



**LEGAL NOTICE NO.....**

**THE NATIONAL GOVERNMENT CO-ORDINATION ACT,  
(Cap. 127)**

**THE NATIONAL GOVERNMENT CO-ORDINATION  
(ESTABLISHMENT OF ADMINISTRATIVE UNITS)  
REGULATIONS, 2025**

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**THE NATIONAL GOVERNMENT CO-ORDINATION  
ACT**

*(Cap. 127)*

**IN EXERCISE** of the powers conferred by section 23 of the National Government Co-ordination Act, the Cabinet Secretary makes the following Regulations—

**THE NATIONAL GOVERNMENT CO-ORDINATION  
(ESTABLISHMENT OF ADMINISTRATIVE UNITS)  
REGULATIONS, 2025**

Citation.

**1.** These Regulations may be cited as the National Government Co-ordination (Establishment of Administrative Units) Regulations, 2025.

Interpretation.

**2.** In these Regulations, unless the context otherwise requires—

“administrative unit” means a Service Delivery Co-ordination Unit established in accordance with section 14(1) of the Act;

“authorized officer” means an officer, body or authority in the public service, appointed by the Public Service Commission in writing to perform its delegated functions;

"Cabinet Secretary" has the meaning assigned under section 2 of the Act;

“establishment” means creating and operationalizing of Service Delivery Co-ordination Units;

“headquarter” means the central location for co-ordination of service delivery stations;

“national government function” means a function assigned by the Constitution or any other law to the executive arm of the national government;

"Principal Secretary" means the Principal Secretary for the time being responsible for matters relating to the co-ordination of functions of the national government;

“service delivery centre” means a specific location or premises designated for provision of goods and services by national government entities and accommodating

several service delivery stations or a “one stop shop” of national government services;

“service delivery co-ordination unit” means a state department, or government department including a geographical area established for the purpose of co-ordinating national government services; and

“service delivery station” means a designated location or venue or a premise for service provision by a single public entity.

Application of Regulations.

**3.** Subject to Articles 131(1) (b) and 132 (3) (b) of the Constitution, these Regulations shall apply to public entities of National Government and all persons holding or acting in an office established to perform functions of the national government.

## **PART II—ESTABLISHMENT OF AN ADMINISTRATIVE UNIT**

Guiding principles.

**4.** The establishment of Service Delivery Co-ordination Unit may be guided by the principles of—

- (a) the socio-cultural diversity of the geographical area of the unit;
- (b) recognition of existing historical and traditional boundaries;
- (c) inclusivity and equity of all social groups including minorities and marginalized communities, youth, women, and persons with disabilities have adequate representation in decision-making processes;
- (d) designed to bring government services closer to the people;
- (e) efficient local governance structures for delivery of functions of national government in accordance with the Fourth Schedule of the Constitution;
- (f) principles established under Article 10 of the Constitution; and
- (g) gender equity.

Objectives.

**5.** Subject to the Act, and any other legislations establishing National Government Public entities, the

Service Delivery Co-ordination Units are established to—

- (a) ensure access to services of the national government at the highest to the lowest attainable level;
- (b) provide a framework for decentralization of national government functions;
- (c) facilitate participation of local communities in the decision-making process of the national government; and
- (d) provide for clear lines of authority and accountability in management of public resources and citizen service delivery.

Administrative units.

**6.** Pursuant to section 14 of the Act, there is established the following National Government Service Delivery Co-ordination Units—

- (a) regional service delivery co-ordination unit;
- (b) county service delivery co-ordination unit;
- (c) sub-county service delivery co-ordination unit;
- (d) division service delivery co-ordination unit;
- (e) location service delivery co-ordination unit;
- (f) sub-location service delivery co-ordination unit;
- (g) village service delivery co-ordination unit; and
- (h) service delivery co-ordination centre.

Procedure for determining the creation of the administrative units.

