appendix One.

8.0 STRATEGIES OF INDIVIDUAL COMPONENTS

8.1 The Parliamentary Service Commission

- (i) exposure of the Commissioners to operations of their equivalent in similar jurisdictions; this will be done through co-ordinated programmes of tours, visits, in-house Seminars, and Workshops;
- (ii) the enactment of appropriate legal framework to specify the mandate and sphere of operation;
- (iii) establish a Development Budget;
- (iv) establish Supervisory Committees to enable the Commission discharge its mandate; and
- (v) to expose and enlighten Commissioners to modern management skills.

The Parliament

- ◆ to make every effort to ensure availability of requisite facilities and services to enable efficient and effective execution of mandate, role and function:
- ◆ to carry out the above, the following facilities and services will need to be addressed:-
 - (i) public address system and electronic voting machine in the Chamber,
 - (ii) provision of adequate working rooms (Committee Rooms, Conference Halls and Offices for Members and staff),
 - (iii) provision of equipment to facilitate recording of proceedings of Committees in at least three Committee Rooms,
 - (iv) provision of adequate logistic support and transport,
 - (v) provision of adequate and appropriate personnel,
 - (vi) enhancement of outreach of Parliament,
 - (vii) provision of a modern communication network including computers, internet, telephones, faxes,
 - (viii) provision of recreational facilities and a Health Club,
 - (ix) provision of a modern Research and Library Centre,
 - (x) provision of sound security arrangement and parking bays,
 - (xi) modernization of the production of the Hansard, for the proceedings of both the Chamber and Committee Rooms.

8.3 Parliamentarians

- (i) exposure through tours to operations of other Parliaments and work of parliamentarians by, participation in International Seminars, Workshops and Conferences,
- (ii) mounting of Seminars and Workshops at home to address specifics of the mandate, role and functions of Parliament and Parliamentarians,
- (iii) provision of adequate staff to assist parliamentarians in research and other related activities,
- (iv) review of remuneration,
- (v) provision of a Guest Centre to facilitate the interaction of Members with their guests,
- (vi) provision of adequate funds to facilitate exposure and work of committees including travelling on inspection tours,
- (vii) provision of recreational facilities and a health club.

8.4 The Staff

- ◆ the staff are the lubricant of the parliamentary machine and they are therefore a pre-requisite to the proper functioning of the Parliament. The strategies to be undertaken will be geared at providing the Parliament with staff fully attuned to providing requisite service. Some of the key Strategies will be:-
 - (i) provision of both general and specific training,
 - (ii) provision of adequate and appropriate staff,
 - (iii) provision of additional logistic support and transport,

- (iv) provision of enough offices.
- (v) provision of modern communication technology and networking
- (vi) restructuring and re-alignment service centres in the Parliamentary Service,
- (vii) provision of a Housing Scheme.
- (viii) provision of recreational facilities and Health Club,
- (ix) enactment of regulations and rules of operation of the service,
- (x) enhance knowledge and experience of work by participation in Conferences and Seminars, Workshops mounted locally and abroad,
- (xi) review terms and conditions of service, and
- (xii) provision of adequate and appropriate equipment (tools of work).

9.0 PHASES OF IMPLEMENTATION

9.1 It is envisaged that the Strategic Plan will be implemented in Three Phases – Viz.

- (i) Short Term covering the period 2000 to 2002, (Phase One).
- (ii) Medium Term covering the period 2002 to 2007 (Phase Two).
- (iii) Long Term covering the period 2007 to 2012 (Phase Three).

9.2 It is further envisaged that the strategies will as far as possible be so programmed as to be carried out within a specific Phase. Detailed Charts for each Phase appear in Appendix Two.

10.0 SECTORIAL STRATEGIC PLANS

The Strategic Plans for the Directorates including Organization Charts are in Appendix Six.

11.0 MASTER ORGANIZATION CHART

The Master Organization Chart presented in the Scenario Five at the Second Retreat was amended and is reproduced in Appendix Five.

APPENDIX ONE

This Appendix contain a Summary of the Strategic Plan for the period 2000 to 2012.

APPENDIX ONE – SUMMARY OF THE STRATEGIC PLAN

	OBJECTIVES	STRATEGIES	PHASE			COMMENTS
			ONE	TWO	THREE	
A.	Empower the Commission to give necessary management and administrative Leadership	(i) exposure through Tours, Visits, and in and Workshops	YES	YES	YES	
		(ii) establish legal framework	YES	YES		
		(iii) establish a Development Budget	YES	YES		
		(iv) establish Supervisory Committees to facilitate proper discharge of mandate	YES			
		(v) enlightenment to modern management skills	YES	YES	YES	
B.	Facilitate Parliament fulfil its mandate, role and function in governance	- Avail requisite facilities and services which include:-				
		(i) public address system and electronic voting machine in the Chamber.	YES	YES		

(ii) completion of the Continental Building to provide additional accommodation for Parliament,	YES	YES	
(iii) equip at least three Committee Rooms for recording of proceedings,		YES	
(iv) avail logistic support and transport		YES	
(v) provision of adequate and appropriate personnel	YES	YES	YES
(vi) establish outreach of Parliament		YES	YES
(vii) provision of modern communication technology and networking	YES	YES	
(viii) provision of recreational facilities and a health club		YES	
(x) provision of sound security arrangement and parking bays	YES	YES	
(xi) modernization of the production of the			

		Hansard for both the Chamber & Committees	YES	YES		
		(xii) provision for broadcasting of proceedings of House	YES	YES		
C.	Enable Parliamentarians accomplish their mandate, role and functions	(i) exposure to operations and work of other Parliaments through tours, Seminars, Workshops and Conferences,	YES	YES	YES	
		(ii) mount Seminars, Workshops locally on specific subjects,	YES	YES	YES	
		(iii) provision of additional staff to do research		YES	YES	
		(iv) review remuneration	YES	YES	YES	
		(v) establish a Guest Centre		YES	YES	
		(vi) provision of adequate funds for Committee work and exposure	YES	YES	YES	

D.	Equip staff to provide efficient, effective and appropriate service	(i)	provision of appropriate and adequate staff	YES	YES	
		(ii)	provision of general and specific training	YES	YES	YES
		(iii)	increase logistic support and transport	YES	YES	
		(iv)	provision of adequate office space	YES	YES	
		(v)	provision of modern communication technology and networking	YES	YES	YES
		(vi)	restructure the Service	YES	YES	
		(vii)	provision of a Housing Scheme	YES	YES	
		(viii)	provision of recreational facilities and a Health Club	YES	YES	
		(ix)	enactment of regulations and rules	YES	YES	
		(x)	enhance knowledge and experience of work by participation in Seminars Workshops, Conference abroad and locally	YES	YES	YES

	(xi) review terms and conditions service		YES	YES	
	(xii) provision of adequate and appropriate equipment (tools of work)	YES	YES	YES	

APPENDIX TWO

This Appendix contain detailed summaries of the Strategic Plan for the period 2000 to 2012 by Phases of Implementation.

**APPENDIX TWO - SUMMARY OF THE STRATEGIC PLAN
 DETAILED BY PHASES
 PHASE ONE OF THE PLAN - 2000 TO 2002**

OBJECTIVE	STRATEGIES	ITEM	YEAR/PERIOD	COST	COMMENTS
A. Empower the Commission to give necessary management and administrative leadership	(i) Exposure to operations of equivalent bodies in similar jurisdictions by co-ordinated programmes to Tours, Visits, In-house Seminars and Workshops (ii) Establish legal framework by enactment of necessary legislation and regulations (rules)	(a) Visit/tour to Houses of Commons in Canada and U.K. (b) Visit/tour of National Assembly of Tanzania (c) Third Retreat (a) Parliamentary Service Bill, 2000 - (b) Constitution of Kenya (Amendment) Bill, 2000 (to be published) -	2001 2001 2001/2002 2000/2001		
	(iii) Establish a Development Budget alongside the existing Recurrent Budget	(d) Parliamentary Service Regulations (first draft done) - The Development Budget will enable proper planning and execution of capital projects, for instance	2001/2002		

<p>B.</p> <p>Facilitate the Parliament fulfil its mandate, role and functions in governance</p>	<p>(i) Public address system and electronic voting machine in the Chamber</p> <p>(ii) Completion of the reconstruction and re-furbishment of the Continental Building to provide additional accommodation for Members and staff</p> <p>(c) Four Committee Rooms (one to be wired for</p>	<p>provision of additional accommodation after completion of the Continental Building.</p> <p>The Committees to comprise</p> <p>(a) Finance</p> <p>(b) Staff</p> <p>(c) Tender and Procurement</p> <p>(d) Members Welfare</p> <p>(a) Every effort will be made to enable Commissioners participate in Workshops and Seminars addressing relevant issues;</p> <p>(b) Computer literacy</p> <p>Work to commence in this phase and is expected to continue in the following phases</p> <p>Some of the key kind of accommodation will be:-</p> <p>(a) 224 offices for Members</p> <p>(b) offices for Staff</p>	<p>2000/2002</p> <p>2000/2001</p> <p>2000/2001</p> <p>2000/2002</p> <p>2001-2002,</p>	
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	(v) Provision of adequate and appropriate personnel	<p>(b) Car Washing</p> <p>(c) Purchase two Staff Cars, four passenger vehicles and three motor bikes</p> <p>There is evident shortage of personnel across the board. Provision will commence in this Phase and continue in the next Phase. The following cadres need to be addressed in this Phase:-</p> <p>(a) Clerks Chambers in general - twenty-five (25) Clerks-</p> <p>(b) Hansard in general 30 editors & reporters</p> <p>(c) Serjeant-at-Arms in general-Serjeants, Commissionaires and Security Warders.-</p> <p>(d) Finance - in general three Finance Officers and two Planners -</p> <p>(e) Library - In general - five Librarians and Library Clerks (Archivists) -</p> <p>(f) Catering Fund - a</p>	2001-2002	2001-2002	2001 to 2002
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	<p>(vi) Establish outreach of Parliament</p>	<p>Manager, a Chef, Cooks, Supervisors, Waiters -</p> <p>(a) Start production of write-ups on the various aspects of the mandate, role and functions of the Parliamentary Service and Commission, Parliament and its manifestations in Committees; and Parliamentarians</p> <p>(b) Start suitable programmes in the Media to enlighten the public on Parliament.</p> <p>(c) Start a Bookshop-where strangers/guests could purchase material on Parliament.</p> <p>(d) Start Public Relations and Press Offices.</p>	<p>2000-2002</p> <p>Initial steps will be taken in this Phase and continue in subsequent Phases</p>			
	<p>(vii) Provision of modern Communication Technology and networking</p>	<p>1. Avail:-</p> <p>(a) Computers for use by Members and staff in the Research Centre; all networked to cover the whole of Parliament Buildings</p>	<p>most will be done in Phase One but will continue in Phase Two</p>			

<p>C. Enable Parliamentarians accomplish their mandate, role and functions</p>	<p>(i) Exposure to operations of other Parliaments and work of Parliamentarians by co-ordinated programmes of tours, visits, Seminars, Workshops and Conferences;</p> <p>(ii) Mount Seminars, Workshops locally on specific subjects</p>	<p>(b) Internet</p> <p>(c) Faxes</p> <p>(d) E-mail</p> <p>(e) Telephone & Intercomms</p> <p>1. Provide:-</p> <p>(a) In-door games and requisite equipment,</p> <p>(b) Swimming Pool</p> <p>(c) Sauna, et cetera</p>	<p>Facilitate representations by delegations at all activities mounted by:</p> <p>(a) the Inter-Parliamentary Union;</p> <p>(b) the Commonwealth Parliamentary Association</p> <p>(c) The European Union- African/Caribbean Parliamentary Association,</p> <p>(d) Africa Governance Forum</p> <p>Facilitate Workshops and Seminars on:-</p>	<p>Already in place and will continue in this Phase and subsequent Phases</p>	<p>Start putting in place in Fiscal Year 2001 to 2002</p>		
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		2001			
		2001			

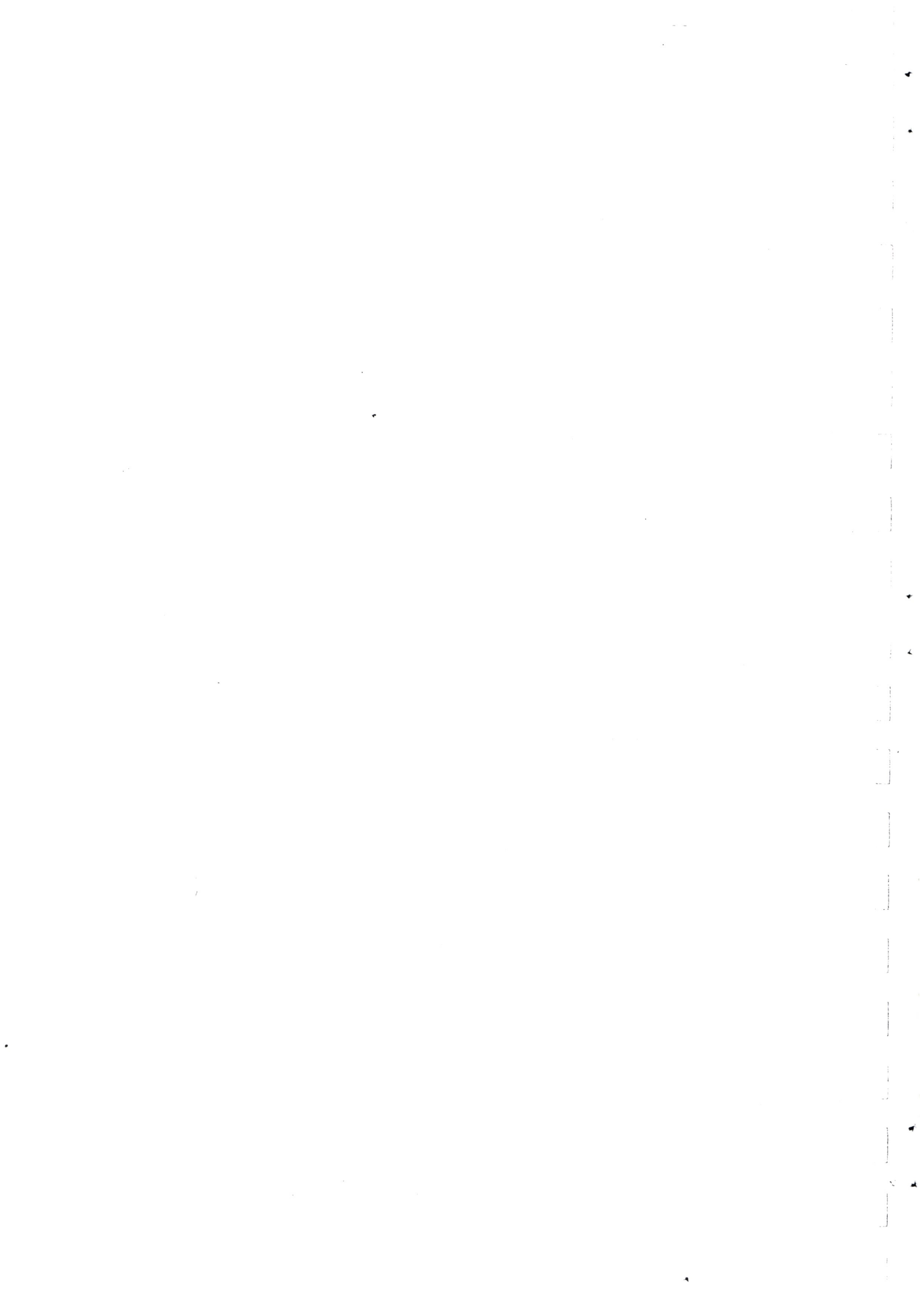
<p>D) Equip staff to provide efficient, effective and appropriate service.</p>	<p>(v) Establish a Guest Centre</p>	<p>(a) To be in the Continental House as a place where guests of the parliamentarians would wait to meet them.</p>	<p>Work would start in this Phase</p>	
	<p>(vi) Provision of adequate funds for work of Committees and exposure</p>	<p>(a) The Commission will ensure adequate provision starting in Fiscal Year 2001 to 2002; also source additions from development partners, donors, and NGOs</p>	<p>Initial steps in Fiscal Year 2001 to 2002</p>	
	<p>(i) Provisions of adequate and appropriate staff</p>	<p>(b) Each Committee would work out its programme and budget which it would also implement</p>	<p>2001/2001</p>	
	<p>(ii) Provision of both general and specific training</p>	<p>The evident shortage of personnel across the board would be addressed as under Objective (B) Strategy (V) above</p>	<p>The timing will be as under Objective (B) Strategy (V) above.</p>	
	<p>(iii) Provision of both general and specific training</p>	<p>(a) The general training will be acquisition of knowledge and skills cutting across the specialized cadres, for instance - in managerial, supervisory, Information Technology, human resource</p>	<p>All training will be on continuous basis; but would be so arranged as to target new personnel, initially in form of induction. The aim would be to ensure that new personnel are inducted and orientated to working in a</p>	

<p>(v) Provision of modern</p>	<p>Provision will be addressed</p>	<p>Initial work would start</p>		
<p>(iv) Provision of enough offices</p>	<p>Provision will be addressed as under Objective (B) Strategy (ii) above. However, effort would be made to ensure staff offices are within proximity of the operation/ transaction of the service they provide, for instance, Clerks servicing Committees would get offices near Committee Rooms, the Research staff would have offices near the Library and the Research Centre, <i>et cetera</i></p>	<p>Earnst effort to be made in this Phase to ensure a more stable base for take off in next to Phase.</p>		
<p>(iii) Provision of additional logistic support and transport</p>	<p>Provision will be addressed as under Objective (B) Strategy (iv), above.</p>	<p>Starting in the next Fiscal Year 2001 to 2002;</p>		
<p>(b) The specific training will incorporate the element of exposure to operations of the specific cadres of personnel in other Parliaments. Usually the Attachments comprise groups of staff from more than one Directorate and are mounted following initial contact and agreement on the dates and areas to be addressed.</p>	<p>development;</p>	<p>a parliamentary sphere by the end of this Phase. Attachments targeting specific cadre would start with Parliaments within the Commonwealth.</p>		

communication technology and net-working	<p>as under Objective (B) Strategy (vii) above. However, with regard to staff, all staff that would require computers would be catered for. Portable lap tops would be available for use away from the Precincts. Sufficient printers and photocopiers;</p> <p>The Printing Press would be fully developed.</p>	in this Phase.
<p>(vi) Restructure and re-alignment of service centres i.e. Directorates of the Parliamentary Service</p>	<p>(a) Restructuring and re-alignment of the service centres has already started, at the last two Retreats of the Commission, whereby the new Directorates of the Service, a hierarchy of the Service and a Board of Management were established.</p> <p>Directorates:-</p> <p>(a) The Hansard</p> <p>(b) Serjeant-at-Arms</p> <p>(c) Corporate Services (Administration, Finance, Human Resource, Accounts Catering, Supplies,</p>	<p>Restructuring and re-alignment to be completed within this Phase.</p>

(vii) Provision of a Housing Scheme	Board of Management will be constituted by Directors chaired by the Clerk of the National Assembly	(a) Provision of the Housing Scheme will start in this Phase. (b) The Scheme will assist staff own their own houses/homes within reasonable proximity of Parliament.	Initial steps towards establishing the Scheme will start in this Phase.	Start putting in place in Fiscal Year 2001 to 2002	All should be in place within this Phase.	Start in this Phase-most activities are held annually or biannually.
(viii) Provision of recreational facilities and a Health Club	Provision will be addressed as under Objective (B) Strategy (viii) above.	(a) Provision will be addressed as under Objective (D) Strategy (ii) above.	All should be in place within this Phase.	All should be in place within this Phase.	All should be in place within this Phase.	All should be in place within this Phase.
(ix) Enactment of Regulations and Rules to guide the operations of the services	(a) Provision will be addressed as under Objective (D) Strategy (ii) above.	(a) Provision will be addressed as under Objective (D) Strategy (ii) above.	All should be in place within this Phase.	All should be in place within this Phase.	All should be in place within this Phase.	All should be in place within this Phase.
(x) Enhance knowledge and experience by participation in Conferences and Seminars, Workshops mounted locally and abroad.	(a) Facilitation of participation in Inter-Parliamentary Conferences, Seminars and Workshops organized by CPA, IPU wings of the staff (Society of Clerks of the Table, Hansard Editors, Sergeants-at-Arms in CPA; Association of Secretaries - General	(a) Facilitation of participation in Inter-Parliamentary Conferences, Seminars and Workshops organized by CPA, IPU wings of the staff (Society of Clerks of the Table, Hansard Editors, Sergeants-at-Arms in CPA; Association of Secretaries - General	Start in this Phase-most activities are held annually or biannually.	Start in this Phase-most activities are held annually or biannually.	Start in this Phase-most activities are held annually or biannually.	Start in this Phase-most activities are held annually or biannually.

