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PARLIAMENTARY SERVICE COMMISSION



**PARLIAMENTARY SERVICE COMMISSION
ANNUAL REPORT 2019-2020**



THE NATIONAL ASSEMBLY
PAPERS LAID

DATE: 24 MAY 2022

Day
TUESDAY

TABLED
BY:

Hon. A. Kimunya, MP

homp.

THE TABLE

Ann Mwasandu, Chairman of the Parliamentary Service Commission

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ABBREVIATIONS AND ACRONYMS

ACLCP	-	African Colloquium of Legal Counsel to Parliaments
ACP-EU	-	Africa Caribbean Pacific-European Union
AFIDEP	-	African Institute for Development Policy
AHADI	-	Agile and Harmonized Assistance for Devolved Institutions
APLESA	-	Association of Parliament Librarians for East and Southern Africa
ASK	-	Agricultural Society of Kenya
BAC	-	Budget and Appropriations Committee
BoSM	-	Board of Senior Management
CoK	-	Constitution of Kenya (2010)
CPA	-	Commonwealth Parliamentary Association
CPD	-	Continuous Professional Development
CPST	-	Centre for Parliamentary Studies and Training
DCI	-	Directorate of Criminal investigation
DIRS	-	Directorate of Research Services
DLC	-	Directorate of Litigation and Compliance Services
DLS	-	Directorate of Legal Services
EALA	-	East African Legislative Assembly
EALS	-	East Africa Law Society
ESAMI	-	Eastern and Southern African Management Institute
GSU	-	General Service Unit
ICT	-	Information Communication Technologies
IEBC	-	Independent Electoral and Boundaries Commission
IFLA	-	International Federation of Library Associations
IFMIS	-	Integrated Financial Management Information System
IPU	-	Inter-parliamentary Union
ISMS	-	Integrated Security Management System
JSC	-	Joint Select Committee
KBC	-	Kenya Broadcasting Corporation
KICC	-	Kenyatta International Conference Centre
KIM	-	Kenya Institute of Management
KIMC	-	Kenya Institute of Mass Communication
KPJA	-	Kenya Parliamentary Journalists Association
KSL	-	Kenya School of Law
LSK	-	Law Society of Kenya
MMD CNS	-	Multimedia Digital Congress System
MOH	-	Ministry of Health
MoU	-	Memorandum of Understanding
MPs	-	Members of Parliament
MSIC	-	Medical Scheme Implementation Committee
NIS	-	National Intelligence Services
PBBF	-	Program Based Budgetary Framework
PBU	-	Parliamentary Broadcasting Unit
PC-EIDM	-	Parliamentary Caucus for Evidence Informed Decision Making
PPE	-	Personal Protective Equipment
PJS	-	Parliamentary Joint Services
POP	-	Parliamentary Outreach Program
PPARB	-	Public Procurement Administrative Review Board
PPU	-	Parliamentary Printing Unit
PRS	-	Parliamentary Research Services
PSC	-	Parliamentary Service Commission



PSSP	–	Parliamentary Service Strategic Plan
PSCS	–	Parliamentary Service Commission Secretariat
RDU	–	Rapid Deployment Unit
SAA	–	Serjeant-at-Arms
SADC	–	Southern African Development Community
SOPs	–	Standard Operating Procedures
SHRMS	–	Smart Human Resource Management System
ToT	–	Training of Trainers
UNITAR	–	United Nations Institute for Training and Research
VSP	–	Voluntary Service Programme
WFD	–	Westminster Foundation for Democracy

VISION, MISSION AND CORE VALUES

VISION

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

MISSION

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

CORE VALUES

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

Professionalism and Teamwork:

We shall strive to maintain a high level of competence while promoting teamwork and professionalism.

Objectivity and Impartiality:

We shall be objective and impartial in delivery of service.

Accountability, Transparency and Integrity:

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

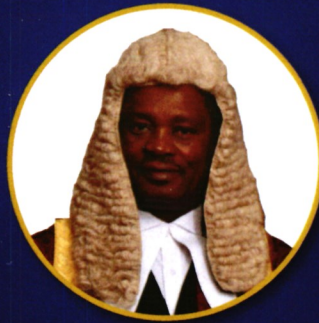
Efficiency and Responsiveness:

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

Courtesy:

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

FIFTH PARLIAMENTARY SERVICE COMMISSION



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



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



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



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



Sen. George Khaniri,
MGH, MP, Member



Sen. Aaron Cheruiyot,
MP, Member



Hon. Benson Momanyi,
M.P, Member



Hon. Aisha Jumwa,
M.P, Member



Hon. Samuel Chepkonga,
CBS, Member



Hon (Dr.) Lorna Mumelo,
HSC, Member



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

BOARD OF SENIOR MANAGEMENT



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



Mr. Michael Sialai, CBS, Clerk,
Vice Chairman, National Assembly



Mr. Clement Nyandiere,
Director General, PJS



Mrs. Phyllis Makau, OGW
Director, Parliamentary Budget
Office



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



Mr. Anthony Njoroge,
Director, Litigation and
Compliance



Ms Eunice Gichangi,
Deputy Clerk, Senate



Mr. Mohamed Ali, MBS
Deputy Clerk, Senate



Mrs. Serah Kioko
Deputy Clerk, National Assembly



Mr. Jeremiah Ndombi
Deputy Clerk, National Assembly



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



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

EDITORIAL COMMITTEE MEMBERS

No.	Name & Designation	Role
1.	Mr. Clement Nyandiere, Director General, Parliamentary Joint Services	Chairperson
2.	Mrs. Phyllis Makau, OGW Director Parliamentary Budget Office	Member
3.	Mr. Anthony Njoroge, Director Litigation and Compliance	Member
4.	Ms. Anne Njoroge, Hansard Editor, National Assembly	Member
5.	Mrs. Gladys Ndeda, Hansard Editor, Senate	Member
6.	Mr. Joel Irungu, Director, Finance and Accounting Services	Member
7.	Ms. Margaret Igane, Chief Human Resource Management Officer	Member
8.	Mr. Daniel Chania, Principal Clerk Assistant	Member
Secretariat		
9.	Ms. Veronicah Kibati, Principal Clerk Assistant	Secretary
10.	Mr. Osborn Obayo, Senior Clerk Assistant	Deputy Secretary
11.	Ms. Maureen Ochieng, Executive Secretary, Office of the Director General	Executive Secretary

FOREWORD BY THE SPEAKER OF THE NATIONAL ASSEMBLY AND CHAIRMAN OF THE PARLIAMENTARY SERVICE COMMISSION - HON. JUSTIN B.N. MUTURI, EGH, MP

I am pleased to make the foreword to this annual report, which details the milestones of the Parliamentary Service Commission during the Financial Year 2019/2020. This report is in tandem with the provisions envisaged under Article 254 (1) of the Constitution, which requires all Commissions and Independent Offices to prepare a report as soon as practicable after the end of each financial year. As you may be aware, the Parliamentary Service Commission's key role is to, among others, provide services and facilities to promote the efficient and effective functioning of Parliament.



devolution and the role of devolved units in the governance structure; the need to enhance service delivery through capacity building at all levels within Parliament; adoption of efficient business processes including the target to become an e-compliant Parliament by 2030. The Plan also outlines our vision to realize a more environmental friendly Parliament while promoting fiscal discipline amidst the limited public financial resources. The plan has also provided for mechanisms for the legislature to robustly engage the citizenry in its agenda, pursuant to Article 118 of the Constitution; a key tenet for the promotion of Parliamentary democracy and good governance.

The Fourth Strategic Plan (2019-2030) also heralded yet another trajectory in the management of Parliament. It is noteworthy to indicate that this Plan is expected to give the strategic direction that the institution inspires to take going forward. In the modern world, new strategies usher in some structural and management re-organizations so as to synchronize the set goals with the processes of achieving the same. It is in recognition of this fact that, in the period under review, the Parlia-

mentary Service Commission decided to institute organizational and administrative adjustments in order to align the structure to the Strategic Plan by making it more responsive, effective and efficient in service delivery to our core clients.

The Members of Parliament and the public. These adjustments are well within the strategic implementation of the Parliamentary Service Act, 2019, and are geared to promoting optimal services while rewarding excellence.

The core roles of the legislature are passing laws, appropriation of resources, oversight and representation, which are essential for the implementation and attainment of the national goals. The Members who are the representatives of the people and the crucial conduit for guaranteed participatory and equitable development, have been bestowed the honourable role of executing this mandate.

I am glad to note that Parliament has endeavoured to live up to its mandate amidst the challenges presented by the global pandemic that first occurred in the country in March, 2020. During this period which largely marked the mid-term of the 12th Parliament, the unprecedented disruption to the operations of Parliament occasioned by Covid-19 pandemic led to the adoption of new innovations to Parliamentary operations against the long held traditions, customs and parliamentary procedures. Called to rise to the occasion following the outbreak of the COVID-19 Pandemic, the Parliamentary Service Commission took several measures to mitigate the spread of the virus and these included limitation of the number of Members ac-

I am pleased to report that during the period review, the Parliamentary Service Commission launched the Fourth Strategic Plan which runs up to the year 2030. The 2019–2030 Strategic Plan, reaffirms the role played by the Bicameral Parliament; The Senate and The National Assembly (as its primary clients) in the achievement of the broad development agenda of the country. In the development of this plan, the commission took into account, the performance, lessons learnt from the experience generated while the implementation of the 2008–2018 Strategic Plan and the national strategic path that the country has set for itself running to the year 2030. In retrospect, drawing our lessons from an assessment of the implementation of the 2008–2018 Strategic Plan which shows an overall success rate of seventy-five (75) per cent, we have now laid down mechanisms that will ensure that legislators are better facilitated.

Thus, besides the mandate of the two Houses of Parliament, the Strategic Plan pays cognizance to the place of

tion of the number of Members accessing the Chambers of both Houses at any one time; the designation of holding-areas for Members, the adoption of virtual sittings for Committee and House meetings where applicable, as well as a shift system and working-from-home measures for Members of staff.

The measures taken to contain the spread of Covid-19, may have affected the legislature to operate optimally, particularly because hitherto this pandemic, the Parliamentary rules of procedure in our bicameral Parliament, just like in many jurisdictions across the Commonwealth fraternity, demand physical presence to make resolutions. Besides, the Houses of Parliament have mandatory quorum rules.

The Leadership of the House however initiated mechanisms to enable both Houses and Members to dis-

charge their constitutional responsibilities without being exposed to Covid-19. This necessitated the progressive realignment of rules of procedure to match the emerging realities posed by the Pandemic.

I am therefore grateful that the respective House Committees made the progressive move to develop amendments to the Standing Orders to provide for virtual conduct of parliamentary business. Consequently, this gave way for the introduction of a virtual Parliament, and progressively a hybrid sitting, thus instituting a robust business continuity plan for Parliament. This set us on the path as the trail-blazer Parliament in the sub-Saharan Africa to implement a hybrid system of conducting parliamentary business, with many regional jurisdictions borrowing a leaf and following suit.

Finally, it is my hope that this report provides sufficient information for the Members of Parliament, Parliamentary staff, the public and all the stakeholders to comprehend the workings and the agenda of Parliament during the year under review.

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

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

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



The Annual Report for the year 2019-2020 presents the activities of the Parliamentary Service Commission as required of all Public institutions and ministries by Article 254 of the Constitution of Kenya.

The report contains a summary of activities and achievements that Parliament experienced in the 2019/2020 financial year. The Annual report is not just a mechanical presentation of activities undertaken by the institution of Parliament but a systematic presentation of the aspiration of Parliament and its responsibility to the nation and the people of Kenya.

The Parliamentary Service Commission which is the corporate body of the Institution of Parliament was established through the Constitution of Kenya (Amendment) Act, No. 3 of 1999 passed by the House and assented to by the President on November 19, 1999 to propel Parliament as a representative system of Government in the quest to uphold and ensure the autonomy and functions of Parliament.

Article 127 (2) of the Constitution of Kenya gives the composition of the Parliamentary Service Commission and stipulates its mandate to provide services and facilities to ensure the efficient and effective functioning of Parliament, constituting offices in the Parliamentary Service and appointing and supervising office holders and undertaking singly or jointly with other relevant organizations, programs to promote the ideals of Parliamentary democracy among other things. The paramount role of the Commission is to ensure that Parliament is able to discharge on its mandate in an effective and efficient manner through the various services offered by the Parliamentary Service.

Since the establishment of the Commission, the institution of Parliament has been steadfast and committed to this duty and remains united in working for the "welfare of society and just government of the people." The promulgation of the Constitution of Kenya and its subsequent implementation placed heavy responsibilities on the Commission to provide adequate facilities and services for the needs of a bicameral legislature as it marked a re-birth of bicameralism in Kenya.

Towards its aspiration to realise its call for excellence in service delivery, the Parliamentary Service Commission has had to surmount a lot of challenges ranging from technical capacity, physical infrastructure, negative public perception and high expectations, among others, in order to place itself appropriately for efficiency and effectiveness in Service delivery to the Members of the National Assembly and the Senate. In the year under review, the Commission continued to pursue finalisation of its flagship Office Block Complex Project which witnessed attainment of major milestones in the period. It is projected that the Office block will be launched by the current Commission before the end of the 2021/2022 Financial year.

The Commission recognizes that the realization of the mandate of the respective Houses of Parliament is contingent on a robust, well-equipped and motivated technical staff base. In this regard, the Commission has continued to invest in training and capacity building of its staffers, to which the Commission expects commitment, dedication, personal initiative and innovation in their duties which in turn contribute to optimum operations of the legislature. Consequently, the Members of Parliament will be poised to effectively perform their respective duties in national development. Related to this is a robust organizational structure and optimal staff establishment that responds to the dynamics and demands of legislative work, to which the Commission commits to continually refine. On the legislative front, the Commission has continued to support the Houses of Parliament to enhance public participation as envisaged in Article 118 of the Constitution. The Senate on 13th June, 2019, resolved to hold its plenary and committee sittings in Kitui County from 16th to 20th September, 2019, known as the Senate Mashinani. In this regard, the Senate held its Sittings outside Nairobi, in the County of Kitui in September, 2019. A total of nine (9) Bills were concluded and forwarded to the National Assembly.

In the same period, the institution of Parliament facilitated by the Commission made a significant contribution to the realisation of the Big Four Agenda of Affordable Healthcare and Food Security where the National Assembly passed the Equalization Bill in May 2020 and forwarded it to the Senate in a bid to establish a Board to administer the Equalization Fund in instances where the Fund is used for the provision of basic services such as health facilities, water, roads and electricity in marginalized areas.

