



The CPST Newsletter



Training for Quality Governance

EXCLUSIVE NEWS QUARTERLY
Issue No. 2



The CPST Director Prof. Nyokabi Kamau

This is the second newsletter of the CPST, we are proud to note that we are coming closer to achieving our vision of training for quality governance not just for Kenya but for other African Countries as demonstrated by the two regional trainings we held; fiscal analysis training that drew participants from Zambia, Seychelles and South Sudan and the Strategic Planning one held for staff of the Zambian National Assembly. In August we have the African Tax Forum-(ATAF) training to be held in Arusha that has attracted members of finance committee from Kenya Uganda and Zambia .This training will focus on Tax issues. In the next quarter the under listed trainings will be undertaken by CPST: Directors training for the Zambian National Assembly on Strategic planning in September 2015, and a TOT with UNITAR in October. The PSC approved MoU with RIPA and OSSREA and the signing of these MoU is expected to be done on 22nd September 2015 during the CPST launch

CPST training goes Regional

Highlights

- Strategic plan training for Zambian National Assembly
- E-procurement training at CPST
- Finance and Accounting systems training for County Assemblies
- Budget And Appropriations Committee Training For Kilifi County Assembly
- Senate Trains On Security Awareness
- The Joint Committees Workshop On Legislative Outreach And Public Participation

As part of implementing her vision of being a centre of excellence in Parliamentary Governance Affairs, the CPST expended her training menu by going regional. These started with the regional training for fiscal analysts in the last quarter. This training was undertaken in partnership with the Parliamentary Budget Office under the supply driven approach. In the quarter, the CPST conducted a two weeks training for the National Assembly of Zambia on the Strategic planning process. The training also involved preparation of an implementation framework for the newly developed strategic plan. The participants in the training included the deputy Clerk in charge of Administration Ms. Cecelia Mbewe. Other 16 participants were mainly deputy heads of department.

In her opening remarks to the team, Ms. Mbewe noted that her team chose Kenya for a number of reasons... **Continued on pg. 2**

“Kenya’s Founding father Mzee Jomo Kenyatta and his Zambian counterpart Mr. Kenneth Kaunda would be happy about this collaboration in training” – Mr Jeremiah Nyegenye



Delegates from the National Assembly of Zambia with the CPST staff at the CPST -Karen campus

Our vision: To be a Centre of excellence in Parliamentary Studies and Governance.

Mission: To enhance the capacity of Members and staff of Parliaments and other stakeholders for the effective and efficient execution of their mandate, roles and functions in democratic governance.

CPST GOES REGIONAL

FROM FRONT PAGE

.. The most critical one was that the Kenyan Parliament was already implementing its own strategic plan.

This placed it in a better position to train on issues relating to strategic planning in a political set up. The second critical reason was that the CPST, as part of the Kenya Parliament, is an organisation within the African setup and has similar historical realities with the National Assembly of Zambia. This places it in a better position to resonate with African realities and subsequently deliver training that is relevant and close to the needs of the National Assembly Of Zambia.

On her part, Prof. Nyokabi Kamau, the Director CPST thanked the Zambian delegation for choosing to train at the CPST.

This was a demonstration that Africa has come of age and has developed institutional capacities that in the past could only be found in Europe and the American continents. She promised to ensure that all future training needs are effectively and efficiently met. This is because Zambia had just acquired a new status of being one of the most valued clients of the CPST.

The visiting Zambian Delegation was hosted to a cocktail in one of the five star hotels in Nairobi on Friday 29th May 2015.

The Chief Guest at this Cocktail was Mr. Jeremiah Nyegenye, the Clerk of the Senate and the Secretary to the Parliamentary Service Commission (PSC). Staff from the PSC Secretariat and the Catering Department also joined the cocktail to welcome and enjoy with the visitors.

In his remarks to the delegation, Mr. Nyegenye said Kenya's Founding father Mzee Jomo Kenyatta and his Zambian counterpart Mr. Kenneth Kaunda would be happy about this collaboration in training. This was a demonstration of an accomplishment of part of what the two leaders had in mind when they supported the spirit of pan Africanism in the early 1960s. He further pointed out that there was no better way to learn than to learn from each other's experience. The creation of a fraternity of brotherhood through training was a good idea that should be encouraged.

In the spirit of sharing, he said that the Kenyan Parliament was looking forward to get

good ideas of how to run a successful Model based on the experience of the National Assembly of Zambia.

