

GOVERNMENT OF NAIROBI CITY COUNTY



THE NAIROBI CITY COUNTY ASSEMBLY

OFFICE OF THE CLERK

THIRD ASSEMBLY

(SECOND SESSION)



NCCA/TJ/PL/2023(78)

12TH OCTOBER 2023

PAPER LAID

SUBJECT: REPORT OF COMMITTEE

Pursuant to Standing Order 196 I beg to lay the following Paper on the Table of this Assembly, today Thursday 12th October 2023:

— THE REPORT OF THE SECTORAL COMMITTEE ON AGRICULTURE, LIVESTOCK AND FISHERIES ON TRAINING WORKSHOP HELD AT MATHU NYALI BEACH HOTEL, MOMBASA COUNTY FROM 15TH TO 18TH SEPTEMBER 2023.

(Chairperson, Sectoral Committee on Agriculture, Livestock and Fisheries)

Copies to:
The Speaker
The Clerk
Hansard Editor
Hansard Reporters
The Press

*Paper laid by Hon. James
Khatonesi, MP on
12/10/2023*

A blue ink signature, likely of James Khatonesi, is written below the handwritten text.

NAIROBI CITY COUNTY

OCTOBER 2023



NAIROBI CITY COUNTY ASSEMBLY

THIRD ASSEMBLY – SECOND SESSION



REPORT OF THE SECTORAL COMMITTEE ON AGRICULTURE, LIVESTOCK AND
FISHERIES ON TRAINING WORKSHOP HELD AT MUTHU NYALI BEACH HOTEL,
MOMBASA COUNTY FROM 15TH TO 18TH SEPTEMBER, 2023

Clerks Chambers
City Hall Buildings
NAIROBI

OCTOBER, 2023

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PREFACE

1.1 Committee Mandate and Establishment

Hon. Speaker,

Standing Order 209 which sets up the Sectoral Committee on Agriculture, Livestock & Fisheries and the Third Schedule empower it to consider matters related to *“agriculture, including crop and animal husbandry, livestock sale yards, county abattoirs, plant and animal disease control and welfare, including licensing of dogs and facilities for the accommodation, care and burial of animals”*

The Committee oversees the Food, Agriculture and Natural Resources sub-sector.

1.2 Committee Membership

Hon. Speaker, the Committee on Agriculture, Livestock Development & Fisheries is composed of the following Members: -

1. Hon. Anthony Ngaruiya Jasho, MCA - Chairperson
2. Hon. Emmy Khatemeshi, MCA – Vice-Chairperson
3. Hon. Malyun Abdi, MCA
4. Hon. Scolastica Muthoni, MCA
5. Hon. Peter Imwatok, MCA
6. Hon. Joel Munuve, MCA
7. Hon. Samson Ochieng Jera, MCA
8. Hon. Joyce Lugonzo, MCA
9. Hon. Eutychus Mukiri, MCA
10. Hon. Robert Alai, MCA
11. Hon. Naomi Kerubo, MCA
12. Hon. Emily Oduor, MCA
13. Hon. John Rex Omolleh, MCA
14. Hon. Martin Mbugua Mwangi, MCA
15. Hon. Chris Mtumishiss, MCA
16. Hon. Martin Wairobi, MCA
17. Hon. Mark Mugambi, MCA
18. Hon. Anthony Kiragu, MCA
19. Hon. Mark Thiga, MCA

20.Hon. Beatrice Wandani, MCA

21. Hon. Hashim Kamau, MCA

22.Hon. Chege Mwaura, MCA

1.3 Hon. Speaker,

This Report contains the deliberations of the Sectoral Committee on Agriculture, Livestock And Fisheries on the training workshop to review the understanding of Members knowledge on foreign affairs and diplomatic etiquette and protocol for legislatures which is increasingly becoming an area of high-demand.

1.4 Secretariat

01. The Committee Secretariat comprised of the following officers: -

- i) Mr. Wilfred Manyi (Senior Clerk Assistant)
- ii) Ms. Judith Aron (First Clerk Assistant)

1.5 Background

Hon. Speaker,

The Committee Members attended the training workshop at Muthu Nyali Beach Hotel in Mombasa County to be trained on thematic areas as follows: -

- a) Parliamentary (Assembly) Etiquette;
- b) Global Protocol Regulations, for communication between Legislative Assemblies on the International level;
- c) Knowledge of the rules and practices of gentle behavior on Legislation, Oversight and Representation ;
- d) The best practices for communication with fellow Members, good reception; and
- e) Development and enhancement of the skills and abilities of Assembly Members.

The workshop proceeded in various programme sessions that combined various methodologies as follows:-

- Slides
- Lectures
- Discussions
- Role playing
- Group Exercise

- Brainstorming
- Demonstration

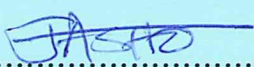
In addition, at the end of each session a plenary was held where Members reacted to the presentations by way of questions and general comments.

1.6 Acknowledgement

Hon. Speaker,

The Committee is grateful to the Offices of the Speaker and the Clerk of the County Assembly for facilitating the workshop. The Committee also extends its appreciation to the secretariat who have remained supportive to Committee work.

It is now my honor, on behalf of the Committee to present and recommend this report to the County Assembly.

SIGN.......... DATE.....TH11TH OCTOBER 2023.....

