

REPUBLIC OF KENYA




PARLIAMENTARY SERVICE COMMISSION



ANNUAL REPORT 2018/2019

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ABBREVIATIONS AND ACRONYMS

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

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

VISION, MISSION AND CORE VALUES

The Vision, Mission and Core Values of the Parliamentary Service Commission are as follows -

VISION

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

MISSION

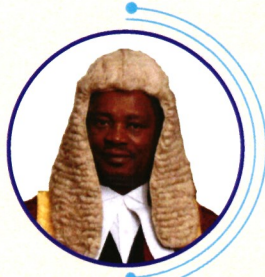
To facilitate the Members of Parliament to efficiently and effectively fulfil their constitutional mandate in a representative system of government by upholding and ensuring the autonomy of parliament in its corporate relationship with other arms of government.

CORE VALUES

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

- **Professionalism and Teamwork:** We shall strive to maintain a high level of competence while promoting teamwork and professionalism.
- **Objectivity and Impartiality:** We shall be objective and impartial in delivery of service.
- **Accountability, Transparency and Integrity:** We shall further maintain the highest level of accountability, transparency and integrity in the discharge of our duties.
- **Efficiency and Responsiveness:** We shall be efficient, provide quality services, and be responsive to the needs of all our stakeholders.
- **Courtesy:** We shall be customer-focused, courteous and accord respect to everyone.

FIFTH PARLIAMENTARY SERVICE COMMISSION



The Hon. Justin B. N. Muturi, EGH, MP
Speaker of the National Assembly and Chairman, PSC



**Hon. (Dr.) Naomi Shaban, EGH, M.P.,
Vice Chairperson, PSC**



**Sen. (Dr.) Beth Mugo, EGH,
MP, Member**



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



**Sen. George Khaniri, MGH,
MP, Member**



**Hon. Aisha Jumwa,
MP, Member**



**Sen. Aaron Cheruiyot, M.P,
MP, Member**



**Hon. Samuel Chepkonga,
CBS, Member**



**Hon. Benson Momanyi,
M.P, Member**



**(Dr.) Lorna Mumelo,
HSC, Member**



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

BOARD OF SENIOR MANAGEMENT



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



Mr. Michael Sialai, CBS, Clerk of the National Assembly



Mr. Clement Nyandiere,
Director General, PJS



Mrs. Phyllis Makau, OGW
Director,
Parliamentary Budget office



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



Mr. Mohamed Ali
Senior Deputy Clerk,
Senate



Ms. Eunice Gichangi
Senior Deputy Clerk,
Senate



Mrs Serah M. Kioko
Senior Deputy Clerk
National Assembly



Mr. Jeremiah Ndombi
Senior Deputy Clerk,
National Assembly



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



Mr. Anthony Njoroge, Director
Litigation & Compliance



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

EDITORIAL COMMITTEE MEMBERS

SR NO.	NAME & DESIGNATION	ROLE
1.	Mr. Clement Nyandiere, Director General, Joint Services	Chairperson
2.	Mrs. Phyllis Makau, OGW, Director, Parliamentary Budget Office	Member
3.	Mr. Anthony Njoroge, Director Litigation and Compliance	Member
4.	Ms. Anne Njoroge, Hansard Editor, National Assembly	Member
5.	Mrs. Gladys Ndeda, Hansard Editor, Senate	Member
6.	Mr. Joel Irungu, Director, Finance and Accounting Services	Member
7.	Ms. Margaret Igane, Principal Human Resource Management Officer	Member
SECRETARIAT		
1.	Ms. Veronicah Kibati, Principal Clerk Assistant II	Secretary
2.	Mr. Osborn Obayo, Senior Clerk Assistant	Deputy Secretary
3.	Mr. Boniface Kiambi, Clerk Assistant III	PSC Secretariat
4.	Ms. Maureen Ochieng, Office of the Director General	Executive Secretary

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



This report is prepared pursuant to Article 254(1) of the Constitution. The Parliamentary Service Commission is mandated to, among others; provide services and facilities to ensure the efficient and effective functioning of Parliament. Thus, during the 2018/2019 period, the Parliamentary Service Commission continued to implement its plan to ensure an optimal working environment for the Members and Staff of Parliament. In this regard, we made significant progress in the construction of the multi-storey office block and refurbishment of the recently acquired buildings within the Parliamentary Square.

One of the strategic objectives under the 2000-2018 Strategic Plan of the Parliamentary Service Commission was to enhance public engagement with Parliament. In this regard, the Commission developed a social media policy and launched various social media

channels, notably Facebook, Twitter, and YouTube. The PSC also reengineered Parliament's website to enhance information sharing and user interface. These platforms have certainly brought Parliament closer to the people through real time dissemination of information pertaining to parliamentary business, as envisaged in Article 118 of the Constitution of Kenya. We encourage members of the public to utilize these resources for information on parliamentary business and to give feedback on matters affecting them.

The eleventh Parliament was the first of its kind in Kenya, following the advent of the presidential system of government and the re-introduction of a bicameral Parliament with a unique mandate and composition. The critical responsibility of putting in place the necessary structures for the operationalization of the bicameral Parliament, therefore, fell upon the Fourth Parliamentary Service Commission. This Commission made great achievements to ensure that the Fifth Commission finds solid structures upon which to provide services and facilities for the efficient and effective functioning of Parliament in this setting.

This report highlights some of the activities by the Commission and both Houses of Parliament, including review of Standing Orders for both Houses, preparation of various procedural manuals, and other transition, induction and orientation documentation.

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

It is my pleasure to present to you the Annual Report of the Parliamentary Service Commission (PSC) for the Financial Year 2018/2019.

**HON. JUSTIN B. N. MUTURI,
EGH, MP,
Speaker of the National
Assembly and Chairman,
Parliamentary Service
Commission**

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

The Parliamentary Service Commission (PSC)'s Annual Report provides an opportunity to appraise the public on the activities of the Commission within a financial year. It also allows us to reflect on the achievements, opportunities, and challenges of the year. All these are necessary for planning for the next year. Therefore, this report highlights the policies developed and activities undertaken in line with Commission's mandate under Article 127 of the Constitution of Kenya, the Parliamentary Service Act, and the PSC Strategic Plan 2008-2018.

In 2018/2019, the Commission supported the Houses to conduct their legislative, oversight, and deliberative functions. This report outlines some of the outputs of the respective Houses. We also continue to enhance the capacity of Members and staff through training and benchmarking initiatives and other capacity building programme some graciously implemented through the support of development partners.

Optimal staff performance is essential for efficient and effective functioning of Parliament. In this regard, Parliamentary Service Commission continues to implement policies and systems for staff recruitment, induction, placement, motivation and appraisal, promotion, discipline, training, and Continuous Professional



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

Devolution is a critical pillar of in the Constitution. Devolution is indeed cited as one of the national values and principles of governance, which are binding on all state organs. Therefore,

Parliamentary Service Commission continues to support devolution through the various capacity building programmes for different counties, facilitated by the Centre for Parliamentary Studies and Training (CPST) and staffers of Parliament. We have also implemented an attachment programme that allows staffers of the county assemblies to visit various departments and offices of Parliament for benchmarking and learning purposes.

In all these, I am grateful for the leadership and guidance of the Chairperson of the Commission, as well as Members of the Commission, for their steadfast and commitment in ensuring an effective and efficient Parliament through the development of necessary policies and budgetary allocation. I am also grateful to the Members of Parliament, staff, development partners, and our stakeholders for their continued support in facilitating the work of the Commission.

J. M. NYEGENYE, CBS
Clerk of the Senate and
Secretary, Parliamentary
Service Commission

EXECUTIVE SUMMARY

This report captures the operations of the National Assembly, the Senate and the Parliamentary Joint Services during the 2018 – 2019 Financial Year. The Twelfth Parliament was sworn in on 30th August 2017 and among other activities, Parliament took part in capacity building initiatives, including tailor-made trainings, Speakers' Round Table with Kenya Private Sector Alliance (KEPSA), House Leadership retreats and meetings that were geared towards ensuring an effective and efficient Parliament.

The two Houses of Parliament hosted His Excellency President Uhuru Kenyatta on 4th of April, 2019 for a joint parliamentary address. The President submitted reports on all the measures taken and the progress achieved in the realization of the national values, on the progress made in fulfilling the international obligations of the Republic and, on the Nation's Security, in accordance with Article 132(1) (b) and (c) and Article 240(7) of the Constitution, also received reports from Constitutional Commissions and Independent Offices, Government Ministries, agencies and departments, pursuant the Constitution and relevant Acts of Parliament.

During the Period under review, Parliament processed treaties, protocols, and agreements; as well as anti-Parliamentary engagements that included in forums under the auspices of the East African Legislative Assembly (EALA), the Pan-African Parliament, the Inter Parliamentary Union (IPU), the Commonwealth Parliamentary Association (CPA) and the Forum of Parliaments of Member States to the International Conference on the Great Lakes Region (FP-ICGLR), Parliament also undertook vetted nominees to various public offices, considered the Budget Policy Statement and Budget Estimates, and training of staff to build their capacity.

In the period under review, the Commission approved the hosting of Centre for Innovation in Parliament/Inter-Parliamentary Union for the East African Region by Parliament of Kenya and further approved the housing of the East African Parliamentary Institute (EAPI) at the Centre for Parliamentary Studies and Training (CPST) grounds. Additionally, this was the launch of EAPI's housing at the CPST Grounds in Karen was graced by the EALA Speaker in the Company of the Speaker of the National Assembly and Chairman, Parliamentary Service Commission.

On the projects in Parliament, during the period under review, the Parliamentary Service Commission held several consultative meetings with project stakeholders including the Cabinet Secretary and Principal Secretary in charge of infrastructure and public works, the project consultant and the main contractor for the multi-storey office block project to fast track the completion of projects.

This report details the key undertakings of the various Committees of both the National Assembly and the Senate, including those of the Directorate of Committee Services, the Directorate of Legislative and Procedural Services, the Directorate of Legal Services, the Hansard Department, and the Office of the Serjeant-at-Arms. Others details captured are the activities of the Directorate of the Speaker's Office in both Houses and the involvement of Parliament in sporting activities.

PARLIAMENTARY SERVICE COMMISSION SECRETARIAT



Members of The Commission at the inaugural researcher's conference

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

The Secretariat specifically performs the following functions:

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

Mandate and Operations of the Parliamentary Service Commission

In order to facilitate the proper discharge of the Commission's mandate under Article 127 of the Constitution, the Commission works through the following seven (7) committees: -

- 1) **Committee on Finance;**- oversees all financial transactions of PSC; controls; evaluates and monitors the Commission budget; negotiates for all funding for the Parliamentary Service Commission; ensures there is adherence to prudent financial management and establishes priorities and goals of development for the two Houses of Parliament.
- 2) **Committee on Staff Welfare;**- oversees recruitment; appointments; promotions; terms and conditions of service of the staff of the Parliamentary Service, including dealing with disciplinary issues.
- 3) **Committee on Tender and Procurement;**- ensures that the procurement process in the National Assembly adheres to

the procurement procedures' rules and regulations as provided under the Public Procurement and Disposal Act of 2005.

- 4) **Committee on Members' Welfare;** - ensures that the necessary and appropriate policies are put in place regarding the provision of facilities and service for Members. It also facilitates the review of the terms and conditions of service for Members including ensuring that Members have access to appropriate training programs and exposure through visits to other Parliamentary jurisdictions.
- 5) **Committee on Security and Development;**- ensures that there is adequate/appropriate security within the precincts of the Parliament Buildings. The Committee also oversees development projects implemented by the Commission.
- 6) **Committee on Public Information and Communication;**- ensures that there is a comprehensive communication strategy and policies encompassing media relations, public engagements, internal and external communications, and use of Information and Communication Technology amongst other matters touching on public communication. The Committee on Public Information and Communication's technical arm is the Standing Committee on Public Outreach which coordinates and implements outreach activities for Parliament.
- 7) **Committee on Audit:** - responsible for strengthening the audit function and promoting accountability of public funds.

Board of Senior Management: (BoSM): - The BoSM is in charge of initiating policy proposals for approval by the Commission, advising the Commission on best policy options and in overseeing implementation of the Commission's resolutions. It is the link between the management and the Commission.

POLICY FRAMEWORK

The period under review coincides with the end of the PSC Strategic Plan 2008-2018 and the commencement of the 2019-2030 Strategic Plan.

The new policy direction as captured in the 2019-2030 Strategic Plan was informed by the review of the previous Strategic Plan that identified uncompleted projects and the need for improved efficiency in parliamentary operations. During this period the Commission approved the fourth Strategic Plan for the Parliamentary Service Commission with a vision of having a *Democratic and People Centred Parliament*.

The Strategic Plan identified Seven (7) key Strategic Pillars and Twenty-two (22) Strategic Objectives that the Commission was to focus on during the plan period as shown below and it's upon the pillars that the Commission Secretariat anchored its work.

PERFORMANCE REPORT

During the period under review the PSC Secretariat facilitated the Parliamentary Service Commission, its Committees and the Board of Senior Management to undertake various activities as per its work plan. The Commission held a total of thirty-five (35) meetings of which twenty-four (24) were ordinary meetings and eleven (11) were special meetings. During these meetings the Commission realized the following outputs:

1. Effective Representation, Legislation and Oversight

The Commission facilitated Members of Parliament to attend various training programmes to improve capacity of Members to deliver on legislative, oversight and representation mandates. Following concerns by Members of the Kenyan delegation to the Pan African Parliament in South Africa, the Commission revised the per diem rates for Members and staff of Parliament travelling to South Africa.

2. Excellence in Service Delivery

The launch of EAPI at the CPST grounds in Karen was graced by the EALA Speaker in the company of the Speaker of the National Assembly and Chairman, Parliamentary Service Commission. Through EALA, both MPs and staff will be capacitated in undertaking their legislative duties. In order to ensure uninterrupted service delivery, the Commission filled the vacant positions of Director, Legal Services Senate and National Assembly, Director Legislative and Procedural Services in the National Assembly and Senate and Deputy Clerk in the National Assembly.

