

GOVERNMENT OF NAIROBI CITY COUNTY



Paper Laid by Hon. J. J. Akama on Tuesday 29/10/24  
PCA  
29/10/2024

THE NAIROBI CITY COUNTY ASSEMBLY

OFFICE OF THE CLERK

THIRD ASSEMBLY

(THIRD SESSION)

NCCA/TJ/PL/2024(59)

29<sup>TH</sup> OCTOBER 2024

PAPER LAID

SUBJECT: REPORT OF A COMMITTEE

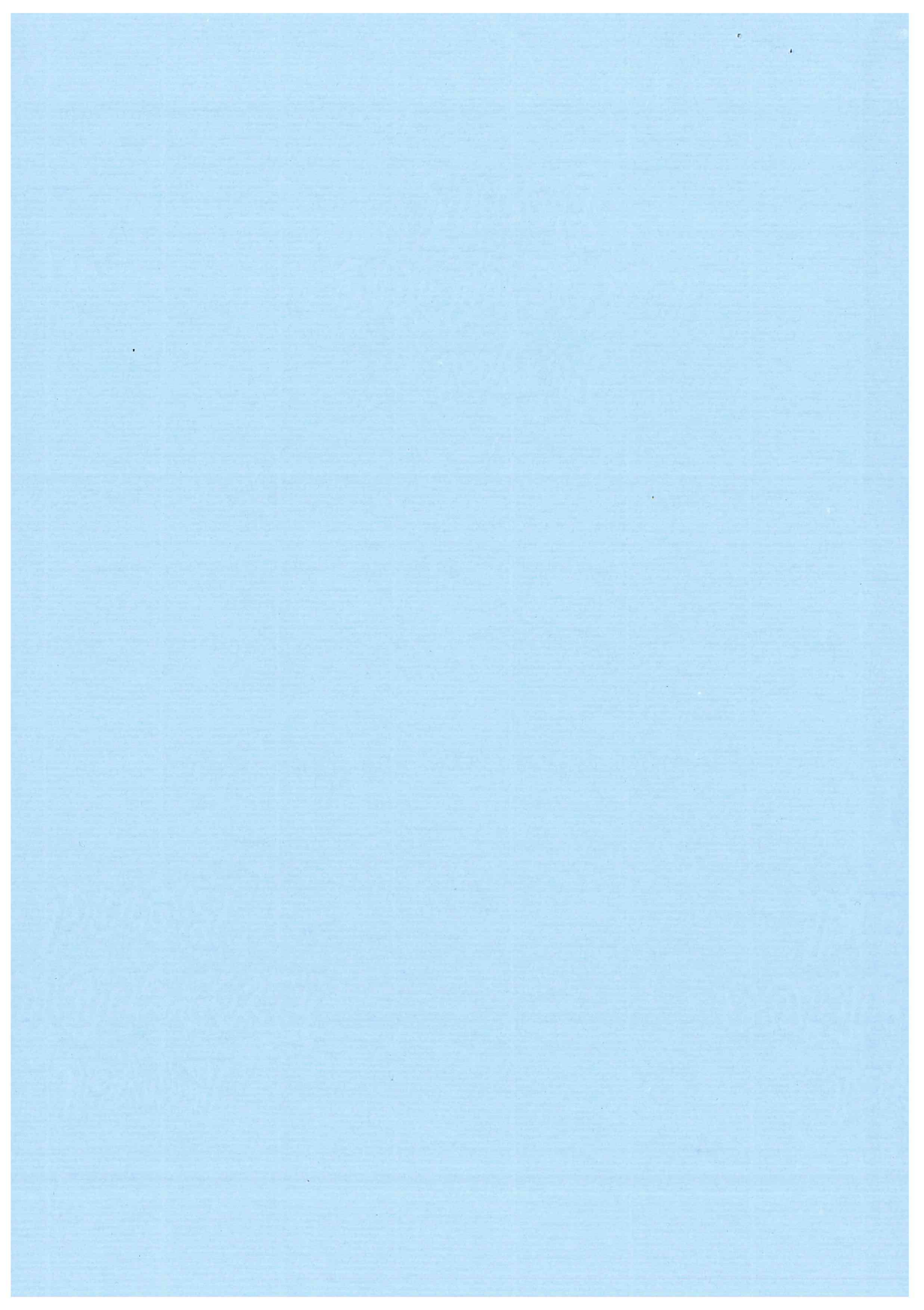
Pursuant to Standing Orders 196, I beg to lay the following Paper on the Table of this Assembly, today Tuesday 29<sup>th</sup> October 2024:

- i) **THE REPORT OF THE SECTORAL COMMITTEE ON JUSTICE AND LEGAL AFFAIRS ON WORKSHOP HELD FROM 14<sup>TH</sup> TO 16<sup>TH</sup> DECEMBER 2023 IN NAKURU COUNTY.**

