

KENYA PLANT HEALTH INSPECTORATE SERVICE

INTERNAL MEMO



Ref: KEPHIS/HQ/1/197/vol.1 (29)

Date: 12th October, 2022

To: Managing Director

Approved. [Signature] 13/10/22

Thro: Ag. Director Corporate Services

Forwarded for approval [Signature] 13/10/22

From: Ag. Deputy Director Human Capital

Subject: Approval for circulation of TNA Report FY 2022-2023

The Human Resource Advisory Committee met on 21st September 2022 and deliberated and approved the reviewed TNA report for the FY 2022-2023.

Attached is the report for your consideration, approval and request for circulation.

[Signature]

Winnie Ogutu

Ag. DCS

Approval of personal development courses to be done on a case-by-case basis. Separate budget approvals to be submitted

[Signature]

13/10/22

Hana

Take note & implement accordingly

[Signature] 14/10/22



**KENYA PLANT HEALTH INSPECTORATE SERVICE
(KEPHIS)**

**KEPHIS Staff Training Needs Assessment and
Training Programmes Report for 2022/2023 FY**

September 2022

KEPHIS TRAINING NEEDS ASSESSMENT AND TRAINING PROGRAMMES REPORT FOR 2022/2023 FY

1.0 Introduction

The Corporation has diverse workforce in terms of skills and functions they perform. Capacity building has been recognized by the Corporation as a key pillar in facilitating employees to take up their roles efficiently.

Continuous staff development through training in KEPHIS is undertaken staff's professional training to upgrade their knowledge and skills. Emphasis is placed on short-term training and seminars in management and technical fields.

2.0 KEPHIS Training Needs and Training Programmes for 2022/2023 FY

All training in the Corporation is based on the findings and recommendations of a comprehensive training needs assessment conducted every year. The staff normally discuss their needs in their respective departments or regions with their respective supervisors. The needs are then forwarded to Human Capital Office for compilation. The documented training needs for the Service therefore have the input of the employees and their immediate supervisors.

The training needs for the service for the year 2022/ 2023 are one hundred and one (101). Out of these one hundred and one (101) training needs, one hundred and one (101) training programmes were developed (see attachment). Details of the training needs and programmes are as summarized overleaf:

S/ NO.	PROPOS ED DATE	PROGRAMME	DURAT ION	VENUE	TRAINEE	TRAINER	TRAINI NG COST	NEED
Performance Contract Training								
1.	2022/ 2023	ADA Committee training	4 days	Nairobi	Committee members	NACADA	128,000	Complia nce
2.	2022/ 2023	Disability Mainstreamin g Committee training	3 days	Nairobi	Committee members	NCPWD	96,000	Complia nce
3.	Q 2 2022- 2023	Basic Pest risk analysis (PRA); pest risk management and communicatio n training	1 week	KEPHIS Nakuru	20 staff	KEPHIS	-	Complia nce
4.	5 th – 10 th February 2023	First Aid training for drivers	5 days	Naivasha	50 drivers	KIHBT / ST. JOHNS	550,000	Complia nce
5.	2022/ 2023	Gender Mainstreamin g Committee training	3 days	Nairobi	Committee members	NGEC/SD fG	96,000	Complia nce
6.	Q 3 2022- 2023	Capacity building for nursery certification; Varietal identification of nursery seedlings and pests of phytosanitary concern in nursery certification	3 days	KEPHIS HQ	20 Staff	KEPHIS	-	Complia nce
7.	2022/ 2023	Train Corruption Prevention Committees	1 day	Nairobi	All staff	EACC	59,000	Complia nce

8.	Q 3 & 4 2022- 2023	Train staff on PIMS	1 day	Nairobi	30 staff	KEPHIS	-	Compliance
9.	October 2022	Training of auditors for authorized activities (Practical)	5 days	KEPHIS Nakuru	15 inspectors	Planning Dept.	750,000	Compliance
10.	Q 2 2022- 2023	Training of plant doctors and plant clinic	2 weeks	KEPHIS Nakuru	5 Staff	CABI	500,000	Compliance
11.	Q 3 2022- 2023	Training of staff on electronic certification system (ECS) and import certification system (ICS training for staff	2 days	KEPHIS HQ	60 Staff	KEPHIS	-	Compliance
12.	Q 4 2022- 2023	Training on Africa Free Continental trading area (AFCTA)	2 days	KEPHIS HQ	5 Staff	KEPHIS	-	Compliance
13.	Q 3 2022- 2023	Training on certification of facilities applying ISPM 15	2 days	KEPHIS HQ	30 staff	KEPHIS	-	Compliance
14.	2022/ 2023	Sign language	2 weeks	Nairobi	Judith Kashemwa and 3 interested officers	KISE	400,000	Compliance
15.	September 2022	Training on certification of GM crops	5 days	KEPHIS	James Oganda, Jacob Cheptaiwa, Caroline Kavu,	Bayer/KA LRO	200,000	Compliance

