



**Kenya Association for Public Administration & Management (KAPAM)**

**2<sup>ND</sup> QUARTER 2010 POINTS OF CONTACT MEETING**

# **REPORT**

**Meeting Held on 08<sup>th</sup> April 2010 at**

**Kenya Institute of Administration Syndicate Room I**

***APRIL 2010***

## **EXECUTIVE SUMMARY**

The central role a public manager plays in the modern society requires one to be in touch with new ideas, share his/her experiences and learn from others. For this reason, the Kenya Association of Public Administration and Management (KAPAM) held its second quarterly meeting with KAPAM's POCs at the Kenya Institute of Administration (KIA) conference centre syndicate Room 1 on 8<sup>th</sup> April, 2010. In line with the overall objectives of KAPAM, this meeting sought to familiarize the POCs, with their roles, KAPAM's objectives and KAPAM's network with other organizations.

The meeting resolved that Points of Contact are key in the registration of new members at job group "K" and above, marketing and sensitizing public servants in their respective ministries about KAPAM's activities. It was noted that KAPAM, presents an opportunity for public servants to share ideas, benchmark innovations within their ministries in line with better practices and compete for recognition awards locally and internationally. Thus, as a professional body, KAPAM raises members' reputation by virtue of their membership.

With regard to the way forward, it was noted that POCs take a leading role in the activities of KAPAM especially in the recruitment drives in their ministries. It was observed that corporate membership of KAPAM is below bar and efforts have to be put to increase their membership. A proposal was floated that for KAPAM's activities to be streamlined, a permanent secretariat based at KIA be established to serve as a point of reference. The meeting ended with a challenge for members to think of the ideas that they would like to share with others in form of presentations for the July, 2010 KAPAM conference.

This report therefore, presents an introduction, deliberations, way forward and conclusion given during the meeting.

## **PART 1: GENERAL INTRODUCTION**

### **1.0 Introduction**

The Points of Contact (POCs) are the KAPAM's point men/women in the Ministries/State Corporations. To date, 35 POCs have been appointed by their respective Permanent Secretaries (PSs). Quarterly meetings are scheduled in the first week of every quarter at the Kenya Institute of Administration (KIA) to review the progress and chart the way forward. The first meeting was held on 4<sup>th</sup> March 2010. This report is an account of the second Quarterly meeting at the KIA on 08<sup>th</sup> April 2010. The report covers an introduction, deliberations, and recommendations and the way forward at the meeting attended by 28 POCs.

### **1.1 Opening Remarks**

As a professional body, KAPAM serves as a venue for public administrators and managers to air and share ideas on how best to improve the public service. In line with this understanding, the objectives of the meeting held on 8<sup>th</sup> April, 2010 at KIA Conference Centre Syndicate room 1, included:

- Keeping abreast of the progress of KAPAM 2010 activities;
- Review KAPAM's performance during the second public lecture held on 25<sup>th</sup> March 2010;
- Reviewing the progress of KAPAM recruitment drive;
- Planning for the one day KAPAM Conference in July, 2010, and
- Sharing ideas on how KAPAM can be improved.

The expected outcomes of the meeting were:

- Commitment of KAPAM's POCs to its activities;
- Sensitize POCs on KAPAM's achievements and challenges;
- Remind POCs of their roles and responsibilities in coordinating KAPAM's activities within their agencies/ministries;
- Address lingering issues about KAPAM's operations, and
- Reactivate membership recruitment drives through POCs.

Upon enumerating the above objectives, Mrs. Masya, KAPAM Organizing Committee Chairperson acknowledged attendance of the POCs who later introduced themselves. She

also drew the POCs' attention to the Programme for the day (Annex II). Mrs Masya particularly took cognizance of the presence of the Permanent Secretary (PS), Ministry of State for Public Service (MSPS), Mr Titus M Ndambuki who is also the Vice Chairman of KAPAM and the Deputy Director, KIA, Mr Elijah K Wachira. Thereafter, she welcomed Mr. Elijah Wachira to give his remarks and invite the PS, Mr. Ndambuki to address the members and chair the session.

