

THE NAIROBI CITY COUNTY GOVERNMENT



*Paper laid by the
Chairperson Trade
Committee - Hn Two
on Wed. 13/6/2018.
AAmyy
13/6/18*

THE NAIROBI CITY COUNTY ASSEMBLY

SECOND ASSEMBLY – SECOND SESSION

CLERK
NAIROBI CITY
COUNTY ASSEMBLY
P. O. Box 45844-00100
NAIROBI

THE REPORT OF THE SECTORAL COMMITTEE ON TRADE, TOURISM AND CO-OPERATIVES

ON

THE TRAINING WORKSHOP ON THE STRATEGIC PLANNING AND WORK PLAN HELD FROM 8TH TO 11TH MARCH, 2018 AT IMPERIAL HOTEL, KISUMU COUNTY.

Strategic Planning training report

Clerk's Chambers,
CITY HALL,
NAIROBI.

Edition: June 2018

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CLERK
NAIROBI CITY
COUNTY ASSEMBLY
P. O. Box 45844-00100
NAIROBI

PREFACE

Establishment and Mandate

Hon. Speaker,

The Sectoral Committee on Trade, Tourism and Cooperatives was established on 5th October, 2017 pursuant to the Standing Order 203, the Committee's mandate amongst others, as outlined under Standing Orders 203 (6) is to:

- a. investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned departments;
- b. study the programme and policy objectives of departments and the effectiveness of the implementation;
- c. study and review all county legislation referred to it;
- d. study, assess and analyze the relative success of the departments as measured by the results obtained as compared with their stated objectives;
- e. investigate and inquire into all matters relating to the assigned departments as they may deem necessary, and as may be referred to them by the County Assembly;
- f. to vet and report on all appointments where the Constitution or any law requires the County Assembly to approve, except those under Standing Order 196 (Committee on Appointments); and
- g. make reports and recommendations to the County Assembly as often as possible, including recommendation of proposed legislation.

In accordance with the Third Schedule to the Standing Orders, the Sectoral Committee on Trade, Tourism and Cooperatives is mandated to consider all matters relating to: - *“trade development and regulation, including markets, trade licenses (excluding regulation of professions), fair trading practices, local tourism and cooperative societies, Betting and Casinos and other forms of gambling and liquor licensing”*.

Committee Membership

The Committee Membership comprises of:

1. Hon. Charles Thuo Wakarindi, MCA – Chairperson
2. Hon. Lawrence Otieno Odhiambo, MCA – Vice-Chairperson
3. Hon. Samuel Ng'ang'a Mwangi, MCA
4. Hon. Paul Ndung'u Irungu, MCA
5. Hon. Jayendra Virchand Malde, MCA
6. Hon. Maurice Ochieng Onyango, MCA
7. Hon. Naftaly Wagura Mathenge, MCA
8. Hon. Wilson Ongele Ochola, MCA

9. Hon. Benson Mwangi Macharia, MCA
10. Hon. Millicent Wambui Mugadi, MCA
11. Hon. Wilfred Oluoch Odalo, MCA
12. Hon. Redson Otieno Onyango, MCA
13. Hon. James Mwangi Wambui, MCA
14. Hon. Doris Ngoyo Kanario, MCA
15. Hon. Jacinta Wanjiru, MCA
16. Hon. Mary Njuguna Njambi, MCA
17. Hon. Emily Ondeje Oduor, MCA
18. Hon. Eve Malenya, MCA
19. Hon. Jane Muasya, MCA

Hon. Speaker,

The County Assembly Committees are extensions of the Assembly established under the County Assembly Standing Orders and in accordance with Section 14 of the County Governments Act, 2012. The Committees are supposed to perform functions that the Assembly is not well fitted to consider in plenary.

The Sectoral Committee on Trade, Tourism and Cooperatives exercises its oversight role on the work and administration of the Commerce, Tourism and Cooperatives Sector.

Pursuant to the provisions of Standing Order 203 (6) (b), (d) and (e), the Sectoral Committee on Trade, Tourism and Cooperatives is supposed to study the programme of the Commerce, Tourism and Cooperatives Sector and the effectiveness of the implementation; study, assess, and analyze the success of the Sector as measured by the results obtained; and inquire into all matters relating to the Sector.