Amidst the economic disruption caused by the COV-



ID-19 outbreak, the Commission embarked on a robust plan to ensure the operations of Parliament were not interrupted. Towards this, the Commission put in measures to ensure adaptability while minimising the risks of the spread of the COVID-19 virus, sustaining productivity levels, thus protecting the business and most importantly Members of Parliament and employees. The Commission established a task force to spearhead policy and administrative measures to mitigate against COVID-19 and the effects of the scourge in Parliament and to ensure continuity of legislative business, while preparing the organisation for future developments that arose due to the COVID-19 pandemic. Dependency on the use of technology through online meetings therefore became the norm and the support of the Commission in provision of the necessary support was paramount. This and other measures have significantly reduced the spread of COVID-19 and served to protect staff, Members of Parliament and the public. The Parliamentary Service Commission is currently

implementing a ten-year Strategic Plan covering the period between 2019-2030 with seven Strategic Pillars and twenty-two Strategic Objectives geared towards improved legislative and operational development.

On behalf of the Parliamentary Service, I assure the Parliamentary Service Commission, Members of Parliament and members of the public of utmost dedication to the achievement of the aspirations and goals of the Commission through efficiency and effectiveness in service delivery. I extend my appreciation to the Parliamentary Service Commission, Members of Parliament, staffers of Parliamentary Service, other arms of government, development partners and other stakeholders for their continued support.

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

EXECUTIVE SUMMARY

This report captures the affairs of the two houses of Parliament and their directorates during the 2019/2020 Financial Year (July 2019 – June 2020). It begins by outlining the calendar of the National Assembly and the Senate that was passed on 13th February, 2019, and held a total of 132 and 65 sittings respectively. The report then summarises the composition of the Houses. It also notes the unfortunate demise of some of Parliament's current and former members, including former President Daniel arap Moi who served Parliament from 1955 when it was the Legislative Council to independence in 1963 when it morphed into parliament. President Moi then served as Member of Parliament for Baringo Central from 1963 to 2002 when he retired, having committed 47 years of his life to parliamentary duty.

The report also describes the occasions when the National Assembly and the Senate interacted with members of the public. It also documents the parliamentary proceedings and business, specifying the numbers of communication from the chairpersons to the National Assembly and the Senate, the messages received from His Excellency President Uhuru Muigai Kenyatta on various matters, as well as other messages sent to or received from the Senate. On particular tasks undertaken by the National Assembly and the Senate, the report documents the number of Bills considered, papers laid from different institutions and from house committees, petitions handled, and Statements processed. Through these activities Parliament contributed to the promotion of national values, patriotism, civic duty, and social service.

The year under review presented to a Parliament a unique situation with Parliament witnessing an unprecedented number of Petitions in the last few years, on various matters – including: land, agriculture, health, sanitation, the environment, water management, employment, financial management and education submitted by the public, for their representatives to take action on. Some of these petitions are outlined in this Report.

During the same period (July 2019 – June 2020), both houses worked on statutory instruments, including treaties, protocols, and agreements. These are summed up in the report, as are other matters with an international bearing. These include all those processed by the International Desk, international friendship groups, and those touching on East African Integration. The report also highlights the contributions that independent Members of Parliament (those not affiliated to any political party) made to the proceedings and other parliamentary business.

The report of these activities further ensures the Parliament, in the process, contributed to the promotion of national values, patriotism, civic duty, and social service. Towards its end, the report addresses the key procedural issues that emerged during the period under consideration. These were especially pertinent considering the specific emerging issues that the institution of Parliament dealt with. Other details captured are the activities of the Directorate of the Speakers Office in both houses, and the involvement of the entire Parliament in sporting activities.

This report covers both the pre-COVID 19 pandemic and the measures implemented towards curbing the spread of COVID-19. There was a significant reduction in the activities implemented by the directorates during the period under review compared to other previous periods as staff were required to work from home and the parliamentary sessions were amended. The dynamics remain fluid and unpredictable.

The Parliamentary Joint Services at Chapter three covers various Directorates and Departments including the Directorate of Information and Research Services and the Directorate of Administrative Services which has various Departments including Human Resource Management, Human Resource Development and the Health Club and its activities are captured in the Report. The Parliamentary Research Services processed a total Three Hundred and Seventy (370) Members' requests during the period at both individual and committee level, which included briefing notes to House Committees, one hundred and twelve (112) Motion notes, twenty-four (24) background papers, seventy-three (73) policy briefs, and one hundred and sixty-one (161) individual member requests.

The Training Programs for Members of Parliament and staff in order to enhance their capacity by the CPST is also covered in Chapter Three of the Report. The Report financially presents the Activities of the Directorate of Finance and Accounting Services and the Financial Performance Report.

PARLIAMENTARY SERVICE COMMISSION SECRETARIAT

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

The Secretariat specifically performs the following functions:

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

Mandate and Operations of the Parliamentary Service Commission:

The mandate of the Parliamentary Service Commission as set out under Article 127 of the Constitution includes: providing services and facilities to ensure the efficient and effective functioning of Parliament; constituting offices in the Parliamentary Service and appointing and supervising office holders; preparing annual estimates of expenditure for submission to the National Assembly and exercising budgetary control; undertaking, singly

or jointly with other relevant organizations, programs to promote the ideals of parliamentary democracy; and performing other functions necessary for the well-being of members and staff of Parliament as prescribed by national legislation.

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



Members of the fifth Commission

Committee on Finance:

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

The Committee supports and monitors the implementation of Strategic Pillar 7 on Enhanced and sustained Financial Resource Base specifically Strategic Objective 20 that aims to Mobilize Sufficient Financial Resources to Fund Parliamentary Programs.

Committee on Staff Welfare:

Oversees recruitment; appointments; promotions; terms and conditions of service of staff of the Parliamentary Service, including dealing with disciplinary issues.

The Committee supports and monitors the Implementation of Strategic Pillar 2 on Excellence in Service Delivery and Specifically Strategic Objective 7 that aims to Institutionalize Performance Management Systems across the Parliamentary Service.

Committee on Tender and Procurement:

Ensures that the procurement processes adhere to the procurement procedures' rules and regulations as provided under the Public Procurement and Disposal Act

of 2005. The Committee supports and monitors the implementation of Strategic Objective 21: To Enhance Efficiency in Procurement of Goods and Services.

Committee on Members' Welfare:

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

The Committee supports and monitors the implementation of Strategic Pillar 6 on Provision of Modern Facilities and Secure Working Environment for Members of Parliament and Specifically Strategic Objective 19 that aims to Provide Adequate Facilities and Security for Members of Parliament.

Committee on Security and Development:

Ensures that there is adequate/appropriate security within the precincts of Parliament Buildings. The Committee also oversees development projects implemented by the Commission. The Committee supports and monitors the implementation of Strategic Pillar 6 on Provision of Modern Fa-

ilities and Secure Working Environment for Members of Parliament and Specifically Strategic Objective 19 that aims to Provide Adequate Facilities and Security for Members of Parliament and Strategic Objective 18 that aims to create a Parliamentary Square.

Committee on Public Information and Communication:

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

and implements outreach activities for Parliament.

The Committee supports and monitors the implementation of Strategic Pillar 3 on Public Trust Specifically Strategic Objective 12 that aims to Strengthen Parliamentary Diplomacy, Partnerships and Linkages and Strategic Objective 13: To Enhance Parliamentary Outreach and Promote Ideals of Parliamentary Democracy.

Committee on Audit:

Responsible for strengthening audit function and promoting accountability of public funds
The Committee Supports and Monitors the Implemen-

tation of Strategic Objective 22 that aims to enhance efficiency in resource utilization, monitoring and evaluation.

Board of Senior Management: -

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

**2.0 POLICY FRAMEWORK**

During the period under review, the Parliamentary Service Commission continued to implement the PSC Strategic Plan for the period between 2019-2030 with a vision of having a Democratic and People Centred Parliament.

The roll out of the Strategic Plan focused on the implementation of Seven (7) key Strategic Pillars and Twenty-two (22) Strategic Objectives as shown below-

3.0 PERFORMANCE REPORT

During the period under review the PSC Secretariat facilitated the Parliamentary Service Commission, its Committees and the Board of Senior Management to undertake various activities as per its work plan.

The Commission held a total of thirty (30) meetings of which twelve (12) were Ordinary Meetings and eighteen (18) were Special Meetings. During the reporting period, the Commission realised the following outputs:

SP 1: Effective Representation, Legislation and Oversight

1. The Commission undertook the recruitment for the Parliamentary Service Commission nominee to the Salaries and Remuneration Commission and nominated Hon. (Dr.) Amina Abdalla who was subsequently approved by Parliament and appointed by the President.

2. During this period, the Commission oversaw the retirement of the female non-MP Commissioner Dr. Lonah Mumelo, recruitment and swearing-in of the new female non-MP Commissioner representing the public, Hon. Rachel Ameso, in accordance with Article 127(2)(d) of the Constitution.
3. The Commission enhanced facilitation of nominated Members of Parliament by providing them with office space within the parliamentary square, enhancement of staff salary and office operations allocation up to seventy per cent and sixty per cent of the amount allocated to the elected Members respectively.
4. In line with Strategic Objective No. 6, To Develop the Capacity and Capability of CPST as a Centre of Excellence in Legislative Studies, the Commission approved the Report of the Benchmarking visit of training institutions in Nairobi that informed the development of the CPST Masterplan.

SP 2: Excellence in Service delivery

5. In order to improve service delivery in the Parliamentary Joint Services, the Commission established a third accounting unit headed by the Director General, Parliamentary Joint Services to oversee

shared functions within the service and implementation of Development Projects. The Commission further oversaw the transfer of balances in Deposit accounts from the PSC vote 2041 to vote 2043 after the creation of the third accounting officer.

6. The Commission approved the creation of the Legislative Training, Research and Knowledge Management programme under which the CPST is funded.
7. The Commission considered and approved various staff matters including promotions, confirmations in appointment, study leave, secondment, discipline cases, re-designation among others. During this period the Commission promoted parliamentary staff who had stagnated for over ten (10) years, majority of whom had attained fifty-seven years. The Commission also appointed, on contract, ten audio officers and ten Hansard Reporters to support recordings of parliamentary committees' proceedings.
8. The Commission continued to implement the Parliamentary Pupillage Programme. During this period, fifteen pupils benefited from the program.

9. To ensure smooth implementation of the Parliamentary Service Act, 2019, the Commission also approved the procedure for processing Commission business in line with the Act and the Constitution of Kenya.

SP 3: Public Trust

10. In an effort to boost the image of Parliament, the Commission held media briefings to clarify reports relating to facilitation and remuneration of Members of Parliament under the article "Demystifying facts".

11. The Commission supported the participation of Members and staff of Parliament in the 10th edition of the East African Legislative Assembly Inter-Parliamentary Games held in Kampala, Uganda between 7th and 18th December, 2019.

12. The Commission, through its Sub-committee on Arbitration, arbitrated cases between Members of Parliament and staffers working in the Constituencies and counties.

SP 4: Embrace and Implement an e-Parliament

13. To support the roll out of activities that support implementation of e-parliament in the wake of the Covid-19 pandemic, the Commission approved the automation of processes in the Parliament of Kenya and procurement of internet services for Parliament from Tier 1 service providers and the enhancement of the bandwidth to 150 MBPS.

SP 6: Provision of Modern Facilities and Secure Working Environment for Members and Staff of Parliament

14. The Commission also revised

the PSC medical cover for staff to include dependants' children arising from blended families.

15. To fast-track the completion of the multi-storey office block, the Commission continued to hold consultative meetings with the project stakeholders including the Cabinet Secretary and Principal Secretary in charge of infrastructure and Public Works, the Project Consultant and the Main Contractor and sub-contractors under the Commission Committee on Security and Development.

16. In line with PSC Strategic Pillar No. Six on Provision of Modern Facilities and Secure Working Environment for Members and Staff of Parliament, the Commission renewed contracts for security wardens for a further two years and appointed additional maintenance staff from the National Youth Service.

17. In order to secure the Parliamentary Square, the Commission approved the purchase of L.R No. 209/4318 on which Imani House is erected at a purchase price of Kshs.200 million.

18. Following the emergence of the Covid-19 pandemic, the Commission approved the guidelines for the mitigation of the pandemic. The Commission further established an Ad Hoc Committee to provide regular updates to the Parliamentary Service Commission on the Covid-19 situation. The Commission required majority of staff to work from home and those providing essential services to maintain lean staff.

19. In order to create a conducive working environment for lactating mothers, the Commission approved the secondment of two nurses to work in the Crèche.

20. Considering the workload in the office of the Majority Leaders in the Houses, the Commission enhanced the staff establishment to include one Communication/Digital Officer and a Liaison Officer.

21. The Commission also approved a medical cover for retired Deputy Clerks and their equivalents in the Parliamentary Service.

22. The Commission while reviewing the policy on facilitating nominated Members of Parliament to travel to Parliament from their homes, upheld the resolution that the payment of mileage claims for nominated Members of Parliament be based on the voter registration centre at the time of nomination of the M.P.

SP 7: Enhanced and sustained Financial Resource Base

23. The Commission held consultative meetings with the Cabinet Secretary in charge of the National Treasury to ensure sufficient funding for Parliamentary programmes including additional funding for the completion of the Office Block.

24. The Commission considered and approved various medical ex-gratia requests for Members and Staff of Parliament.

25. The Commission reviewed the retirement benefits (Deputy President and designated State Officers Act. No. 8 of 2015: administration of retirement benefits for retired Speakers of Parliament).



26. The Commission continued to engage the National Assembly on the administration of retirement benefits for former Members of Parliament to finalize the Parliamentary Pensions (Amendment) Bill No. 3 of 2019 which provides that the administration of the Act be vested in the Parliamentary Service Commission instead of the National Treasury.
27. To avoid delays in the consideration of audit papers, the Commission approved the trail of audit reports with a provision to have audit reports processed by the Head of Unit/Auditee within seven days; by the Service Boards and the Board of Senior Management within fourteen days.
28. The Commission also approved the operationalization of the Parliamentary Catering Fund account in line with the Catering Fund Regulations administered by the Clerk of the National Assembly.
29. The Commission spearheaded the amendment of the Parliamentary Mortgage and car Loan regulations to allow for more than one loan during the period of staff service so long as all loans are paid in full within a period of 25 years or before the retirement period.



**REPORT ON THE AFFAIRS OF THE NATIONAL
ASSEMBLY FOR THE FINANCIAL YEAR 2019/2020**



1. INTRODUCTION TO THE NATIONAL ASSEMBLY AFFAIRS

1.1 Calendar of the House

The new fiscal year saw the resumption of House business geared towards implementation of the Calendar of the Second Session which had one hundred and thirty-two (132) sitting days. During recess, Members undertook and considered business before Committees by scrutinizing various Bills, conducted approval hearings for nominees to various state and public offices and considered financial documents (estimates and other related items) so as to adhere to constitutional requests for public participation and statutory deadlines.



Speaker of the National Assembly/Chairperson, PSC, being received for a regional event

The Calendar of the House for the year 2019 was passed in February 13th 2019. However, due to various reasons that arose during the period under review, the Calendar of the House was altered three (3) times within the year.

1.2 Swearing-in of Members

The initial swearing-in of the newly-elected Members was conducted on 30th August, 2017. However, the oath may be administered at other times of a parliamentary Session besides the first sitting of a new House pursuant to Standing Order 3(5).



