



500/1110
11/11/11

OFFICE OF THE PRESIDENT

PERMANENT SECRETARY, SECRETARY TO THE CABINET
AND HEAD OF THE PUBLIC SERVICE

Telegraphic Address: "Rais"

Telephone: Nairobi 227411

When replying please quote

OP. CAB.58

Ref. No.
and date

P.O. Box 62345-00200
NAIROBI

2nd August, 2005....., 20.....

The Attorney General,
All Permanent Secretaries,
The Controller and Auditor-General,
The Clerk, National Assembly,
The Private Secretary/Comptroller of State House,
The Registrar, High Court of Kenya,
The Chairman, Electoral Commission,
The Secretary, Public Service Commission,
The Secretary, Teachers Service Commission,

HOLDING OF WORKSHOPS/SEMINARS IN PUBLIC INSTITUTIONS

Your attention is drawn to Circular Letter No. OP 6/1A of 31st May 1994, on *Holding of Meetings Outside Ministries Board Rooms*.

In the Circular under reference, it was emphasized that all seminars, conferences/meetings must be held in Ministries Board Rooms or other appropriate Government Institutions. It has, however, been noted that some Ministries/Departments have continued to hold seminars/workshops in private hotels and other private institutions despite the provisions of the above mentioned Circular. This has resulted in inefficient utilization of scarce resources on human resource development.

It is, hereby, reiterated that all seminars and workshops must be held in appropriate public institutions. In special circumstances whereby

Ministries/Departments may need to use other venues, prior authority should be sought from this office.

Seminars/Workshops meant to cater for officers stationed in Nairobi should as much as possible be held within the City or its environs. In addition, holding of workshops and seminars for Officers in other stations should be restricted to Public Institutions in the respective regions/areas to avoid exorbitant transport costs.

The Accounting Officers should also ensure that workshops/seminars are held only when it is absolutely necessary in order to control resultant expenditure and ensure that Government business is not interrupted.

Enclosed herewith is a list of some of the public institutions which could be utilized for seminars/workshops.

The contents of this Circular should be brought to the attention of all officers in your Ministries/Departments.



Amb. Francis K. Muthaura, EGH.,

**PERMANENT SECRETARY/SECRETARY TO THE
CABINET AND HEAD OF PUBLIC SERVICE**

Encls.

	Name	Location	Conference Capacity	Accommodation Capacity
1.	Kenya Institute of Administration	Nairobi	50	200
2.	Kenya School of Monetary Studies	Nairobi	450	80
3.	Kenya College of Communications Technology	Nairobi	200	166
4.	Kenya Water Institute	Nairobi	200	100
5.	Kenya Institute of Education	Nairobi	200	60
6.	Kenya Science Teachers College	Nairobi	100	96
7.	Kenya Technical Teachers College	Nairobi	25	512
8.	Cooperative College of Kenya	Nairobi	200	40
9.	College of Insurance	Nairobi	25	25
10.	Kenya School of Law – Lang'ata	Nairobi	100	100
11.	Utalii College	Nairobi	250	114
12.	East Africa School of Aviation	Nairobi	100	160
13.	Kenyatta International Conference Centre	Nairobi	4000	None
14.	Kenya Commercial Bank Training Institute, Karen	Nairobi	50	50
15.	Moi International Sports Centre, Kasarani	Nairobi	700	200
16.	Egerton University (Agricultural Resource Centre)	Nakuru	200	85
17.	Maseno University, Town Campus	Kisumu	50	50
18.	Bandari College	Mombasa	50	100
19.	Government Training Institute, Mombasa	Mombasa	25	280
20.	Kenya Revenue Authority Training Institute	Mombasa	25	25
21.	Kilifi Institute of Agriculture	Kilifi	70	60
22.	Kenya Wildlife Training Institute, Naivasha	Naivasha	50	50
23.	Bukura Agricultural College	Kakamega	500	500
24.	Eastern Agricultural Staff Training College	Embu	50	None
25.	Government Training Institute	Embu	None	200
26.	Government Training Institute	Matuga	None	150
27.	Government Training Institute	Kabarnet	None	150