For the Committee to have effective oversight role, a training workshop was organized for the Members to be trained on strategic planning and Committee work plan. It was part of the training programmes organized by the County Assembly to build capacity of members of the Committee on strategic planning. The training programme was conceptualized to address strategic planning constraints facing the County Assembly Committees which may affect the effectiveness in delivering on their mandate.

Sectoral Committee on Trade, Tourism and Cooperatives held its training workshop from 8th to 11th March, 2018 at Imperial Hotel, Kisumu County.

The objectives of the training workshop included the following;

- appreciate and understand the importance of a Strategic plan for the Committee; and
- appreciate and understand the process of developing a work plan for the Sectoral Committee on Trade, Tourism and Cooperatives

Acknowledgement

Hon. Speaker, I wish to acknowledge with gratitude the offices of the Speaker and the Clerk of the County Assembly for the support extended to the Committee to facilitate its training workshop.

Finally, much thanks to the Members of the Committee and the Secretariat for their dedication, untiring commitment and valuable contributions during the training workshop.

Hon. Speaker, it is therefore my pleasant duty and privilege, on behalf of the Members of the Sectoral Committee on Trade, Tourism and Cooperatives to table the report of the Sectoral Committee on Trade, Tourism and Cooperatives on the training workshop held from 8th to 11th March, 2018, at Imperial Hotel, Kisumu County.

Signed 

Hon. Charles Thuo Wakarindi, MCA
Chairman

Date 07/06/2018

1.0 INTRODUCTION

The County Assembly Committees are extensions of the Assembly established under the County Assembly Standing Orders and in accordance with Section 14 of the County Governments Act, 2012. The Committees are supposed to perform functions that the Assembly is not well fitted to consider in plenary. For the Committee to have effective oversight role, a training workshop was organized for the Members to be trained on strategic planning and Committee work plan. It was part of the training programmes organized by the County Assembly to build capacity of members of the Committee on strategic planning. The training programme was conceptualized to address strategic planning constraints facing the County Assembly Committees which may affect the effectiveness in delivering on their mandate.

The training workshop entailed the understanding the Strategic Planning Process – Key Concepts, developing Vision, Mission and Core Values, importance of a Strategic Plan to the Committee, understanding our environment (SWOT Analysis, PESTEL Analysis and key Stakeholder Analysis), strategic planning matrix, implementation matrix and the process of developing a work plan for the Sectoral Committee on Trade, Tourism and Cooperatives.

1.1 Official Opening

The workshop was officially opened by a word of prayer by the Vice-Chair before welcoming Members to the meeting. The Chair then invited Members, the facilitator and the Secretariat to introduce themselves and subsequently urged Members to actively participate in the proceedings to enable them grasp the basics on the strategic planning in the Committee. In his introductory remarks, the Vice-Chair stated the following as the objectives of the retreat;

- appreciate and understand the importance of a Strategic plan for the Committee
- appreciate and understand the process of developing a work plan for the Sectoral Committee on Trade, Tourism and Cooperatives

He then invited Facilitator Mr. Robert Otieno to take Members through the programme.

2.0 PRESENTATION BY THE FACILITATOR

The Facilitator took the Committee through on the strategic planning for the Committee as follows;

2.1 Introduction to Strategic Planning

The Facilitator took the Committee through the strategic planning for the Committee. He defined a strategy as “a general direction set for the Committee to achieve a desired state in the future; Strategy results from the detailed strategic planning process”. Strategy, in short, bridges the gap between “where we are” and “where we want to be”.

Strategy is important because it is not possible to foresee the future, focuses on the long term as opposed to routine operations and takes into account other factors such as competitor and customer behaviour.

2.2 Strategic planning

- Helps us to establish priorities, choose actions, create a game plan, allocate resources, improve performance, open mind, solve major issues at a macro level, communicate what is most important;
- a good strategic planning should be visionary, flexible, guide decision making at lower levels, address critical performance issues and balance between capability & want;

2.3 Barriers to Strategy

The facilitator informed that the following are some of the hindrances to a strategy:-

- Inappropriate goals and performance measures
- Rapid turnover of leadership undermines strategic direction to achieve short-term performance benefits
- Strong pressure for short-term “surprises”
- Strong pressure to move faster than the others
- Strong pressures to emulate currently “successful” peers

2.4 The Strategic Process

The Facilitator took the Committee through the strategic process. He informed that strategic process involves five (5) stages i.e. assessment, baseline, components, specifics and evaluation.