Hon. Nguruiya Jasho, MCA - Chairperson

REPORT OF THE PROCEEDINGS OF THE TRAINING WORKSHOP FOR THE MEMBERS OF THE SECTORAL COMMITTEE ON AGRICULTURE, LIVESTOCK AND FISHERIES HELD ON 15TH TO 18TH SEPTEMBER, 2023 AT MUTHU NYALI BEACH HOTEL, MOMBASA COUNTY.

INTRODUCTION

The training workshop was held in order to enable Members review the understanding of knowledge in foreign affairs and proper protocol which is increasingly becoming an area of high-demand in legislatures.

- The area of diplomatic etiquette and protocol for legislatures could be intimidating and difficult to grasp without specialized background knowledge and experience.
- The training was designed to sharpen the Hon. Members diplomatic skills and to empower them to embrace multi-cultural communication competence which calls for an in-depth understanding of the various layers of protocol and etiquette.

PROCEEDINGS OF THE WORKSHOP

Several presentations were made by the Committee secretariat and the thematic areas were discussed per session as follows: -

SESSION 1: OFFICIAL OPENING

- The Chairperson officially opened the workshop and emphasized on the importance for Hon. Members to be trained on diplomatic etiquette and protocol in order to sharpen their diplomatic skills and to empower them in embracing multi-cultural communication competence especially during international study visits.
- It was reiterated that the workshop was to specifically, address the following: -
 - a) Parliamentary (Assembly) Etiquette;
 - b) Global Protocol Regulations, for communication between Legislative Assemblies on the International level;

- c) Knowledge of the rules and practices of gentle behavior on Legislation, Oversight and Representation;
- d) The best practices for communication with fellow Members;
- e) Development and enhancement of the skills and abilities of Assembly Members; and,
- f) Any other related issues on professional etiquette, Protocol & Diplomacy.

SESSION 2: PROTOCOL

The secretariat commenced with introduction and submitted that:-

- The term ‘protocol’ comes from the Greek words Proto_kollen meaning ‘first glue’
- Protocol was the glue which holds official life in our society together.
- Protocol is the official form of procedure used in the affairs of an legislature, state and diplomatic Relations”
- It is the observance of rank and precedence in social interaction.
- Whether local, national or international, proper protocol was vital in assuring that relations between the officials of organizations and governments are conducted with minimum friction and maximum efficiency.
- The rules and processes of protocol are based on pragmatic thinking, common sense and good manners.
- In any society, organizations included, people are ranked in order of their importance based on their status and position. This order is known as the Order of Precedence which establishes the pecking order.
- To avoid embarrassment, it is desirable to adhere to the order at any State function and House business forums.

DIPLOMATIC PROTOCOL

The facilitator stated that Diplomatic Protocol:-

- Represented the recognized and generally accepted system of international courtesy.
- It is called diplomatic etiquette.

- Protocol has existed for thousands of years and strict rules have evolved in different societies regulating proper conduct in terms of who will sit where, when will you bow, how do you address your superiors, order of procession and dress code.
- No matter how one brilliant may be, their social grace may make or break the first impression.
- With the global economy, legislators and government officers must familiarize themselves with protocol of other countries in order to become good business partners.

Sitting Arrangement

On the sitting arrangement, the Members learned that:-

- Where Possible, Leader of the host delegation faces the entrance.
- Leader of the visiting delegation sits on the right of the host delegation leader.
- Members of each delegation are placed on their delegation leader's side of the table.
- Arrangement according to nature of delegation.

ETIQUETTE

The Committee was informed that:-

- A set of rules that govern the expectations of social behavior in a workplace, group or society.
- Etiquette and Decorum are visible signs that one is a polished and knowledgeable professional.
- Displaying manners in a work environment is an act of kindness and respect to your workmates.
- Guidelines which control the way a responsible individual should behave amongst others or in a society.
- It has to do with good manners, making others feel comfortable in social situations, following rules of proper behavior.
- It can vary widely between different cultures and nations.

- Etiquette entails Courtesy words, punctuality, respect for work and deadlines, respect for others, don't pocket in good company, don't chew gum in good company, no littering, no gossiping, no staring, no spitting, no nose picking and no unpleasant sounds.

Virtual Meeting Etiquette

- With the COVID19 Pandemic, there was need for the Committee to familiarize itself with online platforms such as Zoom which is open/openly used/security (free version), Google Meet which requires a corporate account, Webex, Teams, Skype and Webinar.
- During Zoom meetings, Members are advised to ensure microphone/video is working, check their background –muted/not muted, be visible to the audience, look into the camera, back up, check non-verbal communication, screen sharing, be on the same page with audience, use appropriate user name.

Dressing Etiquette

- This refers to the way one communicates with own clothing and dress.
- Dressing elegant has much to do with dressing appropriately for the occasion.
- According to Genevieve Antoine Dariaux "To be elegant is first of all to know oneself, and to know oneself well requires a certain amount of reflection and intelligence."
- Professional wardrobe for men should entail suit, shirt, tie, broken suit, kanzu, short/long sleeved shirt, checked shirt, right belt, socks and labels
- Professional wardrobe for women should have skirt/trouser suit, blouse or dress, hijab; bui bui, jewelry observing rule of 5, hand bag and business cards
- Correct fitting for men require that shoulder pads should end with the shoulders, around half an inch of shirt cuff should be visible, while standing socks should be covered and have comfortable waist of trousers
- On accessories men should invest in quality watches and wallets and ties that are conservative which should hit belt. Also need to invest in high quality, preferably lace-up shoes.

i) On dress code, the Members were advised to comply with the speaker's rules