

Approved for tabling

REPUBLIC OF KENYA



SNA
1/12/2020


THE NATIONAL ASSEMBLY
TWELFTH PARLIAMENT
(FOURTH SESSION)

NINTH REPORT OF THE COMMITTEE ON MEMBERS' SERVICES AND
FACILITIES

ON

A STUDY VISIT TO THE LEGISLATIVE ASSEMBLY OF ALBERTA,
CANADA FROM OCTOBER 14 - 18, 2019

Directorate of Committee Services
Clerk's Chambers
National Assembly
Parliament Buildings
NAIROBI

 THE NATIONAL ASSEMBLY PAPERS LAID	
DATE: 01 DEC 2020	DAY: TUE
TABLED BY: CLERK OF THE ASSEMBLY	HON EZEKIEL MACHOGU CHAIRPERSON MIRIAM MOKO

NOVEMBER, 2020

FOREWARD

The Constitution under Article 127 of the Constitution of Kenya mandates the Parliamentary Service Commission with among other things to provide services and facilities as are necessary for the efficient and effective functioning of Parliament. The National Assembly Standing Orders No. 212B establishes the Select Committee on Members' Services and Facilities. The Committee is charged with the mandate of receiving and considering views of Members of the National Assembly on the services and facilities provided to them by the Parliamentary Service Commission for their benefit and well-being, advising and reporting on all matters connected to these services and facilities. The Committee is therefore the forum through which the Members of the National Assembly channel their views on their welfare to the Commission.

The Committee undertook a study visit to the Legislatively Assembly of Alberta, Canada from 14th to 18th October, 2019. The delegation comprised of the following Members and staffers of the National Assembly:

- (1) The Hon. Ezekiel Machogu Ombaki, MP, **Chairperson & Leader of the Delegation**
- (2) The Hon. Janet Nangabo, MP
- (3) The Hon. Christopher Wangaya Aseka, MP
- (4) The Hon. Elisha Ochieng Odhiambo, MP
- (5) The Hon. Florence Chepngetich Koskey, MP
- (6) The Hon. (Eng.) Nzambia Thuddeus Kithua, MP
- (7) The Hon. Charity Kathambi Chepkwony, MP
- (8) Mrs. Florence Atkenyo-Abonyo, Director Committee Services
- (9) Mr. John N. Mutega, Principal Clerk Assistant I/ Delegation Secretary

The objectives of the study visits were to:

- (a) understand the workings of the Legislative Assembly of Alberta with respect to matters relating to Members' Services and Facilities;
- (b) understanding the facilities and services provided to Members of the Legislative Assembly of Alberta; and,
- (c) benchmark on the best practices that would enhance the Committee's discharge its mandate in a more effective and efficient manner.

In realization of the above objectives, the delegation undertook the following activities during the study visit:-

- (a) held discussions with the Speaker and the Clerk of the Legislative Assembly of Alberta;
- (b) held a meeting with Members of the Standing Committee on Members' Welfare;
- (c) had a guided tour of the Legislative Assembly Building to have experimental understanding of the facilities provided to Members; and,
- (d) held discussions with the management of the various departments of the Legislative Assembly with a view to exploring opportunities for learning and sharing on matters of facilities and services extended to the Members.

Arising from the above activities, the lessons drawn and Committees observations, the Committee recommends to the National Assembly that:

- (1) The Parliamentary Service Commission should formulate a policy on facilitating parliamentary party groupings/ caucuses with a view to provide them with meeting places; offices and technical support.
- (2) The Commission should expedite the implementation of a paperless solution within the National Assembly in line with the PSC Strategic Plan, Strategic Objective No. of IV on embracing an E-Parliament.
- (3) The Commission should fast-track the proposed establishment for a fully dedicated parliamentary channel.
- (4) The Commission should expand the current library within Parliament to boost research work in Parliament.
- (5) The Commission should set up a Gift shop within Parliament.
- (6) The Commission should ensure that the Committees Rooms in the New Multi-Storey Block should be well furnished, equipped with audio visuals and designed with ample space and well-aerated and the Chairpersons and Secretariat's Offices located adjacent to the respective Committee Rooms.
- (7) The Commission should facilitate those Members of Parliament whose constituencies fall below sixty (60) kilometers from Parliament to be entitled to a fixed mileage allowance (reimbursable transport allowance) in discharging their constitutional mandate.
- (8) The Commission should consider enhancing the capacity and personnel establishment of the Constituency/County Liaison Office within Parliament.

Signature:

The Hon. Ezekiel Machogu Ombaki, MP

Chairperson/Leader of the Delegation

.....
Date

PREFACE

1. ESTABLISHMENT AND MANDATE OF THE COMMITTEE

The Select Committee on Members' Services and Facilities is established under the National Assembly Standing Orders No. 212B. The Committee is charged with the mandate of receiving and considering views of Members of the National Assembly on the services and facilities provided to them by the Parliamentary Service Commission for their benefit and well-being; and, advising and reporting on all matters connected to these services and facilities. It is therefore the forum through which the Members of the National Assembly channel views regarding their welfare to the Commission.