	<p>(xi) Review terms and conditions of service</p> <p>(xii) Provision of adequate and appropriate equipment (tools of work)</p>	<p>in IPU, et cetera</p> <p>(b) Mount Seminars, Workshops, locally at which foreign resource persons could participate to address specific subjects of work</p> <p>The review will be guided by provisions of the Parliamentary Service Regulations and Rules and the legal framework of the Commission and Service.</p> <p>Provision will be addressed as at Strategy(v) above under this Objective.</p>	<p>Could be mounted as and when felt necessary, say before end of this Phase- 2001 to 2002</p> <p>One review would be done in Fiscal Year 2002 to 2003</p> <p>Though initial steps will be taken during this Phase; clarity of requirements would be established in the next Phase.</p>			
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PHASE TWO OF THE STRATEGIC PLAN - 2002 TO 2007

OBJECTIVE	STRATEGIES	ITEM	YEAR/PERIOD	COST	COMMENTS
<p>A. Empower the Commission to give necessary management and administrative leadership</p>	<p>(i) Exposure to operations of equivalent bodies in similar jurisdictions by co-ordinated programmes of tours visits, in-house Seminars and Workshops</p>	(a) Visit/tour to Houses of Representatives in Australia and New Zealand	Fiscal Year 2004 to 2005		
		(b) In-house Workshops, on the mandate, role and functions of the Commission.	Fiscal Year 2003 to 2004		
		(c) Fourth Retreat	Fiscal Year 2003 to 2004		
		(a) Some amendments could be done to accommodate any changes likely to arise from impending constitutional review exercise; which would have also been translated into amendments in the Standing Orders.	Fiscal Year 2003 to 2004		
<p>B. Facilitate the Parliament fulfill its mandate, role and functions in governance</p>	<p>(ii) Establish legal framework by enactment of necessary legislation and regulations (rules)</p>	(iii) Establish a Development Budget alongside the existing Recurrent Budget	During Phase		
		(iv) Establish Supervisory Committees to facilitate proper discharge of mandate	During Phase		
		(i) Public address system and electronic voting	During Phase		
		(a) work on finalization of putting in place a	During Phase		

<p>machine in the Chamber</p>	<p>(ii) Completion of the reconstruction and refurbishment of the Continental Building to provide additional accommodation for Members and staff</p> <p>(iii) Equip at least three Committee Rooms for recording of proceedings</p> <p>(iv) Avail additional logistic support and transport</p>	<p>modern Public Address system and Electronic Voting machine continue;</p> <p>(b) Policy decisions on the propriateness of installing an electronic voting machine would have to be made</p> <p>The necessary accommodation will have been put in place; and be put to full use.</p> <p>(a) The additional Committee Room to be equipped for recording will be made fully operational.</p> <p>(b) Decision on equipping of any other Committee Rooms will be made.</p> <p>(a) Provision of additional logistic support and transport will be in form of replacement of those unserviceable</p>	<p>During Phase</p> <p>During Phase</p> <p>Fiscal Year 2003 to 2004</p> <p>During Phase</p> <p>During Phase</p>	
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		<p>(b) Decision on site of additional parking bays will be made.</p>	<p>During Phase but most likely in Fiscal Year 2004 to 2005</p>		
	<p>(v) Provision of adequate and appropriate personnel</p>	<p>(a) Following a consultancy on staff needs assessment, provision for additional staff could be made in the same cadres as in Phase One.</p> <p>(i) Clerks Chambers - 20 Clerks</p> <p>(ii) Hansard - 22 Editors/Reporters</p> <p>(iii) Sergeant-at-Arms -</p> <p>(iv) Finance - One Finance Officer One Planner</p> <p>(v) Library - more at the levels below Librarians</p> <p>(vi) Catering Fund - more staff to service additional Restaurant and Bar in Continental Building</p>	<p>Fiscal Years 2004-2005</p> <p>2003-2004</p> <p>2003-2004</p> <p>2004-2005</p> <p>2004-2005</p> <p>2003-2004</p> <p>2004-2005</p> <p>2003-2004</p> <p>2004-2005</p> <p>2003-2004</p> <p>2005-2006</p>		

	<p>(vi) Establish Outreach of Parliament</p>	<p>(vii) Supplies - 4 posts</p> <p>(a) The work started in the preceding Phase will be made fully operational.</p> <p>(b) The Bookshop, Public Relations and Press Offices will be made fully operational.</p> <p>(c) Provision for broadcast of proceedings</p>	<p>During Phase</p>	
	<p>(vii) Provision of modern communication technology and networking</p>	<p>The identified services will be made fully operational</p>	<p>During Phase</p>	
	<p>(viii) Provision of recreational facilities and a Health Club</p>	<p>The facilities and services will be made fully operational</p>	<p>During Phase</p>	
	<p>(ix) Provision of modern Library and Research Centre</p>	<p>(a) A needs assessment consultancy the Information Services,</p> <p>(b) Setting up of this Services will be appropriately planned and implemented.</p>	<p>Fiscal Year 2003 to 2004</p> <p>Fiscal Year 2003 to 2005</p>	
	<p>(x) Provision of sound security arrangement and parking bays</p>	<p>(a) Surveillance and metal detector equipment will be installed at all entrances to the Buildings</p> <p>(b) Additional parking bays will be provided</p>	<p>Fiscal Year 2003 to 2004</p> <p>Fiscal Year 2005 to 2006</p>	

<p>C. Enable Parliamentarians accomplish their mandate, role and functions</p>	<p>(xi) Modernization of the of the production of the Hansard, for the proceedings of both the Chamber and Committees</p> <p>(i) Exposure to operations of other Parliaments and work of Parliamentarians by co-ordinated programmes of tours, visits, seminars, workshops and conferences;</p> <p>(ii) Mount Seminars, Workshops locally on specific subjects</p> <p>(iii) Provision of adequate and appropriate staff for research and other purposes of Parliamentary nature</p>	<p>(a) A study or assessment of the recording and production of the Hansard for both the House and the Committees would be done</p> <p>(b) A project or proposal of the above would be implemented Representation and participation at relevant Conferences, Workshops, Seminars; and visits/ tours would continue.</p> <p>(a) A programme of locally mounted Seminars, Workshops and Conferences would continue:-</p> <p>(i) Orientation Seminar for the new Parliament</p> <p>(ii) Seminar on Procedure aspects of the work of Parliament</p> <p>(iv) Seminar on specific aspects of the work of Parliament and Members</p> <p>Provision of staff in this respect will be harmonized with the staff needed by the Library and Research Centre</p>	<p>Fiscal Year 2003 to 2004</p> <p>2005 to 2006</p> <p>During Phase</p> <p>Fiscal Year 2003 to 2004</p> <p>Fiscal Year 2005 to 2000</p> <p>Fiscal Year 2004 to 2006</p> <p>During Phase</p>	
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	(iv) Review the remuneration package	The Parliamentary Service Commission will facilitate a review pursuant to enabling provisions in the Constitution	Fiscal Year 2003 to 2005	
	(v) Establish Guest Centre	The Guest Centre would be fully established and made operational	Fiscal Years 2003 to 2005	
	(vi) Provision of adequate funds for work of Committee and exposure	(a) A study of the Committee function and budgeting would be carried out (b) Committee system, tours and the exposure to operations in other Parliaments would be undertaken	Fiscal Years 2003 to 2004	
	(vii) Provision of recreational facilities and a Health Club	This facility would be made fully operational	During Phase	
1)	(i) Provision of adequate and appropriate staff	(a) This provision will be addressed as under Phase One. (b) However, further action in this regard would be guided by a proper staff needs assessment Consultancy	Fiscal Years 2003 to 2005	
	(ii) Provision of both general and specific training	This provision will be addressed on a continuous basis	During Phase	
	(i) Equip staff to provide efficient, effective and appropriate service.			

	<p>(iii) Provision of additional logistic support and transport</p>	<p>This provision will be addressed by way of accomplishing work started in preceeding Phase. Further, it will entail replacement of the unserviceable items; and as the need arises</p>	<p>During Phase</p>	
<p>(iv) Provision of enough offices</p>	<p>This provision will be addressed as the need arises, but at any rate, on the lines adopted in the proceeding Phase. However, it is possible that, there will be an increase in the number of offices needed for the number of staff that is likely to be created.</p>	<p>During Phase</p>		
<p>(v) Provision of modern communication technology and networking</p>	<p>The work begun in Phase One would continue, completed and made fully operational</p>	<p>During Phase</p>		
<p>(vi) Restructure and re-alignment of service centres of the Parliamentary Service</p>	<p>Possible restructuring and re-alignment could be done on the basis of staff needs assessment.</p>	<p>During Phase</p>		
<p>(vii) Provision of a Housing Scheme</p>	<p>The Housing Scheme established under the proceeding Phase would be made fully operational</p>	<p>During Phase</p>		
<p>(viii) Provision of re-creational facilities and a Health Club</p>	<p>This provision would be made fully operational</p>	<p>During Phase Fiscal Year 2003 to 2005</p>		

	<p>(ix) Enactment of Regulations and Rules to guide the operations of the Service</p>	<p>Possible amendments could be done on the basis of the impending review of the Constitution that could influence institutional arrangements.</p>	<p>Fiscal Year 2003 to 2004</p>	
<p>(x) Enhance knowledge and experience by participation in Conferences and Seminars, Workshops mounted locally</p>	<p>(a) The participation at the appropriate forum would continue</p> <p>(b) Seminars, Workshops and Conferences on specific subjects of work to continue</p> <p>(c) Early in the Phase, a Workshop on Procedure would necessary</p>	<p>During Phase</p> <p>During Phase</p> <p>Fiscal Year 2002 to 2003 and also 2004 to 2005</p>		
<p>(xi) Review terms and conditions of service</p>	<p>The Parliamentary Service Commission will facilitate a review of the terms and conditions of service pursuant to Service Regulations and Rules,</p>	<p>Fiscal Year 2002 to 2003</p>		
<p>(xii) Provision of adequate and appropriate equipment (tools of work)</p>	<p>The provision of adequate and appropriate work tools would be fully realize</p>	<p>During Phase</p>		

PHASE THREE OF THE STRATEGIC PLAN - 2007 TO 2012

OBJECTIVE	STRATEGIES	ITEMS	YEAR/PERIOD	COST	COMMENTS
<p>Empower the Commission to improve its management and leadership</p>	<p>(i) Exposure to operations of equivalent bodies in similar jurisdictions by coordinated programmes of tours visits, in-house Seminars and Workshops</p>	(a) Visit/tour of House of Commons in Canada	Fiscal Year 2008/2009		
		(b) In-house Workshop on the mandate, role and functions of the Commission	Fiscal Year 2008/2009		
		(c) Fifth Retreat	Fiscal Year 2009/2010		
		(ii) Establish legal framework by enactment of necessary legislations and regulations (rules)	(a) Some amendments could be made to accommodate any changes likely to arise from any constitutional review exercise; which will have also been translated into amendments in the Standing Orders.	Fiscal Year 2009/2009	
	<p>(iii) Establish a Development Budget alongside the existing Recurrent Budget.</p>	Development Budget modalities fully established	During Phase		
		(iv) Establish Supervisory Committees to facilitate proper discharge of mandate	Review of the operations of Supervisory Committees	Fiscal Year 2009/2010	

B	Facilitate the Parliament fulfill its mandate, role and functions in governance	<p>(i) Public address system and electronic voting machine in the Chamber</p> <p>(ii) Completion of the reconstruction and refurbishment of the Continental Building to provide additional accommodation for Members and staff</p> <p>(iii) Equip at least three Committee Rooms for recording of proceedings</p> <p>(iv) Avail additional logistic support and transport</p> <p>(v) Provision of adequate and appropriate personnel</p> <p>(vi) Establish Outreach</p>	<p>(a) Modern public address system and electronic machine in place</p> <p>Provision of additional accommodation would be explored</p> <p>The requisite number of Committee Rooms involving equipping for recording of proceedings will be reviewed</p> <p>(a) Provision of additional logistic support and transport will be in form of replacement of those unserviceable</p> <p>(b) Decision on site of additional parking bays will be made.</p> <p>Need for additional staff will continue to be reviewed</p> <p>The operations of the</p>	<p>During Phase</p> <p>Fiscal Year 2010 to 2011</p> <p>Fiscal Years 2008 to 2010</p> <p>During Phase</p> <p>During Phase</p> <p>During Phase</p>	
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of Parliament	<p>(vii) Provision of modern communication technology and networking</p> <p>(viii) Provision of recreational facilities and a Health Club</p> <p>(ix) Provision of modern Library and Research Centre</p> <p>(x) Provision of sound security arrangement and parking bays</p> <p>(xi) Moderization of the production of the Hansard, for the proceedings of both the Chamber and Committees</p>	<p>services started in the preceeding Phases will be reviewed to ensure they were in keeping with the demands of the time.</p> <p>The identified services will be made fully operational</p> <p>The facilities and services will be made fully operational</p> <p>The report on the needs assessment in the Directorate of Information Services will be implemented in full.</p> <p>Security arrangements will be kept under constant review</p> <p>(a) A study of the assessment of the recording and production of the Hansard for both the House and the Committees would be implemented in full</p> <p>(b) A project or proposal of the above would be implemented</p>	<p>During Phase</p> <p>During Phase</p> <p>During Phase</p> <p>During Phase</p> <p>Fiscal Year 2003 to 2004</p> <p>2005 to 2006</p>		
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<p>C. Enable Parliamentarians accomplish their mandate, role and functions</p>	<p>(xii)</p> <p>(i) Exposure to operations of other Parliaments and work of Parliamentarians by co-ordinated programmes of tours, visits, seminars, Workshops and Conferences</p> <p>(ii) Mount Seminars, Workshops locally on specific subjects</p>	<p>Broadcasting of proceedings will be fully developed</p> <p>Representation and participation at relevant Conferences, Workshops, Seminars; and visits/tours would continue.</p> <p>(a) A programme of locally mounted Seminars, Workshops and Conferences would continue:-</p> <p>(i) Orientation Seminar for the new Parliament</p> <p>(ii) Seminar on Procedure</p> <p>(iii) Seminar on general aspects of the work of Parliament</p> <p>(iv) Seminar on specific aspects of the work of Parliament and Members</p>	<p>During Phase</p> <p>During Phase</p> <p>Fiscal Year 2007 to 2008</p> <p>Fiscal Year 2008 to 2009</p> <p>Fiscal Year 2009 to 2010</p> <p>Fiscal Years 2009 to 2010</p> <p>During Phase</p>	
	<p>(iii) Provision of adequate and appropriate staff</p>	<p>Provision of staff in this respect will be harmonized</p>	<p>During Phase</p>	

	for research and other purposes of Parliamentary nature	with the staff needed by the Library and Research Centre	Fiscal Years 2007 to 2008	
	(iv) Review the remuneration package	The Parliamentary Service Commission will facilitate a review pursuant to enabling provisions in the Constitution	Fiscal Years 2007 to 2008	
	(v) Establish Guest Centre	The Guest Centre would be fully established and made operational	Fiscal Years 2007 to 2009	
	(vi) Provision of adequate funds for work of Committees and exposure	Recommendations on the study of the Committee functions to be fully developed and implemented	Fiscal Years 2009 to 2010	
	(vii) Provision of recreational facilities and a Health Club	This facility would be made fully operational	During Phase	
D.	(i) Provision of adequate and appropriate staff	(a) Further review of the staff needs would be done to address current developments	During Phase	
	(ii) Provision of both general and specific training	This provision will be addressed on a continuous basis	During Phase	
	(iii) Provision of additional logistic support and	This provision will be addressed by way of accom-	During Phase	
	Equip staff to provide efficient, effective and appropriate service			

<p>transport</p>	<p>(iv) Provision of enough offices</p>	<p>plishing work started in preceding Phase. Further, it will entail replacement of the unserviceable items; and as the need arises</p> <p>This provision will be addressed as the need arises, but at any rate, on the lines adopted in the preceding Phase. However, it is possible that, there will be an increase in the number of offices needed for the number of staff positions that are likely to be created.</p>	<p>During Phase</p>	
<p>(v) Provision of modern communication technology and networking</p>	<p>(vi) Restructure and re-alignment of Service Centres of the Parliamentary Service</p>	<p>The work begun in Phase Two would continue, completed and made fully operational</p> <p>Possible restructuring and re-alignment could be done on the basis of staff needs assessment.</p>	<p>During Phase</p>	
<p>(vii) Provision of a Housing Scheme</p>	<p>(viii) Provision of re-creational facilities and a Health Club</p>	<p>The Housing Scheme established under the preceding Phase would be made fully operational</p> <p>This provision would be made fully operational</p>	<p>During Phase</p>	

	<p>(ix) Enactment of Regulations and Rules to guide the operations of the Service</p>	<p>Possible amendments could be done on the basis of the any review of the Constitution that could influence institutional arrangements.</p>	<p>During Phase</p>	
	<p>(x) Enhance knowledge and experience by participation in Conferences and Seminars, Workshops mounted locally and abroad</p>	<p>(a) The participation at the appropriate fora would continue (b) Seminars, Workshops and Conferences on specific subjects of work to continue</p>	<p>During Phase</p>	
	<p>(xi) Review terms and conditions of service</p>	<p>(c) Early in the Phase, a Workshop on Procedure would be necessary The Parliamentary Service Commission would facilitate review of the terms and conditions of service, subject to Service Regulations and Rules</p>	<p>During Phase</p>	
	<p>(xii) Provision of adequate and appropriate equipment (tools of work)</p>	<p>Review of the needs for tools of work would be carried out.</p>	<p>During Phase</p>	

APPENDIX THREE

This Appendix contain details of the Equipment for the Strategic Plan for the period 2000 to 2012.