**7. (1)** Pursuant to Section 14(1) of the Act, the creation of the Units shall be based on—

- (a) the interested parties from the unit shall identify and make a formal request supported by at least one third of the residence of the Administrative Unit to the responsible area National Government Administrative Officer

in a prescribed form provided in the First Schedule;

- (b) upon receipt of the formal request, the responsible area National Government Administrative Officer shall convene a meeting of stakeholders within ninety days to consider the proposal;
- (c) the conduct of business during the stakeholders meeting shall be as prescribed in the Second Schedule;
- (d) the stakeholders to be convened under this regulation include—
  - (i) faith based representatives within the area;
  - (ii) representatives of the youths;
  - (iii) representatives of persons with disabilities;
  - (iv) community leaders;
  - (v) representatives of the county government;
  - (vi) national government officers responsible for specific decentralized functions within the unit; and
  - (vii) representatives of special interest groups including civil society, minority and marginalized groups.
- (e) if the stakeholders reject the proposals by a majority of those in attendance, the national government administrative officer shall respond to the proposer/s in writing informing them about the conclusion of the request within fourteen days;
- (f) where the resolutions have been accepted by the stakeholders, the resolutions shall be sent to the county commissioner within twenty-one days and shall consist of—
  - (i) notice of the meeting and its agenda;

- (ii) signed list of attendance;
  - (iii) a report or minutes of the proceedings of the stakeholders' meeting;
- (g) upon receipt of resolutions of the stakeholders meeting, the county commissioner shall cause the undertaking of an assessment to ascertain the viability of the request by a county committee appointed by the county commissioner
  - (h) the composition of the committee shall be as prescribed in the Third Schedule;
  - (i) the outcome of the assessment shall be presented to the county commissioner who shall forward the report and recommendations through the regional commissioner to the Principal Secretary;
  - (j) if the outcome of the assessment study is not favorable, the national government administrative officer responsible for the area shall communicate the decision to the proposers within fourteen days, upon receipt of a copy of the report from the County Commissioner, in writing;
  - (k) if the outcome of the assessment is favorable, the Principal Secretary shall constitute a technical team to undertake verification of the recommendations based on the parameters in these regulations; and
  - (l) upon verification, the recommendations shall be forwarded to Cabinet Secretary who shall upon approval by the President Gazette the proposed Unit.
- (2) Pursuant to regulation 7 (1) (a), a formal request shall be addressed as follows—
- (a) in case of a request affecting a sub-location, the area assistant chief;
  - (b) in case of a location, the chief;

- (c) in case of a division, the assistant county commissioner;
- (d) in case of more than one division, the deputy county commissioner;
- (e) in case of a sub-county, the deputy county commissioner
- (f) in case of more than one sub- county is affected within the county by a single request, the county commissioner.

(3) Requests made pursuant to these Regulations are not applicable to establishment of additional Counties.

(4) The *Gazette* Notice for establishing Service Delivery Co-ordination Unit shall include—

- (a) the name of the Service Delivery Co-ordination Unit; and
- (b) name of the location of Headquarters.

(5) In case of an appeal arising from dissatisfaction with the process under Regulation 7(1)—

- (a) the appeal shall be addressed to the Principal Secretary within twenty-one days upon receipt of the unfavorable feedback;
- (b) a technical committee appointed by the Principal Secretary shall consider and make determination on the appeal within thirty days; and
- (c) the Principal Secretary shall respond to the dissatisfied parties fourteen days after determination of the appeal, providing reasons for the decisions by the committee on appeals.

(6) The status of an existing Administrative Unit may be elevated to the next level provided it meets the threshold set for that purpose.

Assessment of viability.

**8.** The county committee undertaking viability assessment under regulation 7(1) (f) shall be make consideration of the following—

- (a) population density in as indicated in regulation 12 (1);

- (b) demographic trends of the existing unit;
- (c) geographical features and urban centers in the proposed unit;
- (d) geographical coverage;
- (e) critical services and social amenities requirement;
- (f) projected cost of administration of the proposed unit;
- (g) availability of physical infrastructure;
- (h) the views of the public in the affected unit;
- (i) public interest including historical, cultural and economic ties;
- (j) security and critical infrastructure; and
- (k) decentralised units established under section 48 of the County Government Act.

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Establishment and review of other Administrative Units.

**9.** (1) Notwithstanding regulation 7 (1), the Cabinet Secretary may form a technical committee to recommend, review or verify the viability of proposed administrative units.

(2) The committee on review and verification created under subregulation (1) may recommend to the Cabinet Secretary the creation of new Units.

Operationalizing the units.