					Stellamaris Mulika, Eric wanyonyi Daniel Kiptoo			
16.	6 th to 9 th March 2023	Training on collection, preparation, characterization and maintenance of reference collections	3 days	Embu	8 Examiners	GeRRI/ Museums	400,000	Compliance
17.	Q 1 2022-2023	Training on devitalization	2 days	KEPHIS HQ	30 staff	KEPHIS	-	Compliance
18.	Q 4 2022-2023	Training on disease identification in Beans and Soya beans	10 days	KEPHIS Muguga	15 staff	KEPHIS	140,000	Compliance
19.	Q 4 2022-2023	Training on horizon scanning	5 days	KEPHIS HQ	15 staff	CABI	85,000	Compliance
20.	Q 4 2022-2023	Training on insect pest identification; Morphological & Molecular identification of insects; collection & preservation	5 days	KEPHIS Muguga	10 staff	NMK/ICIP E	606,670	Compliance
21.	Q 3 2022-2023	Training on introduction to bioinformatics	5 days	KEPHIS Muguga	10 staff	BeCA/CABI	100,000	Compliance
22.	Q 2 2022-2023	Training on Laboratory management systems	5 days	KEPHIS Muguga	30 staff	KEPHIS	-	Compliance
23.	21 st – 25 th November 2022	Motor transport management	5 days	Mombasa	11 officers handling transport	AA Kenya	17,850	Compliance

24.	Feb 2023	Knowledge Management	5 days	Nakuru	Planning Officers (2)	KSG, UNES	100,000	Compliance
25.	Q 2 2022-2023	Laboratory Risk Identification and management	3 days	Mombasa	5 staff	KENAS	300,000	Compliance
26.	19 th -23 rd September 2022	Road safety mainstreaming	1 week	Nakuru	Road safety committee	NTSA	Nil	Compliance
		1. Roads safety management and coordination	1 week	Machakos	11 officers handling transport			
			1 week	HQ	Officers handling transport			
		2. Staff induction and programs	1 week	Naivasha	-			
			1 week	HQ	Officers handling transport			
		3. Speed management	1 week	Mombasa	-			
		4. Vehicle selection and maintenance	1 week	Nakuru	-			
			1 week	Mombasa	-			
		5. Vehicle crash involvement policy	1 week	HQ	-			
		6. Incentive and disincentive policy						
		7. Training and education						

		on policy						
27.	Q 2 2022-2023	Training on market requirements for export Australia	2 days	KEPHIS HQ	60 staff	KEPHIS	-	Compliance
28.	Q 1 2022-2023	Training on market requirements for export China Avocado	2 days	KAKUZI	60 staff	KEPHIS	-	Compliance
29.	Q 4 2022-2023	Training on market requirements for export Israel market	2 days	KEPHIS HQ	15 staff	KEPHIS	-	Compliance
30.	Q 4 2022-2023	Training on market requirements for export of plant for planting	2 days	KEPHIS Muguga	15 Staff	KEPHIS	-	Compliance
31.	5 th – 10 th December 2022	Security management training of committee members	5 days	Nakuru	11 officers handling security	Redrow security	450,000	Compliance
32.	Q 2 2022-2023	Training on market requirements for export to European Union	2 days	KEPHIS HQ KEPHIS Nakuru	60 staff	KEPHIS	-	Compliance
33.	Q 4 2022-2023	Training on nematode identification	5 days	KEPHIS Muguga	10 staff	KEPHIS	-	Compliance
34.	Q 3 2022-2023	Training on PFPP capsicum for to European Union	2 days	KEPHIS HQ	30 Staff	KEPHIS	-	Compliance