EQUIPMENT

APPENDIX THREE

EQUIPMENT	QUANTITY	UNIT PRICE	TOTAL COST	PHASE I	PHASE II	PHASE III
1 Computers	21	150,000.00	450,000.00	10	6	5
2 Dictaphones	10	155,000.00	1,550,000.00	5	5	
3 Shredders	4	78,000.00	312,000.00	2	2	
4 Photocopier Heavy Duty	2	1,500,000.00	3,000,000.00	1	1	
5 Photocopier Small/Med	4	500,000.00	2,000,000.00	2	2	
6 Printers	20	16,900.00	338,000.00	10	5	5
7 Electronic Voting Machine	1	10,000,000.00	10,000,000.00	1		
8 Public Address System	1	10,000,000.00	10,000,000.00	1		
9 Electronic Calculators	10	18,000.00	180,000.00	5	3	2
10 Computer Tables Adjustable	20	15,000.00	300,000.00	10	5	5
11 Audiolog Recorder	1	900,000.00	900,000.00	Installation only		
12 Wireless Receivers	6	40,000.00	240,000.00	2	2	2
13 Muted Speakers	80	5,000.00	400,000.00	40	40	
14 Earphones	10	10,000.00	100,000.00	5	5	
15 File Servers	10	50,000.00	500,000.00	5	5	
16 Motorola Communication System	8	1,200,000.00	9,600,000.00	4	4	
17 Ex-Ray Machines	5	4,300,000.00	21,500,000.00	2	2	
18 Metal Archways Detectors	5	340,000.00	1,700,000.00	2	2	1
19 Surveillance Cameras	23	75,500.00	1,736,500.00	10	10	3
20 Scaffolding ladder 40ft	2	140,000.00	280,000.00	1	1	
21 Heavy Duty stand-by Generator 250	1	4,000,000.00	4,000,000.00	1		
22 Two way wooden pallets	25	3,000.00	75,000.00	12	13	
23 Closeable Shelves Metal	5	75,000.00	375,000.00	5		
24 Open Shelves Metal	25	60,000.00	1,500,000.00	12	13	
25 Hand Trolley	2	20,000.00	40,000.00	1	1	
27 G.T.O. 2L 72 Printing Machine A2	1	12,415,000.00	12,415,000.00		1	
28 Plate Film Processor Image Setter	1	10,925,000.00	10,925,000.00		1	
29 Folding Machine	1	18,453,000.00	18,453,000.00	1	1	
30 Perfect Binging Machine	1	950,000.00	950,000.00			
31 Colour Separation Equipment	1	11,100,600.00	11,100,600.00	1		
32 Computer Chairs	20	8,000.00	160,000.00	10	5	5
TOTAL			125,080,100.00			

APPENDIX FOUR

FURNITURE REQUIREMENT

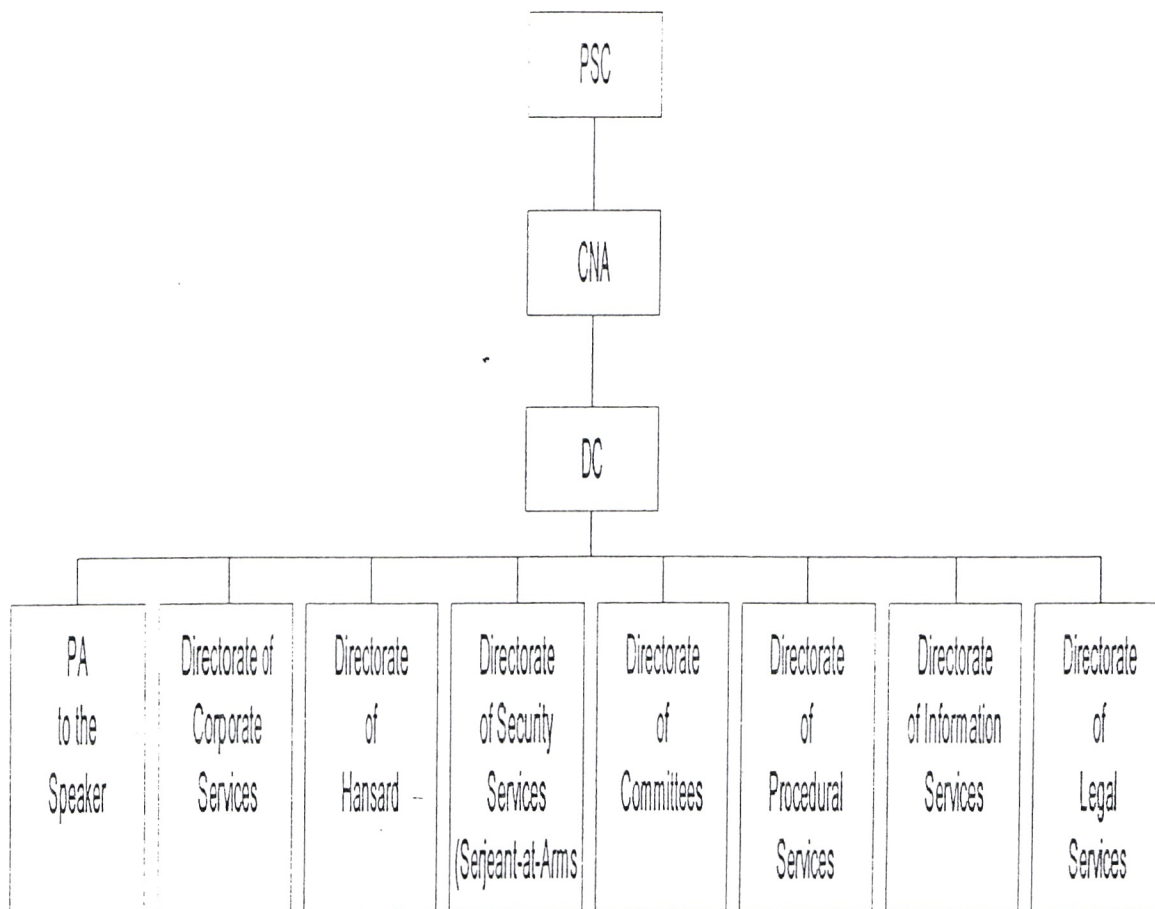
FURNITURE	QUANTITY	UNIT PRICE	TOTAL COST	PHASE I	PHASE II	PHASE III
1 Executive Pedestal Desks Meru Oak	25	50,000.00	1,250,000.00	10	10	5
2 Executive Swivel Chairs High Back velvet	20	18,000.00	360,000.00	10	5	5
3 Visitors Chairs with Arm velvet	54	9,500.00	513,000.00	25	19	10
4 Executive Secretaries Desks	21	22,500.00	472,500.00	10	6	5
5 Secretarial Chairs Swivel	21	900.00	189,000.00	10	6	5
6 Executive Chairs with arm low back rest velvet	10	13,000.00	130,000.00	5		5
7 Cabinets Filing Steel 4 Drawers	25	10,000.00	250,000.00	10	10	5
8 Cabinets Filing Steel 2 Drawers	5	5,000.00	25,000.00	3	2	
9 Telephone operators Chair High back Rest	10	9,000.00	90,000.00	10		
10 Wardrobes one door lockable	12	12,000.00	144,000.00	6	3	3
11 Ordinary Office Tables c/w Drawers both sides	10	15,000.00	150,000.00	5		5
12 Sofa sets	2	80,000.00	160,000.00		2	
13 Telephone Tables	11	4,500.00	49,500.00	5	3	2
14 Curtains c/w Netting & Rails	4	28,000.00	112,000.00	4		
TOTAL			3,895,000.00			

046/48

APPENDIX FIVE

Appendix Five contain the Master Organization Chart of the Parliament.

MASTER ORGANIZATION CHART OF THE PARLIAMENT



APPENDIX SIX

This Appendix contain Strategic Plans for the Directorates including their Organization Charts for the period 2000 to 2012.

A. OFFICE OF THE DEPUTY CLERK STRATEGIC PLAN FOR THE PERIOD 2000 TO 2012

1.0 GENERAL ROLE AND FUNCTIONS

At both the First and Second Retreats, the Commission emphasized the fact that, it did not envisage a Deputy Clerk whose role and function would only be to deputize the Clerk of the National Assembly. Indeed, the Commission resolved that, the Deputy Clerk would be expected to perform specific functions under the direction of the Clerk. Consequently, the Deputy Clerk would carryout the following:-

- (i) general supervision of all Directorates.
- (ii) All issues and matters relating to:-
 - Public Relations;
 - International Relations;
 - Inter-Parliamentary Relations, organizations and Conferences;
 - Protocol
 - Parliamentary Outreach Programmes; *et cetera..*
- (iii) Such other functions and duties as the Clerk may assign.

2.0 SUPERVISION OF DIVISIONS

At both Retreats, it was resolved that, each head of Division would invariably report to the Clerk, though the Deputy Clerk would be the available link in the organization.

3.0 FUNCTIONS OF GENERAL APPLICATION

At both Retreats, the Commission was of the view that matters of general application to Parliament, would be harmonized through the Deputy Clerk.

4.0 STAFF, EQUIPMENT AND COSTS

- (i) Apart from the staff falling under the Departments which the Deputy Clerk would supervise, the following would be needed to deal with the other functions.

DESIGNATION	FUNCTION	PHASE ONE		PHASE TWO		PHASE THREE	
		Required No.	Cost	Required No.	Cost	Required No.	Cost
Deputy Clerk	In-Charge	1		1		1	
Senior Clerk Assistant	Advise the National Branches of the IPU, CPA, EU/ACP, APU, <i>et cetera</i>	2		3		3	
First Clerk Assistant	To assist in operations of the relations with other Parliaments and organizations	2		4		4	
Third Clerk Assistant	To assist in operations of the relations with other Parliaments and organizations	2		3		3	
Secretaries	To do the typing and record keeping	4		2		2	

- (ii) It is possible that, the staff will be shared for other functions, thus the numbers need not be high.

- (iii) The equipment and offices needed for the Staff, would be shared with the provisions for other functions.
- (iv) The Costs would be worked out along with those for other functions, both for the Recurrent and Development Budget.

**THE REHABILITATION OF THE SOUND AND
VOTING SYSTEMS IN THE CHAMBER**

5.0 Public Address System in the Chamber

- 5.1 This system was installed in 1963 with an expected life span of thirty years. It was therefore, due for replacement in 1993 and its continued maintenance service will in the near future be uneconomical. It is therefore necessary to overhaul the system and install modern communication system.
- 5.2 This exercise will require networking and installation of computers, together with the necessary accessories to enable the Hansard reports to be produced on time. The networking will also require cabling, trucking and training of the personnel to be able to operate it.
- 5.3 When Parliament is sitting, contributions by the Members are not audible as the system is old, unserviceable and unreliable. The rehabilitation of the public address system is urgent and there is need to replace the address system with modern communication systems.

Estimated cost = Kshs.30million

6.0 Closed Circuit TV System

- 6.1 Closed Circuit TV networking system within Parliament Buildings is necessary with the acquisition of the Continental Building and County Hall. This will electronically connect the three buildings and Members will be able to follow the proceedings of the Committees and the Chamber on a continuous basis. This will require:

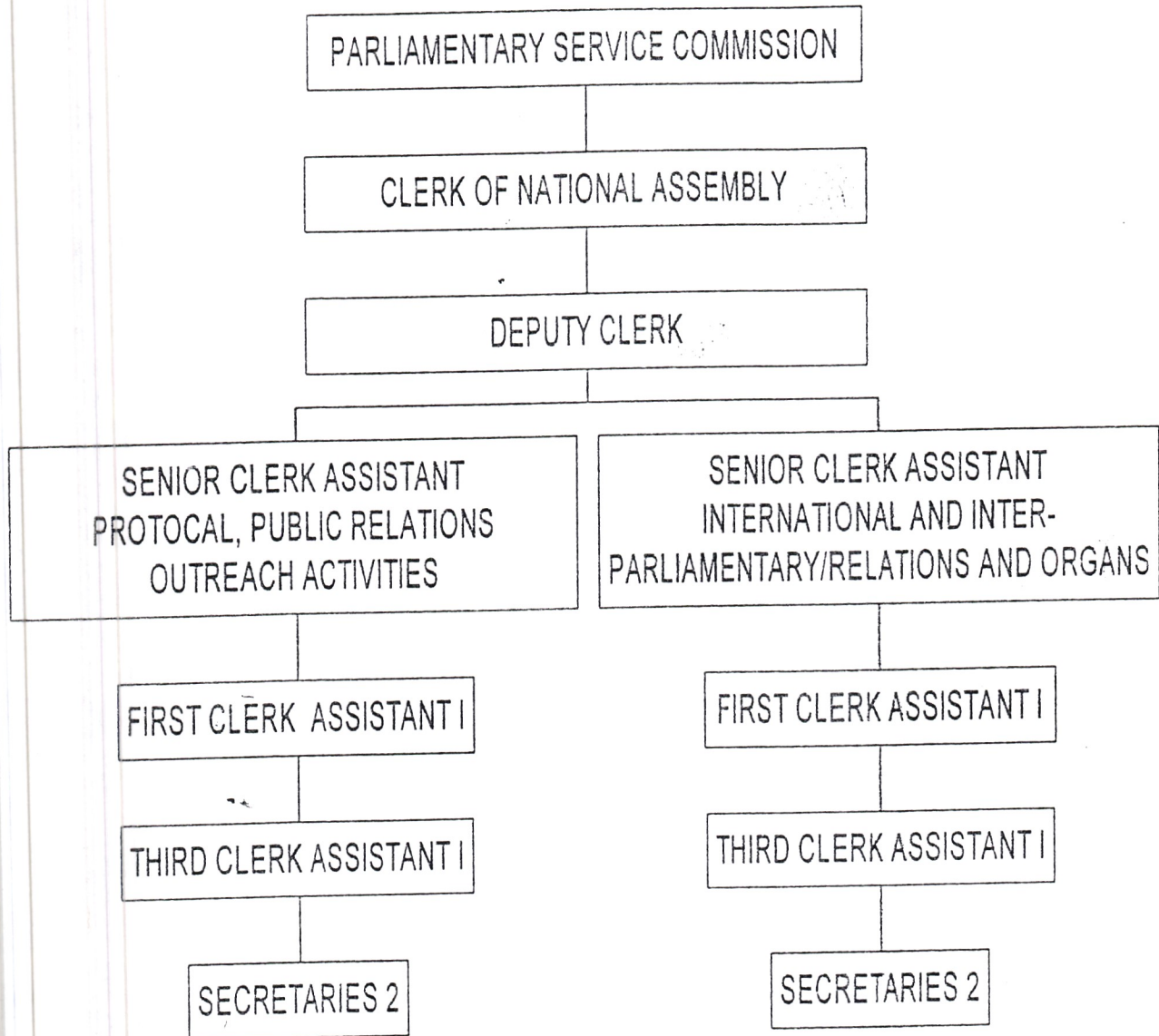
-four television cameras in the Chamber and 100 television monitors - for the three Parliament Buildings.

Estimated cost = Kshs.25million

7.0 Electronic Voting Machine

- 7.1 There is need to for a study on the need to computerise the voting system. The current voting system is time consuming. This will entail installation of an electronic voting machine including a Division Bell to connect main Parliament Buildings to Continental House and County Hall.

OFFICE OF THE DEPUTY CLERK



**B. DIRECTORATE OF OFFICE OF THE PERSONAL ASSISTANT TO THE SPEAKER
STRATEGIC PLAN FOR THE PERIOD 2000 TO 2012**

CREATION AND PURPOSE

The creation of the Directorate of the Office of the Speaker is a new creation in the Parliamentary Service, necessitated by the need to ensure the effective and efficient in-put of the Speaker in the operations of the Parliament. The Personal Assistant, to be appointed by the Speaker, would be the manager of the Office of the Speaker (in some Parliaments this office is referred to as the Speaker's Cabinet).