The Select Committee on Members' Services and Facilities was first constituted by the House on Thursday, December 14, 2017. The Committee was last on March 10, 2020. Currently, the Committee comprises of the following Members:

Name of the Member	Party	Constituency
The Hon. Ezekiel Machogu Ombaki, MP, Chair	NAPK Party	Nyaribari Masaba
The Hon. (Dr.) Swarup Mishra, MP, Vice-Chair	Jubilee Party	Kessess
The Hon. Kimani Ichung'wah, CBS, MP	Jubilee Party	Kikuyu
The Hon. Samwel Chumel Moroto, MP	KANU Party	Kapenguria
The Hon. Beatrice Nkatha Nyaga, MP	Jubilee	Tharaka Nithi County
The Hon. Christopher Wangaya Aseka, MP	ANC Party	Khwisero
The Hon. Elisha Ocheing Odhiambo, MP	Orange Democratic Movement Party	Gem
The Hon. Elsie Busihile Muhanda, MP	Orange Democratic Movement Party	Kakamega County
The Hon. Rehema Hassan, MP	Orange Democratic Movement Party	Tana River County
The Hon. Rigathi Gachagua, MP	Jubilee Party	Mathira
The Hon. (Eng.) Nzambia Thuddeus Kithua, MP	Wiper Democratic Movement-K Party	Kilome
The Hon. Walter Owino, MP	Orange Democratic Movement Party	Awendo
The Hon. Charity Kathambi Chepkwony, MP	Jubilee Party	Njoro
The Hon. Generali Nixon Kiprotich Korir, MP	Jubilee Party	Langata
The Hon. Bernard Otieno Okoth, MP	Orange Democratic Movement Party	Kibra

SECRETARIAT TO THE COMMITTEE

1. Mr. John N. Mutega, Principal Clerk Assistant I
2. Dr. Kefa Omoti, Principal Research Officer
3. Ms. Emma Essendi, Legal Counsel I
4. Mr. Douglas Katho, Clerk Assistant II
5. Ms. Zainabu Wario, Serjeant-At-Arms

TABLE OF CONTENTS

1. ESTABLISHMENT AND MANDATE OF THE COMMITTEE	4
INTRODUCTION	7
1.1. Background	7
1.2. Delegation Membership	7
1.3. Objective of the Study Visit	8
1.4. Activities for the Study Visit	8
2. Discussions and Lessons Learnt from the Legislative Assembly of Alberta	8
2.1. Meeting with the Clerk of the Legislative Assembly of Alberta	8
2.2. Guided Tour of the Legislative Assembly of Alberta Building	10
2.3. Meeting with the Members' Services Committee	11
2.4. Meeting with Management of the Legislative Assembly of Alberta	15
3. Observations Made by the Delegation	17
4. Observations of the Committee	18
5. Recommendations	19

INTRODUCTION

1.1. Background

1. Article 127 of the Constitution of Kenya establishes the Parliamentary Service Commission. The Commission is mandated with among other things to provide services and facilities as are necessary for the efficient and effective functioning of Parliament.
2. In furtherance of Article 127 of the Constitution, the National Assembly Standing Orders No. 212B establishes the Select Committee on Members' Services and Facilities. The Committee is charged with the mandate of receiving and considering views of Members of the National Assembly on the services and facilities provided to them by the Parliamentary Service Commission for their benefit and well-being. The Committee is also charged with advising and reporting on all matters connected to these services and facilities. The Committee is therefore the forum through which the Members of the National Assembly channel their views on their welfare to the Commission.
3. At its meeting held on Thursday, 4th July 2019, the Committee resolved to undertake a study visit to the Legislative Assembly of Alberta, Canada in the month of October 2019 to share and exchange views with the Legislative Assembly and the relevant Committee(s) overseeing the services and facilities extended to the Members of Legislature. Subsequently, the Clerk of the National Assembly wrote to the Legislative Assembly of Alberta. Through a letter dated 5th September, 2019, the Hon. Nathan Cooper, MLA, Speaker of the Legislative Assembly of Alberta wrote our Speaker of the National Assembly confirming their willingness to host the Committee from October 14 to 18, 2019.

1.2. Delegation Membership

4. The Committee acceded to the request and undertook the study visit from October 14 to 18, 2019. The Committee was represented by the following Members and accompanying staff to study visit-
 - (1) Hon. Ezekiel Machogu Ombaki, MP, **Chairperson & Leader of the Delegation**
 - (2) Hon. Janet Nangabo Wanyama, MP
 - (3) Hon. Christopher Wangaya Aseka, MP
 - (4) Hon. Elisha Ochieng Odhiambo, MP

- (5) Hon. Florence Chepng'etich Koskey, MP
- (6) Hon. (Eng.) Nzambia Thuddeus Kithua, MP
- (7) Hon. Charity Kathambi Chepkwony, MP
- (8) Ms. Florence Atenyo-Abonyo, Director, Committees Services
- (9) Mr. John N. Mutege, Principal Clerk Assistant I/ *Delegation Secretary*

1.3.Objective of the Study Visit

5. The object of the study visit was for the Committee to:-

- (a) understand the workings of the Legislative Assembly of Alberta with respect to matters relating to Members' Services and Facilities;
- (b) understanding the facilities and services provided to Members of the Legislative Assembly of Alberta; and,
- (c) benchmark on the best practices that would enhance the Committee's discharge its mandate in a more effective and efficient manner.