35.	Q 3 2022-2023	Training on quarantine regulation for staff	2 days	KEPHIS Muguga	30 Staff	KEPHIS	-	Compliance
36.	Q 4 2022-2023	Training on risk assessment for biological control agents	2 days	KEPHIS HQ	5 Staff	KEPHIS	-	Compliance
37.	Q 2 2022-2023	Training on staff on establishment of pest free areas and areas of low pest prevalence	3 days	KEPHIS HQ	15 Staff	KEPHIS	-	Compliance
38.	Q 2 2022-2023	Training on trade facilitation platform (TFP Kentrade)	5 days	KEPHIS Mombasa	15 staff	KEPHIS Mombasa	140,000	Compliance
39.	Q 4 2022-2023	Training staff on import market requirements	2 days	KEPHIS HQ	60 Staff	KEPHIS	-	Compliance
40.	2022/2023	Undertake training on invasive species within phytosanitary systems	2 days	Nairobi	15 staff	KEPHIS	-	Compliance
41.	2022/2023	Undertake Training on Beyond Compliance Tools and Systems Approach	3 days	KEPHIS Nakuru	40 staff	KEPHIS	-	Compliance
42.	2022/2023	Training on Cross Border Trade	3 days	Busia Border Post	10 staff	KEPHIS	200,000	Compliance

43.	2022/2023	Training on Cross Border Trade	3 days	Namanga Border Post	10 staff	KEPHIS	200,000	Compliance
44.	Q 4 2022-2023	Pest forecasting, Climes modelling & Early Warning Systems;	5 days	online	30 staff	CABI	-	Compliance
45.	Q 2 2022-2023	Pest surveillance training and data collection	5 days	KEPHIS HQ	30 staff	KEPHIS	100,000	Compliance

CPD Mandatory Training

46.	2022/2023	CPD Training for HR Professionals	5 days	Mombasa	HR Officers	IHRM	700,000	Mandatory CPD
47.	2022/2023	CPD Training for accountants	5 days	Mombasa	Accountants	ICPAK	951,000	Mandatory CPD
48.	September 2022	CPD Training for Supply chain management officers	5days	Mombasa	8 Supply chain management officers	Global procurement Academy (GPA)/ KISM	539,000	Mandatory CPD
49.	2022/2023	CPD Training for ICT officers	5days	Nairobi	8 ICT officers	Techno Brain/Computer Pride/Institute of Software Technologies	640,000	Mandatory CPD
50.	2022/2023	Sustainability Conference	5 days	TBA	Catherine Muraguri	Public Relations Society of Kenya		Mandatory CPD
51.	October 2022/2023	Labour Laws	4 Days	TBA	All HR Officers	CHRM/IHRM	130,000	Mandatory CPD

Supervisory/Management/Leadership Courses

52.	Aug-22	Senior Management	4 weeks	Kabete	8 (Deputy Directors	Kenya School of	593,920	Compliance
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		Course (SMC) online			and Principal Officers) Phase one	Government (KSG)		
53.	November 2022	Strategic Leadership Development Programme (SLDP)	6 weeks	KSG	5 officers (Dep. Directors/Principal Officers) phase one	KSG	760,000	Compliance
54.	15th-26th August	Supervisory Skills Development Course	2 weeks	Nairobi	14 Senior Officers	KSG	519,680	Compliance
55.	2022/2023	Transformational Leadership Course	1 Week		3 Directors	KSG	238,500	Compliance
Personal Development Courses								
56.	Q 3 2022-2023	Advanced Pest risk analysis (PRA); pest risk management and communication training	1 week	KEPHIS Nakuru	10 people	KEPHIS	-	Performance gap
57.	Mar-23	Agilent 7890 Troubleshooting, Maintenance & First level repair	5 days	Agilent University	David Kuria Samuel Kikuvi	Agilent University	376,992	Performance gap
58.	Q 4 2022-2023	Advanced training on bioinformatics	1 week	KEPHIS Muguga	10 staff	BeCA/CABI	100,000	Performance gap
59.	October 2022	E-Learning Course Production	5 days	Lower Kabete	George Momanyi	KSG	60,000	
60.	November 2022	Enterprise risk management	5 days	Mombasa	Lucas Suva,	Institute of risk management	116,000	