- a) Assessment – it involves answering to “ the where we are” question by conducting environmental scanning, background information, situational analysis and SWOT analysis;
- b) Baseline – it involves answering to “ the where we want be” question by analyzing situations (past, present and future) significant issues, align with capabilities and identifying gaps;
- c) Components – creation of vision, mission, guiding principles, major goals and specific objectives;
- d) Specifics – it involves answering to “how will we do it” question by identifying performance measurement, standards of performance, initiatives and projects and the action points; and
- e) Evaluation – it involves answering to “how are we doing” question by conducting performance management, review progress, take corrective action and feedback upstream.

It all begins by creating the vision, the mission and the core values; reviewing the environment we operate in (SWOT)—strengths, weaknesses, threats and opportunities (and a summary of key challenges facing the committee); and agreeing on our competencies and competitive advantage.

2.5 Development of Committee's Vision, Mission and Core Values

Vision – is a “mental perception of the kind of environment an entity aspires to create within a broad time horizon and the underlying conditions for the actualization of this perception”. “Description of something in the future”.

- It must point to the future, *without tying itself down with negative thinking about the past or present.*
- It should identify a clear set of desirable conditions *that is written in a format in which all components represent observable or measurable ends; and*
- It must communicate hope, energy, and destiny for all *rather than discouragement, distrust or depression.*

Characteristics of a good Vision

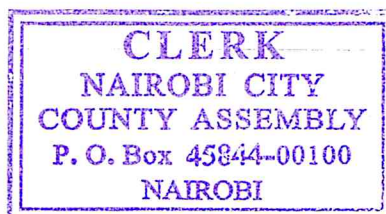
- It should be inspiring and exhilarating;
- Rational and realistic;
- Fosters long term thinking;
- Fosters risk-taking and experimentation;
- Helps in the creation of a common identity and a shared sense of purpose;
- Competitive, original and unique;

Vision Statement Checklist

- It is society-driven end-oriented rather than activity-driven
- Outward-looking;
- Concise but comprehensive;
- Communicates hope for all to share;
- Must describe the ideal description of a community and its people at some point in the future;
- Means of attaining it are excluded;
- Full of adjectives;
- Considers in advance the contribution of an agency in its realization.

The Committee had a practical exercise of creating its Vision and proposed the following as it Vision;

“For Nairobi to be the greatest Centre for business and local tourism in Africa by 2022”.



Mission – is “essential purpose of an entity, concerning particularly why it is in existence, the nature of the business it is in, and the customers it seeks to serve and satisfy.” “Reason for the entities existence”

- It is a precise description of what an entity does;
- It should describe the business the entity is in;
- It is a definition of “why” the entity exists currently;
- Each member of an entity should be able to verbally express this mission

Characteristics of a good Mission statement

- Should be clear and concise;
- Memorable;
- Output oriented;
- Show unique role of the organization; and
- credible

The Committee had a practical exercise of creating its Mission and proposed the following as its Mission Statement;

“To make a positive impact on the lives of Nairobians by creating an enabling environment for trade, local tourism and co-operatives through robust oversight and legislative”

Core values – values are important and lasting beliefs or ideals shared by the members of a group about what is good or bad and desirable or undesirable; they are the operating philosophies or principles that guide entities internal conduct as well as its relationship with its stakeholders;

Values are the glue that binds all members of the entity together; and

Values may be a series of words or phrases defining who you are and what you stand for

The Committee adopted the County Assembly values as to be used as the Committee cannot have other Values outside the organization.

2.6 Understanding Our Environment

2.6.1 SWOT Analysis – Acronym for Strengths, Weaknesses, Opportunities, and Threats.

It is a planning tool used to understand Strengths, Weaknesses, Opportunities, & Threats involved in a project / entity. It is used as framework for organizing and using data and information gained from situation analysis of internal and external environment. It is a technique that enables a group/ individual to move from everyday problems / traditional strategies to a fresh perspective.

Aim of SWOT Analysis

- To help decision makers share and compare ideas;
- To bring a clearer common purpose and understanding of factors for success;
- To organize the important factors linked to success and failure in the entity;
- To analyze issues that have led to failure in the past.

Strengths – are characteristics of an entity or a team that give it an advantage over others in the industry. Positive tangible and intangible attributes, internal to an entity. Beneficial aspects of the entity or the capabilities of an entity, which includes human competencies, process capabilities, financial resources, products and services, customer goodwill and brand loyalty.