On behalf of the Director, KIA, Mr. Wachira welcomed the POCs to KIA which he equated to their home. He noted that it was an honor for public servants to work for KAPAM which is professional body. He reminded them that in this era where customers are knowledgeable, know their rights and demand quality services, public servants must act professionally as emphasized by KAPAM in service delivery.

Mr wachira reiterated that through KAPAM we can reach all ministries, improve and build the capacity of public institutions. He noted that through the efforts and guidance of the PS, Mr Ndambuki and the PS, Head of Public Service and Secretary to the Cabinet, Amb. Francis Muthaura who is also KAPAM's chairman, have been instrumental in the launch of KAPAM as an AAPAM Chapter. In this regard, he noted that the PS appropriately spearhead the objectives of KAPAM and finally invited him to make his remarks.

## **2.0 Remarks by the PS Mr. Titus M. Ndambuki's, Vice Chairman, KAPAM**

In his remarks (Annex I), the PS was Mr. Ndambuki, thanked the POCs and congratulated them on their appointment to serve KAPAM. His speech centered on five key issues: A brief history of KAPAM and its network; KAPAM's objectives; the role of the POCs; KAPAM's key achievements, and a response to issues raised in the previous meeting.

The PS made reference to the 1<sup>st</sup> meeting held on 4<sup>th</sup> March, 2010 at the same venue, in underscoring the vital role of POCs and emphasized the essence of maintaining continuity

and the POC's committing themselves to attend meetings in person instead of delegating such duty to other people.

The PS narrated a brief history of KAPAM which is a Chapter of the African Association for Public Administrators and Managers (AAPAM). The body serves as a meeting place for members of various Public Services in Africa. Its secretariat is located at Britak House, Upper Hill, Nairobi, Kenya. But, before relocation here the secretariat was in Addis Ababa, Ethiopia. He also outlined AAPAM's current organizational structure as:

- President is the Tlohang Tsekhamane, Head of Public service of the Republic of Lesotho;
- Deputy President is Mr. Joe D. Issajar, Head of Ghana Civil service;
- Vice President of Central Africa is Dr. Finlay Samadoh, from Cameroon;
- Vice President of East Africa is Mr. Titus M. Ndambuki, PS Ministry of State for Public Service, Kenya;
- Vice President of North Africa, is H.E Deng Chuol Malang;
- Vice President, Southern Africa is Ms Madondo Monde C. Yeta, PS Cabinet Office in Gender in Development Division, Zambia, and
- Vice President Western Region's position is currently vacant.

The PS, Mr Ndambuki reminded POC that KAPAM has good networks with other international organizations such as the Commonwealth Association for Public Administration and Management (CAPAM) and the Institute of Public Administration and Management of Canada (IPAC). He noted that IPAC was instrumental in organizing the Conference of African Ministers Public/civil Services (CAMPS) workshop that was held in Mombasa last year.

Further, the PS noted that CAMPS is forum where KAPAM contributes on issues of capacity building; public administration, management and corruption are discussed. The Minister, MSPS, Hon. Dalmas Otieno Anyango is the current chair. In this forum, Egypt champions ICT matters, Kenya and Nigeria spearhead HR issues while, South Africa handles capacity building and training. The moral of this narration was to show the POCs the seriousness of KAPAM as a professional body through which its members stand to gain.

With regard to KAPAM's objectives, the PS enumerated them as to:

- Foster the networking of association, organizations and individuals interested in the progress of public administration and management;
- Facilitates the creation and maintenance of the tradition of providing administrators, managers, academia and institutions with an opportunity to exchange ideas and experiences on the best practices in public administration and management;
- Promotes professionalism and management, adopting more effective and harmonious administrative and management systems and practices;
- Promotes research, documentation and dissemination of information on innovative strategies for improving public administration and management, and
- Fosters relations with international and national bodies and organizations interested in the study and practice of public administration and management.