61.	Mar-23	Essential Computer Skills	5 days	Mombasa	15 Office Assistants	KSG	96,000	Performance gap
62.	November 2022	Examination of Coffee plant on examinable test characters	5 days	Coffee Research Institute	Gentrix Juma, Lucas Suva	CRI Experts	150,000	
63.	September 2022	Executive Board Paper Writing Course	5 days	Lower Kabete	George Momanyi	KSG	46,400	Performance
64.	May	Buffet preparation and presentation	1 weeks	Coast	Victor Kiptoo	Utalii college	14,000	Performance gap
65.	November 2022	Customer Care course	5 days	Kenya School of Government	14 Office Assistants	Kenya School of Government	352,500	
66.	Dec 2022	Data Analysis and Data Management Systems	4 days	Mombasa	Planning Officers (2) Joseph Chanzu, Lencine Baarah Kennedy Muteti	KSG, Strathmore	100,000	Performance
67.	6th to 16th March 2023	Communication Skills for Public Service Officers	2 weeks	Kenya School of Government Mombasa Campus	Irene Muthoni Maina	Kenya School of Government	48,720	Performance gap
68.	Sept 2022	Complaints Handling & Resolution	5 days	Embu	Planning Officers (2)	KSG	100,000	

69.	As per KSG program	Conduct of Meetings & Minute Writing Course	1 week	As per KSG program	Mellon Kabole	Kenya School of Government (KSG)	24,360	
70.	2022/2023	Speech Writing Course	1 week	As per KSG program	Mellon Kabole	Kenya School of Government (KSG)	23,200	Performance
71.	October to November 2022 March/May 2023	SPS Transparency Champions Course	2 months	WTO in Geneva, Switzerland d Geneva/Online	Phyllis Githaiga, Faith Ndunge, Luy Namu	WTO	Nil	Performance
72.	January, 2023	Standard preparation and quantitation of isomers and difficult analytes (Spinosad, carbendazim, thiabendazole)	5 days	Online	James Woto	University of Almeria Spain	24,360	
73.	January 2023	Harmonization training on seed certification procedures	5 days	KEPHIS HQTs	Dennis Kiasati All Inspectors Mary Guantai Charles Kirwa Susan Mwiti	KEPHIS HQTs	67,200	
74.	3/10/2023 TO 14/10/2023	Hospitality skills development course	5 days	KSG Embu	1.Lilian Vuhya 2.Susan Bosire 3.Angeline Ruto 4, Peter kiok	KSG	180,000	Performance

					5, Victor kiptoo 6, Moses Kichwen			
75.	19-23 rd Sept.202 2	HR for Non- HR Managers and Professions	5 days	Nairobi	26 (Directors /Deputy Directors/P rincipal Officers)	KSG/ CHRM/D GMB	350,000	Perform ance
76.	Dec 2023	ICP-MS Spectral Interference Management with ORS Managing Physical Matrix Interferences in ICP-MS	5 days	Agilent University	Paul Njuguna Timothy Osoro	Agilent Universit y	150,000	
77.	Septembe r 2022	Inspection of fruit tree nurseries	5 days	KALRO Thika	Joseph Ayieko	KALRO Thika	140,000	
78.	Nov 2022	Introduction to M&E	4 days	Nairobi	20 M&E officers,	AMREF, UNES, Strathmo re or any Procured Consulta nt	250,000	Perform ance
79.	2022/ 2023	Factory processing inspections of maize	5 days	Kenya Seed Company, Kitale	Chelangat Tonui	KEPHIS	63,000	
80.	May, 2023	Finance for non-finance managers	5 days	Nairobi	26 (Directors /Deputy Directors/P rincipal Officers)	Strathmo re Universit y/KSG	500,000	Perform ance

