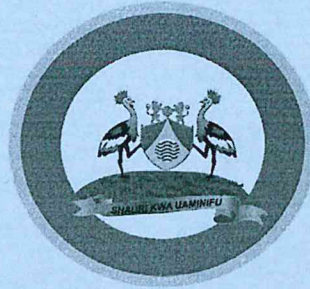


GOVERNMENT OF NAIROBI CITY COUNTY



Paper laid
by Hon. Samora Mwaure
on 5th December 2023
5/12/2023

THE NAIROBI CITY COUNTY ASSEMBLY

OFFICE OF THE CLERK

THIRD ASSEMBLY

(SECOND SESSION)

NCCA/TJ/PL/2023(89)

30TH NOVEMBER 2023

PAPER LAID

SUBJECT: REPORT OF COMMITTEE

Pursuant to Standing Order 135, I beg to lay the following Paper on the Table of this Assembly, today Thursday 30th November 2023: *Tuesday, 5th Dec 2023*

- THE REPORT OF THE SELECT COMMITTEE ON WARD DEVELOPMENT FUND ON ITS WORKSHOP HELD FROM 3RD TO 6TH SEPTEMBER 2023 AT MUTHU NYALI BEACH AND SPA HOTEL, MOMBASA CITY COUNTY.

(Chairperson, Select Committee on Ward Development Fund)

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

NAIROBI CITY COUNTY GOVERNMENT



*Paper laid by
Hon. Samora Mwaaura, MCA
on 5th December 2023
5/12/2023*

**NAIROBI CITY COUNTY ASSEMBLY
THIRD ASSEMBLY – SECOND SESSION**

**REPORT OF THE SELECT COMMITTEE ON WARDS DEVELOPMENT
FUND
ON**

**THE WORKSHOP FOR THE COMMITTEE HELD BETWEEN 3RD TO 6TH
SEPTEMBER, 2023 AT MUTHU NYALI BEACH AND SPA HOTEL,
MOMBASA COUNTY**

**Clerks Chambers
Nairobi City County Assembly
City Hall Buildings
NAIROBI**

NOVEMBER, 2023

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1.0 PREFACE

1.1 Committee Mandate

Hon. Speaker,

The Select Committee on Wards Development Fund is established pursuant to Section 35 of the Wards Development Fund Act, 2014 and is mandated, among others, *“To consider and recommend to the County Assembly any matter requiring action by the County Assembly pursuant to the provisions of this Act: oversee the implementation of this Act and in this respect, shall after every two years submit a report to the County Assembly and where necessary, propose any amendments to this Act, in particular, with respect to the quantum of funds repayable into the Fund in accordance with Section 4 of the Act.”*

1.2 Committee Membership

Hon. Speaker,

The Committee on Wards Development Fund is composed of the following Members: -

- 1. Hon. Dabar Ahmendqadar, MCA – Chairperson**
- 2. Hon. Mwaura Samora, MCA – Vice Chairperson**
3. Hon. Abel Osumba Atito, MCA
4. Hon. Silas Matara, MCA
5. Hon. Scolastica Muthoni, MCA
6. Hon. James Koria, MCA
7. Hon. Gerald Irungu, MCA
8. Hon. Joseph Ndungu Karanja , MCA
9. Hon. Sospeter Mumbi, MCA
10. Hon. John Musila, MCA
11. Hon. Hamisi Maleya, MCA

The Committee Secretariat comprises of;

1. Ms. Hellen Mutie – Senior Clerk Assistant
2. Ms. Mercy Senewa– First Clerk Assistant

The Committee on Wards Development Fund held a two-day workshop from 3rd to 6th September, 2023 in Mombasa County. The main objective of the workshop was to;

- i. Train Members on Parliamentary (Assembly) Etiquette;
- ii. Enlighten Members on Global Protocol Regulations to enhance effective communication and foster engagement among legislatures;
- iii. Empower them with knowledge of the rules and practices of gentle behavior;
- iv. Train them on best practices for communication with Assembly Members, good reception; and
- v. Development and enhancement of the skills and abilities of Members.

1.3 Acknowledgement

Hon. Speaker,

The Committee takes this opportunity to thank the Offices of the Speaker and of the Clerk of the County Assembly for the logistical support accorded to it in the execution of its mandate. Further, the Committee extends its gratitude to the Secretariat for their contributions during and after the workshop and compilation of this report.