*(Chairperson of the Sectoral Committee on Justice and Legal Affairs)*

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The Speaker  
The Clerk  
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The Press





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COUNTY GOVERNMENT OF NAIROBI CITY



NAIROBI CITY COUNTY ASSEMBLY

THIRD ASSEMBLY–THIRD SESSION

REPORT

OF THE SECTORAL COMMITTEE ON

JUSTICE AND LEGAL AFFAIRS

ON

WORKSHOP FROM 14<sup>RD</sup> TO 16<sup>TH</sup> DECEMBER, 2023 IN NAKURU COUNTY

Clerk's Chambers  
City Hall Buildings  
NAIROBI

June, 2024

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## 1.0 PREFACE

### 1.1 Establishment and Mandate

Hon. Speaker,

The Sectoral Committee on Justice and Legal Affairs is established pursuant to the Standing Order 209, the Committee's mandate amongst others, as outlined under Standing Orders 209 (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 202 (Committee on Appointments); and
- g. Make reports and recommendations to the County Assembly as often as possible, including recommendation of proposed legislation.

### 1.2 Committee Membership

The Committee Membership comprises of:

- 1) Hon. Jared Akama Ondieki, MCA – Chairperson
- 2) Hon. Suleiman Hamisi Maleya, MCA – Vice Chairperson
- 3) Hon. Fathiya Abdilahi Mohamed, MCA
- 4) Hon. Peter Owera, MCA
- 5) Hon. Maurice Ochieng, MCA
- 6) Hon. Perpetua Mponjiwa, MCA

- 7) Hon. Hellen Awuor, MCA
- 8) Hon. Ami Perez, MCA
- 9) Hon. Silas Matara Ong'wae, MCA
- 10) Hon. Agnes Wambui, MCA
- 11) Hon. Asli Mohamed, MCA
- 12) Hon. Emmy Khatemeshi, MCA
- 13) Hon. Clarence Munga, MCA
- 14) Hon. Mwaura Samora, MCA
- 15) Hon. Diana Katile Mwangagi, MCA
- 16) Hon. Virginia Kang'ethe, MCA
- 17) Hon. Clement Ng'ang'a, MCA Hon.
- 18) Deonysias Mwangi, MCA
- 19) Hon. Joseph Ndungu, MCA
- 20) Hon. Francis Kimondo, MCA
- 21) Hon. Doreen Mugendi, MCA
- 22) Hon. Stephen Kimani Mugo, MCA
- 23) Hon. Anthony Kiragu, MCA

**Hon. Speaker,**

The Sectorial Committee on Justice and Legal conducted a comprehensive two-day workshop from 14<sup>rd</sup> to 16<sup>th</sup> December, 2023 in Nakuru County. The primary objective of this workshop was to:-

- i. Provide Members with training on Parliamentary (Assembly) Etiquette;
- ii. Familiarize Members with Global Protocol Regulations for communication between Legislative Assemblies at the international level;
- iii. Empower Members with knowledge regarding rules and practices of courteous behavior;
- iv. Educate Members on best practices for communication with fellow Assembly Members and the importance of effective reception;and


- v. Enhance the skills and capabilities of Members.

### 1.5 Acknowledgment

Hon Speaker,

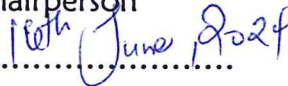
The Committee wishes to extend its gratitude to the Offices of the Speaker and the Clerk of the County Assembly for their invaluable logistical support throughout the execution of its mandate. Additionally, the Committee acknowledges the Secretariat for their contributions during and after the workshop and for their role in compiling this report.

In conclusion, on behalf of the Sectorial Committee on Justice and Legal, I am pleased to present this retreat report to the Assembly, as stipulated in the County Assembly Standing Orders.

Signed ..... 

Hon. Jared Akama, MCA

Chairperson

Date ..... 

## 2.0 SECTION 1: PROCEEDINGS OF THE WORKSHOP

### 2.1 Session 1: Official Opening

The inaugural session of the workshop set the tone for the comprehensive training that followed. The chairperson's opening address, underscored the importance of parliamentary assembly etiquette, global protocol regulations, legislative rules and practices, communication best practices, skill development, and related professional etiquette, protocol, and diplomacy.

#### 2.1.1 Parliamentary Assembly Etiquette

One noteworthy aspect of this session was the emphasis on parliamentary etiquette. Case studies were presented, illustrating the consequences of breaches in decorum during legislative sessions. For instance, a case study from the House of Commons highlighted how disruptions during debates can impede the legislative process. This example emphasized the importance of maintaining order and respect within legislative chambers.

#### 2.1.2 Legislative Protocol Best Practices

This session also delved into legislative protocol best practices, where Members were provided with practical guidance on how to conduct themselves during legislative sessions. Case studies demonstrated the effectiveness of adhering to established rules and parliamentary decorum in maintaining a conducive environment for constructive debate and decision-making.

