REPORT OF THE REPROGRAPHIC SECTION STAFF WHO WERE ON ATTACHMENT AT EAST AFRICAN ASSEMBLY (EALA)

VENUE: ARUSHA INTERNATIONAL CONFRENCE CENTRE (AICC)

ARUSHA

DATE: 11TH TO 17TH JULY, 2010

PRESENTED TO:

THE CLERK OF THE NATIONAL ASSEMBLY

JULY 2010

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Lastly, we would most graciously like to thank the Clerk of National Assembly who through his wisdom and wide knowledge initiated this programme and ensuring that it is successful being the first time in history of Parliament Reprographic Staff have been sent for attachment outside Parliament so that they can realize its primary objectives.

INTRODUCATION

The East African Cooperation was first started by Kenya and Uganda in 1900 where the two countries operated accustoms Union, it was later joined by Tanzania Government in 1922. More elaborate regional integration arrangements in East Africa was included in East African High Commission in 1948-1961, the East African common service organization was established and between 1961and 1967 the formation of East African community was born until its collapsed in 1977.

In 1977 the East Africa states immediately engaged a mediation process under the mediation agreement of 1984 which was to ensue the explore on how to resume regional cooperation, this led to the rebirth of signing by Kenya, Uganda and Tanzania of the agreement for the establishment of permanent Tripartite commission for East Africa Cooperation on 30th November 1993.

Following wide consultation with a commencement to developing cooperation, the East African states upgraded the agreement for East African cooperation into treaty. The treaty for establishment of the east African community was signed on 30th November 1999. The Treaty entered into force on 7th July 2000 following its ratification by the original 3 partner states; Kenya, Uganda, Tanzania and later on Rwanda and Burundi acceded to the East African Legislative Assembly Treaty on 18th June 2007 and they become full Member of the Community with effect 1st July 2007.

The Community burn the East African Legislative Assembly with the formation of a Member for each state partner for the period of five years. It comprises the speaker of the Assembly who presides the business of the House and the Clerk of the Assembly will be handling chamber work and administrative matters of the Assembly.

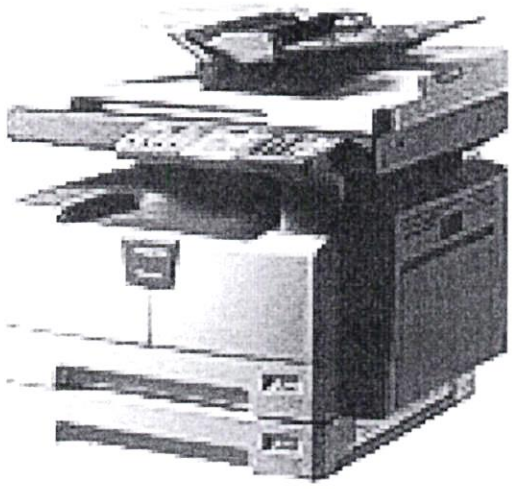
The functions of the Assembly are among others:-

- To debate and approve the budget of the Community
- To discuss matters of pertaining to the community and make recommendation
- To recommend to the council apartment of the Clerk and other officers of the Assembly.

The East Africa Legislative hold the sittings each time and place as the Assembly may appoint. The Clerk of the Assembly shall transmit to the Clerk of National Assembly copiers of records of all relevant debates and also copies of the bills among other debates to the clerks of National Assemblies for partner States.

The East African Legislative Assembly is situated at Arusha International conference centers which also house the International Criminal Courts and East African Community secretariat.

PHOTOCOPY



Photocopy is also known as a copier or copy machine which is used to make copies of documents and other visual images quickly and cheaply. Most current photocopiers use a technology called xerography, a dry process using heat. Copiers can also use other output technologies such as ink jet, but xerography is standard for office copying.

