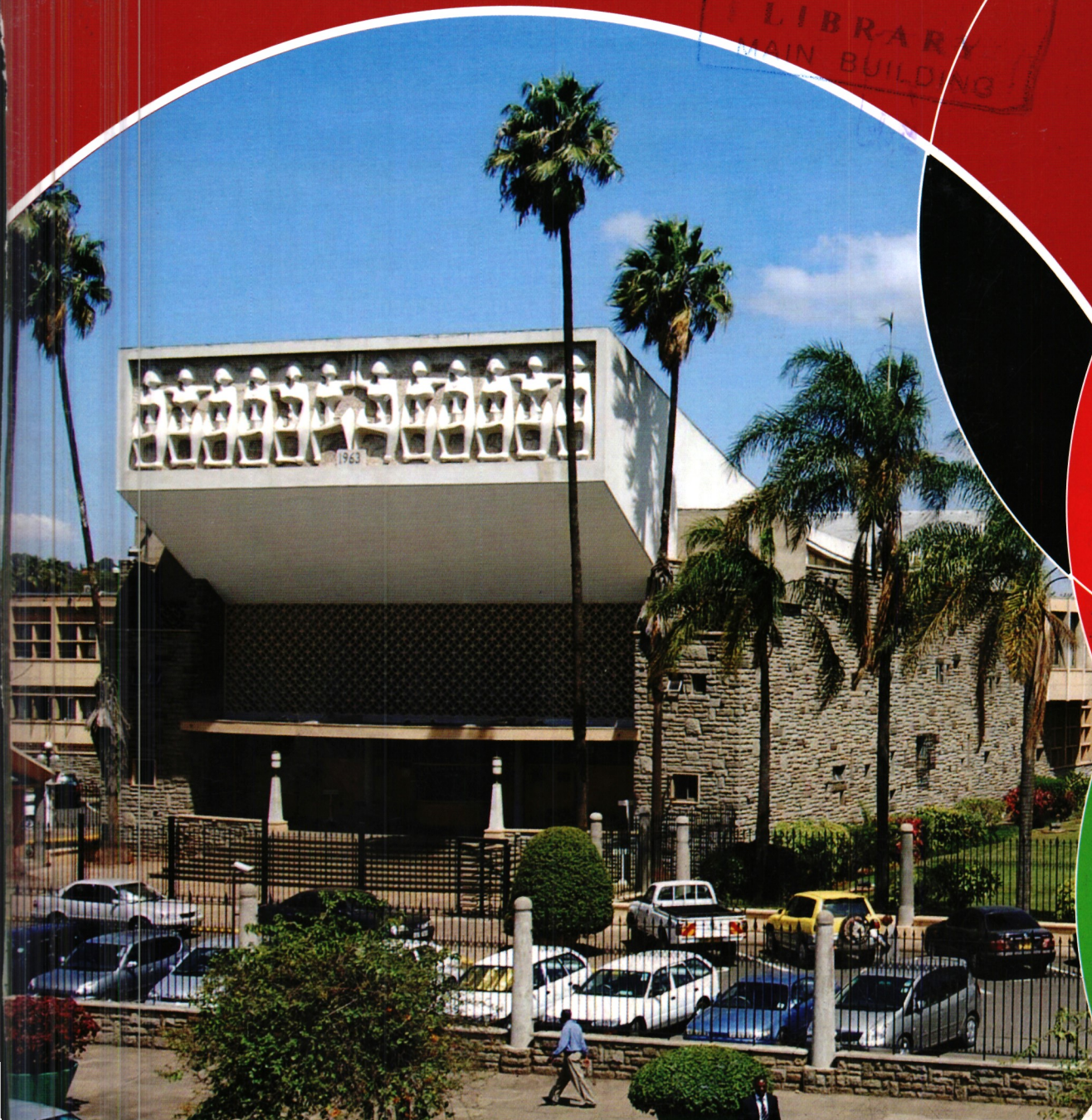




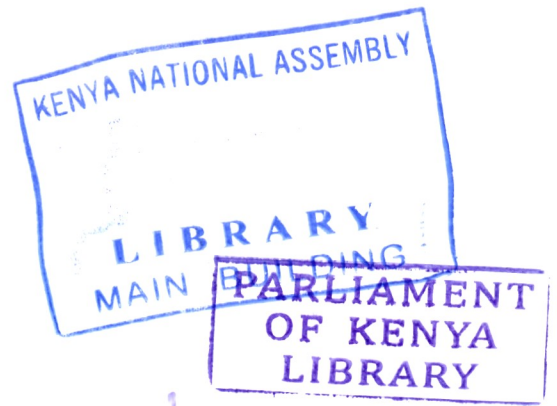
REPUBLIC OF KENYA

PARLIAMENT

PARLIAMENTARY SERVICE COMMISSION
ANNUAL REPORT 2012



Published
May 2013



PARLIAMENT

PARLIAMENT SERVICE COMMISSION

ANNUAL REPORT 2012

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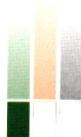


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Hon. Aden Keynan, MP, PSC Vice-Chairperson



Hon. Zakayo Cheruiyot, MGH, MP



Hon. Walter Nyambati, MP



Hon. Olago Aluoch, MP



Hon. Joseph Lekuton, OGW, MP



Hon. Chris Okemo, EGH, MP



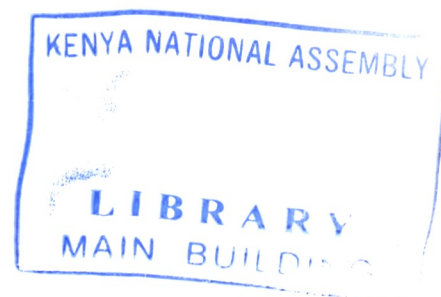
Hon. Peter Mwathi, MP



Hon. Wilson Litole, OGW, MP



Patrick G. Gichohi CBS, Clerk/Secretary



4TH PSC COMMISSIONERS



Hon. Justin Muturi, MP
Speaker, National Assembly
Chairperson, PSC.



Sen. Beth Mugo, EGH, MP- Vice
Chairperson



Sen. David Musila, MP



Hon. Aden W. Keynan, MP



Hon. Jimmy N. Angwenyi, MP



Hon. Gladys Nyasuna Wanga,
MP



Sen. Sammy Leshore, MP



Hon. Regina Chang'orok
Nyeris, MP



Mr. Jeremiah M. Nyegenye
Clerk to the Senate / PSC Secretary

BOARD OF SENIOR MANAGEMENT (BoSM)



Mr. Jeremiah M. Nyegenye
Clerk to the Senate / PSC
Secretary (Chairman)



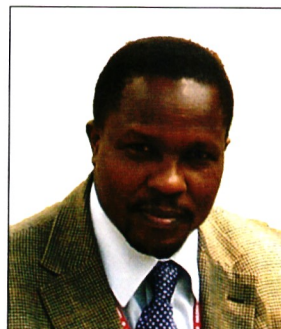
Mr. Justin N. Bundi
Clerk to the National
Assembly



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



Mrs. Consolata W. Munga
Senior Deputy Clerk, Senate



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Senior Deputy Clerk, National
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Director, Parliamentary
Budget Office



Prof. Nyokabi Kamau
Director, Centre for Parlia-
mentary Studies & Training



Mr. Anthony Njoroge
Director, Litigation & Compli-
ance (ex officio)



Mrs. Shadia Faryd
Head, PSC Secretariat
(Secretary)



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



It is my pleasure to present to you the Annual Report of the Parliamentary Service Commission for the year ending December, 2012. This report is prepared pursuant to section 25 of the Parliamentary Service Act, 2000.

The annual report 2012 comes at a time when Parliament has been in the process of undertaking various structural and administrative reforms aimed at fully anchoring the new parliamentary structure as envisaged by the Constitution of Kenya 2010. The report covers the activities of the Commission through its Services, Directorates and Departments.

In the new constitutional dispensation, Parliament has two Houses, that is, the National Assembly and the Senate, each functionally and procedurally independent according to the law. While the Senate shall legislate primarily on matters of the County, the National Assembly will focus on National legislation. It is however noted that the Parliamentary service remains one, made of staff in the National Assembly, the Senate and the Joint Service.

During the year 2012, the Parliamentary Service Commission undertook a number of activities aimed at preparing for the new parliamentary structure. Clerks for both Houses were competitively recruited and they immediately began preparations for their Houses. In order to ensure the two Houses are served effectively and in a cost effective manner, the Commission introduced the Parliamentary Joint Services, headed by a Director General, responsible over all joint services including human resources, general administration, finance, security services and also management of infrastructure and projects. Various directors were recruited to fill various vacancies arising from retirement or the new structure of Parliament.

Our mandate as a Commission is to provide an enabling environment to an effective Parliament being able to meet its National call to Legislation, Oversight and Representation of the people of Kenya and it is envisaged that Parliament will be operating at optimum staffing levels by end of 2013.

The Parliament of Kenya has a total of 418 Members who will require offices from which to operate. It is for this reason that the Commission has undertaken physical infrastructural development. The Commission has managed to secure a number of strategic buildings including Protection House, Red Cross Building and Probation and After Care Services House in order to provide adequate office space for Members of the 11th Parliament.



The Commission has also initiated partitioning of Harambee Plaza, renovating the old Chamber for use by the Senate, renovation of County Hall and creation of a Senate wing within the Main Parliament Buildings and new catering facilities. The Commission also commenced tendering for the construction of a modern office block although this project is still at its infancy stage.

While the new Constitution presents to us a wide array of challenges, the Commission has been able to achieve among others the following:

- a) Restructuring of the Parliamentary service to take care of the two House structure and recruitment of staff to fill vacancies at various levels.
- b) Renovation of the National Assembly chamber with installation of a public address system and electronic voting machines in the new Chamber. The Senate Chamber is expected to have similar standards;
- c) Expanding the Centre for Parliamentary Studies and Training to become a model Parliamentary training Centre in Africa;
- d) Enhancing of technical departments through competitive recruitment of qualified staff; and,
- e) Acquisition of Protection House, Red Cross House, and Juvenile Court House among other facilities to provide space for Members and staff.

During the year, three long serving officers of the House retired from the Service. These are: Mr. Patrick Gichohi, the Clerk; Mr. Peter Owino Omolo, Senior Deputy Clerk; and Mr. Murumba Werunga, Director of the Centre for Parliamentary Studies. These officers gave long dedicated service to Parliament and the Nation. We highly commend them and wish them well in their next endeavors.

As we usher in the 11th Parliament and the fourth Commission, let us focus on building a professional Parliamentary Service committed to excellence and a parliamentary service delivery that emphasizes on both efficiency and effectiveness in outcomes.

In a special way, I extend great appreciation to the immediate former speaker of the National Assembly and Chairman of the Commission, Hon. Kenneth Marende, for effectively steering the House and providing required leadership for the Commission to achieve developments covered in this annual report. I wish further to convey my appreciation to the Members of the Commission, Members of Parliament and Staff for their hard work and determination during the term of the 10th Parliament.

HON. JUSTIN B. MUTURI, MP
SPEAKER OF NATIONAL ASSEMBLY/
CHAIRPERSON, PARLIAMENTARY SERVICE COMMISSION

MESSAGE FROM THE CLERK OF THE SENATE / SECRETARY, PSC



The Parliamentary Service Commission's annual report for 2012 comes at a time of transition towards a bicameral parliamentary system with the establishment of the National Assembly and the Senate in the 11th Parliament. The Commission has spent a considerable amount of time and resources to prepare for the incoming bicameral dispensation.

This report contains a summary of activities, achievements and challenges that Parliament experienced in 2012, and is prepared pursuant to Section 25 of the PSC Act 2000.

It is noted that the Commission has remained focused on enhancing the capacity of Members and staff by equipping them with skills necessary for a bicameral legislature. To this end, the PSC has undertaken major changes in its operational, administrative and management structure.

To reinvigorate its human resource, the Commission engaged the services of a human resource consultant who reviewed the schemes of service for the career path and progression of staff, proposed restructuring of the Parliamentary Service, and deployment of staff to serve the two Houses. This exercise will continue until the Commission realizes its objective of providing an enabling environment for Members to discharge their constitutional mandate.

During the year under review, the Commission undertook various infrastructural developments to provide adequate and conducive working environments for Members of Parliament. The Commission facilitated the opening and use of the refurbished National Assembly chamber with a seating capacity of 350 Members. The Commission also embarked on the refurbishment of the Senate chamber which is expected to be ready for use in the year 2013.

In order to provide offices for Members and staff, the PSC successfully acquired Protection House from the Ministry of Housing and also purchased Red Cross building. Further, the Commission commenced the refurbishment of County Hall, partitioning of Harambee Plaza and leasing parts of KICC offices to temporarily house the Senate.

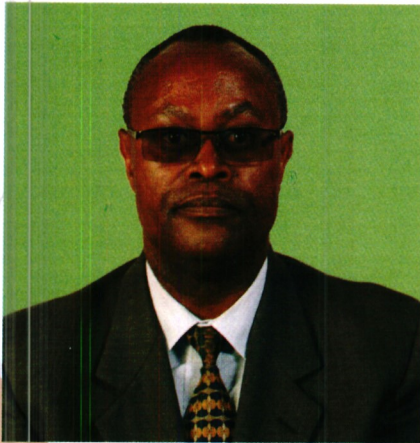
The achievements presented in this report would not have been possible without the able leadership and guidance of the Parliamentary Service Commission under the servant leadership of the Speaker of the National Assembly in his capacity as the chairperson of the commission.

