



KENYA NATIONAL BUREAU OF STATISTICS

PROGRESS REPORT

Kenya Household Master Sample Frame

JANUARY 2024

PREFACE

The Kenya National Bureau of Statistics (KNBS), as mandated by the Statistics Act of 2006, is responsible for creating and maintaining a household-based master sampling frame, a vital statistical infrastructure for conducting household-based sample surveys. The frame is developed after every population and housing census to align it with changes in population structure, administrative structure and the population spatial distribution.

A sampling frame is essential for KNBS to fulfil its statistical obligation of generating high-quality statistics through sample surveys. Additionally, the frame serves as a valuable resource for various governmental ministries, departments, agencies, and other KNBS stakeholders to undertake sample surveys for evidence-based policy formulation and monitoring.

Following the 2019 Kenya Population and Housing Census, the Bureau initiated the design and developing the Kenya Household Master Sample Frame (K-HMSF). K-HMSF is an improvement from the previous frames because it has four expanded components / sub-frames, thereby reducing respondent fatigue by minimizing the risk of selecting the same units multiple times and. In addition, the frame development has embraced technology through the utilization of Computer Assisted Personal Interviewing (CAPI), which is integrated with interactive maps thereby facilitating the creation of a geospatial database. This technological advancement has significantly enhanced the accuracy and efficiency of the frame.

Given the size of the frame, its development has been done in phases and so far, three phases have been implemented. The first and second phases were split into four and two cycles respectively while the third phase was implemented in one cycle. A total of 7,410 clusters were successfully developed in the three phases. The digitized maps for these clusters have also been developed. Eventually, the digitized maps will be integrated with the household listing data to produce a geospatial database for the K-HMSF.



BENJAMIN AVUSEVWA
DIRECTOR, STATISTICAL COORDINATION AND METHODS

Table of Contents

PREFACE	i
LIST OF ACRONYMS.....	iii
1. Introduction.....	1
2. Kenya Household Master Sample Frame (K-HMSF).....	2
2.1. Justification for conducting K-HMSF development.....	2
2.2. Objectives	3
2.3. Design of K-HMSF.....	3
3. Implementation of K-HMSF	4
3.1. Introduction.....	4
3.2. Personnel.....	5
3.2.1. Roles of different personnel in fieldwork.....	6
3.2.1.1. Supervisors	6
3.2.1.2. Enumerators.....	6
3.2.1.3. Coordinators	6
3.2.1.4. National Government Administrative Officers (NGAOs).....	7
3.3. Training.....	7
3.4. Field work	7
3.4.1. Materials for fieldwork.....	7
3.4.2. Data collection.....	8
3.5. Data quality measures	10
3.6. Challenges experienced during fieldwork.....	11
3.6.1. Recommendations	12
3.7. Data Cleaning	13
4. Annexes.....	14
4.1. Example of a cluster map.....	14
4.2. Generic Training Timetable	15

LIST OF ACRONYMS

CAPI	Computer Assisted Personal Interview
CATI	Computer Assisted Telephone Interview
EA	Enumeration Area
EARSPforR	Eastern Africa Regional Statistics Program for Results
GIS	Geographic Information System
GPS	Global Positioning System
KNBS	Kenya National Bureau of Statistics
K-HMSF	Kenya Household Master Sample Frame
KPHC	Kenya Population and Housing Census
MOS	Measure of Size
MSF	Master Sampling Frame
NASSEP	National Sample Survey and Evaluation Programme
NGAO's	National Government Administrative Officers
NISSP	National Integrated Sample Survey Programme
PPS	Probability Proportional to Size
SBR	Statistical Business Register
SQL	Structured Query Language

1. Introduction

The Kenya National Bureau of statistics (KNBS) is mandated, through Statistics Act 2006, as the principal agency of the Government for collecting, analysing and disseminating statistical data and to be the custodian of official statistical information. The Bureau uses various sources and methods to collect data which are mainly from administrative records, surveys or censuses. While censuses provide complete coverage, they require enormous resources and may not capture many indicators needed for planning in the many sectors of the economy. Administrative data are usually available to some extent, but they usually have coverage issues, but sample surveys have been the most common method of data collection for the KNBS due to its ability to provide data for an array of indicators.