FUNCTIONS AND ROLES

The role and functions of the Directorate of the Office of the Speaker would be many and varied, however, in a nutshell they would include:-

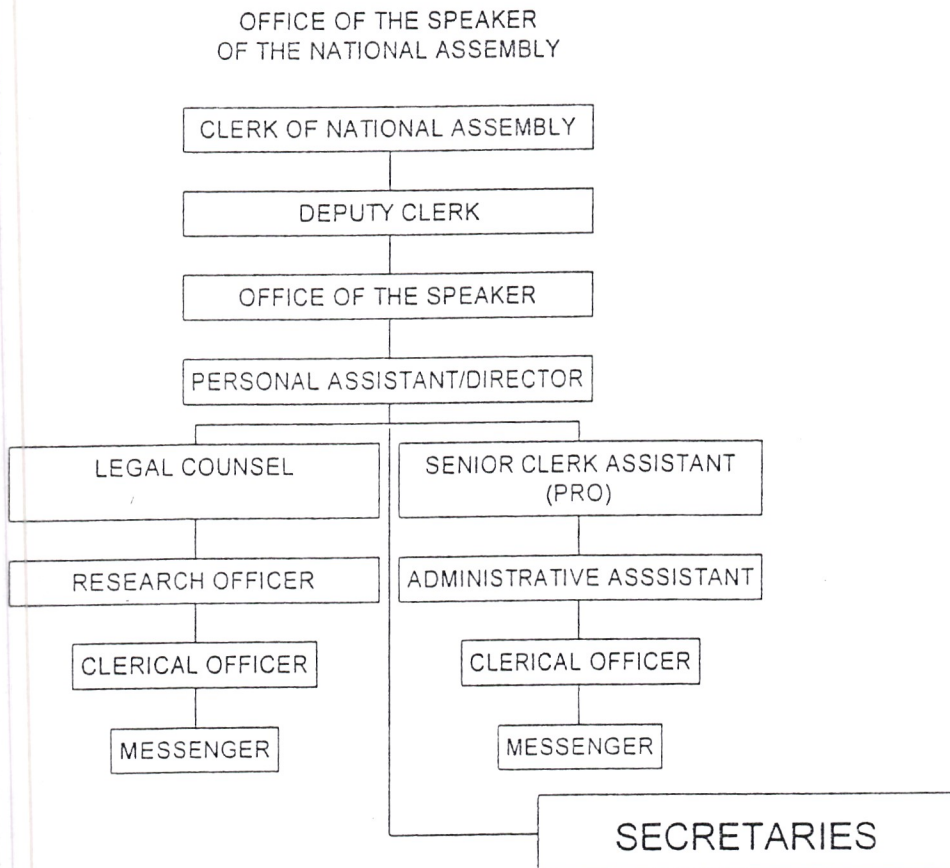
- (i) to be the administrative link for the transaction of the role and functions vested in the Speaker and the other Directorates, the Executive arm and others;
- (ii) to provide the Speaker with the requisite information on any role and function incumbent upon the Speaker;
- (iii) to maintain the diary of activities of the Speaker;
- (iv) to attend on the Speaker in the Chamber;
- (v) to carryout the protocol and public relations activities for the Speaker;

STAFF

1. The likely number of staff may not be easy to state at the moment. However, as the Directorate is to be set up within Phase One of the Strategic Plan, the following initial establishment would be necessary; viz:

- (i) Personal Assistant (one)
- (ii) Legal Counsel (one).
- (iii) Senior Clerk Assistant (one) who would carryout the procedural, protocol and public relation matters.
- (iv) Research Officer (one)
- (v) Administrative Officer/Higher Clerical Officer (two)
- (vi) Messengers (two)
- (vii) Secretaries (three)

2. A tentative Organization Chart is shown below.



C. DIRECTORATE OF CORPORATE SERVICES
STRATEGIC PLAN FOR THE PERIOD 2000
TO 2012
(DEPARTMENT OF FINANCE AND PLANNING)

Introduction

The Department of Finance and Planning is a new Department with scanty staff, equipment, furniture and one office. As a consequence, the Department is dependent on borrowed staff from other Department. This has not enabled the Department to maximize its efficiency, effectiveness and impact in facilitating the Parliament to achieve its Mission, and it is for this reason that the Department is requesting that adequate personnel, equipment, offices and furniture be availed to correct the prevailing situation during the period 2000 to 2012.

Mission of the Department

To ensure that Parliament has a sound, efficient and effective financial management system to facilitate the execution of its mandate, role, functions and mission.

Personnel

	Description	Number	Parl. Scale	Phases		
				ONE	TWO	THREE
1.	Senior Principal Finance Officer	1	2			
2.	Principal Finance Officer	1	3	1		
3.	Senior Finance Officer	1	4	1		
4.	Finance Officer I	1	5	1		
5.	Planning Officer I	1	5	1		
6.	Secretaries	2	9	1	1	
7.	Subordinate Staff	2	12	1	1	
	Total	9				

Equipment

Equipment	No.	Phases		
		ONE	TWO	THREE
1. Computers	3	2	1	
2. Shredders	1	1		
3. Printers	2	1	1	

Furniture

	Equipment	No.	Phases		
			ONE	TWO	THREE
1.	Executive Tables with drawers	6	4	2	
2.	Chairs with a high back	6	4	2	
3.	Visitors Chairs	12	8	4	
4.	Filing Cabinets with drawers	6	4	2	
5.	File Dips	6	4	2	
6.	Bookshelves	6	4	2	
7.	Computer Tables	3	2	1	
8.	3 Seater Sofa Sets	5	5		

Offices

The Department has currently one office. To cater for the proposed additional staff, four offices would be required.

JOB DESCRIPTION

(i) Senior Principal Finance Officer

Is the Head of the Department and responsible to the Clerk of the National Assembly/Accounting Officer through Director of Corporate Services in coordinating all matters related to finance which would include among others, the following:-

- (a) Budget preparation, implementation and control.
- (b) Realization of the Appropriation-in-Aid from the services rendered by the National Assembly.
- (c) Follow-up on issues of donor funded services and projects.
- (d) Ensure proper management and expenditure of public funds as laid down in financial regulations and procedures.
- (e) Ensure that all audit queries are responded to urgently, adequately and appropriately.
Co-ordinate all planning activities of projects and programmes of the National Assembly with emphasis on the following:
 - Setting priorities on projects and programmes,
 - Financial allocations to projects and activities and inclusion of the same in the budget,
 - Integration of all financial activities to the annual budget,
 - Review of financial and physical implementation of projects and programmes and initiation of corrective action where deficiencies exist,
 - Co-ordination of the work of officers dealing with projects including implementation and monitoring, and
 - Preparation and monitoring of the procurement procedures of the National Assembly to ensure that they are consistent with the budget and cash flow projections.
- (f) Coordinating flow of communication with the Treasury and other bodies in matters related to finance.

(g) Playing an advisory role as member of the following Committees;

- a. Budgetary Committee.
- b. Ministerial Surcharge Committee.
- c. Ministerial Tender Board.

Qualification: According to Scheme of Service.

(ii) **Principal Finance Officer:**

- Will be responsible to the Director Corporate Services through the Senior Principal Finance Officer.
- Will be deputy to the Senior Principal Finance Officer and the principal assistant on all matters of:
 - Budget preparation, implementation and control;
 - Audit matters;
 - Planning prioritization and monitoring of projects;
 - Follow-up on issues of donor funded services and projects; and
 - Ensuring that all funds allocated to Parliament are expended in accordance to the laid down financial regulations and procedures.

Qualification: According to Scheme of Service.

(c) **Senior Finance Officer**
Finance Officer I and
Planning Officer I

These three officers will be supportive staff to the Senior Principal Finance Officer and the Principal Finance Officer in all matters pertaining to budget preparation, implementation and control, planning, monitoring and auditing.

Qualification: According to Scheme of Service.

CLERK NATIONAL ASSEMBLY

DEPUTY CLERK

DIRECTOR
CORPORATE SERVICES

SENIOR PRINCIPAL
FINANCE OFFICER (1)

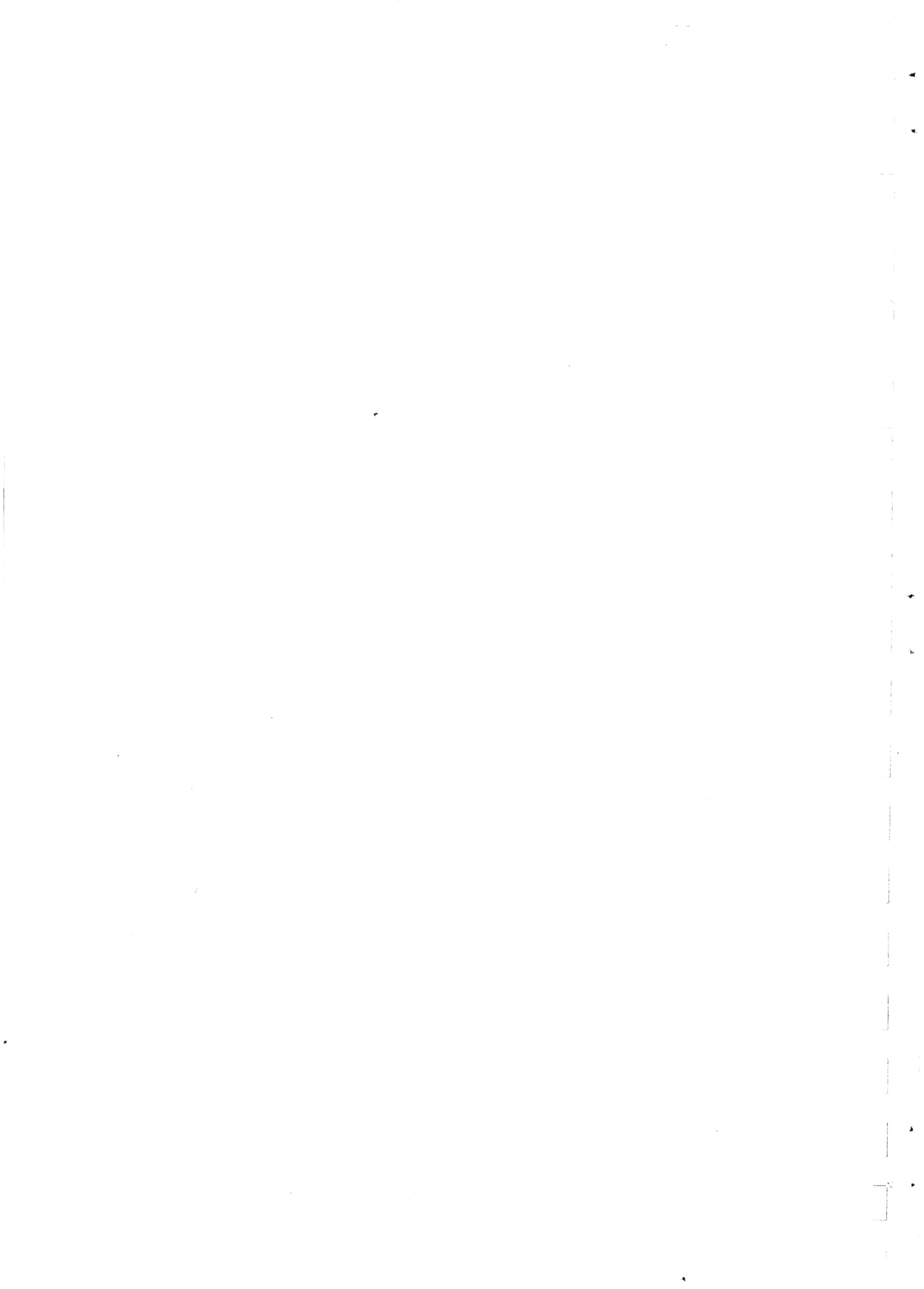
PRINCIPAL FINANCE
OFFICER (1)

SENIOR FINANCE OFFICER (1)

PLO I
(1)

FOI
(1)

SECRETARIES



C. DIRECTORATE OF CORPORATE SERVICES
STRATEGIC PLAN 2000 TO 2012
(HUMAN RESOURCE DEPARTMENT)

MISSION STATEMENT

To provide quality, efficient and competent human resource to enable the Parliament to fulfil its Mission.

MANDATE, ROLE AND FUNCTIONS

Among the mandate, role and functions of this Department are:-

- Provide professional in-pur for the control, organization and coordination of human resource in all areas including recruitment, appointment and promotion of staff, complement control, staff training and development, employee relations, remuneration, staff welfare and general staff placement, discipline, grievances and counseling.
- Interpretation and application of personnel regulations, procedures, and policy matters.
- Preparation of personal emoluments, estimates, and expenditure control.
- Administration of pension schemes.
- Leave computation and approvals.
- Annual staff appraisal reports.
- Processing of salary advances and salary in advance.
- A.I.E. holder for personal emoluments and allowances.
- Deployment of personnel, control and supply of secretarial staff in liaison with Heads of Divisions.
- Signing letters of appointment, promotion and confirmation in appointment for officers on certain parliamentary scales.
- Providing secretarial services to Advisory, Training, Selection, and Surcharge committees.

- Preparation of pension papers, gratuities and workman compensation.
- Authorization of payment vouchers.

STRATEGIC PLANS

The Department shall implement all policies and decisions of the Parliamentary Service Commission.

SHORT AND MEDIUM TERMS – 2000 TO 2007

The Department shall carry out the following duties:-

- To fill all vacant posts plus additional posts that shall have been created by the Parliamentary Service Commission.
- To train staff who shall be recruited through induction courses/in-house training.
- Staff assessment in consultation with other divisions with a view to ensuring that no over or understaffing

Long Term -2007 - 2012

It is intended that the vacant post of a Principal Human Resource Development Officer would be filled to enable the Department embark on vigorously training of the staff.

EQUIPMENT

The Department would require the following facilities and equipment.

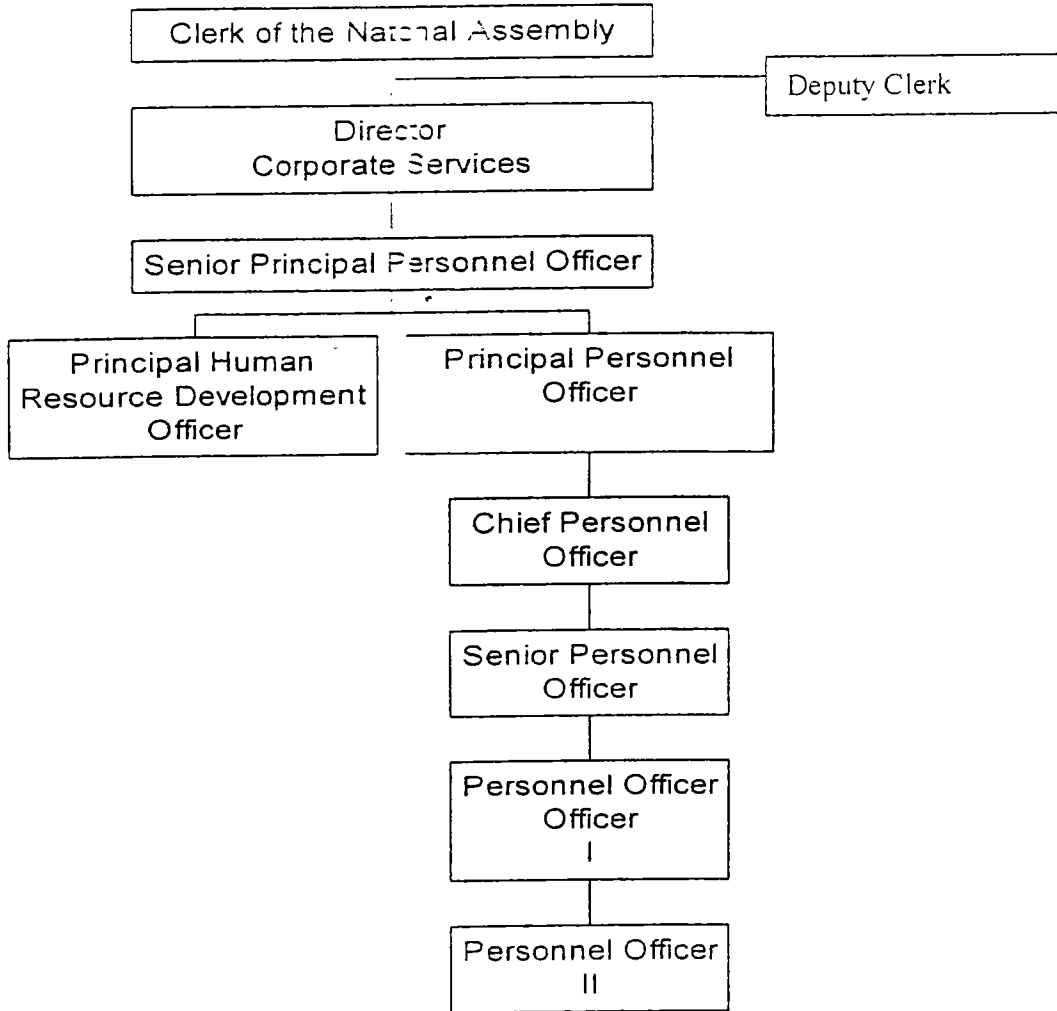
- (i) Four offices
- (ii) Four desks
- (iii) Four chairs
- (iv) Four computers
- (v) One shredder
- (vi) One photocopier

HUMAN RESOURCE DEPARTMENT

DESIGNATION	AUTHORISED	IN POST	VACANCIES	PROJECTION 2000/2007	PROJECTION 2007/2012
Senior Principal Personnel Officer	1	1	-	1	1
Principal Personnel Officer	1	1	-	1	1
Principal Human Resource Dev. Officer	1	-	1	-	1
Chief Personnel officer	1	1	-	1	1
Senior Personnel officer	1	1	-	1	1
Personnel Officer I	1	-	1	1	1
Personnel Officer II	1	-	1	1	1
Personnel Assistant	2	2	-	2	2
Copy Typist III/II/I	-	2	-	4	4
Clerical Officer/Senior	-	9	-	9	9
Subordinate Staff	-	1	-	3	3
TOTAL	9	19	3	24	25

APPENDIX BIK

HUMAN RESOURCE (PERSONNEL)
DEPARTMENT



**C. DIRECTORATE OF CORPORATE SERVICES
STRATEGIC PLAN FOR THE PERIOD
2000 TO 2012
(DEPARTMENT OF SUPPLIES)**

SHORT TERM REQUIREMENTS

I. Staffing

The current staffing position is as follows: -

<u>DESIGNATION</u>	<u>JOB GROUP</u>	<u>AUTHORIZED INPOST</u>		<u>VACANCY</u>
Chief Supplies Officer	M – PSC 4	1	1	-
Senior Supplies Officer	L – PSC 5	1	1	-
Supplies Officer I	K – PSC 6	1	1	-
Supplies Officer II	J – PSC 7	1	1	-
Supplies Assistant	H – PSC 8	1	1	-
Senior Storeman	G – PSC 9	4	3	1
Storeman I	F – PSC 10	-	1	-
Secretarial staff	F – PSC 10	1	1	-
Clerical Officer	E – PSC 11	-	2	-

The above personnel are inadequate for the effective operation of the Supplies Department. There is need therefore, to increase the number and to upgrade the post of the Head of the Department to Principal Supplies Officer.

Proposed Increases

- a) Principal Supplies Officer: - Job Group N – PSC 3 - 1 post
- b) Supplies Officer I - Job Group K – PSC 6 - 1 post
- c) Supplies Officer II - Job Group J – PSC 7 - 3 posts

- d) Supplies Assistant - Job Group H – PSC 8 – 3 posts
- e) Senior Storeman - Job Group G – PSC 9 – 1 post

The staff needs to be exposed to the operation of Parliament and to enhance their professional knowledge through training both locally and abroad. The courses that are normally available for supplies personnel are mounted by Crown Agents in London and ESAMI in Arusha.