**10.** An Administrative unit shall become operational within one financial year after *gazettement*.

(2) National Government entities with decentralized services shall support the operations of a Service Delivery Co-ordination Unit through—

- (a) deployment of required staff to the decentralized service centers or stations within the Administrative Units;
- (b) development and maintenance of relevant infrastructure;
- (c) aligning the management of their mandates to established administrative units;

- (d) financing of the operational costs of their various service stations or premises designated as service delivery centers; and
- (e) continuous capacity building of the staff deployed at the service delivery unit.

Consideration of population in determining administrative units.

**11.(1)** In determining the creation of administrative boundaries, population density may be considered as follows—

- (a) in a rural area, a village shall constitute at least fifty households or a minimum of one thousand persons;
- (b) in an urban or a densely populated area, a village shall constitute of at least a minimum of two thousand persons;
- (c) in an urban and densely populated area a sub-location shall be created with a minimum population of ten thousand people;
- (d) in a rural and sparsely densely populated area sub location shall be formed by a minimum population of five thousand people;
- (e) in arid and semi-arid and sparsely populated areas, a sub-location shall be formed by a minimum population of two thousand people;
- (f) divisions shall have a minimum of two locations; and
- (g) sub-counties shall have a minimum of two divisions.

(2) Notwithstanding the provisions of regulation 12(1) an Administrative Unit may be created to increase access to public services;

(3) The criteria under subregulation (1) are subject to review after national population surveys.

Establishment of administrative unit headquarters.

**12.(1)** Each Administrative Unit shall have an established Headquarter for Co-ordination of National Government Services.

(2) In determining the location of the headquarter of an Administrative Unit the following shall be considered—

- (a) the area represents the average of the population of the administrative unit or is the population center;
- (b) there is sufficient existing infrastructure such as roads, healthcare facilities, education institutions and communication networks;
- (c) the area is accessible;
- (d) there are essential utility services like water, electricity and waste management;
- (e) the location has room for expansion of infrastructure for other services offered by the national government and social amenities such as healthcare, education, legal services and social protection; and
- (f) there is adequate security infrastructure such as, police stations, border security posts and emergency services or the potential to establish such infrastructure.

(3) Notwithstanding regulation 13 (2) (a), where there is need to ensure marginalized areas benefit from increased attention, resources, and targeted interventions, regulation 13(2) (b), (c), (d) and (f) of these Regulations may not apply when establishing the headquarter of an Administrative Unit:

Provided—

- (a) there is an approved spatial development strategy for the proposed location of the headquarter that outline infrastructure development plans for basic amenities;
- (b) there is a consensus among stakeholders on the suitability of the proposed headquarter location; or
- (c) the establishment of the headquarter promotes equitable development across the administrative unit.

National government service delivery stations and centres.

**13.** The criteria set in regulation 13 shall be applicable to establishment of service delivery stations and centres of national government entities at the established administrative units.

Publicity of Location and addresses of headquarters.

**14.** All Service Delivery Units headquarters shall publicize their Location, Postal Address and Electronic Address to enable information flow and access to the National Government services.

Guidelines for naming of an Administrative Unit.

**15.** While assigning names to Administrative Units, the following considerations shall be made—

- (a) the Unit shall not be named after an ethnic Community;
- (b) the name assigned does not have a meaning that may be offensive to a cultural group;
- (c) the name must be accepted by the stakeholders; and
- (d) does not have a name of an existing political party.

### **PART III—NATIONAL GOVERNMENT CO-ORDINATION COMMITTEES**

Coordination committees in administrative units.

**16.** (1) In accordance with Section 13 (1), (2) and (3) of the Act, there is established committees for co-ordination of National Government functions at the Service Delivery Units.

(2) Each committee under these Regulations shall be comprised of representation from a National Government agency or entity with relevance to the established committee.

(3) The Committees shall be responsible for—

- (a) convening of county service delivery and accountability forums to communicate status of service delivery;
- (b) ensuring efficient decentralization of service to the citizens;
- (c) efficient resource allocation and management;

- (d) organizing public participation forums of national government;
- (e) citizen and partnership engagement;
- (f) promotion of peace and security;
- (g) conflict prevention and management;
- (h) supervision and monitoring of national government policies, projects and programmes;
- (i) emergency response;
- (j) implement presidential directives and pronouncements; and
- (k) alternative dispute resolution.