It include professional, motivated, youthful, and hardworking members; a clear mandate for the Committee; teamwork between Committee members; commitment to capacity building of members, diversity of members –ethnic, religion, age, political leaning and good work environment –availability of resources to carry out tasks.

Weaknesses – are characteristics that place the entity at a disadvantage relative to others. Detract the entity from its ability to attain the core goal and influence its growth. Weaknesses are the factors which do not meet the standards we feel they should meet. However, weaknesses are controllable. They must be minimized and eliminated.

it include weak or untested enforcement structures; challenge of balancing Committee and Ward needs, Political interference; delay in disbursement of funds for accomplishing projects; Slow adoption of ICT and Members sitting in too many Committees may compromise quality of outputs.

Opportunities – are external attractive factors that represent the reason for an entity to exist and develop. Entities should be careful and recognize the opportunities and grasp them whenever they arise.

The opportunities include strategic networking and engagement with key stakeholders; harmonious co-existence amongst members; leveraging on ICT to improve delivery of Committee mandate and working together as a team to make a real impact.

Threats – are external elements in the environment that could cause trouble for the entity. They are external factors, beyond an entity's control, which could place the entity's mission or operation at risk. Threats are uncontrollable. When a threat comes, the stability and survival of an entity can be at stake.

They include lack of professional etiquette and conflict of interest; poor relationship between members and Executive especially on budget, patronage and cartels and Political and ethnic considerations that affect delivery.

2.6.2 PESTEL Analysis – PESTEL is Acronym for Political, Economic, Social, Technological, Legislative and Environmental.

PESTEL Analysis – is a simple and effective tool used in situation analysis to identify the key external (macro environment level) forces that might affect an entity.

Dimension of PESTEL Analysis and their effect

Political Dimension

- Political Party affiliation as an issue may cause political party wrangles leading to stalled progress, marginalization based on ethnic or other factors and appointment based on affiliation rather than ability to perform.
- Wrangles between the County Government Arms – this may lead to hostile work environment, slow progress on implementation of key strategic goals, members oversight role compromised, constrained resources and abuse of the rule of law

Economic Dimension

- Economic growth – include limited resource allocation, corruption and wastage of resources and population growth straining available resources;
- Restrictions – inadequate revenue collection, budget ceilings and competition from other Committees for the limited resources

Social Dimension

- Education – leads to new opportunities for members to up-skill; and specialist knowledge needed to increase success in Committees;
- Social equity – gives opportunity to ensure equitable distribution of resources irrespective of social status; and
- Diverse cultures and norms – clash of divergent cultures, values and norms and rich cultural diversity resulting in richness of ideas

Technological Dimension

- Advances in technology – this result in better ICT equipment; availability of ICT infrastructure e.g. Wi-Fi, Fibre optic cabling; training gaps in the use of technology; susceptibility to hacking and tapping; better access to research material and opportunity for enhanced interaction between Committees and stakeholders.

Environmental Dimension

- Environmental awareness as an issue has the following effect; better legislation on environment related laws and high expectations from citizens for a cleaner, safer and healthier environment.
- Climate change – adverse weather impacting pollution levels

Legal Dimension

- Legal environment as an issue has the following; enhanced legislative framework that facilitates development; improved structure that enhance delivery; too many confusing and contradictory laws and by-laws; and weak enforcement mechanisms.

2.6.3 Stakeholder Analysis

Stakeholders are Individuals and groups, both inside and outside the entity, who can influence the success of strategy implementation. Any individual, group or institution that has an interest (or stake) in the strategy.

Purpose of Stakeholder Analysis

- To assess which individuals or groups are likely to support, resist, or remain neutral during the process
- Why they're likely to respond this way...
- And how they may be influenced to ensure a response most favorable to achieving goals

Steps in Stakeholder Analysis

Step 1; Brain storm the list of Stakeholders by identifying those who can influence the success of the strategy and those that can be impacted by the strategy. This may be an individual or a homogeneous group; then segment the stakeholders into meaningful clusters as appropriate.

Step 2; Define Stakeholders' Strategic Importance

- How are they impacted by the strategy?
- To what degree do they have power to influence the success of the strategy?
- What specific support is needed from them to advance the strategy?

Step 3; Clarify Stakeholders / Committee Expectation

- What is it about each stakeholder that led to the assessment of their commitment?
- What do they want /need?
- For this strategy, what does success look like to each stakeholder?