1.4.Activities for the Study Visit

6. The Committee undertook the following activities:-

- (a) held discussions with the Speaker and the Clerk of the Legislative Assembly of Alberta;
- (b) held a meeting with Members of the Standing Committee on Members' Welfare;
- (c) had a guided tour of the Legislative Assembly Building to have experimental understanding of the facilities provided to Members; and,
- (d) held discussions with the management of the various departments of the Legislative Assembly with a view to exploring opportunities for learning and sharing on matters of facilities and services extended to the Members.

2. Discussions and Lessons Learnt from the Legislative Assembly of Alberta

2.1. Meeting with the Clerk of the Legislative Assembly of Alberta

7. The delegation commenced its activities by meeting with the Clerk of the Legislative Assembly of Alberta, Ms. Shannon Dean who was accompanied by the Clerk of Committees and Research Services Dr. Phillip Massolin. The Clerk took the delegation through a background of the Legislative Assembly of Alberta. She informed the delegation that the Legislature of Alberta is made of two elements: the Lieutenant Governor of Alberta and the

unicameral Legislative Assembly of Alberta which has existed since Alberta was formed out of part of the Northwest Territories in 1905.

8. The Clerk also informed the delegation that, like the Canadian federal government, Alberta uses a Westminster-style parliamentary government, in which members are sent to the Legislative Assembly after general elections and the Lieutenant Governor appoints the person who can command a majority of the members of the Assembly, typically the leader of the party with the most seats, as Premier of Alberta. The Premier then recommends the appointment of the Executive Council of Alberta. The Premier is Alberta's head of government, while the Queen of Canada is its head of state.
9. With respect to Membership, the delegation noted that the Alberta legislature has 87 members and that they were currently in their 30th Alberta Legislative Assembly which was elected on April 16, 2019. The Legislative assembly has 30 percent female representation in the House.
10. On staff establishment, the Assembly has 472 employees: 283 of whom are non-partisan; 180 are constituency staff and 59 are caucus employees. The main Caucuses are: the Government and the Opposition.
11. The delegation was informed that the Legislature of Alberta has a number of Committees which are categorized in three many classifications namely: Standing Committees; Special Standing Committees or Legislative Policy Committees.
12. Under the classifications Standing Committees, there are: Standing Committee on Legislative Offices; Standing Committee on Private Bills and Private Members' Public Bills; Standing Committee on Privileges and Elections, Standing Orders and Printing; Standing Committee on Public Accounts; and, Standing Committee on the Alberta Heritage Savings Trust Fund. Under Legislative Policy Committees, there are Committee on Alberta's Economic Future; Committee on Families and Communities; and, Committee on Resource Stewardship. With respect to Special Standing Committees, there is a Special Standing Committee on Members' Services.
13. The delegation observed that the Legislative Assembly was in the process of ensuring a paperless parliament.

14. The Clerk informed the delegation that MLAs were not to bodyguard except for the Premier. Members noted that, the province is generally secure as a result of government security.
15. The delegations noted that MLAs were not entitled to pension. However, MLAs were entitled to a gratuity.
16. The delegation also learnt that the Legislative Assembly Budget is a recommendation of the Members' Services Committee.

2.2. Guided Tour of the Legislative Assembly of Alberta Building

17. The delegation was honoured to have a guided tour of the Legislative Building by the Speaker of the Legislative Assembly of Alberta, the Honourable Nathan Cooper. The delegation noted the following:
 - 17.1. The Legislature Building was built between 1907 and 1913. The building underwent a renewal in 2010 which was completed at the end of November 2014.
 - 17.2. The Legislative Assembly has furnished and equipped Committee rooms with screens, audio facilities and demarcated areas for the public,
 - 17.3. The Assembly streams its House and Committee proceedings live from in-house studios.

Guided Tour of the In-House Studios



- 17.4. The Assembly an integrated security system from the entrance and the entire buildings.

- 17.5. The Assembly has ample parking space for Members, staff and guests.
- 17.6. The Legislature Building has underground walkway to a train station and other government buildings.
- 17.7. The Legislative Assembly runs a gymnasium for Members and a cafeteria.
- 17.8. The Assembly has a well-resourced library and a gift shop.

2.3. Meeting with the Members' Services Committee

- 18. The delegation met with the Members of the Members' Services Committee of the Legislative Assembly of Alberta chaired by the Speaker of the Legislative Assembly, the Honourable Nathan Cooper. The Speaker was accompanied by Hon. Mike Ellis, MLA; Hon. Heather Sweet, MLA; Ms. Shannon Dean, Clerk of the Legislative Assembly and Dr. Philip Massolin, Clerk of Committees and Research Services. From the onset, the delegation was informed that the Committee is largely responsible for the effective functioning of the legislature.
- 19. The delegation was informed that the Committee on Members' Services is comprised of eleven Members of the Legislative Assembly and as a tradition, it was chaired by the Speaker of the Legislative Assembly.
- 20. The delegation was also informed that the Committee approves the annual estimates of the Legislative Assembly Office and may modify regulations, orders or other directives governing the office's financial and personnel administration.
- 21. The delegation also learnt that the Committee sets Members' allowances, constituency office allowances and Members' benefits and establishes human resource, informatics and financial management policy for the Legislative Assembly Office.
- 22. The delegation was also run through a number of the services offered to Members' of the Legislative Assembly. These services are contained in the Members' Services Committee Orders.
- 23. The delegation was also informed that the Assembly has guidelines that assist Members in understanding which expenditures they are eligible for reimbursement. The Members' Services Committee Orders outlines the type and nature of allowable expenditures for instance.