A benchmark visit was being planned for the same.

At the end of the training, Ms Mbewe and her team said that they had achieved their objective. The training was well structured and was tailored to the needs and expectations of her team. She said they were proud of the CPST and were happy with the choice of the facilitators. The balanced mix of academic and practical experience among the facilitators worked magic. The CPST is proud to have conducted this training and welcomes the Zambian team for future trainings.

The whole training could have not been complete without the Zambian Delegation partaking of the Kenyan hospitality. The delegation was taken for an excursion at Hells Gate in Naivasha. While on their way, they had a chance to be driven around the Great Rift Valley and enjoy this beauty work on nature. We thank Mr Erick Ogolo and Mr. Eliud Matumbai from the Protocol Office for a job well done. We hope that the National Assembly of Zambia will use her influence within Southern Africa Development Community (SADC) region to market the CPST.



FINANCE AND ACCOUNTING SYSTEMS TRAINING FOR COUNTY ASSEMBLIES

This training was one of the supply driven courses scheduled in the CPST annual calendar for the County Assemblies Staff. The programme ran from 16th to 20th February and it had a total of twenty one participants

Participants were from Mandera County (3), Samburu County(3) Busia County(2), Kirinyaga County(2), Laikipia County(2), Mombasa County(2), Narok County(2), Taita Taveta County(2), Vihiga County(2) and Baringo County (1) participant. The course had total of (6) women participants' two of whom were from Laikipia County.

The course objectives

The Finance and Account Systems Management in the Legislature was developed and designed to ensure that upon completion of this course, participants would be able to:

- 1) Define the concept of International Public Sector Accounting Standards (IPSAS)
- 2) Describe the principles and components of public finance
- 3) Identify the sources and the allocation of public funds
- 4) Outline the varied Legacy systems as interfaced with the IFMIS

Evaluation:

The participants evaluated the programme and appreciated the training and noted that it was going to help them improve their work..

This implied that they met the objectives set by the training committee.

Their most liked sessions were the sessions on imprest, IFMIS, IPSAS and voucher processing.

The participants made the following suggestions to help in improving the future trainings on the field;

- 1) Allocation of more time for practicum on areas of Imprest and Integrated Financial Management Systems (IFMIS)
- 2) Implore various strategies on the commencement of upcoming trainings To provide Case study for parliament in handling accounts and finance
- 3) Improve on time management
- 4) Extend the timeframe of the training schedule from five day to ten day workshop.



E-procurement training at CPST

E-procurement in the Public sector has become key to successful delivery of services to the public procurement stakeholders in line with the principles of equity, efficiency, accessibility, non-discrimination, transparency and accountability.



The importance of procurement stems in part from its central role in budget implementation; its role in achieving value for money through optimized resource application; and its roles in achieving and maintaining aggregate fiscal discipline through the implementation of a robust commitment to control systems in the county assembly. Over the years, the public procurement function has witnessed growth from a hitherto clerical duty that met organizational needs with minimum oversight, to a technical and a strategic undertaking in both public and private sectors.

Justification for Training

Article 227 of the Constitution provides that “when a state organ or public entity contracts for goods or services, it shall do so in accordance with a system that is fair, equitable, transparent, competitive and cost-effective.” Moreover, the Public Procurement and Disposal Act, 2005 and its various attendant Regulations prescribe the rules, methods and bodies involved in both oversight and implementation of public procurement and disposal law; among others.

To ensure compliance with the legal provisions and understanding of best practice in delivery of

services through public procurement, it is necessary that four (4) training for the County Assemblies Procurement Staff be conducted with the aim of equipping the participants with knowledge and skills to effectively implement the public procurement and disposal legislation.

This training was one of the CPST supply driven courses targeted at the procurement staff of county assemblies having rolled out a similar course in the Year 2014. However, this particular one was focused on the e-procurement following the directive from the President Hon. Uhuru Kenyatta himself to all government agencies to use e-procurement

It was initially scheduled to run from 10th to 14th April 2014, but because of lack of applicants for this course, the programme was rolled out from a 18th to 22nd May, 2015 at the CPST Grounds. It had a total of six participants from two counties with Mandela having four participants (4) while Homabay which had two (2).

It can be quickly noted that all the applicants, in terms of gender, were men. The reasons for this disparity being the fact that the two female applicants who had applied for the training did not show up for the training and secondly, the procurement field in Kenya has been predominantly male dominated.