As staff of Parliament, our greatest satisfaction is to see a Parliament that will deliver services to Kenyans. The PSC will continue to ensure that Parliament provides an enabling environment for both Members and staff in discharging their mandate.

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

JEREMIAH M. NYEGENYE,
CLERK OF THE SENATE/ SECRETARY TO THE PSC

MESSAGE FROM THE CLERK OF THE NATIONAL ASSEMBLY



The Commission oversaw a major transition within the top echelon of the Board of Management of the Assembly. The Clerk, the Senior Deputy Clerk and the Director of the Center of Parliamentary Studies and Training (CPST) proceeded to retirement, upon attaining the mandatory age.

This heralded the recruitment of 17 top positions including that for the Clerk-Senate, the Clerk-National Assembly and the Director General, Joint Services and other Directors.

The Commission also adopted and began Implementation of the Review of the Staff Organizational Structure. This resulted in the appointments, promotions and re-designation of officers in order to ensure efficiency in service delivery.

While the PSC is still in the process of recruiting and aligning our staff complement with the demands of the new Parliament, I am proud to note that all functions of the two Houses begun and are progressing on well.

Mid last year we witnessed the completion and commissioning of the National Assembly Chamber with not only a larger sitting capacity but also equipped with a state-of-the-art public address system as well as electronic voting equipment. Each Member has a specialized digital console to engage the Chair and to vote electronically. The Chamber has adequate sitting space for the 349 Members of the National Assembly as provided for in our Constitution. The Senate Chamber is currently being refurbished to similar standards and should be ready in the next few months.

The PSC is engaged in a major infrastructural expansion in as far as offices and buildings are concerned. This involves renovation, refurbishment and expansion of existing buildings and construction of a modern office complex within the precincts of Parliament

This has necessitated the vacation of offices in the Main Parliament buildings and County Hall to pave way for renovations. Translocation of Offices and Services to other buildings, and other disruptions that have resulted in short term inconveniences to our Members, Staff and visitors.

Additionally, the Commission also acquired Protection House from the Ministry of Housing, Red Cross Building and Probation and After Care Services Buildings (Former Juvenile Court House) from the Ministry of Home Affairs. The government has agreed to lease the whole of KICC to the PSC for office accommodation and Committee Rooms until renovations are completed.



In spite of the foregoing challenges, over the last one year the National Assembly witnessed energetic display of commitment of Members to their legislative duties. In many instances Members sat late and for a record 144 days, adopted 117 Motions and passed 89 Bills, among other legislative accomplishments.

On the International fora, the National Assembly participated in the 126th and 127th Inter-Parliamentary Union assemblies held in Kampala Uganda and in Quebec, Canada Respectively. Kenya National Assembly also sent delegations to, and participated in the activities of the Africa Caribbean, Pacific-European Union (ACP-EU) Assemblies, Commonwealth Parliamentary Association (CPA), The Intergovernmental Authority on Development (IGAD) and the Pan-African Parliament.

The National Assembly also managed to review our Standing Orders, drafted Standing Order for Senate in order to align them with the new Constitution and other functions and realities of a Bi-Cameral Parliament.

This Annual Report provides sneak preview of various activities of Directorates during the year under review, including their planned activities, expectations and challenges.

We remain committed and focused to our national call and mandate of delivering quality service to our Members consistent with our Mission, Vision and Core values of the Commission.

JUSTIN N. BUNDI
CLERK OF THE NATIONAL ASSEMBLY



VISION, MISSION & CORE VALUES

VISION

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

MISSION

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

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 maintain the highest level of accountability, transparency and integrity in the discharge of our duties.

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

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

PREAMBLE

The Parliamentary Service Commission (PSC) through this Annual Report aims to provide information on how Parliament performed in 2012. The Strategic Plan 2008-2018 sets out a vision of the PSC to make Parliament a centre of excellence. The Strategic Plan also makes a commitment by the Commission to improve service delivery to Members in the House, in the Committees and in their constituencies through the Constituency Liaison Office.

The adoption of the Constitution of Kenya 2010 necessitated a review of the Strategic Plan as the Commission is now expected to provide facilities for an expanded National Assembly and the Senate. The Parliamentary Service Commission Revised Strategic Plan 2012 envisions two dimensions of service delivery improvement- institutional performance whose focus is improved performance in the application of policies, efficient systems, processes, organisation, technology, infrastructure and resources; and individual performance where there is accountability that is linked to job descriptions and delegation of authority, capacity building, commitment to delivering services, ethical conduct, effective placement and appropriate performance management.

The commission plans on improving service delivery through process analysis and improvement; benchmarking with best practice; performance management; training, learning and knowledge management; empowerment or delegation of authority; diligent complaints management and information management.

Details of the activities undertaken by the specific directorates/departments in implementing the overall strategic plan of the institution are covered in this report. The report is presented in six parts, namely:-

Part I: Capital Projects 2012- This part summarizes the projects undertaken in preparation for the 11th Parliament.

Part II: Structure of the Parliamentary Service- This part covers the structure of the Parliamentary Service taking into account the bicameral Parliament under the Constitution of Kenya, 2010.

Part III: Directorates/Departmental reports: This part covers a summary of activities implemented by directorates/departments in 2012.

Part IV: Challenges and recommendations: This part gives a summary of the challenges common to all the directorates and departments. Recommendations on how to overcome these challenges and improve service delivery in 2013 are also outlined.

EXECUTIVE SUMMARY OF THE COMMISSION ACTIVITIES FOR THE YEAR 2012

The Annual Report of the Parliamentary Service Commission (PSC) aims to provide information on the activities undertaken by the directorates/departments of the PSC and the performance of the institution in 2012. This is in line with the requirements of the Parliamentary Service Act, which provides that the Commission shall prepare and lay before the National Assembly a report of its annual operations. The report highlights the progress reports and major activities of the various Directorates and departments in the Parliamentary Service, challenges faced, the recommendations and conclusion and the way forward.

The performance and activities of the Directorates and departments of Parliament were reviewed for the year 2012.

Some of the notable activities of the Commission include review of medical ex-gratia payments for five Members; the recruitment of 17 top positions including that for the Clerk-Senate, the Clerk-National Assembly and the Director General, Joint Services; review of the staff organizational structure in preparation for the bicameral Parliament; approval of policies such as Public Finance Management (Parliamentary Car Loan Member Scheme Fund) 2002 and Public Finance Management Parliamentary Car Loan (Staff Scheme Fund) Regulations; completion of the renovation of the Chamber; and provision of office space for Members of Parliament.

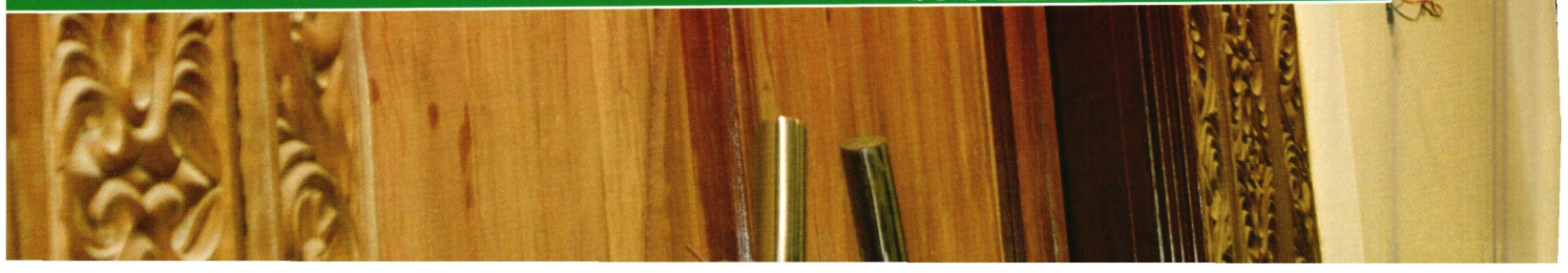
A summary of other activities by the directorates includes preparation and tabling of House reports; House support to facilitate House business including Legislation; Outreach programmes; coordination of Committee and Commission meetings; office acquisitions and renovations; Coordination and facilitation of various conferences; capacity building for MPs and staff; media and broadcasting services; development of training modules for the CPST; research and analysis; and production of several publications including the Parliamentary journal, magazine and budget policy options.

The institution faced several challenges such as understaffed departments and shortage of technical staff; shortage of office space; inadequate capacity building and staff exposure; poor internet connectivity; staff stagnation and slow progression of staff; inadequate office equipment; and lack of synergy amongst the departments among others. The recommendations to overcome these challenges include but are not limited to recruitment of technical staff to fill the vacant positions in the establishment; capacity building of staff on the required expertise and skills; establishing a staff educational fund to enable the staff of Parliament improve their capacity and skills for better service delivery; implementation of the scheme of service; and acquisition of office spaces and purchase of equipment for Members of Staff.



PART I:

CAPITAL PROJECTS 2012



NATIONAL ASSEMBLY CHAMBER:

Modernity and Convenience in Legislative Business

The National Assembly debating chamber was refurbished with the aim of increasing the sitting capacity to over 300, improving the chamber ambience and providing modern communications facilities. The refurbishment was completed within the budget. The Projects Implementation and Management Committee (PIMC) of Parliamentary Service Commission provided overall supervision on behalf of the Clerk of the National Assembly. The new features of the refurbished chamber are discussed below:

Sitting capacity: The refurbished chamber can accommodate 350 MPs with an individual seat and desk, an improvement from the previous set up where there were benches with about 180 sitting capacity and no writing desks. The seats were manufactured by the Kenya Prisons Industries after efforts to procure through open tendering process failed.

The increased sitting capacity was to cater for the increased numbers of MPs in the 11th Parliament, which stands at 349.

Legislative business in the House: The chamber has a modern public address system as well as electronic voting equipment. Each Member will have personalized public address console and facility for voting. The address system is centrally controlled and only MPs given permission by the Speaker will have their microphones activated. It is expected that Members and chamber staff will have to upgrade their ICT skills to make good use of the facilities.

“Points of Order!” are now gone and the Members will no longer need to stand so as to ‘catch the Speaker’s eye’ or raise verbal ‘points of order’. This is so because from their desk, they will only need to press the ‘interjection button’ and their request will be captured and queued on the electronic notice board (also on the Speaker’s screen) from which the Speaker will pick the MP to raise his/her point of order.

On the electronic voting, Members of Parliament will not need to proceed to the voting booths and will instead cast their votes (YES, NO or ABSTAIN) from the convenience of their desks by pushing a button on their console. The system is made in such a way that one will only be able to vote if they have logged onto the system and the voting will be controlled within finite time (up to 10 seconds).

Chamber communication facilities: The Speaker and the Clerks’ tables have computer facilities with internet connection to facilitate communication between them during sessions. The ease in communication will facilitate quick provision of documents or reference material.

The chamber is also linked to the Hansard data centre and the recording equipment which are used for recording and transcription of the daily Hansard report of the House business.

RADIO AND TV BROADCASTS

As part of the chamber renovation works, the National Assembly has put in place radio and TV broadcast equipment with modern studios in place. Robotic cameras are used to relay the broadcasts. This project was completed and handed over to Parliament in August 2012.

Parliament has the capacity to undertake full studio productions of the proceedings that are relayed countrywide on both radio and TV through the Kenya broadcasting corporation (KBC).

PREPARATIONS FOR THE SENATE IN 2012

On 27th August 2010, Kenya promulgated a new Constitution. This Constitution established Parliament to comprise the Senate and the National Assembly. At independence in 1963, Kenya had a bicameral Legislature with a Senate and a National Assembly but however, the Senate was dissolved in 1966 and its Members were included in the National Assembly.

It has taken almost forty seven (47) years for the Senate to be re-established in the new Constitutional order. Unlike at Independence, the Senate in the Constitution of Kenya has specific roles and mandate that it is expected to perform. Article 96 of the Constitution provide for the roles of the Senate which shall be to:- represent the Counties and serve to protect their interests; participate in the law making process by considering, debating and approving Bills; determine the allocation of national revenue between Counties; and participate in the oversight of State Officers.

In order to adequately prepare for the Senate, the Parliamentary Service Commission embarked on a number of institutional reforms, restructuring in the Parliamentary Service and also infrastructural developments to support the operations of the Senate.

Staffing:

Not too long ago, the Parliamentary Service Commission embarked on an exercise geared towards reforming and re-engineering the staff establishment of the Parliamentary Service in order to provide for the Secretariat of the Senate. The first phase of the restructuring process that began in July, 2012 and ended in October, 2012 resulted in the appointment of the Clerk of the Senate, the Clerk of the National Assembly, the Director General – Parliamentary Joint Services and other Directors. The second phase began in November 2012 and ended in February 2013 with the appointment, promotion and re-designation of officers below the rank of Director. The third phase and certainly not the final one began in March, 2013 with the external advertisements for the recruitment of various cadres of offices in the Parliamentary Service. It is envisaged that this process will be completed by the end of 2013.