24. The delegation learnt that the Legislative Assembly Office pay vendors directly or reimburse Members or their staff for expenses incurred by a Member for the purchase of goods and services to which the Member is entitled as a Member of the Legislative Assembly.
25. The delegation learnt that any expenses incurred by an MLA in relation to a function of the executive branch of Government, caucus or a political party, the expenses are not borne by the legislative branch. If an MLA is appointed to a position with an entity or department that is part of the executive branch, that entity or department would be responsible for reimbursing the Member for expenses relating to the duties of that position.
26. The delegation was informed that, the Legislative assembly has mechanism for quarterly disclosure of expense approved to Members. Most of these expenses relate to Members' accommodation, travel, meals, hosting and event tickets of over a 100 Canadian Dollar. These expenses are reported in the Expense Disclosure Report (EDR) which is issued on a quarterly basis for each Member and the report is disclosed to the public on the Assembly website.
27. The delegation was also informed that, MLAs are required to submit invoices and receipts to support a claim or reimbursement. The claims are filed online and the Member retains the original invoices and receipts. The claims are done on a monthly basis. If a Member disagrees with the decision of the Legislative Assembly Office regarding expenses under certain Orders, an appeal is made in the first instance to the Speaker and if a Member disagrees with the Speaker's decision, the matter can be further appealed to the Members' Services Committee.
28. The delegation noted that MLAs are entitled to an annual allowance for known as the Member's Services Allowance (MSA) which is used by Members to pay for goods and services to facilitate the carrying out of the Member's duties on behalf of constituents within the province of Alberta. The Constituency Service Order (CSO) sets out the types of expenses that may or may not be authorized and under what conditions they may be incurred.

Member's Services Allowance (MSA)

29. Generally most MSA expenditures fall within one of the following categories:
- (a) Constituency office operations and related constituency travel expenses;
 - (b) Gifts and promotional items;
 - (c) Communication with constituents/advertising/hosting;

- (d) Event tickets; and,
- (e) Residential security systems.

Constituency Office Operations and Related Constituency Travel Expenses

30. The LAO is the tenant of all constituency office locations and enters into a lease agreement on the Member's behalf. An MLA decides where to locate their office. Some of the acceptable expenses related to this expenditure are: rent; operating costs and utilities for constituency office; constituency office signage; office and computer equipment; office furniture and fixtures; office supplies, first aid supplies and stationery; newspaper or magazine subscriptions; office security systems; maintenance expenses for equipment purchased through the MSA; telephone and internet; salaries and wages; employer contributions; professional development for staff; reimbursement of living expenses (*e.g., accommodations, meals*) connected with constituency travel where an overnight stay is required. The LAO provides a standard package of Information Technology (IT) equipment, furnishings and a security system to each office. The delegation noted that certain services provided to constituency offices may require a contract. The LAO has standard-form agreements that may be used. Members are advised accordingly by the Financial Management Department.

Gifts and Promotional Items

31. Expenditures relating to gifts and promotional items will range from tangible items appropriate for MLAs to give in the course of their duties for a particular occasion, including: lapel pins; flags; art or craft items and, collectibles. The gift items are capped at 400 Canadian Dollars.

Communication with Constituents/Advertising/Hosting

32. The expenditure under this category vary from constituency office websites or social media presence (*including hosting, website design, content development, maintenance, registration of domain names*) to printed or electronic items (*e.g., constituency/MLA reports, newsletters and survey brochures*) to be sent to constituents and related expenses including design, production and delivery expenses. The expenditure also covers postage for mailing correspondence from the constituency office; advertising of community events; and hosting expenses for Member events such as a breakfast and town hall meetings. However, the Government of Alberta and Caucus communication/advertisements are not eligible for reimbursement out of the Member's

Services Allowance (MSA). Indeed, expenses for advertisements that do not identify the Member as an MLA are not compliant.

Event Tickets

33. Cost of a ticket for a Member to attend an event in the Member's role as a representative of the Member's constituency in the Member's constituency, in a municipality in which all or part of the Member's constituency is located is covered by LAO. The cost of a ticket for a constituency office employee who is attending the event in the course of the employee's duties is also covered.

Residential Security Systems

34. The cost of installation and monitoring of a security system in a Member's permanent residence or in a Member's temporary residence which is capped at 1,500 Canadian Dollar per year for each case.

Member Travel and Per Diems

35. The *Transportation Order* outlines the circumstances in which a Member may be reimbursed for transportation costs.
36. A Member is eligible to claim an allowance for accommodation in Edmonton if the Member's permanent residence is located 60 kilometres or more from the Legislature Building; or if the Member's permanent residence is less than 60 kilometres from the Legislature Building and the Member's constituency is outside Edmonton, if the Member works more than 12 hours in a day. A Member who qualifies for an allowance may claim up to a maximum of 193 Canadian Dollars per day for each day the Member is in Edmonton when the Assembly is sitting or the Member is in or near Edmonton on public or official business, or 1,930 Canadian Dollar per month if the Member owns or leases in the Member's own name a temporary residence in or near Edmonton. A Member may also claim up to 193 Canadian Dollars per day for accommodation in connection with the Member serving on a committee if the Member is required to be absent from the Member's ordinary place of residence. However, claims on accommodation should not exceed 23,160 Canadian Dollars in a fiscal year.