The course objectives

The E-Procurement course was designed to ensure upon completion of this course, participants should be able to among other things: explain the interface between budgeting and procurement planning, and how to apply preferences and reservations; discuss the procurement and disposal methods, and threshold; Understanding the Procurement Cycle on the E-platform; The Standard Bidding Documents in E-Procurement; Develop Specifications/ Terms of Reference & Evaluation Criteria for E-Procurement; Evaluation of Bids/ Tenders & Award on the E-Procurement platform; Contract Management under e-procurement rules; Disposal of Public Assets with e-procurement audit trail; The Roles of Various Committees & their Thresholds;

The Role of Public Procurement Oversight Authority, Public Procurement Administrative Review Board & Parliament in Procurement and Disposal Oversight; E-Procurement in enhancing ethics in Public Procurement.

Observations made by the Participants

Overall, the participants were very happy with the content covered. This implies that generally the training was good and it met most of their objectives; the content was useful to them and in their opinion, the facilitators were well organized and effective in their delivery. Four of the six participants found all sessions very exciting while the remaining two (2) participants found the standard bidding document in E-Procurement and contract management under E-procurement sessions very exciting.

In order to improve the training and make it better in the future, the participants suggested that there should be timely communication with counties on training courses; transport from the Parliament buildings in town to the CPST be improved; Improvement on transport; a visit to Parliament be incorporated in the programme. Participants also suggested that in future, this programme be designed to cover two weeks: the first week be dedicated to the theory aspects of e-Procurement while the second week would specifically set out for the practical aspects of the course/ Practical aspects of E-procurement (IFMIS-based) and the e-procurement software; Further, the participants urged the CPST to consider having a facility for accommodation Based on the analysis of the feedback obtained from this report and discussions held with the participants by the Programme Coordinator, the following implication arise for the CPST and the participants: that there is need to undertake a course covering the practical aspects of e-procurement after authorization from the National Treasury to use the e-procurement software in training has been secured. However, the CPST would consider discontinuing offering this course since it is not one of our premier courses.

This training was one of the demand driven courses requested by the Kilifi County Assembly. The programme ran from 07th to 10th May and had a total of thirty two participants who were MCAs and staff members. The participants were 32 with equal number of Members and Staff Members (each at 16) In terms of gender, the course had a total of six (6) female participants, two MCAs and four staffers.

The course was designed to achieve the following objectives:

- i. To create and enhance understand of the concept of programme based budgeting;
- ii. To Enable trainees to Carry out analyses on programme based budgets;
- iii. To Enable trainees to conduct public participation on the programme based budgets

The participants evaluated the programme by responding to the standard CPST ten statements to check on The Knowledgeability of facilitators about content; Preparedness and how organized the facilitators were; Effectiveness of facilitators teaching methodology; Responsiveness of facilitators to participants; How valuable the content is to their current job and whether it will support their duties;

The usefulness of materials and their availability for on-going use; How their training expectations and stated objectives were achieved; Whether the training will help them to improve their knowledge, skills or abilities; Overall rating for the training and Whether they felt treated well and respected by the facilitators.

The post-training evaluation summarizes the participants rating of the training. The participants were very happy with the training and rated most of the component including the relevance of the training and how they viewed the trainers at the maximum.

This implies that the training met their objectives, the content was useful to them and the facilitators were well organized and effective in their delivery.

Recommendations/ Suggestions to improve future

Onto improve the future trainings, the suggestions were not many since the training was a demand driven training which had specific objectives.

However, the participants expressed interest on

- 1) Further training on Budget process
- 2) Development of Public Participation guide
- 3) Prioritization of allocations based on public hearings

SENATE TRAINS ON SECURITY AWARENESS

The security awareness training for senate officers was successfully undertaken by the CPST in collaboration with the National Intelligence Academy (NIA). The trainings were done at the National Intelligence Academy in three batches on 15th, 19th and 22nd June respectively and total of (72) officers were trained on: Personal security, physical security, document security, computer security and counter terrorism. These included eight (8) officers from the CPST.

The participants lauded the programme as timely, necessary and useful to them. One of the officers during the session on Information security and use of social media commented that *“had this training been given to us earlier, probably the circulation of the Police terror alert on whatsapp would not have occurred; now we know”*

The participants observed that the trainings required more time so that more details regarding document security, and counter terrorism issues can be handled exhaustively.