Step 4; Determine Stakeholder engagement strategy

- How will each be engaged in the strategy to enhance their feelings of ownership?
- Stakeholder involvement may include: decision-making, approval, support, guidance, feedback

2.7 Strategic Planning Matrix

This involves identification of **key issues** - These are the emerging issues from which we will establish strategic objectives and activities for implementation.

Based on the internal and external environments analysis the issues have been identified and need to be addressed by the strategy.

Some of the key issues include;

- Lack of collaboration and co-operation between the Committee and key stakeholders;
- Minimal committee oversight of the executive and departments that deal with Trade, tourism and Cooperatives;
- Not enough to technical capacity building for committee members;
- Limited awareness by the public on role of the committee

Strategic Objectives – these are statements that indicate what is critical or important in the strategy. They're the goals you're trying to achieve in a certain period of time. Strategic objectives (sometimes referred to as "goals") are statements of what you're trying to achieve.

The typical format of a strategic objective is "Verb + Adjective + Noun." If you use this formula, your strategic objectives will create an action statement.

Sometimes a three to five word strategic objective isn't enough information for those who were not in the room when the objective was decided. So, you need to write objective statements that clarify the objective's intent and meaning.

You can generate a strategic objective from an issue identified. e.g.

Issue 1:

Lack of collaboration and co-operation between the Committee and key stakeholders

Strategic objective:

To build effective collaborative partnerships and liaisons with key stakeholders

2.8 Work plan

A work plan is a detailed account of how the Committee will go about accomplishing specific tasks that relate to achievement of its strategy. Sometimes it is referred to as a “statement of work,” a work plan generally includes an overview of a project or job, a breakdown of how individual project-related tasks will be accomplished, a timeline for completion and cost projections for implementation.

The Facilitator shared with the Committee on the proposed template for a work plan and took them through the process of generating a work plan in line with the strategic objectives.

A work plan includes the following; activity, item, break-down of activities, timeframe, performance objective, outcome, performance indicators, resource requirement, action by and status.

3.0 WAY FORWARD

As a way forward, the Committee resolved as following: -

- That the Vision of the Committee be

“For Nairobi to be the greatest Centre for business and local tourism in Africa by 2022”.

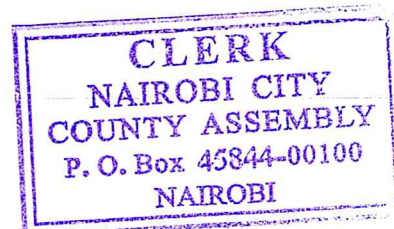
- That the Mission statement of the Committee be

“To make a positive impact on the lives of Nairobians by creating an enabling environment for trade, local tourism and co-operatives.”

- That the Committee to operate under the County Assembly core values as it cannot create its own core values different from the organization.
- That a follow up meeting with the Facilitator be organized to assist the Committee in coming up with its strategic plan.

4.0 CONCLUSION

The Committee deliberated on the coming business which included consideration and adoption of the Committee report on the County Integrated Development Plan for 2018-2022 and the County Annual Development Plan 2018-19, the consideration of the Supplementary Estimates 2017/2018, and the County Fiscal Strategy Paper 2018/2-19 and the scheduled meeting with the County Executive Committee Member responsible for Commerce, Tourism and Cooperatives to brief on the Supplementary estimates and the Fiscal Strategy Paper.



THE NAIROBI CITY COUNTY GOVERNMENT



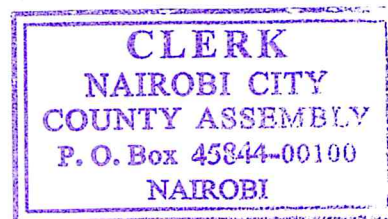
THE NAIROBI CITY COUNTY ASSEMBLY

SECOND ASSEMBLY, SECOND SESSION

THE SECTORAL COMMITTEE ON TRADE, TOURISM AND COOPERATIVE

PROGRAMME FOR THE TRAINING WORKSHOP ON STRATEGIC PLAN AND
PERFORMANCE IMPROVEMENT PLAN FOR EFFECTIVE MANAGEMENT THE COMMITTEE
HELD FROM THURSDAY 8TH TO SUNDAY 11TH MARCH, 2018 AT IMPERIAL HOTEL, KISUMU
COUNTY

MARCH 2018



Published by:
The Clerk of the County Assembly
County Assembly Buildings
City Hallway
NAIROBI.