The PS listed the roles of POCs as follows:

- Briefing their respective PSs on the purpose and benefits of KAPAM;
- Disseminating KAPAM information to senior public officers in the ministries and state corporations under the respective ministry;
- Recruiting KAPAM members from the public service in job group "K" and above;
- Coordinating KAPAM's calendar of events in their ministries or state corporations, and
- Encouraging their PSs to pay KAPAM's membership fees for at least four (4) senior officers.

Mr. Ndambuki enumerated KAPAM's key achievements as follows:

- Registration of KAPAM as an Association on 2<sup>nd</sup> Dec 2007 launch in December, 2007;
- Held 1<sup>st</sup> Public lecture March, 2009 on "*The Role of Public Administration and Management in National Development*" by Mr. Joseph Rugumyaheto where 466 participants attended;
- Commissioned a research on "*Public Sector Motivation*" whose draft report is complete, but the findings will soon be disseminated to the public service;
- Participation in the 31<sup>st</sup> AAAPAM Roundtable Conference held on 21<sup>st</sup> – 25<sup>th</sup> September, 2009 at KIA, Nairobi Kenya;
- POCs appointed from respective Ministries/departments to drive KAPAM's activities;
- Recruitment of nine (9) corporate and over 100 individual members which is ongoing, and
- Held 2<sup>nd</sup> lecture, in March, 2010 on: "*Values-Based Leadership in the Public Service*" by Prof. Stephen Adei where 460 participants attended.

Finally, the PS, Mr. Ndambuki responded to some concerns that had been raised during KAPAM's 1<sup>st</sup> POCs: Reacting to the request to lower students' registration fee, the PS noted that the current registration fee of Ksh. 2,400 and an annual subscription of Ksh 1,600 was reasonable thus, ought not be changed for now. On the payment of registration fee for POCs, the PS urged members to register as members of KAPAM and hoped that their respective PSs will pay their registration fees. On whether members of other professional bodies can join KAPAM, the PS was affirmative and noted that membership to KAPAM does not require one to sit for an examination or have other qualifications other than being in job group "K" and above. The PS also noted that in July 2010, all registered members will be provided with badges and certificates during the upcoming conference. Further, some honorary members will be identified by the executive committee.

### **Plenary session and the Way Forward**

Participants raised the following issues to improve KAPAM's operations:

- i) In relation to KAPAM's current operational structure, participants noted that since the Association provides members with an opportunity to share experiences from practice, they observed that there is need to create a secretariat to run KAPAM's affairs and also serve as a point of reference. In response, the (PS) informed them that the recruitment of a program officer to be based at KIA was in progress.
- ii) With regard to membership, participants agreed that the PSs should pay for at least four (4) members from each Ministry or State Corporation was counter-productive since some of them are willing to pay for more members. The chair obliged to this suggestion.
- iii) To streamline KAPAM's operations in the ministries and for budgeting purposes, members agreed that KAPAM's issues ought to be looked at broadly so that they are captured in ministerial plans. This could be bolstered by a statement from KAPAM's national chairman

