

KENYA PLANT HEALTH INSPECTORATE SERVICE

INTERNAL MEMO

Date: 18th May 2023

Ref: KEPHIS/HQ/1/124/Vol. 7 (28)

To: Managing Director *Approved. [Signature] 23/5/23*

Thro': Director, Seed Certification & Plant Variety Protection *Forwarded Recommended 22/5/23*

Thro': Ag. Director, Corporate Services *Forwarded for approval 22/5/23*

From: Deputy Director, Planning & Strategy *Proposed dates: 19th to 23rd June 18/05/2023*

SUBJECT: BOARD RETREAT ON 2022/23-2026/27 STRATEGIC PLAN - FIRST & FINAL DRAFT

Having successfully developed the final KEPHIS Strategic Plan draft, a three (3) day retreat has been planned between the KEPHIS Board of Directors, KSG consultants and select Strategic Plan Development Committee members to validate and approve the Plan.

The committee proposes a retreat be held from 20th to 23rd June, 2023 in ^{Nakuru} ~~Kisumu~~ County.

We therefore, request approval to carry out this exercise as per the budget below:

Station	Officer	Total
Managing Director	18,000*4	72,000.00
Directors	16,800*3*4	201,600.00
KSG Consultants	16,800*4*4	268,800.00
Select Committee Members - Nicholas Tunya, Hellen Mwarey, Ivy Mburu, Nancy Odera, Peter Kamuti, Mellon Kabole, Ezekiel Mucheru, Lydia Rotich	14000*8*4	448,000.00
Executive Secretary	14,000*4	56,000.00
Committee Secretary – Ann Midecha	11,200*4	44,800.00
Drivers	6,300*4*4	100,800.00
Total		1,192,000.00

The venue and conferencing facilities shall be sourced through the procurement process.

N. Tunya