1.0. Objective

The main purpose for conducting the training workshop is to acquaint members of the Sectoral Committee on Trade, Tourism and Cooperatives on the strategic planning and performance improvement plan for effective management Committee. During the workshop, members will be trained on strategic planning and process of developing a work plan for the Sectoral Committee on Trade, Tourism and Cooperatives.

2.0. Content of the workshop

The programme shall entail the following:-

- o Strategic plan for the Committee
- o Process of developing a work plan for the Sectoral Committee on Trade, Tourism and Cooperatives.

DAY 1: Thursday, 8th March, 2018
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From 5.00 pm - Arrival and Check-in at the hotel

Responsible Officer: Mr. Kevin Wasike

DAY 2: Friday, 9th March, 2018
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8.30 - 9.00 am Registration

Responsible Officer: - Mr. Kevin Wasike

9.30 – 9.30 am Remarks –

- i) Official opening – *Hon. Charles Thuo, MCA, Chairman, Sectoral Committee on Trade, Tourism and Cooperatives*

- ii) Adoption of the programme and setting objectives and expectations of the training workshop, Facilitator

9.30.00 – 10.00 am Health Break & Group Photo Session

SESSION ONE: STRATEGIC PLANNING IN THE COMMITTEE

Session Chair: Hon. Charles Thuo, MCA – Chairman

10.00 – 11.00 am Topic 1: Introduction to Strategic Planning

The presentation will cover the following key areas:-

- Understanding the Strategic Planning Process – Key Concepts
- Developing Vision, Mission and Core Values
- Importance of a Strategic Plan to the Committee

11.00 – 12.30 Topic 2: Understanding Our Environment – the presentation will cover the following key areas:-

- SWOT Analysis
- PEST Analysis
- Key Stakeholder Analysis

12.30 – 1.00 pm Plenary Discussions

Presenter: Mr. Robert Otieno

1. 00 – 2.00 pm Lunch Break

SESSION TWO: STRATEGIC PLANNING MATRIX

Session Chair: Hon. Emily Ondeje, MCA

2.00 – 3.30 pm Topic 3: Strategic Planning Matrix - the presentation will cover the following key area:-

- Identify Key Issues

- Key Result Areas
- Strategic Objectives

3.30 – 4.30 pm **Plenary Discussions; Development of Committee's Vision, Mission and Values**

Presenter: Mr. Robert Otieno

4.30 pm

Tea Break and End of Day 2

DAY 3: Saturday, 10th March, 2018

SESSION THREE: STRATEGIC PLANNING IMPLEMENTATION MATRIX

Session Chair: Hon. Lawrence Otieno, MCA, Vice-Chairman

9.30 – 10.30 am **Topic 4: Implementation Matrix – the presentation will cover the following key areas:-**

- Key Activities
- Resources
- Budgets
- Responsible Persons

10.30.00 – 11.00 am **Health Break**

SESSION FOUR: DEVELOPING A WORK PLAN

Session Chair: Naftaly Mathenge, MCA

11.00 – 12.30 pm **Topic 5: Process of Developing a work plan for the Sectoral Committee on Trade, Tourism and Cooperatives**

12.30 – 1.00 pm **Plenary Discussions**

Presenter: Mr. Robert Otieno

1.00 – 2.00 pm **Lunch Break**

SESSION EIGHT: PERFORMANCE REVIEW PROCESS

Session Chair: Hon. Doris Kanario, MCA

2.00 – 3.00pm **Topic 6: Focus on Performance Review of the Sectoral Committee on Trade, Tourism and Cooperatives Strategic Plan and Work Plan**

3.00 – 4.00pm **To focus on emerging issues from the program, recap of key identified issues and way forward**

Presenter: Mr. Robert Otieno

4.00 pm **Tea Break and End of Day 3**

END OF THE PROGRAMME

DAY 4: Sunday, 11th March, 2018

DEPARTURES TO NAIROBI
Programme Coordinator
Mr. Kevin Wasike – Clerk Assistant
+254-724877971s.

