



KENYA PLANT HEALTH INSPECTORATE SERVICE

INTERNAL MEMO

Ref: KEPHIS/HQ/1/124/Vol. 7 (27)

Date: 18th May, 2022

To: Managing Director

Approved: *[Signature]* 23/5/23

Thro':

Director, Seed Certification & Plant Variety Protection

Forwarded. Recommended. *[Signature]* 22/5/23

Thro':

Ag. Director, Corporate Services

Forwarded for approval *[Signature]* 23/5/23

From:

Head Planning & Strategy

[Signature] 18/05/2023

Proposed dates: 5th to 9th or 12th to 16th June

SUBJECT: WORKSHOP ON DEVELOPMENT OF 2022/23-2027/24 STRATEGIC PLAN

- FIRST & FINAL DRAFT

Having successfully developed the zero draft, a five (5) day workshop has been organised between the KSG consultants and the Strategic Development Committee from 12th to 16th June, 2023 in Naivasha to progress the first and final draft. The objectives of the workshop will be to validate the zero draft and incorporate input from KEPHIS Board and management.

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

Station	Officer	Total
Managing Director	14,600*6	87,600.00
Directors	12,600*3*6	226,800.00
Committee Members	10,500*14*6	882,000.00
KSG Consultants	12,600*4*6	302,400.00
Executive Secretary	10,500*6	63,000.00
Committee Secretary – Ann Midecha	8,400*6	50,400.00
Drivers	4,900*6*6	176,400.00
Total		1,788,600.00

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

N. Tunya