2. PARLIAMENTARY PROCEEDINGS AND BUSINESS

2.1 Communications from the Chair Sixty-Nine (69) in number: -

During the period under review, the Chair issued sixty-nine Communications.

2.2 Messages

During the period, ten (10) messages were received from the President, thirteen (13) were sent to the Senate and seventeen (17) were received from the Senate.

2.3 Papers Laid

During the period under review, a total of eight hundred and seventy-four (874) Papers were laid before the House. These include Audit and regular Reports from Constitutional Commissions and Independent Offices, the Judiciary, Parliament, Ministries, Departments and Semi-Autonomous Government Agencies, Statutes and Standing Orders including Sessional Papers, Constituency Development Fund Reports, Reports from the parliamentary Committees, among others, 613 reports from various Institutions and 184 Committee Reports.

2.4 Petitions

During the period under review, twelve (12) petitions were conveyed by the Speaker pursuant to standing order 225(2)(b) and a number of them were presented by Members of the National Assembly pursuant to SO.225(2)(a).

2.5 Statements

At the end of the fiscal year, there were six (6) zero-hour statements, fifteen (15) general statements, twenty-four (24) statements by the Leader of the Majority Party on upcoming business, five (5) statements by Chairs of various committees on their mandates or responses to queries made to them, one (1) personal statements, and seventeen (17) statement requests by Members to Chairpersons of Committees.

2.6 Parliamentary Questions

Given the challenges experienced with the new process of the Constitutional dispensation, the Standing Orders were amended in 2014 to create the Committee on General Oversight. Cabinet Secretaries therefore appear before Committees to respond to questions under their dockets. A total of 113 Questions were referred to various Ministries for replies before relevant Departmental Committees during the period under review.

2.7 Motions

In light of COVID-19 disruptions, the number of Motions considered in the 2019/2020 fiscal year declined from one hundred and ninety (190) in the previous fiscal year to one hundred and sixty-six (166).

2.8 Bills

During the 2018/2019 fiscal year, the National Assembly considered a total of one hundred and fifty-one Bills, thirty-eight from the Executive, twenty from Committees, one from Political Parties, fifty-five from individual/private members and thirty-seven from the Senate.

2.9 Statutory Instruments

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

2.10 Friendship Groups

Parliamentary cooperation is also undertaken through a number of bilateral relations initiatives that are aimed at developing strategic partnerships with other Parliaments. The following are some of the activities that were undertaken by Caucuses and Friendship Groups during the period under review- OECD Global Parliamentary Network; 6th Annual Timeless Women Conference; and Word Summit 2020 on Peace and Human Development, among others.

2.11 East Africa Integration

The National Assembly played a critical role in the efforts of integration during the fiscal year in light of the fact that the East Africa Legislative Assembly (EALA) and other EAC authorities were in adjournment/indefinite closure on account of the COVID-19 pandemic.

Among the reports tabled were from the Committee on General Purpose on the oversight activity to assess the level of preparedness of Partner States in the Management of Ebola and Dengue Fever Epidemics, the Committee on Legal, Rules and Privileges on the oversight activity on compliance of the EAC Protocols and Laws by the EAC Institutions and a Report of the 2nd General Assembly for the Eastern African Parliamentary Alliance for Food Security and Nutrition (EAPA -FSN).

3. MEASURES TAKEN TO PROMOTE NATIONAL VALUES, PATRIOTISM, CIVIC DUTY AND SOCIAL SERVICE.

During the period under review, the House undertook some of the following measures in a bid to promote national values, patriotism, civic duty and social service: - Older Persons Cash Transfer Program, deployment of new police trainees upon graduation from police training colleges among others.

3.10 Key Procedural Issues and Other Developments

A number of procedural developments were observed in the period.

3.11 Translation of the Standing Orders into Kiswahili

During the fiscal year under review, a task force of staff was constituted to spearhead the translation of Standing Orders from English to Kiswahili. The Kiswahili Translation of the National Assembly Standing Orders were adopted on 28th October, 2019.

3.12 National Assembly's Response to Covid-19 Pandemic

1. The National Assembly met on multiple occasions to buttress the nation's response to Covid-19 related challenges by passing key legislation including The Budget, Supplementary Budget, and Legal Notices to enforce in law the Covid-19 Emergency Response Fund, the reduction of Value Added Tax (VAT) rate from 16% to 14%, among other measures.
2. The House embraced an alteration of the Calendar of the House, sitting arrangement changes from an initial Sixty (60) seats to an expanded one hundred and twelve (112) seats on the advice of the Ministry of Health, sitting of Members in tents and other areas of overflow, virtual meetings and other changes occasioned by the emergence of the Covid-19 pandemic.
3. In April 2020, the National Assembly passed the Tax Laws (Amendment) Bill which subsequently amended the Income Tax Act to reduce the individual top tax rate and resident corporate tax rate.
4. The House received and disseminated to the public: - Gazette Notice No. 2787 on Declaration of a Notifiable Disease; Legal Notice No. 36 on the Public Order (State Curfew); Legal Notice No. 37 on the Public Health Order (Declaration of Formidable Disease); and Legal Notice No. 38 on the Public Finance Management (COV-



ID-19 Emergency Response Fund) Regulations 2020.

5. In May 2020, the National Assembly debated and adopted a Motion calling for:
 - a) the Government to consider waiving charges payable by persons who are under mandatory quarantine (excluding those isolated due to violation of social distancing and curfew requirements);
 - b) the Government to urgently engage multilateral and bilateral lenders with a view to renegotiating loan obligations; and
 - c) the Budget and Appropriation Committee to review the proposed 2020/21 Annual Estimates to allocate funds towards cushioning the country from the effects of Covid-19.

3.13 Contributions Towards the Government's Big Four Agenda and Kenya Vision 2030

During the fiscal year under review, the National Assembly undertook the following measures to buttress the Government's Big Four Agenda as well as the Vision 2030 blueprint: -

- a) With regard to Affordable Healthcare and Food Security, the National Assembly passed the Equalization Bill in May 2020 and forwarded it to the Senate to establish a Board to administer the Equalization Fund for the provision of basic services such as health facilities, water, roads and electricity in marginalized areas.
- b) With regard to securing sustainable financing of the Big Four Agenda aspirations, the National Assembly passed the Division of Revenue Bill in March 2020, the Appropriation Bill in June 2020, the County Allocation of Revenue Bill in October 2020 and the Supplementary Appropriation Bill in April 2020.
- c) The National Assembly further passed the Finance Bill in June 2020 to provide a legal framework for collection of Government revenue aimed at raising funds needed for the 2020/2021 fiscal year spending, and also approved the Third Basis for the Annual Allocation of the Share of National Revenue to the county level of government for the Financial Years 2020/2021 to 2024/2025.
- d) In order to boost the Food Security, the National Assembly debated and approved Reports on Audited Financial Statements for the Agricultural Settlement Fund Trustee, the Universal Service

Fund and the Water Sector Trust Fund as well as the Report on Inquiry into the Challenges Facing the Coffee Research Institute and the Report on the Status of Dams in Kenya.

- e) With regard to Manufacturing, the National Assembly adopted the Report of the Public Investments Committee on its consideration of the Special Audit Report on Procurement of Pre-Export Verification of Conformity to Standard Services for Used Motor Vehicles, Mobile Equipment and Used Spare Parts by the Kenya Bureau of Standards.

4 NATIONAL ASSEMBLY COMMITTEE ACTIVITIES IN THE YEAR 2019/2020

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

Over two hundred (200) Parliamentary Questions were raised and responded to before Committees. During the same period, over one hundred (100) legislative proposals were introduced in accordance with Standing Order 114 and subsequently referred to committees for pre-publication scrutiny.

One hundred and ten (110) public petitions were processed by the various departmental committees. During the same period, one hundred and three (103) Regulations were processed by the Committee on Delegated Legislation and over three hundred (300) Reports tabled in the House.

4.10 Directorate of the Speaker's Office

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

During the period under review, the Directorate: -

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

The Media Relations section within the Speaker's office has also been instrumental in highlighting the business of the directorate to the media. The Department has been critical in profiling stories and activities of the Speaker's Office. This has been done through enhancing parliamentary visibility by placing important information in the local media as well as daily engaging with the editors and reporters to avert negative publicity.

4.11 Directorate of Legal Services (DLS)

The Directorate of Legal Services (DLS) has continued to provide in-house legal services to the National Assembly in fulfilment of its mandate. During the period under review the Directorate drafted, reviewed and published thirty-three Bills originating from the Executive; formulated and drafted two hundred and forty-three Legislative Proposals; prepared twenty-three Vellum Copies; prepared two hundred and eighty Legal Opinions on admissibility of Petitions; drafted one thousand and fifty Committee Stage amendments; Scrutinized 72 Statutory instruments; and formulated seven hundred and thirteen Legal Opinions.

4.12 Hansard Department

During the year under review, a number of activities were undertaken by the Department. For instance, staff from the National Assembly joined their counterparts from the Senate to host the third conference for Hansard Editors and Reporters from the Forty-Seven (47) county assemblies, in Naivasha.

The Department also undertook the following: -

a) House and Committee Sittings

A total of one hundred and twenty-five (125) Hansard Reports for plenary sessions were transcribed and edited, and copies uploaded on the Bunge website. The department provided Hansard Services to some Committees of the National Assembly. The audio recordings of eighty-six (86) sittings of Public Investments Committee and one hundred and twenty-eight (128) sittings of the Public Accounts Committee are in various stages of transcription.

b) Training/Attachments

Four (4) Reporters benefited from an attachment program to the Parliament of Ghana.

4.13 Sergeant-At-Arms Department

During the period under review, the Department performed the following activities: -

- i Enforced Speaker's rules;
- ii Coordinated and facilitated Presidential addresses;
- iii Facilitated memorial and funeral services of Members and/or former Members; and
- iv Liaised with the Executive for Members' security (Bodyguards).

4.14 The Parliamentary Budget Office (PBO)

The PFM Act, 2012 establishes the PBO and defines the statutory mandate of the office as well as stipulating the budget process in Kenya in accordance with the Constitution of Kenya 2010.

The primary mandate of the PBO is to provide timely and objective information and analysis concerning the national budget, economy and finance to the Committees of Parliament.

a) Key Publications and Analytical briefs

Using the Parliamentary Budget Office Macro (PBOM) model and the Poverty micro module as well as the macroeconomic diagnostics framework the Directorate spearheaded the following publications -

- i The Budget Options 2019: This document proposed concrete key policy objectives and options that guided budget estimates formulation for the FY 2019/2020 and the medium term; and
- ii The Budget Watch 2019: An ex-post budget guide for Members of Parliament and other stakeholders to monitor the implementation of the approved budget for the FY 2019/2020 and the medium term.

The Directorate analyzed various budget related documents and made presentations to the Budget and Appropriations Committee (BAC):

- i unpacking of the Budget Estimates FY 2019/2020;
- ii unpacking of the 2019 Budget Policy Statement;
- iii unpacking of the Medium Term Debt Strategy for 2019 and the medium term;
- iv unpacking of the Budget Review and Outlook Paper 2019; and
- v Review of the National Government Controller of Budget Reports.

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

PBO clerked, supported and facilitated BAC in the preparation of the following documents:

- i The BAC Report on the Budget Estimates FY 2019/20;
- ii The BAC Report on the 2019 Budget Policy Statement;
- iii Framework for public hearings, successfully organized public hearings on the budget estimates in 12 counties;
- iv Report of Public Hearing Report on FY 2019/20 budget estimates; and
- v Budget and Supplementary Estimate Certificates to the National Treasury.



c) Activities under macroeconomic forecasting and data collection

The Department undertook the following activities under macroeconomic forecasting and data collection:

- i Review of the quarterly economic and outlook paper released by government;
- ii Data collection on macroeconomic variables i.e. inflation, exchange rate, interest rates and review of their impact on economic development;
- iii Review of economic performance and economic forecasting through use of PBOM and Macro-diagnostics tools; and
- iv Publication of the monthly bulletins.

d) Support to the Senate

The Department coordinated the support to the Senate Standing Committee on Finance and Budget through analytical briefs of the following documents:

- i The Division of Revenue Bill 2019;
- ii County Allocation of Revenue Bill 2019;
- iii The proposed ceilings for the County Executive and Assemblies for FY 2019/20;
- iv The Cash Disbursement Schedule for FY 2019/20;
- v The County Government Controller of Budget Quarterly Reports; and
- vi Monthly Exchequer Releases.



National Assembly Committee in session



National Assembly Committee in session

**REPORT ON THE AFFAIRS OF THE SENATE SERVICE
FOR THE FINANCIAL YEAR 2019/2020**



5 SENATE SPEAKER'S OFFICE

The Office of the Speaker is a constitutional office established pursuant to Articles 98(1) (e), 106(1) (a) of the Constitution. The core purpose of the Secretariat is to facilitate the Senate leadership in enhancing internal linkages with other departments and to also coordinate the other Parliamentary Constitutional offices which include; the offices of the Deputy Speaker, the Leader of Majority, the Leader of Minority, the Whips and the Speaker's Panel.

The Secretariat facilitated the Speaker and the rest of the Senate leadership in the preparation of travel briefs, talking notes, position papers, presentations, speeches, bilateral briefs, coordination of the travels and provision of logistical support in attending regional and international conferences, summits, forums, benchmarking visits, workshops and meetings. The Secretariat coordinated and provided the necessary linkage frameworks for the institutional meetings that the Speaker held and attended in the period under review.

A. Key Achievements of the Office of the Speaker in the Period Under Review

1. Increased utilization of virtual meetings and usage of emails, WhatsApp, I-messages and other similar mediums of communication for sharing information and for purposes of assignment of duties.
2. Embraced the e-system of approvals, signing and processing of documents to facilitate the processing and approval of letters, motions, statements, petitions and Bills in line with the new norm during the COVID-19 pandemic period.
3. Developed a rotational schedule for officers to work from home and office as a means of complying with

the COVID-19 protocols issued by the Parliamentary Service Commission and the Ministry of Health.

4. Adopted a centralized scheduling of events and tracking of the movement of all mails and letters received and dispatched in the Office of the Speaker.
5. Continued utilization of the existing daily and monthly event tracker for all upcoming activities. This was also an important tool for reviewing and scheduling events.
6. Facilitated courtesy calls by the national government, county governments, diplomatic corps, Non-Governmental Organization, private sector and citizenry.
7. Established working relations with other national government and county government institutions in order to facilitate a conducive environment for the Senate to carry out its mandate.
8. Organized regular consultative meetings for the Senate leadership and the entire Senate to build consensus on various issues before the Senate.