The Standing Orders for the Senate:

Pursuant to Article 262 and Section 11 of the Sixth Schedule to the Constitution, the National Assembly began the process of developing the standing orders for the Senate. The Standing Orders are the rules of procedure that guide the deliberations of the Senate and its Committees. This was a major milestone and a key Constitutional requirement for the smooth operations of the Senate. The 10th Parliament considered and adopted the Senate standing orders on 9th of January 2013 before the end of the term of the 10th Parliament.

Infrastructural Development

The Commission has embarked on a number of infrastructural developments in preparation for the expanded National Assembly and the Senate. In July 2012, the Commission engaged the services of various contractors and consultants for the refurbishment of Main Parliament Buildings in order to create offices for the Senate and the refurbishment of the old Chamber to be the new Senate Chamber. This project is expected to be completed by the end of May, 2013 and will provide for a Senate Wing within the Main Parliament Buildings. All Parliamentary Office holders as highlighted in the Constitution and the Standing Orders will be provided with office space. These include the Speaker of the Senate, the Deputy Speaker, the Leader of the Majority, Leader of the Minority, Majority and Minority Whips and other party Whips.

In order to address the challenge of office space for Senators, the Commission leased office space at Ukulima House and Harambee Sacco Plaza and engaged the services of a contractor to undertake refurbishment works. The Commission also acquired Protection House from the Ministry of Housing, Red Cross Building and initiated the process of negotiation for the transfer of Probation and After Care Services Buildings (Former Juvenile Court House) from the Ministry of Home Affairs. It is envisaged that these infrastructural developments and the planned construction of a modern office complex within the precincts of Parliament will alleviate the pressure for office space that is required by Members of Parliament to offer services to their constituents.

Documentation

For the Senate to be adequately facilitated, the management of the Senate embarked on a process that will result in the publication of a number of Manuals that will guide Senators in their day to day operations. The Manuals considered for publication by the Senate management include the guidelines for public access to the Senate and its Committees, the Speaker's Rules, brief on Senate Committees, the Legislative Process in the Senate, the Hansard Department and a document on how a Bill becomes law. It is envisaged that after the election and subsequent swearing-in of the Senators, a directory of services will be published highlighting all Senate Office holders and Directorates in the Senate. It is envisaged that these manuals and service directory will also assist the general public in the conduct of business for the Senate.

The Parliamentary Service Commission remains committed in the discharge of its Constitutional functions as stipulated in Article 127 (6) of the Constitution of Kenya, 2010 and shall continuously engage the leadership and management of the Senate in this regard in order to adequately provide for the Senators to in turn perform their Constitutional mandate.

OTHER PROJECTS

Within the year, the Commission commenced renovation works for the Senate Chamber. The chamber will boast same state of the art facilities enjoyed by the National Assembly-a Multimedia Digital Congress System and electronic voting system. The County Hall and Harambee Plaza will also be renovated to provide office space for Members.



Construction works at main Parliament Buildings.



LIBRARY
MAIN BUILDING



PART II:

STRUCTURE OF THE
PARLIAMENTARY SERVICE



The Parliamentary Service is structured along three services, namely the:

1. National Assembly Service,
2. Senate Service, and
3. Joint Service.

National Assembly Service

The National Assembly Service constitutes staff that serve the National Assembly in its core business of the House mainly legislative work, committee operations, Hansard recording and security and ceremonial duties.

The Clerk of the National Assembly is the overall head of the administration of the Assembly. Other offices include:

- Senior Deputy Clerk
- Directorate of Procedure and Legislative Services
- Directorate of Committees
- Directorate of Legal Services
- Directorate of the Speaker's Office
- Hansard Division
- Serjeant-At-Arms Division

The Parliamentary Budget Office although administratively under the National Assembly supports both Houses of Parliament.

The Senate Service

The Senate Service is made up of offices that support the Senate in its legislative activities including procedural, committees, House security and ceremonial activities and the hansard services.

The Clerk of the Senate is the overall head of the administration of the Assembly. Other offices include:

- Senior Deputy Clerk.
- Directorate of Procedure and Legislative Services.
- Directorate of Committees.
- Directorate of Legal Services.
- Directorate of the Speaker's Office.
- Hansard Division.
- Serjeant-At-Arms Division.

Parliamentary Joint Service

The Parliamentary Joint Service provides shared services to both Houses of Parliament. The Service is headed by a Director General and includes among other specialized directorates/ departments responsible for services including: Human Resources, Finance, Accounting, Procurement, Research, Library, ICT, Public Communications, Media Services, Printing, Legal services, Maintenance, Security, Catering, Health Club, Office Services, among others.

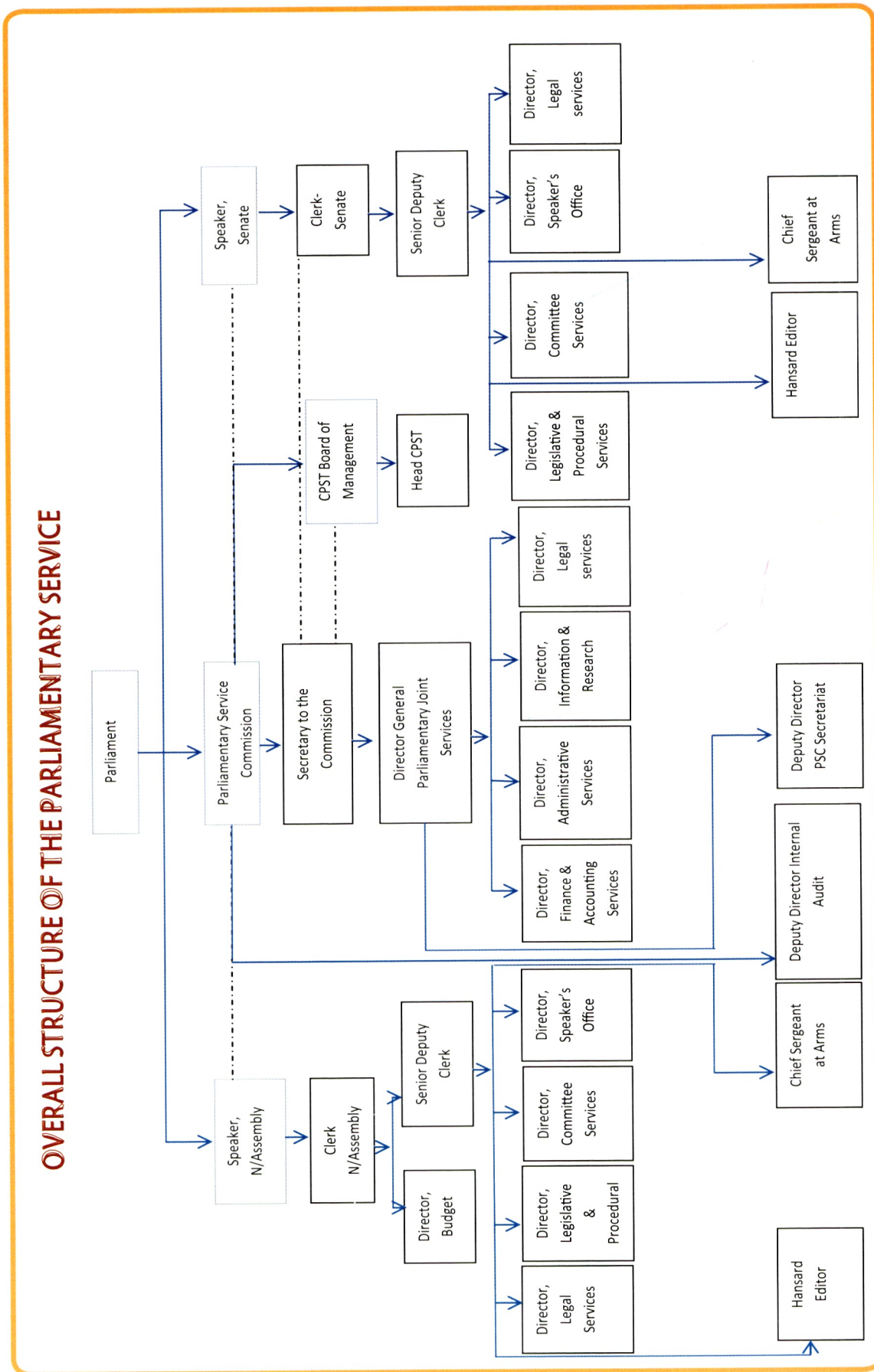
The Directorates and Divisions under the office of the Director General include:

- Directorate of Human Resources and Administration.
- Directorate of Finance & Accounting.
- Directorate of Information & Research Services.
- Directorate of Litigation & Compliance.
- Buildings & Maintenance Services.
- Parliamentary Service Commission Secretariat.
- Security Services.
- Internal Audit.

The Centre for Parliamentary Studies & Training is a semi-autonomous training institute of the Parliamentary Service Commission.



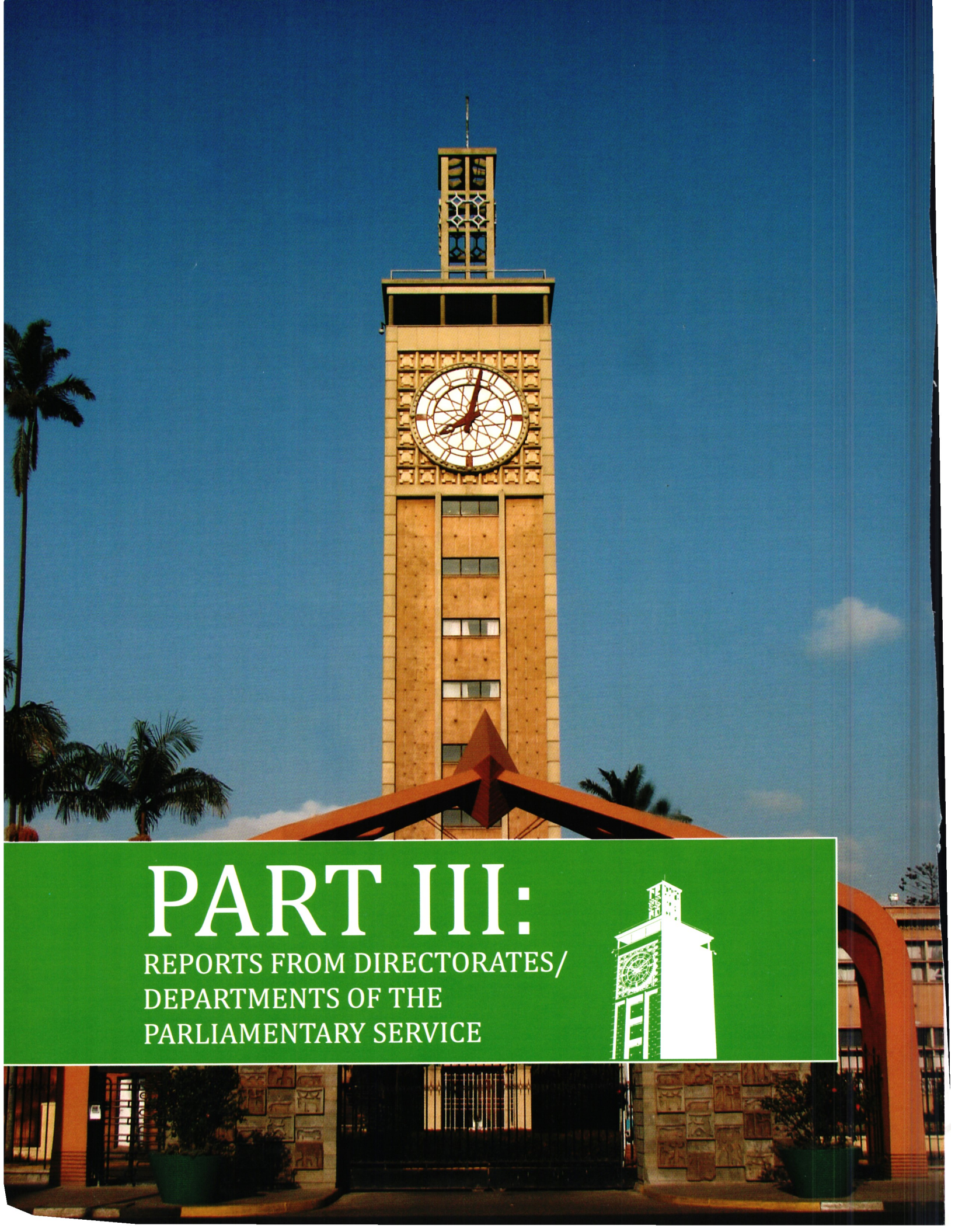
The organogram of the Parliamentary Service is shown below.



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PART III:

REPORTS FROM DIRECTORATES/
DEPARTMENTS OF THE
PARLIAMENTARY SERVICE



1.0 SPEAKER'S OFFICE

Article 106(a) of the Constitution of Kenya, 2010 provides that there shall be a Speaker for the National Assembly, who shall be elected by the House in accordance with the Standing Orders, from among Members of the National Assembly.

The Speaker is the political head and the Chairman of the Parliamentary Service Commission, where the Commission has the primary responsibility of facilitating Members of Parliament to effectively and efficiently execute their responsibilities. He is responsible for policy directions within the precincts of Kenya National Assembly and his primary duty is to ensure effective and timely conduct of the business of the Assembly.