81.	Q2/Q3 2022-2023	First aid at Work and fire marshals training	5 days	Nairobi	Osh Committee (17 members)	AAR Kenya/St. John Ambulance	90,000	Compliance
82.	20th - 24th February 2023	Food Safety Quality and standards	5 days	Juliet Mulei Samuel Maiyo Charles Kirwa	Chrom Africa	5 days	420,000	Performance
83.	October 2022	ISO 17065 Refresher	5 Days	KEPHIS Nakuru	10 inspectors	KENAS	533,340	
84.	Aug 2022	ISO 9001:2015 Implementers course	5 days	Nairobi	20 QMS champions	KEBS	175,000	Performance
85.	Sept 2022	ISO 9001:2015 Internal Audit	5 days	Machakos	23 Internal Auditors	KEBS	300,000	Performance
86.	September 2022	ISO/IEC 27001:2013 training	5 days	Kenya School of Government	Dennis Kisasati	Nairobi	67,200	Performance
87.	Oct 2022	Lead Auditors training	5 days	Kisumu	5 Lead Auditors	KEBS	200,000	Performance
88.	31st Oct – 25th Nov 2022	Management course for senior office administrators in State corporations	4 weeks	KSG Mombasa	14 Staff	KSG	400,000	Performance
89.	Nov/ Dec 2022	Modern Methods of Analysis of Residues and Contaminants in Food	1 month	Dominic Indasio Aeline Kiptum	SARAF	1 month	97,440	Performance
90.	Jan 2023	Performance based Quality Objective	4 days	Kisumu	Planning Officers (2)	KEBS/NQI	14,000	

		Setting, Performance monitoring & Root cause analysis						
91.	Oct 2022	QMS/ISMS integration	5 days	Nairobi	42 Internal Auditors QMS & ISMS	KEBS	60,000	
92.	Oct 2022	Quality Management Systems - ISO 17025-2017 requirements	5 days	Kisumu	1 staff	KEBS	87,000	
93.	Q 2 2022-2023	QPCR and RT-Pcr operation, troubleshooting services and maintenance	5 days	KEPHIS Muguga	12 staff	Chrom Africa Instrumentation services	360,000	
94.	Nov-Dec 2022	Quantitation by GC and GC MSMS	2 weeks	online	Samuel Kikuvu SAMUEL Maiyo Juliet Mulei Aeline Kiptum	NMISA	Nil	
95.	September October 2022	Records Management Course	5 days	M Kenya School of Government ombasa	8 Staff	KSG	445,440	Compliance
96.	Q 2 & 4 2022-2023	Refresher course for all inspectors in phytosanitary department	4 days	KEPHIS HQ	60 staff	KEPHIS	-	
97.	November 2022	Refresher training and assessment for inspectors	1 week	Nakuru	5 inspectors	Internal	250,000	
98.	Q 2 2022-2023	Report writing	1 day	online	30 staff	KEPHIS	-	
99.	April, 2023	Resource Mobilization	2 weeks	TBC	Pamela Kipyab	TBC	100,000	

100.	2022/ 2023	Retirement Training	3 Days	Nairobi	Staff at 55 years and above	RBA	Nil	
101.	October 2022	Secretarial Management Training Course	5 days	Embu	1 staff (Phase one)	KSG	112,000	Compliance
Total								17,734,772

KENYA PLANT HEALTH INSPECTORATE SERVICE

INTERNAL MEMO



Ref: KEPHIS/HQ/1/48/Vol.29 (130)

Date: 3rd January, 2024

To: Managing Director *Approved SUBJECT TO AVAILABILITY of funds.*

Thro: Ag. Director Corporate Services

From: Principal Human Capital Officer

Subject: Approval of TNA Report FY 2023-2024

The Human Resource Advisory Committee met on 6th October 2023 and deliberated and recommended for approval of the reviewed TNA report for the FY 2023-2024.

Attached is the amended report for your consideration and approval.

Winnie Ogutu



**KENYA PLANT HEALTH INSPECTORATE SERVICE
(KEPHIS)**

**KEPHIS Staff Training Needs Assessment and
Training Programmes Report for 2023/2024 FY**

December 2023

KEPHIS TRAINING NEEDS ASSESSMENT AND TRAINING PROGRAMMES REPORT FOR 2023/2024 FY

1.0 Introduction

The Corporation has diverse workforce in terms of skills and functions they perform. Capacity building has been recognized by the Corporation as a key pillar in facilitating employees to take up their roles efficiently.

Continuous staff development through training in KEPHIS is undertaken staff's professional training to upgrade their knowledge and skills. Emphasis is placed on short-term training and seminars in management and technical fields.

2.0 KEPHIS Training Needs and Training Programmes for 2023/2024 FY

All training in the Corporation is based on the findings and recommendations of a comprehensive training needs assessment conducted every year. The staff normally discuss their needs in their respective departments or regions with their respective supervisors. The needs are then forwarded to Human Capital Office for compilation. The documented training needs for the Service therefore have the input of the employees and their immediate supervisors.