B. Regional and International Conferences, Seminars, Summits and Workshops

The Secretariat facilitated the Speaker and the rest of the Senate leadership in the preparation of travel briefs, coordination of the travels and provision of logistical support in attending the following regional and international conferences, summits, forums, benchmarking visits, workshops and meetings:

- i. The Speaker's Benchmarking visit to Malaysia from 23rd to 31st August, 2019
- ii. The 141st IPU Assembly held in Belgrade – Serbia from 8th to 19th October, 2019



Speaker, Senate and Clerk/Secretary, PSC conversing during a sports event

- iii. The IPU Meetings held in Geneva, Switzerland from 16th to 21st November, 2019
- iv. Official study tour to the Federal Republic of Germany from 26th to 30th January, 2020.
- v. The 68th US Annual National Prayer Breakfast held in Washington DC from 31st January to 9th February, 2020.

C. Local Conferences, Seminars, Summits, Workshops, Consultative Meetings and Visits;

The Speaker attended the following events locally during the period under review:

- (i) The Senate Leadership visit to Kitui County on 21st August, 2019
- (ii) The Speaker attended and presided over the launch of strategic plan 2018-2022 for Office of the Controller of Budget
- (iii) The Speaker attended and co-chaired the CPA Kenya branch 2nd meeting of the Executive Committee on 10th August, 2019
- (iv) The Speaker attended a KAS-Constitutional and Devolution conference meeting held at Villa Rosa Kempinski in Nairobi on 24th October, 2019
- (v) The Speaker attended the event organized by the Centre for Multiparty Democracy held at Serena Hotel Nairobi on 4th March, 2020.
- (vi) The Speaker attended and presided over a breakfast meeting for the 2020 International women's day celebrations held at Parliament on 5th March, 2020.

5.10 Institutional Meetings

The Speaker attended the following weekly Senate meetings: -

- i. **The Chairperson's Panel meetings:** The Speaker chaired the panel meetings every Wednesday when the House was in session.
- ii. **The Senate Business Committee meetings:** The Speaker chaired the weekly meetings of the Senate Business Committee (SBC) in line with Senate Standing Order 176. The SBC being the apex body that schedules business of the Senate held its meetings every Tuesday when the House is sitting.
- iii. **Liaison Committee meetings:** The Speaker chaired a total of six meetings of the Liaison Committee during the period under review.
- iv. **Kamukunji meetings:** The Speaker chaired seven Kamukunji meetings during the period under review.
- v. **The Clerk's briefings:** The Clerk of the Senate and the Directors from the various directorates briefed the Speaker every Tuesday on the scheduled Bills, Motions, Petitions, Statements and any other anticipated issues.

5.11 Joint Meetings of the Senate and National Assembly

- i. CPA Kenya Branch meetings: The Speaker attended the meetings of the CPA Executive Committee of the Kenyan Branch as the Co-chair of the committee
- ii. The Honors Committee Meetings: The Speaker attended the meetings of the Honors Committee as the Co-chair of the committee
- iii. Meetings with the Speaker of the National Assembly: The Speaker continued to seek audience with his counterpart in the National Assembly whenever there were issues affecting the two Houses particularly the legislative processes in Parliament.

6 REPORT OF THE DIRECTORATE OF LEGISLATIVE AND PROCEDURAL SERVICES

6.10 Overview of activities for the FY 2019/2020

In line with its mandate, the Senate held a total of eighty-eight (88) sittings during the period under review during which time the House transacted a wide array of business as summarized below-

- a) Two Special sitting were held on 22nd May, 2020 for consideration of the Motion for removal of Senator for Tharaka Nithi from the Office of the Deputy Speaker of the Senate and on 30th June, 2020 for consideration of various Bills at the Committee of the Whole Stage;
- b) A total of thirty-three (33) Bills were introduced in the House;
- c) A total of Seventy (70) Petitions were admitted and reported to the Senate; and
- d) Sixty-six (66) Statements were made pursuant to Standing order 47(1); one hundred and fifty-eight (158) statements were requested pursuant to Standing Order 48(1); seventeen (17) statements were issued by Chairpersons of Committees pursuant to Standing Order 51(1)(a); and thirty-seven (37) statements were made under Standing Order 51(1)(b).

6.11 Legislative and Procedural Matters

1. Bills

During the period under review, thirty-three (33) Bills were introduced in the Senate among them, the County Allocation of Revenue (Amendment) Bill (Senate Bill No. 7 of 2020) which was considered and passed by the Senate and referred to the National Assembly. The Bill was then referred back to the Senate without amendments and forwarded to His Excellency the President for Assent. A total of nine (9) Bills were concluded and forwarded to the National Assembly. Three (3) of the



Bills were concluded by both Houses and assented to. Twenty-four (24) Bills were pending before various Senate Committees by close of FY 2019/20.

2. House Resolutions

The Senate passed a number of resolutions on various matters impacting directly on the welfare of counties. These included the County Cash Disbursement Schedule; the Budget Policy Statement; removal from office by impeachment of the Governor of Kirinyaga County; and removal from the Office of the Deputy Speaker of the Senate.

6.12 Motions Introduced and Passed or Negatived

A total of eighty (80) Motions were adopted during the financial year; two (2) Motions were withdrawn; and one (1) Motion was negatived.

4. Petitions

During the period under review, seventy (70) Petitions were admitted and reported to the Senate, either by the Speaker or a Senator, by various parties, and dealing with diverse matters and thereafter committed to the relevant Committee for consideration with three (3) of them successively concluded.

5. Communication from the Chair

During the year under review, there were two hundred and eleven (211) Communications from the Chair.

6. Messages

During the period under review there were twenty-three (23) Messages from the Senate to the National Assembly; twenty-four (24) Messages from the National Assembly to the Senate; One (1) Message from the County Assembly to the Senate; and, two (2) Messages from the Senate to County Assemblies.

7. Statements

During the period under review there were, sixty-six (66) Statements made pursuant to Standing Order 47(1); one hundred and fifty-eight (158) Statements requested pursuant to Standing Order 48(1); seventeen (17) Statements by Chairpersons of Committees pursuant to S.O. 51 (1)(a); and thirty-seven (37) Statements made under S.O. 51 (1)(b).

8. Sittings

Strategic Pillar 1: effective representation, legislation and oversight and Strategic Objective 1: To improve the process of Legislation, Representation and Oversight

There were a total of eighty-eight (88) sittings in the period under review. Of these, two (2) were Special Sittings held on 22nd May, 2020. Due to the COVID-19 situation, by 30th June, 2020 Parliament had not held a Joint Sitting for purposes of the Presidential Address as required in Article 132(1)(b) of the Constitution of Kenya and Article 132(1)(c) that requires the President to, among others, once every year, to report, in an address to the nation, all the measures taken and the progress achieved in the realization of the national values set out in Article 10 of the Constitution.

The Senate on 13th June, 2019, resolved that the Senate holds its plenary and committee sittings in Kitui County from 16th to 20th September, 2019. The Sitting of the Senate in Kitui addressed Strategic Pillar 3: public trust and Strategic Objective 11: To enhance the involvement of the Public in Legislation and Oversight.

6.13 Activities of International Desks

Strategic Pillar 3: public trust and Strategic Objective 12: To strengthen parliamentary diplomacy, partnerships and linkages.

I. Commonwealth Parliamentary Association

In the period under review, two major meetings of the Association took place. These were-

- a) The 50th Commonwealth Parliamentary Association (CPA) Africa Region Conference held in Zanzibar, Tanzania from 30th August to 5th September 2019
- b) The 64th Commonwealth Parliamentary Conference (CPC) held in Kampala, Uganda from 22nd to 29th September, 2019 which included meetings of the CPA's General Assembly, the 37th CPA Small Branches Conference, the 6th Triennial CWP Conference and meetings for Parliamentary Clerks and Secretaries with Society of Clerks-at-the-Table.
- c) Self-Assessment Workshop on Recommended CPA Benchmarks on recommended CPA Benchmarks held in the precincts of Parliament of Kenya from 2nd to 6th December, 2019.

II. The Inter-Parliamentary Union (IPU)

During the Financial Year in review, the Senate participated in the 141st Inter-Parliamentary Union Assembly and Related Meetings held in Belgrade, Serbia from 13th to 17th October, 2019.

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

During the Year under review, the Senate participated in the 55th Session of the ACP Parliamentary Assembly and 38th Session of the ACP-EU JPA from 14th – 21st November, 2019, held in Kigali, Rwanda.

The Joint Parliamentary Assembly has made an active contribution towards implementing and reinforcing successive ACP-EU Conventions and has put forward numerous proposals towards upgrading the role of women in the development process; integrating environmental policy in development projects; drawing up of rural development programs and micro-projects tailored to the needs of specific communities; improving measures aimed at combating epidemics; and decentralized development policies.

6.14 The Pan-African Parliament

6.15 Activities of Pan-African Parliament during the period under review

- i) Committee Sittings of the Pan African Parliament Permanent Committees and Bureau, held in Midrand, South Africa from 2nd to 10th August, 2019.
- ii) The Third Ordinary Session of the Fifth Parliament, held in Midrand, South Africa, from 7th to 17th October, 2019 to deliberate on the Activity Report of the PAP covering the activities undertaken by the PAP from May to October 2019.
- iii) Meeting of the Eastern Regional Caucus of the Pan-African Parliament, held in Nairobi, Kenya from 17th to 21st November, 2019.
- iv) Statutory Committee sittings of the Pan – African Parliament held from 26th February to 7th March, 2020.

6.16 Forum of Parliaments of the International Conference on the Great Lakes Region (FP- ICGLR)

6.17 Activities of the FP-ICGLR

The following were the key activities of the FP-ICGLR in the FY 2019/2020 -

- i) 20th Ordinary Session of the Executive Committee in July 2019, Angola.
- ii) Committee on Women, Children and the Vulnerable in August, 2019, Kenya.
- iii) 10th Ordinary Session of the Plenary Assembly in December, Burundi.

6.18 East Africa Legislative Assembly (EALA)

During the period under review, the Senate participated in the following meetings -

- (i) Forum of the East Africa Community (EAC) Speakers and Clerks; and
- (ii) Centre for Innovation in Parliaments (CIP) held from 7th to 10th December, 2019 in Kampala, Uganda.

6.19 Directorate Retreats

This section addresses Strategic Pillar 1: effective representation, legislation and oversight and strategic objective 2: To strengthen the capacity of Members of Parliament to execute their constitutional mandate

During the period under review, the Directorate held both its planning retreat and the 4th Reading retreat for the Senate in February, 2020.

6.20 Visiting Delegations

This section addresses Strategic Pillar 3: Public Trust and Strategic Objective 11: To enhance the involvement of the Public in Legislation and Oversight
During the period under review, the Directorate participated in program involving thirty-six (36) visiting delegations.

7 THE DIRECTORATE OF COMMITTEES SERVICES

The Directorate of Committees Services in the Senate is established by the Parliamentary Service Commission to oversee, coordinate, administer and facilitate the operations of Committees of the Senate.

Committees of the Senate operate pursuant to the provisions of the Constitution of Kenya; the Standing Orders; enabling Acts such as the Parliamentary Powers and Privileges Act, Resolutions of the House and established Conventions, Traditions and Practices.

7.10 Achievements of Outcomes of PSC Strategic Plan (2019-2030)-

Strategic Pillar I: Effective Representation, Legislation and Oversight

The pillar focuses on effectiveness of Members of Parliament in their constitutional mandate. The strategic objectives achieved under the pillar are -

Strategic Objective 1: To improve the process of Representation, Legislation and Oversight

In the year under review, the Directorate facilitated Committees to consider and prosecute one hundred and eighteen (118) Statements, fifty-Seven (57) Bills, thirty-five (35) Regulations, fifty-five (55) Inquiries and undertook twenty-five (25) county/inspection visits.



Strategic Objective 2: To strengthen the capacity of Members of Parliament to execute their constitutional mandate

Two (2) Committees were facilitated to undertake training courses in an effort to build the capacity of Senators whereas five (5) Committees undertook learning visits in various international jurisdictions.

Strategic Objective 3: To strengthen devolution and devolved units and constituency offices

Committees undertook twenty-five (25) county visits. These engagements served to build the capacity of county government entities and protection of counties and their governments through oversight.

Strategic objective 4: To mainstream monitoring and evaluation of legislation and oversight

Committees undertook five (5) inspection visits on various matters and conducted fifty-five (55) inquiries into various issues affecting citizens.

Strategic Objective 5: To strengthen knowledge and evidence based decision making in the Legislature.

The Directorate facilitated Senators by preparing and presenting one hundred and twenty-six (126) briefs on technical, legal and procedural advice to assist in decision making in Committees.

7.11 Strategic Pillar II: Excellence in Service Delivery

The strategic objectives achieved under the pillar are-

Strategic Objective 7: To institutionalize performance management systems across the Parliamentary Service

The Directorate undertakes performance appraisal for its staff. This was done by agreeing on targets for achievement at the onset of the Session which was then followed by continuous supervision of officers by senior officers for review of performance achievement and review of targets. At the end of the Session, officers were subjected to appraisal assessments of achievement of targets agreed upon.

Strategic Objective 8: To strengthen the capacity of staff to facilitate members in discharging their constitutional duties in an effective and efficient manner

Three officers undertook training courses in different areas of performance improvement. The COVID-19 pandemic reduced the number of staff trained as physical engagements in the last quarter of the reporting period were limited.

Strategic Objective 9: To enhance Human Resource Management and business processes for efficient service delivery

The Directorate initiated business processes that have improved service delivery namely-

- 1) Holding of Committee sittings virtually;
- 2) Filling Committees Sitting Schedule online;
- 3) Updating of pending legislative business on Google Docs;
- 4) Updating Committee business;
- 5) Updating Budgets and expenditure status online; and
- 6) Sharing of documents with Senators and Secretariat via cloud-based platforms/ drives.

Strategic Objective 10: To enhance staff wellness for efficient service delivery

During this period, despite various staff wellness activities that were organized by Parliamentary Service Commission, officers' participation in these activities was very minimal. This was attributed to among others, heavy work load on Committee Clerks, and clash in time to concurrently undertake legislative business and wellness activities.

7.12 Strategic Pillar III: Public Trust

The strategic objectives achieved under the pillar are-

Strategic Objective 11: To enhance the involvement of the public in legislation and oversight

The Directorate facilitated twenty-six (26) public hearings/meetings that were conducted by various committees and fifty-five (55) Petitions that were considered by Committees.

Strategic Objective 12: To strengthen parliamentary diplomacy, partnerships and linkages

The Directorate facilitated Committees to participate in seven (7) international conferences where Kenya is a signatory to thereby improving parliamentary diplomacy and positioning the country in the international arena. It is worth noting that a number of key international engagements were not undertaken due to limitation in budgetary allocation.

Strategic Objective 13: To enhance parliamentary outreach and promote ideals of parliamentary democracy

The Directorate participated in Agricultural Society of Kenya (ASK) shows and Senate Mashinani in Kitui. Officers of the Directorate showcased the activities of Committees through exhibition stands at the ASK Show whereas at the Senate Mashinani, Committees held their sittings and visits in Kitui as a strategy of taking services to the Mwananchi and build the capacity of the host devolved units.