37. A Member is also entitled to claim overnight accommodation costs to a maximum of 10 overnight stays in a fiscal year upon the production of receipts, provided that the Member has travelled 60 kilometres or more from both the Member's permanent residence and the Legislature Building and the Member is required to travel to that location for the purposes of carrying out their duties as a Member.

Travel Allowances

38. Under the *Transportation Order* Members may claim a per-kilometre allowance up to the following maximums: 52 round trips to the capital (no kilometre cap); 5 round trips to any point in Alberta (1,500 km/trip maximum and general travel (35,000 km in urban electoral divisions; 80,000 km in rural electoral divisions). The allowance is reimbursed at the rate specified in the most current *Travel, Meal and Hospitality Expenses Directive* issued by Treasury Board. In addition to the kilometre allowance, Members may claim reimbursement for fuel purchases, oil, lubrication, antifreeze, gas line antifreeze, transmission fluid, brake fluid, steering fluid, windshield washer fluid, washes and waxing, including labour, if they relate to the operation of a private automobile.

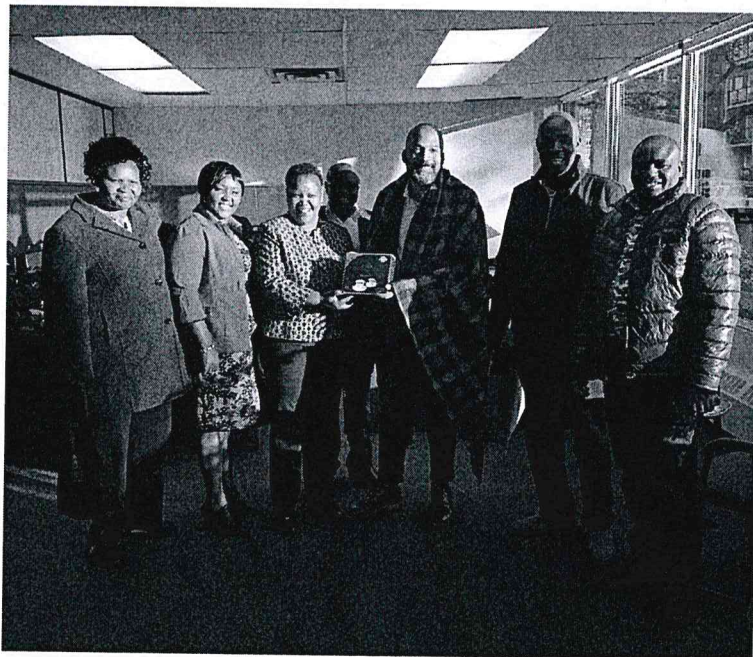
2.4. Meeting with Management of the Legislative Assembly of Alberta

39. The delegation held meetings with the Corporate Services Department; Legal Services Department, Human Resource Departments, Library Services Department, Committee Venues and Broadcast Services Department; and, Security Services department. From these meetings, the delegation drew the following lessons:
- 39.1. The Salaries for MLAs are set by the Member's Services Committee. Salaries for Members of the different Legislative Assemblies in Canada differ.
 - 39.2. The MLAs are entitled to a Committee Sitting Allowance upon attendance.
 - 39.3. The Legislative Assembly has furnished and equipped Committee rooms with screens, audio facilities and demarcated areas for the public which are adjacent to the Committee clerk offices.
 - 39.4. The Legal Services Department plays the role of advisory on legal matters, litigation and corporate duties related to employment contracts for constituency office staff and development lease agreement for the constituency offices.
 - 39.5. The Assembly has an online portal to collect Members details.

- 39.6. The Legislative Assembly Office provides options for payment of constituency expenses either on vendor invoice; personal expense claim or corporate credit cards basis. All expense must have receipts submitted through the online expense and vendor invoice portal.
- 39.7. The Constituency Offices are facilitated with internet (WIFI) for ease of communication with the Legislative Assembly office.
- 39.8. The Assembly undertakes training and development programmes for the Constituency offices employees for better management of the constituency offices.

Visit to Edmonton City Constituency Office

40. The delegation undertook a visit to the Edmonton City Constituency office represented by the Hon. David Shepherd Murray, MLA.
41. The delegation noted that the MLAs have two work stations, first is the Constituency while second is in the Alberta Legislative Building.
42. The Constituency Offices are set up and governed by Legislative Assembly Office and within the constituency the MLA represents.
43. Members of the Legislative Assembly (MLAs) are provided with an annual budget to cover the costs associated with operating and staffing constituency offices. Each Constituency is allocated an annual funding to cater for start-up (only applicable after an election or by-election); constituency office allowance (operational costs); and in-constituency travel allowance for the staff.



Visit to Edmonton City Constituency Office

Visit to Caucus Offices

44. The 30th Alberta Legislative Assembly was constituted after the general election on April 16, 2019. The United Conservative Party, led by Hon. Jason Kenney, MLA won a majority of seats and formed the government. The New Democrats, led by outgoing Premier Hon. Rachel Notley, MLA won the second most seats and formed the official opposition.
45. The United Conservative (Government Caucus) and the New Democrats (Opposition Caucus) parliamentary parties have their respective parliamentary group/caucus facilitated by the Legislative Assembly on matters related to the House. The Parliamentary caucuses are facilitated with office accommodation with meeting rooms; and, technical assistant where they are allocated a budget to employ legislative assistants, compliance officers and research officers.