II. Equipment

(i) Office Equipment

Description

Office tables with drawers	-	9
Office chairs with arm	-	9
Easy chairs for visitors	-	6
Computer	-	1
Printer	-	1
Computer tables	-	3
Calculators	-	3
Steel cabinets 4- drawers	-	5
Steel cabinets 2 – drawers	-	3

(ii) Transport

A pick-up for stores operation. This will be used in delivering quotations to suppliers, carrying out market surveys on firms and collection of ordered goods.

III. Accommodation

(i) Office

Presently the staff are crowded in Four offices in County Hall. There is need for a total of six offices, two of which are required IMMEDIATELY.

(ii) Storage Accommodation

There is need for store houses in which goods procured would be documented prior to distribution to users.

MEDIUM TERM REQUIREMENTS

I. Staffing

- i. Supplies Officer II – Job Group J - PSC 7 - 1 post
- ii. Supplies Assistant – Job Group H - PSC 8 - 3 posts

II. Equipment

Storage

<u>Description</u>	<u>No</u>
(i) Two way wooden pallets	-25
(ii) Closeable shelves for attractive items	- 5
(iii) Open shelves	-25
(iv) Hand Trolley	- 2
(v) Adjustable ladder	- 1

III. Office Accommodation

Provision of three more offices to house stock control and documentation unit.

LONG TERM REQUIREMENT

- (i) Repair workshops for refurbishing furniture
- (ii) Workshop tools
 - Carpentry
 - Electrical and
 - Building

ORGANISATION CHART

Appendix I has the Chart showing the placement of staff required and functions assigned to each.

JOB DESCRIPTION

Chief Supplies Officer

Responsible to the Clerk of the National Assembly through the Director, Corporate Services for: -

- ❖ advice on supplies Matters
- ❖ supervision of staff in the Department
- ❖ supervision and management of procurement, warehousing and stock control
- ❖ authorization of all orders and cash purchases before commitment or purchase
- ❖ endorsing all quotations before distribution to suppliers
- ❖ secretary of the National Assembly Tender Board
- ❖ Member, Heads of Departments Meeting
- ❖ certification of all payment vouchers for goods and services before payment
- ❖ sourcing for goods and services
- ❖ any other duties that may be assigned by the Director and the Clerk of the National Assembly

Senior Supplies Officer

Responsible to the Chief Supplies Officer for: -

- ❖ deputizing
- ❖ control of staff
- ❖ Tender Board Secretariat
- ❖ taking appropriate action on decisions of the Tender Board
- ❖ preparation of tenders
- ❖ coordination of transport requirements
- ❖ holder of cash imprest for cash purchases
- ❖ preparation of estimates of expenditure of the Department.

Supplies Officer I (Procurement)

Responsible to Senior Supplies Officer for: -

- ❖ preparation of the agenda and minutes of the Tender Board.
- ❖ co-ordination and scheduling of Tenders and /or Quotations
- ❖ maintenance of records of the terms of contracts
- ❖ tendering and Quotations
- ❖ progressing orders

Supplies Officer I (Stores Control)

Responsible to Senior Supplies Officer for: -

- ❖ warehousing and stock control
- ❖ periodic stocktaking
- ❖ reconciliation of records of the stores
- ❖ efficient management and distribution of stores
- ❖ identification of unserviceable items
- ❖ arrangements for Board of Survey on unserviceable stores

Supplies Officer II (Procurement)

Responsible to Supplies Officer I for: -

(a) Progressing Orders

- processing merchants invoices
- delivery orders to sellers/firms
- maintenance of register for ordered goods

(b) Maintenance of records of the Secretariat of the Tender Board

- maintaining record of the agenda and the minutes
- custodian of members files

- arrangement for meetings of the Tender Board.

(c) Maintenance and updating the service contracts

- preparation of quotations
- maintenance of quotations and tender
- scheduling of quotations and tenders
- processing of tenders and quotations

Supplies Officer II (Warehousing)

Responsible to Stores Controller for: -

- ◆ receipts and issues of stores
- ◆ preparation and maintenance of stores
- ◆ preparation and maintenance of stores records
- ◆ supervision of stores attendants
- ◆ preservation of stores
- ◆ security and safety of stores in custody
- ◆ retaining of stores
- ◆ stock location in the warehouses

Supplies Officer II (Stock Control)

Responsible to Stores Controller for: -

- ◆ determination of stock levels
- ◆ ensuring constant flow of materials/items to the users
- ◆ ensuring the quality of goods purchased
- ◆ distribution of stocks
- ◆ supply information on items stocked
- ◆ to ensure favourable delivery periods on ordered goods
- ◆ rationing the available funds

- ◆ maintenance of statistical stock records

Supplies Assistant (Warehouse + Stock Control)

Responsible to Supplies Officer IIs : -

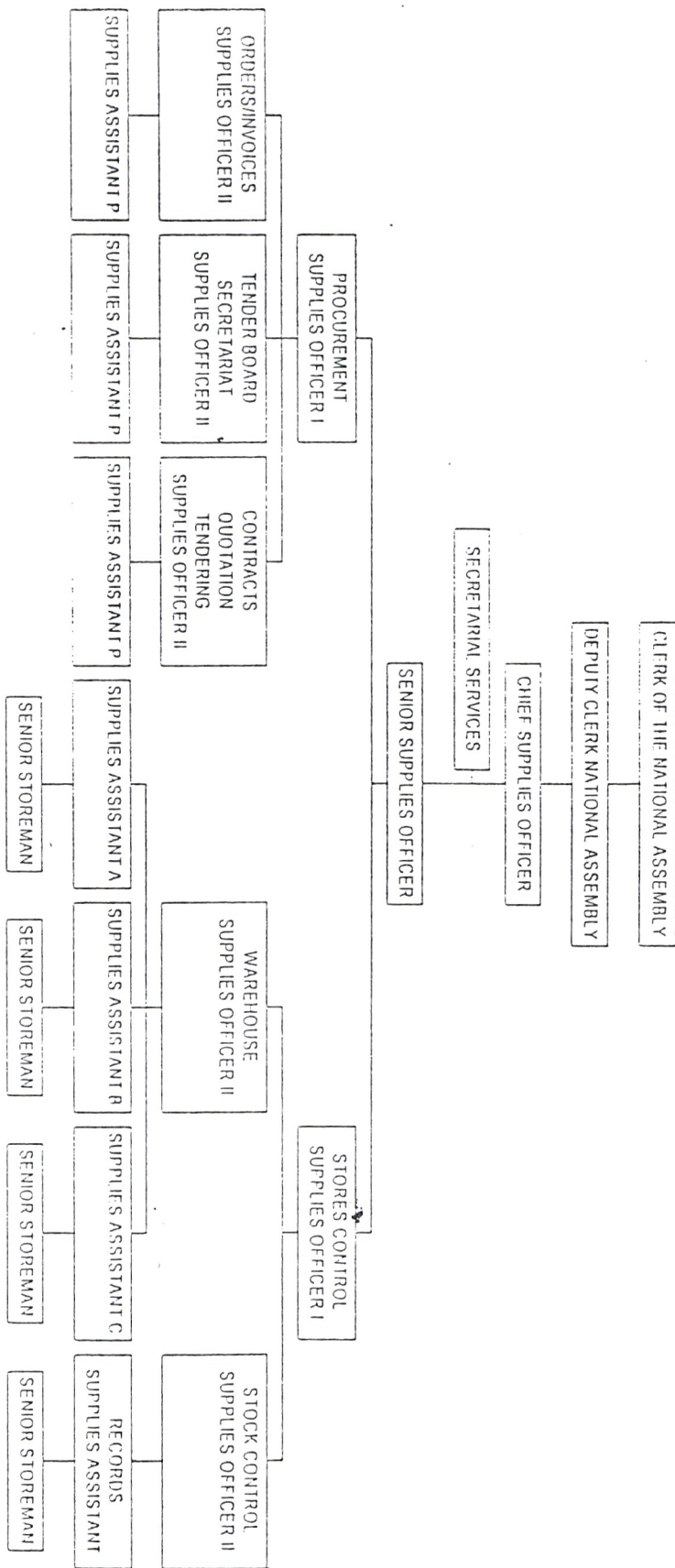
- ◆ taking charge of receipts
- ◆ issue of stores
- ◆ stores accommodation
- ◆ stock location
- ◆ cleanliness of the storehouses
- ◆ materials handling
- ◆ maintenance of stock records

Secretarial Staff

- ◆ Responsible for all the secretarial services.

APPENDIX SIX

ORGANIZATION CHART OF SUPPLIES DIVISION



C. DIRECTORATE OF CORPORATE SERVICES
STRATEGIC PLAN FOR THE PERIOD 2000 TO 2012
(DEPARTMENT OF ACCOUNTING)

Mission Statement

The mission of the Accounting Department is to render prompt and efficient accounting service to Parliament.

STAFFING NEED

The following is the personnel requirement for the Accounting Department as summarized on the attached chart.

(i) **Short term**

<u>Number</u>	<u>Designation</u>	<u>Salary Scale</u>
1	Principal Accounts Controller	2
1	Accounts Controller	3
1	Chief Accountant	4
2	Senior Accountant	5
3	Accountant I	6
3	Accountant II	7
6	Account Assistants	8

(ii) Medium/Long term

<u>Number</u>	<u>Designation</u>	<u>Salary Scale</u>
1	Principal Accounts Controller	2
1	Accounts Controller	3
2	Chief Accountant	4
3	Senior Accountant	5
4	Accountant I	6
6	Accountant II	7
8	Account Assistants	8

Common cadre staff will be budgeted for within the Directorate of Corporate Services. This comprise 2 Secretaries, 20 Clerical Officers and 2 Subordinate staff.

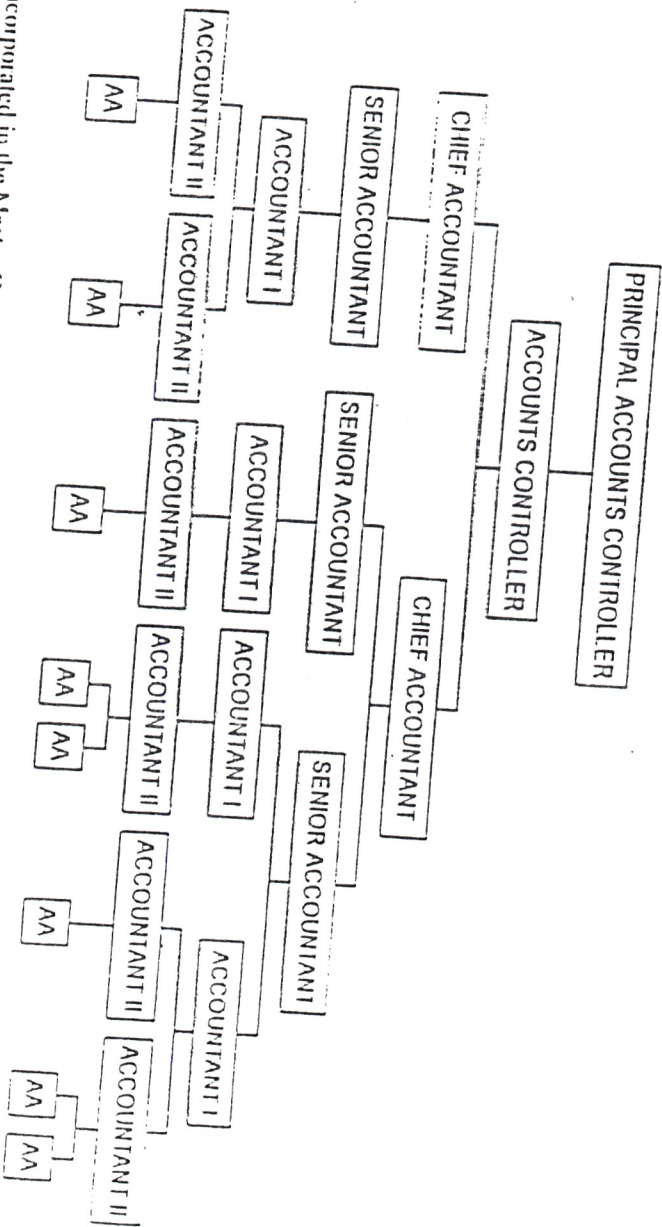
(iii) Equipment

- (i) Office Tables and Chairs - 30
- (ii) Computers and Printers - 15
- (iii) Net working of the systems.

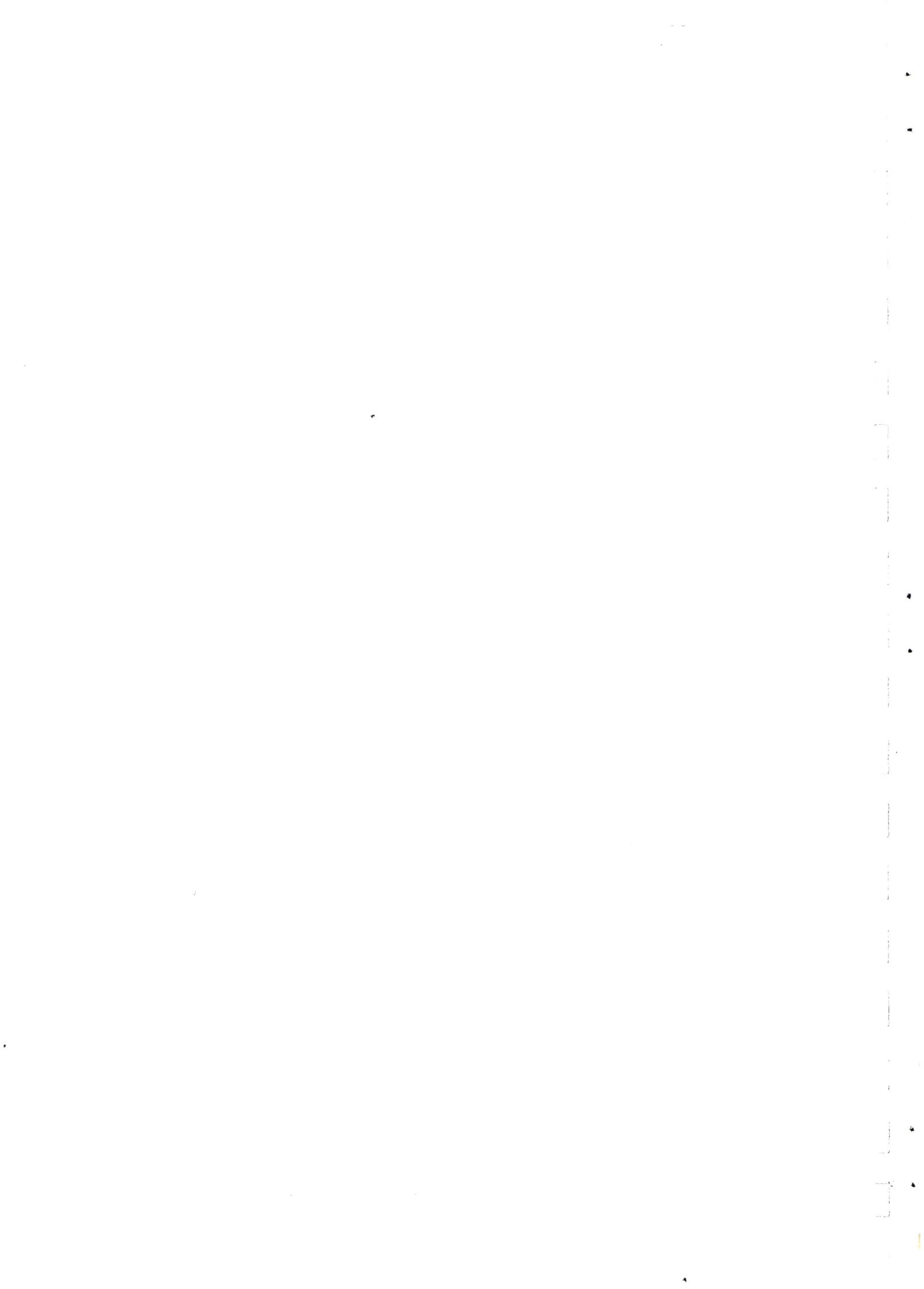
(iv) Offices

The department requires additional 6 staff offices and preferably have the accounts offices accommodated in one building for easy flow of information. Currently several divisions are sharing one office making internal controls less effective.

ACCOUNTS DIVISION



NOTE: This Chart will be incorporated in the Master Organization Chart of the Parliament.



C. **DIRECTORARE OF CORPORATE SERVICES
STRATEGIC PLAN FOR THE PERIOD 2000 TO 2012
(DEPARTMENT OF CATERING)**

1. **Introduction**

The Catering Department was established to provide Bar and Dining Room services to Members and their guests. On March 14, 1967 the House adopted a resolution, establishing a Catering Fund. By the terms of reference of the resolution, the Catering Committee appointed in every Session of Parliament serve as trustees of the Catering Fund and manages the catering services on behalf of the Members.

The Committee comprise the following:-

- (1) A Chairman and five Members, appointed by the House Business Committee for each Session.
- (2) The Speaker of the National Assembly.
- (3) The Clerk of the National Assembly.
- (4) The Serjeant-At-Arms.

2. **Mission Statement**

To provide quality service to the satisfaction of the Members.

3. **Catering Services Offered**

The Catering Services provided include the following:

- Lunch.
- 10.00 O'clock and 4.00 O'clock tea.

- Service to Select Committees.
- State functions e.g. Budget Day and State Opening.
- Bar Service.
- Service for functions by external bodies.
- Continuous services of teas, coffee, bar-ber-que. *et cetera*.

4. Additional Services

It is projected to start a new service concept i.e. provision of breakfast, quality of snacks throughout the day and evening, and a bar-ber-que as soon as kitchen manpower capacity which is the main weakness is boosted.

5. Operational Shortcomings

- (i) The increase in number of clients, (Members and their guests) without corresponding increase in the staff establishment.
- (ii) The lack of professionally qualified staff.
- (iii) The staff have generally been recruited as sub-ordinates and upgraded through the system.
- (iv) The general lack of training.
- (v) The general lack of adequate staff in all sections.
- (vi) The lack of proper Scheme of Service.

6. Expansion of Facilities

Continental House

Continental House is part of Parliament Buildings. It is intended to be for office accommodation for Members and staff upon completion of the works.

There will be a restaurant whose sitting capacity including the terraces would be about 100.