In addition, the Speaker's office works closely with all Parliamentary offices i.e. offices of the Deputy Speaker, Speaker's Panel, Leaders of political parties (leader of Majority and minority), the Party Whips, the Clerk's Office and all directorates under the Parliamentary Service Commission and coordinates the operations of these offices.

1.1 Duties and responsibilities of the office of the Speaker

The Speaker has the following main duties and responsibilities:-

- a) Presiding over the business of the House including joint sittings of the Houses of Parliament and enforces the observance of the Constitution, Standing Orders, Speaker's rules and other laws of Kenya;
- b) Issuing writs for vacant seats;
- c) Chairperson of the House Business Committee; and
- d) Chairperson of the Parliamentary Service Commission.

In the day to day running of his duties, the Speaker is facilitated by the Director, Speaker's office whose functions include:-

- Facilitating the Speaker to perform his role as presiding officer and Chair of the PSC; facilitating communication between the office of the Speaker and legislative related institutions; and other administrative duties related to the Speakers office.

1.2 Activities undertaken in 2012

For the year ending 31st December 2012, the office undertook the following activities:-

- (i) Facilitated the Speaker's attendance in various conferences/seminars/fora both locally and internationally;
- (ii) Involved in the hosting of various Parliamentary Friendship Groups, Caucuses and Diplomatic courtesies;

- (iii) Facilitated the Speaker in presiding over various House and Committee activities;
- (iv) Facilitated the Speaker in outreach programmes with a view of improving the image of Parliament that included Parliamentary Prayer Group, tours to various Constituencies, churches and schools;

1.3 Challenges to service delivery

- (i) New structures and additional staff capacities necessary for the implementation of the new Constitutional dispensation, including that required to support the Senate.
- (ii) A highly informed public that demands a much higher level of service delivery.

2.0 OFFICE OF THE CLERK

The Clerk of the National Assembly is the Principal Procedural Advisor to the House, the Speaker, the Deputy Speaker and all Members of the House. The Clerk oversees the overall administration of Parliament. The office coordinates and facilitates the activities of the Commission, Directorates and Parliamentary office holders.

The establishment of the Secretariat for the Clerk's office was envisaged in the 2008-2018 strategic plan so as to ensure optimum coordination of administrative activities in the office and between Directors.

2.1 Duties and Responsibilities of the Office of the Clerk

The main responsibilities of the Secretariat include:

- a) Coordination of administrative activities in the office of the Clerk;
- b) Coordination of administrative activities between the office of the Clerk, the Senior Deputy Clerk and other members of the Board;
- c) Coordination of the activities of the Departments that directly report to the Clerk;
- d) Secretariat to the Board of Management, including coordination and follow up of the Board Resolutions and ensuring timely handling of Member's complaints directed to the office of the Clerk; and
- e) Coordination of visits by other Parliamentary jurisdictions in consultation with the relevant Departments.

2.1 Activities undertaken in 2012

The annual report for the office of the Clerk of the National Assembly for the year 2012 is based on the work plan for the year 2011/2012. The following activities were undertaken:

- (i) Oversaw the harmonization and restructuring of the Parliamentary Service Commission human resources structure in line with the Novatech report;
- (ii) Developed an organization structure of the two Houses of Parliament and of the Joint Services within Parliament;



- (iii) Finalized undertaking of a skills audit of officers of the PSC and identified optimal staffing levels;
- (iv) Initiated process of identification of officers to serve in the two chambers of Parliament and began redeployment;
- (v) Coordinated capacity building for staff on bicameralism – Attachments, trainings and study tours;
- (vi) Began renovations and modernization of the Old chamber that is expected to host the Senate and renovation/redesigning some offices within Parliament Buildings to create space for the increased number of Members of Parliament;
- (vii) Continued supporting Members of Parliament and Committees in implementation of the Constitution.

2.3 Challenges to service delivery

- (i) Lack of adequate office space to accommodate the increased number of Members of Parliament and Staff;
- (ii) Anxiety from staff as a result of expected changes in the organization structure.



Hon. Kenneth Marende, Speaker of the National Assembly (right) in close consultation with Mr. Patrick Gichohi, the Clerk.



3.0 THE PSC SECRETARIAT

The PSC Secretariat is the institutional memory of the Parliamentary Service Commission which is established under Article 127 of the Constitution of Kenya 2010 to provide services, facilities and perform other functions necessary for the well being of Members and staff.

3.1 Duties and responsibilities of the PSC Secretariat

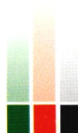
The PSC Secretariat performs the following facilitative functions:

- a) Co-ordination and management of the Commission's activities on behalf of the Secretary to the Commission/Clerk of the National Assembly. These activities include organizing Commission/Committee meetings, retreats, study tours, host of parliamentary delegations from other jurisdictions, coordination of transportation facilities and other administrative activities.
- b) Issuing notices of meetings to Commissioners or to Committee Members in advance.
- c) Preparation of minutes: The Secretariat takes Minutes of all Committee and Commission meetings and archives them for future reference.
- d) Preparation and circulation of Committee/Commission Papers: In liaison with the Directors and Departmental heads, the Secretariat prepares and serializes the agenda for the Commission in the form of Papers. Before these papers are considered by the Commission, they are deliberated by one of the five (5) Committees of the Commission depending on the subject matter which then makes specific recommendations for adoption by the Commission.
- e) The Commission considers recommendations from its Committees and makes appropriate decisions/resolutions. The Secretariat ensures that these resolutions are circulated to officers for action and to apprise them on what is expected of them before the next meeting. The Secretariat also makes a follow up on action taken by the officers on Commission resolutions.
- f) Transport services: The Commission Secretariat has three vehicles and three drivers for use by the Commissioners within the cosmopolitan area and the Constituency on request. Transport facilities to the Constituency however require approval of the Secretary.

3.2 Activities undertaken in 2012

During the year under review, the Commission Secretariat facilitated the PSC to hold a total of thirty two (32) meetings. The Committees of the Commission were also active and held a combined total of 58 meetings as outlined here below:

- The Staff Welfare Committee held fourteen (14) meetings.
- The Security and Development Committee held fourteen (14) meetings.
- The Tender and Procurement Committee held ten (10) meetings.
- The Members Welfare Committee held ten (10) meetings.
- The Finance Committee held ten (10) meetings.



The Commission also constituted an ad-hoc Committee to consider the integrated security system which held six (6) sittings and submitted its findings/report to the Commission.

The Secretariat facilitated the Commission in its preparation for the bicameral Parliament especially recruitment of staff. The Commission engaged a Human Resource Consultancy firm to conduct a staff audit, prepare an organizational structure and identify vacant positions for the Senate and the National Assembly. The Commission considered reports from the firm and thereafter adopted a new organization structure with three top principals namely; the Clerk of the Senate, Clerk of the National Assembly and the Director General, Joint Services.

Towards the end of the year, the Commission Secretariat facilitated the PSC and offered support during the recruitment of sixteen (16) top managers including the three top principals with the technical support of M/S. PriceWaterHouse Coopers (Ltd). The selected staff were appointed in October, 2012.

In preparation for the Bicameral Parliament, the PSC endeavored to create enough office space for the 418 Parliamentarians and staff as follows:

- Facilitated the refurbishment of County Hall to create more offices.
- Facilitated full occupation of Protection House by Parliamentary Staff.
- Facilitated the construction of a Senate wing and refurbishment of the Main Parliament.
- Procurement of the Senate Speaker's residence.
- Acquisition of the Probation Office and after care of the Ministry of Home Affairs.
- Leasing of offices and partitioning of the same at Harambee Plaza.
- Leasing of offices at KICC to accommodate the Senate.

The Secretariat coordinated four Commission retreats in January, April, October and December and the hosting of delegations from the United States, Namibia and the Clerk of the Parliament of Uganda.

Towards the end of the year under review, the Commission confirmed the Head of the Secretariat and promoted her to the level of Deputy Director. Two other officers in the PSC Secretariat were also promoted.

3.3 Challenges in service delivery

- (i) Limited office and storage space for confidential Commission documents.
- (ii) Inadequate staff to serve in the PSC Secretariat.
- (iii) Inadequate capacity building: Lack of training/staff exposure in management, human resource, serving in boards, conduct of Committee work and report writing.

4.0 INTERNAL AUDIT DEPARTMENT

The internal audit function of the Parliamentary Service Commission is guided by the international standards of internal audit practice. The Public Finance Management Act 2012, Section 73 and 155 state that "every national government and county entity shall maintain internal auditing arrangements respectively". The same entities are also required to establish an Audit Committee.

Objective

The objective of the internal audit department is to ensure that the risk management, control, and governance processes, as designed by management are adequate and functioning.

4.1 Activities undertaken in 2012

During the year 2012, the internal audit department conducted several audits and prepared reports, which were presented to the audit committee for necessary action. Some of the audits conducted include:-

- Audit of the payroll
- Audit of the budgetary procedures
- Recruitments, placements and promotions audit
- Audit of Salary advances and in-advances
- Review of Telephone operations
- Constituency Offices audit report

Besides the listed reports, other accomplishments by the department include:-

- Daily pre-audit of all payments;
- Review of the financial statements; and
- Responses to external auditor's queries.



5.0 DIRECTORATE OF LEGISLATIVE AND PROCEDURAL SERVICES

The mandate of the directorate includes legislative matters, provision of administrative and procedural support to the House by:-

- i) Marshalling of published Bills, Motions and Sessional Papers.
- ii) Preparation and processing of weekly programme of Business, Order Papers, Votes and Proceedings of the National Assembly.
- iii) Provision of professional advice to the Speaker, Deputy Speaker, Honourable Members and staff on Parliamentary procedure, tradition, practice, convention and etiquette.
- iv) Facilitating public participation in Legislative processes including responding to inquiries from Members, staff, the public and other Legislative bodies.
- v) Keeping custody and archiving all National Assembly journals and records.
- vi) Distributing copies of draft legislation and other Parliamentary papers to Members.
- vii) Attending to specific Chamber duties.

SITTINGS

House Business commenced on 14th February 2012 with the last sitting taking place on 10th January 2013. The Tenth Parliament was dissolved on 14th January 2013. The House sat for a total of 144 days (541 hours) during the period under consideration.

QUESTIONS

In 2012, a total of 425 ordinary questions were filed out of which 352 were answered while 158 questions by private notice were filed, out of which 148 were answered. Out of all ordinary questions asked, 10.6 percent were directed to the Office of the President-Ministry of State for Provincial Administration and Internal Security; 10.1 percent were directed to the Ministry of Roads while 7.1 percent were directed to the Ministry of Forestry and Wildlife. 28.5 percent of all private questions filed were directed to the Office of the President, Ministry of State for Provincial Administration and Internal Security, 7.6 percent were directed to the Ministry of Education while 7.0 percent to the Ministry of Justice, National Cohesion and Constitutional Affairs, suggesting that the subjects under these Ministries were of most concern to Members during the period.

MOTIONS

In 2012, the House received a total of 183 motions, of which 117 were adopted, 5 were negative, 60 were pending and 1 was withdrawn. Out of the motions adopted, 14.5 percent were Government motions, while 45.5 percent were privately sponsored.

BILLS

In 2012, the National Assembly considered 123 bills, of which a total of 89 were passed. 13 of the Bills passed were Constitutional, 43 Bills lapsed at various stages and only 1 Bill was defeated. There were Presidential memoranda on three (3) Bills, namely Finance Bill, 2012; Climate Change Authority Bill, 2012; and County Governments Bill, 2012.

PAPERS LAID

During the period 2012, a total of 442 Papers on various matters were tabled in the House.

