

REPUBLIC OF KENYA



THIRTEENTH PARLIAMENT

THE NATIONAL ASSEMBLY – (SECOND SESSION)

(No. 025 of 2023)

COMMUNICATION FROM THE CHAIR

ON INDUCTION WORKSHOP FOR
MEMBERS' PERSONAL ASSISTANTS

Honourable Members,

1. Over the past few years, the Parliamentary Service Commission has endeavoured to provide a favourable working environment for Members of Parliament, including availing to them professional teams of staff. Coupled with this, Members are able to engage other support staff including Personal Assistants (PAs).
2. In this regard, **Honourable Members**, in light of the fact that the support staff engaged by Members ought to be conversant with the procedures and operations of the National Assembly, the Office of the Clerk has organized a two-day induction Workshop for Personal Assistants of all Members of the National Assembly.
3. The Workshop, under the theme '*Becoming an Effective Parliamentary Assistant*' is scheduled to take place in two-days formats composed of three groups **from 8th to 11th, 11th to 14th and 14th to 17th May 2023** at a Venue to be communicated in due course.
4. **Honourable Members**, the key objective of the workshop is to offer an opportunity for the Personal Assistants to be apprised of the workings of the National Assembly, including their day to day interactions with various Directorates and Departments.

5. Honourable Members are therefore called upon to nominate their Personal Assistants to attend the Induction Workshop by submitting the name of **one** Personal Assistant by filling a **Nomination Register** at the **Main Reception** of the Main Parliament Buildings by Friday, 5th May 2023.

6. **Honourable Members**, additional information regarding the Workshop will be communicated through the Bunge Bulk SMS System.

I Thank You!


THE RT. HON. (DR.) MOSES F.M. WETANG'ULA, EGH, MP
SPEAKER OF THE NATIONAL ASSEMBLY

Date... 3/5/23