The Commission approved the proposal for hosting the inaugural African Parliamentary Researchers Conference. The event brought on board participants from various countries in the African region under the theme “Realizing the Potential of Parliamentary Research Services in African Parliaments”.

3. Provision of Modern Facilities and Secure Working environment for MPs and Staff

- 1) Enhancement of Parliamentary Staff house allowance and allocation to county operations.
- 2) Establishment of Catering Fund Committee with the Clerk of the National Assembly as the Fund administrator.
- 3) The Commission oversaw the recruitment and swearing in of Non-MP Commissioner representing the public in accordance with Article 127(2)(d) of the Kenya Constitution 2010.
- 4) The Commission considered and approved the revised scheme of service for Security and Safety officers and Serjeant-at-Arms serving in the two houses of Parliament.
- 5) Purchase of furniture and other equipment to all Members of Parliament in the 47 counties and 290 constituencies in line with its mandate to provide facilities to members of Parliament to ensure efficient and effective operations.
- 6) The Commission resolved to renew the term

of Prof. (Amb.) Maria Nzomo, CBS a member of the Centre for Parliamentary Studies and Training for a further term of five years. This is expected to fast-track the implementation of the Memorandum of Understanding between the Parliamentary Service Commission and the University of Nairobi through the CPST and the Institute of Diplomacy and International Studies.

- 7) The Commission approved the proposal for hosting the Inaugural African Parliamentary Researchers Conference. The event brought on board participants from various countries in the African region under the theme “*Realizing the Potential of Parliamentary Research Services in African Parliaments*”.
- 8) The Commission continued to implement the Parliamentary Pupillage Programme. During this period six pupils benefited from the program.
- 9) In an effort to secure the parliamentary Square, the Commission continued with negotiations for acquisition of Ufanisi House, Imani House and Ukulima House.
- 10) In an effort to ensure security of Members and staff, the Commission resolved to strictly enforce Speakers rules particularly with respect to visitors allowed in the Members lounges and introduced the recording of visitors details at entrances of Parliamentary Buildings.
- 11) The Commission continued with engagement with the Salaries and Remuneration Commission with a view to ensure benefits for the Members of Parliament are sufficiently provided.
- 12) During this period the Commission approved the proposed hosting of the Centre for Innovation in Parliament/Inter-Parliamentary Union for the East African Region by Parliament of Kenya and further approved the housing of the East African Parliamentary Institute at the CPST grounds. The Launch of EAPI housing at the CPST Grounds in Karen was graced by the EALA Speaker in the Company of the Speaker of the National Assembly Chairman, Parliamentary Service Commission Rt. Honourable Justin Muturi, EGH, MP.
- 13) Following concerns by Members of the Kenyan

delegation to the Pan African Parliament in South Africa, the Commission revised the per diem rates for Members and staff of Parliament travelling to South Africa.

- 14) During the period under review, the Parliamentary Service Commission resolved that an actuarial study be undertaken for setting up of the proposed post-retirement medical scheme for members of Parliament including former members, PSC Commissioners and Parliamentary Staff. The Commission also approved the Bereavement Policy for Members of Parliament including provision for mortuary Expenses and transportation of the deceased to the burial site and funeral expenses.
- 15) Following a study tour to the Bureau of Parliamentary Studies and Training (BPST) of India by the CPST, the Commission resolved to establish a Speaker's Research Initiative to be hosted by the CPST to coordinate workshops on topical issues and tapping into expertise of professionals, Line Ministry experts and experienced former members of Parliament to improve capacity of Members to deliver on legislative, oversight and representation mandates. The Commission considered and approved various Medical Ex-Gratia requests for Members and Staff of Parliament.
- 16) During the period under review the parliamentary service commission held several consultative meetings with the project stakeholders including the cabinet secretary and principal secretary in charge of infrastructure and public works, the project consultant and the main contractor for the multi-storey office block project to fast track the completion of the multi-storey project.
- 17) The Commission considered and approved various staff matters including promotions, confirmation in appointments, study leaves, secondment, discipline cases, re-designation among others.
- 18) The Commission amended the constituency/

county office regulations to address issues of staff recruitment, salary standardization and procedures for termination of staff contracts.

4. Enhanced and Sustained Resource Base

- 1) The Commission resolved to allow the CPST to charge fees for services rendered so as to ensure sustainability of trainings offered at the centre. The Commission further resolved to strengthen the capacity of Parliamentary Budget Office to provide pre-implementation evaluation of capital projects to enhance budget-making.
- 2) The Commission established working relations with Kenya Airways PLC with a view to reducing fares to have interline estimations where Kenya Airways does not have interline agreements.
- 3) The Commission considered and approved various medical ex-gratia requests for Members and Staff of Parliament.
- 4) While considering the audit report of the Parliamentary ICT Chamber system, the Commission resolved that in future, system installation contracts should include provision for service, maintenance and adequate capacity building for knowledge transfer.
- 5) The Commission held consultations with the Inspector General of Police and the Cabinet Secretary in charge of interior and coordination of government for phased implementation of the proposal to identify bodyguards from the Administration Police and surrender all officers from the Kenya Police in line with the restructuring of the National Police Service.
- 6) While considering the Audit report of the Parliamentary ICT Chamber system, the Commission resolved that in future, system installations contracts should include provision for service, maintenance and adequate capacity building for knowledge transfer.

CHAPTER

1.

REPORT ON THE AFFAIRS OF
THE NATIONAL ASSEMBLY FOR
THE FINANCIAL YEAR 2018/2019



1.0 INTRODUCTION

The year under review saw the resumption of House business geared towards implementation of the Calendar of the House, which was composed of sitting days as well as periods of short recess to give MPs time to visit their constituencies, perform committee functions, and take breaks with their families.

During recess, MPs undertook and considered business before committees by scrutinizing various bills, conducted approval hearings for nominees to various state and public offices, and considered financial documents (estimates and other related items) to adhere to constitutional requirements for public participation and statutory deadlines.

The House resumed its sittings on Tuesday, 12th February 2019 after the 2018 December recess. By the end of the fiscal year, the National Assembly had held a total of one hundred and twenty-seven (127) sittings, including five (5) special sittings and one (1) Joint Sitting with the Senate. The Calendar of the House for the year 2019 was passed on 13th February, 2019.

1.1 KEY ACTIVITIES

1.1.1 Special Sittings of Parliament

The House held five (5) special sittings as follows: Three special sittings held on the afternoon of 18th September, 2018; morning and afternoon of 20th September 2018 and two sittings on the morning and afternoon of 18th December 2018.

1.1.2 Swearing-In of Members

In accordance with the provisions of Article 74 of the Constitution, no person shall assume or perform any functions of a state office before taking or subscribing to the oath or affirmation of office. Standing Order 3(5) also provides for Members who are sworn-in at other times besides the first sitting of a new House. The initial swearing-in of the newly elected Members was conducted on 30th August, 2017.

1.1.3 Composition of the House

An analysis of the membership of the National Assembly reveals the following -

(a) Returning Members (155 in total)-	
Elected in Constituencies	140
Elected in Counties	12
Nominated	3
(b) Percentage of first-time vs returning Members-	
Returning MPs	155 (44.4%)
New MPs	194 (55.6%)
(c) Breakdown of Male and Female Members-	
Female MPs	76 (21.78%)
Male MPs	273 (78.22%)
(d) Breakdown of Members by number of terms served-	
5 terms	1
4 terms	9
3 terms	24
2 terms	121
1 term	194

1.1.4 Capacity Building of Members

During the fiscal year, the programs indicated below were organized for members to share information, knowledge and skills of conducting, transacting and managing business of the House and their diverse mandates as defined in the Constitution -

1.1.5 Tailor-made Trainings

In October 2018, the Commonwealth Parliamentary Association Kenya (CPA-Kenya) in collaboration with Commonwealth Parliamentary Association, United Kingdom (CPA-UK) organized a training programme for MPs and staff in Mombasa. The programme was aimed at furthering MPs understanding of parliamentary practices, including comparative analysis of other jurisdictions.

1.1.6 Speaker's Round-Table with the Kenya Private Sector Alliance (KEPSA)

The 2018 Speaker's Round-Table was held in Mombasa on 5th and 6th October 2018 in conjunction with the Kenya Private Sector Alliance (KEPSA). The main objective of the Round-Table was to define the role of the National Assembly in the "Big Four Agenda".

1.1.7 House Leadership Retreats/Meetings

During the beginning of the Third Session (the 2nd half of the 2018/2019 Fiscal Year), a two-day Retreat for the Leadership of the House under the theme: "*Consolidating Synergy and Safeguarding the Gains*" was held between 25th and 28th April, 2019 at the Sarova White Sands Beach Resort and Spa Hotel in Mombasa.

1.1.8 Visit and Address by H.E. The President

During the 2018/2019 fiscal year, the House held one (1) Joint Sitting addressed by H.E. the President on 4th April, 2019 in keeping with the provisions of Article 132(1) (b) and (c) of the Constitution.

The President also submitted the following three (3) reports -

- (a) Report on all the Measures Taken and the Progress Achieved in the Realization of the National Values

referred to in Article 10 of the Constitution;

- (b) Report on the Progress made in fulfilling the International Obligations of the Republic; and,
- (c) Report on the Nation's Security, in accordance with Article 240(7) of the Constitution.

1.2 PARLIAMENTARY PROCEEDINGS AND BUSINESS

1.2.1 Communications from the Chair

The Speaker continued to guide the House on various matters through communications and rulings from the Chair, pursuant to Standing Order 40. These included communication on the following, among others -

1. No. 32 of 2018 on investigatory mandate of House Committees and the conduct of Members in Committees.
2. No. 33 of 2018 on guide on the Report of the Inquiry into alleged importation of illegal and contaminated sugar into the country.
3. No. 34 of 2018 on guidance on methodology of approving nominees for appointment to public offices.

1.2.1 Messages

1.2.1.1 Messages from the President

There were fifteen (15) Messages from the President including the following -

1. Message No. 10 of 2018 on nomination of persons for appointment to the offices of Chairperson of the Public Service Commission, and Chairperson and Members of the National Gender and Equality Commission;
2. Message No. 11 of 2018 on nominees for appointment to the positions of cabinet secretaries, principal secretaries Cabinet Secretaries, Principal Secretaries; High Commissioners and Ambassadors; and
3. Message No. 12 of 2018 on nomination of persons for appointment to the offices of Chairperson and Members of the Independent Policing Oversight Authority.

1.2.1.2 Messages to the Senate

There were nineteen (19) Messages to the Senate including the following -

1. Message No. 9 on the passage of the Copyright (Amendment) Bill, 2017;
2. Message No. 10 on the passage of the Public Private Partnerships (Amendment) Bill, 2017; and
3. Message No. 13 on the passage of the County Governments Retirement Scheme Bill, 2018.

1.2.1.3 Messages from the Senate

There were eighteen (18) messages from the Senate including the following -

1. No. 7 on the passage of the County Governments (Amendment) (No.2) (Senate Bill No. 7 of 2017), National Flag, Emblems and Names (Amendment) Bill (Senate Bill No. 8 of 2017), and the Assumption of Office of the County Governor Bill (Senate Bill No. of 2018);
2. No. 9 on the passage of the County Boundaries Bill (Senate Bill No. 6 of 2017), and the County Attorney Bill (Senate Bill No. 3 of 2018)
3. No. 10 on passage of the Office of the County Printer Bill (Senate Bill No. 7 of 2018) and the Disaster Risk Management Bill (Senate Bill No. 8 of 2018); and
4. No. 11 on passage of the Food Security Bill (Senate Bill No. 12 of 2017), the County Statistics Bill (Senate Bill No. 9 of 2018) and the Salaries and Remuneration Commission (Amendment) Bill (Senate Bill No. 12 of 2018).

1.2.1.4 Papers Laid

During the period under review, a total of nine hundred and twenty-four (924) Papers were laid before the House as follows:-

1. Reports from various institutions – 651
2. Committee Reports – 191
3. Annual Reports from Constitutional Commissions and Independent Offices – 31

1.2.2 Petitions

1.2.2.2 Petitions conveyed by the Hon. Speaker pursuant to National Assembly Standing Order 225(2)(b)

The following are some of the Petitions conveyed by the Speaker pursuant to SO. 225 (2) (b) -

1. Removal from Office of Members of the National Land Commission
2. Introduction of Mau Mau Liberation Struggle Movement Private Bill
3. Enactment of Legislation on National Health Referral and Training Hospitals
4. Non-Payment of Dues to Teachers who Retired Between 1997 and 2007

1.2.2.3 Presented by Members of the National Assembly pursuant to Standing Order 225(2) (a)

The following Petitions were presented by Members of the National Assembly pursuant to SO. 225 (2) (a) -

1. De-Gazettement of the 400 Yards Strip in Ngong-Hills Forest for Settlement
2. Implementation of Delocalization Policy by Teachers Service Commission
3. Non-Issuance of Title Deeds to Land owners of Embakasi West Constituency
4. Non-payment of terminal dues to employees of the African Safari Club
5. Transfer of TVET lecturers from Teachers Service Commission to Public Service Commission

1.2.3 Statements

At the end of the fiscal year, there were four (4) zero-hour statements, and general statements, statements by the Leader of the Majority Party on upcoming business, statements by chairs of various committees on responses to queries made to them, personal statements, and statement requests by members to chairpersons of committees. During the 2018/2019 FY, members issued various statements on the floor of the House pertaining to diverse matters.

1.2.4 Parliamentary Questions

During the 11th Parliament, over three hundred and ninety-one (391) questions were submitted, of which one hundred and eighteen (118) were responded to, while in the 12th Parliament, in the 2nd session between February 13, 2018 to August 30, 2018, a total of 131 Questions were referred to various Ministries for

replies before relevant Departmental Committees. A total of 310 Questions were submitted during the new procedure from 2nd October 2018 to 6th December 2018 and seven Questions for Written Reply.