INTERNATIONAL DESKS, 2012

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

The IPU Assembly is the principle statutory body that expresses the views of the IPU on political issues. It brings together Parliamentarians to study international problems and make recommendations for action. The National assembly participated in the following meetings:-

- The 126th Assembly (31st March to 5th April 2012, Kampala, Uganda) with the overall theme of "Parliaments and the People: Bridging the gap.
- The 127th Assembly (21st to 26th October 2012, Quebec, Canada) with the overall theme of "Citizenship, identity and linguistic and cultural diversity in a globalised world, in view of its congruency with IOU values".

b) **The Africa, Caribbean, Pacific – European Union (ACP-EU) Assembly**

The Parliament of Kenya has been a member of the ACP-EU Joint Parliamentary Assembly (JPA) since its inception. Activities in 2012 were:-

- Towards the end of 2011, the Parliament of Kenya was elected to the Co-Presidency of the ACP-EU and the Presidency of the ACP Parliamentary group. This highly coveted position is similar to that of the Speaker in a Parliament. The position was held by the Hon. Musikari Kombo, EGH, MP until the end of the term of the 10th Parliament. The position will still be held by the Parliament of Kenya until the end of 2013.
- In 2012, the Kenya delegation to the ACP-EU JPA comprised of the Honourables Dr. Joyce Laboso, MP and Amb. Mohamed Affey, MP. Kenya was a member of the Committee on Social Affairs and Environment and later a member of the Committee on Economic Development, Finance and Trade. The delegation represented Parliament in JPA meetings in Belgium, Denmark and Suriname.

c) **Commonwealth Parliamentary Association (CPA)**

The CPA of which the Parliament of Kenya is a member, is an association of Parliamentarians from the Commonwealth countries. In the year 2012, the organization held three meetings:-

- The CPA Africa Region meeting in Gauteng, South Africa in June 2012.
- The Commonwealth Women Parliamentarians (CWP) in Uganda.
- The 59th Annual CPA Conference in Colombo, Sri Lanka held in September 2012.

d) **The Intergovernmental Authority on Development (IGAD)**

IGAD was formed for regional development in Eastern African. The member states are



Djibouti, Eritrea, Ethiopia, Kenya, Somalia, South Sudan, Sudan and Uganda. However, Eritrea was suspended in 2007. The headquarters of IGAD are in Djibouti, while both the Presidency and the Secretariat are in Kenya. There were various activities in 2012, including the following:

- The 20th IGAD Heads of State Summit in January 2012.
- A Joint IGAD – EU ministerial meeting in April 2012.
- A Joint IGAD ministerial and high level UN Agencies meeting in May 2012.
- The 45th IGAD Council of Ministers meeting in July 2012.
- A training session on elections observation held in Addis Ababa, Ethiopia in November 2012. One parliamentary staff member was able to attend this session.

e) **Pan-African Parliament (PAP)**

PAP was established according to the Protocol to the Treaty establishing the African Economic Community relating to the Pan-African Parliament (PAP Protocol) as one of the 10 Organs of the African Union (AU). It was inaugurated on 18 March 2004 in Addis Ababa and moved to its current Seat in Midrand, Johannesburg - South Africa. There were various activities in 2012, including the following:-

- The Sixth Ordinary Session of the second Parliament of PAP which was held in January 2012 at the UN Conference Centre in Addis Ababa, Ethiopia. It was held outside of the seat of the PAP for the first time since its inaugural Session. Addis Ababa was chosen specifically to advocate for the ongoing transformation in the status of PAP and also because the Assembly was also falling immediately before the African Union Summit.
- The seventh ordinary session of the Second Parliament of PAP was held in June 2012.
- The first ordinary session of the third Parliament of PAP was held in October 2012.

PROCEDURAL COMMITTEES

A. THE HOUSE BUSINESS COMMITTEE

The House Business Committee was formed to deal with the matters regarding the business of the House. This Committee held 69 sittings in 2012, facilitating all the sittings held by the House.

B. THE COMMITTEE ON PROCEDURE AND HOUSE RULES

The Committee on Procedure & House Rules (formerly the Standing Orders Committee) was formed to consider and report on all matters relating to the Standing Orders. The Committee held several meetings in 2012 to review the Standing Orders. It was guided by several issues, some of which included:-

- (i) The need to align the Standing Orders to the new Constitution.
- (ii) The establishment of and provision for new roles such as the Leader of the Majority

- Party and Minority Party.
- (iii) Alignment of the Standing Orders to the new budget process.
 - (iv) Inclusion of new procedures for petitioning.
 - (v) Alignment of Committees in line with the new dispensation.
 - (vi) Separation and distinction of procedural aspects of both the Senate and the National Assembly.
 - (vii) The need for removal of items which were no longer necessary, such as Questions and Question Time, Prime Minister's Time etcetera.
 - (viii) The importance of having Standing Orders in place for the Senate.

At the conclusion of this process, draft Standing Orders for both the Senate and the National Assembly were prepared and approved by the Procedure & House Rules Committee. These proposed draft Standing Orders were subsequently tabled in the House in January 2013 for consideration and adopted in January 9, 2013 after a few amendments.



Women MPs of the 10th Parliament leaving the Chamber

6.0 DIRECTORATE OF COMMITTEE SERVICES

6.1 Mandate of the Directorate

- a) Advising the Committees on procedural matters;
- b) Compiling and keeping minutes of the Committee proceedings;
- c) Ensuring custody of all papers, books, records and other documentary evidence produced by Committees;
- d) Preparing and circulating the agenda Committee meetings to the Members;
- e) Organizing and facilitating the attendance of witnesses to Committee meetings;
- f) Organizing Committee meetings both within the Precincts of the National Assembly and elsewhere;
- g) Organizing Committee trips and inspection tours;
- h) Preparing Committee budgets;
- i) Compiling Committee reports and facilitating their tabling and adoption by the House.

6.2 Activities undertaken in 2012

During year 2012, the National Assembly had thirty (30) Committees. These are, Seven (7) House-keeping, three (3) Investigatory, twelve (12) Departmental, six (6) others and two (2) Ad Hoc. These Committees were provided with secretarial, administrative and research services support by the Directorate of Committee Services.

6.2.1 Key reports tabled

During year 2012 Parliamentary Committees tabled the following reports among others:

- i) Report of the Public Accounts Committee on the matter of Currency Printing contracts between Central Bank of Kenya and De La Rue Company
- ii) Report of the Departmental Committee on Justice & Legal Affairs on the revised Preliminary Report of the Proposed Boundaries of Constituencies and Wards by the Independent Electoral and Boundaries Commission (IEBC).
- iii) Report of the Departmental Committee on Agriculture, Livestock & Cooperatives on the Inquiry into the Receivership of Kenya Planters Cooperative Union (KPCU) Ltd
- iv) Report of the Joint Departmental Committee on Administration and National Security; and Justice and Legal Affairs on the consideration of a Petition on the adoption of the National Peace Building and Conflict Management Policy.
- v) Report of the Departmental Committee on Local Authorities on the re-consideration of the County Governments Bill, 2012 and President's memorandum.
- vi) Report of the Committee on Equal Opportunity on the Ethnic Audit of the Kenya Civil Service.
- vii) Report of the Departmental Committee on Finance, Planning and Trade on Kenya Airways Rights Issue relating to a Question by Private Notice
- viii) Report of the Departmental Committee on Education, Research and Technology on Non-accreditation of Engineering students of Kenyatta, Masinde Muliro and

LIBRARY
MAIN BUILDING

- Moi Universities by the Kenya Engineers Registration Board.
- ix) Report of the Departmental Committee on Education, Research and Technology on Cancellation of 2011 KCSE results in Garissa, Wajir and Mandera Counties.
 - x) Report of the Departmental Committee on Education, Research and Technology on the transfer of Moi University School of Environmental Studies from the main campus to Chepkoilel University College.
 - xi) Report of the Departmental Committee on Local Authorities on the Nominations of Chairperson and Members of the Transition Authority
 - xii) Report of the Select Committee on the Decline of the Kenya Shilling against Foreign Currencies.
 - xiii) Report of the Joint Committee on Energy, Communications and Information and House Broadcasting Committee on the public petition on the state of affairs at the Kenya Broadcasting Corporation.
 - xiv) Report of the Departmental Committee on Health on Regulation of the Pharmaceutical Sector in Kenya.
 - xv) Report of the Committee on Equal Opportunity on the Distribution of Government advertising services and revenue among Radio and Television Stations.
 - xvi) Report of the Departmental Committee on Administration and National Security on the Vetting of Nominees to the National Police Service Commission.
 - xvii) Report of the Departmental Committee on Administration and National Security on the vetting of nominees to the Independent Policing Oversight Board.
 - xviii) Report by the Departmental Committee on Lands and Natural Resources on Question by Private Notice by the Member for Nyatike (Mr. Anyanga) on the licensing of Mid Migori Mining Company Limited to explore and prospect gold in Nyatike, Migori County.
 - xix) Report by the Departmental Committee of Lands and Natural Resources on the ownership of South Ngariama Ranch – L.R. 13963 in Kirinyaga South District, Central Province
 - xx) Report of the Departmental Committee on Lands and Natural Resources on the nominations of the Chairperson and Members of the National Land Commission.
 - xxi) Report of the Departmental Committee on Lands and Natural Resources on a Petition by the residents of Bungoma County on the proposed construction of Nzoia Dam and the impending displacement of residents following the dam construction on river Nzoia.
 - xxii) Report of the Departmental Committee on Defence and Foreign Relations on the proposed rules and procedure for the election of Members to the East African Legislative Assembly (EALA).
 - xxiii) Report of the Parliamentary Select Committee on the Resettlement of the Internally Displaced Persons in Kenya.
 - xxiv) Report of the budget Committee on the Budget Policy Statement.
 - xxv) Report of the Budget Committee on the Estimates of Revenue and Expenditure for 2012/2013 financial year.
 - xxvi) Report of the Budget Committee on Public Hearings for 2012/2013 Budget Estimates held in 17 centers on 11th, 12th & 14th May, 2012.
 - xxvii) Report of the Departmental Committee on Health on the alleged irregularities of the rolling out of the civil servants out-patient scheme.

REPORTS ADOPTED BY THE HOUSE

During year 2012, the following reports were adopted by the House among others:-

- i) Report of the Departmental Committee on Defence and Foreign Relations on the rendition of Kenyan nationals to stand trial in Uganda and other foreign countries, laid on the Table of the House on Tuesday, December 20, 2011.
- ii) Report of the Parliamentary Select Committee on the resettlement of the Internally Displaced Persons (IDPs) in Kenya, laid on the Table of the House on 25th April, 2012.
- iii) Report of the Departmental Committee on Lands and Natural Resources on the nomination of Members of the National Land Commission laid on the Table of the House on Tuesday 14th August, 2012
- iv) Report of the Departmental Committee on Administration and National Security on the Vetting of Nominees to the Independent Policing Oversight Board laid on the Table of the House on Wednesday 18th April, 2012;
- v) Report of the Departmental Committee on Agriculture, Livestock and Cooperatives on the Inquiry into the Receivership at the Kenya Planters Cooperative Union (KPCU) Ltd, laid on the Table of the House on Tuesday, March 06, 2012.
- vi) Budget Committee Report on the Budget Policy Statement for 2012/13 laid on the Table of the House on Wednesday, 25th April, 2012.
- vii) Budget Committee Report on the Estimates of Revenue and Expenditure for 2012/2013, laid on the Table of the House on Wednesday, June 06, 2012.
- viii) Report of the Departmental Committee on Defence and Foreign Relations on the proposed Rules of Procedure for the Election of Members to the East Africa Legislative Assembly (EALA) laid on the Table of the House on Wednesday, 25th April, 2012, subject to referral of the Rules to the Committee of the Whole House.
- ix) Report of the Departmental Committee on Local Authorities on the nominations of the Chairperson and Members of the Transition Authority laid on the Table of the House on Wednesday 13th June, 2012.
- x) Report of the Constituencies Fund Committee on the approval of Mr. Boniface Lokaale Korobe as a member of the Constituencies Development Fund Board laid on the Table of the House on Tuesday, 13th March, 2012.
- xi) Report of the Parliamentary Select Committee on Decline of the Kenya Shilling against Foreign Currencies laid on the Table of the House on Tuesday 14th February.
- xii) Report on the land, land registration and national and commission Bills, 2012.

External relations and capacity building

In the year 2012, the Committees were facilitated to undertake foreign visits for the purpose of study tours, investigatory tours, Parliamentary democracy and attendance of conferences. Some of the countries visited include Australia, China, Uganda, United Kingdom and the United States of America among others.



7.0 DIRECTORATE OF LEGAL SERVICES

The Directorate of Legal Services is the office in the National Assembly charged with the responsibility of handling all legal matters arising in the Assembly.

7.1 Functions of the directorate

The key functions of the Directorate are as follows:

- (a) Drafting Bills and Committee stage amendments to Bills;
- (b) Rendering legal advice to the Speaker, the Clerk, the Board of Management, the various Directorates and Members of the National Assembly on various issues concerning Parliamentary and administrative work;
- (c) Advising on Bills and assisting Committees and Members to scrutinize Bills and draft proposed amendments to Bills;
- (d) Serving as Speaker's Counsel and in this capacity act as legal counsel to the Speaker in respect of all official aspects of the Speaker's office;
- (e) Carrying out legal research on assorted legal and procedural matters; and
- (f) Advising Committees, writing legal opinions, briefs and memoranda for use by Committees and other Directorates.