- iv) With regard to marketing KAPAM, participants agreed that there is need for an active sensitization exercise under the guidance of POCs at the ministerial level. It was suggested that sensitization of the Association would be done during other routine/ordinary meetings at both the headquarters and the district level.
- v) Participants requested that a small team be formed to work on KAPAM's *Strategic Plan* highlighting what needs to be done for purposes of uniformity, and to help POCs align their ministerial needs and KAPAM's activities. Such a document, it was noted will also serve as a point of reference. In affirmative, the chair agreed to task the executive committee to bring together POCs to work on a one-two year program for KAPAM.
- vi) On attendance to the meetings by POCs it was recommended that they attend meetings in person as scheduled without delegating the task. The chair stressed the need for consistency in attendance of all scheduled meetings by the POCs so that when finally they are left on their own to run KAPAM's affairs in their ministries, they will be familiar with what is expected of them.
- vii) In reference to the upcoming KAPAM's conference scheduled for July, 2010, participants were informed that the exact date themes and sub-themes had not been decided upon. Participants were given a list of topics proposed by the KAPAM Organizing Committee and asked to pick or add a topic that they felt needed to be addressed. Participants were given one week to send the chosen topic to be addressed at the Conference to Jane Mwangi, KIA on e-mails: [jane.mwangi@kia.ac.ke](mailto:jane.mwangi@kia.ac.ke) or [mwangijwj@yahoo.com](mailto:mwangijwj@yahoo.com)
- viii) Participants were reminded that their POC meetings were scheduled on the 1<sup>st</sup> Thursday of every quarter in the calendar year. They were asked to book those dates in their diaries.
- ix) Lastly, participants concluded that KAPAM should serve as an avenue for recognizing the best performers in the ministries. Members agreed that a criterion for recognizing best performers and innovations be developed for purposes of awarding tokens or certificate of excellence. In response, the chair noted that annually, ministries are

asked to forward names of best performers or innovations within their organizations for recognition but, this request is seldom heeded to. He also underscored the fact that in the public service, there exist a unit of innovations whose aim is to encourage transformation of the public service. Further, he lamented that although avenues exist and information is provided for the ministries to compete, there appears to be communication breakdown which worsens as one moves down the hierarchy.

### **Conclusion**

At the close of the discussion, it was agreed that all relevant literature on be posted on the website: [www@kia.ac.ke](http://www@kia.ac.ke) for ease of reference. In summing up the day's deliberations, it was noted that KAPAM is an association for all public servants who must make every effort to be members and to actively participate in it. POCs were thus tasked to develop affectionate commitment to the ideals of KAPAM. The next meeting for the 3rd quarter will be on Thursday 8<sup>th</sup> July 2010, starting at 10.00 am at the same venue.

## **ANNEX 1: TALKING NOTES BY MR. TITUS M. NDAMBUKI, CBS, PERMANENT SECRETARY, MINISTRY OF STATE FOR PUBLIC SERVICE DURING THE MEETING FOR KAPAM POINT OF CONTACT AT THE KENYA INSTITUTE OF ADMINISTRATION**

### **Ladies and gentlemen,**

It gives me great pleasure to welcome you all to the 2<sup>nd</sup> KAPAM meeting for point of contacts.

I was informed that you held a successful meeting on 4<sup>th</sup> march 2010 where the objectives, purposes and benefits of KAPAM were clearly articulated to you.

Let us remind ourselves on the KAPAM objectives and the important role played by KAPAM contact persons in the ministries/departments.

### **KAPAM objectives**

- To foster the networking of associations, organizations and individuals interested in the progress of public administration and management;
- To facilitate the creation and maintaining the tradition of providing administrators, managers, academia and institutions with an opportunity to exchange ideas and experiences on the best practices in public administration and management;
- To promote professionalism and management, adopting more effective and harmonious administrative and management systems and practices;
- To promote research, documentation and dissemination of information on innovative strategies for improving public administration and management; and
- To foster relations with international and national bodies and organizations interested in the study and practice of public administration and management.

### **Role of the point of contacts**

Your roles as the point of contacts among others include:

- To brief your respective permanent secretaries on the purpose and benefits of KAPAM;
- Disseminate KAPAM information to senior public officers in the ministries and state corporations under the respective ministry;
- Recruit KAPAM members from the public service in job group "k" and above;
- Coordinate KAPAM calendar of events in your ministries and state corporations; and

- To encourage the permanent secretaries to pay for at least four officers for KAPAM membership.