The training needs for the service for the year 2023/ 2024 are forty three (43). Out of these forty three (43) training needs, forty three (43) training programmes were developed (see attachment). Details of the training needs and programmes are as summarized overleaf:

3.0 Recommendation

1. Training of short professional courses (Supervisory, SMC & SLDP) as provided in the career guidelines to the newly employed staff (July 2023) to be considered after completion of the probation period and confirmation.
2. All staff to undertake at least one training in the year due to budgetary constraints.

S/N O	TRAINEE	PROGRAM /COURSE	DUR ATIO N	VENUE	PROPO SED DATE	PROPOSE D TRAINER /INSTITU TION	LAST COURSE ATTENDED AND DATE	TRAININ G COST
1.	Margaret Mwangi	Secretarial Management Training Course	5 days	KSG	TBA	8 Weeks	Conduct of meeting & minute writing	84,000
2.	New staff in SC & PVP	Administrati on of PBR and DUS examination	2 weeks	Online	12 th – 16 th January 2024	UPOV	None	80,000
3.	2 Biometrici ans	Advanced Microsoft Excel and SQL	Two weeks	Kephis Headquart ers	Decemb er 11th- 22nd, 2023	Erick Odongo	None	150,000
4.	Betty J. Waithanje	Basic Kenya sign Language	5 days	Naivasha	October 23rd - 27th, 2023	Kenya School of Developme nt Studies		27,000
5.	Seed/Plan t Health Inspector s, ACL & Food safety staff	Basic Knowledge in IECS	4 weeks	Naivasha	Nov. 2023	Online (Virtual)		0

6.	15 officers	Conduct of meeting and Minute writing course	5 days	Kenya School of Government - Mombasa	4th March to 8th March 2023	Kenya School of Government		748,720
7.	Ivy Waithera	Corporate Governance Training – Centre for Corporate Governance	5 days	Mombasa	25th - 29th September 2023	-	-	100,000
8.	15 officers (Front office, support staff)	Customer care	18 th – 22 nd December, 2023	Mombasa	18 th – 22 nd December, 2023	KSG	-	500,000.00
9.	Gentrix Juma/Lucas Suva	Examination of Coffee plant on examinable test characters	1 week	Coffee Research Institute	December 3rd - 9th, 2023	CRI Experts	None	120,000
10.	Drivers	Executive Drivers training	1 week	Mombasa	5 Drivers	Rightway services		232,000
11.	(52 drivers)	First Aid training for drivers	5 days	Kisumu	5 th – 10 th February 2023	CHRM/IHR M KIHBIT OR ST. JOHNS		65000*6

12.	6 staff from Cafeteria and 2 Receptionist	Health and safety at work place for hospitality staff	5 days	Nakuru	April 8th-19th, 2024	Utalii College	None	Kshs.384,000
13.	33 - ISMS CHAMPIO NS	ISO/IEC 27001: 2022	3 weeks	TBA	Febrary 11th-29th, 2024	KEBS	None	Kshs.1,200,000.00
14.	17- ISMS AUDITORS	ISO/IEC 27001:2022	3 DAYS	NAIVASHA		KEBS	SEP 2020	556,800
15.	Office administrators	Management Course for Office Administrators	4 weeks	Mombasa	May 5th-31st, 2024	Kenya school of government	None	Kshs.250,000
16.	New staff in SC & PVP	New automated system for Seed certification &PVP	1 weeks	Nakuru	Dec 2023	KEPHIS		-
17.	(10 ICT Officers)	Project Management Project Management (Pmp)	1 week	Mombasa Embu	Mar. 11-15,2024 May 13-17,2024	KSG Computer Pride	NOV2022-ISO/IEC 27001	1,430,000
18.	Procurement	Public procurement for non-	1 week	Mombasa	TBA	KISM	-	440,000

	Officers(6)	procurement executives		TBA		TBA		KSG		Customer care	
19.	Office Assistants (23)	Public Relations and Customer Care Course	5 Days	TBA							@80,000.00
20.	Officers who are 55 years and above	Retirement Planning Program	3 days	Kenya School of Government - Mombasa		22nd April to 26th April 2023		Kenya School of Government / Retirement Benefit Authority (RBA) (Online)		N/A	-
21.	19 th -23 rd September 2022 June 2024	Road safety mainstreaming 1. Roads safety management and coordination 2. Staff induction and programs policy	1 week 1 week 1 week 1 week 1 week 1 week	Nakuru Machakos HQ Naivasha HQ Mombasa		Road safety committee 11 officers handling transport Officers handling transport		NTSA & AA KENYA		N/A	2.8M