3. Observations Made by the Delegation

46. From the interactions arising from the meetings above, the delegation made the following observations:
 - (a) The Members Services Committee is the equivalent of the Parliamentary Service Commission
 - (b) The MLAs salaries are regulated by the Members Services Committee.
 - (c) The Budget for the Constituency Office is based on a formula that ensures proportional allocations.
 - (d) Members of the legislative Assembly are entitled to both mileage and a House Allowance.
 - (e) A Member's approval is required on all staff personal expense claims, invoices and recommendations to contract.
 - (f) No amount of the Constituency Allowance is applied to payment for partisan activities or for materials that relate to, reference or promote partisan activities.
 - (g) A constituency office allocation cannot be is for promoting of political party activities; holding party events; conducting election, nomination or leadership campaigns; storing or distributing party material or information; sale of party memberships; or soliciting of financial contributions.
 - (h) There is need to facilitate parliamentary party groupings/ caucuses by providing them with meeting places; offices and technical support.

- (i) There is need to scale up the implementation of a paperless solution with the National Assembly in line with the PSC Strategic Plan, Strategic Objective No. of IV on embracing and implementing an E-Parliament.
- (j) There is need to set up a Gift shop within Parliament that would stock gifts and other promotional.

4. Observations of the Committee

In light of the foregoing and having deliberated on the lessons learnt, the Committee made the following observations-

- (1) There is need to facilitate parliamentary party groupings/ caucuses by providing them with meeting places; offices and technical support.
- (2) There is need to scale up the implementation of a paperless solution with the National Assembly in line with the PSC Strategic Plan, Strategic Objective No. of IV on embracing and implementing an E-Parliament. This would come in handy in times of pandemic.
- (3) There is need to fast-track the proposed establishment of a dedicated TV for a fully dedicated parliamentary channel.
- (4) There is need to set up a well-resourced library within Parliament to boost research work in Parliament.
- (5) There is need to set up a Gift shop within Parliament that would stock gifts and other promotional.
- (6) Members of the legislative Assembly are entitled to both a reimbursable transport allowance to and from their respective constituencies and a House Allowance within Edmonton City.
- (7) The Committees Rooms in the New Multi-Storey Block should be well furnished, equipped with audio visuals and designed with ample space and well-aerated and the Chairpersons and Secretariat's Offices located adjacent to the respective Committee Rooms.
- (8) Members of Parliament whose constituencies fall below sixty (60) kilometers from Parliament should be facilitated with a fixed mileage allowance (reimbursable transport allowance) in discharging their constitutional mandate.
- (9) There is need for enhancing the capacity and personnel establishment of the Constituency/County Liaison Office within Parliament.

5. Recommendations

47. The Committee recommends to the National Assembly that-

- (1) The Parliamentary Service Commission should formulate a policy on facilitating parliamentary party groupings/ caucuses with a view to provide them with meeting places; offices and technical support.
- (2) The Commission should expedite the implementation of a paperless solution within the National Assembly in line with the PSC Strategic Plan, Strategic Objective No. of IV on embracing an E-Parliament.
- (3) The Commission should fast-track the proposed establishment for a fully dedicated parliamentary channel.
- (4) The Commission should expand the current library within Parliament to boost research work in Parliament.
- (5) The Commission should set up a Gift shop within Parliament.
- (6) The Commission should ensure that the Committees Rooms in the New Multi-Storey Block should be well furnished, equipped with audio visuals and designed with ample space and well-aerated and the Chairpersons and Secretariat's Offices located adjacent to the respective Committee Rooms.
- (7) The Commission should facilitate those Members of Parliament whose constituencies fall below sixty (60) kilometers from Parliament to be entitled to a fixed mileage allowance (reimbursable transport allowance) in discharging their constitutional mandate.
- (8) The Commission should consider enhancing the capacity and personnel establishment of the Constituency/County Liaison Office within Parliament.

Signature:

The Hon. Ezekiel Machogu Ombaki, MP

Chairperson/Leader of the Delegation

29/11/2020
Date

APPENDIX I

MINUTES

MINUTES OF THE 18TH SITTING OF THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES HELD IN THE ROYAL SWISS HOTEL IN KISUMU ON MONDAY 21ST SEPTEMBER, 2020 AT 9.00 AM

MEMBERS PRESENT

1. The Hon. Ezekiel Machogu Ombaki, M.P. - **Chairperson**
2. The Hon. (Dr.) Swarup Ranjan Mishra, M.P. - **Vice Chairperson**
3. The Hon. Samwel Moroto Chumel, M.P.
4. The Hon. Charity Kathambi Chepkwony, M.P.
5. The Hon. Christopher Wangaya Aseka, MP
6. The Hon. Elsie Muhanda, MP
7. The Hon. Eng. Nzambia Thuddeus Kithua, MP
8. The Hon. Elisha Odhiambo, MP
9. The Hon. Walter Owino, MP
10. The Hon. Benard Otieno Okoth, MP

MEMBERS ABSENT WITH APOLOGIES

1. The Hon. Generali Nixon Kiprotich Korir, M.P.
2. The Hon. Beatrice Nkatha Nyagah, MP, MP
3. The Hon. Rehema Hassan, M.P.
4. The Hon. Kimani Ichung'wah, M.P.
5. The Hon. Rigathi Gachagua, M.P.