Senator Henry Ole

Ndiema: "This is a very good training and the CPST must undertake induction training of all members, I have never been trained and I am in my second half of our term".

Hon Elijah Memusi: "This training is very timely and appropriate for me as a new member, the CPST needs to keep it up and more so, strive to take it to the people/public".

Senator Boy Juma Boy

"this is a very good programme which must be taken to the public, I want the CPST to start with Kwale My county"

Hon. Mustafa Idd: " The two committees must look for ways of working closely with the CPST to roll out public outreach activities even if it means seeking joint funding through joint proposals to development partners"

Senator Catherine

Mukite: " we appreciate this training very much and it will help improve our people"



On 26th to 31st May 2015, at the Grand Legacy Hotel, in Kigali Rwanda, The CPST trained a total of fifteen members. They comprised of seven senators and eight National Assembly Members of Parliament. These included to women legislators, one Senator and a member of the National Assembly. The training was one of the supply driven courses on the 2015 CPST training calendar. The training was entitled **LEGISLATURE AND PUBLIC OUTREACH FOR MEMBERS OF THE JOINT COMMITTEE ON BROADCASTING AND LIBRARY SERVICES AND THE COMMITTEE ON NATIONAL COHESION AND EQUAL OPPORTUNITY.**

The objectives of the training were to enable the participants to:

- 1) Explain the constitutional basis of public participation in parliamentary business
- 2) Describe the meaning and elements of effective public participation and National cohesion
- 3) Articulate the various mechanisms put in place by parliament to facilitate outreach, public participation and National cohesion
- 4) Discuss how parliaments in selected democracies conduct their parliamentary outreach, public participation and National cohesion

The programme captured the following aspects in order to realize the objectives: Parliamentary Outreach Strategies and Activities: How best to take Parliament to the People to realize National Cohesion

- 1) The status of outreach in the Kenyan Parliament: Perspectives from the outreach committee
- 2) Communication and Image Building: Presenting yourself to the Public as a Leader
- 3) Protocol and Etiquette: Communicating to Publics through conduct and behaviour;
- 4) National cohesion: Rwandan Experience
- 5) Tour of Kigali Genocide Memorial and visit to historic sites in Kigali

The Members had a lecture on genocide and the initiatives undertaken by Rwanda to reconstruct a post genocide state that upholds national cohesion. The Lecture was delivered by Serge Rigwamba an officer working at the Rwanda Genocide Memorial Museum. They later visited the Genocide memorial Museum and appreciated the importance of National cohesion. They recommended the need for political leaders to be bussed into Rwanda just to appreciate and reflect on issues of National cohesion. The Members of the two Joint Committees were also taken through a presentation by Freddy Mutanguha, the Country Director AEGIS. Members were informed that, the Aegis Trust runs a genocide prevention initiative that aims to promote a fundamental change in the response to genocide situations, moving away from reactive measures to policies of prevention. Members were further informed that AEGIS has launched programs in three other African countries. These are Kenya, South Sudan and Central African Republic. In Rwanda, AEGIS has been conducting Peace Building Education Program since 2008. This program has reached over 11,000 young Rwandans. Independent analysis shows it is changing attitudes and behaviour among students and their communities. They have also developed in conjunction with Rwanda's Ministry of Education, a new mobile version of this programme launched in May 2013. The programme exhibition, Peace-building after Genocide, tells the amazing stories of Rwandans who stood against genocide and have worked to build peace in their communities, inspiring others to do the same.CONTINUED ON Pg. 6

THE CPST ADVANCES PUBLIC PARTICIPATION AND THE IMAGE OF PARLIAMENT THROUGH PUBLIC OUTREACH AND PUBLIC PARTICIPATION TRAINING

On 14th to 17th May 2015, the CPST conducted training for members of the Parliamentary Standing Committee on Outreach. This was informed by the fact that most of the members of the committee are not necessarily in the field of communication and outreach and it was necessary that some form of capacity building can be undertaken to improve their skills and understanding of the work. The training was conducted at the Travellers Hotel Mombasa. The training was designed to cover the following aspects:

- 1) Parliamentary Outreach Strategies and Activities: How best to take Parliament to the People
- 2) Organizing Outreach and Communication Campaigns: Practical Steps from conception to post event evaluation
- 3) Group Work on Practical Assignments