The services to be provided would include:-

- (i) Breakfast
- (ii) Lunch & Dinner
- (iii) Bar Service
- (iv) Tea & Snacks throughout the day

The Restaurant is proposed to operate five days in a week i.e. Monday to Friday from 8.00 a.m. to 10.00 p.m. It will remain closed during weekends and public holidays. The staff establishment to manage the restaurant in two shifts is as follows: -

DESIGNATION

	<u>Posts</u>
Deputy Manager	1

KITCHEN

Chef	1
Sous Chef	1
Cooks	8
Cleaners	3

SERVICE

Food and Beverage Supervisor	2
Barmen	2
Waiters	16
Storekeeper	1

Food and Beverage Control Analysts 2

HOUSEKEEPING

Housekeeper 1

Linen Keeper 1

SUPPORT STAFF

Copy Typist 1

Cashier/Bookkeeper 1

Total **41**
==

7. Strategy between 2000 and 2012

- (i) The establishment of units to ensure equitable distribution of work.
- (ii) Invest adequately in human resource and engage professionally qualified manpower.
- (iii) Strengthening of the position of the Manager.
- (iv) The management of the Fund be incorporated in the Corporate Services.
- (v) A Scheme of Service that provide career guideline and manpower development to be set-up.
- (vi) Proper incentives to stimulate motivation, e.g. training (internally and externally), exposure through attachments locally and internationally (other Parliaments) and attractive remuneration.

(vii) Ensure gender balance in staffing.

Present Establishment

Appendix 1

<u>Staffing</u>	<u>Posts</u>
Catering Manager	1
Food and Beverage Supervisor	1
Assistant Food and Beverage Supervisor	1
Waiters	12
Cooks	5
Cleaner	<u>1</u>
Total	<u>21</u>

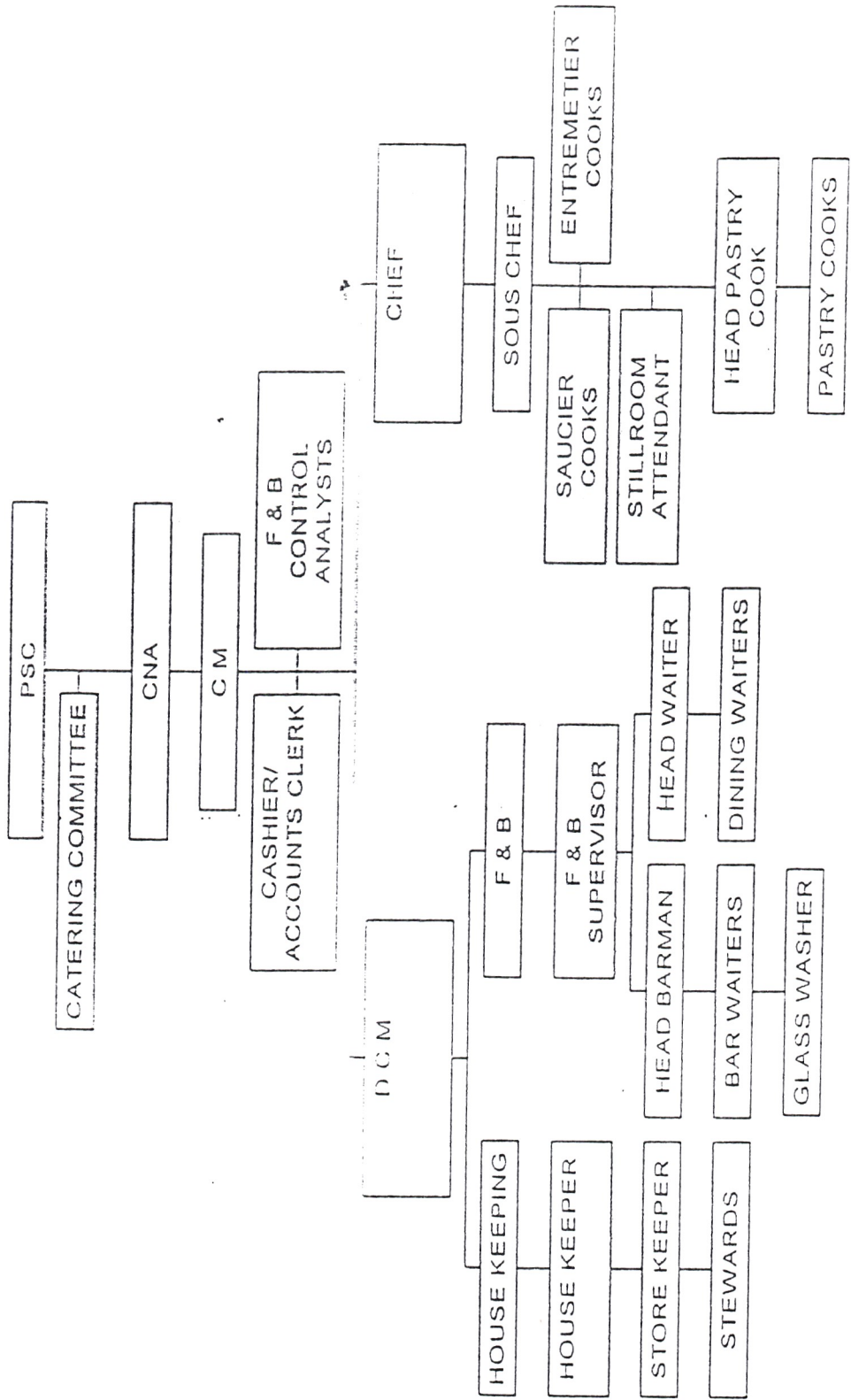
ADEQUATE STAFF ESTABLISHMENT

STAFFING

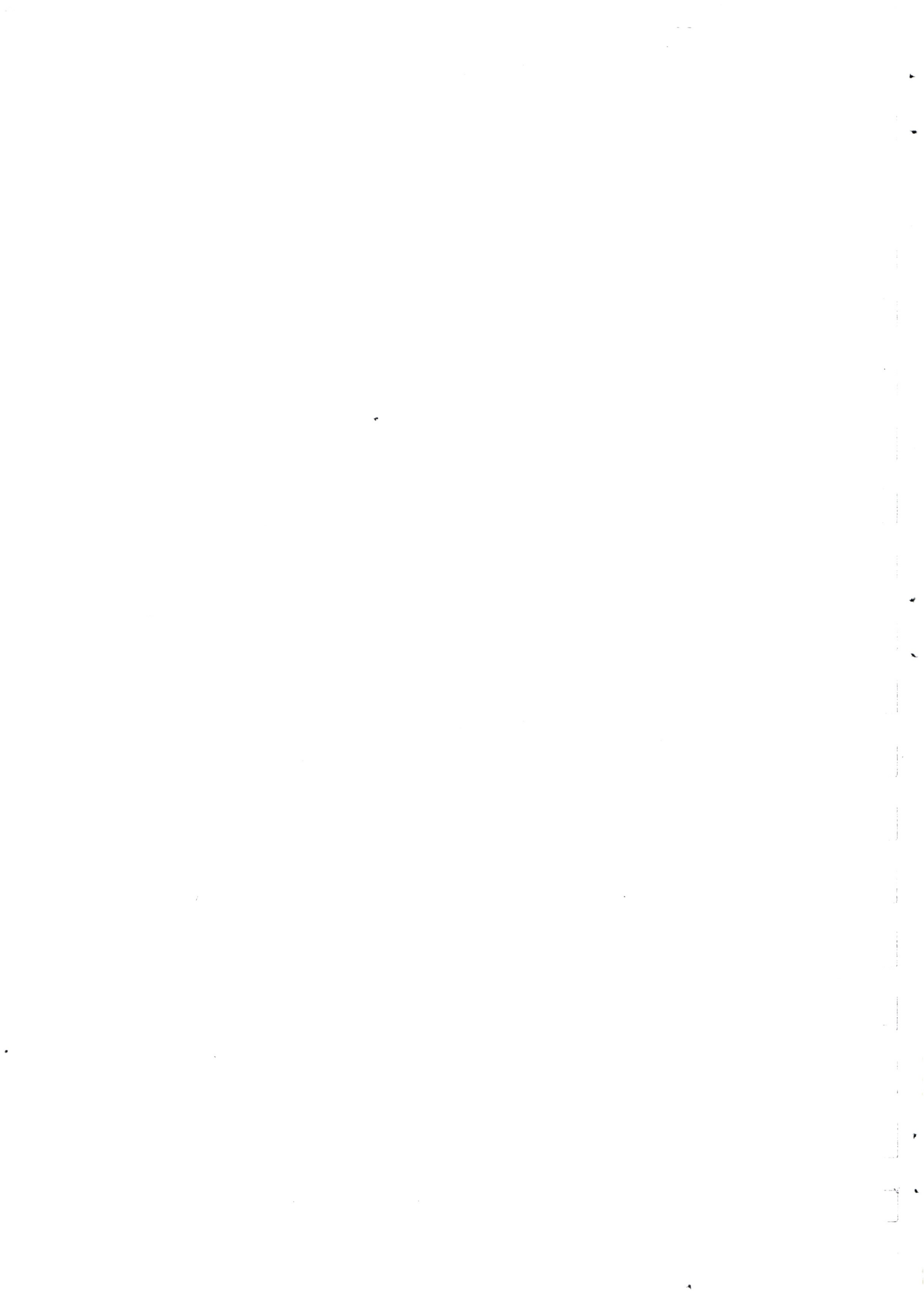
Catering Manager	1
Deputy Catering Manager	2
Food and Beverage Supervisors	2
Assistant Food and Beverage Supervisor	2
Chief Chef	1
Housekeeper	1

Head Barman	1
Head Waiter	1
Head Pastry Cook	1
Sous Chef	1
F & B Control analyst	2
Bar Waiters	6
Dining Waiters	14
Pastry Cooks	2
Saucier Cooks	2
Entremetier Cooks	2
Stillroom Attendant	1
Stewards	4
Store Keeper	1
Cashier/Accounts Clerk	1
Glass Washer	<u>1</u>
TOTAL	<u><u>49</u></u>

CATERING FUND



NOTE: This chart will be incorporated in the Master Organization chart of the Parliament



APPENDIX SIX

D. DIRECTORATE OF HANSARD STRATEGIC PLAN FOR THE PERIOD 2000 TO 2012

A: SHORT TERM – STRATEGIES/REQUIREMENTS

1. STAFFING

- (a) Fill by promotion the following vacant posts.
- Assistant Hansard Editors - 5 posts
 - Hansard Reporter I - 7 posts
 - Hansard Reporter II - 6 posts
 - Hansard Reporter III (Trainee) 6 posts
- (b) Request the Commission to pay for the many pending leave days
- (c) Professionally train (locally and overseas) Hansard Editors and Reporters.

2. EQUIPMENT

	<u>Estimate- Kshs.</u>
- ONE Heavy Duty Photocopier	1,200,000.00
Size Photocopier – stand by	500,000.00
Five dictaphones complete with foot controls and earphones	100,000.00
- Two LaserJet 1100 Printers	300,000.00
- Installation of Audiolog Recorder and Wireless Receivers in the Conference Room at County Hall	250,000.00
- Repair recording equipment in the Recording Room	75,000.00
- One executive chair	45,000.00
- Two visitors chairs	10,000.00
- Replace all the old muted speakers in the Chamber	400,000.00
- Provide for a house telephone allowance for the Hansard Editor in his capacity as Head of the Hansard Directorate	42,000.00 p.a.

3. OFFICES

- Urgently allocate office No.123 to Hansard to accommodate the three Senior Assistant Hansard Editors to create room for the six urgently required Hansard Reporters.
- Allocate an office to the printer at County Hall

B: MEDIUM TERM STRATEGIES/REQUIREMENTS

1. STAFFING

- (a) Upgrade all the existing posts in Hansard establishment by at least two Parliamentary Scales in order to retain professionally qualified Hansard Editors and Reporters.
- (b) Recruit qualified personnel as follows
 - Trainee Hansard Reporters - 12 posts
 - Senior System Analysts -1 post
 - System Analyst -1 post
 - Superintendent Printer -1 post
 - Asst. Superintendent Printer - 1 post
 - Cameraman - 1 post
 - Asst. Cameraman - 1 post
 - Binder -1 post
 - Assistant Binder -1 post
 - P.A. and Audio Visual Operators 2 post
- (c) Establish training opportunities (local and overseas) for all cadres of staff especially Hansard Editors and Reporters.
- (d) Open up the promotion ladder to encourage hard working officers to climb up the ladder.

NOTE: The actual figures for the salaries should be worked out by the Personnel Department for the Medium Term.

2. EQUIPMENT

	<u>Estimate - Kshs.</u>
- Purchase ten dictaphones complete with foot control and earphones @	100,000.00
- Complete the installation of the Printing Press at County Hall	250,000.00
- Re-cable and extend Computer Network to Mr. Speaker's, Clerk's and Hansard Editor's offices	500,000.00
- Purchase 12 tables and 12 chairs for the recruited staff	150,000.00
- Purchase 10 work stations for the	

recruited staff

750,000.00

- Complete the installation of the Public Address System in Committee Rooms at County Hall.
- Embark on the replacement of the Public Address System in the Chamber and Committee Rooms 7 and 9 with a modern system and also replace the recording equipment with modern equipment. 15,000,000.00

3. OFFICES

- Provide additional offices (three) to the Directorate to alleviate the crowded condition under which the Reporters work.

4. TRANSPORT

- Allocate own transport to (two Nissans) the Hansard to enable the Directorate operate on own schedules and avoid undue delays.

C: LONG TERM STRATEGIES/REQUIREMENTS

1. STAFFING

- (a) Recruit and train a lot of 12 Hansard Reporter (Trainees) every two years until the required establishment is met.
- (b) Establish professional training opportunities (local and overseas) to sharpen the performance of the staff in the Hansard Directorate.
- (c) Open up the job progression ladder to provide for fair upward progression for those performing well.

2. EQUIPMENT

- Complete the modernization of the Public Address Systems in the Chamber and Committee Rooms and connect the Chamber to the network to eliminate the outdated Sound Mixer equipment (Console) and its operation. At this stage dictaphones will also have been phased out.
- Connect on to the Internet. Website, Email, etc.
- Improve on the printing facilities to make it a full fledged Printing Press.
- Establish a full fledged Parliamentary Bookshop.

3. OFFICES

- Create room on yearly basis to accommodate the staff as the Directorate grows.

4. TRANSPORT

- Provide additional transport (one Nissan, one saloon car) to the Hansard Directorate to enhance its operations and achieve on time production of Hansard reports.

**E. DIRECTORATE OF SECURITY SERVICES.
STRATEGIC PLAN FOR THE PERIOD 2000 TO 2012**

The Directorate of Security Services would require the following level of staffing during the Strategic Plan.

Staff Analysis

	2000-02	2000-07	2007-12	TOTAL
(i) Chief Serjeant-At-Arms	1	1	1	= 1
(ii) Deputy Serjeant-At-Arms	0	1	1	= 2
(iii) Senior Serjeant-At-Arms	2	2	1	= 5
(iv) Serjeant-At-Arms I	0	5	0	= 5
(v) Serjeant-At-Arms II	0	8	2	= 10
(vi) Serjeant-At-Arms III	0	9	3	= 12
(vii) Assistant Serjeant-At-Arms	1	11	4	= 16
(viii) Commissionaire	5	10	9	= 24
(ix) Security Wardens	2	24	12	= 38
(x) Subordinate staff	<u>38</u>	<u>24</u>	<u>30</u>	<u>=102</u>
TOTAL	49	97	63	215

Emolument

The pay package of the Directorate would be worked out each Fiscal Year by the Directorate of Corporate Services.

Equipments

- (i) The Directorate would require an additional five sets of motorola communication whose control system could be installed at Continental House.
- (ii) One additional X-Ray Machine to be installed at the rear gate of the Main Building and two each for the Continental House and the County Hall.
- (iii) In the Long Term, a system of Surveillance Cameras should be installed in all Buildings between 2007 and 2012.

Offices

The following offices would be required during the Strategic Plan.

(a) Main Building

	<u>Occupant</u>		<u>No.</u>
i)	Chief Serjeant-At-Arms	-	1
ii)	Deputy Serjeant-At-Arms	-	1
iii)	Senior Serjeant-At-Arms	-	1
iv)	Secretarial Service	-	1
	(Ex Army Serjeant room)	-	1
v)	Serjeant-At-Arms I	-	1
	(Ex Army radio room)		
vi)	Serjeant-At-Arm II + III	-	1
	(Ex Lt. Room at Gardens)		
	TOTAL		<u>6</u>

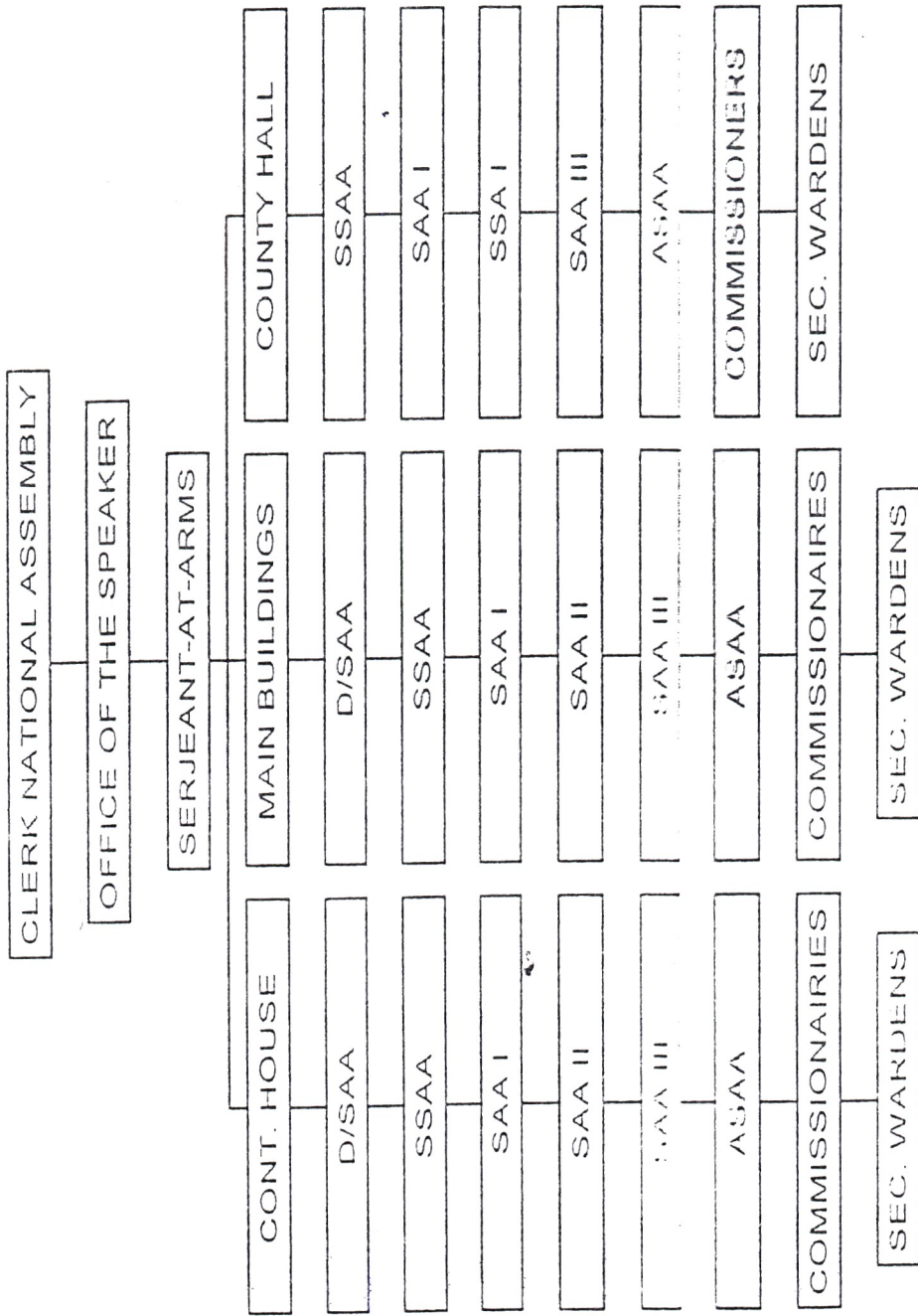
County Hall

The Directorate would require additional offices.