1.2.5 Motions

A total of one hundred and ninety (190) motions were introduced in the House as follows -

No.	Type of Motion	Total	Number Adopted	Number Negative /Dropped/ Awaiting Debate
1	Procedural Motions	50	50	0
2	Special Motions for Appointment of Nominees to State & Public Offices	17	17	0
3	Motions of Adjournment to discuss urgent matters	3	3 but no question put	0
4	Motions to adopt Committee & Delegations' Reports	81	54	27
5	Individual Member's Motions	25	19	6
6	Motions for enforcing Committee membership changes/ House calendar/ Covid-19 response	5	5	0
7	Motions to adopt Senate amendments or Mediated Versions of Bills	9	6	3



Photo of Parliament Buildings

1.3 LEGISLATIVE PROPOSALS AND BILLS

1.3.1 Bills

During the 2018/2019 fiscal year, the National Assembly considered a total of ninety-eight (98) Bills, where 31 were from the Executive (through the Leader of the Majority Party), 11 were from Committees (through Chairpersons of Committees), 30 were from Individual/Private Members and 26 were from the Senate.

1.3.2 Status of National Assembly Bills in the FY 2018 / 2019

1.1.1.1. Bills passed and Assented include

1. The Building Surveyors Bill, 2017
2. The Energy Bill, 2017
3. The Tax Laws (Amendment) Bill, 2018
4. The Statute Law (Miscellaneous Amendments) Bill, 2018
5. The Health Laws (Amendment) Bill, 2018

1.3.3 Bills Passed but Awaiting Assent (as at 30th June 2019)

1. The Statute Law (Miscellaneous Amendments) Bill, 2019

1.3.4 Bills Passed and Referred to Senate for consideration include:

1. The Irrigation Bill, 2017
2. The Government Contracts Bill, 2018
3. The County Governments Retirement Scheme Bill, 2018

1.3.4 Constitution of Kenya (Amendment) Bills

In the period under review, one Bill seeking to amend the Constitution, namely The Constitution of Kenya (Amendment) (No. 2) Bill (National Assembly Bill No. 5 of 2018) was introduced. The principal objective of the Bill was to amend Articles 101(1), 136(2)(a), 177(1)(a) and 180(1) of the Constitution of Kenya by changing the existing date for the general election for MPs, the President, MCAs, county governors and deputy county governors from the second Tuesday of August in every fifth year to third Monday in December in every fifth year.

1.4 STATUTORY INSTRUMENTS

During the period, a total of forty-four (44) Statutory Instruments were submitted to the National Assembly of which twenty-one (21) instruments were approved by the House, three (3) were recommended for revocation to allow republishing by the regulation-making authority, eight (8) were annulled by the House and twelve (12) were pending consideration in the next fiscal year.

1.4.1 Treaties, Protocols, and Agreements

A number of protocols and agreements were tabled in the House for ratification in accordance with the Treaty Making and Ratification Act, 2012 during the fiscal year including the Agreement establishing the African Continental Free Trade Area (AfCFTA); East African Community Protocol on Cooperation of Meteorological Services; East African Community Protocol on Information and Communication Technology Networks, and, Protocol to Eliminate Illicit Trade in Tobacco Products

1.4.2 International Desks 2018/2019

(1) The Pan African Parliament (PAP)

The events attended include the Committee Sittings of the Pan-African Parliament from 4th to 11th August, 2018, in Midrand, South Africa, the First Ordinary Session of the Fifth Parliament of the Pan-African Parliament from 18th October to 3rd November, 2018, in Kigali, Rwanda; and 11th Annual Women's Conference of the Pan-African Parliament held from 31st October to 1st November, 2018, in Kigali, Rwanda.

(2) The African, Caribbean, Pacific-European Union Joint Parliamentary Assembly (ACP-EU – JPA)

The events attended included the 51st Session of the ACP Parliamentary Assembly and the Inter-sessional meetings of the ACP-EU Joint Parliamentary Assembly, 9th to 11th October, 2018 in Brussels, Belgium; the 52nd Session of the ACP Parliamentary Assembly and 36th

Session of the ACP-EU; and the Joint Parliamentary Assembly from 28th November to 5th December, 2018 in Cotonou, Benin.

(3) The Inter-Parliamentary Union (IPU)

The events attended included the High Level Political Forum on Sustainable Development and Related IPU Activities from 9th to 18th July, 2018 in New York, USA and the 139th Assembly of the Inter-Parliamentary Union (IPU) from 10th to 20th October, 2018 in Geneva, Switzerland.

(4) The Commonwealth Parliamentary Association (CPA)

International events attended included:

- a) Budget and Coordinating Committee Meetings from 13th – 22nd January, 2018 Yaoundé & Buea, Cameroon
- b) 3rd Professional Development Seminar of the Society of Clerks-At-The-Table, (SoCATT), Africa Region from 1st to 5th July, 2018, in Windhoek, Namibia
- c) Budget Committee Meetings from 17th to 20th July, 2018, Nairobi, Kenya
- d) Coordinating Committee Meetings from 19th to 21st July, 2018, Nairobi, Kenya
- e) 49th Africa Region Conference from 13th to 22nd August, 2018, Gaborone, Botswana
- f) CPA Africa SoCATT Steering Committee from 9th to 12th November, 2018, Avani, Victoria Falls, Zambia
- g) CPA Fundamentals Programme on Parliamentary Practice and Procedures from 19th to 24th November, 2018 Witwatersrand, South Africa

1.4.3 Friendship Groups

The following are some of the activities that were undertaken by Caucuses and Friendship Groups during the period under review –

- a) The Global Disability Summit, 22nd to 28th July 2018, London, UK
- b) One Young World Summit, 17th to 20th October,

2018, The Hague, Netherlands

- c) The 10th Consultative Assembly of Parliamentarians for the International Criminal Court and the Rule of Law (CAP-ICC)
- d) The 40th Annual Forum for the Parliamentarians for Global Action (PGA), 16th to 17th November, 2018, Kiev, Ukraine
- e) Kenya- China PFG, Visit to the National Assembly by the China-Kenya Friendship Group 11th to 15th November, 2018 National Assembly
- f) World Scout Parliamentary Union 12th to 15th November, 2018, Bangkok, Thailand

1.5 KEY PROCEDURAL ISSUES AND OTHER DEVELOPMENTS

A number of procedural developments were observed during the 2018/2019 fiscal year -

1.5.1 Budget-related Processes

The fiscal year witnessed the re-introduction the Committee of Supply procedure provided for under Standing Orders 239, 240 and 240A. This entailed having a general debate on the Report of the Budget and Appropriations Committee on the Annual Budget estimates and considering the budget estimates at Committee stage and voting on each Ministry or State Department's Vote and Programmes.

1.5.1 Order in the House and in Committee of the Whole House

During the review of the Standing Orders at the end of the 11th Parliament in June 2017, 2018 the House made the following amendments regarding Disciplinary Powers of the House.

(1) Standing Order 107

Under the provisions for disorderly conduct, there was need to redefine and categorize disorderly conduct into two, which is; 'disorderly conduct' and 'gross disorderly conduct.' This amendment was to expand the definition of 'disorderly conduct' to provide for graduated punishment commensurate to the disorder and penalty to be meted on MPs.

(2) Effect of Suspension

Standing Order 110(a) provides that a member who is ordered to withdraw from the precincts of the Assembly shall during the period of such withdrawal or suspension forfeit the right of access to the precincts of the Assembly and his or her salary and all allowances payable during the period.

(3) Appeal against Suspension

Standing Order 110(b) provides for the procedure for a member to appeal against a suspension to the Committee of Powers and Privileges.

(4) Action to be taken on Refusal to Withdraw

Standing Order 111 was amended to reduce the severity of penalty upon refusal by a member to withdraw when required to do so by the Speaker or the Chairperson of a Committee, having called the attention of the House or Committee to the fact that recourse to force is necessary in order to compel such member to withdraw.

(5) Suspensions from the House

Standing Order 107 (2) provides that the Speaker may call a member whose conduct is disorderly to order, and caution the member; or order the member to withdraw from the precincts of the Assembly for a maximum of four days. Unlike the 2017/2018 fiscal year that had witnessed the ordering of two members from parliamentary precincts, the 2018/2019 Fiscal Year had no case of suspension.

1.5.2 Review of the Standing Orders

In exercise of the powers conferred to it under Article 124 of the Constitution of the Republic of Kenya, the National Assembly, crafted and by resolution adopted its current Standing Orders under the new Constitutional dispensation on 9th January 2013.

On 23rd August 2018, the House further reviewed the National Assembly Standing Orders, thereby publishing the 4th edition of the Standing Orders. The House adopted the Second Report of the Procedure

and House Rules Committee on the consideration of the amendments to the Standing Orders that had been laid on the Table of the House on 5th July 2018, and pursuant to the provisions of Standing Order 265(2), further resolved that the amendments agreed to in the Committee of the Whole House and approved by the House take effect from 30th August 2018.

The general highlights of these amendments were as follows:

1. Introduction of Questions and Statements segment as part of the preliminary business of the House, which is incorporated into the Order Paper;
2. A committee chairperson now has authority to order a non-member of the committee to withdraw from a meeting for disorderly conduct;
3. The Leader of Majority Party informs the House of the date and time when Cabinet Secretaries are required to appear before Committees to reply to Questions;
4. In determining the date Cabinet Secretaries are to appear before committees, the Leader of the Majority Party considers the urgency of the questions as determined by the Speaker and consults with the chairperson of committees so as to synchronize the scheduling of questions with their scheduled committee business.

1.5.3 New Developments in the Session

1.5.3.1 Student presents a Petition at the Bar of the House

Standing Order 25 (a) (b) empowers the Speaker to designate a suitable place in the chamber or at the bar of the House for persons other than the Cabinet Secretary for the National Treasury and Planning to make submissions or presentations before the House. On 11th October 2018, three female citizens, being two minors in school uniform and one adult (Plan International Country Director) approached the chamber and stood at the Bar of the House, in the company of the Serjeant-at-Arms.

The attention of the Speaker was drawn to the presence of these strangers at the Bar of the House, and he directed the Serjeant-at-Arms to immediately draw the Bar of the House. After this was done, the speaker granted leave to the representative of the strangers to introduce themselves and to make known their motive.

1.5.3.2 Vetting of Nominees to Various Public Offices

During the period under review, the nominees to public offices were vetted by the House through its designated Select or Departmental Committees. The National Assembly vetted a total of eight-six (86) nominees for appointment to various state and public offices, approving eighty-five (85) of them and rejecting the appointment of one (1).

1.5.3.3 Brief on Committee Activities for the 2018/2019 Fiscal Year

During the period under review, Committees of the House cumulatively held over 2,500 sittings both in-house and with various stakeholders in execution of their mandate. The meetings were held for various action items.

Over 200 parliamentary questions were raised and responded to before committees. During the same period over 100 legislative proposals were introduced in accordance with Standing Order 114 and subsequently referred to Committees for pre-publication scrutiny. Members of the various Committees undertook domestic and foreign trips, which were aimed at offering opportunities to benchmark with other jurisdictions and share best practices with counterparts in other legislatures.

1.6 NATIONAL ASSEMBLY DIRECTORATES' AND DEPARTMENTS

In the 2018/2019 fiscal year, National Assembly committees performed their functions of summoning of witnesses, vetting of nominees to state offices, facilitating presentation and analysis of evidence, conducting in-depth inquiries, undertaking inspection tours, and scrutinizing legislative proposals among other duties. Over 300 reports were tabled in the House, vetting of nominees to various public offices, Consideration of Budget Policy Statement and the Budget Estimates and training of staff both locally and internationally to build capacity

1.6.1 Directorate of the Speaker's Office

The Directorate has continued to work closely with all parliamentary offices to ensure effective fulfilment of the functions of the Speaker's office. As the administrative arm of the Speaker's office, the Directorate has ensured that the Speaker's office is properly facilitated to effectively and efficiently perform its duties.

During the period under review, the Directorate-

1. Facilitated the Speaker in outreach programmes with a view to improving the image of Parliament
2. Facilitated the Speaker's attendance in various conferences and seminars
3. Was involved in hosting various parliamentary caucuses and diplomatic courtesies
4. Coordinated and attended various Speakers' conferences including the East African Community Speakers' Conference and the PAP African speakers' conference in South Africa

The Media Relations section within the Speaker's office has also been instrumental in highlighting the business of the directorate in the media. The department has been critical in profiling stories and activities of the Speaker's office. This has been done through enhancing parliamentary visibility by placing important information in the local media as well as daily engaging with the editors and reporters to avert negative publicity. During the fiscal year, the National Assembly took an active role in sporting activities, as part of work-life balance.

1.6.2 Directorate of Legal Services

The Directorate of Legal Services (DLS) continued to provide in-house legal services to the National Assembly in fulfilment of its mandate. In 2018/2019, the DLS processed the following -

- a) Drafted, reviewed and published thirty-three Bills originating from the Executive
- b) Formulated and Drafted two hundred and forty-three Legislative Proposals
- c) Prepared twenty-three Vellum Copies
- d) Prepared two hundred and eighty Legal Opinions on admissibility of Petitions
- e) Drafted one thousand and fifty Committee Stage amendments
- f) Scrutinized seventy-two Statutory Instruments
- g) Formulated and drafted seven hundred and thirteen Legal Opinions

1.6.3 Hansard Department

During the year under review, Hansard staff from National Assembly joined their counterparts from the Senate to host the 3rd Conference for Hansard Editors and Reporters from the forty-seven (47) county assemblies in Naivasha. The department also undertook the following -

1.6.4 House and Committee Sittings

A total of 125 Hansard Reports for plenary sessions were transcribed and edited, and copies uploaded on the Bunge website. Secondly, the department provided Hansard Services to some Committees of

the National Assembly. The audio recordings of eighty-six (86) sittings of Public Investments Committee and 128 sittings of the Public Accounts Committee are in various stages of transcription.

1.6.5 Training and Attachments

Four reporters benefited from an attachment program to the Parliament of Ghana where they spent five days interacting and exchanging ideas with staff of the Department of Official Report, Ghana.

Four officers from the department participated in training Hansard staff from county assemblies in a program that had been organized by the Centre for Parliamentary Studies and Training (CPST) at Karen.

Foreign Assignment – Pan-African Parliament Sitting
Every year, the Parliament of Kenya is requested to offer support services to the Pan-African Parliament during its sittings. Arising from such request, one officer provided essential services to the Department of Official Report of the Pan African Parliament.