Majority of socio-economic, demographic, and health surveys are standardized in design and some are tailored to meet specific data demands. These surveys are population based and are data is collected from households. This together with the need for planning and coordination of the survey operations has stimulated efforts to integrate the surveys in household survey programmes.

A household survey programme allows for integration of survey design and operations in several ways. One such integration is use of common Master Sampling Frame (MSF), which is a list of units from which the sample is selected, for all the surveys in the survey programme. The household MSF is normally developed after every population and housing census to align it with changes in population size and spatial distribution.

KNBS maintains two sampling frames namely:

- ✓ The Statistical Business Register (SBR)
- ✓ Household Master Sample Frame

The Statistical Business Register (SBR) is one of the sampling frames maintained by KNBS that contains a list of formal businesses in the country. The businesses form the Statistical Units in business-based surveys. The Household Master Sample Frame is used for household-based surveys, in which households are the statistical units.

Kenya National Bureau of Statistics, has been developing and maintaining a Household Master Sample Frame since 1974 when the National Integrated Sample Survey Programme (NISSP) was

developed. NISSP operated between 1976 and 1979. The second sampling frame was National Sample Survey and Evaluation Programme I (NASSEP I) which operated between 1980 and 1984. The third and fourth master sampling frames were NASSEP II (1985-1989) and NASSEP III (1990-2001) respectively. After the 1999 census, NASSEP IV was developed and operationalized from 2002 to 2011.

NASSEP V, was developed from the year 2012 to 2016 after the 2009 Population and Housing Census. The frame was developed from approximately 96,000 Enumeration Areas for the 2009 KPHC and was the first after establishment of the devolved system of Government. The frame was expanded in size and contained 5,360 clusters. The frame was multi-tiered into four equal sub-samples, C1, C2, C3 and C4 and each sub-sample was representative both nationally and at the county level.

2. Kenya Household Master Sample Frame (K-HMSF)

2.1. Justification for conducting K-HMSF development

The successful completion and release of the 2019 Kenya Population and Housing Census (KPHC) results presented an opportunity for KNBS to develop a new MSF based on a more recent census data that considers the new administrative and political units' boundaries. Given the previous frame had been used multiple times for different surveys, it was also prudent to develop a new frame to address respondents' fatigue. Development of a new frame presents an opportunity to have an expanded frame of 10,000 clusters, with four equal sub-samples. Each sub-frame of 2,500 clusters can be used to undertake a large survey as a standalone sample frame. Further, the new frame adopts the current classification of EAs into rural and urban, compared to the previous frame that had rural, urban and peri-urban classification.

The new frame contains telephone numbers of the household heads listed, this feature of the K-HMSF allows for Computer Assisted Telephone Interviews (CATI) methodology whenever need arises. K-HMSF also incorporates the use of interactive maps which rely on satellite imagery to assist in identification of the Enumeration Areas (EAs) boundaries and location of the structures in the frame. The interactive maps have greatly improved the quality of the frame as it has ensured

no listing is done in the wrong EA, or outside the boundary of the sampled EA or no EA is partially listed.

2.2. Objectives

The overall objective of K-HMSF is to develop a master sampling frame to be used for household-based sample surveys which will be undertaken between 2021 and 2030.

Specifically, the objectives of K-HMSF will be: -

- i. Develop a household-based master sampling frame from the 2019 population and housing census data.
- ii. Create a framework that conforms to the current administrative and political setup.
- iii. Fully adopt a computerized system of household listing to minimize errors that are inherent with the manual system and to ease data processing and sharing.
- iv. Develop and implement an integrated household listing and geospatial database management system.
- v. Enhance Bureau staff's skills in relevant areas such as development and management of databases and sampling frames.

2.3. Design of K-HMSF

K-HMSF adopted a multi-tiered structure as it was in NASSEP V. It contains four sub-samples, C1, C2, C3 and C4 each containing 2,500 clusters giving a total of 10,000 clusters, to allow for implementation of surveys with large sample size requirements. Each sub-sample is representative and can serve as a standalone sample frame for a survey with not so large sample size requirements, for a survey that requires more than a sub-sample, the components can be combined by stratum to satisfy the survey's sample needs.