Finally, on behalf of the Select Committee on Wards Development Fund, it is my pleasure and duty to present to the Assembly, the Committee's retreat report pursuant to the Standing Orders of the County Assembly.

Thank you.

Signed  Dated this 29th day of November 2023

Hon. Dabar Ahmendqadar, MCA

(Chairperson) Select Committee on Wards Development Fund

2.0 OFFICIAL OPENING AND INTRODUCTORY REMARKS

The Workshop's official commencement was presided over by Hon. Samora Mwaura, Vice-Chairperson of the Committee on Wards Development Fund. He extended a warm welcome to all participants, expressing appreciation for their presence at the workshop. Introductions were conducted as part of the opening proceedings. In his address, he emphasized that by the end of the workshop, committee members would have gained a comprehensive understanding of Global Protocol Regulations for communication between Legislative Assemblies on the international stage, as well as parliamentary etiquette.

He concluded by highlighting the importance of teamwork among members and the necessity of imparting knowledge regarding their mandate to each other.

3.0 PROCEEDINGS OF THE WORKSHOP

PRESENTATION 1

3.1 INTRODUCTION

The presenter, Ms. Mercy Senewa, provided insight into the concept of protocol, defining it as the official procedural framework governing the affairs of institutions, states, and diplomatic relations. She also described protocol as the observance of hierarchy and precedence in social interactions.

Members were informed that the observance of proper protocol is critical to ensuring that interactions between officials of organizations and governments occur with minimal friction and maximum efficiency. The rules and procedures of protocol are founded on pragmatic thinking, common sense, and good manners.

The presentation highlighted the concept of an order of precedence, which involves ranking individuals based on their status and position to determine their importance.

3.1.1 Diplomatic Protocol

Also known as diplomatic etiquette, it represents the recognized and generally

accepted system of international courtesy. With the global economy, government Members must familiarize themselves with protocol of other countries in order to become good business partners.

The Members noted significance of diplomatic protocol particularly in engagement with the development partners and other key stakeholders towards achieving the objects of devolution.

3.1.2 Seating arrangement

The facilitator highlighted that;

- Where Possible, Leader of the host 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.

Car Seating Protocols

These are as stated below;

- Dignitary seats at the back diagonally from the driver;
- Visiting dignitary takes seat diagonal to driver when with host;
- Protection officer sits at the front.

PRESENTATION 2

3.2 Etiquette

3.2.1 Introduction

Etiquette was defined etiquette as a set of rules governing social behavior expectations in workplaces, groups and societies. The presenter emphasized that etiquette and decorum are visible signs that one is polished and knowledgeable professional.

Etiquette has to do with good manners, making others feel comfortable in social situations and following rules of proper behavior.

ABC's (Appearance, Behaviour, and Communication) of Etiquette

This refers to the principles of behavior that are considered acceptable in social situations. They include:

- 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 Spitting and
- No unpleasant sounds.

Greetings

The facilitator defined greetings as a form of acknowledging someone's presence. Various greeting and leave-taking customs were discussed, including handshakes, bows, and kisses. Proper handshakes were described as brief, firm, with eye contact, and recommended to be accompanied by a smile.

3.2.2 Telephone Etiquette

Virtual Meeting Etiquette

The presenter introduced participants to various online meeting platforms, including Zoom, Google Meet, Webex, Teams, Skype, and webinars. Key considerations for virtual meetings were highlighted, such as ensuring functional microphones and cameras, appropriate backgrounds, maintaining visibility to the audience, making eye contact with the camera, monitoring non-verbal communication, and using appropriate usernames.

3.2.3 Office Etiquette

Office etiquette guidelines included acknowledging email messages, avoiding the "Reply All" syndrome, including contact information in correspondence, and maintaining professionalism on social media.

3.2.4 Door Etiquette

Door etiquette emphasized opening doors for guests and ensuring their smooth entry.

3.2.5 Dressing Etiquette

Dressing etiquette involved communicating through clothing choices and dressing appropriately for specific occasions. The presentation discussed the elements of a professional wardrobe for both men and women, emphasizing the importance of appropriate attire for different contexts.

4.0 CONCLUSION

The importance of approaching each matter of protocol and etiquette with sincerity surpasses any perceived breach in these areas. These guidelines serve as an initiative to familiarize individual Members of the County Assembly with the broader framework of international protocol and etiquette. Therefore, it is crucial for Hon. Members to adapt to the evolving environment of protocol and etiquette while fulfilling their core duties of Oversight, Legislation, and Representation.