1.6.6 Serjeant-at-Arms Department

During the period under review, the department performed the following key activities -

1. Enforced Speaker's rules
2. Coordinated and facilitated Presidential addresses
3. Facilitated memorial and funeral services of Members and/or former Members; and
4. Liaised with the Executive for Members' security (Bodyguards)

1.7 THE PARLIAMENTARY BUDGET OFFICE (PBO)

1.7.1 Key Publications and Analytical briefs

Using the Parliamentary Budget Office Macro (PBOM) model, poverty micro module, and macroeconomic diagnostics framework, the directorate spearheaded the following publications -

1. The Budget Options 2018: This document proposed concrete key policy objectives and options that guided budget estimates formulation for the FY 2018/2019 and the medium term; and
2. The Budget Watch 2018: An ex-post budget guide for Members of Parliament and other stakeholders to monitor the implementation of the approved budget for the FY 2018/2019 and the medium term.

The directorate analysed the following budget related documents and made presentations to the BAC –

1. Unpacking of the Budget Estimates FY 2018/19
2. Unpacking of the 2018 Budget Policy Statement
3. Unpacking of the Medium Term Debt Strategy for 2018 and the Medium Term
4. Unpacking of the Budget Review and Outlook Paper 2018
5. Review of the National Government Controller of Budget Reports

1.7.2 Secretariat Support to the Budget and Appropriations Committee (BAC)

The PBO actively clerked, supported and facilitated Budget and Appropriations Committee (BAC) in the preparation of the following documents-

1. The BAC Report on the Budget Estimates FY 2018/19
2. The BAC Report on the 2018 Budget Policy Statement
3. The framework for public hearings, successfully organized and coordinated public hearing on the budget estimates in 12 counties
4. Report of Public Hearing Report on FY 2018/19 budget estimates
5. The Budget and Supplementary Estimate Certificates to the National Treasury
6. Committee minutes, internal memos, letters and other communication documents
7. Support to committee delegations to external committee assignments in South Korea, Germany, Indonesia and preparation of respective reports

1.7.3 Activities under macroeconomic forecasting and data collection

The department undertook the following activities under macroeconomic forecasting and data collection-

1. Review of the quarterly economic and outlook paper released by government
2. Data collection on macroeconomic variables i.e. inflation, exchange rate, interest rates and review of their impact on economic development
3. Review of economic performance and economic forecasting through use of PBOM and Macro-diagnostics tool

1.7.3 Publication of the monthly bulletins Support to the Senate

The department coordinated the support to the Senate Standing Committee on Finance and Budget through analytical brief of the following documents-

1. The Division of Revenue Bill 2018
2. County allocation of revenue Bill 2018
3. The proposed ceilings for the County Executive and Assemblies for FY 2018/19
4. The Cash Disbursement Schedule for FY 2018/19
5. The County Government Controller of Budget Quarterly Reports
6. Monthly Exchequer Releases

CHAPTER

2.

REPORT ON THE AFFAIRS OF
THE SENATE FOR THE FINANCIAL
YEAR 2018/2019



2.0 REPORTS FROM DIRECTORATES IN THE SENATE

2.1 DIRECTORATE OF THE SPEAKER'S OFFICE

The Office of the Speaker is a constitutional office established pursuant to Articles 98(1) (e), 106(1) (a) of the Constitution. The Directorate of the Speaker's Office is the administrative arm which consists of a secretariat responsible for ensuring effective coordination of support services to the Speaker and other Parliamentary Office holders in the Senate.

Activities of the Directorate

1. During the year under review, the Secretariat achieved the following targets in line with its 2018/2019 Work Plan -
 - a) Developing a work flow mechanism for the directorate based on the job descriptions and office hierarchy for ease of internal management of assignments.
 - b) Establishing an interlinkage framework with other directorates for ease of coordination of the activities that are carried out in conjunction with other directorates.
 - c) Adoption of the existing check list for events tracking and preparation for timely completion of assignments.
 - d) Adoption of the existing resolutions tracker in order to ensure timely follow ups on actions that required the Speaker's attention.
 - e) Tracking of the movement of all mails and letters received and dispatched in the office of the Speaker.
 - f) Customizing the existing daily and monthly event tracker for all upcoming activities which is an important tool for reviewing and scheduling events.
 - g) Facilitation of the establishment of various parliamentary friendship groups and diplomatic courtesies.
 - h) Facilitation of the Speaker and panel members in presiding over Senate proceedings.
 - i) Development and implementation of capacity building work plans for staff working in the Speaker's and the political leadership offices.
 - j) Facilitating county visits to the Senate in a bid to build the capacity of counties and deepen the linkage between the Senate and the County Governments.
 - k) Coordinating the Speaker's engagement with various constitutional offices and institutions including Judiciary, Independent Commissions, Council of Governors and County Assemblies Forums.
 - l) The Secretariat facilitated the Speaker and the rest of the Senate leadership in the preparation of travel briefs, talking notes, position papers, presentations, speeches, bilateral briefs, coordination of the travels and provision of logistical support in attending regional and international conferences, summits, forums, benchmarking visits, workshops and meetings.
 - m) The Secretariat facilitated forty seven (47) courtesy calls that were made on the Speaker by Ambassadors, Chairpersons and Commissioners of the independent Constitutional Commissions, representatives of the civil society and the private sector and other citizens.
2. The staff capacity building and training activities were as follows -
 - a) One Officer attended protocol and events management course at ESAMI, Arusha
 - b) Two Officers officers attended the Administrative Management course for Secretaries at CICSR, Lagos Nigeria
 - c) Two officers attended the Administrative Management for Secretaries and Personal Assistants at ESAMI, Arusha
3. The Directorate developed and implemented

the following innovative tasks to enhance service delivery -

- a) Adopted the existing centralized events scheduling in consultation with the Director and the Speaker
- b) Improvement of the activity/events tracker: This is a daily activity catalogue that is useful in scheduling and follow up of activities. The same tool was used for tracking attendance and cancellation of activities.
- c) The implementation of the Speaker's outreach program aimed at creating awareness amongst the public on the role of the Senate in the current governance architecture.

4. Regional, International and Local Conferences, Seminars, Summits and Workshops

The Secretariat facilitated the Speaker and the rest of the Senate leadership in the preparation of travel briefs, coordination of the travels and provision of logistical support in attending the following regional and international conferences, summits, forums, benchmarking visits, workshops and meetings. Some of the engagements during the year include -

- i. Visit to the Houses of Parliament of the UK and France by the Senate Leadership, facilitated by the Westminster Foundation for Democracy, from 20th to 29th January, 2018.
- ii. 139th and 140th IPU Assembly meeting held in Geneva, Switzerland from 12th to 18th October, 2018 and in Doha from 6th to 10th April, 2019 respectively.
- iii. The Speaker's Official visit to the Parliament of the United Republic of Tanzania, Dodoma, Tanzania from 30th October to 2nd November, 2018.
- iv. The speaker was the Chief Guest- Meeting of the FP-ICGLR committee on Women, Children and Vulnerable Persons held at the Intercontinental hotel Nairobi on 21st August,

2018.

- v. National Conference of State Legislatures (NCSL) and its Executive Officers Summit held at Los Angeles, California, USA from 26th July to 6th August, 2018.
- vi. Speaker's Round Table retreat with the KEPSEA held at Leisure Lodge Mombasa county from 22nd to 24th November, 2018.
- vii. A public lecture at Kabarak University Law School by the Speaker on 19th September, 2018.
- viii. The CRA Breakfast meeting with all Senators on CRA recommendations on the Third Generation formula for the allocation of revenue to counties on 25th July, 2018.
- ix. The Speaker hosted dinner for Mr. Saber Chowdhury, President of IPU at the Intercontinental hotel in Nairobi on 22nd August, 2018.

2.2 THE DIRECTORATE OF LEGISLATIVE AND PROCEDURAL SERVICES

2.2.1 Overview of Activities for the FY 2018/2019

In line with its mandate, the Senate held ninety-six (96) sittings during the period under review during which time the House transacted a wide array of business as summarized below -

1. One (1) Joint Sitting, and one (1) Special Sitting were held in April 2019 during which the President addressed Parliament pursuant to Article 132 of the Constitution;
2. Thirty eight (38) Bills were introduced in the House;
3. Thirty nine (39) petitions were admitted and reported to the Senate; and
4. With regard to Statements -
 - a) Seventy two (72) general statements were made pursuant to Standing order 47(1) 203 statements were requested pursuant to Standing Order 48(1);
 - b) Sixteen (16) statements were issued by chairpersons of committees pursuant to Standing

Order 51(1)(a);

- c) Fifty-three (53) statements were made under Standing Order 51(1)(b); and
- d) Four (4) personal statements were made under Standing Order 53.

Legislative and Procedural Matters

2.2.2 Bills

During the period under review, thirty-eight (38) Bills were introduced in the Senate, the County Allocation of Revenue (Amendment) Bill (Senate Bill No. 29 of 2018) was considered and passed by the Senate and referred to the National Assembly. The Bill was then referred back to the Senate without amendments and forwarded to His Excellency the President for Assent. The Assumption of Office of the County Governor Bill (Sen. Bills No. 1 of 2018) was also considered, passed and assented.

2.2.3 House Resolutions

In executing its mandate, the Senate passed a number of resolutions on various matters impacting directly on the welfare of counties.

Key among them were:

1. The County Cash Disbursement Schedule in order to enable operationalization of monthly transfer of funds from the Consolidated Fund Account to the respective County Revenue Accounts;
2. The County Oversight and Networking Engagement (CONE);
3. The Appeals for Transfer of Functions from various counties; and
4. The Budget Policy Statement.

2.2.4 Motions Introduced and Passed or Negated

1. Ninety-six (96) motions were tabled in the Senate during the financial year;
2. Eighty-three (83) Motions were adopted;
3. One (1) Motion was negated; and
4. One Motion (1) was ruled to be unconstitutional.

2.2.5 Petitions

2.2.5.1 Petition Reports tabled during the Session

The Senate Committees continued with consideration of the Petitions before them and, during the session tabled eleven (11) reports thereon. At the close of FY 2018/19, twenty-eight (28) Petitions were pending before various Standing Committees.

2.2.5.2 Communications from the Chair

During the year under review, there were one-hundred and forty-six (146) Communications from the Chair of which, one (1) was on the commencement of the Third Session; one (1) was a welcome note to Senators from recess; one hundred and twenty (120) were on visiting delegations; seven (7) were on House procedure; and seventeen (17) were conveying particular information to the House.

2.2.6 Statements

2.2.6.1 Processing and managing of Statements

During the period under review, there were:

- i) Seventy-two (72) statements made pursuant to Standing Order 47(1);
- ii) Two-hundred and twenty-three (203) statements requested pursuant to Standing Order 48 (1);
- iii) Sixteen (16) Statements by Chairpersons of Committees pursuant to S.O. 51 (1) (a);
- iv) Fifty-Three (53) statements made under S.O. 51 (1) (b); and
- v) Four (4) Personal Statements made under S. O. 53.

2.2.7 Sittings

There were a total of ninety-six (96) sittings in the period under review. Of these, there was one Joint Sitting of Parliament on 4th April, 2019 and one Special

Sitting pursuant to Article 132(1) (b) of the Constitution of Kenya which requires the President to address a Special Sitting of the Parliament of Kenya once every year and at any other time, and, Article 132(1)(c) that requires the President to, among others, once every year, report in an address to the nation, all the measures taken and the progress achieved in the realization of the national values set out in Article 10 of the Constitution.

2.2.7.1 Commonwealth Parliamentary Association

Activities of the Commonwealth Parliamentary Association

1. The Commonwealth African Regional Conference held in Gaborone, Botswana from 13th to 22nd August, 2018.
2. The Executive Committee meeting held in November, 2018.
3. The Commonwealth Parliamentary Association (CPA) launched a new on-line professional development course for parliamentary staff that was developed and will be delivered in collaboration with the School of Continuing Studies at McGill University, Canada, and the International School for Government at King's College, London.
4. The CPA Small Branches Chairperson launched a new on-line digital resource, the Handbook on International Humanitarian Law for Commonwealth Parliamentarians to complement the CPA's parliamentary strengthening work and to enhance the performance of Parliamentarians and parliamentary staff across the Commonwealth.
5. The National Assembly of the Gambia re-joined the Commonwealth Parliamentary Association (CPA) after approval by the General Assembly, at the 64th Commonwealth Parliamentary Conference.

2.2.7.2 The Inter-Parliamentary Union

The Parliament of Kenya participated in the following events of the IPU during 2018/19 FY among others;

1. The 5th Open Government Partnership (OGP) Global Summit held in Tbilisi, Georgia from 17th

July to 19th July, 2018. The summit focused on civic engagement, fighting against corruption, and public service delivery.

2. The 139th Assembly of the Inter-Parliamentary Union (IPU) and Related Meetings held in Geneva, Switzerland from 14th to 18th October 2018. The agenda of the meeting included consideration of the amendments to the IPU statutes and rules and the unfinished business of the 138th Assembly.
3. The World Forum for Democracy meeting held in Strasbourg, France from 19th to 21st November, 2018. The forum was dedicated to gender equality and women's rights.
4. 140th Inter-Parliamentary Union Assembly and Related Meetings held in Doha, Qatar, 6th to 10th April, 2019. Parliament of Kenya was represented at this Assembly by Members of Parliament.

2.2.7.3 The African, Caribbean, Pacific and European Union Joint Parliamentary Assembly (ACP-EU)

Key Activities of the ACP-EU

Parliament of Kenya participated in three key events during the financial year and this included the 51st Session of the ACP Parliamentary Assembly and Inter-Sessional meetings of the ACP-EU Parliamentary Assembly between 9th – 11th October, 2018 – Brussels, Belgium, the 52nd Session of the ACP Parliamentary Assembly and 36th Session of the ACP-EU Parliamentary Assembly between 28th November – 5th December, 2018 – Cotonou, Benin and the 53rd Session of the ACP Parliament Assembly and Thirty-Seventh Session of the ACP-EU Joint Parliamentary Assembly, to be held on 13th – 20th March, 2019 at Sinaia, Romania.