The master sample frame is based on a multi-stage stratified cluster sampling design. The selection of the Enumeration Areas (EAs) formed the first stage sample selection, the subsequent stages will depend on the sample design of the desired survey. The selection of EAs to form clusters for the frame utilized Probability Proportional to Size (PPS) sampling methodology where the measure of size (MOS) was the households derived from 2019 KPHC.

The master sample frame is stratified using counties as the first level of stratification and each county further stratified into urban and rural resulting into a total of 92 strata, with Nairobi and Mombasa counties being purely urban. The frame is further implicitly stratified by the geographic locations and into formal and informal settlements based on the objectives of the survey. The implicit stratification allows for a well distributed sample derived from the frame. The frame is designed to provide estimates at national, county, and at urban-rural domains

K-HMSF development used a fully computerized approach with the use of CAPI and interactive maps embedded into CAPI to navigate with the EA boundaries of the selected EAs during cluster development. CAPI is being used to develop the new frame and a pilot to test the CAPI program took place in December 2020. This ensured that the EAs were properly identified and that no listing is done beyond the EA boundaries or no EA in partially listed. Integration of the geospatial data with the household listing together with use of satellite imageries and aerial photos forms a database for use in future surveys.

Given its size and further the resource requirements, the frame was proposed to be implemented in phases whereby one component of the frame would be created in each phase. The frame has so far been developed in three phases. The first two phases were split into four and two cycles respectively given the available funds. A total of 7,410 clusters successfully developed in the three phases.

3. Implementation of K-HMSF

3.1. Introduction

K-HMSF, as previously mentioned, is to be developed in four phases. So far, three phases have been implemented. The development was done in cycles, where a cycle is a data collection period in which the number of clusters developed depended on the available financial resources at the time. In phase one, clusters were developed in four cycles while in phase two, the development was done in two cycles. Phase three was done in one cycle.

3.2. Personnel

To oversee the overall implementation, a secretariat was formed consisting various officers from the Bureau. This secretariat was responsible for the day-to-day management of operations including logistics, technical training and administrative issues related to the various activities.

A number of personnel were involved in the in the frame development exercise. The personnel included coordinators, cartographers, supervisors, enumerators (listers and mappers), drivers and National Government Administrative Officers (NGAOs) and security personnel in insecure areas. The coordinators, cartographers and supervisors were KNBS officers. The listing personnel included KNBS staff including interns from the headquarters as well County offices. Given the magnitude of the exercise in some cycles, the Bureau's staff establishment was not sufficient and recruitment of additional personnel on a temporary basis was done to supplement the available staff.

The field personnel worked in teams each with a supervisor, lister, mapper and driver. Supervisors were in charge of two teams for most cycles except for a few where they were in charge of one team. The field teams per phase are as indicated below:

Table 1.1: Number of field teams by phase

Phase	Cycle	Number of teams	Number of enumerators	Number of supervisors
ONE	One	6	6	20
	Two	21	42	23
	Three	94	188	49
	Four	44	90	24
TWO	One	54	137	57
	Two	54	137	57
THREE		45	146	49

3.2.1. Roles of different personnel in fieldwork

3.2.1.1. Supervisors

A supervisor oversaw one or two listing teams, a listing team comprised of two enumerators, and was responsible for completion of the assigned workload, maintenance of data quality and team logistics. The supervisor received assignments and assigned the same to the enumerators. He/she supervised the segmentation process and filled the cluster information as required. A supervisor reported to a coordinator. After the listing exercise, the supervisor was required to submit all the required materials to the coordinator or County Statistics Officer as directed and prepare the final comprehensive field report, as per the provided format, to inform future cluster development exercises.

3.2.1.2. Enumerators

Enumerators in the listing exercise included listers and mappers. Their roles included:

- i. Identifying EAs, locating all structures and visiting every household in the EA assigned;
- ii. Update the map appropriately;
- iii. In consultation with the supervisor, segment the larger EAs as appropriate;
- iv. Number all the structures and list all the households in the EAs in a systematic manner;
- v. Complete all modules in the listing form as necessary;
- vi. Mark the structure number on the door frame of the structures within the EAs;
- vii. Make call-backs and follow-ups for households whose respondents were not found during the earlier visits;
- viii. Take care of electronic devices issued for the purpose of undertaking the listing exercise.

