

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

DRAFT CPST REGULATIONS

(Approved by the Commission on 19th March, 2025)

PARLIAMENT BUILDINGS,
NAIROBI

MARCH, 2025

LEGAL NOTICE NO.....

THE PARLIAMENTARY SERVICE ACT
(Cap. 186)

IN EXERCISE of the powers conferred by section 41 of the Parliamentary Service Act, the Parliamentary Service Commission makes the following Regulations—

**THE PARLIAMENTARY SERVICE (CENTRE FOR PARLIAMENTARY STUDIES
AND TRAINING) REGULATIONS, 2024**

PART I—PRELIMINARY

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| Citation. | 1. These Regulations may be cited as the Parliamentary Service (Centre for Parliamentary Studies and Training) Regulations, 2024. |
| Interpretation. | 2. In these Regulations, unless the context otherwise requires— |
| Cap. 186 | “Act” means the Parliamentary Service Act; |
| | “Board” means the Board of the Centre constituted in accordance with regulation 5; |
| | “Centre” means the Centre for Parliamentary Studies and Training established under regulation 3; |
| | “Commission” means the Parliamentary Service Commission established under Article 127 of the Constitution; |
| | “Executive Director” means the Executive Director of the Centre; and |
| | “financial year” means a period of twelve months ending on the 30 th June in each year. |

PART II—ESTABLISHMENT AND FUNCTIONS OF THE CENTRE

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| Establishment of the Centre. | 3. (1) Pursuant to section 34(1) of the Act, there is established a centre to be known as the Centre for Parliamentary Studies and Training. |
| | (2) The offices of the Centre shall be offices in the parliamentary service. |
| Functions of the Centre | 4. Pursuant to section 34(2)(d) of the Act, the additional functions of the Centre shall be to— |
| | (a) conduct courses for the exposition and enhancement of the knowledge, skills and experience of members and staff of Parliament, county assemblies and other stakeholders; |
| | (b) conduct courses on parliamentary matters to other persons as may be approved by the Board; |
| | (c) provide directly, or in collaboration with other recognized institutions, facilities for parliamentary research, studies and training; |
| | (d) participate in the preservation and transmission of parliamentary knowledge |

- (e) conduct examinations for, and grant, academic awards and certificates as may be necessary;
- (f) contribute to the effective and efficient execution by Parliament of its roles and functions in democratic governance;
- (g) prepare modules of training on legislation, representation and the oversight roles of Parliament, in collaboration with the National Assembly and the Senate, county assemblies, other national or supranational Parliaments, and other centres or institutes executing similar mandates.

PART III—ADMINISTRATION OF THE CENTRE

Board of the
Centre.

5. (1) There is established a Board for the Centre which shall consist of the following members—

- (a) six members of the Commission, one of whom shall be the chairperson;
- (b) the Clerk of the National Assembly;
- (c) the Clerk of the Senate; and
- (d) the Director-General of the Parliamentary Joint Services.

(2) The Board shall be responsible for the policy direction of the Centre, and shall promote the best interests of the Centre and Parliament.

(3) A member of the Board, or of a committee of the Board, shall be paid such allowances as shall be determined by the Commission.

Quorum.

6. (1) The quorum for the conduct of the business of the Board shall be three members, consisting of—

- (a) the chairperson of the Board, or a member appointed to preside under sub-regulation (2);
- (b) one other member appointed under regulation 5(1)(b); and
- (c) any other member of the Board.

(2) The chairperson of the Board shall preside at the meetings of the Board and in the absence of the chairperson, the members present at a meeting shall appoint a person to preside from among the members appointed under regulation 5(1)(b).

(3) Except as provided for in sub-regulation (1), the Board may regulate its own procedure.

Voting by the
Board.

7. (1) The Board shall endeavor to reach every decision by consensus.

(2) Where on any matter a consensus cannot be obtained, the decision of the Board shall require the concurrence of the majority of the members present.

Committees of
the Board.

8. (1) The Board may, with the prior approval of the Commission, establish such committees as are necessary for the performance of the functions of the Board under the Act and these Regulations.

(2) The Board may, with the prior approval of the Commission, co-opt a person who has knowledge, skills and experience in public or parliamentary affairs, research, capacity building or training to any of the committees established under sub-regulation (1), for a period not exceeding three months.

The Executive
Director.

9. (1) There shall be an Executive Director of the Centre who shall be appointed by the Commission.

(2) Pursuant to section 34(4) of the Act, the provisions of section 26 of the Act shall apply to the Executive Director with necessary modifications.