7.2 Activities undertaken in 2012

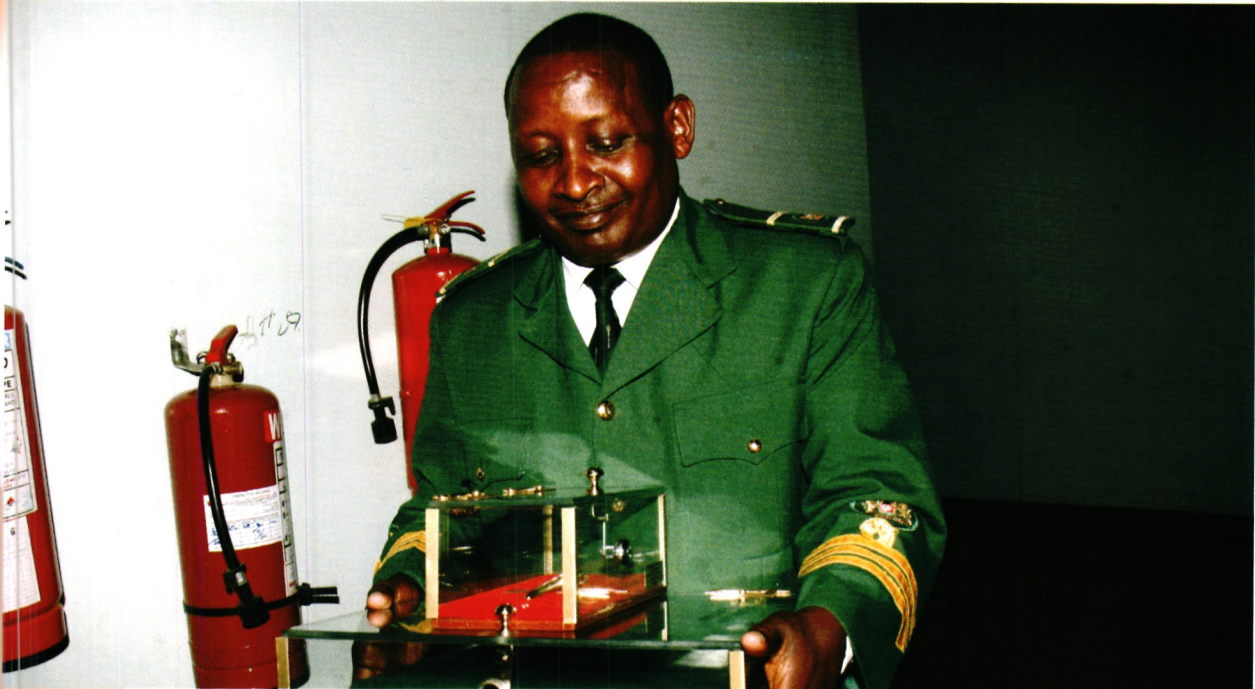
- (i) Drafting Bills for introduction in the National Assembly and Committee stage amendments to Bills.
- (ii) Drafting new Standing Orders for the two Houses of Parliament.
- (iii) Drafting the Parliamentary Service Bill, 2013, the Parliamentary Powers and Privileges Bill, 2013 and the draft County Assemblies Powers and Privileges Bill, 2013.
- (iv) Providing legal advice to the Clerk, the Speaker, the Parliamentary Service Commission, other Directorates of the National Assembly, Members and Committees of the National Assembly.
- (v) Successful implementation of the Parliamentary Pupillage Programme through hosting and training of pupils engaged in the programme.
- (vi) Overseeing the legal framework for the election of members of the East Africa Legislative Assembly.
- (vii) Counsel participated in various professional programmes (Continuous Legal Education (CLE) programmes) offered by the Law Society of Kenya and the East Africa law Society.

7.3 Challenges

- (i) Shortage of critical staff to perform its activities effectively including legal counsel, legal clerks and support staff.
- (ii) Inadequate office accommodation, furniture and equipment.
- (iii) Inadequate training opportunities.



8.0 SERJEANT-AT-ARMS DEPARTMENT



Officer of Serjeant-At-Arms Office on duty

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

8.1 Mandate of the department

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

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

8.2 Activities Undertaken

- (i.) Facilitated access of visitors and schools to Parliament.
- (ii.) Facilitated meetings of the Departmental Committees and Press Conferences despite limited room facilities.
- (iii.) Enhanced security in Parliament.
- (iv.) Instituted a four layer security ring.
- (v.) Capacity building of staff- a number of staff benefited from training and workshops organized by the Directorate of Administrative Services while others registered for private courses.

- (vi.) Attachment to the Parliaments of Australia and Burundi for bench-marking.
- (vii.) Adoption of Schemes of Service which provided clear career progression for staff.

8.3 Challenges

- (i) Delays in implementation of an integrated security management system.
- (ii) Increased demand for parking facilities.

9.0 HANSARD DEPARTMENT

The Hansard Department of the National Assembly is charged with the responsibility of recording and publishing reports of all proceedings of the House. In addition, it provides verbatim reports of Committees' proceedings to Members of Parliament, Parliamentary officials and the Parliamentary Library. The department also provides verbatim reporting services to Government Commissions of Inquiry and Parliamentary Conferences on request.

9.1 Activities undertaken in 2012

House and Committee Sittings

The House and Committees held sittings as follows:- 131 House/Plenary sittings; the Local Authorities & Funds Accounts Committee held 20 sittings; the Public Investments Committee held 40 sittings; the Public Accounts Committee held 39 sittings, and the Departmental Committee on Defence & Foreign Relations held 15 sittings.

Due to exigencies of work, the Department utilized the newly created Audio Section to assist Committees in keeping a digital audio record of the proceedings. These audio records were used by various Committee clerks during report writing.

Organizational Changes

The Constitution 2010 established two Houses of Parliament- the Senate and the National Assembly. Consequently, the Parliamentary Service Commission carried out a restructuring process in the organizational structure to accommodate the new structure. Two hansard departments were established to cater for the two Houses, each led by a Hansard Editor, reporting directly to the Senior Deputy Clerk of each House. Towards the end of the year 2012, there was official deployment of staff to the two Houses.



Foreign assignments & attachments

During the year under review, a few officers in the Department had an opportunity to attend foreign assignments and training as enumerated below: -

- In January, 2012, three officers attended the Commonwealth Hansard Editors Association (Africa Region) Conference in Lusaka, Zambia.
- In February 2012, four officers undertook a study tour to the Parliament of India.
- Three officers undertook a study tour to the Parliament of South Africa.
- One officer went on attachment to the Parliament of Thailand to study the bicameral system of Parliament.
- In November, 2012, one officer attended a course at the Bureau of Parliamentary Studies in New Delhi, India.

9.2 Challenges

- (i.) Inadequate office space.
- (ii.) Delays in upgrading of the Hansard system.



Members of Parliament in the National Assembly chambers during official opening before the refurbishments

10.0 THE PARLIAMENTARY BUDGET OFFICE

The Parliamentary Budget Office (PBO) was reestablished under the PFM Act 2012, as a non-partisan, professional office of Parliament whose primary mandate is to provide timely, accurate and objective information and analysis concerning the national budget and the economy.

10.1 Mandate of the Parliamentary Budget Office

The Parliamentary Budget Office draws its mandate from Section 10 of the Public Finance Management Act, 2012 summarized as follows:

- a) Providing professional services in respect of budget, finance, and economic information to the Committees of Parliament.
- b) Preparing reports on budgetary projections and economic forecasts and making proposals to Committees responsible for budgetary matters.
- c) Considering budget proposals and economic trends and making recommendations to the relevant Committees.
- d) Establishing and fostering relationships with the National Treasury, County Treasuries and other National and international organizations, with an interest in budgetary and socio-economic matters.
- e) Undertaking, either independently or in collaboration with any person or institution, any study or activity likely to assist the office in performing its functions.
- f) Proposing, where necessary, alternative fiscal framework in respect of any financial year.

Staff Strength

In the year 2012, the office had a staff strength of 12 technical staff, two junior legislative fellows, 1 administrative staff and 1 office assistant. However, one senior technical staff who was the Deputy Director left the service in the month of November 2012 and the administrative staff was transferred in December 2012.

10.2 Activities undertaken

- (i) Development of the proposal for the criteria for allocation of revenue among Counties which was disseminated to the Budget Committee Members in a workshop.
- (ii) Analysis of the Budget Policy Statement for 2012.
- (iii) Review of the budget estimates for 2012/2013: The Budget Office conducted vote by vote analysis of the budget estimates and briefed the Budget Committee and all Departmental Committee.
- (iv) Public Hearing on the 2012/13 Budget Estimates: The budget office provided technical support to the Budget Committee in conducting public hearing in seventeen (17) centers across the country. This was in line with Article in 221 (5) of the Constitution of Kenya, 2010.
- (v) Macroeconomic Modeling: The office with support from development partners successfully developed and launched a Parliamentary Budget Office macroeconomic



model (PBOM) and poverty module The office also organized a two weeks training for 16 officers both from the PBO and Research Department on the same.

- (vi) Study Tours: The office successfully organized 6 knowledge exchange tours for Members of Parliament and staff to broaden their knowledge and skills in budget making process. Two officers also attended.
- (vii) Two officers participated in the 3rd bi-annual House Democracy Partnership seminar on strengthening budget analysis capacity in the legislature held in October in Washington, D.C.
- (viii) Knowledge Exchange Visits: The office successfully hosted two delegations from Ghana and Liberia.
- (ix) Technical Support to Joint/Select Committees: The budget office provided technical support to the following joint/select committees mandated to carry out investigations on specific matters of national interest:-

- Parliamentary select Committee on the decline of the Kenya Shilling against other currencies.
- Joint committee of Budget, Departmental Committee on Finance, Planning & Trade and Public Accounts Committee on Inaccuracies/Inconsistencies in Treasury Tax/Revenue Accounts for the year 2007/2008.
- Joint Committee of Transport, Public Works & Housing, Finance, Planning & Trade and Budget Committee on cancellation of tender for construction of a new terminal at Jomo Kenyatta International Airport.

(x) Thematic research and analysis of Periodic Reports: These included:

- Managing the Transition: Budget Options for 2012/13 and the medium term.
- Contextualization of the Kenyan Economy: Simulations from Parliamentary Budget Office Macroeconomic Model, Discussion Paper.
- The M.Ps Budget Watch for Financial Year 2012/13.

(xi) Analysis of a total of 65 Bills and various Sessional Papers

Activities not fully implemented

The following activities/targets were not fully implemented by the office.

- (i.) Development of the National Budget Institute.
- (ii.) Development of capacity building/training master plan for the division.
- (iii.) Establishment of up-to date budget/ economic data bank.
- (iv.) Establishment of a fully functional budget library/ resource centre.

10.3 Challenges

- (i) Inadequate Staffing.
- (ii) Inadequate office space.
- (iii) Delays in receiving budget information.
- (iv) Inadequate working tools/office equipment.

11.0 DIRECTORATE OF ADMINISTRATIVE SERVICES

The Directorate of Administrative Services is responsible for supervision and providing strategic direction to the human resources management department, office support services, catering services, human resource development, health club services and the pensions unit. The mandate of the Directorate is to provide strategic leadership and guidance on Human Resource Management and to provide prompt services to enable Parliament to fulfill its mission.

The Directorate provides the following services:

- a) Co-ordination of HR activities in such areas as recruitment, appointment, promotion of staff, general staff placement, discipline, grievances and counseling.
- b) Interpretation and application of personnel regulations, procedures and policy matters.
- c) Administration of the Personnel emoluments, estimates and expenditure control.
- d) Coordinates training and development of staff.
- e) Co-ordination of performance management
- f) Preparation of reports and proposals on compensation and benefits of staff.
- g) Management of the payroll for the Kenya National Assembly.
- h) Management of the Medical Scheme and the Pension Scheme.
- i) Office services including transport, registry, messengerial and cleaning.
- j) Catering services.
- k) Health and fitness services, beauty therapy and recreational activities.

It is composed of the following departments and Units:

- Human Resources Management Department.
- Human Resource Development Department.
- Office Services Unit.
- Catering Unit.
- Health Club Unit.

11.1 HUMAN RESOURCES MANAGEMENT

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

In the year under review the HR Department was charged with preparation of the agenda for the Staff Advisory Committee and presentation of cases with regard to promotions, appointments, re-designations, discipline, Special Duty Allowance and Acting Appointments and thereafter implementation of the Parliamentary Service Commission resolutions.

During the year, recruitment and promotions were done for various cadres of staff in line with the new Parliamentary Service structures adopted by the PSC. Fifteen (15) staff were appointed by PSC



to various positions of senior management. A total of twenty nine (29) officers from various departments were promoted to fill short falls in various departments. In addition, four (4) officers who successfully completed the probation period were confirmed in appointment and admitted to the Permanent and pensionable establishment while fifteen (15) other officers were upgraded to higher scales.

A total of four (4) officers resigned from service in 2012 to pursue other career interests and the department also facilitated the smooth transition for officers proceeding on retirement by processing of the pension entitlement for eleven (11) officers who attained the retirement age of 60 years. In addition, death gratuity for three members of staff who had passed on was processed and paid out.

The pensions unit carried out an audit of the pension scheme and issued statements to individual members of staff. Annuities were also purchased for sixteen (16) pensioners who were earning their pension from the scheme.

The HR department was tasked with the processing of emoluments for both Members of Parliament and staff. The department also undertook administration of welfare issues such as compilation and computation of pension entitlements for former Members of Parliament and payment of Ex-gratia claims. Administration of medical cover for Members of Parliament and staff was also undertaken by department.

The HR department being the custodian of all Personnel data continuously updated the complement control data and carried out a skills audit for all Directorates.

11.2 HUMAN RESOURCE DEVELOPMENT DEPARTMENT

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

11.2.1 Activities undertaken in 2012

During the year under review, the following activities were undertaken:-

- (i) Training: 40 members of staff were trained on integrated performance management System, 51 on Public Relations & Customer care, 39 on housekeeping techniques and 24 did individual courses.
- (ii) Refund of Training Expenses: The department encouraged members of staff to take up the initiative to self development by refunding 50% of training expenses to staff who successfully completed their post graduate or professional courses.
- (iii) Training Needs Analysis: A training needs analysis was carried out to enable the department identify gaps that can be addressed by use of training intervention.

- (iv) Performance Management: The department operationalized the performance appraisal tool and appraisal reports for members of staff.
- (v) The Staff Training Committee: The department facilitated the operations of the Training Committee by preparing the agenda and minutes for the staff training Committee and presenting the resolutions of the training Committee to the Board of Management. Implementation of the Board of Management resolutions on Training and Capacity Building issues was also handled by the department.