2.2.7.4 The Pan-African Parliament

Activities of Pan-African Parliament in the period under review:

- a) *Committee Sittings of the Pan African Parliament from 4th to 11th August, 2018*

Members of the Pan African Parliament attended the Committee Sittings from 4th to 11th August, 2018. The

meetings covered legislative business as dictated by the mandate of the Pan-African Parliament and under the African Union 2018 theme of “Winning the Fight against Corruption: A Sustainable Path to Africa’s Transformation.” The committees also considered the 2019 work plans and the draft 2018 – 2023 Strategic Plan.

b) *The 1st Ordinary Session of the Fifth Parliament of the PAP, Kigali, Rwanda – 18th October to 3rd November, 2018*

The Parliament of Kenya participated at the 1st Ordinary Session of the Fifth Parliament of PAP held at Kigali Convention Centre, Kigali, Rwanda from 18th October to 3rd November, 2018.

c) *Participation of the PAP to the United Nations Framework Convention on Climate Change (UNFCCC) Conference of Parties (COP 24) in Katowice, Poland from 3rd to 14th December, 2018*

The 24th Conference of the Parties to the United Nations Framework Convention on Climate Change, COP24 was held in Katowice, Poland from 3rd to 14th December, 2018. The key objective of the meeting was to adopt the implementation guidelines of the Paris Climate Change Agreement and in addition see the high-level political phase of the Fiji-led Talanoa Dialogue, which aims to assess progress towards the temperature goals enshrined in the Paris Agreement.

d) *The 2nd Ordinary Session of the Fifth Pan African Parliament took place from 6th to 18th May, 2019*

The 2nd Ordinary Session of the 5th Pan-African Parliament took place from 6th to 18th May, 2019, at the Gallagher Convention Centre, Midrand, South Africa. The theme of the 2nd Session was, “2019, the Year of Refugees, Returnees and Internally Displaced Persons: Towards Durable Solutions to Forced Displacement in Africa”.

2.2.7.5 The East Africa Legislative Assembly

During the period under review, the Assembly held the following meetings:

1. The 12th meeting of the forum of EAC Speakers from the 18th – 22nd September, 2018 in Juba,

South Sudan

2. Launch of the East African Parliamentary Institute, 1st March, 2019 in Nairobi, Kenya
3. 5th Meeting of the 4th Assembly of the East African Legislative Assembly from 28th April to 18th May, 2019, in Arusha, Tanzania
4. The 6th Meeting of the 4th East African Legislative Assembly from the 9th – 29th June, 2019 in the Chamber of the East African Assembly, in Arusha Tanzania.

2.2.8 Roles and Functions of the Directorate of Committee Services

The mandate of the Directorate of Committees Services of the Senate is to provide administrative services to various types of Committees.

2.2.8.1 Activities and Achievements of the Directorate

Towards the realization of the PSC Strategic Plan 2008-2018, the directorate through its Standing, Sessional, House Keeping and Ad hoc committees, undertook the following activities.

2.2.8.2 Strategic Issue 1: New Demands and High Expectations on Parliament

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

Towards facilitating County linkages and engagements, the directorate facilitated the Inaugural Legislative Symposium and further participated in the annual Devolution Conference and the Legislative Summit.

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

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

The Directorate, in conjunction with the Parliamentary Budget Office facilitated the enactment of appropriate laws affecting Counties, including Division of Revenue Bill (DoRB) and County Allocation of Revenue Bill for the Financial Year 2018/19. Furthermore, the directorate through the County Public Accounts and Investment Committee (CPAIC) performed oversight over county governments expenditure by reviewing and considering the reports of the Auditor-General on expenditure of county governments.

2.2.7.6 Strategic Issue 2: Need for Enhanced Public Engagement with Parliament

Objective 4: To Enhance the Public Engagement with Parliament

The Directorate enhanced engagement of Parliament with the public in the course of undertaking committee activities where committee meetings were opened for access by the public especially during consideration of Bills. Memoranda on Bills from the public and stakeholders were received and participation meetings held when considering Bills. County visits were also held where Senators engaged with County Executive, County Assembly Members, officials and the public as part of the oversight and also capacity building roles.

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

Objective 6: Enhancing Staff Performance

The Directorate through its Wellness and Training Committees facilitated capacity building training programs and undertook main-streaming a culture of mentorship programmes that targeted the staff working at the Senate. Seven (7) officers have been trained. Five (5) attended a training hosted at the Eastern and Southern Africa Management Institute (ESAMI) on policy in Arusha, Tanzania and two (2) attended training at the International Law Institute. They also benefited from experiences sharing with their counterparts from other jurisdictions.

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

Objective 10: Enhanced Resource Base and Improved Management of Resources

The Directorate received Kshs. 669, 446, 553 for use by seventeen (17) committees and Kshs. 10,000,000.00 for training of officers in the Directorate. However, after budgetary review, the budget allocation for the Senate committees was reduced to Kshs. 526, 180, 106. Therefore, the absorption capacity of funds in the Directorate was not commensurate with budget allocated.

2.3 DIRECTORATE OF LEGAL SERVICES

2.3.1 Parliamentary Service Commission Strategic Objectives

The directorate took part in the review of the proposed PSC Strategic Plan 2019-2030. Activities undertaken by the directorate in the period under review were in fulfilment of the following strategic objectives of the PSC Strategic Plan 2019-2030:

- i) Strengthening the capacity of Members to make law
- ii) Enhancing service delivery
- iii) Enhancing staff performance; and
- iv) Strengthening the Office of Speaker, Clerk, and

other Parliamentary Offices

2.3.2 Activities Undertaken in the Financial Year 2018/19

During the financial year under review, the Directorate undertook the following activities-

2.3.3 Bills

The Directorate drafted a number of legislative proposals for introduction in the Senate. Thirty-four (34) of the drafted legislative proposals were published and are at various stages of consideration

in the Senate and in the National Assembly. The Bills include the County outdoor Advertising Control Bill, 2018 Senate Bills No. 19 of 2018; the Prevention of Terrorism (Amendment) Bill, 2018 Senate Bills No. 20 of 2018; the County Statutory Instruments Bill, 2018, Senate Bills No. 21 of 2018; the Petition to County Assemblies (Procedure) Bill, 2018 Senate Bills No. 22 of 2018; and the Treaty Making and Ratification (Amendment) Bill, 2018 Senate Bills No. 23 of 2018.

2.3.4 The Africa Colloquium of Legal Counsel to Parliaments

In preparation for the 5th Africa Colloquium of Legal Counsel to Parliament, the Directorate hosted the 1st Meeting of the Council to the Colloquium which was held in the Parliament of Kenya from 9th to 10th October, 2018. The directorate also facilitated the secretariat in organizing and attending the 2nd Council meeting which was held from 29th to 30th April, 2019 at the Pan African Parliament, Midrand, Johannesburg, South Africa.

2.3.5 Conference of Legal Counsel Serving in Legislatures in Kenya

The directorate continues to take a lead in the preparation for the 3rd Conference of Legal Counsel which is scheduled for March 2020. The directorate supported the 1st Counsel meeting which was held at Parliamentary Buildings on 4th to 5th October, 2018 and made preparations towards a Counsel meeting scheduled for September, 2019.

2.3.6 Committee Services

During the year, the directorate assigned legal counsel to serve in all Committees of the Senate. Counsel provided legal services to the Committees ranging from drafting of Bills, drafting amendments to Bills, providing legal opinions, assisting during inquiries and investigations before the Committees.

2.3.7 Pupillage

In accordance with the Pupillage Policy adopted by the PSC, the directorate, in conjunction with the DLS in the National Assembly and in the Parliamentary Joint Services, hosted seven pupils (students at the Kenya School of Law undertaking their Pupillage Programme) between June and November, 2018. The pupils, who successfully completed their pupillage programme, were exposed to the work of the directorate.

2.3.8 Trainings and Attachments

Officers within the directorate had the opportunity to attend a number of trainings in Parliamentary Practice, Legislative Drafting and Legislative Strategic Management in the 2018/2019 Financial Year.

2.3.8.1 Hosted Attachments

The Directorate took the lead in hosting students from Starehe Boys Centre on their Voluntary Service Programme, undertaken in the Senate in August 2018, November, 2018 and in April, 2019. The total number of students hosted by the directorate were seventeen (17).

2.3.8.2 Continuing Legal Education

Counsel participated in various professional programmes offered by the LSK and the East Africa Law Society, as part of continuing legal education. This ensured that the Counsel kept abreast with emerging legal issues and provided a forum for networking with colleagues within the legal profession.

2.3.9 Legislative Drafting Manual

The Directorate undertook the development of a Legislative Drafting Manual which was successfully drafted and printed.

2.3.10 Service on Administrative Committees

Officers of the Directorate have been privileged to serve as part of the membership of the following administrative committees -

- (a) The Senate Board of Management

- (b) The Disciplinary Committee
- (c) The Senate Training Committee
- (d) The Senate Wellness Committee
- (e) The Medical Scheme Implementation Committee
- (f) The staff advisory committee
- (g) Various tender evaluation committees and other ad-hoc committees

2.4 THE HANSARD DEPARTMENT

2.4.1 Activities Undertaken

During the period under review, the department undertook the following activities and functions:

- (i) The Senate Plenary sat for a total of ninety-three (93) sittings. Consequently, the department covered a similar number of sittings during the period under review.
- (ii) The department covered committees of the Senate including, fifty (50) sittings of the County Public Accounts and Investments Committee (CPAIC) and other committees on request.
- (iii) The department successfully covered the inaugural sittings of the Senate outside Nairobi that were held in Uasin Gishu County.
- (iv) On capacity building, the department trained staff locally and internationally. In September, 2018, four members of staff were trained in Parliamentary Practices and Procedures at ESAMI in Kampala, Uganda. The department, through the County Liaison Office, also trained staff from counties on the job and through various interactive sessions at the Centre for Parliamentary Studies and Training (CPST).

Staff of the department actively participated in the Senate Training Committee, the Wellness Committee, and the Committee on planning the Devolution Conference, among others.

2.4.2 Role of the Internal Audit Department

The PFMA Act, 2012 Section (73) and Section (155) requires the national government and county governments to maintain internal auditing arrangements. It further

states that appropriate arrangements shall be made for conducting internal audit according to the guidelines issued by the Accounting Standards Board which should also be in accordance with best practices for internal auditing. The operations of the Internal Audit of Parliament are anchored along the guidelines set by the above law.

2.4.3 Reporting

Section 73(5) of the PFMA states that “every national government public entity shall establish an audit committee, whose composition and functions shall be as prescribed by the regulations.” Sections 174 to 182 of the PFMR deal with the establishment, duties, composition and other details of the audit committees. It is in compliance of these regulations that the department reports functionally to the committee of the Commission on Audit.

The internal audit aligns its operations to the Strategic Issue 6 in the revised PSC Strategic Plan for 2012-2018:

2.4.4 Issue No 6: Need for Enhanced Resource Base and Improved Resource Management

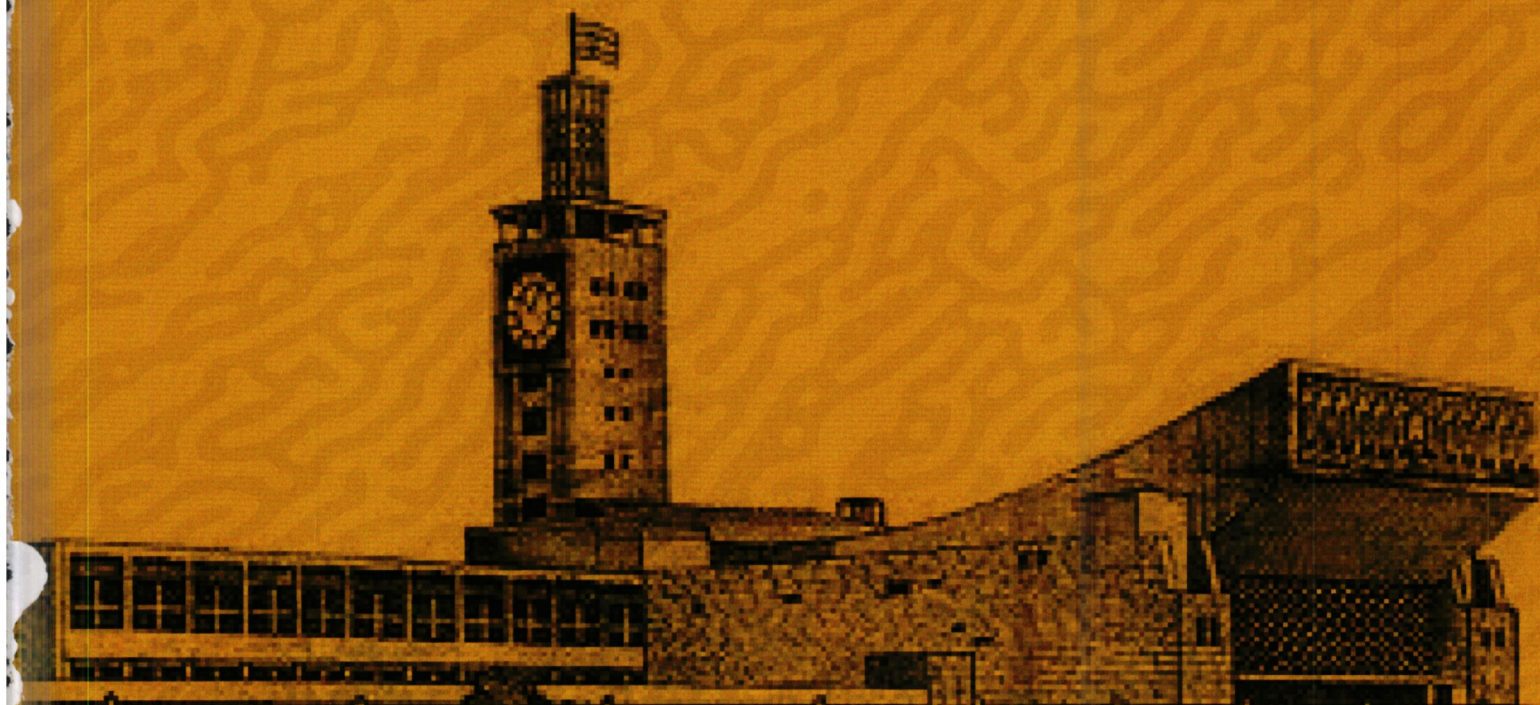
Strategic Objective 10: Enhanced resource base and improved management of resources

In fulfilment of the above strategic objective, the department performed several audits aimed at assuring the Commission that the risks to the objectives set in the revised strategic plan and mitigated in Project management, Contract management, Payroll Management, Cash Office operations, Training in the National Assembly, Finance and Accounting system, Constituency field visits and Constituency liaison office operations.