The sessions were covered by Ann Gichuhi a lecturer from the University of Nairobi, who was hired by Apex porter Novelli communications the firm in charge of PR for PSC. And Josephine Watera a principal monitoring and evaluation officer from the Ugandan parliament. Lessons from the parliament of Uganda included:

- 1) Demarcating different outreach points e.g. Speaker’s directorates, committees, political conferences, National days
- 2) Embracing social media for feedback on the work of Parliament
- 3) Timely programs attract interest from the public including the civil society in Parliamentary outreach
- 4) Having a Speaker’s day where the Speaker meets the general public

The participants lauded the programme and made useful recommendations as the way forward. These included Regular training for members of the committee, more collaboration of the various committees dealing with outreach issues in parliament and support in terms of more resources for the committee. CPST undertook to donate a laptop to the committee secretariat as well as purchase a dummy mace that could be used by the committee when the Centre is not using it as a learning resource.

...FROM Pg. 5

Members were further informed that AEGIS has already signed a Memorandum of Understanding with the Governor of Turkana County in Kenya to build a Peace Centre Turkana and they are soon planning to do a similar one in West Pokot County. AEGIS has also organized a Peace walk where a torch of hope will be passed from Lodwar through Six Counties in North Rift starting on July 15, 2015.

An analysis of the training through the CPST Monitoring and evaluation tool indicates that the participants lauded the training and made some useful recommendations in their way forward. Some of the suggestions they raised included:

- 1) The CPST to avail such trainings earlier in good time (15 participants)
- 2) CPST to make this training regional and include other parliaments as well as use international resource persons (15 participants).
- 3) CPST to collaborate with the committees in mounting similar trainings for staff of members (Senators, Members of National Assembly, and women representatives) who work at the constituency levels (15 Participants)
- 4) CPST to undertake such trainings for county assemblies and include the members in delivering some of the trainings(Senator Kwale and Trans-Nzoia made requests for first considerations)

PUBLIC OUTREACH ACTIVITIES WITHIN THE PAST QUARTER

- CPST plays a critical role as the staff standing committee on outreach is chaired by the Director of the CPST and the Centre has been training on matters outreach.



The Agricultural Shows around the Country Were Among Activities That CPST Did In Its Outreach Programs



Advisory opinion

There are a number of officers that were employed by the Parliamentary Service Commission almost one year ago. A good number of these officers are fresh graduates. These officers are just about to receive confirmation in employment. Usually this is the beginning or the end of a successful financial freedom.

At its inaugural meeting in March 2015 during the Director's Forum, most of the Directors were worried about their young and newly employed staff. One of the key worries was the kind of financial decisions these staff will make immediately after being confirmed in employment. They noted that after confirmation, staffs qualify for some benefits such as car loans and mortgage facilities. Some newly employed staff are likely to overinvest in luxurious items at the expense of their financial stability in future. It is against this background that this column seeks to give these newly employed staff some advice on personal financial management.

Some common mistakes young and newly employed staff commit is to engage in conspicuous consumption. Youths these days commonly refer to it as *"having fun or being with it"*. In my times, we used to use out dated words such as *painting the town red or being ozone*. Economists refer to it as *keeping up with the Jones*.

Despite the generational differences or differences in terminology, the expenditure behaviours in these groups of young and newly employed officers include purchase of expensive and state of the art phone; purchase of expensive cars with the latest number plates; partying the whole night; purchase of the latest designer clothes and making sure that friends and colleagues are informed of the label on the dress, trouser, suit among others. The most extreme case is taking your girlfriend for an expensive holiday abroad yet she insists that you are just a good friend. The danger of this is the likelihood of one living beyond their means.

Persons who live beyond their means are in danger of not being able to attain financial freedom ever in life. These are cases of persons who are constantly borrowing money from friends, being in a constant state of brokenness, being unable to even pay rent. The extreme case of this is borrowing from shylocks under very stringent terms. There are those who are even tempted to engage in lottery or gambling with the hope of getting enough to cover the huge debt or maintain an expensive life style chosen.

The career breaker is usually the temptation to engage in

unethical behaviour of either seeking financial favours or asking for bribes or even dealing. These are the kinds of person at work who constantly chase small monies such as sitting allowances or looking for ways to forge vouchers or seeking for bribes in return for service and the like.

Young persons need to understand that being youth is gold. All newly employed youths have the benefits of time ahead; wisdom from the old and financial experts and enormous investment opportunities around them. These are the critical success factors. They are the basic ingredients for future financial freedom.