7.13 Strategic Pillar IV: Embrace and Implement an e-Parliament

The strategic objectives achieved under the pillar are-

Strategic Objective 14: To enhance automation of all systems and processes core to operations of Parliament for efficient service delivery

The Directorate adopted a paperless process of approval of requests, signing and conveyance of correspondence through online and soft copy processing.

Strategic Objective 15: To leverage on ICT in all processes and operations of Parliament

The Directorate initiated and adopted the following information technology processes in its operations -

1. Holding of Committee sittings virtually;
2. Filling Committees Sitting Schedule online;
3. Approval of expenditure requests by Authority to Incur Expenditure (AIE) holders;
4. Updating of pending legislative business on Google Docs;
5. Updating Committee budgets and expenditure status online; and
6. Sharing of documents with Senators and Secretariat via cloud-based platforms/drives.

8 THE DEPARTMENT OF HANSARD & AUDIO SERVICES

8.10 Overview of Activities

1. During the Financial Year 2019/2020, the Department covered a total of one hundred and two (102 plenary sittings), which were promptly posted on the parliamentary website with wide circulation.
2. The Department also produced verbatim transcripts of the following committees-

(1) County Public Accounts & Investments Committee	42
(2) Ad Hoc Committee on the COVID-19 Situation in Kenya	33
(3) Ad Hoc Committee on Managed Equipment Service	9
(4) Committee on Finance & Budget	1
(6) Committee on Health	1
TOTAL	92

8.11 The Audio Unit

1. The Audio department recorded a total of Eight Hundred and Thirty-Nine (839) sittings of various committees.
2. On capacity building, the Department trained staff locally and internationally. Four members of staff were trained in Management Training for Official Verbatim Reporters in Nigeria, while three members of staff were trained for a Senior Leadership Course in Dubai.

3. The Department organized a capacity building workshop in August 2019 and an annual planning workshop in January, 2020.
4. Staff of the Department actively participated in the Senate Training Committee, the Wellness Committee, the Planning Committee on the Devolution Conference and other administrative committees of the Senate.
5. The Department hosted the Commonwealth Hansard Editors Association-Africa Region (CHEA-AR) in December, 2019.

9 SERJEANT-AT-ARMS DEPARTMENT

The Serjeant-at-Arms discharge ceremonial, custodian, administrative, and security functions which include maintaining order during Chamber and Committee sittings, service of summons, estate management and housekeeping, events management, public education and coordination of maintenance and transport services.

9.10 Key Activities During Period Under Review

1. Chamber Duties

During the period under review, the SAA department successfully facilitated sixty-nine (69) plenary sittings, hosted twenty (20) delegates from three (3) County Assemblies, forty-six (46) students from two (2) colleges, twenty-three (23) staff from the East African Legislative Assembly (EALA), seventeen (17) youth from Nairobi County and further twenty-one (21) youth from across the country.

2. Support to Committees

The SAA department facilitated Committee sittings within and outside the precincts of Parliament ensuring compliance with the guidelines provided by the Ministry of Health on the management of COVID-19 in the legislature.

3. Serving of Summons

The SAA department, with the assistance of the Directorate of Criminal Investigations (DCI) officers, successfully facilitated serving of summons and invitations to appear before relevant Committees.

4. Ceremonial Events Management

The SAA Department also played a prominent role in the planning, preparation, and coordination of functions and events held within and outside the precincts of Parliament including the State of the Nation Address by H.E. the President of the Republic of Kenya, national celebrations (i.e. Madaraka day, Mashujaa day, and Jamhuri day celebrations) and laying of wreath at the mausoleum of the First President of the Republic of Kenya, the Late Mzee Jomo Kenyatta.



5. Security Arrangements

The SAA Department in conjunction with other security agencies, namely the PSC Security Department, Administration Police Service, the Kenya Police Service, managed the security operations, occupational health and safety, and provision of security services in PSC. The SAA Department controlled the admittance of visitors to areas/offices under the jurisdiction of the Senate and ensured that respective reception desks were manned

round-the-clock to enhance security within the precincts of Parliament.

6. Facilitation of County Assembly staff

In collaboration with the Senate Liaison Office, the SAA Department assisted the Homa Bay and Taita Taveta County Assemblies to harmonize their legislative procedures at their respective assemblies.



**REPORT ON THE AFFAIRS OF THE
PARLIAMENTARY JOINT SERVICES FOR THE
FINANCIAL YEAR 2019/2020**



1.0 INTRODUCTION

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

- a) Human Resources and Administrative Services
- b) Finance and Accounting Services including Procurement services and Constituency/County support services
- c) Research Services including the Library and Printing
- d) ICT Services including Broadcasting
- e) Litigation and Compliance Services
- f) Engineering and Maintenance of Buildings
- g) Security and Safety Services Responsibilities of the Director-General

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

10 DEPARTMENT OF MAINTENANCE

Maintenance unit is a department in the Joint Services, Parliamentary Service Commission (PSC) that is mandated in provision of safe, health and conducive environment that facilitate provision of effective and efficient services by members of parliament and staff. Thus, the maintenance function not only provide effective and sustainable engineering support services in repair and maintenance of buildings and equipment but also in the PSC Projects Management.

10.10 MAINTENANCE WORKS

The following methods for performing building and equipment maintenance have been proven to be cost-effective and are presently being utilized in the Parliamentary Service Commission.

- Utilization of a centralized maintenance workforce.
- Utilization of service contracts for critical equipment

10.11 CORRECTIVE MAINTENANCE (BREAK-DOWN REPAIRS)

The full-time centralized maintenance workforce provided support services in:

- Emergency response to power failures, plumbing, heating, and air conditioning failures.
- Interior and exterior painting
- Carpentry, electrical, plumbing, HVAC service and minor roof repairs
- Minor building modifications
- Maintenance and repair to AudioVisual equipment
- Maintenance and repairs to fire and security systems

10.12 CONTRACTED MAINTENANCE SERVICES

10.13 The Maintenance Department

Is also responsible for contracted services in which contracted services supplement or have major responsibilities for building and/or equipment maintenance. The service contracts for the below equipment were executed in the years 2019/2020.

- Lifts/escalators
- Standby diesel generator sets
- Uninterruptable Power Supply (UPS), Power distribution boards and power capacitor banks

10.14 ALTERATION/MINOR REPAIRS

The following minor repair works were executed in the years 2019-2020: -

- a) External Paintings of all Parliament buildings: -Protection House, Imani, Continental, County Hall and Main Parliament Buildings:
- b) Refurbishment of the Restaurant at 7th floor Continental House.
- c) Electrical repair works at KICC.
- d) General repairs and leakage repairs at Senate Speaker residence, Bogani Road, Karen.
- e) Minor repairs and furnishing works at Speaker National Assembly Residence, Thigiri Road.
- f) Facelift of the office of the Director General including boardroom at 11th floor Protection House.
- g) Alteration/ refurbishment of the office of Sen Malala at KICC.

- h) Installation of Solar water heater at the office of the Speaker-NA.
- i) Minor repairs of Health club, Basement of Continental House.
- j) Installations of vertical blinds and general repairs at 5th, 11th and 13th floors of Protection House.

10.15 DEVELOPMENT PROJECTS

The Engineering and Maintenance department provides technical and professional support in preparation of project cost estimates; proposal, justification, and management of capital projects and expenditures at the Parliamentary Service Commission. In the year 2019-2020, the following projects were in progress.

- 1) Design and construction of CPST learning facility and development of CPST Master plan:
- 2) Construction of the Multi-storey office complex where main works are 70% complete, various sub-contract works are in progress and pending is furniture, signage & artistic sub contract works.
- 3) Refurbishment of County House
- 4) Integrated Security Management System (ISMS) in which the design works were completed by the Consultant and implementation works awarded to the Contractor are in progress.

11. DEPARTMENT OF SECURITY AND SAFETY DEPARTMENT

The performance of the Security and Safety Department reporting has been aligned to the PSC Strategic plan, objective number 19 and focuses on the department’s key result areas. These areas include; The coordination and administration of Parliament Security, Security Operations, Intelligence and incident management, the Integrated Security Management Systems (ISMS) and Safety services.

11.10 STRATEGIC OBJECTIVES FOR THE DEPARTMENT

The functions and roles of the department are anchored on the Parliamentary Service Commission Strategic Objective number 19 “To provide adequate facilities and security for Members and staff of Parliament” Under this objective, the department appraised itself on the following specific objectives among others:

- 1) Ensured security and safety for Members, Staff, Visitors and the public
- 2) Provided Physical Security Measures on control access to facilities, information and assets
- 3) Ensured effective deployment of National Police

Services and other security agencies

- 4) Superintended over commencement of the installation of the proposed Integrated Security Management System
- 5) Conducted routine and periodic security surveys and audits, through systematic detection, identification, and evaluation of areas or spots of vulnerability
- 6) Provided effective security operations
- 7) Security intelligence gathering and timely dissemination to the management
- 8) Incident/complaint management and resolution through timely investigations and reporting
- 9) Timely implementation of emergency security plans and evacuation procedures
- 10) Effective enforcement of pandemic protocols and Ministry of Health safety guidelines and regulations
- 11) Events management
- 12) Provision of fire safety services

11.11 FUNCTIONS

- a. Provide a full range of security and safety services within Parliament and its precincts including; Parliamentary annexes and residences; CPST or any other properties or places designated for official business of Parliament and its Committees.
- b. Provide a safe and secure environment through which Members, staff and visiting dignitaries may conduct their business devoid of any danger.
- c. Advising Parliamentary Service Commission on matters pertaining to security and safety of Members and PSC staff
- d. Enforce and administer all security and safety related rules and regulations in a consistent and equitable manner in accordance to the Speakers rules.
- e. Conduct threats analysis, through systematic detection, identification, and evaluation of areas or spots of vulnerability.
- f. To safe guard life and Parliament owned property; and to protect public order against violence or disorder.



- g. Coordinate, supervise and liaise with Kenya Police Service, Administration Police Service, General Service Unit, Directorate of Criminal Investigations, National Intelligence Service and other security agencies in the provision of protective security to ensure that Parliament is protected against any form of attacks.
- h. Provision of access control management to persons and vehicles accessing Parliament.
- i. Crowd control management
- j. Carry out periodical security surveys, risk assessments and advise on mitigating measures
- k. Conduct investigations on injuries, deaths, theft, assaults, or any offences involving Members and PSC staff.
- l. Fire safety and prevention.
- m. Implementation of the emergency preparedness plans and evacuation procedures
- n. Management of the Integrated Security Management Systems (ISMS).

11.12 PARLIAMENT SECURITY ARRANGEMENTS

Parliament as an institution is classified as a vital government installation and is secured through multi-layered and agency security operations. The agencies engaged and who provide layered and specific security services include:

- a) Parliament Security officers
- b) Sergeant-at-Arms (Provide security within the chambers)
- c) Kenya Police Service (Parliament Police Station)
- d) Directorate of Criminal investigation (DCI)
- e) K-9 Unit
- f) General Service Unit (GSU)
- g) Administration Police Service (SGB)
- h) Rapid Deployment Unit (RDU)
- i) National Intelligence Services (NIS)
- j) A detachment of KDF stationed at the Mausoleum

11.13 KEY PERFORMANCE ACHIEVEMENTS

During the period under review, the Security and Safety department accomplished the following results which are in line with the Parliamentary strategic plan. The achievements have been reported based on the departmental key result areas.

I. Security Operations

- i. Effective enforcement of the security policies, procedures, the Speakers rules, Standard Operating Procedures (SOPs) and other security/safety regulations
- ii. Effective administration of security access control measures which include: Security screening of personnel, vehicles and material at all access points and during events.
- iii. Manning, operating and maintaining the security screening tools and equipment.
- iv. Implemented the construction of vehicle barriers along Harambee avenue (main gate area) and at the new Senate wing access area.

II. Administration and Coordination of Parliament Security services

- i. The department started the internal production of Personnel Identification cards for Honorable Members, all cadres of staff and contracted service providers
- ii. Production of car owner identification stickers and passes with digital data bases
- iii. Effective deployment and supervision of National Police Services and other security agencies. This included the coordination of deployment of protection officers to the Members of Parliament
- iv. Coordinated Security for events; the department provided security services and strategic support during National and Parliament hosted events during the period. These events include; National Prayer Breakfast, Budget reading, Mashujaa day celebrations and funeral events.
- v. The department effectively coordinated the dissemination of Intelligence services; incident investigations and reporting.
- vi. The department effectively handled and resolved reported complaints.

11.14 ISMS

The implementation of the Integrated Security Management System (ISMS) kicked off during this reporting period. The ISMS (System and Infrastructure) contract

with regard to supply, installation, configuration, testing, training, commissioning and maintenance and the procurement of the Project Manager was awarded. The security and safety department has been keen in facilitating a supportive work environment to the contracted firm as they install the ISMS project.

11.15 Safety Services

Under this key result area, the department achieved the following:

- a) Effective enforcement of the COVID 19 measures and protocols:
During the period under review, the Corona virus pandemic activated intensified protection concerns on Parliament as an institution. The department maintained the role of coordination and enforcement of the MOH protocols as well as communications from the Speaker's offices and Parliament leadership. The Department's staff and other security personnel offered critical front-line services such as distributing PPEs, ensuring all persons accessing Parliament were sanitized and screened for COVID 19 related symptoms, distributed hand washing stations which provided an enabling environment for Hon Members and staff to continue executing their mandate.
- b) Initiated the procurement process of the Corona Virus PPEs and screening equipment.
- c) Coordinated the fire safety function and services within the Parliamentary square.

12 DIRECTORATE OF INFORMATION AND RESEARCH SERVICES (DIRS)

The mandate of the Directorate of Information and Research Services (DIRS) is to provide non-partisan professional research services to the Members of the National Assembly and the Senate, House Committees, Constitutional Offices of Parliament, Presiding Officers and staff. It is further mandated to provide Members and staff with wide range of knowledge and information they require in making informed decisions in relation to their constitutional obligations.

The Directorate previously held a total of eight (8) departments. During the period under review three (3) departments were moved to the Houses of Parliament, namely, the Audio Services, the Media Relations and the Public Communications. The Directorate was then left with five (5) departments of Library, ICT, Research, Printing and Parliamentary Broadcasting Unit (PBU) whose work and activities are outlined here below.