CHAPTER

3.

REPORT ON THE AFFAIRS OF
THE PARLIAMENTARY JOINT
SERVICES FOR THE FINANCIAL
YEAR 2018/ 2019



3.0 INTRODUCTION

The Parliamentary Joint Services (PJS) is established by the Commission to provide shared services to both Houses of Parliament. Directorates that form the PJS and for which the Director General is responsible for directly supervising and coordinating include:

- a) Human Resources and Administrative Services
- b) Finance and Accounting Services including Procurement services and Constituency/County support services
- c) Research Services including the Library and Printing
- d) ICT Services including Broadcasting
- e) Litigation and Compliance Services

- f) Engineering and Maintenance of Buildings
- g) Security and Safety Services Responsibilities Of The Director-General

The Director-General is responsible for provision of the Commission's shared services to the two Houses of Parliament. The responsibilities of the DG include the day-to-day management and functioning of the Parliamentary Joint Services; the execution of the Commission's decisions relating to the Parliamentary Joint Services; and Accounting Officer, Joint Services with overall responsibility over the finances of the Commission in Vote 2043 both recurrent and development.

3.1 THE DIRECTORATE OF INFORMATION AND RESEARCH SERVICES

3.1.1 Department of Parliamentary Research Services

Activities undertaken in 2018/19 FY are in line with the strategic objectives outlined in the PSC Strategic Plan (2019-2030), thus-

- (i) Strategic Objective 4: To mainstream monitoring and evaluation for legislation and oversight
- (ii) Strategic Objective 5: To strengthen knowledge and evidence-based decision making in the legislature

Subsequently the following activities were undertaken Researchers-

- (a) Provided research and technical support to House Committees of both the National Assembly and the Senate through deployment of research staff to the twenty-nine (29) Committees of the National Assembly and seventeen (17) Committees of the Senate, and to five (5) *Ad Hoc* Committees of both Houses (two in the National Assembly and three in the Senate);
- (b) Provided technical and secretariat support to

- the to the Parliamentary Caucus for Evidence-Informed Decision Making (PC-EIDM);
- (c) Processed a total two hundred and seventy-two (272) individual Member requests during the period at both individual and committee level, comprising of briefing notes to House Committees (129), Motion notes (26) and background papers (117);
- (d) Conducted several capacity building activities which included training of staff (15), parliamentary attachments (4) in Tanzania, Zambia and Namibia), and attendance in conferences (7);
- (e) Hosted the first Inaugural African Parliamentary Conference (IAPARC) in April 2019, which attracted parliamentary researchers from 15 African countries and culminated in the formation of the Association of Africa Parliamentary Researchers (AAPR);
- (f) Supported parliamentary delegations through preparation of conference papers and presentations which included those made by staff (14), Members (7) and House Leadership (11);
- (g) Prepared and disseminated various publications, such as Quality Control Manual, PRS Brochure and Committee Chairpersons Manual (National

Assembly);

- (h) Prepared several public policy analysis reports which included seven (7) policy analysis, twenty-nine (29), and twenty-five (25) Bills analysis.

3.1.2 Department of Public Communications

The Public Communications Department through its publications, protocol, public affairs and outreach programmes seeks to improve the public image of parliament. This is a mandate shared with the Media Relations and Broadcasting Department under the **Strategic Objective 4** of the 2008-2018 Parliamentary Service Commission Strategic Plan (now revised).

Activities undertaken in 2018/2019 FY

- (a) Provided education outreach to an estimated over 20,000 visitors from hundreds of institutions which visited Parliament buildings
- (b) Provided protocol services to over forty-five (45) visiting foreign VIP delegations
- (c) Served in secretariats of various local and international conferences and workshops hosted by Parliament
- (d) Facilitated visas and new generation passports during the period
- (e) Represented Parliament in various inter-ministerial meetings and other forums
- (f) Facilitated training sessions for various entities including county assemblies
- (g) Mentoring and interning programme for young graduates and university students through Senate of the Parliament of Kenya, and
- (h) Provided reception services at various reception areas within the precincts of the Parliament buildings.

3.1.3 Department of Information and Communication Technology Services

3.1.3.1 Activities undertaken in 2018/2019 FY

- (a) Provided systems support and maintenance to the various systems including Hansard Production System (HPS), Smart Human Resource Management System (Smart HRMS), Integrated

Financial Management Information System (IFMIS) Multimedia Digital Congress System (MMDCNS) for both Houses and Committee Room, Email services, Mortgage and Accounting services, Hospital Biometric Smart cards, Biometric for chamber system and Bank payment system and online recruitment portal (which is being revamped);

- (b) Offered user support services to various departments and MPs; and infrastructure (Network) maintenance within Parliament;
- (c) Continued with the infrastructure development and maintenance, as follows:
 - (i) Maintenance of Fibre connection within Parliamentary square
 - (ii) Re-engineering and deployment of new parliamentary Website
- (a) Deployment of Anti-virus (KAV) and filtering software (Cyberoam) on the Parliament network;
- (b) Upgrade and deployment of additional Wi-Fi services in common areas within Parliament Square;
- (c) Contract management for Wi-Fi internet services;
- (d) Deployment of projection equipment facilities in various Committee rooms;
- (e) Maintenance of the entire network infrastructure in Parliament;
- (f) Trained MPs on the use of IT in Parliament's operations and processes;
- (g) Developed technical specifications for various equipment; and
- (h) Participated in various technical evaluation of ICT related works and inspection and acceptance of ICT and related services and equipment.

3.1.3.2 Department of Library Services

Activities Undertaken in 2018/2019 FY

During the 2018/2019 FY, the department continued to offer its services to its clients. The activities undertaken included:

- (a) Prepared a Library Users' Guide which gives an overview of the library history; its mission,

vision and objectives; describes the library functions, the library collection and the services offered.

- (b) Provided awareness and training of the staff of the PRS on access and utilization of the e-resources that the library subscribes to.
- (c) Created a Kenyan Collection within the library, which is a collection of all books about Kenya and those authored by Kenyans, and features biographies and autobiographies of prominent Kenyan personalities including current and former MPs.
- (d) Developed a concept note on Digital Newspaper Subscription, which provided a cost evaluation between the print and digital versions of the newspapers.
- (e) Managed to capture an estimated 95% of all books available in the library on the KOHA library System. The library catalogue currently has approximately 9,000 records.
- (f) Responded to an approximately 400 queries and requests from the users which included committee reports, Bills, Acts, Kenya Gazette Notices, Hansards and Auditor General Reports
- (g) Organized departmental committee reports, sessional papers, Kenya Gazette, Acts, Bills, for ease of retrieval and for binding, and included over 570 various documents laid on the Table of the Senate; and 415 Departmental Committee reports and 1,017 Papers Laid on the Table from the National Assembly.
- (h) Continued with cataloguing and classification of library information materials on the KOHA library management system.
- (i) Updated over 80 sets of Laws of Kenya with each set containing 22 volumes and updated with Issues number 17, 18, 19, 21 and 22.
- (j) Repackaged information through indexes, especially Kenya Gazette for the years 2009, 2010, 2011, and 2016.

3.1.3.3 Department of Media Relations

Media Relations works to provide information to the press and broadcast journalists on the wide-ranging work and activities of Parliament. It strives to facilitate media coverage of the Houses (National Assembly and Senate) and its committees.

3.1.3.4 Activities undertaken in 2018/2019 FY

- (a) Held four media engagement activities including a workshop with Kenya Parliamentary Journalists Association (KPJA) in Mombasa and a retreat with the Editors Guild in Kisumu.
- (b) Used social media to disseminate information about the Business of Parliament to the public.
- (c) Publicized all parliamentary activities including facilitating their live coverage, including Speakers' Round-Table meeting with KEPISA (for both the National Assembly and the Senate), National Prayer Breakfast and Senate *Mashinani* sittings.
- (d) Facilitated the coverage of all Committee sittings and field visits by external media and also covered these activities for use in the social media pages.
- (e) Improved Accreditation of Parliamentary Journalists through the establishment of Accreditation Committee.
- (f) Daily media monitoring and analysis.
- (g) Professionally organized and managed a total of 215 press conferences.
- (h) Organized and facilitated studio appearance for the leadership of the Houses on various shows on television.

3.1.3.5 Parliamentary Broadcasting Unit

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

3.1.3.6 Activities Undertaken in 2018/2019 FY

- (a) Delivered on the parliamentary broadcasts and recordings for the Senate and the National Assembly.
- (b) Covered over 300 sittings of the Senate and National Assembly.
- (c) Covered the first Senate *Mashinani* program in Uasin Gishu County for one week in Eldoret, in September 2018. The Senate transferred its plenary sittings, committees, sittings, public participation hearings and field trips in the greater Rift Valley counties of Elgeyo Marakwet, Nandi, Kericho, Baringo, and Pokot.
- (d) Continued the managing of the YouTube channels and live streaming of Senate and National Assembly.
- (e) Continued with the preparation of concept note for development and management of the content for the SIGNET Bunge and Senate television channels which currently are underutilized.
- (c) Facilitated the Speakers' Round Table Meetings with KEPSA.
- (d) Facilitated training activities for The Centre for Parliamentary Studies and Training (CPST).
- (e) Bound Committee Reports, Newspapers, Papers Laid, Speakers' Rulings and Official Reports (Hansard) for the Library.
- (f) Printed documents for various directorates and committees.

3.1.5 The Audio Services Unit

3.1.5.1 Activities Undertaken in 2018/2019 FY

- (a) Recorded, segmented and archived all the proceedings of plenary sittings of both Chambers of the Houses of Parliament. The department recorded 180 sittings of the National Assembly and 135 sittings of the Senate.
- (b) Recorded and documented 2716 parliamentary committee sittings composed of 1809 committee sittings of the National Assembly and 900 committee sittings of the Senate.
- (c) Recorded, edited and segmented impeachment proceedings of the Governor of Taita Taveta for four (4) sittings.

3.1.4 Printing Press Services

3.1.4.1 Activities undertaken in the FY 2018/19

- (a) Printed 147 bills for pre-publication scrutiny by the National Assembly committees.
- (b) Published various documents for Devolution Conference and the Legislative Summit for the Senate.

3.2 DIRECTORATE OF ADMINISTRATIVE SERVICES

The Directorate of Administrative Services (DAS) is responsible for supervision and providing strategic direction to the Human Resource Management Department, Office Support Services, Catering Services, Human Resource Development, Health Club Services and the Pensions Unit.

Activities undertaken in 2018/2019 FY.

- (a) Preparation of agenda for the Staff Advisory Committee and presentation of cases in regard to promotions, appointments, re-designation, discipline, special duty allowance and acting appointments and implementation of PSC resolutions.
- (b) Recruitment of contract staff for the leadership offices.
- (c) Pensions unit facilitated the smooth transition of officers proceeding on retirement by processing their pension entitlement on attaining the retirement age of sixty. In addition, death gratuity for two members of staff who had passed on was processed and paid out.
- (d) The Pensions Unit carried out a scheme audit and held the AGM for the staff pension scheme.

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

- (e) The Human Resource Department (HRD) processed emoluments for MPs and staff. This involved payment of salaries and allowances to the aforementioned.
- (f) Administration of welfare issues such as compilation and computation of pension entitlement for former MPs and administration of medical cover for MPs and staff through the Medical Scheme Implementation Committee (MSIC).
- (g) The Human Resource Development Department facilitated group and individual trainings both locally and internationally.
- (h) A skills gap inventory was undertaken by the HRD department.
- (i) The Health Club facilitated the 9th edition of

the East African Community games in Kampala, Uganda.

- (j) A fuel card system was implemented for procurement of fuel for Parliament's vehicles leading to improved service delivery.
- (k) A Records' survey was undertaken and a Draft Records Management Policy developed to guide on care and maintenance of records and safeguarding the contents therein. The unit also undertook a records appraisal in the institution.
- (l) Factory inspection for telecommunication equipment for the multistorey building was undertaken, equipment received and confirmed.

AND ACCOUNTING SERVICES PERFORMANCE REPORT FOR THE FINANCIAL YEAR 2018/2019.

The mandate of the finance department is to deal with financial management of the Parliamentary Service which include planning, budgeting, procurement, implementation of the budget and control of expenditures.

Other key functions include the following;

- a) Budget preparation, implementation and control
- b) Authorization of expenditures
- c) Planning and monitoring of Parliamentary programmes and projects
- d) Ensuring proper management and expenditure of public funds as laid down in the financial regulations and procedure
- e) Giving direction and guidance on financial matters
- f) Playing an advisory role as a member of various administrative committees
- g) Procurement of goods and services
- h) Implementation of the budget through expenditure monitoring and evaluation

Achievements during the year

The Department, in conjunction with other stakeholders prepares the annual financial estimates for Parliament and ensures compliance with financial regulations as stipulated by the Government Financial regulations and other statutory requirements.

Activities achieved include: -

- Preparation and finalization of the Budget FY 2018/19 which was approved at Kshs. 33.7 Billion. This budget took cognizance of the two Houses of Parliament and provided for all the activities including development projects.
- The department liaised with Treasury for prompt funding during the financial year.
- The department managed to formulate budgetary programmes as is required by the Public Finance Management Act, 2012 (PFM). Parliament is currently implementing three programmes and has three Votes in accordance with the amended PFM Act 2012.
- The Department has continued to prepare periodic

reports on the financial status of the Parliamentary Services. These reports are submitted to the Parliamentary Service Commission, through the Board of Senior Management.