3.2.1.3. Coordinators

Coordinators were assigned different teams for monitoring purposes during the exercise. The supervisors reported to the coordinators in the event any issues arose during fieldwork. The coordinators were responsible for the overall quality of the exercise in their areas of monitoring.

They maintained a smooth workflow by fostering team cohesion and overseeing uninterrupted logistical arrangements.

3.2.1.4. National Government Administrative Officers (NGAOs)

The NGAOs played a key role during development of the Kenya Household Master Sample Frame. These included the County Commissioners, Deputy County Commissioners, Assistant County Commissioners, chiefs, assistant chiefs, police officers and village elders. Their roles and responsibilities included:

- i. Undertaking publicity in the selected EAs to ensure public awareness and cooperation;
- ii. Provide general security to the listing teams;
- iii. Assist in identifying the selected EAs and their boundaries;
- iv. Assist in undertaking quick count to ascertain the measure of size (MOS)

3.3. Training

Training was conducted in two sessions, training of trainers and training of personnel. The first level of training was to ensure staff are trained to undertake subsequent training of data collection personnel. The personnel were thereafter trained prior to the fieldwork in all phases.

Various training methodologies including in-class presentation, role-plays and field practices were employed for the personnel to familiarize themselves with the listing procedures. Each training was carried out for approximately six days. Training materials were provided before the commencement of the training in central locations. These included CAPI Manuals, Household Listing questionnaire and Manual, Phones and Tablets.

3.4. Field work

3.4.1. Materials for fieldwork

Materials for fieldwork were provided to the respective teams during the training.

3.4.2. Data collection

Data collection was carried out on varying dates as shown in Table 1.2 below. A total of 7,410 clusters (representing 74.1 per cent of the total clusters) have so far been developed in the country as shown in Table 1.3. The remaining 2,590 clusters will be developed in phase four.

Table 1.2: Field dates by cycle

Phase	Cycle	Number of days – Household listing	Dates
ONE	One	40	April - June 2021
	Two	24	June - July 2021
	Three	36	Nov - Dec 2021
	Four	20	Jan - Feb 2022
TWO	One	8	April - May 2022
	Two	67	Jun - Aug 2022
THREE		75	Oct - Dec 2023

Table 1.3: Distribution of developed clusters by County and Residence

County	Clusters		
	Rural	Urban	Total
Baringo	94	69	163
Bomet	105	43	148
Bungoma	98	57	155
Busia	96	60	156
Elgeyo-Marakwet	115	45	160
Embu	97	54	151
Garissa	73	72	145
Homa bay	102	54	156
Isiolo	71	80	151
Kajiado	78	81	159
Kakamega	102	57	159
Kericho	96	55	151
Kiambu	75	105	180

County	Clusters		
	Rural	Urban	Total
Kilifi	83	75	158
Kirinyaga	120	68	188
Kisii	105	63	168
Kisumu	87	78	165
Kitui	105	51	156
Kwale	93	61	154
Laikipia	86	69	155
Lamu	88	71	159
Machakos	84	79	163
Makueni	106	54	160
Mandera	82	74	156
Marsabit	63	55	118
Meru	109	62	171
Migori	102	60	162
Mombasa		170	170
Murang'a	127	57	184
Nairobi city		210	210
Nakuru	83	90	173
Nandi	99	51	150
Narok	92	56	148
Nyamira	90	45	135
Nyandarua	96	54	150
Nyeri	93	63	156
Samburu	80	58	138
Siaya	102	54	156
Taita-Taveta	92	67	159
Tana river	87	74	161
Tharaka-Nithi	108	51	159
Trans Nzoia	93	63	156
Turkana	61	61	122

County	Clusters		
	Rural	Urban	Total
Uasin Gishu	83	90	173
Vihiga	90	48	138
Wajir	83	68	151
West Pokot	101	53	154
Total	4,175	3,235	7,410

3.5. Data quality measures

To ensure that the household master sample frame is of high quality, several measures were employed during the listing exercise:

- i. Full computerization of the listing exercise;
- ii. Deployment of data monitors/coordinators to the field to observe the processes and spot-check the already listed clusters;
- iii. Engagement of quality assurance supervisors and GIS technicians;
- iv. Thorough data cleaning upon completion of the fieldwork.