#### 2.1.3 Session 2: Protocol

The second session of the workshop was dedicated to a thorough exploration of protocol, its multifaceted relevance, and the challenges it poses within the legislative arm of government, management practices, and public gatherings attended by dignitaries.

#### 2.1.4 Definition of Protocol

An integral part of this session was the definition of protocol. The session provided parliamentary members with a detailed understanding of protocol as a set of established rules and customs governing behavior, etiquette, and interaction in official and parliamentary contexts.



### 2.1.5 Protocol Challenges

The presentation also highlighted potential challenges related to protocol, including the need for cultural sensitivity, adaptability to different contexts, and ensuring consistent application. A case study involving a Parliamentary visit to a legislative body illustrated the consequences of failing to navigate protocol challenges effectively, emphasizing the importance of expertise in this area.

### 2.1.6 SESSION 3: ETIQUETTE IN LEGISLATIVE GOVERNANCE AND MANAGEMENT

#### Etiquette in the Legislative Arm of Government

This session delves into the profound significance of etiquette within legislative settings, underscoring its role in maintaining decorum, fostering effective communication, and upholding professionalism in legislative sessions.

#### Virtual Meeting Etiquette

The report provides a detailed examination of virtual meeting etiquette, emphasizing its growing relevance in legislative governance. A case study showcased the consequences of virtual meeting breaches, wherein the failure to observe virtual etiquette led to miscommunication and disrupted proceedings within a legislative committee.

#### Dressing Etiquette

Another vital component of etiquette in the legislative arm is dressing etiquette. The report discusses the importance of adhering to formal dress codes and gender-neutral policies. A case study highlighted the impact of inappropriate attire during a legislative session, underscoring the need for professional attire to maintain the dignity of the legislative body.

#### Etiquette in Management

Drawing parallels with legislative etiquette, this section explores the application of etiquette in management contexts, emphasizing professionalism, respect, and effective communication.

#### Virtual Meeting Etiquette in Management

The report underscores the importance of timeliness and engagement during virtual meetings in management settings. A case study involving a board meeting illustrated the impact of punctuality and active participation on the efficiency of decision-making processes.

### Dressing Etiquette in Management

In the context of management, the report highlights the role of leaders in setting dressing standards and promoting professionalism among team members. A case study demonstrated how a manager's adherence to appropriate attire influenced the team's perception of leadership and professionalism.

## 2.1.7 SECTION 4: DIPLOMATIC PROTOCOL

### Overview of Diplomatic Protocol

This section offers a comprehensive overview of diplomatic protocol, encompassing its scope, significance, and multifaceted role. It emphasizes the pivotal role of diplomatic protocol in international relations, effective diplomacy, and its relevance within the legislative context.

### Role of Diplomatic Protocol in Legislative Engagements

A case study involving a state visit to a legislative body highlighted the significance of diplomatic protocol in ensuring the success of such high-level engagements. It underscored how adherence to protocol can enhance international relations and diplomatic cooperation.

### Importance of Diplomatic Protocol

This section delves deeper into the subject, emphasizing the critical importance of diplomatic protocol in fostering positive international relations, representing the nation effectively, and enhancing the credibility of legislative bodies.

### Diplomatic Protocol in Conflict Resolution

The report explores the role of diplomatic protocol in conflict resolution, drawing from historical examples where diplomatic negotiations adhering to protocol successfully resolved international conflicts. The case study of the Camp David Accords exemplified how protocol can be instrumental in achieving peaceful solutions to complex issues.

### Practical Guidelines for Diplomatic Protocol

This session offers a wealth of practical guidelines and insights into the application of diplomatic protocol. It covers various aspects, including diplomatic correspondence, official meetings, hosting foreign dignitaries, and navigating cultural sensitivities.

### Diplomatic Correspondence

A case study involving diplomatic correspondence between legislative bodies highlighted the nuances of effective communication through formal letters and diplomatic notes. It showcased how diplomatic correspondence adhering to protocol can pave the way for successful international engagements.

## 4.0 RECOMMENDATIONS

Based on the workshop's outcomes and the extensive insights presented in this report, a set of comprehensive recommendations is provided to legislative bodies and management teams as follows;

- I. Regarding dress code, Members are strongly advised to adhere to the Speaker's rules and established traditions; and
- II. Hon. Members are encouraged to research the customs of the host country before any official visits.

These recommendations advocate for the training of members and employees in parliamentary etiquette, protocol, and diplomacy, with the ultimate aim of enhancing professionalism and effective communication within legislative contexts.

## 5.0 CONCLUSION

The report culminates with a comprehensive summary of key findings and insights drawn from the workshop. It reiterates the pivotal role of parliamentary etiquette, protocol, and diplomacy in legislative governance and management. The report emphasizes that professionalism, respect, and effective communication are indispensable in these contexts, fostering better decision-making and international cooperation.

