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Mr. J. Masya
Clerk of the National Assembly
Box 41821
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15/06/98

Dear Mr. Masya

RE: IMMEDIATE ACTIONS

Further to the Strategic Plan and subsequent discussions, the following are suggestions on priority areas for your consideration.

1. ESTABLISHMENT OF COST CENTERS

This is the key priority area for it will enable Parliament to establish its true cost before planning alternatives. It should be established immediately. Members could be Nyanjom, Makate, Mukiira, Muchira and Gichohi Muchira should be the team leader for it is primarily a financing matter.

2. SKILLS AUDIT

The second priority activity is to audit skills held by Parliamentary staff. Technically this is the professional area of Nyanjom who should chair a committee of all section heads. A skills audit needs to capture more than the formally recognized skills. She will need to establish those skills not identified by the formal system. The audit ought to specifically establish who trained in management.

3. INTRODUCTION OF STRATEGIC PLAN TO OTHER MANAGERS

Those staff who were not in Machakos and who are in supervisory and managerial positions should be introduced to the materials covered by a committee of the unit heads, namely Nyanjom, Makate, Mukiira, Muchira, Gichohi and Omolo.

4. SECURITY STUDY

There is need for a study of Parliament's security by a by a joint team of Parliament's staff and an external consultant.

5. IT ADVISORY COMMITTEE

IT seems to intimidate some of the senior managers. It maybe wise to set up a committee of junior staff familiar with it to work out IT needs for review by the unit heads. Each unit should be represented in this.

Yours sincerely
Muticon

G-C. M. Mutiso
Managing Director