Continental House

Directorate would require a house for the Caretaker on the top/floor, and one on each floor – all totalling to seven; including one the ground floor at the rear entrance to keep surveillance on strangers (visitors). This office will be the base for the Duty Officer of the week and night shifts. The accumulated number of offices would be eighteen.

OFFICE OF THE SPEAKER
OF THE NATIONAL ASSEMBLY



NOTE: This Chart will be incorporated in the Master Organization Chart of the Parliament

**F. DIRECTORATE OF COMMITTEES
STRATEGIC PLAN FOR THE PERIOD
2000 TO 2012**

1.0 MISSION STATEMENT

The Mission of the Directorate of Committees is to provide appropriate procedural service that would enable the Committees accomplish their mandate, role and function in an efficient and effective manner.

2.0 NUMBER AND CATEGORIZATION OF COMMITTEES

There are basically three categories of Committees which require service on a continuous basis.

2.1 The Committees would be broadly grouped into those expressly provided for in the rules of procedure including the statute and the *ad hoc*. The main categories would be:-

A. Investigatory and Audit of Public Finance-

- (i) Public Accounts Committee
- (ii) Public Investments Committee

B. Domestic and House-Keeping matters

- (iii) Speakers Committee
- (iv) Standing Orders Committee
- (v) House Business Committee
- (vi) Catering Committee
- (vii) Library Committee
- (viii) Liaison Committee
- (ix) Powers and Privileges Committee.

C. Departmental Committees (DCs)

- (x) DC-A- Agriculture, Lands and Natural Resources
- (xi) DC-B- Energy, Communications and Public Works

- (xii) DC-C- Education, Research and Technology
- (xiii) DC-D- Health, Housing, Labour and Social Welfare
- (xiv) DC-E- Administration, National Security and Local Authorities.
- (xv) DC-F- Finance, Planning and Trade
- (xvi) DC-G- Administration of Justice and Legal Affairs.
- (xvii) DC-H- Defence and Foreign Affairs

D. **Ad hoc Committees**

These Committees are formed as and when, the need arises pursuant to terms of reference in a resolution in a resolution of the House. In this Parliament, (the Eighth Parliament) there have been four *ad hoc* Committees; viz:-

- (xviii) Select Committee on Corruption
- (xix) Select Committee on Constitution of Kenya Review Act, 1997
- (xx) Select Committee on Broadcasting
- (xxi) Select Committee on Constitution of Kenya Review Commission (Amendment) Act, 2000.

2.2 The number of Committees that would need service on a continuous basis would be seventeen (17).

2.0 **HUMAN RESOURCE**

Service to Committees require the following Human Resource in proportions that would avail at least two officers at each sitting. The various categories of the staff are:-

(i) **Clerk of Committees\Director**

- qualification as per Scheme of Service;
- the head of the Directorate;
- in-charge of the operations; allocation and assignment of work/duty to the staff in the Directorate;
- co-ordinates with other Directorates;
- member of the Board of Management
- annual staff appraisal reports.

- advises the Speaker, Presiding Officers and Members on all aspects of the procedure, practise, precedents of operations of Parliament;
- attends at the Table of the House.

(ii) **Principal Clerk Assistant**

- qualification as per Scheme of Service;
- the head of Division and deputizes the Director;
- responsible for the day to day operations of the Division;
- supervisor of the officers in the Division;
- keep records of the reports of all Committees and follow their disposal;
- prepare weekly Schedules of Sittings of Committees;
- clerk the Liaison Committee.

(iii) **Senior Clerk Assistant**

- qualification as per Scheme of Service;
- head of Section;
- responsible for day to day operations of the section which would include a cluster of not more than four Committees;

(iv) **First Clerk Assistant**

- qualification as per Scheme of Service;
- head of secretariat of at least one Committee, including its day to day operations;
- do research for Committees;

(v) **Second Clerk Assistant**

- qualification as per Scheme of Service;
- will serve alongside a senior Clerk in the Secretariat of at least one Committee.

(vi) **Third Clerk Assistant**

- qualification as per Scheme of Service;

- though ideally a training position, the officer will work in the Secretariat at least two Committees
- (vii) **Executive Officer/Administrative Assistant:**
- during the sittings of the Committees and in between, there is need for staff to secure the venues and keep the facilities and documents in place: Often one notices interruptions of sittings, as a result of the lack of personnel to secure the entrances;
 - qualification will be as per Scheme of Service;
 - to be drawn from Corporate Services.
- (viii) **Secretaries (for typing and record keeping and files)**
- qualification as per Scheme of Service;
 - often the Clerks heading Secretariats of Committees may not be able to do their typing, as they may be engaged in other official work. There is need for Secretaries to carry out the typing, record keeping, filing, follow-up on correspondence, *et cetera*.
 - to be drawn from Corporate Services.
- (ix) **Messengers (for Committee and office cleaning)**
- qualifications as per Scheme of Service;
 - these will be drawn from Corporate Services.

3.0 **FACILITIES AND EQUIPMENT**

The work of Committees will require the following facilities:-

- (i) appropriately laid out Committee Rooms;
- (ii) equipment for recording of proceedings;
- (iii) high capacity typewriters, computers, printers and photocopiers, staplers, punches ;
- (iv) file cabinets;
- (v) offices for chairmen and staff servicing Committees; these to be situated near each other and the Committee Rooms.

Most of the Facilities and Equipment will be drawn from Corporate Services.

4.0 LOGISTIC SUPPORT AND TRANSPORT

These services will be drawn basically from Corporate Service. It would therefore be necessary that within Corporate Service, suitable transport for use on inspection tours be included. Further, telephones and intercom will be needed in the offices of the Chairmen and staff.

5.0 FUNDING OF COMMITTEES WORK

- (i) Funds will be availed by the Commission.
- (ii) A specific item of expenditure to cater for all matters relating to Committees alone be established in the Recurrent budget of the Commission.
- (iii) The exact sums will be worked out for each Fiscal Year.

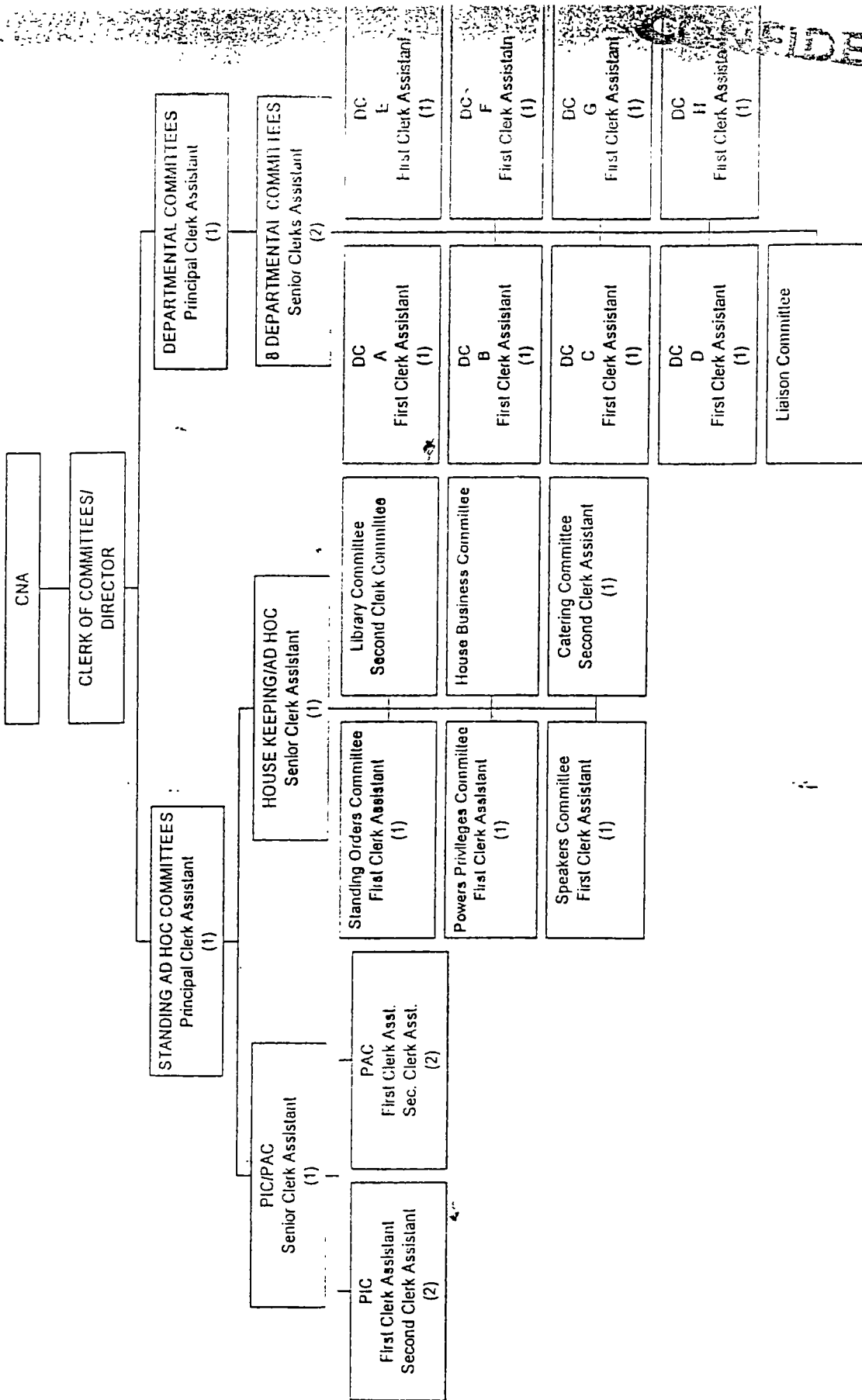
APPENDIX ONE – PERSONNEL NEEDS DURING STRATEGIC PLAN – 2000 – 2012

S/NO.	DESIGNATION	PHASE ONE		PHASE TWO		PHASE THREE	
		Required No.	Cost	Required No.	Cost	Required No.	Cost
1.	Clerk of Committees/ Director	1		1		1	
2.	Principal Clerk Assistant	1		2		3	
3.	Senior Clerk Assistant	2		4		6	
4.	First Clerk Assistant	6		10		16	
5.	Second Clerk Assistant	3		6		8	
6.	Third Clerk Assistant	5		6		6	
7.	Executive Officer/ Administrative Assistant	4		5		5	
8.	Secretaries	6		10		14	
9.	Messengers	2		4		4	
	TOTAL	30		48		63	

APPENDIX TWO - SUMMARY FACILITIES AND EQUIPMENT

S/NO.		PHASE ONE		PHASE TWO		PHASE THREE	
		REQUIRED NO.	COST	REQUIRED NO.	COST	REQUIRED NO.	COST
1	Committee Rooms	8		10		12	
2	Committee Rooms wired for recording	3		4		5	
3	Offices for Chairmen	6		8		10	
4	Offices for Clerks	9		20		30	
5	Offices for Secretaries	6		10		14	
6	Type-writers	2		4		6	
7	Computers	10		16		24	
8	Telephones	for all with varying levels		as in Phase One		as in Phase Two	
9	Intercoms	for all offices		as in Phase One		as in Phase Two	
10	Internet	2		4		10	

APPENDIX SIX



CONFIDENTIAL

NOTE: This Chart will be incorporated in the Master Chart of the Parliament

G. DIRECTORATE OF PROCEDURAL SERVICES
STRATEGIC PLAN FOR THE PERIOD 2000 TO 2012

A. Director of Procedural Services

Job Group: Scale 2

Job Description

Duties and Responsibilities .

- Responsible to the Clerk through the Deputy Clerk for the following:
- Head of the Directorate of Procedural Services of the National Assembly.
- In-charge of production of Order Papers and Votes and Proceedings.
- In-charge of marshalling of Government Bills, Motions and Sessional Papers.
- In-charge of marshalling Party and Private Members' Motions
- In-charge of the processing of Questions and the preparation of the weekly Programme of Business as agreed by the House Business Committee.
- Co-ordination of parliamentary Business with Government Ministries.
- Custodian of parliamentary journals and papers.
- Adviser to the Speaker, Presiding Officers and Members, procedures, practices, conventions and traditions of Parliament.
- Co-ordinate the conduct of Table Research.
- Any other duties as may be assigned by the Clerk of the National Assembly.

Qualification: As per Scheme of Service.

Principal Clerk Assistant (2 posts)

Salary Scale - 3

Duties

To be allocated in the Schedule of Duties.

Qualifications:

➤ As per Scheme of Service.

Working experience

➤ As per Scheme of Service

C. Clerk Assistant I (2 posts)

Salary Scale - 5

Duties

To be allocated in the Schedule of Duties.

Qualifications:

➤ As per Scheme of Service.

Working experience

➤ As per Scheme of Service.

D. Clerk Assistant II (4 posts)

Salary Scale - 6

Duties

To be allocated in the Schedule of Duties.

Qualifications:

➤ As per Scheme of Service.

Working experience

- As per Scheme of Service.

E. Clerk Assistant III

Salary Scale - 5

Qualifications:

- As per Scheme of Service.

RESOURCE REQUIREMENTS

➤ **Office Requirement**

4 Offices with secretarial services.

14 Working offices.

➤ **Equipment**

Each standard office should be equipped with a computer and level 9 telephone facility.

6 Working offices.

➤ **Implementation Phases**

Equipment:

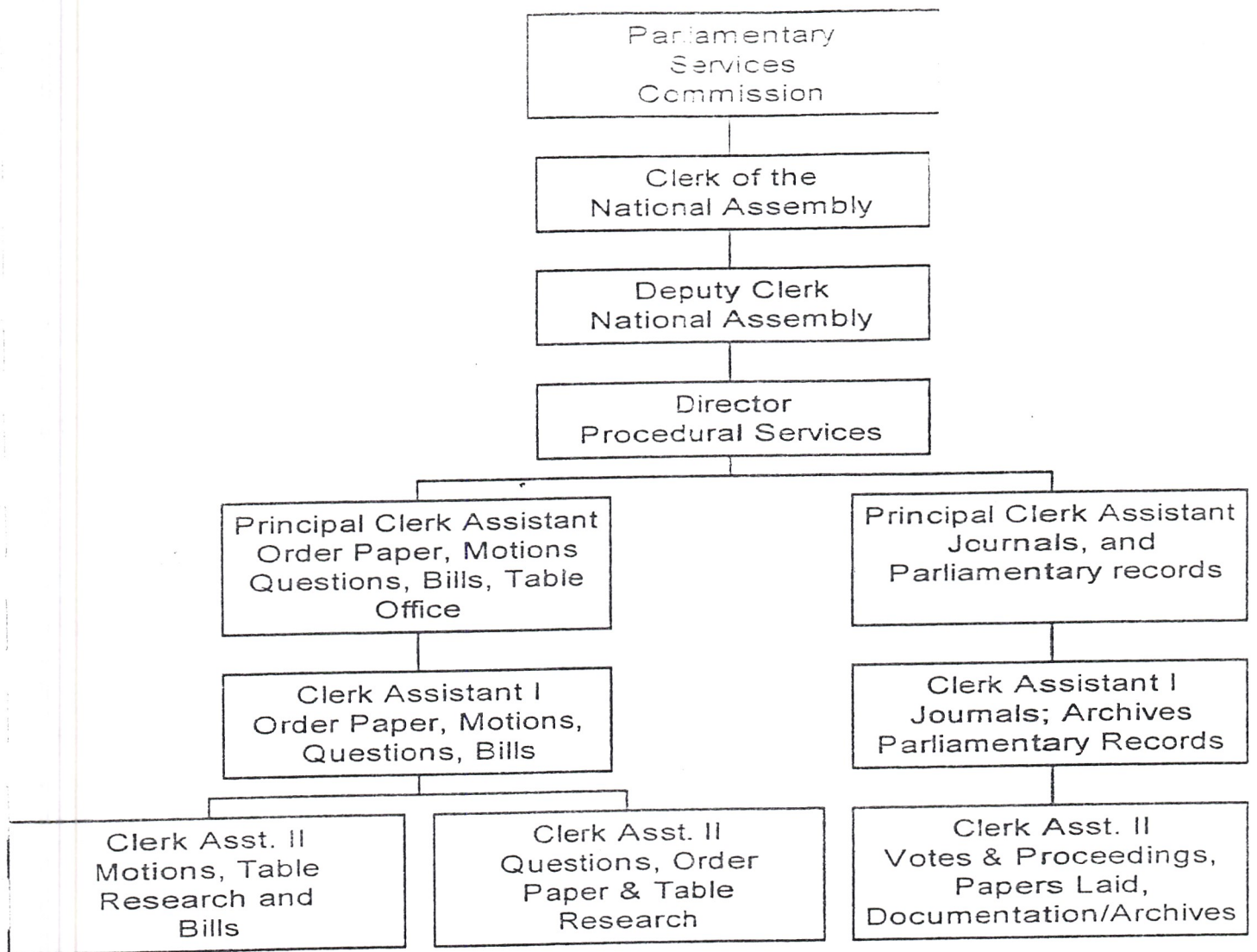
The rehabilitation and replacement of the equipment should be given priority with the public address and electronic machine taking priority; this could be done in a three phase budget cycle.

Staff Complement

The recruitment of Clerks should be prioritised with the first group being in place by the beginning of 2001/2002 Fiscal Year.

Support Staff

The support staff would be sourced from the Directorate of Corporate Services.



CLERK ASSISTANT III – Recruitment & Training Level

The Officers at this level should be shared on rotation and in rations between the respective Directorates in the Speaker's & Clerk's Chambers.