Xerographic office photocopying was introduced by Xerox in 1949, and it gradually replaced copies made by Verifax, Photostat, carbon paper, mimeograph machines, and other duplicating machines. The prevalence of its use is one of the factors that prevented the development of the paperless office heralded early in the digital revolution.

Photocopying is widely used in business, Education and Government offices. There have been many predictions that photocopiers will eventually become obsolete as

information workers continue to increase their digital document creation and distribution, and rely less on distributing actual pieces of paper.

HOW THEY ARE WORKING

Charging; cylindrical drum is electrostatically charged by a high voltage wire called a corona wire or a charge roller. The drum has a coating of a photoconductive material. A photoconductor is a semiconductor that becomes conductive when exposed to light.

Exposure; A bright lamp illuminates the original document, and the white areas of original document reflect the light onto the surface of the photoconductive drum. The areas of the drum document reflect onto the surface of the photoconductive drum. The areas of the drum that exposed to light become conductive and therefore discharge to ground. The area of the drum not exposed to light those areas that correspond to black portions of the original document remain negatively charged. The result is a latent electrical image on the surface of the drum.

Developing; the Toner is positively charged. When it is applied to the drum to develop the image it is attracted and sticks to the areas that are negatively charged black areas just as paper stacks to a toy balloon with a static charge.

Transfer; the resulting toner image on the surface of the drum is transferred from the drum onto a piece of paper with a higher negative charge than the drum.

Fusing The Toner is melted and bonded to the paper by heat and pressure rollers, an example is given of a negatively charged drum on the drum paper and positively charged toner as is common in today's digital copiers. Some copiers. Mostly older analog copiers, employ a positively charged drum and paper and negatively charged Toner.

ORIGIN: The first widely used copy machine for offices was invented by ***James Watt in 1779***; He relied on physically transferring some of the specially formulated ink from an original letter or drawing to a moistening thin upsized sheet of paper by means of a press. The copy could then be read from the obverse side. The system was a commercial success and was in used for about over a century.

In 1937, Bulgarian physicist George Nadjakov found that when placed into an electrical field and exposed to light, some dielectrics acquire permanent electric polarization in the exposed areas that polarization persists in the dark and destroyed in light

Chester Carlson the inventor of photocopying was originally a patent attorney as well as a part-time researcher and inventor. His Job at the patent office in New York required him to make a large number of copies of important papers. Carlson who

was arthritic funds this to be a painful and tedious process. This motivated him to conduct experiments with photoconductivity. Carlson used his kitchen for his "electrophotography" experiments in 1939 which he applied for a patent of processing. He made the first photocopy using a Zinc plate covered with sulphur. The words "10, 22-28 Astoria" were written on a microscope slide which was placed on top of more sulphur and under a bright light. After the slide was removed, a mirror image of the words remained. Carlson tried to sell his invention to some companies, but failed because the process was still underdeveloped. At the Time, multiple copies were most commonly made at the point of document origination, using carbon paper or manual duplicating machines and people did not see the need for an electronic machine. Between 1939 and 1944, Carlson was turned down by over 20 companies, including IBM and General electric neither of which believed there was a significant market for copiers.

In 1944, the Batelle Memorial Institute non- profit organization in Columbus, Ohio contracted with Carlson to refine his new process. Over the next five years, the institute conducted experiments to improve the process of elecrophotocophy, in 1947, Haloid Corporation (a small New York- based manufacturer and seller of photographic paper approached Battelle to obtain a license to develop and market a copy machine based on this technology.

Haloid felt that the word "electrophotography" was too complicated and did not have good recall value. After consulting a professor of classical language at Ohio State University, Haloid and Carlson changed the name of the process to "Xerography," which was derived from Greek words that meant "dry writing" Haloid called the new copier machines "Xerox Machines" and, in 1948, the word Xerox" was trademarked. Haloid eventually changed its name to Xerox Corporation.