11.3 CATERING UNIT

The mandate of the catering unit is to prepare and serve food and beverages to Members of Parliament, their guests and senior staff of the National Assembly. The department organizes and hosts in-house functions.

To fulfill its role, the department operates a modestly equipped kitchen, a private and public restaurant with a seating capacity of 160 covers and one private and public bar/lounge with a seating capacity of 150. In addition, the department runs a fully equipped kitchen and restaurant on 7th floor of Continental House. Catering services are also offered for the CPST staff and the various workshops held there.

11.3.1 Activities Undertaken in 2012

The following activities were undertaken during the period under review:

- (i) To enhance service delivery, crockery, linen and two fridges were procured.
- (ii) Three (3) members of staff from the Catering Department undertook a study tour of the Parliament of Tanzania.
- (iii) The department also catered for various functions such as EALA meetings, presidential cocktails and luncheons, end of year staff party, luncheons and cocktails for visiting Legislatures, Committees and workshops at CPST.

11.4 OFFICE SERVICES UNIT

The mandate of the office services is to provide efficient and effective office services i.e. Registry, Transport, cleaning and messengerial duties to members of Parliament and staff.

The following activities were undertaken by the unit:

11.4.1 Registry

- Ensured safe custody and maintenance of all Personnel and subject files and prompt delivery to action officers on demand.
- Provided postal services i.e. collecting and posting of official mail and ensuring timely dispatch of the same.
- Collected Kenya Gazettes, Bills, Acts and Gazette supplements from the Government printer and dispatched them accordingly.
- Distributed Parliamentary Papers i.e. Orders of the Day, Weekly Programmes,

Questions Schedules to all members, staff, the press and the general public.

- Received and facilitated the processing of MPs mileage claims.
- Received and facilitated the processing of constituency office returns of expenditure.
- One officer trained on records management course under ESAMI programme and another officer was promoted.

11.4.2 Transport section

- Disposal reports for uneconomical vehicles prepared and approved.
- Partial implementation of procurement plan for motor vehicles for the expanded parliament; 3 Passats Volkswagen, & 2 Mercedes Benz E200 and 1 Mercedes E240 procured.
- Procurement plan for vehicles for other new constitutional office holders prepared, reviewed and approved by Board of Management.
- Developed scheme of service for transport officers which were approved and are currently under implementation.
- Developed a draft transport policy, which is under review.

11.4.3 Housekeeping section

- 90% of office attendants undertook a three week course in housekeeping by Kenya Utalii College.
- Developed standards of cleanliness with all contracted service providers.
- Induction for contracted service providers.

11.4.4 Aids Coordinating Unit (ACU)

- Five (5) staff from different departments underwent a one month certificate course in counseling & peer education.
- Capacity building on HIV & Aids management for ACU members and representatives from Human Resource department.
- Proposal developed and approved for training on drugs & substance abuse.

11.4.5 Health club

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

Attendance to the health club by both Members of Parliament and staff increased considerably due to increased awareness of the benefits of fitness and exercise and the peaceful and tranquil environment prevailing at the club which is stress free, conducive for rest, meditation and recuperation.



Activities Undertaken in 2012

The following achievements were noted during the year under review.

- (a) Extensive renovation was undertaken where additional lockers were installed, new machines were installed in the sauna and steam baths and new Gym accessories were bought and installed.
- (b) Finance and Stores - The health club runs a current account which derives its resources from Members contribution that is approximately Kshs. 400,000 per month. During the year under review the club had a total income of Ksh. 6, 306, 136 and expenses of Kshs. 6,891,643 thereby incurring a deficit of Ksh. 585, 507. This has necessitated a review of the subscription fee from Ksh. 2,000 to 5,000 to cater for the deficit.
- (c) Sports and Recreation - apart from the indoor health club activities the club also under took outdoor activities for both Members of Parliament and staff. These activities include bunge football club representing Kenya in the East African Community Parliamentary championships in Nairobi, Kenya; Bunge marathon team involved in the standard chartered and Lewa marathons; and formation of the Bunge golf team which took part in various tournaments locally.
- (d) Disaster Management - The department was charged with the responsibility of ensuring the safety of all the buildings, visitor's property and staff of the National Assembly in case of any disaster especially fire. All the basic requirements were met, the major activity being the continuous maintenance of the basic fire-fighting equipment.
- (e) The health club management committee was finally constituted towards the end of the year. The Committee came up with strategies and policies to tackle the challenges facing the club, more so the expansion of the recreational facilities to accommodate the increased number of Members during 11th Parliament in 2013.



Members of EALA during a session held at Kenya Parliament

12.0 DIRECTORATE OF FINANCE AND ACCOUNTING

The Directorate of Finance and Accounting Services plays a pivotal role in ensuring prudent internal financial management is upheld within the National Assembly. It offers financial advice to the Parliamentary Service Commission and forms the link between the Treasury and the Commission in respect of financial transactions.

The Directorate ensures integrity, value for money and maintenance of financial systems in line with existing financial regulations.

Mandate of the Directorate

- a) Formulation, interpretation and application of Accounting and Finance policy, procedures, rules and regulations as well as Public Procurement matters.
- b) Authorization of all expenditure for the Parliamentary Service Commission.
- c) Giving guidelines on all financial matters of the National Assembly.
- d) Overall preparation of the PSC budget.
- e) Financial control for the National Assembly.
- f) Issuance of Authority to Incur Expenditure (AIE) to spending units.
- g) Planning and monitoring of Parliamentary programmes and projects.
- h) Evaluation of financial implications of major policy changes.
- i) Co-ordination of donor funding for the National Assembly.
- j) Accounting for the money allocated to Parliament.

The Directorate is composed of the Finance, Accounting, Procurement and the Constituency Liaison Office departments.

12.1 FINANCE DEPARTMENT

The main mandate of the department is to deal with financial management of the Parliamentary Service which includes planning, budgeting, implementations and control of the expenditure.

Other key functions include the following:-

- (a) Budget Preparation, implementation and control.
- (b) Authorization of all expenditures for the PSC.
- (c) Planning and monitoring of Parliamentary programmes and projects.
- (d) Ensuring proper management and expenditure of public funds as laid down in financial regulations and procedures.
- (e) Coordinating flow of communication with the Treasury and other bodies in matters related to finance.
- (f) Issuance of Authority to Incur Expenditures (AIEs).
- (g) Giving direction and guidance on financial matters/regulations.
- (h) Playing an advisory role as a member of the various Administrative Committees in the Parliamentary Service.

- (i) Co-ordination of donor funding and evaluation of financial implications of major policy changes within the Parliamentary Service.

12.1.1 Major activities in 2012

During the year 2012, the department engaged in various activities that were geared towards ensuring that there is optimal use of the scarce resources, and that service delivery was efficient and effective towards realizing the optimal goal of full implementation of the PSC 2008-2018 (Revised) Strategic Plan. It is underscored that funding is critical in realizing the goals and objectives of the Strategic Plan and therefore finance becomes an integral player.

Some of the activities include:

- (i) Preparation of the 2011/2012 Revised Budget in January 2012.
- (ii) Preparation of the 2012/13 budget estimates for the Parliamentary Service Commission.
- (iii) Held a post budget workshop to sensitize Directorates on the budget implementation process.
- (iv) Issued various AIEs to relevant Directorates.
- (v) Prepared periodic (quarterly) budget performance reports on the 2012/2013 budget.

12.1.2 Challenges

- i) Low absorptive capacity of budget funds.
- ii) Inadequate staffing.

12.2 ACCOUNTS DEPARTMENT

The main functions include management of voted public funds in an economical manner to achieve desired goals, provision of information and reports for financial management, maintaining effective internal control system, preparation of Appropriation Accounts and other accounts, replying to audit queries and managing National Assembly bank accounts.

12.2.1 Activities implemented

- (i) Improved and implemented the imprest programme.
- (ii) Constituency Office employee payroll programme was improved to include taxation element.
- (iii) Preparation of Finance Statement in a form that complies with the Public Finance Management Act, 2012.

Activities not achieved

- Automation of mileage claim system is not complete.



12.2.2 Challenges

- i) Reduction of the 2011/2012 budget for crucial areas.
- ii) Inadequate staffing.
- iii) Staff stagnation.
- iv) Low absorption capacity of funds.
- v) External challenges from the IFMIS.

12.3 PROCUREMENT DEPARTMENT

The Procurement department's functions are defined in the Public Procurement and Disposal Act, 2005 and Regulations 2006.

12.3.1 Activities undertaken in 2012

During the year under review the procurement department carried out the following activities:-

- (i) Pre-Qualification of Suppliers for various goods and services for the financial year 2012-2013 were concluded.
- (ii) Procured all services, goods and works required to enable the delivery of service in the National Assembly for the year under review.

12.3.2 Challenges

- (i) Reduction of projected budgetary provisions has disrupted the initial procurement plans.
- (ii) Staff stagnation.

12.4 CONSTITUENCY LIAISON OFFICE

The departments' primary responsibility is to facilitate Members of Parliament at the constituency level by;

- a) Establishing Constituency offices
- b) Budgeting for the constituencies
- c) Disbursement of funds and ensuring accountability on funds disbursed
- d) furnishing the constituency offices

12.4.1 Activities accomplished in 2012

- (i) Disbursement of funds to all the constituency offices.
- (ii) Revision of the Parliamentary Service Act of 2005 (Constituency office) to accommodate staff of nominated Members.
- (iii) Revision of the Employment Contract for Constituency office staff to accommodate Nominated members' staff; include staffs' next of kin and to include Senators' staff (on-going).

- (iv) Data cleaning of constituency office personnel files (in preparation of payment of terminal gratuities upon dissolution of Parliament).
- (v) Verification of assets inventory schedules (inspected 50 Constituencies and surcharged one Constituency).
- (vi) Training of Constituency office staff on financial management and accounting of funds disbursed.

12.4.2 Challenges

- (i) Inadequate office and storage space.
- (ii) Understaffing of the department.
- (iii) High turnover of constituency office staff.
- (iv) Lack of approval of the Operations Manual for Constituency Offices.
- (v) Lack of adherence to the constituency office operating regulations.



Back side of main Parliament buildings



13.0 DIRECTORATE OF RESEARCH AND INFORMATION SERVICES

The Directorate of Information and Research Services is the custodian and reservoir of information resources critical in supporting Members of Parliament in their legislative, representation and oversight roles. The Directorate consists of the following seven (7) departments and units:-

- Library Services Department
- Parliamentary Research Services
- Public Communications Department
- Information Communication Technology Services
- Media Relations and Broadcasting Department
- Printing Unit
- Audio Recording Unit

13.1 LIBRARY SERVICES DEPARTMENT

The Parliamentary library provides Members of Parliament, staff and the public by extension, with the relevant information resources and reprographic services and as such acts as Parliament's main reference point.

13.1.1 Activities undertaken in 2012

- i) Successful subscription of newspapers, journals and magazines.
- ii) Purchased five hundred assorted reading materials for the library.
- iii) Conducted training on the library management system (Dspace) for the library staff.
- iv) Repackaging of Parliamentary information/documents through abstracts and indexes.
- v) Participation in international and local conferences (2 officers in Finland, 1 in Namibia and attendance of a conference for Government librarians in Mombasa and at the CPST).
- vi) Acquisition of four (4) photocopying equipment.

13.2.2 Challenges in service delivery

- i) Shortage of staff.
- ii) Shortage of space and modern equipment which affects quality of service.
- iii) Lack of an IT librarian which hampers efficient service delivery.
- iv) Frequent interruption of the internet connection.
- v) Relocation of the library to the 1st Floor of Continental House which will affect suitability.

13.2 RESEARCH SERVICES

The Research Services Department works for the Members of Parliament, and staff in providing policy analysis to Committees and Members of Parliament regardless of party affiliation.

13.2.1 Activities undertaken in 2012

- i) Preparation and finalization of the report on the 9th Parliament.
- ii) Preparation and finalization of the inaugural bi-annual Parliamentary journal.
- iii) Policy analysis and preparation of anticipatory briefs.
- iv) Facilitation and support in preparation of papers and speeches to various workshops and conferences such as CPA, IPU, among others.
- v) Departmental Committee technical support for value addition to the policy discussions.
- vi) Conference/workshop technical support including rapporteuring.
- vii) Training in preparation for the new dispensation.

13.2.2 Challenges in service delivery

- i) Inadequate staff capacity.
- ii) Inadequate staff training and exposure especially in policy analysis.
- iii) Limiting staff structure.
- iv) Limited office accommodation which has contributed to scattering of staff hence poor coordination.
- v) Limited availability of reference material.
- vi) Delayed delivery of research requests thus leading to strict deadlines.

13.2 ICT DEPARTMENT

The information and communication technology (ICT) department is service oriented and ICT is a tool to increase efficiency, reliability and accuracy in processing, storing and dissemination of information with its services cutting across all the departments in Parliament.