- Submitted quarterly statutory reports to the Controller of Budget
- Parliament has continued to access adequate funding despite the harsh economic environment facing the country. This has been due to collaborative efforts of the department and the directorate of Finance and Accounting Services.

3.3 CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING (CPST)

The CPST has two critical directorates namely the Directorate of Administration, Finance and Corporate Affairs (AFC) and the Directorate of Curriculum Training and Research (CTR).

3.4 OPERATIONS OF THE DIRECTORATE OF ADMINISTRATION, FINANCE AND CORPORATE AFFAIRS

3.4.1 Financial Performance

The CPST was funded purely from exchequer by the government of Kenya through the annual budget for the PSC. In 2018/19, the CPST was appropriated a gross total annual budget of KES 218.15 Million through the Appropriation Act 2018. Additionally, the annual budget factored in 10 Million Kenya shillings that was to be raised as Appropriation in Aid by the CPST. The total budget was however reduced by KES 32.25 Million through the supplementary budget processes as a result of austerity measures proposed by the National Treasury. This translated to an overall budgetary reduction of 14.8% of the originally appropriated annual budget, leaving KES 185.9 Million to fund activities of the CPST for 2018/19. The CPST did not undertake any reallocations within the year.

3.4.2 Governance

As part of good corporate governance practices, the CPST Board held a total nine (9) meetings while the CPST Board of Management held eight (8) meetings.

Three members of the CPST Board undertook a study visit to Colombo, Sri Lanka to attend an Evaluation Conference from 14th to 21st September, 2018.

Six (6) members of the CPST Board undertook a study visit to McGill University in Canada. The purpose of this study visit was to explore opportunities to extend and deepen collaboration between the two institutions and share experiences in the delivery of the Professional Development Certificate in Parliamentary Management course managed by McGill University's School of Continuing Studies. Eight staff of parliament have benefited from this course under the Memorandum of Understanding between the PSC and McGill University.

3.4.3 Administration

In a bid to improve records management at the CPST, a file classification and indexing scheme was developed in both manual and digital platforms. This scheme enables staff to capture, create, identify, classify store and easily retrieve records as and when required. This system was also introduced to other directorates within PSC through the Directorate of Curriculum, Training and Research (CTR).

In the period under review, three (3) CPST staffers undertook continuous professional development training. The directorate also facilitated training of five (5) staff of the CPST. A staff of the CPST also attended the annual Parliamentary Internship programme (PIP) for foreign Parliamentary officials at the Bureau of Palimentary Studies and Training (BPST), Parliament of India in August 2018. The Directorate also facilitated a capacity development programme for the CPST Training Committee on Monitoring & Evaluation in Dubai hosted by ESAMI.

The Directorate of Administration, Finance and Corporate Affairs held four (4) four meetings for the Financial Year 2018/19. Further, two (2) ggeneral Staff

meetings and thirty (30) CPST Training Committee meetings were also held during the reporting period.

The Directorate of Administration, Finance and Corporate Affairs held a planning retreat between 13th and 16th December 2018 to review progress of the implementation of the CPST work-plans and planned programmes for 2018/2019. This retreat was also used to prepare annual work-plan, annual procurement plan and the annual budget for 2019/20.

The CPST participated in both Senate games held in Nairobi and the East African Legislative Assembly (EALA) games held in Burundi in December 2018.

3.4.4 Corporate Affairs

3.4.4.1 Launch of the East African Parliamentary Institute

The East African Parliamentary Institute (EAPI) was launched at the CPST on 1st March 2019. The objective of EAPI is to harmonize training programmes and parliamentary practices in the member states and cut down the financial leakages relating to capacity building.

3.4.4.2 Hosting of Delegations

In 2018/19, the CPST hosted a total of five delegations from Parliaments in Africa. Ten (10) MPs and thirteen (13) staff from Parliaments of Zambia, Namibia, Uganda, and Sierra Leone were part of these five delegations. The CPST also offered attachment opportunities to four (4) staff from Kwale County Assembly.

The CPST was invited and participated in the Legislative Summit held in Kisumu in April 2019. The CPST also had a marketing booth to display its publication and explain to visitors its mandate. The CPST was also to disseminate the individual county Assemblies learning needs Report for the twenty-one county assemblies that participated in the survey. Further, the CPST conducted data collection for the training impact assessment project undertaken jointly with AHADI.

3.5 OPERATIONS OF THE DIRECTORATE OF CURRICULUM DEVELOPMENT, TRAINING AND RESEARCH

3.5.1 Research and Publications

3.5.1.1 Publications and Dissemination

During the period under review, the CPST concluded printing of the proceedings of the 2nd Annual Global Symposium with support from AHADI.

3.5.1.2 Learning Needs Assessment Reports

The CPST and AHADI jointly conducted Learning Needs Assessment (LNA) for the County Assemblies. During the period under review, the Directorate published LNA reports for twenty county assemblies and they were disseminated during the Legislative Summit in Kisumu.

The MCA induction manual and curriculum was also published and 1005 copies for the induction manuals and 305 copies of the induction curriculum have been received. The manuals were distributed to all the forty-seven County Assemblies and other stake holders in the devolution sector.

3.5.1.3 Evaluation of the impact of capacity building programmes for county assemblies

The CPST in collaboration with County Assemblies organised a comprehensive induction for Members of County Assemblies following the general elections held on 8th August, 2017. The CPST and AHADI subsequently commissioned an assessment of the impact of capacity building programmes for county assemblies based on the 2017 Learning Needs Assessment Report.

3.5.1.4 Hosting the 2nd Annual National Parliamentary Symposium

The CPST organised the 2nd annual Parliamentary Symposium. This activity was held in the month of May 2019 and had participation from the forty-seven (47) County Assemblies, the Ethics and Anti-Corruption

Commission (EACC), Office of Directorate of Public Prosecution (ODPP), Office of Auditor General (OAG), the Civil Society, the academia, media and many other stakeholders.

The symposium provided a platform for knowledge and experience sharing around the theme of fighting corruption. Twenty-five (25) papers including four keynote papers were presented by the ODPP, EAC, Ford Foundation and the CPST.

3.5.1.5 Curriculum Implementation for the PSC Mandatory Promotional Courses

The Directorate of Curriculum Training and Research prepared and implemented PSC mandatory promotional courses during the period under review. This process began with a Training of Trainers (ToT) and content development for the first course: “Introduction to Parliamentary Administration and Customer Care” course. The content was thereafter validated at one-day workshop held at the CPST on 29th May 2019.

3.5.1.6 Training activities in the Financial Year 2018/19

A total of 851 participants were retrained by the CPST in the Financial Year 2018/19. Staff of the County Assemblies in Kenya formed a majority of the participants at 47% followed by members of the county assemblies at 28%. Staff of the PSC constituted 18% of the total number of participants trained by the CPST with the 56 MPs trained forming the remaining 7%.

3.5.1.6 Training for participants from the Parliamentary Service Commission

In 2018/19, CPST conducted five (5) trainings for MPs and seven (7) trainings for staff of the PSC. Among the 56 Members of Parliament trained during the period under review, 43 (77%) were male while the remaining 13 (23%) were female.

A total of 152 staff of the Parliamentary Service Commission were trained with a majority of the participants at 67.8% (103) being male and the remaining 32.2% (49) of the participants being female.

3.5.1.7 Training for Members and staff of the County Assemblies

The Directorate of Curriculum Development, Training and Research organized a total of twelve (12) training for MCAs and fourteen (14) trainings for staff of County Assemblies. The total number of MCAs trained were 242 with 71% being male and remaining 29% being female. In the case of staff of the County Assemblies, a total of 401 were trained with 56% being male and the remaining 44% being female.

3.5.1.8 Collaborative Trainings

Nine (9) training events were organized by the CPST in collaboration with other organizations in 2018/19. Three (3) of these trainings were organized jointly with the United Nations Institute of Training and Research (UNITAR) and Ford Foundation under an MoU between UNITAR and the CPST. A Training of Trainers (ToT) course for staff of Parliament and training for twenty-five (25) Speakers of County Assemblies was similarly organized under this arrangement. Sixty-nine (69) participants were trained under this MoU in 2018/19.

The CPST in collaboration with SOCATT and Agile and Harmonized Assistance for Devolved Institutions (AHADI) organized four (4) trainings for members and staff of County Assemblies locally. A total of 112 participants were locally trained under this collaboration in 2018/19. The CPST also collaborated with the Parliamentary Budget Office (PBO) to conduct a regional training on micro-economic forecasting and modelling with a component of monitoring and evaluation for twenty-one (21) fiscal analysts from regional Parliaments within the EAC.

3.6 FINANCIAL PERFORMANCE / STATEMENT - ANNUAL PERFORMANCE REPORT

Targets and Achievements

No.	KEY RESULT AREA	ACHIEVEMENT
1.	Programmes formulation in line with PBB	Formulated programmes including the KPIs and Outcomes for both Vote 2041 and Vote 2042 for FY 2018/2019
2.	Preparation and finalization of the Budget FY 2018/19	Prepared the final Budget Estimates for two Votes. This was preceded with; <ol style="list-style-type: none"> 1. Preparation of 2 Performance review reports 2. Preparation of 2 Subsector reports 3. Project proposal and status reports
3.	Lobbying for funding in the National Treasury	Continuous meeting with the National Treasury to lobby for a favourable Budget Ceiling
4.	Reallocation and preparation of Supplementary Estimates	Carried out reallocation of funds and preparation of Supplementary Estimates
5.	Disaggregating the Commission's budget and issuing various AIEs to various cost centres.	Facilitated the Accounting Officers in the Issuance of AIEs
5.	Management reports	Prepare several periodic financial performance report to facilitate decision making with the Parliamentary Service
6.	Controller Of Budget reports	Prepared and forwarded 4 reports to the Controller of Budget as per the requirements of the PFM Act
7.	Participation /support to various committees and task forces procurement	Nominated Finance officers and Participation in various task forces and committees within the service
8.	Control of Expenditures	Ensured that expenditures were charged to appropriate accounts

Expenditure Trends

a) Financial Performance of Parliament

VOTE	DESCRIPTION	BUDGET ALLOCATION FY2018/2019	REVISED BUDGET ESTIMATES FY2018/2019	ACTUAL EXPENDITURE	UTILIZATION RATE
		KSHS	KSHS	KSHS	
2041	Parliamentary Service Commission	12,230,000,000	11,543,132,088	9,918,638,736	86%
	Capital Projects	2,700,000,000	1,650,000,000	1,167,773,551	71%
2042	National Assembly	21,855,000,000	20,501,088,955	18,108,312,210	88%
	Totals	36,785,000,000	33,694,221,043	29,194,724,497	87%

From the above table, the overall absorption rate for the Parliamentary Service Commission was 87% of the allocated resources. The absorption rate on capital projects was low mainly due to slow uptake/delays in procurement for a consultant in the purchase and development of CPST land.

b) Financial Performance of Directorate of Finance

The department had a direct management on the budget of Kshs 1.45 Billion under the finance management services during the financial year. In the year under review, the directorate utilized Kshs 1.250 of the allocated budget. This translates to 86% absorption.

3.6.1 REPORTS TEMPLATE: PERFORMANCE AGAINST KEY OBJECTIVES

1) NATIONAL ASSEMBLY

KEY OBJECTIVES: National Legislation, Representation and Oversight by the National Assembly				
ACTIVITY	OUTPUT	PERFORMANCE	ACHIEVEMENTS	REMARKS
National Legislation	<ul style="list-style-type: none"> Number of laws formulated Bills considered and passed Capacity to legislate 	<ul style="list-style-type: none"> The NA considered 98 Bills Submitted 44 statutory instruments; 21 approved by the House; 3 recommended for revocation; 8 annulled; 12 pending 	<ul style="list-style-type: none"> Over 300 reports tabled in the House 	<p>The NA generally fulfilled its mandate, except that there are a few challenges that undermine the Assembly's performance. These challenges include:</p> <ul style="list-style-type: none"> i) Inadequate physical infrastructure suitable for training at the CPST Kar-en offices ii) Allocation of trainers from the houses occasionally suffer delays iii) Delays in payment of facilitators causing trainers apathy iv) Limited staff establishment at the CPST
Oversight		<ul style="list-style-type: none"> Considered 15 messages from H.E. The President Uhuru Kenyatta Presented nineteen (19) messages to the Senate on the status of various Bills under consideration Received eighteen (18) messages from Senate regarding various Bills under consideration The NA considered 924 papers laid before it 391 questions were submitted 118 questions were responded to 131 were referred back to relevant ministries Seven (7) questions were submitted for written responses from various constitutional commissions and independent offices Approved 6 treaties for ratification Considered 3 sessional papers Vetted 12 individuals recommended by the Executive for appointment to public and state offices 	<ul style="list-style-type: none"> Vetting of nominees to various public offices Consideration of Budget Policy Statement and the Budget Estimates Successful launch of PSC Mandatory Promotional Courses Increased number of training activities for members and staff of the PSC Successful delivery of trainings for members and staff of the county assemblies and joint training programmes conducted in collaboration with critical partners 	
Representation		<ul style="list-style-type: none"> Swore in 4 new MPs 110 petitions were presented and referred to the relevant departmental committees for consideration Members issues 25 statements on the floor of the House pertaining to diverse matters, from national to personal, formal to informal 3 Zero Hour statements were also issued NA represented in 29 international conferences and related forums The House made changes to committee membership for greater service delivery 	<ul style="list-style-type: none"> Training of staff both locally and internationally to build capacity 	
		<ul style="list-style-type: none"> In all, the NA conducted its business successfully, as captured in sixty-nine (69) communications from the Chair regarding various Bills considered by the NA The NA also considered 924 papers laid before it, including 651 reports from various institutions, 191 committee reports, and thirty-one (31) annual reports A whole 190 Motions were introduced in the House, including 50 procedural motions, 17 special for appointment of nominees to state and public offices, 3 adjournments, 81 to adopt committee and delegations' reports, and 25 individuals. Others were motions for enforcing committee membership changes/House calendar/Covid-19 response (5), and motions to adopt Senate amendments or mediated versions of Bills (9) Reviewed the Standing Orders to align them with the provisions of the new Constitution House committees cumulatively held 2,500 sittings to address relevant matters of legislation, oversight, and representation 		