12.10 Activities Implemented by The Directorate of Information and Research Services in The 2019/2020 Financial Year

1. Department of Parliamentary Research Services (PRS)

Activities undertaken in 2019/2020-

The activities undertaken during the period under review are in line with strategic objectives outlined in the PSC Strategic Plan (2019-2030), as follows-

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

In realisation of the two strategic objectives, PRS accomplished the following during the period under review

- a) provided research and technical support to forty-two (42) House Committees of both the National Assembly and the Senate through deployment of research staff to the twenty-six (26) Committees of the National Assembly and sixteen (16) Committees of the Senate, and to five (5) ad hoc Committees of both Houses, one (1) in the National Assembly and four (4) in the Senate;
- b) continued to provide technical and secretariat support to the Parliamentary Caucus for Evidence Informed Decision Making (PC-EIDM), formed from Members of the two Houses of Parliament;
- c) the PRS processed a total three hundred and seventy (370) Members' requests during the period at both individual and committee level, which included one hundred and twelve (112) briefing notes to House Committees, twenty-four (24) Motion notes, seventy-three (73) background papers, sixty-five (65) policy briefs and one hundred and sixty-one (161) individual member requests;
- d) undertook several capacity building activities which included training of eleven (11) PRS officers, hosted five (5) parliamentary attachments from Uganda Parliament and provided internship to six (6) graduate trainees;
- e) provided support to parliamentary delegations through preparation of conference papers and presentations, at both international and local levels, composed of four (4) made by research staff,



seventeen (17) Members and twelve (12) House Leadership at international level and a total of Sixty (60) presentations at local level by the two Houses of Parliament;

- f) participated in the preparation and dissemination of various publications, such as Quality Control Manual, Committee Chairpersons Manual (National Assembly), Africa Parliamentary Researchers Conference held in April 2019 and Articles of Association of Africa Parliamentary Researchers Association;
- g) participated in the preparation and validation of the 2019 Annual President's Report on National Values and Principles of Governance;
- h) continued to participate in linkages and partnerships with various organizations; and;
- i) prepared a substantive briefing paper "COVID-19 Pandemic and Parliamentary Continuity: Possible Options" which was submitted to the leadership of the two Houses.

12.11 Department of Information and Communication Technology (ICT) Services

12.12 Activities undertaken in 2019/2020 year -

- a) Continued to provide systems support and maintenance to the various systems including Computers, Software and Networks.
- b) Continued to offer user support services to various departments and Members of Parliament and infrastructure (Network) maintenance in all Parliament precincts.
- c) Continued to train both staff and Members of Parliament on the use of information technology in Parliament's operations and processes.
- d) Continued with ICT transformation through re-engineering of PSC Processes in sectors which included Legislative management system; Hansard production system upgrade; Transport management system; Network infrastructure upgrade; and Internet bandwidth upgrade.
- e) Continued to facilitate improvement in service delivery in Parliament through procurement and development of technical specifications for various equipment (e.g. computers, printers, scanners, copiers and UPSs).
- f) Participated in various technical evaluation of ICT related works, and inspection and acceptance of ICT and related services and equipment.

g) Facilitated the Committees of the Houses of Parliament through support in the implementation of online meetings as a result of the COVID-19 pandemic.

h) Facilitated the establishment and implementation of BUNGE_INFO and PARL_INFO Bulk SMS Solutions.

i) Purchase of ICT Software, Networks and Communication Equipment which included Asset tagging system; Online recruitment system; Server and licenses renewal; Disaster recovery and backup services; Electronic document management system; and Emails Services and Collaboration Suite.

12.13 Department of Library Services Activities Undertaken in 2019/2020 year

During the financial year 2019/2020 year, the department continued to offer its services to its clients and the activities undertaken included -

- a) Developed a Proposal for subscription of a digital newspaper.
- b) The Library handled about 200 queries most of which were online despite the pandemic.
- c) Through its reprographic unit, the Library printed over 300 various documents which were laid on the Table at the Senate, and a total of 350 departmental Committee reports and about 700 Papers Laid, which were laid on the Table at the National Assembly.
- d) The Library continued to catalogue and classify information materials which were received at the department from the Houses and its Committees, and from the arms of Government laid on the floor of the Chambers of the Houses.
- e) Updated Laws of Kenya through issue 23, 24 and 25, which were inserted in respective volumes of about 80 sets at different offices, and in addition procured two sets (2) of Laws of Kenya, for distribution to Commissioners who made the request.
- f) Undertook indexing for acts, legal notices and Kenya Gazette for the 2017 and 2018 years.
- g) Organized a working retreat for Library and reprographic staff to review work progress made in the implementation of work and activities of the library services and to address the challenges faced.

- h) Four (4) Library staff participated in the annual Kenya Library Associations meeting which was held in Nakuru County. The Kenya Parliament Library are members of the Association.
- i) Two (2) staff attended a mandatory promotional course conducted by CPST in Naivasha while one staff attended online Trainer of Trainers Course organized by CPST.

12.14 Parliamentary Broadcasting Unit (PBU)

According to the Parliamentary Service Commission-Strategic Plan 2019 –2030, the Parliamentary Broadcasting Unit mandate is captured in Strategic Objective 11: To Enhance the Involvement of the Public in Legislation and Oversight.

Activities Undertaken in 2019/2020 -

During the period, the following activities were implemented-

- a) Continued to provide Live Broadcasts of the Plenary sittings of National Assembly and the Senate.
- b) Continued monitoring and managing the live broadcasts of Radio, television on KBC Radio Taifa, KBC Channel 1, and 'SIGNET' Bunge and Senate TV.
- c) Managed the content on the You Tube Channels of National Assembly and the Senate.
- d) Provided footage to Members and media and other clients on need basis.
- e) Continued with the preparation of Concept Paper for Development of Content for the Signet Digital Channels (National Assembly and the Senate).
- f) The Select Committee on Parliamentary Broadcasting and Library Services, responded to Members' queries regarding broadcasting matters.
- g) Continued providing live proceedings of plenary and committees amidst the COVID-19 pandemic.

12.15 Printing Press Services

The Printing Services is mandated to provide a platform on which Parliament's printing services and products, both demand and supply driven, are promptly and optimally printed, published and preserved for posterity. The products and services provided by the printing unit include Pre-Publication of Bills and Vellum, Brochures, Magazines, Official Programs, Posters, Business Cards.

Activities undertaken in the 2019/2020-

- a) Publishing bills for pre-publication scrutiny by committees.
- b) Binding of Committee Reports, Papers Laid, Bills, Newspapers and Magazines.
- c) Publishing and binding of the Hansard Reports for the Houses of Parliament.
- d) Publishing Parliament Magazines and other magazines such as the National Assembly Newsletter.
- e) Production of printed materials for Parliament outreach activity, e.g., exhibition in counties, posters and programs.
- f) Printing of Business cards for all Members and senior staff.

13 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, human resource development, health club services and the pensions unit.

The Directorate is composed of the following departments/ Units:

13.10 Human Resources Management

In the Financial year 2019/2020, the HR Department was charged with Preparation of agenda for the Staff Advisory Committee and presentation of cases in regard to Promotions, Appointment, Re-designation, Discipline, Special Duty Allowance and Acting Appointments. The department was also charged with preparation of the agenda for the Staff Disciplinary Committee and implementation of the Parliamentary Service Commission resolutions in regard to Staff Matters. In the year under review recruitment was undertaken for contract staff to fill shortfalls in the Audio unit and Maintenance department.

The department was involved in implementation of the reviewed terms and conditions of engagement of the Parliamentary Staff and the review of three schemes of service and their subsequent implementation after adoption by the Commission. The HR department processed a total of one hundred and fifteen (115) promotions for staff who were due for promotions in the course of the year.

The pensions unit held the Annual General Meeting and issued statements to individual members of staff. The unit facilitated the smooth transition for officers pro-



ceeding on retirement by processing their pension entitlement on attaining the retirement age of sixty (60) years. The Pensions Unit also facilitated the processing of Group Accident Claims and Payment of NSSF benefits for members of Staff.

The HR department was tasked with the processing of Emoluments for both Members of Parliament and staff. This involved- preparation of the budget (Personal Emolument) for the year 2019/2020; preparation of the payroll; payment of salary advances to Members of Parliament and staff; preparation of payment vouchers; processing of the statutory deductions and processing payment of top up allowance for MPs security personnel.

In addition, the department also undertook administration of welfare issues such as compilation and computation of pension entitlement for former Members of Parliament and administration of medical cover for Members of Parliament and staff through the Medical Scheme Implementation committee.

The MSIC and in liaison with the medical section processed requests for ex-gratia assistance from one hundred and forty-six Members of Parliament and facilitated medical examination for food handlers in the Catering Unit in compliance with the Public Health Act.

The Department also established a 24hr call Centre for Members and Staff medical assistance and implemented a biometric system to track medical expenditure and provide staff with monthly statements of their utilization.

In the year under review the draft HR manual was updated and finalized and a policy on Alcohol, Drug and Substance Abuse (ADSA) was developed. A baseline survey on compliance with OSHA was also carried out.

13.11 Human Resource Development

During the year under review the Human Resource Development Department carried out an accreditation of Training Institutions, developed a concept for Training Needs Assessment (TNA) to be undertaken in 2021 and facilitated the training of staff both locally and abroad. The Department also developed a comprehensive Staff skills inventory and a monitoring and Evaluation framework and Impact Assessment tool.

13.12 Health and Recreation Unit

The Health Club is charged with the responsibility of offering wellness services to the Members of Parliament and the entire staff of the Parliamentary Service Commission. The Health and Recreation unit undertook weekly training of Members of Parliament and staff in both outdoor and indoor activities and facilitated the

Parliamentary Service annual sports day held in October 2019.

13.13 Transport Unit

During the year under review the unit developed a Fleet Management Policy and administration of fuel card contract. In addition, the Unit acquired three (3) vehicles for the retired Speakers and facilitated members with hired vehicles on a need basis.

13.14 Records Management Unit

The unit carried out a Records Survey and prepared a draft Records Management policy. The Records unit ensured that all incoming and outgoing mail was dispatched to the respective offices in an effective and timely manner.

14 DIRECTORATE OF LITIGATION & COMPLIANCE ANNUAL REPORT FOR THE FINANCIAL YEAR 2019/2020

The Directorate of Litigation and Compliance Services (Parliamentary Joint Services) is responsible for the provision of non-partisan, professional legal services to the Parliamentary Service Commission.

The Directorate performed the following activities in line with the Strategic Objectives -

14.10 Strategic Pillar I: Effective Representation, Legislation and Oversight

Objective 1 – To improve the process of representation, legislation and oversight

Objective 2 - To strengthen the capacity of Members of Parliament to execute their constitutional mandate

1. Legal representation in Courts of law and other quasi-judicial tribunals and promoting the use of Alternative Dispute Resolution methods. There were various suits for and against the Parliamentary Service Commission, the Speakers of Parliament, the Clerks of Parliament and Members of Parliament.
2. The Directorate provided advisory services to both Speakers of the National Assembly and the Senate, the Parliamentary Service Commission, both Clerks of the National Assembly and the Senate, the Director General, Joint Services, Standing Committees of the Parliamentary Joint Services, Various Directorates and Departments in Parliament.
3. Ensured that the institution of Parliament was in compliance with all Laws of Kenya that are relevant to the day to day operations of the Commission and Parliament in general.

14.11 Strategic Pillar II: Excellence in Service Delivery

Objective 8 – Strengthen the capacity of staff to facilitate Members in discharging their constitutional duties in an effective and efficient manner

4. Legal Counsel, Legal Clerks and support staff attended international and local trainings on various legal topics that enhanced their capacity as was evidenced by the workout put after training.
5. Continuous Legal Education (CLE) programs attended by all Legal Counsel to build their capacity and attained the pre-requisite five (5) points to enable them apply for their annual practice certificates for the following year.
6. During the year under review, the Directorate had a Strategic planning retreat that was conducted at the beginning of the financial year that saw the staff of the Directorate plan the implementation of its activities in accordance with the 2019/2020 Directorate Work plan and the Directorate Budget. During the retreat, every staff member was able to fully understand their role towards delivery of the Directorate's objectives and goals.
7. Effectively managed the Parliamentary pupillage program that saw twelve (12) pupils trained and mentored in all the three Directorates of legal services in Parliament.

14.12 Strategic Pillar VI: Provision of Modern Facilities and Secure - Working Environment for Members and Staff of Parliament

Objective 18 – To Create a Parliamentary Square

Objective 19 – To provide adequate facilities for Members and Staff of Parliament

8. Undertook Conveyancing on behalf of the Commission through effective due diligence on proposed sales, drafting and reviewing the relevant legal instruments and ensuring that relevant transfers are effected timeously and effectively.
9. The Directorate worked together with the Directorate of Finance and Accounting in the administration of the Mortgage and Car loans for Members and Staff of the Commission and particularly effective and proper securitization of the Mortgages to mitigate credit risk of borrowers and ensure that monies lent to the Members and Staff is secured in the interest of the Commission.

14.13 Strategic Pillar VII: Enhanced and Sustained Financial Resource Base

Objective 21 – To Enhance Efficiency in Procurement of Goods and Services

10. Drafted and reviewed various contracts and agreements between the Parliamentary Service Commission and third party service providers.
11. Drafted Memoranda of Understanding with various institutions and advised on their execution by the Chair of the Parliamentary Service Commission or various Speakers of the relevant Houses.

Objective 22– Enhanced Efficiency in Resource Utilization, Monitoring and Evaluation.

12. The Directorate provided advisory services to reduce any legal risks and effect compliance by the relevant parties.
13. Recovery of debts outstanding to the Parliamentary mortgage schemes and Parliamentary Service Commission.

15 DIRECTORATE OF FINANCE AND ACCOUNTING SERVICES

During the period under review, Parliament operated under two votes between July –December 2019, which is the Parliamentary Service Commission (Vote 2041) and The National Assembly (Vote 2042). In January 2020, a new Vote (2043) Parliamentary Joint Services was created. The Parliamentary Joint Service Vote includes the Joint Services and the Centre for Parliamentary Studies and Training (CPST) which are established under Sections 33(1) and 34(1) of the Parliamentary Service Act, 2019 respectively.

The Joint Service is mandated to provide such joint services that are jointly shared between the two Houses of Parliament as stated under Section 33(2) of the Act while the CPST is required to provide learning and development Programs to build capacity for Members and staff of Parliament and other stakeholders in accordance with Section 34 (2).

15.10 Achievements during the year

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

Activities achieved include: -

- a) Preparation and finalization of the Budget FY 2017/18 which was approved at Kshs. 36.4 Billion. This budget entails estimates for the three services, The National Assembly, The Parliamentary Service Commission - Senate Affairs and the Parliamentary Joint Services which also includes the development projects.



- b) Preparation and Consolidation of annual work plans and Procurement Plans.
- c) Formulated budgetary programs as is required by the PFM Act 2012.
- d) Continued to prepare periodic reports on the financial status of the Parliamentary Services for submission to the Parliamentary Service Commission.
- e) Submission of quarterly statutory reports to the Controller of Budget.
- f) Ensured adequate Resource envelope/Budget Estimates/and Funding due to collaborative efforts of the department with the National Treasury.
- g) Undertaking regular audits to manage risk and ensure prudent financial management.
- h) Effective financial facilitation of the Parliamentary Service Commission to undertake its constitutional mandate.
- i) Prepared a Monitoring and Evaluation framework for tracking and monitoring budget implementation.

15.11 Financial Performance of Directorate of Finance

The department had a direct management on the budget of Kshs 1.505 billion under the Finance Management Services during the financial year. The directorate utilized Kshs 1.038 billion of the allocated budget. This translates to 69% absorption.