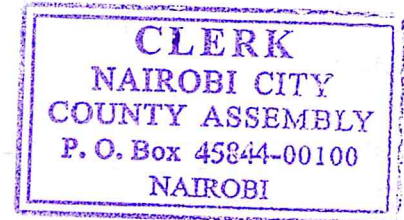
CLERK
NAIROBI CITY
COUNTY ASSEMBLY
P. O. Box 45844-00100
NAIROBI



MINUTES OF THE 37TH SITTING OF THE NAIROBI CITY COUNTY ASSEMBLY
SECTORAL COMMITTEE ON TRADE, TOURISM AND COOPERATIVES HELD ON
THURSDAY 31ST MAY, 2018 AT 11.30 AM AT CHARTER HALL, CITY HALL BUILDINGS

PRESENT

1. Hon. Samuel Ng'ang'a Mwangi, MCA
2. Hon. Jeremiah Karani Themendu, MCA – Chairing
3. Hon. Millicent Wambui Mugadi, MCA
4. Hon. Wilson Ongele Ochola, MCA
5. Hon. Jayendra Virchand Malde, MCA
6. Hon. Eve Malenya, MCA
7. Hon. Benson Mwangi Macharia, MCA
8. Hon. Paul Ndung'u Irungu, MCA
9. Hon. Wilfred Oluoch Odalo, MCA
10. Hon. Emily Ondeje Oduor, MCA
11. Hon. Maurice Ochieng Onyango, MCA
12. Hon. Naftaly Wagura Mathenge, MCA



ABSENT

1. Hon. Charles Thuo Wakarindi, MCA – Chairperson
2. Hon. Lawrence Otieno Odhiambo, MCA
3. Hon. Redson Otieno Onyango, MCA
4. Hon. Doris Ngoyo Kanario, MCA
5. Hon. Jane Muasya, MCA
6. Hon. Mary Njuguna Njambi, MCA
7. Hon. Jacinta Wanjiru, MCA

SECRETARIAT

1. Mr. Kevin Wasike – Clerk Assistant

MIN.031/SC-TTC/MAY/2018 – PRELIMINARIES

Hon. Jeremiah Themendu called the meeting to order 12.00 noon and said the opening prayers. He then welcomed the Members present to the meeting and read the agenda of the meeting which was adopted for discussion as proposed by Hon. Wilson Ochola and seconded by Hon. Paul Ndung'u as follows;

1. Preliminaries (prayers & adoption of the Agenda),
2. Confirmation of minutes –36th Sitting
3. Matters Arising
4. Consideration and adoption of the draft report on the training workshop held from 8th to 11th March, 2018 at Imperial Hotel, Kisumu County
5. Any Other Business
6. Adjournment

MIN.032/SC-TTC/MAY/2018 – CONFIRMATION OF MINUTES

Hon. Jeremiah Themendu read the Minutes of the 36th Sitting held on 29th May, 2018. the confirmation of the Minutes was proposed by Hon. Wilson Ochola and seconded by Hon. Millicent Mugadi and confirmed the same to be the true record of the proceedings.

MIN.033/SC-TTC/MAY/2018

- MATTERS ARISING

There were no matters rose from the Minutes

MIN.034/SC-TTC/MAY/2018

- CONSIDERATION AND ADOPTION OF

THE DRAFT REPORT ON THE TRAINING WORKSHOP ON STRATEGIC PLANNING HELD FROM 8TH TO 11TH MARCH, 2018 AT IMPERIAL HOTEL, KISUMU COUNTY

The Secretariat tabled the draft report the training workshop held from 8th to 11th March, 2018 at Imperial Hotel, Kisumu County. The Committee deliberated on the report and adopted it as proposed by Hon. Naftaly Mathenge and seconded by Hon. Samuel Mwangi.

MIN.035/SC-TTC/MAY/2018

- A.o.B

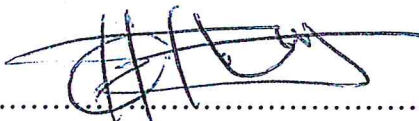
The Committee was informed of a meeting with the County Executive Committee Member responsible for the Sector scheduled for Tuesday 5th June, 2018, to deliberate on the Sector budget estimates for the financial year 2018/19.

MIN.036/SC-TTC/MAY/2018

- ADJOURNMENT

There being no other business and the time being thirty minutes past Twelve O'clock, the Chair adjourned the meeting. The next meeting was scheduled for Monday 4th June, 2018 at 11.30am.

CONFIRMED AS TRUE RECORD OF THE PROCEEDINGS

SIGNATURE 

(Chairperson)

DATE..... 4/6/2018

SIGNATURE 

(Clerk Assistant)

DATE..... 04/06/2018