		3. Speed management	1 week	Nakuru	Officers handling transport			
		4. Vehicle selection and maintenance	1 week	Mombasa	Officers handling transport			
		5. Vehicle crash involvement policy	1 week	HQ	Officers handling transport			
		6. Incentive and disincentive policy			Officers handling transport			
		7. Training and education policy			Officers handling transport			
		Driver management policy			- All drivers			
22.	Caretakers	Security management training of committee members	5 days	Mombasa Embu	October 2-6 2023 May 20-24, 2024	KSG	88,000	
23.	20 Principal Officers	Senior Management Course	6 weeks online	NBI	TBA	KSG	1,560,000	

24.	10 Deputy Directors and 5 Principal Officers	Strategic Leadership Development Program	10 weeks online	Kenya School of Government	TBA	Kenya School of Government	1,380,000
25.	17 Senior Officers	Supervisory skills development Course	2 weeks online	Mombasa	13-24 Nov 23 / 4-15 Dec 23	KSG	828,240 (@48,720)
26.	Drivers	Tralac course on AfCFTA, Training on Tracking of motor vehicles	1 week	Naivasha	Officers handling transport	Trail my car tracking company	385,000
27.	HQ, PQBS, Nakuru Plant Health lab. staff	Refresher Training for Laboratory Staff on Morphological Identification of Insects	2 weeks	KEPHIS-PQBS	2023/2024	COPE	-
28.	Laboratory analyst staff from Nakuru	Purity and Germination Testing	5 days	Naivasha	6th - 10th November, 2023	Wilson Sitienei/Kefa Oganda	-

29.	New staff (inspectors) & laboratory analyst staff from Nakuru	Seed samplers Training	5 days	Mombasa	20th-24th November, 2023	Wilson Sitienei/Kefa Oganda		-
30.	Auditors	Auditor seminar (CPD)	5 days	Mbs	TBA	ICPAK	CPD TRAINING	350,000
31.	Planning Officers (2)	Advanced Excel	1 week	Mombasa	Sep-23	Institute of Advanced Technology	None	40,000
32.	QMS Champions (40)	ISO 9001: 2015 Implementation Course	4 days	Machakos	Oct-23	Kenya Bureau of Standards	Internal training - 2018	600,000
33.	M&E Officers (40)	Introduction to M & E	1 week	Machakos	Nov-23	UNES	M & E training - 2017	600,000
34.	Internal Quality Auditors (25)	Internal Quality Auditing	4 days	Kisumu	Dec-23	Kenya Bureau of Standards	IQA training - 2019	500,000
35.	QMR and ISMR (4)	Integrated Management Systems	1 week	Nakuru	Feb-24	Kenya Bureau of Standards	None	200,000
36.	Plant Health Laboratory (PHL) HQ/ACL/P	Risk Management in Testing and Calibration	3 days	Nairobi	13th -15 December 2023	KENAS		1,000,000

	HL Nakuru / PQBS	Laboratories based on ISO/IEC 17025:2017 (Implementation)							
37.	Phytosanitary Inspectors	Refresher course on inspection and pest identification	3 days	KEPHIS	January 2024	COPE	-	COPE	
38.	New staff (phytosanitary inspectors)	Inspection, Audit and pest identification	4 days	KEPHIS	February 2024	COPE	0	COPE	
39.	15 inspectors	Training of auditors for authorized activities (Practical)	1 wk.	KEPHIS Machakos	November 2023	Internal		0	
40.9	10 inspectors	Refresher training and assessment for inspectors	1 week	Nakuru	Jan 2023	Internal		0	
41.10	KEPHIS Regional/ Border point staff	Capacity building on Food safety requirement and	10 days	Regional offices	March 2024	KEPHIS	None	0	

		sampling techniques								
42.	Plant Health Laboratory (PHL) HQ/ACL/P HL Nakuru /PQBS	Integrated Farm Assurance IFA V6 Plants FV	5days	Machakos	20-24 th Nov.23	Global GAP Academy Internal	-		382,200	
43.	10 inspectors	Refresher training and assessment for inspectors	1 week	Nakuru	Jan 2023				0	
TOTAL										11,211,960