The quality supervisor checked the overall quality of the non-GIS listing data while the GIS technician checked overall quality of the GIS data emanating from the listing exercise. In the event the quality assurance team realized that there is an error in the listing data, the team contacted the respective field supervisor indicating the nature of the error and how to rectify. Specifically, the role of the quality supervisor was to;

- i. On a daily basis, download the data and cross-check all variables in the data to ensure that all questions were administered as per the questionnaire;
- ii. Verify that there is no duplication of the structure numbers within a cluster;
- iii. Monitor daily progress of the teams to ensure there are no delays in the exercise;
- iv. Submit a weekly report indicating the progress as well as challenges affecting the field teams.

Specifically, the GIS technician undertook the following tasks during the exercise;

- i. Checking quality of the GPS data collected by verifying their accuracy;

- ii. Verify that all the three sets of GPS coordinates (quick count, picked and tapped GPS) to be collected during listing exercise were available and were precise;
- iii. Geo-referencing the collected GIS data with the shapefiles of the sampled EAs to check if:
 - The EA was fully covered/listed by the field team;
 - There was no listing done beyond the sampled EAs' boundary;
 - The listing of the structures and households in an EA was done in a systematic manner.

3.6. Challenges experienced during fieldwork

During fieldwork, various challenges were encountered and solutions employed:

Table 1.4: Challenges experienced during fieldwork and solutions employed

S/No.	Challenges experienced	Solutions employed
1.	The Samsung phones used in the first cycles were outdated leading to challenges such as freezing, overheating, and failure to pick GPS among others.	Use of KPHC tablets.
2.	Lack of publicity on K-HMSF development led to challenges since the publicity had to be done during the actual listing leading to delays.	The supervisors with the help of NGAOs explained to the respondents the importance of the exercise.
3.	Insecurity in some counties e.g. Garissa, Wajir, Kajiado, Marsabit, Mandera, Tana River, Baringo, Turkana, Elgeyo-Marakwet, West Pokot, Narok, and Nairobi.	The teams were facilitated with funds to cater for security personnel. Some of the EAs had to be replaced.

S/No.	Challenges experienced	Solutions employed
4.	Unfavorable weather such as heavy rains led to delays in the listing of clusters.	Teams had to postpone work/take a break and resume when the weather was favorable.
5.	Vast clusters that were far from each other making access and listing challenging, especially where 2 teams were sharing one vehicle per county.	Teams had to make plans to work effectively.
6.	GPS taking too long to load in most counties due to heavy clouds.	Used forced GPS by hot spotting to a data source.
7.	Quick count information got lost during synchronization in some counties.	The teams had to re-do the quick count after consultation with the cartographers.
8.	Fuel shortage experienced mostly by counties with two teams sharing a vehicle and counties with vast EAs.	Additional fuel was allocated to the affected teams.
9.	Refusals and uncooperative/difficult respondents.	The Supervisors with the support of NGAOs explained the importance of the exercise to the respondents.

3.6.1. Recommendations

1. Allocation of adequate fuel, maintenance, and security in the coming phases by considering the team composition, location of clusters and vastness of each county.
2. Improve on the publicity and advocacy in the next phase.
3. Upgrade the phones used in K-HMSF development.
4. Allocation of a vehicle for each team consisting of a mapper and lister.

3.7. Data Cleaning

After completion of the household listing exercise for all phases, all clusters were subjected to a data cleaning process. Relevant officers from various functional areas were engaged in the data cleaning workshops for a period. The cleaning process entailed, but not limited to:

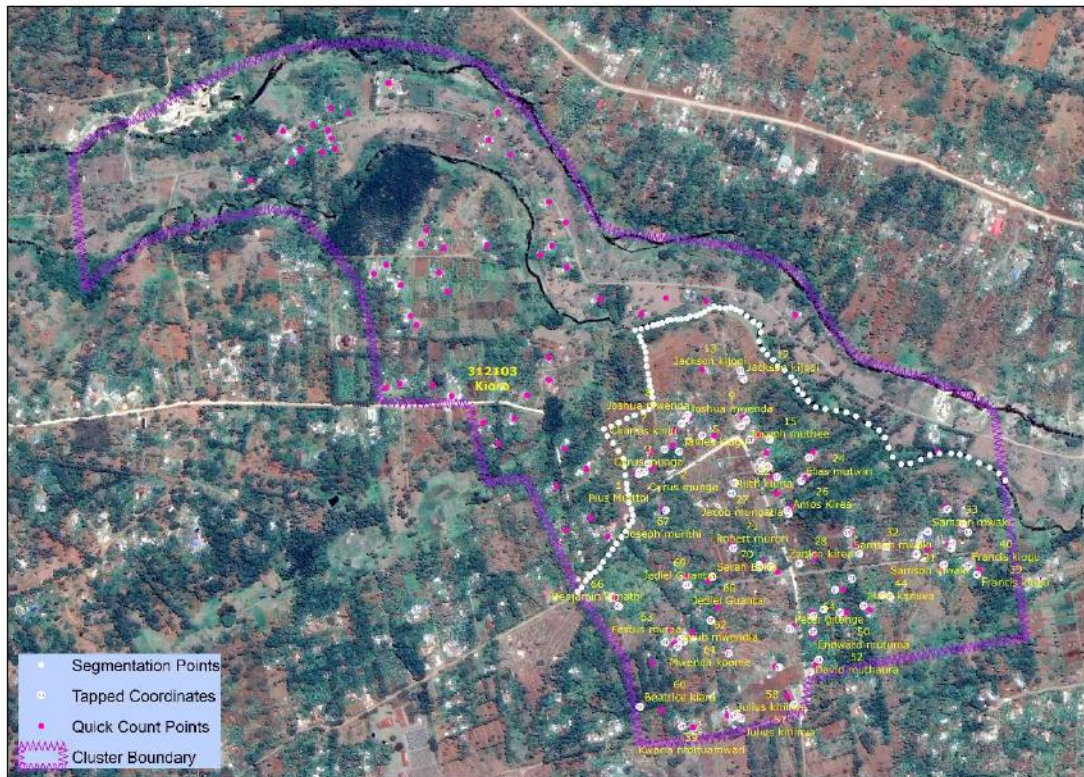
- i. Merging the different EA datasets from the 47 counties.
- ii. Checking on the missing information for the key variables.
- iii. Confirming the completeness of the cluster information.
- iv. Checking on the correct serialization of the structures within the EAs and housing units within the structure.
- v. Reviewing household information,
- vi. Mapping collected GIS to the EA shapefile to check that no listing is done beyond the EA boundary, no non-selected EA is listed and no EA is partially listed,
- vii. Develop interactive cluster maps to be used in household identification for future surveys,
- viii. Validation of cluster maps.

The cleaning process culminated in generation of unique household numbers for all the households in each of the clusters ensuring that the sampling frame is ready for use.

During the data cleaning workshops, digitization of cluster maps was also undertaken. Cartographers were tasked to produce interactive clusters maps after digitizing the coordinates collected during cluster development. The aim was to eventually integrate the digitized maps with the household listing data to produce a geospatial database for the K-HMSF.