The Committee further deliberated on;

- (i) The status of the ongoing projects in the various Wards (track of all projects of the previous financial year);
- (ii) Status of payment of ongoing projects and pending bills;
- (iii) List of the submitted projects for the Financial Year 23/24;
- (iv) Reasons for delays in advertisement of the new Wards Development Funds projects (FY 23/24); and
- (v) Status of the new legislative proposal on Ward Development Programmes (Nairobi City County Wards Development Programmes Bill, 2023).

5.0 CLOSING OF THE WORKSHOP AND WAY FORWARD

At the end of the workshop the Committee resolved as follows:

1. Regarding dress code, Members were advised to adhere to the Speaker's rules and established traditions;
2. Hon. Members are encouraged to research the customs of the host country before any official visits;
3. The Committee to invite the new Ag. CEO, Ward Development Fund to deliberate on the above mentioned issues;
4. The Committee to be keen on the submission of comprehensive quarterly status reports on the Ward Development Fund programs;
5. The Committee to seek a report from the Sector on progress made on addressing the issue of pending bills;
6. The Committee to form sub-committees pursuant to Standing Order 179 with objectives of inquiring on status of Wards projects, pending bills amongst others; and
7. The Committee to engage the county executive sector on rolling out of FY 2023/2024 budget, especially the projects on initiation of the procurement process.

MINUTES OF THE 24TH SITTING OF THE SELECT COMMITTEE ON WARD DEVELOPMENT FUND HELD ON THURSDAY 5TH DECEMBER, 2023 AT 11.00 AM IN CHAMBER BOARDROOM

PRESENT

1. Hon. Dabar Ahmendqadar, MCA – Chairperson
2. Hon. Mwaura Samora, MCA – Vice Chairperson
3. Hon. Gerald Irungu, MCA
4. Hon. Sospeter Mumbi, MCA
5. Hon. Silas Matara, MCA
6. Hon. Joseph Ndungu Karanja, MCA
7. Hon. Abel Osumba Atito, MCA
8. Hon. Scolastica Muthoni, MCA
9. Hon. James Koria, MCA

ABSENT

10. Hon. John Musila, MCA
11. Hon. Hamisi Maleya, MCA

SECRETARIAT – COUNTY ASSEMBLY

Ms. Mercy Senewa – Committee Clerk

Min. No.073/WDF /Oct/2023: Preliminaries

— The Vice-Chairperson called the meeting to order at 11.15am and he said the opening prayer. He read the agenda of the meeting which was adopted for discussion as proposed by Hon. James Koria and seconded by Hon. Scolastica Muthoni as follows;

Agenda

1. Preliminaries (prayers & adoption of the Agenda)
2. Consideration for adoption of the Committee report on the first quarter FY 23/24 retreat held on 3rd to 6th September, 2023 in Mombasa County
3. Any Other Business
4. Adjournment/ Date of Next Meeting

Min.No.074/WDF/Oct/2023: Consideration for adoption of the Committee report on the retreat held on 3rd to 6th September, 2023 in Mombasa County

— The Committee clerk took the Members through the report. She highlighted the resolutions as follows;

- 1.Regarding dress code, Members were advised to adhere to the Speaker's rules and established traditions;
2. Hon. Members are encouraged to research the customs of the host country before any official visits;
3. The Committee to invite the new Ag. CEO, Ward Development Fund to deliberate on the above mentioned issues;

4. The Committee to be keen on the submission of comprehensive quarterly status reports on the Ward Development Fund programs;
5. The Committee to seek a report from the Sector on progress made on addressing the issue of pending bills;
6. The Committee to form sub-committees pursuant to Standing Order 179 with objectives of inquiring on status of Wards projects, pending bills amongst others; and
7. The Committee to engage the county executive sector on rolling out of FY 2023/2024 budget, especially the projects on initiation of the procurement process.


— The report was subsequently adopted as proposed by Hon. Gerald Irungu, MCA and seconded by Hon. Scolastica Muthoni.

Min. No.075/WDF /Oct/2023: Any other Business

There were no items under this agenda.

Min. No.076/WDF /Oct/2023: Adjournment and date of next meeting

There being no other business and the time being Forty Six minutes past Eleven O'clock, the Vice-Chairperson adjourned the meeting. Date of the next meeting would be communicated by the Chairperson.

SIGNATURE.....
(CHAIRPERSON)

DATE01/11/2023.....