16 CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING

The mandate of the CPST is to build capacity of staff and Members of Parliaments, County Assemblies, and other interested stakeholders pursuant to provisions of section 34 of the Parliamentary Service Act 2019.

The CPST draws its strategic and policy direction from the PSC and the CPST Board. The day to day operations are managed under the leadership of the Executive Director. The CPST has two critical directorates namely the Directorate of Administration, Finance and Corporate Affairs (AFC) and the Directorate of Curriculum Training and Research (CTR). This annual report is therefore structured to report on activities undertaken along these two directorates.

16.10 Operations of The Directorate of Administration, Finance and Corporate Affairs

The Directorate of Administration, Finance and Corporate Affairs is responsible for management of resources

and administration for the CPST to achieve its strategic and legal mandate and objectives in a cost-effective manner.

16.11 Governance

The Parliamentary Service Commission continued to provide policy direction through the recommendations of the CPST Board. As part of good corporate governance practices, the CPST Board held a total of nine (9) meetings.

The CPST Board of Management held a total of fourteen (14) meetings, four (4) general staff meetings were held and three (3) Technical staff meetings.

The CPST developed the following draft policies that are under consideration by the different administrative and governance structures of the Parliamentary Service Commission -

- a) Draft PSC Staff Award Policy - It is aimed at establishing a program of "Employee of the Year" awards by the Commission and is in line with the second strategic pillar of the PSC Strategic Plan 2019-2030: Excellence in Service Delivery.
- b) Draft PSC Board Charter - The Board charter is intended to form part of efforts geared to continuously improving governance in the Parliamentary Service so as to facilitate achievement of the vision of the PSC 2019-2030 Strategic Plan of being: a Democratic and people-centred Parliament.

16.12 Financial performance

The CPST was appropriated a gross annual budget of KES 186.1 Million in the Financial Year 2019/2020. The CPST was required to raise an Appropriation in Aid (AIA) of KES 10 Million during the same financial year leaving a net funding from the exchequer at KES 176.1 Million. These funds were initially allocated through the Parliamentary Service Commission Vote 2041. As the financial year progressed, section 2 of the Public Financial Management Act 2012 was amended. This led to creation of Parliamentary Joint Service Vote 2043 in the Parliamentary Service. Funds of the CPST were then moved to Vote 2043. The National Treasury subsequently uploaded a total of KES 69,787,500 in the Integrated Financial Management Information System (IF-MIS) in January 2020 to finance activities for the third and fourth quarter of the Financial Year 2019/2020.

The CPST trained 504 participants during the period. This led to a total expenditure of KES 36.67 Million translating to approximately 40% of the voted provisions. The CPST spent KES 10.9 Million of the KES 26.2 million allocated for training translating to 41% budget utilisation. The expenditure on domestic travel

was KES 4.3 million of the 19.6 voted provisions translating to 22% budget utilisation. On foreign travel allocation, the total expenditure was 45% of the budgeted amounts. The low budget uptake is attributed to the effects of COVID-19 global pandemic.

16.13 Human Resource

The Parliamentary Service Commission internally recruited four additional staff for the CPST. These four are one Chief Training Officer and three Training Officers.

16.14 General administration

A summary of major activities under the administration function during the Financial Year are as follows:

1. In the Financial Year 2019/2020, the Parliamentary Service Commission successfully finalized transfer of the title deed for the five-acre piece for the CPST from the National Treasury to the Commission. At the end of the Financial Year, the Commission was in the process of procurement of a consultant to draw up the master plan and supervise construction.
2. The CPST commenced mid-term review and alignment of its Strategic Plan 2018-2022 to the Parliamentary Service Commission Strategic Plan 2019-2030.
3. The CPST completed documentation of all assets and created a mini asset register as the process. The process of automating this register was on-going at the end of the Financial Year 2019/2020.
4. The CPST continued to be represented and participated in the administrative committees on Disciplinary Committee, Pensions Committee and Safety and Health Committee and in the Ad Hoc Taskforce on Covid-19.

16.15 Corporate affairs

1. Hosting of Delegations

During the same period, the CPST hosted a total of five (5) delegations including Seven (7) Members of the Committee of Privileges of Parliament of Ghana from 4th to 10th August, 2019, Six (6) Members of the Portfolio Committee on Primary and Secondary Education of the Parliament of Zimbabwe from 20th to 25th October, 2019 and Six (6) Members of Staff from the Administration,

Human Resource Management and Development of the National Assembly of Zambia from 27th to 31st January, 2020 among others.

2. Website and Social Media

A paper on revamping CPST website and social media was done and submitted accordingly.

3. Webinar

The CPST hosted a webinar in June 2020 targeting Members and staff in the County Assemblies in Kenya. Participants from other countries in Southern and Western Africa also participated in the webinar.

16.16 Operations of The Directorate of Curriculum Development, Training and Research

A summary of activities that were undertaken by the Directorate of Curriculum Development, Training and Research in the Financial Year 2019/2020 are outlined in this report -

16.17 Curriculum development

The Directorate facilitated a five-day curriculum development and validation workshop to prepare curriculum support materials for the PSC Mandatory Promotional Course II: Foundation of Legislative Practice and Procedure, for PSC scale 6-8 that was held from 19th to 24th August 2019, and was attended by twenty-seven (27) participants. The Directorate also facilitated a five-day curriculum development workshop in collaboration with SoCATT that was held from 27th to 31st January, 2020.

There were also reviews initiated for CPST Curriculum 2014 and the Induction Manual for Members of County Assemblies which are due for review to respond to changes in the legislative environment. Similarly, the Mandatory Course I (Introduction to Parliamentary Administration and Customer care) & the Mandatory Course II (Foundations of Legislative Practice and Procedure), was reviewed.

16.18 Training activities

The CPST conducted a total of twenty-one (21) training programmes for 571 participants during the Financial Year 2019/2020 according to the annual Work Plan and bespoke trainings requested for. A summary of the totals for these trainings is shown in Table 1.



Table 1: Summary of trainings conducted in the 2019/2020 Financial Year

Category of Participant	Nature of training	No. of Trainings	Nature of Participant		Total
			Male	Female	
Members of Kenyan Parliament	Local	1	9	4	13
	Foreign	2	16	1	17
	Subtotal	3	25	5	30
Staff of Kenyan Parliament	Local (Course 1 - Cohort 2)	1	20	18	38
	Local (Course 1 - Cohort 1)	1	22	13	35
	Unitar virtual ToT	1	39	28	67
	Subtotal	2	81	59	140
Members of County Assemblies	Local	5	71	28	99
Staff of County Assemblies	Local	8	176	88	264
Regional Training	Local	1	15	12	27
Staff of County Assemblies Forum (CAF)	Virtual	1	6	5	11
GRAND TOTAL		21	374	197	571

16.19 Training for Members of Parliament

The CPST conducted three (3) training activities for Members of Parliament during the financial year under review. A total of thirty (30) Members were trained during the year under review. Two of these trainings were conducted in Geneva under the Memorandum of Understanding (MoU) signed between the United Nations Institute for Training and Research (UNITAR) and the Parliamentary Service Commission. Ten (10) Members of the Liaison Committee were trained and seven (7) Members of Implementation Committee were trained under this MoU. The CPST in collaboration with the National Defence College trained 13 members of Defence and Departmental Committee on Foreign Relations of the National Assembly.

16.20 Training for staff of Parliament

In collaboration with the Department of Human Resource Development in the Directorate of Administration, the CPST conducted two promotional mandatory courses for the second cohort for Course I (Introduction to Parliamentary Administration, Customer Care and Protocol) (Course II) where 38 staff were trained and the first cohort for Course II (Foundations of Legislative Practice and Procedure (Course I)) where 35 staff were trained. The centre also conducted a virtual Training of

Trainers (TOT) in collaboration with Unitar where a total of 67 officers from PSC completed the virtual training in the month of July 2020. This saw the centre train a total of 140 staff of Parliament.

16.21 Training for Members of the County Assemblies

In the Financial Year 2019/2020, the CPST conducted thirteen (13) training programmes for both Members and staff in the County Assemblies leading to a total of three hundred and sixty-three (363) participants. Ninety-nine (99) of the participants trained in this category were Members of County Assemblies (MCAs).

16.22 Training for staff of the County Assemblies

In the Financial Year 2019/2020, the CPST conducted a total of eight (8) training programmes for staff of the County Assemblies leading to training of a total of two hundred and sixty-four (264) participants.

16.23 Collaborative training

In the Financial Year 2019/2020, the CPST successfully conducted the inaugural Virtual Training (e-Training) on the Zoom Platform. This was a demand-driven training for the County Assemblies Forum (CAF) Secretariat. The training had a total of eleven (11) participants.

16.24 Regional trainings

In the Financial Year 2019/2020, the CPST conducted one international training for the East African Legislative Assembly (EALA) Secretariat. A total of twenty-seven (27) participants were trained. This was a bespoke training conducted specifically at the request of EALA.

16.25 Research and Publications

In the Financial Year 2019/20, the CPST formulated Parliamentary Training Institutes (PTIs) Editorial Committee to conduct a review of papers presented at the Annual National Symposia on SDGs; and the Symposium on the role of legislatures on the fight against cor-

ruption. The Editorial Committee had completed review of eleven (11) of the twenty-nine (29) papers that had been presented at the two (2) PTI symposia that had been held so far.

The CPST also successfully conducted an Evaluation of the Impact of Capacity Building Programmes for County Assemblies based on the 2017 Learning Needs Assessment.

In the financial year under review, the CPST enhanced its efforts to help Members of Parliament build their capacities through collaboration and partnerships with the UNITAR.

16.26 PERFORMANCE REPORT FOR THE FINANCIAL YEAR 2019/2020

16.27 Targets and achievements

NO.	KEY RESULT AREA	ACHIEVEMENT
1.	Programs formulation in line with PBB	Formulated programs including the KPIs and Outcomes for both Vote 2041 ,Vote 2042 for FY 2019/2020
2.	Preparation and finalization of the Budget FY 2019/20	Prepared the final Budget Estimates for two Votes. This was preceded with: 1. Preparation of 2 Performance review reports 2. Preparation of 2 Subsector reports 3. Project proposal and status reports
3.	Lobbying for funding in the national treasury	Continuous meeting with the National Treasury to lobby for a favorable Budget Ceiling
4.	Reallocation and preparation of supplementary estimates	Carried out reallocation of funds and preparation of Supplementary estimates
5.	Disaggregating the Commission's budget and issuing various AIEs to various cost centers.	Facilitated the Accounting Officers in the Issuance of AIEs
6.	Management reports	Prepare several periodic financial performance report to facilitate decision making with the Parliamentary Service
7.	Controller Of Budget reports	Prepared and forwarded 4 reports to the Controller of Budget as per the requirements of the PFM Act
8.	Participation /support to various committees and task forces procurement	Nominated Finance officers and Participation in various task forces and committees within the service
9.	Control of Expenditures	Ensured that expenditures were charged to appropriate accounts
10	Operationalizing of Vote 2043 IN January 2020	



16.28 Expenditure Trends

a) Financial Performance of Parliament

VOTE	DESCRIPTION	BUDGET ALLOCATION FY2019/2020	REVISED BUDGET ESTIMATES FY2019/2020	ACTUAL EXPENDITURE	UTILIZATION RATE
		KSHS	KSHS	KSHS	
2041	Parliamentary Service Commission	13,632,600,000	9,765,848,201	7,810,917,903	80%
2042	National Assembly	23,932,141,000	21,582,141,000	17,835,363,659	83%
2043	Parliamentary Joint Services	0	2,895,443,580	2,122,089,156	73%
	Capital Projects	3,065,550,000	2,235,550,000	2,141,464,221.00	95%
	Totals	40,630,291,000	36,478,982,781	29,909,834,939	82%

From the above table, the overall absorption rate for the Parliamentary Service Commission was 82% of the allocated resources. The budget allocation on capital projects was well utilized at 95%. This was as a result of payments channeled to the completion of the Multi-Storey Office Block and other development projects.

A. Table Summary of Parliamentary Performance Against Key Objectives
1) National Assembly

KEY OBJECTIVES: National Legislation, Representation and Oversight by the National Assembly

Activity	Output	Performance	Achievements	Remarks
National Legislation	<p>Number of laws formulated</p> <p>Bills considered and passed</p> <p>Capacity to legislate</p>	<ul style="list-style-type: none"> Had 132 sitting days Had one hundred and two (102) sittings Received and processed 13 (Thirteen) papers different institutions Received and processed 184 papers from different house committees Received 613 reports from various institutions Processed one hundred and sixty-six (166) motions. Considered one hundred and fifty-one (151) Bills, which originated from the Executive (38), Committees (20), Political Parties (1), individual / private members (55) and from the Senate (37). 	<ul style="list-style-type: none"> Over 300 reports tabled in the House A total of 874 Papers were laid before the House During the period under review, Committees of the House cumulatively held over Two Thousand Five Hundred (2,500) sittings both in-house and with various stakeholders in execution of their mandate. Over One Hundred (100) legislative proposals were introduced in accordance with Standing Order 114 One Hundred and Three (103) regulations were processed by the Committee on delegated Legislation 	<p>The NA generally fulfilled its mandate, except that there are a few challenges that undermine the Assembly's performance. These challenges include:</p> <ol style="list-style-type: none"> Inadequate physical infrastructure suitable for training at the CPST Karen offices Allocation of trainers from the houses occasionally suffer delays Delays in payment of facilitators causing trainers apathy Limited staff establishment at the CPST
Oversight		<ul style="list-style-type: none"> Received 10 (ten) messages from His Excellency President Uhuru Muigai Kenyatta Received 10 (ten) messages from the Senate Sent 17 (Seventeen) messages to Senate Processed 69 (sixty-Nine) communication from the chairpersons of committees of the National Assembly 	<ul style="list-style-type: none"> The number of Questions to Cabinet Secretaries submitted by Members shot up to a total of 154. 	