### **Key achievements**

- Registering the Association on 2<sup>nd</sup> December and launch on 7<sup>th</sup> December 2007;
- 1<sup>st</sup> public lecture, March, 2009 on, "*role of public administration and management in national development*" by Mr. Joseph Rugumyaheto. Four hundred and sixty six (466) participants attended;
- Commissioned research on "*public service motivation*" whose report is ready, but is yet to be disseminated to the public service;
- Participation KAPAM's members in the 31<sup>st</sup> AAPAM Round Table Conference held on 21<sup>st</sup> to 25<sup>th</sup> September, 2009 in Kenya;
- KAPAM point of contacts appointed by Ministries/Departments;
- Recruited seven (9) corporate and over one hundred (100) individual members; and
- 2<sup>nd</sup> public lecture, March 2010 on "*Values-based leadership in the public service.*" By prof. Stephen Adei. Four hundred and sixty (460) participants attended.

### **Concerns raised in 1<sup>st</sup> meeting**

I was informed that during your 1<sup>st</sup> meeting you raised several questions and i will attempt to respond to some of them:

- Issues were raised on registration and subscription fee for students which is kshs.2,400 and 1,600 respectively. It was agreed that this fee remains as it is;
- There was also concern on payment for point of contacts membership. On this issue I wish to urge you as senior public officers to register as members of this professional body and I hope that your permanent secretaries will support your membership by paying annual subscription. Membership to professional association is an added advantage especially when one attends interviews;
- Members of other profession bodies are free to join KAPAM;
- Membership to KAPAM does not require examinations or qualifications. All public servants at job group "k" and above are eligible for membership.

- Registered members will be provided with badges and certificates in July during the one day conference;
- Honorary members will be identified by the executive committee; and
- Procedures for registration and subscription details are available at the KAPAM office at KIA and also on the website address [www.kia.ac.ke](http://www.kia.ac.ke).

Finally, I request you all to be good ambassadors of KAPAM and market the association in the public service by convening sensitization forums in both the headquarters and the provinces/districts. Also encourage public officers to register as members and participate in all the KAPAM activities.

I wish you all success as we thrive to KAPAM to be the best professional association.

**Thank you.**

## ANNEX 2: PROGRAMME FOR SECOND POINTS OF CONTACT MEETING

MC: Mrs Rose Masya

TIME	EVENT	RESPONSIBLE
10.00 am	➤ Arrival, Registration & Tea	Mrs. Jane Mwangi <b>(KIA)</b>
10.30 am	➤ Video – KAPAM Public Lecture, 2010	Dr Bagaka Obuya <b>(KIA)</b>
11.00 – 11.05 am	➤ Opening Prayer	Mrs. Elizabeth Chege <b>(HRD)</b>
11.05 – 11.15 am	➤ Introductions & Objectives for the meeting	Mrs Rose Masya <b>(PPRRB)</b>
11.15 – 11.25 am	➤ Welcome remarks	Mr Elijah Wachira <b>(KIA)</b>
11.25 – 11.30 am	➤ Speech Vice Chairman, KAPAM	Mr Titus Ndambuki, CBS <b>(PS, MSPS)</b>
11.30 –12.00 noon	➤ Plenary Session	Mr. Simon Rotich (PSC)
12.00 -12.20 pm	➤ Vote of thanks	Point of Contact
12.20 –12.25 pm	➤ Closing prayers	Mrs. Agnes Gatere <b>(TSC)</b>
12.30 pm	<b>LUNCH</b>	<b>KIA</b>