In 1949, Xerox Corporation introduction the first xerographic copier called the Model A. Xerox became so successful that, in North America, photocopying came to be popularly known as "Xeroxing". Xerox has actively fought to prevent "Xerox" from becoming a generalized trademark. While the word "Xerox" has appeared in some dictionaries as a synonym for photocopying, Xerox Corporation typically requests that such entries be modified, and that people not use the term "Xerox" in this way. Some languages included hybrid terms, such as the widely used polish term Kserokopia (xerocopy) even though relatively few photocopiers are of the Xerox brand.

In the early 1950s, Radio Corporation of America (RCA) introduced a variation on the process called Electrofax, whereby images are formed directly on specially coated paper and rendered with a toner dispersed in a liquid. During the 1960s and through the 1980s, Savin Corporation developed and sold a line of liquid-toner copiers that implemented a technology based on patents held by company.

Prior to the widespread adoption of xerographic copiers, photo-direct copies produced by machines such as Kodak's Verifax were used. A primary obstacles associated with the pre-xerographic copying technologies was the high cost of supplies; a verifax print required supplies costing USD $ 0.15 in1969, while a Xerox print could be made for USD $ 0.03 including paper and labor. At that time, Thermofax photocopying machines in libraries could make letter-sized copies for USD $ 0.25 or more (at a time when the minimum wage for a US worker was USD $ 1.65)

Xerographic copier manufacturers took advantage of a high perceived-value of the 1960s and early 1970s and marketed paper that was "specially designed" for xerographic output. By the end of the 1970s, paper producers made xerographic "runability" one of the requirements for most of their office papers brands. Some devices sold as photocopiers have replaced the drum-based process with inkjet or transfer film technology; these kinds of copiers have some advantages as follows:-

- they used plain (untreated) office paper
- the used or implemented duplex through two side printing
- finally they will sort and staple

COLOR COPIERS

Color toner became available in the 1950s, although full-color copiers were not commercially available until 3m released the color-in-color copier in 1968, which used a dye sublimation process rather than conventional electronic technology. The first electrostatic color copier was released by \canon in 1973.

Color photocopying is concern to governments, as it facilitates counterfeiting currency. Some countries have incorporated anti-counterfeiting technologyies into their currency specifically to make it harder to use a color photocopier for counterfeiting. These technologies include watermarks and microprinting among others.

DIGITAL COPIES

In recent years all new photocopiers have adopted digital technology, thus replacing the older analog technology. With digital copying, the copier effectively consists of an integrated scanner and laser printer. This design has several advantages, such as automatic image quality enhancement and the ability to build jobs that is to scan page images independently of the process of printing them. Some digital copiers can function as high-speed scanners; such models typically offer the ability to send documents via email or to make them available on file servers.

A great advantage of digital copier technology is "automatic digital collation" for example, when copying a set of 20 pages 20 times; a digital copier scans each page only once then uses the stored information to produce 20 sets. In an analog copier, either

each page scanned 20times (a total of 400scans) making one set at a time or 20 separate output trays are used for the 20 sets.

Low-end copiers also use digital technology, but tend to consist of a standard PC scanner coupled on an inkjet or low-end laser printer, both of which are far slower than their counterparts in high-end copiers. However, low-end scanner-inkjets can provide color copying at afar low cost than can a traditional color copier. The cost of electronics is such that combined scanner-printers sometimes have built-in fax machines.

COPYRIGHT

Photocopying materials that is subject to copyright (such as books or scientific papers) is subject to restrictions in most countries. This is common practice as the cost of purchasing a book for the sake of one article or few pages can be excessive. The principle of fair use in the United States or fair dealing in other countries allows this type of copying for Research purposes.

In certain countries such as Canada some universities pay royalties fro each photocopy made at university copy machines and copy centres to copyright collectives out of the revenues from the photocopying and these collectives distribute resulting funds to various scholarly publishers. The copy centre is responsible for clearing copyright for

every article in the reader and attribution information must clearly included in the reader.