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Representation	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Swore in 4 new MPs 110 petitions were presented and referred to the relevant departmental committees for consideration 	<ul style="list-style-type: none"> Training of staff both locally and internationally to build capacity
			<p>The NA generally fulfilled its mandate, except that there are a few challenges that undermine the Assembly's performance. These challenges include:</p> <ul style="list-style-type: none"> Inadequate physical infrastructure suitable for training at the CPST Karen offices Allocation of trainers from the houses occasionally suffer delays Delays in payment of facilitators causing trainers apathy Limited staff establishment at the CPST

		<ul style="list-style-type: none"> o Members issues 25 statements on the floor of the House pertaining to diverse matters, from national to personal, formal to informal o 3 Zero Hour statements were also issued o NA represented in 29 international conferences and related forums o The House made changes to committee membership for greater service delivery 		
<ul style="list-style-type: none"> o In all, the NA conducted its business successfully, as captured in sixty-nine (69) communications from the Chair regarding various Bills considered by the NA o The NA also considered 924 papers laid before it, including 651 reports from various institutions, 191 committee reports, and thirty-one (31) annual reports o A whole 190 Motions were introduced in the House, including 50 procedural motions, 17 special for appointment of nominees to state and public offices, 3 adjournments, 81 to adopt committee and delegations' reports, and 25 individuals. Others were motions for enforcing committee membership changes/ House calendar/ Covid-19 response (5), and motions to adopt Senate amendments or mediated versions of Bills (9) o Reviewed the Standing Orders to align them with the provisions of the new Constitution o House committees cumulatively held 2,500 sittings to address relevant matters of legislation, oversight, and representation 				

2) SENATE

KEY OBJECTIVES Senate affairs programme under the Senate Service

ACTIVITY	OUTPUT	PERFORMANCE	ACHIEVEMENTS	REMARKS
Legislation	<ul style="list-style-type: none"> o Marshalling of Bills, motions and sessional papers o Provision of procedural advice to the Speaker, the Deputy Speaker, other presiding officers and all senators o Attending to senate chamber duties o Distribution of Bills and other parliamentary papers to Senators 	<ul style="list-style-type: none"> o Considered 64 Bills o Considered 83 Statements o Processed 6 Motions o Held 67 workshops/retreats 	<ul style="list-style-type: none"> o Successfully marshalled Senate business and continued to facilitate plenary sittings including timely circulation of Order Paper and communication of resolutions o Publication of the amended Standing Orders o Facilitated Senators to effectively participate in parliamentary diplomacy through the respective inter-parliamentary desks, and o Staff of the directorate had an opportunity to undertake various forms of training as an aspect of staff development 	<p>The Senate generally fulfilled its mandate, except that there are a few challenges that undermine the performance.</p>
Representation	<ul style="list-style-type: none"> o Facilitation of the public to participate in the legislative process 	<ul style="list-style-type: none"> o Considered 46 petitions o Visited 41 countries o Conducted 45 foreign and international seminars o The Hansard Department of senate organised for trainings of their counterparts in county governments at the CPST 	<ul style="list-style-type: none"> o Successfully digitized all print documents in the Journals office for easy access and transmission to all o Effectively transitioned senators to the use of the Ipads in the senate for reference of documentation before the senate on the sitting day 	
Oversight	<ul style="list-style-type: none"> o Overseeing matters relating to inter-parliamentary relations 			
o	During 2018-19 FY, all Senate Committees held 742 meetings			
o	Over the same period, the Directorate of Committee services tabled 114 reports on various aspects of legislation, oversight, and representation			
o	To improve service and performance, senate had 7 officers trained; 5 participated in ESAMI on Policy in Arusha, Tanzania and 2 attended training at the International Law Institute			

3) JOINT SERVICES

KEY OBJECTIVES: General administration, planning and support services under the Parliamentary Joint Services

ACTIVITY	OUTPUT	PERFORMANCE	ACHIEVEMENT	REMARKS
Administration	<ul style="list-style-type: none"> o Managing the public image of parliament through press, events and publications o Providing protocol services to all visitors to parliament o Coordinating all public relations related activities, including publishing of brochures, hand books, fliers, news bulletins and compact discs o Undertaking outreach and education services for visitors to parliament o Providing travel arrangements and visa processing for members and staff on official foreign travels o 	<ul style="list-style-type: none"> o Coordinated the preparation of the Annual President's Report on National Values and Principles of Governance o Coordinated the preparation of the 2018 Annual President's Report on National Values and Principles of Governance o Participated in the validation of the 2018 Annual President's Report on National Values and Principles of Governance o Coordinated preparation of papers for a number of high level meetings attended by delegations from parliament o Coordinated various attachments at parliament for officers from several foreign countries and counties in Kenya and which hosted by its eight departments o Provided chairmanship of the Joint Services Training Committee of the Parliamentary Joint Services of parliament o Finalized the preparation of concept note for the procurement of experts to support the parliamentary 	<ul style="list-style-type: none"> o Provided education outreach to an estimated over 20,000 visitors from hundreds of institutions which visited parliament buildings o Provided protocol services to over 45 visiting foreign VIP delegations o Organized protocols during visits to Mausoleum of the founding President by five (5) heads of states who visited parliament o Provided protocol services to various local delegations, particularly from county assemblies o Served in secretariats of various local and international conferences and workshops hosted by parliament o Facilitated visas and new generation passports during the period o Represented parliament in various inter-ministerial meetings and other forums o Facilitated protocols and reception services to parliamentary leaders in all state events held in the country 	<p>The Joint Services Committee performed well, although it experienced a number of challenges, such as:</p> <ul style="list-style-type: none"> (i) Unmanageable numbers visiting parliament both from scheduled and unscheduled groups (ii) Conflicting roles from the Sergeant-at-Arms of each House of Parliament regarding who to provide guided tours around parliament (iii) Last-minute requests for services from visitors, especially from those who had not indicated visits to Parliament (iv) The Houses proceeded to arrange for visits for delegations without reference to the department and reverting to the department at last minute

		<p>committees of the national assembly, and</p> <ul style="list-style-type: none"> o Continued with the coordination of the finalization of the development of the content for the parliament's digital Signet TV Channels, namely the Bunge Signet TV and Senate Signet TV, to fully utilize its Signet channels for parliament o 2 additional officers joined the Unit after they were hired on contract by PSC o 3 members of the CPST Board undertook a study visit to Colombo, Sri Lanka to attend an Evaluation Conference from 14th to 21st September, 2018 o 6 members of the CPST Board undertook a study visit to McGill University in Canada to explore further collaboration opportunities o The Directorate of Administration, Finance and Corporate Affairs held 4 meetings for the Directorate to discuss progress on implementation Annual CPST work-plan for 2018/19. o 2 general staff meetings and 30 CPST Training Committee meetings were also held to ensure proper implementation of core activities in the planned period o The CPST hosted 5 delegations from Parliaments in Africa; 10 MPs and 13 staff from parliaments of Zambia, Namibia, 	<ul style="list-style-type: none"> o Facilitated training sessions for various entities including county assemblies o Mentoring and interning programme for young graduates and university students through Senate of the Parliament of Kenya, and o Provided reception services at various reception areas within the precincts of the parliament buildings 	
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		<p>Uganda, and Sierra Leone were part of the delegations</p> <ul style="list-style-type: none"> o The CPST was participated in the Legislative Summit held in Kisumu in April 2019 o The Directorate of Curriculum Training and Research prepared and implemented PSC mandatory promotional courses during the period under review 		
<p>Planning</p>		<ul style="list-style-type: none"> o Continued with the preparation of concept note for development and management of the content for the SIGNET Bunge and Senate television channels which currently are underutilized o Acquired ICT equipment which including digital recorders (15), Headphones (15) and twenty-five (25) Battery chargers and rechargeable batteries o Installed conference systems in the committee rooms of the National Assembly after the Assembly procured them o 13 audio officers undertook local training at Kenya Institute of Mass Communication (KIMC) o Launched the East African Parliamentary Institute (EAPI) at the CPST on 1st March 2019 		
<p>Support Services</p>		<ul style="list-style-type: none"> o Provided research and technical support to 29 committees of the National Assembly o Provided research and technical support to 17 committees of the Senate. 	<ul style="list-style-type: none"> i) Successful launch of PSC Mandatory Promotional Courses ii) Increased number of training activities for members and staff of the PSC 	

		<ul style="list-style-type: none"> o Offered research and technical support to 5 Ad Hoc Committees of both Houses (two in the National Assembly and three in the Senate) o Processed 272 requests at both individual and committee level o Processed briefing notes to house committees (129) o Prepared motion notes (26) and Background papers (117) o Supported parliamentary delegations through preparation of conference papers and presentations which included those made by staff (14), Members (7) and House Leadership (11) o Provided technical and secretariat support to the Parliamentary Caucus for evidence Informed Decision Making (PC-EIDM), formed from members of the two Houses of Parliament with the goal to promote evidence-use in decision making in the legislature o Provided protocol services to over forty-five (45) visiting foreign VIP delegations o Served in secretariats of various local and international conferences and workshops hosted by parliament o Created a Kenyanna Collection within the library, which is a collection of all books about 	<p>iii) Successful delivery of trainings for members and staff of the county assemblies and joint training programmes conducted in collaboration with critical partners</p>	
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				<p>Kenya and those authored by Kenyans, and features biographies and autobiographies of prominent Kenyan personalities including current and former MPs</p> <ul style="list-style-type: none"> ○ Responded to an approximately 400 queries and requests from the users which included committee reports, Bills, Acts, Kenya Gazette Notices, Hansards and Auditor General Reports ○ Provided reprographic services to the Houses of Parliament, committees and all the staff of parliament as well as in conferences, workshop organized by parliament ○ Covered the first Senate Mashinani program in Uasin Gishu County for one week in Eldoret in September 2018. The Senate transferred its plenary sittings, committees, public participation hearings and field trips in the greater Rift Valley counties of Elgeyo Marakwet, Nandi, Kericho, Baringo, and Pokot ○ The department recorded 180 sittings of the National Assembly and 135 sittings of the Senate ○ Recorded and documented 2716 parliamentary committee sittings composed of 1809 committee sittings of the National Assembly and 900 committee sittings of the Senate
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	<ul style="list-style-type: none"> o Recorded, edited and segmented impeachment proceedings of the Governor of Taita Taveta for 4 sittings o The CPST in collaboration with County Assemblies organised comprehensive induction for Members of County Assemblies following the general elections held on 8th August, 2017 		
<ul style="list-style-type: none"> o Conducted several capacity building activities; training of staff (15), parliamentary attachments (4) in Tanzania, Zambia and Namibia, and attendance in conferences (7) o Prepared several public policy analysis reports which included seven (7) policy analysis, twenty-nine (29), and twenty-five (25) Bills analyses o Organized protocols during visits to Mausoleum of the founding President by five (5) heads of states who visited parliament o Organized departmental committee reports, sessional papers, Kenya Gazette, Acts, Bills, for ease of retrieval and for binding, and included over 570 various documents laid on the Table of the Senate; and 415 Departmental Committee reports and 1,017 Papers Laid on the Table from the National Assembly o Updated over 80 sets of Laws of Kenya with each sets containing 22 volumes and updated with Issues number 17, 18, 19, 21 and 22 o The CPST Board held 9 meetings while the CPST Board of Management held 8 o The PSC factored funds to develop a master plan for the CPST in the budget of the CPST for 2019/20 o The CPST concluded printing of the proceedings of 2nd Annual Global Symposium with support from AHADI o CPST conducted 5 trainings for MPs and 7 for staff of the PSC o Among the 56 MPs trained during 2018/2019, 43 (77%) were male while the remaining 13 (23%) were female. o 152 staffers of PSC were trained; a majority of the participants at 67.8% (103) were male, while 32.2% (49) were female o The Directorate of Curriculum Development, Training and Research organised 12 training for MCAs and 14 for staffers of county assemblies o 242 MCAs were trained; 71% male and 29% female. o For staffers of the County Assemblies, 401 were trained; 56% male and 44% female; o 9 training events were organised by the CPST in collaborations with other organisations, including 3 that were organised jointly with United Nations Institute of Training and Research (UNITAR) and Ford Foundation; o A Training of Trainers (ToT) course for staff of parliament and training for twenty-five (25) speakers of county assemblies was similarly organised under this arrangement. Sixty-nine (69) participants were trained under this MoU in 2018/19; o The CPST in collaboration with SOCATT and Agile and Harmonised Assistance for Devolved Institutions (AHADI) organised four (4) for members and staff of county assemblies locally. A total of 112 participants were locally trained under this collaboration in 2018/19. This included 75 (70%) female and 37 (30%) male o One Joint Sitting, and one special sitting were held in April, 2019, during which the President addressed parliament pursuant to Article 132 of the Constitution o 38 Bills were introduced in the House o 39 petitions were admitted and reported to the Senate o 72 general statements were made pursuant to Standing order 47(1); 203 statements were requested pursuant to Standing Order 48(1); sixteen (16) statements were issued by chairpersons of committees pursuant to Standing Order 51(1)(a); fifty-three (53) statements were made under Standing Order 51(1)(b); and, four (4) personal statements were made under Standing Order 53 			

- o 96 motions were tabled in the Senate during the financial year, 83 Motions were adopted
- o 1 Motion was negative, and 1 was ruled to be unconstitutional
- o Directive of Legislative and Procedural Services held 96 joint sittings
- o Thirty eight (38) Bills were introduced in the House; 39 petitions were admitted and reported to the senate; 72 general statements were made pursuant to Standing order 47(1); 203 statements were requested pursuant to Standing Order 48(1); 16 statements were issued by chairpersons of committees pursuant to Standing Order 51(1)(a); 53 statements were made under Standing Order 51(1)(b); and, 4 personal statements were made under Standing Order 53

REPUBLIC OF KENYA



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