<p>Oversight</p>		<ul style="list-style-type: none"> Referred a total of 113 questions to various Ministries for replies before relevant Departmental Committees Forty-four (44) Statutory Instruments were submitted to the National Assembly of which 21 instruments were approved by the House During the period under review the House vetted, among many others, the following public officers: Two (2) Cabinet Secretaries i.e for Ministry of Health and Industrialization, Trade and Enterprise Development, respectively; Six (6) Principal Secretaries for the State Department for Physical Planning; Transport; Trade, Vocational and Technical Training; University Education and Research; and State Department for Public Service; The Auditor-General; Data Commissioner; Registrar of Political Parties 		
<p>Representation</p>		<ul style="list-style-type: none"> The National Assembly had thirteen (13) independent members Handled 12 (Twelve) petitions Processed statements from various stakeholders, thus: Six (6) zero-hour statements, fifteen (15) general statements, twenty-four (24) statements by the Leader of the Majority Party on upcoming business, five (5) statements by Chairs of various committees on their mandates or responses to queries made to them, one (1) personal statement, and seventeen (17) statement requests by Members to Chairpersons of Committees. The National Assembly participated in eight (8) events relating to International Desks 	<ul style="list-style-type: none"> All the thirteen (13) Independent Members of the National Assembly participated actively in the business of the House and of its Committees. During the period under review, Committees of the House cumulatively held over Two Thousand Five Hundred (2,500) sittings both in-house and with various stakeholders in execution of their mandate 	

Representation		<ul style="list-style-type: none"> The National Assembly also participated in Caucuses and Friendship Groups during the period under review- OECD Global Parliamentary Network; 6th Annual Timeless Women Conference; and Word Summit 2020 on Peace and Human Development, among others. Submitted three (3) critical reports to EALA on strengthening of the East African Integration processes 	<ul style="list-style-type: none"> One Hundred and Ten (110) public petitions were processed by the various departmental committees 	
<ul style="list-style-type: none"> The Calendar of the House for the year 2019 was passed in February 13th, 2019. However, due to various reasons that arose during the period under review, the Calendar of the House was altered three (3) times within the year. A by-election was conducted in Kibra Constituency in which Hon. Bernard 'Imran' Otiemo Okoth was elected and subsequently sworn-in on 19th November 2019. During the period under review, the House learnt of the passing on of several sitting and former Members of Parliament. These were: <ul style="list-style-type: none"> H.E. Daniel T. Arap Moi, CGH, former President and Commander in Chief of the Armed Forces of the Republic of Kenya (1978-2002), and former member of the LegCo for Rift Valley (1955-1966) and former Member of Parliament for Baringo Central Constituency (1966-2002). Member of Parliament for Msambweni Constituency the Late Hon. Suleiman Dori Ramadhani, MP, on 9th March 2020 The late Hon. Peter Kiilu, MP, Member of Parliament for Makueni Constituency who passed on 19th May 2020. In light of Covid-19 disruptions, the number of Motions considered in the 2019/2020 fiscal year declined from 190 in the previous fiscal year to one hundred and sixty-six (166). Of the forty-four (44) statutory instruments processed by the National Assembly, three (3) were recommended for revocation to allow to republishing by the Regulation Making Authority, eight (8) were annulled by the House and twelve (12) were pending consideration in the next fiscal year The National Assembly's participation in EALA matters was affected because EALA and other EAC authorities were in adjournment/ indefinite closure on account of the Covid-19 pandemic During the fiscal year under review, the Clerk of the National Assembly constituted a taskforce of officers to spearhead the translation of Standing Orders from English to Kiswahili The National Assembly met on multiple occasions to buttress the nation's response to Covid-19 related challenges by passing key legislation including The Budget, Supplementary Budget, and Legal Notices to enforce in law the Covid-19 Emergency Response Fund, the reduction of Value Added Tax (VAT) rate from 16% to 14%, among other measures, all of which have been courageously undertaken in the midst of an uncertain and unpredictable health climate The House embraced an alteration of the Calendar of the House, sitting arrangement changes from an initial Sixty (60) seats to an expanded One Hundred and Twelve (112) seats on the advice of the Ministry of Health, sitting of Members in tents and other areas of overflow, virtual meetings, and other changes occasioned by the emergence of the Covid-19 pandemic The National Assembly undertook measures to buttress the Government's Big Four Agenda as well as the Vision 2030 blueprint 				

2) Senate

KEY OBJECTIVES Senate affairs programme under the Senate Service

Activity	Output	Performance	Achievements	Remarks
Legislation	<p>Marshalling of Bills, motions and sessional papers</p> <p>Provision of procedural advice to the Speaker, the Deputy Speaker, other presiding officers and all senators</p> <p>Attending to senate chamber duties</p> <p>Distribution of Bills and other parliamentary papers to senators</p>	<p>Held eighty-eight (88) sittings during the period under review</p> <p>Thirty-three (33) Bills were introduced in the House</p> <p>A total of eighty (80) motions were adopted during the financial year; two (2) motions were withdrawn; and One (1) motion was negative.</p>	<p>Nine (9) Bills were concluded and forwarded to the National Assembly.</p> <p>Three of the Bills were concluded by both Houses and assented to</p>	<ul style="list-style-type: none"> The Senate generally fulfilled its mandate, except that there are a few challenges that undermine the Assembly's performance.
Representation	<ul style="list-style-type: none"> Facilitation of the public to participate in the legislative process 	<ul style="list-style-type: none"> Seventy (70) Petitions were admitted and reported to the Senate The Senate passed a number of resolutions on various matters impacting directly on the welfare of counties During the period under review, the Senate communicated to other organs in line with its legislative mandate. The communication entailed twenty-three (23) messages from the Senate to the National Assembly; twenty-four (24) Messages from the National Assembly to the Senate; one (1) Message from the County Assembly to the Senate; and, two (2) Messages from the Senate to County Assemblies 	<ul style="list-style-type: none"> Three (3) of the petitions were successfully concluded Concluded decisions on implementing the County Cash Disbursement Schedule for the monthly transfer of funds from the Consolidated Fund Account to the respective County Revenue Accounts Processed the Budget Policy Statement 	

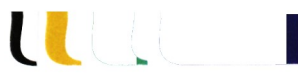
<p>Representation</p>		<ul style="list-style-type: none"> The Senate also took part in International Desk Activities, including the Commonwealth Parliamentary Association (CPA), the Inter-Parliamentary Union (IPU), the African Caribbean Pacific (ACP) and European Union (EU) Joint Parliamentary Assembly, the Pan-African Parliament (PAP), and EALA 	<ul style="list-style-type: none"> Processed the removal from office by impeachment of the Governor of Kirinyaga County and removal from the Office of the Deputy Speaker of the Senate Sen. (Prof.) Kithure Kindiki 	
<p>Oversight</p>	<ul style="list-style-type: none"> Overseeing matters relating to inter-parliamentary relations 	<ul style="list-style-type: none"> Sixty-six (66) Statements were made pursuant to Standing order 47(1); one hundred and fifty-eight (158) statements were requested pursuant to Standing Order 48(1); seventeen (17) statements were issued by Chairpersons of Committees pursuant to Standing Order 51(1)(a); and thirty-seven (37) statements were made under Standing Order 51(1)(b). 		
<ul style="list-style-type: none"> Two Special sittings were held 22nd May, 2020 for consideration of the Motion for removal of Senator for Tharaka Nithi from the office of the Deputy Speaker of the Senate and on 30th June, 2020 for consideration of various Bills at the Committee of the Whole Stage Twenty-four (24) Bills were pending before various Senate Committees by close of FY 2019/20. Out of the seventy (70) petitions admitted and reported to the Senate, thirty-two (32) Petitions were pending before various Senate Committees The Senate processed two hundred and Eleven (211) Communications from the Chair. Senators asked questions in accordance with the provisions of Senate Standing Orders. Thus, Sixty-Six (66) Statements were made pursuant to Standing Order 47(1); One Hundred and Fifty-Eight (158) Statements requested pursuant to Standing Order 48(1); Seventeen (17) Statements by Chairpersons of Committees pursuant to S.O. 51 (1) (a); and Thirty-Seven (37) Statements made under S.O. 51 (1) (b). The Senate on 13th June, 2019, resolved that the Senate holds its plenary and committee sittings in Kitui County from 16th to 20th September, 2019. The Sitting of the Senate in Kitui addressed Strategic Pillar 3: public trust and Strategic Objective 1: To enhance the involvement of the Public in Legislation and Oversight The Hansard and Audio Services Department produced Eight Hundred and Thirty-Nine (839) sittings of various committees. 				

3) Joint Service

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

Activity	Output	Performance	Achievement	Remarks
Administration	<ul style="list-style-type: none"> Managing the public image of parliament through press, events and publications Providing protocol services to all visitors to parliament Coordinating all public relations related activities, including publishing of brochures, hand books, fliers, news bulletins and compact discs Undertaking outreach and education services for visitors to parliament Providing travel arrangements and visa processing for members and staff on official foreign travels 	<ul style="list-style-type: none"> The Parliamentary Service Commission continued to provide policy direction through the recommendations of the CPST Board. As part of good corporate governance practices, the CPST Board held a total of nine (9) meetings. The CPST Board of Management held a total of fourteen (14) meetings, four (4) general staff meetings were held and three (3) Technical staff meetings. 	<ul style="list-style-type: none"> Developed the Draft PSC Staff Award Policy and the Draft PSC Board Charter Finalized transfer of the title deed for the five-acre piece for the CPST from the National Treasury to the Commission. 	<p>The Joint Services Committee performed well, although it experienced a number of challenges, such as:</p> <ul style="list-style-type: none"> (i) Disruptions caused by the COVID-19 pandemic (ii) Conflicting roles from the Sergeant-at-Arms of each House of Parliament regarding who to provide guided tours around parliament. (iii) Last-minute requests for services from visitors, especially from those who had not indicated visits to parliament
Planning		<ul style="list-style-type: none"> Undertook several capacity building activities which included training of eleven (11) PRS officers, hosted five (5) parliamentary attachments from Uganda Parliament and provided internship to six (6) graduate trainees 	<ul style="list-style-type: none"> Commenced mid-term review and alignment of its Strategic Plan 2018-2022 to the Parliamentary Service Commission Strategic Plan 2019-2030 	

		<ul style="list-style-type: none"> The CPST conducted three (3) training activities for Members of Parliament during the financial year under review Department of Human Resource Development in the Directorate of Administration, the CPST conducted two promotional mandatory courses for the second cohort for Course I The center also conducted a virtual Training of Trainers (TOT) in collaboration with Unitar where a total of 67 officers from PSC completed the virtual training in the month of July 2020. CPST formulated Parliamentary Training Institutes (PTIs) Editorial Committee to conduct a review of papers presented at the Annual National Symposia on SDGs; and the Symposium on the role of legislatures 	<ul style="list-style-type: none"> 38 staff were trained and the first cohort for Course II (Foundations of Legislative Practice and Procedure (Course I)) where 35 staff were trained. Trained 140 staff of Parliament With Eighty one (81) (58%) of them being male and the remaining Fifty Nine (59) (42%) being female staff 	<p>(iv) The Houses proceeded to arrange for visits for delegations without reference to the department and reverting to the department at last minute</p>
<p>Support Services</p>		<ul style="list-style-type: none"> Provided research and technical support to Forty-Two (42) House Committees of both the National Assembly and the Senate through deployment of research staff to the Twenty-Six (26) Committees of the National Assembly and 16 Committees of the Senate, and to five (5) Ad Hoc Committees of both Houses one (1) in the National Assembly and four (4) in the Senate 	<ul style="list-style-type: none"> Successful launch of PSC Mandatory Promotional Courses Increased number of training activities for members and staff of the PSC 	



	<ul style="list-style-type: none"> The PRS processed a total Three Hundred and Seventy (370) Members' requests during the period at both individual and committee level, which included briefing notes to House Committees One Hundred and Twelve (112), Motion notes Twenty-Four (24) and background papers Seventy-Three (73), policy briefs Sixty-Five (65) and individual member requests One Hundred and Sixty-One (161); 	<ul style="list-style-type: none"> Successful delivery of trainings for members and staff of the county assemblies and joint training programmes conducted in collaboration with critical partners Ninety-nine (99) of the participants trained in this category were Members of County Assemblies (MCAs). This comprised of Seventy-one (71) male and Twenty-Eight (28) female MCAs. Twenty-seven (27) participants were trained 	
<ul style="list-style-type: none"> Prepared a substantive briefing paper "COVID-19 Pandemic and Parliamentary Continuity: Possible Options" which was submitted to the leadership of the two Houses with remarkable favorable feedback. The Financial Year 2019/2020, the CPST successfully conducted the inaugural Virtual Training (e-Training) on the Zoom Platform 			

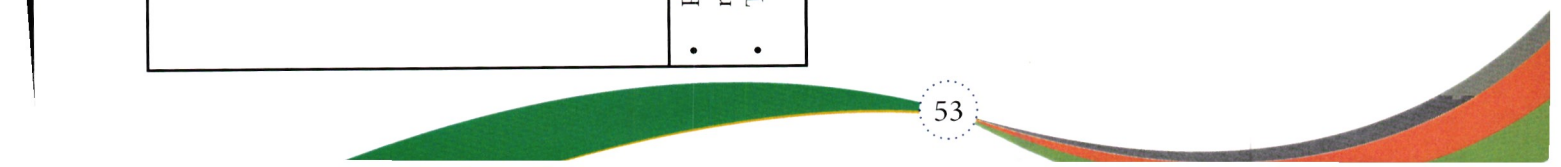


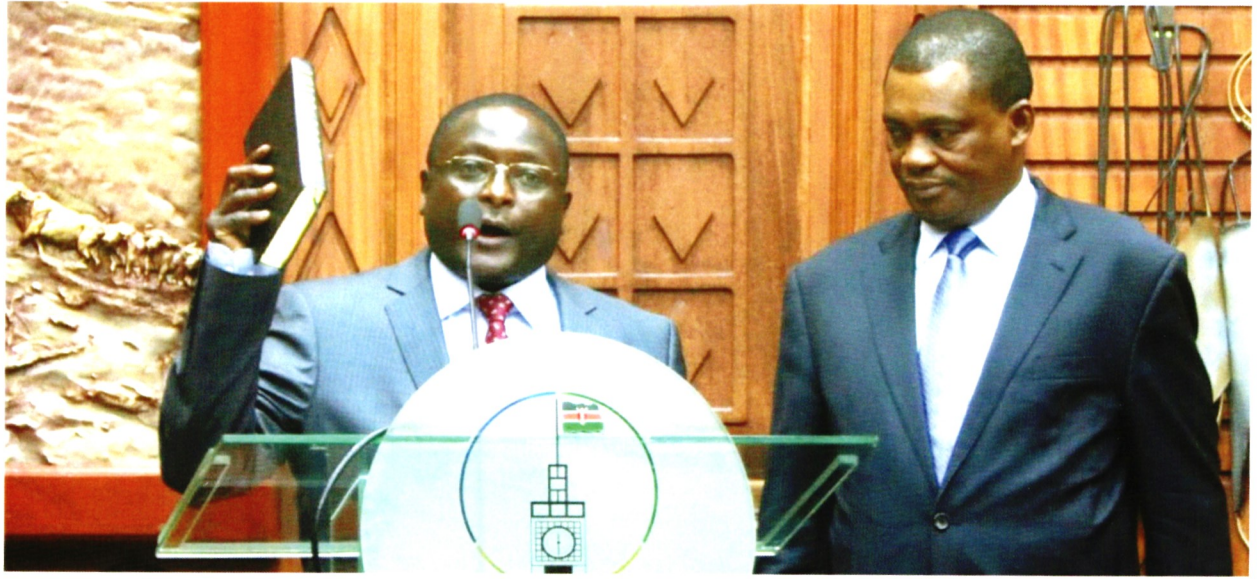
PHOTO GALLERY

Commission fostering members wellness and productivity through sports





Commission ushering in new prospects for Parliament



REPUBLIC OF KENYA



PARLIAMENTARY
SERVICE COMMISSION

SENATE

ANNUAL REPORT 2019-2020

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