Let me now share in the basic lifestyle profile that is required for successful financial freedom. The first value lies in the kind of friends you keep. Avoid the kind that likes only to talk about parties and women or men as the case applies. Hang around friends who constantly challenge you to invest in one thing or another. Note that you are as good as the company you keep.

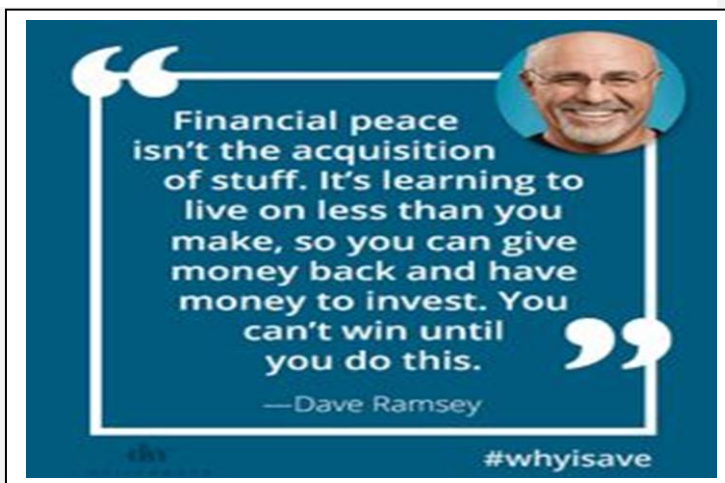
Take risks while you are still young. Build a portfolio of investments with high risk and high returns. Remember, you have the benefit of time and can afford to make a few investment mistakes but learn better lessons for the future. Investments such as business start-ups, shares and other risky investments are good for you at this age. Support your partner through a venture capital route and you may just be setting yourself up to be a future millionaire.

Use the advice of financial experts and learn to pay for financial expert advice. Do not think that all your friends who talk big are telling you the truth. Be warned, some of them are big dreamers. Expert opinion is good and can lead to better value. The caution here is that you need to get financial advice from professional financial analysts and not from accountants nor economists or lawyers or any Tom, Dick and Harry with a B.Com degree.

Live within your means. The worst crime in personal finance is to live beyond your abilities. The best practice is to ensure that you do not engage in any expenditure whose only return is for you to show off to your peers what you own or are capable of. Ensure all your expenditures are planned for and make good economic sense. If you have the ability, make a budget to guide your expenditure patterns.

Take advantage of the loan opportunities around you. I wish to recommend that you only take loans to get better returns in the long run. I do not see how taking a loan to buy a car to come to work is an investment. You need to convince me. More so, if you live in a rented house and yet you have a mortgage facility like the one offered by Bunge at your disposal. That is having inverted priorities. Remember, buying a car is buying expenses of fuelling and maintenance while buying a house is long-term freedom. The equity value based on the current growth property prices is just a master piece of good investment. When buying a house, look at the comfort of your family while still working and the rent potential or resale value at retirement.

Note that in anything you do or a financial expenditure you make now, you are either leading to financial freedom in old or otherwise in old age.



PICTURE SPEAK ON EVENTS AND TRAININGS AT CPST AND BEYOND



The Members of Nandi County Assembly during a capacity enhancement Training conducted by The CPST on effective public participation



County Assembly Procurement Staff At CPST – Karen Campus During An E-Procurement Training.



ICT Capacity Enhancement Training (Module II) At The CPST- Karen Campus

PARLIAMENTARY OUTREACH PROGRAMS AND PUBLIC PARTICIPATION



PIN members paid a visit to the CPST Karen campus



North Inmenti Member of Parliament Dawood, Abdul Rahim visits the Parliament stand at the Ask show in Meru, June, 2015

Upcoming Trainings in the Next Quarter

	Training	Date
1	Results based management and reporting and orientation workshop for senior management staff of the Zambian National assembly in Lusaka	7 th -13 th Sept 2015
2	Training of trainers (T.O.T) for PSC staff conducted by the UNITAR	October 2015 (TBC)
3	Finance and accounting systems for PSC staff in the directorate of finance at the Sarova Whitesands	3 rd to 6 th August 2015
4	CPST training calendar planning retreat for the Joint PSC training committees Sarova Whitesands	3 rd to 7 th August 2015
5	CPST /ATAF regional training for members of the finance committees in the East African region at Naura Springs hotel Arusha.	17 th -21 st August 2015

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