H. DIRECTORATE OF INFORMATION SERVICES

STRATEGIC PLAN 2000 TO 2012

1.0 GENERAL INTRODUCTION

- 1.1 One of the key outputs of the Retreats held by the Commission, in August and October 2000, was the creation of the eight (8) Directorates to manage various roles and functions in order to enable the Parliament and Members do their work efficiently and effectively. The Directorate of Information Services is one of those directorates.
- 1.2 Information, in its various forms, types and kinds, is the main stay of any organization, including a Legislature. Parliamentarians need information to enable them fulfil the functions of Parliament: viz;- legislation, financial appropriation and control, oversight and supervision of governance, *et cetera*. The crucial input of this Directorate is most notable in its integrative nature with the other Directorates. The information and communication processes needed by a Member to accomplish his role and responsibilities is enormous and could not be realized by an individual Member.
- 1.3 The Directorate of Information Services would constitute the Departments of the Library, Research and Information.

2.0 DEPARTMENT OF THE LIBRARY

2.1 INTRODUCTION

- 2.2 The most distinct functions of Libraries is to inform, educate, store, organize and disseminate information. The roles and functions of libraries cannot be fulfilled without the support of an effective, sufficient and efficient information service. An information service in this case refers to a unit or system

designed to provide information to users. The nature and range of services (functions) differ from library to library depending on the nature of the clientele.

2.3 The Strategic Plan for the Department of the Library, address, among others, the following aspects:-

- (i) the appropriate staff and their training needs;
- (ii) space/accommodation and the facilities (equipment)
- (iii) the nature and relevancy of the literature collected..

2.4 The department recognizes the central role that information must play in the effective functioning of a democratic legislature. The activities undertaken by those who provide library and research services for Parliament range from identification, location, interpretation, synthesis and timely delivery of information to in depth analysis and development of choices for the legislature. In addition to the library skills of acquisition, indexing, reference work and use of information technology, there is often need for subject and discipline expertise, significant presentational skills and an understanding of legislative procedures and official publications. The concept service to legislators as the primary clientele, is fundamental to a parliamentary Library.

3.0 GOALS OF THE LIBRARY

- (i) Promote understanding and co-operation between Legislatures and their information services, recognizing the ever growing need for legislators to have access to up-to-date and accurate information about developments world- wide.
- (ii) Encourage programmes to foster the adoption of the latest technologies, including the internet, and their use

within the Directorate; and promote liaison with other libraries and research services so as to disseminate knowledge about new systems and data bases.

- (iii) Promote fruitful relations between parliamentary Libraries and Research and encourage participation of the library staff in regional conferences and other forms of regular contact between parliamentary information services operating within and outside the Commonwealth.

4.0 SHORT TERM PLAN: 2000 - 2002

Staff

- 4.1 There is a great need to increase the number of qualified personnel so as to alleviate the existing dismal provision of service. The Library is currently serviced by only nine (9) staff, i.e. three Librarians, one Assistant Librarian, two Library Assistants, one Clerical Officer, one Typist and one Messenger/Cleaner. There is a need for at least six (6) Library Assistants with a certificate in Librarianship, four (4) Librarian III with a diploma in Library and Information Sciences, four Librarian II with a degree in Library and Information Sciences, four Senior Librarians with post graduate degree in Library and Information Sciences.

Equipment

- 4.2 The Department of the Library would require the following equipment for optimum operation:-

-at least four (4) computers and photocopiers;

Training Needs

- 4.3 Training is required both at the professional level and the paraprofessional/technical level. The professional training may be both at graduate and postgraduate levels. Among the current nine (9) personnel, two require post-graduate training in Librarianship, one requires a diploma in Librarianship and one a Certificate in Librarianship. The existing staff also require training in the use of computers.

Space/Recommendation

- 4.4 The existing space cannot accommodate the ever increasing number of incoming documents/publications. The current working space for the Librarian and his staff is also not enough. Due to congestion it is sometimes difficult to arrange documents in a professional manner.

Library Collection

- 4.5 Most books in stock are out of date. The budget of the Department should be given top priority.

5.0 MEDIUM TERM PLAN 2002 - 2007

- 5.1 Additional staff would be required upon the opening of a new Library in Continental House. The required staff will include librarians and researchers who are professionals in the various disciplines of knowledge. The Research Department will operate hand in hand with the Library department.

Equipment

- 5.2 The equipment required especially for the proposed Library in Continental House will include; reading carrel, personal computers, reading chairs, laserjet printers, fax machines, photocopiers, bookshelves, catalogues, box files, display racks, among others.

Training

- 5.3 The appropriate starting point for training would be to carry out a study of the needs of the entire Directorate of Information Services, so as to establish the specific skills and knowledge suitable for each department. However the staff will undergo continuous training both formally and informally. Regular attachments and/or study visits to Libraries of other Parliaments should be encouraged. These will give the serving officers the necessary exposure and experience.

Space -Accommodation

- 5.4 Once the reconstruction and refurbishment of the Continental House is completed, the Library and Research Centre will provide both library and research services and the current Library will continue with ready reference services. However, the design and layout of the accommodation in Continental House should be done in consultation with professionals in the library and information field including Librarians, System Analysts and Researchers.

Collection (Stock)

- 5.5 The selection and acquisition of books and other

literature will continue to be done in consultation with the users. The Library Committee will play a more active role in the selection of the type of documents books to be stocked. There might be a need for a Book Fund for the updating of the stock in the Library and the Research Centre.

6.0 LONGTERM PLAN - 2007 - 2012

Staff

6.1 More trained personnel and support staff will be required in order to cater for the increase in demand for information from Members and staff. Tentative proposal is for at least 12 professional Researchers, 6 Library Clerks, 6 Library Assistants and 4 Librarians.

Equipment

6.2 The use of modern technology in information processing will be a priority during the period, especially the computers and electronic transmitters of information.

Training

6.3 The more specialized kind of training that is very rare in learning institutions will be needed. Attachments to other Parliamentary Libraries in Africa and outside will be enhanced. This will give the officers an opportunity to share experiences with their colleagues. Attending of Conferences/Seminars of professional associations will be encouraged.

DEPARTMENT OF RESEARCH

7.0 Role and Functions

7.1 The role and function of this department is crucial and should be staffed by specialists in a wide range of disciplines, amongst which are:-

- (i) Law & Government
- (ii) Economics and Finance
- (iii) Education Science and Technology
- (iv) Political and Social Affairs
- (v) Transport and Communications
- (vi) Policy analysis.

8.0 Functions

8.1 This department will have many functions, including:-

- (i) prepare research papers and briefing notes at the request of Members;
- (ii) be available for personal consultations in their respective fields of specialization;
- (iii) provide an explanation, interpretation or professional analysis;
- (iv) assess the strengths and weaknesses of policy options;
- (v) assist in the development of particular points of view;
- (vi) undertake other types of research;
- (vii) provide backup service to Select Committees.

9.0 Publication of current issues

9.1 The subject specialist of the department will maintain a periodically updated inventory of publications on Current Issues, legislation and major public policy questions. There will also be a Current Issues system containing a file of concise reviews on questions of interest to Members. Each review would be revised regularly following a format, which include a discussion of the issue, action taken by the House, a chronology of events and a selected reading list.

10.0 Seminars and Information Packaging

10.1 Seminars on public policy to equip Members and their staff would be prepared by this department. Whereas seminars for Members would focus on issues of national concerns, those for the employees would enable them serve their employers in a better manner. For the latter some of the subjects of address would include:-

- (i) how to obtain your information;
- (ii) how to handle your casework;
- (iii) how to obtain media coverage;
- (iv) how to search through the statutes;
- (v) an understanding of the financial cycle of the government.

10.2 The department would also provide the following services among others:

- (i) extensive searches involving the selection or compilation of information on any topic;

- (ii) useful source material for the work of parliamentarians (e.g. documentation, financial and statistical data, relevant articles from journals);
- (iii) factual information (e.g. addresses, telephone numbers, biographical details);
- (iv) indexing of Sittings and reports of Select Committees;
- (v) newspaper clipping files focusing on news coverage of issues, events and personalities, starting with parliamentarians;
- (vi) copies of newspaper and periodical articles;
- (vii) PARLCAT, the Library's online catalogue;
- (viii) access to PARLCAT, the Library's CD-ROM network;
- (ix) training on use of the Internet, PARLCAT and PARLCD;
- (x) programs and publications about Parliament for the public;
- (xi) up-to-date information through on-line computer searchers of bibliographical, statistical, legal and major newspaper data bases and the Internet.
- (xii) prepare and send to all the Members a weekly publication highlighting recent periodical articles including a list of recent acquisitions on the Internet.
- (xiii) enable Members access the intensive book and periodical collections on all subjects;

- (xiv) maintain a collection of CD-ROMS that would be accessible to Members and their employees via Internet;
- (xv) organize courses and training in introduction, comprehensive and subject specific internet for Parliamentarians, their staff and administrative staff of the Commission.
- (xvi) provide for the acquisition and taping of radio and television shows/programs for collection development, loan and dubbing.

DEPARTMENT OF INFORMATION

11.0 Role and Functions

- 11.1 This department will provide a wide range of integrated technology systems and electronic equipment, including help-desk and information technology training services. It will be responsible for services such as E-mail, PubNet, Internet, Website, *et cetera*.
- 11.2 The Parliament, the Members and Select Committees would be provided access to state of the art office electronic tools, including a leading edge high speed data communications network, electronic equipment, broadcasting and printing services.
- 11.3 For clearer projection of the services a Consultancy on Information Service needs would be mounted. In the meantime, it is recommended that within the medium term of the Strategic Plan, an integrated broadband voice, video and data, local area network (LAN) set up to serve the Members and the Parliament administration. Ultimately, it should be capable of supporting 2,000 to 4,000 users in various buildings housing the other Directorates.
- 11.4 In less technical language, installation of an LAN would enable:-

- (i) each Member have a mini-computer, a television set in his/her office, with a secure Local Area Network (LAN);
- (ii) the computer in the office of the Member would be configured as a file server;
- (iii) all personal computer workstations would be interconnected to share directories; files and printers;
- (iv) the Local Area Network (LAN) would be connected to corporate network infrastructure through Directorates; and
- (v) Corporate Services offered over the network would include:-
 - a) E-mail.
 - b) Fax.
 - c) Dial – In/out services.
 - d) Internet/Intranet.
 - e) Pub Net.

12.0 Explanations of some of the services

12.1 The PubNet would provide Members with electronic access and full text searching capability to parliamentary and other publications including:-

- Hansard
- Weekly Programme of Business.
- Order Paper.
- Votes and Proceedings
- Evidence and Minutes of Select Committees.
- Bills.
- Schedule of Sittings of Select Committees.
- Diary of events within precincts of Parliament;
- In-house magazine.

13.0 Video services

13.1 The system could also consist of the Standard Commercial Cable television to provide services originated and packaged by the Broadcasting Branch of the Directorate from the national and local stations.

14.0 Parliamentary internet

14.1 Members of Parliament would be provided with the following range of services:

- the Internet E-mail.
- the World Wide Web browsing.
- the Usenet Newsgroups.
- file transfer protocol.

14.2 These tools will enable Members and their staff to communicate electronically with others beyond the precincts of Parliament.

15.0 Recruitment and Training

15.1 Introduction

15.1.1 With the latest technological advances and the widening scope and complexities of governmental business, a keen attention has to be paid to the need for better equipped and suitably trained professional staff to operate the directorates of the National Assembly.

15.1.2 That a legislature requires efficient and adequate staff cannot be over-emphasized. Proper recruitment policies and training facilities are two pillars on which to build an efficient and effective legislative service. On the question of essential and desirable qualifications for various categories of parliamentary staff, method of their recruitment,

guidelines for their promotion , it is most essential first to have a clear idea of the role expected to be performed by the parliamentary staff. This in turn would depend on the perception of the function of Parliament itself in the context of the nature of the political system adopted by the country.

16.0 Staff of the Directorate

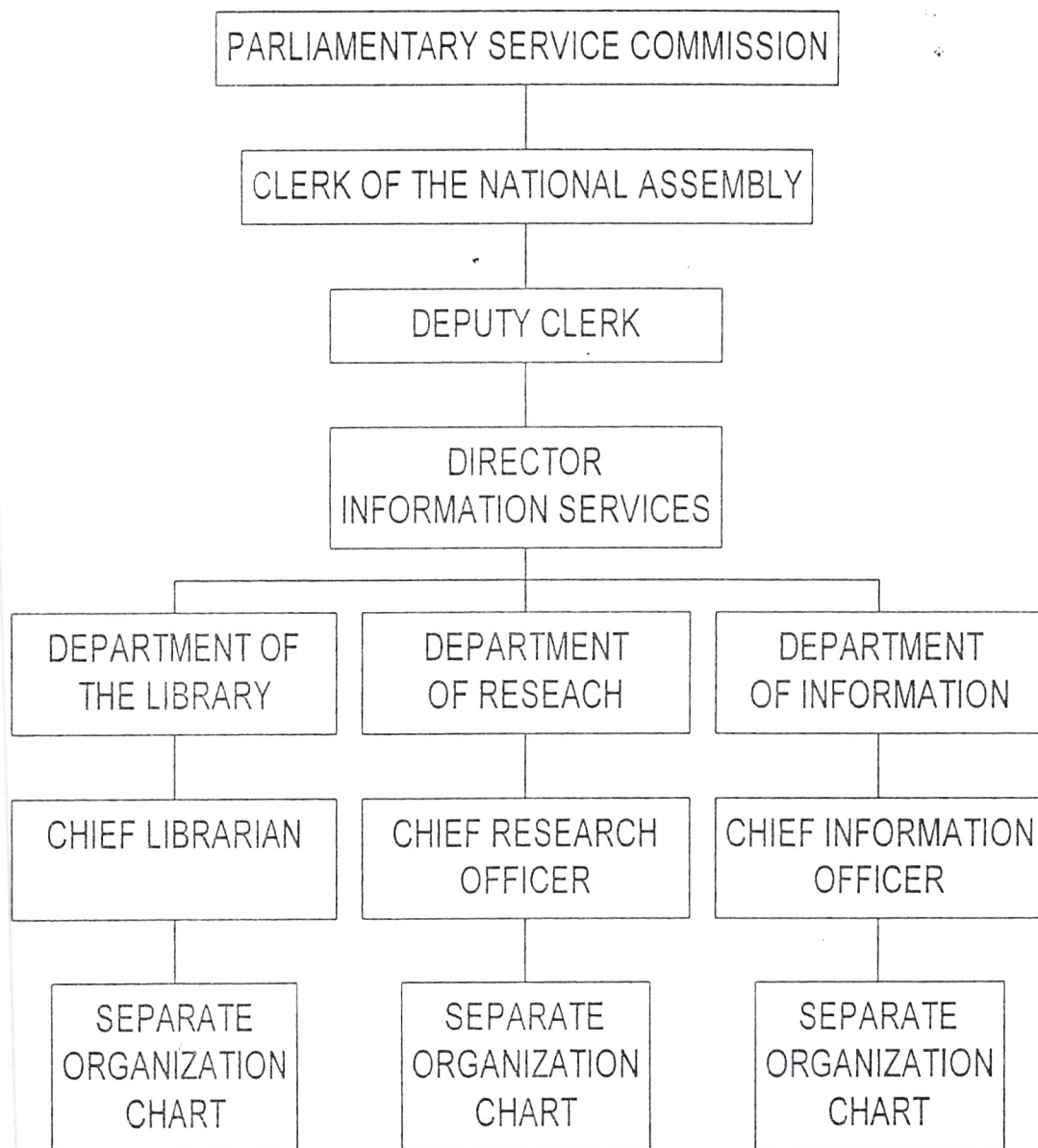
16.1 In particular, the process of creating policy level legislative information systems depend largely on existence of a specially designated and staffed unit which has:

- (i) an understanding of the data resources available;
- (ii) ability to acquire relevant data;
- (iii) tools for producing the required data.

16.2 In addition to technical skills, such a unit must possess familiarity with and sensitivity to the needs and problems of legislators and their staff. The resources of such a unit, supported by legislative leadership, can produce an effective mechanism of high level policy making support.

16.3 The Directorate of Information services unlike others, is very new and is starting from scratch. The setting up of this Directorate require staff of high caliber, professionally and technically. The recruitment and training has to be done jointly and concurrently for the three main departments of the Directorate.

DIRECTORATE OF INFORMATION SERVICES



I. DIRECTORATE OF LEGAL SERVICES
STRATEGIC PLAN FOR THE PERIOD 2000 TO 2012

CREATION AND PURPOSE

1. The Directorate of Legal Services is a new creation in the Parliamentary Service. Its creation is a response to among others, the need to provide legislative drafting services for the fast growing number of Bills introduced in the House, by private members. Above all else, there is the indelible need to correct the perception that has existed, whereby, the Parliament has sourced for all legal services from the office of the Attorney General.
2. The Commission felt that continuation of that relationship with the office of the Attorney General, an office within the Executive, meant that the separation of powers which were necessary for application of the checks and balances within Government, remained ineffectual. Further, the Commission took cognizance of the fact that, they would need their own office to provide them with legal services, advice and representation in litigation.

FUNCTIONS

3. The Directorate of Legal Services would have many and varied functions, however, as of now, it is envisaged to carry out the following:-
 - (i) provide advice to the Speaker, the Parliamentary Service Commission, Members of Parliament and the Clerk of the House on the interpretation of existing as well as proposed laws and related legal issues;
 - (ii) provide legislative drafting services to Parliament in general and to specific Members and Select Committees;
 - (iii) carryout the drafting of Bills to be initiated by the Parliamentary Service Commission, Committees and individual Members;
 - (iv) prepare Bill analysis for use by Committees and Members;

- (v) carryout the tracking of Bills through the process of legislation;
- (vi) prepare draft Acts of Bills upon enactment by the House;
- (vii) prepare final drafts of Assent Copies of draft Acts;
- (viii) study and draft any agreement to be entered into between the Commission and contracting parties;
- (ix) carryout out litigation matters on behalf of the Commission;
- (x) liaise with the legislative drafts persons in the office of the Attorney General on matters relating to Bills introduced by both the Executive and private Members;
- (xi) draft amendments to Bills to be introduced by Members during enactment;
- (xii) study and advice relevant Committee and the House on the status of delegated legislation and other statutory instruments; *et cetera*.

STAFF

4. The actual number of staff of the Directorate may not be surmised at the moment. However, it would be necessary to embark on establishment of the directorate within Phase One of the Strategic Plan. A skeleton number of two counsels, a researcher and a secretary would suffice in Phase One.

DIRECTORATE OF LEGAL SERVICES