4. Annexes

4.1. Example of a cluster map



4.2. Generic Training Timetable

K-HMSF PHASE 3 TRAINING TIMETABLE 7th August - 13th August 2023 VENUE: Hotel Waterbuck - Nakuru				
Date	Time	Activity	Facilitator	Chairperson
DAY 1 Monday 07/08/2023	4.00pm	Arrival		
DAY 2 Tuesday 08/08/2023	8.30 - 9.00 am	Registration	Mary Kamundi/Pauline Mirembo	James Ng'ang'a
	9.00 - 9.20 am	Introductions	James Ng'ang'a	
	9.20 - 9.30 am	Welcoming Remarks	Benjamin Avusevwa	
	9.30 - 9.45 am	DG's Remarks and Launch of the Training	DG	
	9.45 - 10.05 am	Overview of Objectives of Household Master Sampling Frame	James Ng'ang'a	
	10.05 - 10.25 am	Interviewing Techniques	Katunge Kilu	
	10.25 - 11.00am	KeSQAf	Kariuki/Cecilia	
	11.00 - 11.30 am	TEA BREAK		
	11.30 - 11.45 am	Team composition and Responsibilities of survey personnel	Zachary Ochola	
	11.45 - 11.55 am	Breakout to classes	Geoffrey Kariuki	
	11.55 - 12.10 pm	Filling a Questionnaire	Listing Team	
	12.10 - 1.00 pm	Definition of key terms	Listing Team	
	1.00 - 2.00 pm	LUNCH BREAK		
	2.00 - 4.00 pm	Role of maps and map reading	Cartography Team	
DAY 3 Wednesday 09/08/2023	4.00 - 4.30 pm	TEA BREAK		Facilitators
	4.30 - 5.00 pm	Issuance of devices	Mary/Mutembei/Punyua/Deka/Mirembo	
	8.00 - 8.10 am	Recap	Listing Team	
	8.10 am - 8.20 am	Introduction to respondent	Listing Team	
	8.20 - 10.30 am	Boundary Identification Quick count and Segmentation	Listing Team/Cartography	
	10.30 - 11.00 am	TEA BREAK		
	11.00 - 1.00 pm	Structure numbering and household listing	Listing Team	
	1.00 - 2.00 pm	LUNCH BREAK		
DAY 4 Thursday 10/08/2023	2.00 - 4.30 pm	Household Listing Form	Listing Team	Facilitators
	4.30 - 5.00 pm	TEA BREAK		
		Introduction to Computer Assisted Personal Interviews (CAPI) - General CAPI. Downloading and installation of the data collection app Household Listing Form (CAPI)	CAPI Team	
	8.00 - 10.30 am			
	10.30 - 11.00 am	TEA BREAK		
	11.00 - 1.00 pm	Household Listing Form (CAPI) cont.	CAPI Team	
DAY 5 Friday 11/08/2023	1.00 - 2.00pm	LUNCH BREAK		Facilitators
	2.00 - 4.30 pm	Practice Filling CAPI Household Listing Form	CAPI Team	
	4.30 - 5.00 pm	TEA BREAK		
	8.00 - 10.00 am	Exam	CAPI Team/Listing Team	
	10.00 - 10.30 am	TEA BREAK		
DAY 6 Saturday 12/08/2023	10.30 - 1.00 pm	Field Practice	CAPI Team/Listing Team	Facilitators
	1.00 - 2.00pm	LUNCH BREAK		
	2.00 - 4.00 pm	Common Mistakes	CAPI Team/Listing Team	
	4.30 - 5.00 pm	TEA BREAK		
	8.00 - 10.30 am	Supervisor Session and Field Practice Data Review	CAPI Team/Listing Team	
DAY 7 Sunday 13/08/2023	10.30 - 11.00 am	TEA BREAK		James Ng'ang'a
	11.00 - 1.00 pm	Field Practice feedback and data issues	CAPI Team/Listing Team	
	1.00 - 2.00pm	LUNCH BREAK		
	2.00 - 4.00 pm	Common Mistakes	CAPI Team/Listing Team	
	4.30 - 5.00 pm	TEA BREAK		
	8.30 - 10.30 am	Supervisors' session - Fieldwork Logistics Management - Quality Control - Format of Field Report	James/Zachary//Metto/Kariuki/cecilia/Deka	
	10.30 - 11.00 am	TEA BREAK		
	11.00 - 12.30 pm	HR Issues	Rose Awino	
	12.30 - 1.00 p.m	Surrender Guidelines	Accounts	
Monday 14/08/2023	1.00 - 2.00pm	LUNCH BREAK		James Ng'ang'a
	2.45 - 3.15 pm	Field Logistics and Administrative Issues	James Ng'ang'a	
	3.15 - 3.30 pm	Closing Remarks - DSCM	Benjamin Avusevwa	
	3.30 - 4.00 pm	DG's Closing Remarks	DG	
	4.00 - 4.30 pm	Issuance of Materials	Kariuki/Mary/Punyua/Deka/Mirembo	
	4.30 - 5.00 pm	TEA BREAK		
	8.00 am	Departure		