13.2.1 Activities undertaken in 2012

- i) User support services to Members of Parliament and infrastructure maintenance within all Parliament Buildings.
- ii) Systems integration and maintenance on various systems including HPS and configuration of IFMIs to cover Protection House.
- iii) Infrastructure development and maintenance where there was extended fiber connectivity to Protection House, completed the installation of MPLS network to provide internet services, installed and terminated telephone lines to users in Protection House, effective website updates of Parliamentary Website, deployment of Anti-virus (KAV) and filtering software (Dans guardian) on our network, relocated media centre and new store and provided network connection.
- iv) Training and supporting users on the use of information technology including Members of Parliament (MPs) in consultation with the personnel Department.
- v) Designed, and coordinated drawing of technical specifications and the evaluation of various ICT related sources.
- vi) Facilitated digital recording of Parliamentary Committees.



13.2.2 Challenges in service delivery

- i) Delay in the adoption and implementation of new scheme of Service.
- ii) Inadequate capacity building for ICT staff.
- iii) Delay in payments for ICT services thereby resulting in interruption of services.

13.4 PUBLIC COMMUNICATIONS DEPARTMENT

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

13.4.1 Activities undertaken in 2012

- i) Education Outreach where over 200 learning institutions and over 45,000 students visited Parliament and were exposed to Parliamentary procedures.
- ii) Provided protocol services to over 20 visiting foreign VIP delegations.
- iii) Managed the following major events:-
 - The 2nd Commonwealth Women Parliamentarians (CWP) Workshop on Promoting Political Participation of Women in East Africa Sub-Region from 15th-18th May 2012.
 - Centre For Parliamentary Studies And Training (CPST) Symposium to Peer Review the Curriculum of the CPST from 29th July – 3rd August, 2012.
 - EALA sittings in Nairobi.
 - Parliamentary Workshops and Conferences held outside Nairobi.
 - National Budget Reading Day 2012.
 - Parliament farewell dinner for the President.
 - Funeral preparations and events for departed Hon. Members.
- iv) The Visa and Travel unit processed over 800 visas and 300 new passports during the period under review.
- v) Facilitated a number of publications to support the department's outreach mission. These include the 5th and 6th issue of the Bunge Magazine, KNA Frequently Asked Questions (FAQs), KNA Service Charter, KNA history, visa and travel guide.

13.4.2 Challenges in service delivery

- i) Lack of venues for lectures for the school outreach programme.
- ii) Lean staffing levels.
- iii) Late submission of documents for visa processing thereby causing backlogs and inconveniences.

13.5 MEDIA RELATIONS AND BROADCASTING DEPARTMENT

The department acts as a go-between Parliament and the media fraternity. Its main objective is to ensure that the image of Parliament is safeguarded by sifting and passing the relevant information

regarding the going-on in Parliament to the public. The department further oversees the live broadcast of Parliamentary proceedings with an aim of opening up Parliament to the outside world as well as advising the House Broadcasting Committee on media related issues.

13.5.1 Activities undertaken in 2012

- i) Facilitated Parliamentary broadcasts and recordings.
- ii) Collated and analyzed media coverage of Parliament.
- iii) Trained journalists on Parliamentary procedure.
- iv) Advised the Speaker, Clerk and the House Broadcasting Committee on media issues.
- v) Authored several articles and commentaries on Parliament.
- vi) Organized 270 Press conferences for MPs.
- vii) Organized Committee coverage in and outside the country.
- viii) Involved in the production of the Parliament Magazine.
- ix) Accredited journalists and ensured their conduct was orderly.

13.5.2 Challenges

- i) Inadequate staff.
- ii) Shortage of office equipment computers.
- iii) Unreliable internet connection.

13.6 PRINTING UNIT

The Printing unit's core function is to provide quality printing services to the Parliament of Kenya promptly, while ensuring that secrecy, urgency and accuracy is maintained on all documents.

13.6.1 Activities undertaken in 2012

- i) Facilitated the acquisition of four (4) colour digital press.
- ii) Printed stationary for all offices.
- iii) Bound Committee Reports, Papers Laid, newspapers and magazines for the Library.
- iv) Printed programmes for the Public Relations Department.
- v) Coordinated the printing of the Strategic Plan and the PSC Annual Report.

13.6.2 Challenges facing the Unit

- i) Lack of adequate office space.
- ii) Inadequate technical staff.

13.7 AUDIO RECORDING SECTION

The audio recording section was, until September 2011, part of the Hansard Recording Unit. Its core function is to facilitate Committee proceedings, store audio documentation, dissemination and digitization of analogue to digital and vice versa, for future reference.



13.7.1 Activities undertaken in 2012

- i) Recorded at least 20 Committee proceedings for Departmental Committees, Watchdog Committees, Ad hoc Committees, vetting of constitutional officers and Joint Committees.
- ii) Digitization of four thousand and seventy eight (4,078) un-transcribed cassettes.
- iii) Facilitated public hearings on the Budget across twenty districts.
- iv) Facilitated public hearings on the Constitution amendment Bill, 2012.
- v) Facilitated Committees during inspection tours including a tour of Kenya Agricultural Research Institute (KARI), Centre of Excellence and ICT Centers in Lari, Kenya Seed Company, De la Rue and Port of Mombasa.

13.7.2 Challenges

- i) Lack of essential working tools such as digital recorders and computers.
- ii) Inadequate size of Committee Rooms causing inconveniences in terms of setting up the recording apparatus.
- iii) Inadequate staff to service all Committees of the House.
- iv) Inadequate staff exposure and training in key areas such as mass communication and public relations.



Inside the broadcasting studios of the Parliamentary Broadcasting Unit (PBU)

14.0 DIRECTORATE OF LITIGATION AND COMPLIANCE

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

14.1 Functions of the department

The Directorate undertakes the following functions:

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

14.2 Activities undertaken in 2012

- (i) Technical support in the process of implementing the Constitution, particularly in:
 - Restructuring of the Parliamentary Service to cater for an expanded Parliament with two Houses.
 - Drafting new Standing Orders for the two Houses of Parliament.
 - Preparing draft Parliamentary Service Bill, 2013 and draft Parliamentary Powers and Privileges Bill, 2013.
- (ii) Litigation on behalf of the Parliamentary Service Commission, the Speaker of the National Assembly and Clerk of the National Assembly. A case of particular note is the defence of a constitutional petition filed against Parliament in 2012 by the Commission on Implementation of the Constitution challenging the constitutionality of the enactment of the Leadership and Integrity Act, 2012. Corporate services including providing legal advice to the Parliamentary Service Commission and other organs of Parliament.
- (iii) Conveyancing services including the successful acquisition of various buildings and properties, either through purchase or lease, for use by Parliament.
- (iv) Recovery of debts outstanding to the Parliamentary mortgage schemes and Parliamentary Service Commission.



- (v.) Attachments to jurisdictions such as Australia and India.
- (vi.) Support the pupillage programme carried out under the auspice of the Council for Legal Education.
- (vii.) Counsel attended training and Continuous Legal Education (CLE) programmes to build their capacity.

14.3 Challenges to delivery of service

- (i) Inadequate office space and equipment.
- (ii) Inadequate staff.
- (iii) Lack of specialized storage facilities.
- (iv) Inadequate training opportunities.



A visiting delegation of MPs following proceedings of Kenya parliament .



15.0 MAINTENANCE DEPARTMENT

The mandate of the department includes:-

- (i) Maintenance of buildings, gardens and minor repair works.
- (ii) Refurbishment and alterations of buildings.
- (iii) Planning, coordination and implementation of PSC projects.
- (iv) Liaison with project consultants.
- (v) Replacement and servicing of equipment
- (vi) Ensuring continuous flow of water and power in all the parliament buildings.

15.1 Activities undertaken in 2012

- (i) Refurbishment of the National Assembly Chamber
The implementation of the refurbishment and remodeling of the National Assembly was completed in July 2012.
- (ii) Refurbishment of the Senate Chamber
The refurbishment of the Old Chamber for use by the Senate commenced in September, 2012 and is still ongoing.
- (iii) Creation of offices for Members
The PSC embarked on various projects to create office space for Members. These projects include the following:
 - Partitioning of offices in the Main Parliament to create offices for the Parliamentary office holders in the Senate and the National Assembly.
 - Purchase and refurbishment of the Red Cross Building.
 - Lease and refurbishment of offices in Harambee Plaza
 - Building of a Multi-storey office block.
- (iv) Expansion of Facilities to accommodate the increased number of Members
The facilities to be expanded include a kitchen, restaurant and parking. The project has been tendered and awarded and the works are in implementation stage.
- (v) Purchase and renovation of residences of the Speakers
The Commission commenced the process of purchasing a residence for the Speaker of the Senate and renovations for the residence of the Speaker of the National Assembly

(vii) Maintenance services

Maintenance activities undertaken include normal maintenance work, minor repairs, refurbishment and alterations. The maintenance work covers maintenance of buildings and plant repairs, maintenance of gardens, replacement of bulbs and servicing of equipment, among many others

15.2 Challenges

- i) Power outage leading to damaged equipment.
- ii) Slow procurement process.
- iii) Inadequate staff.



Maintenance work at County Hall

16.0 CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING

The Centre for Parliamentary Studies and Training (CPST) is an organ of the Parliamentary Service Commission established by a resolution of the PSC in December 08, 2008. The CPST operated under the mandate, roles and objectives enunciated in the resolution till July 22, 2011, when PSC promulgated its Regulations by Legal Notice No.95, in a special Supplement of the Kenya Gazette.

16.1 Roles and Functions of the CPST

The role of the CPST is to:-

- a) Conduct courses for the exposition and the enhancement of the knowledge, skills and experience of Members of Parliament and staff of the Parliamentary service.
- b) To conduct courses on Parliamentary matters to other persons as may be approved by the Board.
- c) To provide directly, or in collaborations with other institutions of higher learning, facilities for Parliamentary Research, Studies and Training.
- d) To participate in the preservation and transmission of Parliamentary knowledge in Kenya.
- e) To conduct examinations for, and grant, academic awards as may be necessary.
- f) To contribute to the effective and efficient execution by Parliament of its roles and functions in democratic governance.
- g) To prepare modules of training on Legislation, representation and the oversight role of Parliament.
- h) To facilitate training and capacity development for the National and County Assemblies.

16.2 Activities undertaken in 2012

- (i) 18 draft modules finalised.
- (ii) Video Conferencing facility installed.
- (iii) Establishment of the CPST Board through Regulation 5 of the Parliamentary Service (Centre for Parliamentary Studies and Training) Regulations, 2011.
- (iv) Held workshops /retreats including:-
 - The Symposium to Peer Review the Curriculum of the CPST held at the Windsor Golf Hotel & Country Club, Nairobi in August.
 - CPST Post-Symposium Retreat to review the Modules of the Curriculum held at Kusyombunguo Guest House, Lukenya in September.
 - Retreat to review the Draft Strategic Plan held at Lake Naivasha Simba Lodge in December.
 - Retreat to review, edit, and evaluate the Modules of the Curriculum held at the Lake Naivasha Sopa Lodge in January.

16.3 Challenges

- i) Inadequate conference facilities.
- ii) Inadequate staffing levels.



PHOTO GALLERY DURING OFFICIAL OPENING OF THE RENOVATED CHAMBERS



His Excellency the President cutting tape to launch the new chamber facility



Commissioners ushering in His Excellency the President during the launch of the renovated chambers



His Excellency the President signing a visitor's book



MPs and staff during official Launch



Hon. Chris Obure, Minister for Public works addresses PSC during handover of the National Assembly Chambers





PART IV:

CHALLENGES AND
RECOMMENDATIONS

CHALLENGES

The following are some of the challenges common to most of the directorates and departments which affect the delivery of services:

- (i) Stagnation of staff and slow progression of staff: A number of staff from the departments have stagnated on one salary scale for more than the required maximum number of years.
- (ii) Shortage of technical staff: A number of departments have indicated that they are unable to perform effectively due to shortage of staff.
- (iii) Inadequate office and storage space: Despite the Commission having made plans to acquire a few floors in Protection House and the adjacent buildings, shortage of office and storage space continues to be a major challenge for many departments.
- (iv) Inadequate capacity building and staff exposure: The low provision of resources for training has led to shortage in specialized training opportunities for most staff especially those in the technical departments.
- (v) Lengthy procurement procedures: This has led to delays in implementation of projects and provision of services.

RECOMMENDATIONS

The following are some of the recommendations to address these challenges:

- (i) Implementation of the scheme of service: The scheme of service should be implemented so as to address any remaining cases of staff stagnation and slow progression.
- (ii) Recruitment of additional staff to fill the vacant positions in the establishment: In order to address the issue of shortage of staff especially due to the new constitutional dispensation requirements, additional staff should be recruited.
- (iii) Increase capacity building of staff on the required expertise and skills- funds for trainings should be increased so as to ensure that the. Establishing a staff educational fund to enable the staff of Parliament improve their capacity and skills for better service delivery
- (iv) Acquisition of office space and purchase of equipment for Members of Staff. Additional offices and equipment should be acquired for Members and staff especially with the new constitutional structures.

PHOTO GALLERY



Speaker Marende decorating Mr. P.C. Omolo (Senior Deputy Clerk).



His Excellency President Mwai Kibaki with the speaker of EALA (right) during EALA session in Nairobi.



Speaker Marende (right) hosting a dignitary in his office



Long serving staff of parliament from left: J.Kiema (Hansard Editor), P.C. Omolo (Senior Deputy Clerk) and Peter Iraya (Coordinator, Broadcasting)



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