Rapporteurs: Ms Caroline Musasia and Dr. Bagaka Obuya

**ANNEX 2: KAPAM MINISTERIAL POINTS OF CONTACT ATTENDANCE LIST – NOMINAL ROLL**

	<b>NAME</b>	<b>DESIGNATION</b>	<b>ORGANIZATION</b>	<b>STATION</b>	<b>EMAIL ADDRESS</b>	<b>CELLPHONE</b>
1.	Abdul Murasserah	DA/ Housing	Ministry of Housing	HQs	amwasserah@housing.go.ke	0722 776158
2.	Anne Mwaniki	PHRNO	PCD	KICC	agmwaniki46@yahoo.com	
3.	Philip Langat	DS	Ministry of Information and Communication	Teleposta		0722 861425
4.	R M Nderitu	SAP	Ministry of State for Development of Northern Kenya & Arid Lands	HQs	nderitusm@yahoo.com	0724 413388
5.	K Marangu	DD/HRM	Ministry of State for Special Programmes	HQs	mercymarangu@yahoo.com	0721 329627
6.	A A Adan	DS/D	Ministry of Medical Services	HQs		0726 635313
7.	S E Oreta	SDS	Ministry of Higher Education Science and Technology	Nairobi	oreta@scienceandtechnology.go.ke	
8.	David Njoka	DD/HRM	Ministry of Agriculture	NBI	olenjoka@yahoo.com	
9.	J H O Ouma	SDS	Ministry of Water & Irrigation	Nairobi		
10.	Joseph K. Keter	SDS	Ministry of State for Immigration & Registration of Persons	Nairobi	joecketer@yahoo.co.uk	
11.	Dr Obuya Bagaka	SPL	Kenya Institute of Administration	Nairobi	obuyayah@yahoo.com	
12.	Stella Lagat	SLO/SAS	State Law Office	Nairobi	scsoy@yahoo.co.uk	
13.	Karoli Ooko	DA	Ministry of Lands	Nairobi	krlooko@yahoo.com	
14.	Lawrence Mwadime	DA	Ministry of Forestry and Wildlife	Nairobi	mwadimel@yahoo.com	
15.	Joseph K. Ndathi	DA	Ministry of Foreign Affairs	Nairobi	jndathi@mfa.go.ke	0721 894485
16.	Boniface Simba	US	Ministry of Livestock Development	Nairobi	simbaboniface@yahoo.com	0722 778912
17.	Benson Mugo	US	Ministry of Gender, Children & Social Development	Nairobi	mmugoben@yahoo.com	0722 266136
18.	Joseph C Kimutai	CHRMO	Ministry of State for Defence	Nairobi	11at82@yahoo.com	0722 497603
19.	Paul G Ngatia	SDS	Ministry of Education	Nyayo Hse	ngatia_paul@yahoo.com	0722 730082
20.	Joseph M Wambua	Principal	Ministry of Public Works	Naitobi	jwambua@treasury.go.ke	0722 649104

		Economist				
21.	Fred Mwangi	SDS	Ministry of Labour	NSSF HQs		0720 392618
22.	Jonathan Soi	SDS	Ministry of Youth Affairs & Sports	KENCOM Hse		0711 671860
23.	Anastasia C M Odhiambo	Ag. DS	Office of the Deputy Prime Minister & Ministry of Local Government	HQs Jogoo Hse	acmagoma@yahoo.com	0724 282129

### ORGANIZING COMMITTEE NOMINAL ROLL

1.	Simon Rotich	SDS	Public Service Commission	Nairobi	skrotich@publicservice.go.ke	0722 526494
2.	Agnes Gatere	ADS	Teachers Service Commission	Nairobi	agnesgatere@yahoo.com	
3.	Joseph Irungu	Director	Min of State for Provincial Adm	Nairobi		
4.	Jane W J Mwangi	SPL/HOD	Kenya Institute of Administration	KIA		
5.	Rose K Maasya	DD/PPRB	Ministry of State for Public Service	OOP		
6.	Caroline Musasia	PRO	Ministry of State for Public Service	OOP		
7.	Elizabeth W Chege	Ag Senior Asst. Director, MSPS	MSPS, HRD	KICC		
8.	Wanjiru Kang'ara	CCO, KIA	Kenya Institute of Administration	KIA		
9.	Margaret K Muia	Ag Senior Asst. Director, MSPS	MSPS, HRD	KICC	kmuias@yahoo.com	0722 796649