Appointment of decentralized committees.

**17.** The Cabinet Secretary shall *Gazette* committees established under regulation 16 including their composition, and terms of reference upon nomination by the relevant agencies.

Implementation of resolutions of the committees.

**18.**(1) The decisions of co-ordination committees shall be implemented by all National Government officers at the respective Administrative Units upon approval by the Principal Secretary.

(2) All committee reports shall be processed and forwarded by the National Government Administrative Officer to the Principal Secretary for necessary action.

Conduct of business of the co-ordination committees.

**19.** The Rules to guide conduct of National Government Co-ordination committees' meetings shall be as prescribed in the Fourth Schedule of these Regulations.

#### **PART IV—GENERAL PROVISIONS**

Liaison between agencies.

**20.**(1) National Government Administrative Officers deployed to National Government departments and agencies shall be responsible for liaison between National Government agencies and the decentralized Service Delivery Co-ordination Units.

(2) A standard format for reporting on decentralized services, programs and projects shall be issued to all deployed heads of Administrative Units to enable co-

ordination and reporting amongst all National Government entities.

Deployment of national government administrative officers.

**21.(1)** Pursuant to Section 18 of the Act, the deployment of National Government Administrative Officers to all National Government public entities shall be based on an approved staff establishment issued by the Authorized Officer after consultation with the Public Service Commission.

(2) While undertaking the functions assigned in accordance with Section 18 of the Act, National Government Administrative Officers shall be responsible for Convening and Chairing the respective National Government Co-ordination committees established within the Administrative Unit.

(3) All public Communication on National Government business shall be made by the National Government Administrative Officer responsible for the Administrative Unit.

Financing of the units.

**22.(1)** Financial resources to the National Government Service Delivery Units shall be apportioned in accordance with the budget estimates and the Appropriation Act.

(2) Each National Government entity shall ensure funds are appropriated to the Administrative Units to support provision of services at their respective Service Delivery Stations and the operation of Service Delivery Centers or premises.

Other officers of national government entities.

**23.** Each Service Delivery Station within a National Government Co-ordination Unit shall be managed by the respective officer from each National Government entity that has decentralized its services to a Unit.

Records management.

**24.** National Government Administrative Officers shall be responsible for keeping and maintaining all records on performance of National Government functions at the decentralized Units.

Resolution of Complaints and grievances.

**25.(1)** Each Service Delivery Unit shall establish mechanisms for resolution of complaints and grievances arising from provision of National Government services including conflict between National Government officials representing different state agencies.

(2) If such conflicts and grievances remain unresolved, the Administrative Officer shall forward the matter to the Authorized Officer who shall present the matter for resolution in a committee of Principal Secretaries, provided that—

- (a) the matter has been subjected to a committee on resolution of conflicts within the service delivery unit;
- (b) it is the recommendation of the committee that the matter be escalated to the committee of principal secretaries;
- (c) the matter arises from conflicting policies and administrative orders from different national government agencies; and
- (d) the matter is not active in court.

(3) Where the Conflict or grievance is between an agency of the National Government and a County Government, the Administrative Officer shall report the matter to the Authorized officer within one month of receipt of such complaints:

Provided—

- (a) the governor and the county commissioner have not been able to resolve the matter within one month;
- (b) there is no ongoing alternative dispute resolution mechanism initiated by the Intergovernmental Relations Technical Committee pursuant to the Intergovernmental Relations Act.
- (c) the matter is not active in court.

(4) Upon receipt of the of the report the Cabinet Secretary shall cause to be constituted a mediation team to deal with the dispute.

(5) The mediation team shall consist of two eminent persons appointed by the Governor and two eminent persons appointed by the Cabinet Secretary.

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(6) The mediation team shall be guided by the constitutional principles and the respective constitutional mandates of each respective government.

Referral  
disputes.  
*Cap. 5G*

of

**26.**If the mediation team fails to resolve the dispute within the stipulated time, the matter may be referred to the Summit under the Inter-Governmental Relations Act for resolution.

Transition  
existing  
administrative  
units.

of

**27.**An Administrative Unit that was established before the commencement of these regulations shall continue to exist as if they were established under these Regulations.