IN ATTENDANCE:

NATIONAL ASSEMBLY

- | | | |
|--------------------------------|---|-----------------------------|
| 1. Mrs. Florence Atenyo-Abonyo | - | Director Committee Services |
| 2. Mr. John Mutega | - | Principal Clerk Assistant I |
| 3. Mr. Paul Gachigua | - | Catering Services Manager |
| 4. Mr. Douglas Katho | - | Clerk Assistant II |
| 5. Ms. Zainabu Wario | - | Serjeant-At-Arms |

MIN. NO. 058/2020:

PRELIMINARIES

The sitting's proceedings commenced with a word of prayer.

MIN. NO. 059/2020:

**CONSIDERATION AND ADOPTION OF THE
NINTH REPORT OF THE COMMITTEE ON
MEMBERS' SERVICES AND FACILITIES ON A
STUDY VISIT TO THE LEGISLATIVE ASSEMBLY
OF ALBERTA, CANADA FROM OCTOBER 14 - 18,
2019**

The Committee considered the report on the study visit to the Legislative Assembly of Alberta and made the following observations-

- (1) There is need to facilitate parliamentary party groupings/ caucuses by providing them with meeting places; offices and technical support.
- (2) There is need to scale up the implementation of a paperless solution with the National Assembly in line with the PSC Strategic Plan, Strategic Objective No. of IV on embracing and implementing an E-Parliament. This would come in handy in times of pandemic.
- (3) There is need to fast-track the proposed establishment of a dedicated TV for a fully dedicated parliamentary channel.
- (4) There is need to set up a well-resourced library within Parliament to boost research work in Parliament.
- (5) There is need to set up a Gift shop within Parliament that would stock gifts and other promotional.
- (6) Members of the legislative Assembly are entitled to both a reimbursable transport allowance to and from their respective constituencies and a House Allowance within Edmonton City.
- (7) The Committees Rooms in the New Multi-Storey Block should be well furnished, equipped with audio visuals and designed with ample space and well-aerated and the Chairpersons and Secretariat's Offices located adjacent to the respective Committee Rooms.
- (8) Members of Parliament whose constituencies fall below sixty (60) kilometers from Parliament should be facilitated with a fixed mileage allowance (reimbursable transport allowance) in discharging their constitutional mandate.
- (9) There is need for enhancing the capacity and personnel establishment of the Constituency/County Liaison Office within Parliament.

The Committee thereafter adopted the report on the study visit to the Legislative Assembly of Alberta with recommendation that-

- (1) The Parliamentary Service Commission should formulate a policy on facilitating parliamentary party groupings/ caucuses with a view to provide them with meeting places; offices and technical support.**
- (2) The Commission should expedite the implementation of a paperless solution within the National Assembly in line with the PSC Strategic Plan, Strategic Objective No. of IV on embracing an E-Parliament.**

- (3) The Commission should fast-track the proposed establishment for a fully dedicated parliamentary channel.
- (4) The Commission should expand the current library within Parliament to boost research work in Parliament.
- (5) The Commission should set up a Gift shop within Parliament.
- (6) The Commission should ensure that the Committees Rooms in the New Multi-Storey Block should be well furnished, equipped with audio visuals and designed with ample space and well-aerated and the Chairpersons and Secretariat's Offices located adjacent to the respective Committee Rooms.
- (7) The Commission should facilitate those Members of Parliament whose constituencies fall below sixty (60) kilometers from Parliament to be entitled to a fixed mileage allowance (reimbursable transport allowance) in discharging their constitutional mandate.
- (8) The Commission should consider enhancing the capacity and personnel establishment of the Constituency/County Liaison Office within Parliament.

MIN. NO. 060/2020: CONSIDERATION AND ADOPTION OF THE SEVENTH REPORT OF THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES ON EFFECTIVE GOVERNANCE AND LEADERSHIP SEMINAR HELD FROM 26TH TO 30TH AUGUST, 2019, IN KUALA LUMPUR, MALAYSIA

The committee considered and adopted its report on the Effective governance and Leadership seminar held in Kuala Lumpur, Malaysia from august 26 – 30, 2019 pursuant to its mandate under standing orders 212B. The Committee made the following recommendations to the National assembly that:-

- (1) Ensures that Parliamentary Committees participate in such international conferences annually to enable the Members of the Parliamentary Committees to interact with other legislative members in order to get more information regarding effective Corporate Governance and Leadership practices;

- (2) undertake, singly or jointly with other relevant organizations, programmes to promote the ideals of parliamentary democracy; and
- (3) Carries out an analysis of training needs of all the Members of Parliament and undertakes to bridge up the gaps where there is need to enable such Members to adequately discharge their constitutional duties of oversight.
- (4) Ensures that the Ethics and Anti-Corruption Commission through its annual reporting pursuant to article 254 of the constitutions adhere to provide a national anti-corruption plan and corruption prevention strategic plan

MIN. NO. 061/2020: ADJOURNMENT

There being no Other Business, the Chairperson adjourned the meeting at 12.10p.m.

SIGNED.....
(CHAIRPERSON)

DATE.....