(3) The Executive Director shall be responsible to the Commission through the Board and shall—

- (a) be an employee of the parliamentary service; and
- (b) be the Secretary to the Board.

Qualifications of the Executive Director.

10. (1) The Commission shall, through an open transparent competitive recruitment process, appoint a suitably qualified person to be the Executive Director of the Centre

(2) A person shall be qualified for appointment as the Executive Director of the Centre if the person —

- (a) is a citizen of Kenya;
- (b) holds a doctorate degree from a university recognized in Kenya;
- (c) has had an overall working experience of eighteen years, ten of which being at management level; and
- (d) has evidence of at least three published articles in reputable publications.

Administrative powers of the Executive Director.

11. Pursuant to section 34(4), as read with section 28, of the Act, the Executive Director shall be responsible for—

- (a) the day-to-day management and functioning of the Centre;
- (b) the execution of the Commission's resolutions relating to the Centre;
- (c) the preparation and submission of the programmes necessary for the achievement of the mandate of the Centre for approval by the Board and the Commission.

Staff of the Centre.

12. The Commission may, upon request by the Centre, deploy to the Centre such number of staff as may be required for the efficient discharge of the functions of the Centre under these Regulations.

PART IV—FINANCIAL PROVISIONS

Funds of the Centre.

13. (1) The Centre shall derive its funds from the budget of the Commission prepared pursuant to Article 127(5)(c) of the Constitution and approved by the National Assembly pursuant to Article 221(6) of the Constitution.

(2) Without prejudice to subsection (1), there may be made for purposes of the Centre such grants, gifts, donations or bequests towards achievements of the objects of the Centre.

(3) Any grant, gifts, donations or bequests made on any condition that the Centre, the Commission or Parliament performs any function or discharges any duty or obligation other than duties under the Constitution and this Act, shall not be accepted.

Bank account.

Cap. 112A

14. (1) The Commission may, upon request by the Board, cause to be opened a bank account in the name of the Centre, in accordance with the Public Finance Management Act.

(2) The signatories to a bank account of the Centre opened pursuant to sub-regulation (1) shall be—

- (a) the Executive Director;
- (b) the Accounting Officer of the Accounting Unit under which the Centre is domiciled;
- (c) the Director of Finance and Accounting Services; and
- (d) the Secretary to the Commission,

and the Executive Director and the Secretary to the Commission shall be mandatory signatories.

Accounts.

15. (1) The Board shall cause to be kept proper books and records of accounts of the income, expenditure and assets of the Centre.

(2) Within a period of three months after the end of each financial year, the Board shall cause to be prepared—

- (a) a statement of the income and expenditure of the Centre during that year; and
- (b) a balance sheet of the Centre on the last day of that year.

Audit.

16. The accounts of the Centre shall be audited and reported upon annually in accordance with the Public Audit Act, 2015.

No. 34 of 2015.

PART V—MISCELLANEOUS PROVISIONS

Fees and charges.

17. The Centre may impose —

- (a) fees for the courses, workshops, and programmes conducted by the Centre; and
- (b) charges for services and facilities offered by the Centre.

Signing of documents.

18. (1) All documents and certificates issued by the Centre, and all decisions of the Centre, shall be signified by the hand of the Executive Director.

(2) Sub-regulation (1) shall not apply to documents which are, by law, required to be under seal.

Revocation of L.N. 95 of 2011.

19. The Parliamentary Service (Centre for Parliamentary Studies and Training) Regulations, 2011 are hereby revoked.

Savings and transition.

20. (1) The Centre for Parliamentary Studies and Training established under the Parliamentary Service (Centre for Parliamentary Studies and Training) Regulations, 2011 (now revoked) existing immediately before the commencement of these Regulations, shall be deemed to continue its existence under these Regulations.

(2) The members of the Board and staff who are in office immediately before the commencement of these Regulations shall be deemed to have been appointed or deployed pursuant to the provisions of these Regulations, and shall continue serving for the remainder of their respective terms, in case of members, and as per their letters of appointment, in the case of staff.

(3) Any act done, or certificate issued, by the Centre for Parliamentary Studies and Training established under the Parliamentary Service (Centre for Parliamentary Studies and Training) Regulations, 2011 (now revoked) existing immediately before the commencement of these Regulations shall be deemed to have been done by or issued by the Centre under the provisions of these Regulations.

Dated the 2024

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Chairperson, Parliamentary Service Commission.