**FIRST SCHEDULE**

**FORM A**

*(r.7(1)(a))*

**REQUEST FOR ESTABLISHMENT OF AN ADMINISTRATIVE UNIT**

To: The .....Area National Government Administrative Officer.

Physical Address.....

1. We, the persons whose names are subscribed below being residents

*Proposers/Applicants*

|         | ID No | Sign  |
|---------|-------|-------|
| 1. .... | ..... | ..... |
| 2. .... | ..... | ..... |
| 3. .... | ..... | ..... |

of.....(*Name of the Administrative Unit to be affected by the application*), make application for the creation of a.....(*Village/Sub-location/location/Division/Sub-County*), from the current .....(*Name of the Unit*)

2. The name under which it is proposed that the Administrative Unit may be established is.....

3. The proposed headquarter of the may be in .....(*Name of the area*)

4. This application is duly supported by at least 1/3 of residents of.....(*Name of the Administrative Unit*)

Dated the .....of.....20.....

5. Accompanying this application are sent –

- a) A list of 1/3 of the residents of the .....(*Name of the Unit*), supporting this application (*Please attach List Names signed by the residents supporting the proposal*)
- b) Copy of National Identity Cards of the proposers.

*Format for the List of Residents Supporting the application for establishment of an Administrative Unit*

**FORM B**

*(r. 7(1)(a))*

**LIST OF PROPOSERS**

We the undersigned residents of .....(*Name of the Unit*) support the proposal to establish.....(*Village/Sub-location/location/Division/Sub-County*),to be Curved/merged/divided/elevate to/from.....(*Name of the Units to be affected*)

| No. | Name | Residence/Physical Address | ID. No | Signature | Date |
|-----|------|----------------------------|--------|-----------|------|
| 1   |      |                            |        |           |      |
| 2   |      |                            |        |           |      |
| 3   |      |                            |        |           |      |
| 4   |      |                            |        |           |      |
| 5   |      |                            |        |           |      |
| 6   |      |                            |        |           |      |
| 7   |      |                            |        |           |      |
| 8   |      |                            |        |           |      |
| 9   |      |                            |        |           |      |
| 10  |      |                            |        |           |      |

## SECOND SCHEDULE

*(r7(1)(c))*

### PROCEDURE AT THE STAKEHOLDER MEETING

- Quorum** 1. The quorum for a stakeholders meeting shall be at least—
- (a) Two thirds of the number of invited stakeholders;
  - (b) At least one third of gender representation of either women or men
- Calling of the meeting to order** 2 The Chairperson shall call the meeting to order and commence the meeting by announcing the agenda.
- Agenda** 3 The agenda of the meeting shall be-
- a) Introduction and confirmation of the quorum
  - b) Reading of the application to establish an administrative unit
  - c) Discussion by all those present
  - d) Voting or by consensus
  - e) Announcement of the stakeholder’s decision by the chair
  - f) Any other business
  - g) Adjournment
- Right to address the meeting** 4
- (1) All stakeholders shall be accorded the right to make contributions at the meeting
  - (2) The Chairperson shall limit the time for stakeholders’ contributions to enable the hearing of as many view as possible during the meeting
  - (3) The Chairperson shall have the power to withdraw the right of any stakeholder to speak if the contributions are not relevant or, which attempts to divert the meeting from the agenda

**Resolutions** 5 Only one agenda shall be discussed and resolved at a time

**Method of voting** 6. The approval of agenda on establishment of an administrative unit shall be decided by a voting or consensus by stakeholders invited and present.

### **THIRD SCHEDULE**

*(r. 7(1) (h))*

#### **MEMBERSHIP OF ADMINISTRATIVE UNITS' ASSESSMENT COMMITTEE**

Membership of the Administrative Units Assessment Committee to be appointed by the County Commissioner to undertake assessment on the viability for establishment of an administrative unit

- (1) Designate Senior National Government Administrative Officer from the affected area as the Chairperson
- (2) A National Government Officer representing of State Department for Planning at the County
- (3) A National Government Officer representing Government Delivery Unit
- (4) Representatives from Security and Intelligence Committee
- (5) A National Government Officer in charge of Social Development in the County
- (6) A National Government officer in charge of Education in the County
- (7) A National Government Officer in charge of National Drought Management Authority in the County
- (8) An officer representing Road agencies
- (9) A National Government Officer in charge of public works in the County
- (10) Governor of the County affected or their representative
- (11) Elected Member of National Assembly for the Constituency affected or their Representative
- (12) Member of County Assembly or their Representative
- (13) A designated National Government Administrative Officer as the Secretary