APPENDIX II PROGRAMME

NO	DATE	TIME	ACTIVITY	ADDRESS	CONTACT PERSON
1	Sunday October 13, 2019	Departures from Nairobi late evening (<i>see attached tickets</i>)			
2	Monday October 14, 2019	Arrivals			
3	Tuesday October 15, 2019	11:00am- 3:00pm	Proposed Cultural Tour	TBD	Mr. Duncan Leung
4	Wednesday October 16, 2019	10:30 a.m.	VIP Tour of the Legislature Building	Legislative Building	Mr. Duncan Leung
		11:15am- 11:45am	Meeting with Speaker Honourable Nathan Cooper	Speaker's Suite	Mr. Duncan Leung
		12:00pm- 13:15pm	Lunch	TBD	Mr. Duncan Leung
		1:15pm- 3:15pm	Meeting with Corporate Services	Foothills Room	Mr. Duncan Leung
		3:15pm- 3:30pm	Meeting with Human Resources Services		Mr. Duncan Leung
		4:00pm- 4:30pm	Meeting with Library Services		Mr. Duncan Leung
		6:15pm- 7:30pm	Dinner hosted by the Hon. Nathan Cooper, Speaker	Capital View Room	Mr. Duncan Leung
5	Thursday October 17, 2019	9:00am- 10:00am	Meeting with Members' Services Committee Members	Legislative Building	Mr. Duncan Leung
		10:15am- 11:15am	Meeting with Committee Services		Mr. Duncan Leung
		11:15am- 12:00pm	Meeting with Committee Services & Tour of 2 nd Floor Venues, Visitor Centre & Alberta Branded Store		Mr. Duncan Leung
		12:00pm- 13:15pm	Lunch	Capital View Room	Mr. Duncan Leung
		1:15pm- 3:00pm	Attend Chamber Proceedings &	Galleries	Mr. Duncan Leung


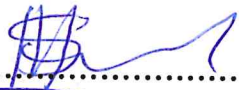
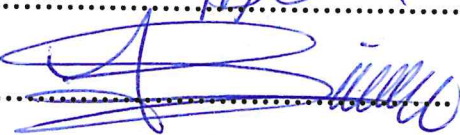


			Introduction to the House		
		6:15pm-7:30pm	Dinner hosted by the Hon. Kaycee Madu, Minister of Municipal Affairs, Government of Alberta	TBD	Mr. Duncan Leung
6	Friday October 18, 2019	8:30am-12:00pm	Visit Constituency Office Tour of Caucus Spaces (Government & Opposition)	TBC	Mr. Duncan Leung
7	Saturday October 19, 2019	Free			
8	Sunday October 20, 2019	Departures as per attached tickets Departures from Edmonton, Canada late afternoon (<i>see attached tickets</i>)			

<p>Mr. Duggan Leong</p>	<p>TBD</p>	<p>Dinner hosted by the Hon. Kaye L. Hing Minister of Municipal Affairs, Government of Alberta</p>	<p>6:15pm- 7:30pm</p>	<p>Director of the House</p>
<p>Mr. Duggan Leong</p>	<p>TBD</p>	<p>Visit Continuity Office (Tour of Cancer Space (Government & Opposition)</p>	<p>8:30am- 12:00pm</p>	<p>Friday October 18, 2019</p>

APPENDIX III

ADOPTION LIST OF THE NINTH REPORT OF THE SELECT COMMITTEE ON MEMBERS' SERVICES AND FACILITIES ON A STUDY VISIT TO THE LEGISLATIVE ASSEMBLY OF ALBERTA FROM OCTOBER 14 TO 18, 2019

On this 21st day of September, 2020, the Honourable Members of the Select Committee on Members' Services and Facilities do hereby affix their signatures to this Report on a study visit to the Legislative Assembly of Alberta, Canada held from October 14 to 18, 2019 to affirm their adoption for consideration by the House-

1. The Hon. Ezekiel Machogu Ombaki, M.P. **Chairperson**.....
2. The Hon. (Dr. Swarup Mishra, MP -**Vice Chairperson**
3. The Hon. Kimani Ichungw'ah, CBS, MP
4. The Hon. Beatrice Nkatha Nyaga, HSC, MP.....
5. The Hon. Samwel Moroto Chumel, MP.....
6. The Hon. Walter Owino, MP.....
7. The Hon. Rigathi Gachagua, MP
8. The Hon. (Eng.) Nzambia Thuddeus Kithua, MP
9. The Hon. Charity Kathambi Chepkwony, MP.....
10. The Hon. Christopher Wangaya Aseka, MP.....
11. The Hon. Elisha Odhiambo, MP
12. The Hon. Elsie Muhanda, MP
13. The Hon. Generalli Nixon Korir, MP.....
14. The Hon. Rehema Hassan, MP
15. The Hon. Bernard Okoth, MP.....

ADOPTION LIST OF THE NINTH REPORT OF THE SELECT COMMITTEE ON
MEMBERS' SERVICES AND FACILITIES ON A STUDY VISIT TO THE LEGISLATIVE
ASSEMBLY OF ALBERTA FROM OCTOBER 14 TO 18, 2019

On the 31st day of September, 2020, the Honorable Members of the Select Committee on
Members' Services and Facilities do hereby affix their signatures to this Report on a study visit to
the Legislative Assembly of Alberta, Canada held from October 14 to 18, 2019 to affirm the

signature for the Honorable Member, Mr. [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]

The Hon. (Mr.) [Name] [Signature]