HEALTH ISSUES

Exposure to ultraviolet light is a concern. In the early days of photocopiers, the sensitizing light source was filtered green to match the optimal sensitivity of the photoconductive surface. This filtering conveniently removed all ultraviolet. variety of light sources are used as glass transmits ultraviolet rays between 325 and 400 nanometres, copiers with ultraviolet-producing lights such as fluorescent, tungsten halogen or xenon flash expose documents to some ultraviolet

MAINTAINANCE

Give your machine room to breathe; try to place your copier or printer in an area that is free of obstructions, accessible from all sides when it needs to be serviced. Good air around your copier is essential. This wills ozone from the building up inside the unit. Ozone is a naturally occurring part of the copy process, but can be hard always an issue. It fog sensors inside the copier and give false indicators of a paper jam. Paper itself gets paper, the more dust it will generate as it passes through the machine.

Have one person a key operator in your office that is responsible for routine operator issues, the fewer people that actually get their hands in the machine the better. This people they should know how to add toner and remove paper jams etc.

Wipe the large glass down every morning to ensure that the copiers don't have any dust. Load one ream at time if your tray holds one ream to avoid paper jam put it straight.

Always call your service reprehensive right away to service the machine if you don't know the problem and Make sure you have the right electrical units which are to right ones to avoid power failures.

OFFICE OF THE CLERK

Office of the Clerk for East African Legislative Assembly was established along side the Assembly to offer services like Chamber work and administrative to the Assembly. The Section has the Clerk as the Head of the Unit, the Deputy Clerk, Principle Clerk and Senior Clerk Assistant.

The programme is prepared from the Clerk's office 21 days before the Assembly meets and circulated to members and other officers of the house. They also prepare budget,

propose the recruitment of more staff and liaise with members Assemblies for any activities that may require their attention.

The also clerk the House Committees when ever there is the sitting of committee members, the clerks accompany members on official visits i.e. when parliament sits at other National Assemblies of the state countries.

RESEARCH, LIBRARY AND ICT:

This section works hand in hand to offer technical support to Honourable members of parliament.

The units were established in the year 2006 with the following staff:

- Research 2 Researchers
- Library and Information – 1 librarian
- ICT – 1 System analysised

The Research section also acts as Clerks in the Committees and accompanying members where never they go for familiarization within and outside the parliament percents. Other services the offer is drafts papers of bills to come for discussion, offer information to members from the library. The ICT ensues that the system is in place and working they also post debates it the EALA websites and the EAC websites. The section has only one big photocopy machines which are used by two staff to produce orders and Votes

of the day before distribution to Members. The copy also produces copies of Hansard for Mps correction before the last print of the Hansard reports.

The Library section is in charge of all documentation includes the distribution of Hansards and any other materials produced by EALA the section have only one staff who works with other section like SAA, Hansard, Research and IT. Information Communication Technology (ICT), this is the section which offers technical services to Hon. Members and the staff of the Assembly by ensuring that internet facilities are working, the are good computers to used by staff and members.

PRO: the pubic relation officer is the officer which does the welcoming the visits who tours the East African Community as a whole he doest both for EAC and EALA at the same time. The office should be informed in advance to prepare since they double with the two units and even International Criminal court.

HANSARD

They transacts the business of the house once the house is in the sitting, do the editing of the Hansard gives to members to collect in the next sitting this is because the section has only three staff and there are much to be done and they can not finish in time.

After members have corrected the concerned debates the incorporate with the other Hansard and send them to Uganda parliament for binding. The binding can take as far one year to be bound.

RECOMMENDATIONS

The department of reprographic can only offer effective services if only the acquire bigger photocopy machines, train staff so that they can be able to remover paper jam and clean the machines this will reduce the cost of calling the technician from the dealers.

The officers require a lot of exposure to other parliaments to acquaint themselves on the new technology of operating machine and how they should keep the clean and durable.

The period of attachment should be atleast two weeks this apart from exposure it also increases the moral of the staff working in the section of reprographic.