## FOURTH SCHEDULE

(r. 19)

### CONDUCT OF BUSINESS BY THE CO-ORDINATION COMMITTEE

#### RULES

- Attendees of the Co-ordination committees** **1** All members of the various co-ordination committees at the County and Sub-County levels shall be appointed and Gazetted by the Cabinet Secretary.
- Convening of Co-ordination Committee Meetings** **2.** (1) The responsibility to convene and Chair the Co-ordination Committees in Administrative Units shall be vested in the National Government Administrative Officers responsible for the respective Administrative Units.
- (2) Meeting dates, timings and Agenda for discussion shall be contained in the invitation letter convening the co-ordination meetings.
- Agenda of Committee Meetings** **3** (1) The agenda, setting out the business to be transacted at the meeting, and the relevant reports, materials or papers on the agenda shall be provided to the members at least three (3) days before the date of the meeting unless the agenda is classified SECRET.
- (2) A Co-ordination committee Meeting agenda may include the following;
- (a) Welcome remarks from the chairperson;
  - (b) Adoption of the Agenda;
  - (c) Declaration of Conflict of interest;
  - (d) Confirmation of Minutes of the previous Meeting;
  - (e) Reports on matters arising from the minutes of the previous Meeting;
  - (f) Matters for discussion, decision and /or approval such as;
    - i. Service Delivery Progress Reports
    - ii. Proposals and Emerging issues

- (g) *Adhoc*-Committee Reports;
- (h) Any Other Business (with the approval of the Chairperson)
- (i) Media brief- Updates to the Public on the Status of Service Delivery including status of implementation of Policies, Projects, and programmes.

(3) Each item presented for discussion in the agenda shall be supported by a report or a brief note setting out all the relevant facts and what resolutions and approvals are required from the Co-ordination committee

(4) The committees shall not handle or discuss items not in the agenda or delivered to the Members beforehand, unless all Members consent to dealing with such an item.

(5) The committee may raise any other business as the last agenda of the Meeting but it shall not constitute a substantive discussion and no resolution should be derived from it, except as may be listed as an agenda item for the next Meeting.

**Frequency of meetings** of **4.**

(1) The Co-ordination Committees shall meet at least monthly or as prescribed by a legislation or demands for service delivery.

(2) Where a co-ordination committee is appointed for a specific purpose, the frequency of the committee meetings shall be outlined in the terms of reference of the committee.

**Meeting Notices** 5

(1) The responsibility of issuing notices for Co-ordination Committee Meetings shall lie with the National Government Administrative Officer In-charge of the Administrative Unit.

(2) Notices of the Meetings shall be made in writing to every committee Member by hand, post, e-mail or by any other Official electronic mode at least seven days before the meeting.

(3) The notices of Co-ordination Committee Meetings shall contain the day, date, time, full address and the venue of the Meeting.

(4) The notices for the Meetings shall be given irrespective of the reason that meetings are always held on pre-determined dates and times.

**Prohibition of 6** An officer appointed to a specific co-ordination delegated attendees committee shall attend all meetings in person without delegating.

**Attendance of 7** (1) All members of the Co-ordination Committee in Coordination meetings attendance at a meeting shall sign an attendance register at that meeting.

(2) The attendance register shall indicate the time each committee member joins and when they depart from the meeting. This information shall also be reflected appropriately in the minutes of the meeting to inform the quorum throughout the meeting.

(3) Apologies may be granted to member only when a request is communicated to the secretary or to the committee through the chairperson.

**Disciplinary 8** (1) A Co-ordination committee member who fails to Proceedings attend a co-ordination meeting at least three times consecutively without sufficient reasons shall be deemed to have absconded duty and appropriate disciplinary action shall be initiated by the Chairperson of the committee.

(2) In order to maintain representation of a respective National Government entity whose representative has been deemed to have absconded the committee meeting; the Chairperson shall request for replacement of the officer in writing to the Principal Secretary for action.

Made on the ....., 2025.

**KIPCHUMBA MURKOMEN,**  
*Cabinet Secretary for Interior and National Administration.*