

**ANNEX I: SCHEDULE FOR SENSITISATION AND TRAINING OF
MINISTERIAL/DEPARTMENTAL AND COUNTY
RATIONALISATION COMMITTEES AND TEAMS**

Cluster	Counties	Location of training venue	Dates
First Training	Ministries, Nairobi,	Nairobi	26 th – 28 th August 2014
Team 1	Kiambu, Kajiado, Machakos	Nairobi	08 th – 10 th September 2014
Team 2	Turkana,	Lodwar	08 th – 10 th September 2014
Team 3	Makueni, Kitui, Garissa	Kitui	08 th – 10 th September 2014
Team 4	Isiolo, Laikipia, Meru, Marsabit	Meru	08 th – 10 th September 2014
Team 5	West Pokot, Trans Nzoia, UasinGishu, Nandi, Keiyo-Marakwet	Eldoret	08 th – 10 th September 2014
Team 6	Nakuru, Nyandarua, Baringo, Samburu	Nakuru	08 th – 10 th September 2014
Team 7	Mombasa, Kwale, Kilifi, TaitaTaveta, Tana River, Lamu	Mombasa	08 th – 10 th September 2014
Team 8	Wajir	Wajir	08 th – 10 th September 2014
Team 9	Tharaka-Nithi, Embu, Kirinyaga, Muranga, Nyeri	Embu	08 th – 10 th September 2014
Team 10	Kakamega, Bungoma, Busia, Vihiga	Kakamega	08 th – 10 th September 2014
Team 11	Siaya, Kisumu, Homa Bay, Migori, Kisii	Kisumu	08 th – 10 th September 2014
Team 12	Narok, Bomet, Kericho, Nyamira	Kericho	08 th – 10 th September 2014
Team 13	Mandera	Mandera	08 th – 10 th September 2014

ANNEX II: BIOMETRIC DATA CAPTURE ACTIVITIES

Specific programme activities will involve the following:

1. Sensitizing and mobilizing all officers to participate in the exercise
2. Preparation of a list of all employees in Ministries, Departments and Counties
3. Facilitation of the exercise through provision of the following:
 - (a) Adequate space and security for both personnel and equipment;
 - (b) Reliable power supply;
 - (c) Adequate furniture (at least 3 large tables and 6 chairs);
 - (d) At least 2 Human Resource Officers who will work directly with the EY biometric capture team; and
 - (e) Appropriate security arrangements.

All public officers participating in the biometric data capture will be required to avail the following documents:

1. National Identity Card
2. Letter of first appointment to the service
3. Letter of appointment to the current Grade
4. Duly Biometric Data Capture Form (This will be supplied in advance to all officers before the data capture exercise through the offices of the respective accounting officers)
5. Original Academic and professional Certificates
6. Birth Certificate

ANNEX III: BIOMETRIC DATA CAPTURE SCHEDULE

(The institutional review will be conducted concurrently per the dates below)

Ministry/County	Number of kits deployed	Period of capture in days	Estimated Start Date	Estimated End Date	Venue of biometric data capture
Entire National Government	54	12	01-Sep-14	13-Sep-14	To be determined with Ministerial CARPS Team
Nairobi County	6	21	01-Sep-14	24-Sep-14	To be determined with County CARPS Team
Elgeyo-Marakwet County	1	11	15-Sep-14	29-Sep-14	To be determined with County CARPS Team
Trans-Nzoia County	1	14	15-Sep-14	02-Oct-14	To be determined with County CARPS Team
Isiolo County	1	9	15-Sep-14	26-Sep-14	To be determined with County CARPS Team
Mombasa County	3	13	15-Sep-14	01-Oct-14	To be determined with County CARPS Team
Kwale County	1	10	15-Sep-14	27-Sep-14	To be determined with County CARPS Team
Kilifi County	1	17	15-Sep-14	07-Oct-14	To be determined with County CARPS Team
Tana-River County	1	6	15-Sep-14	23-Sep-14	To be determined with County CARPS Team
Lamu County	1	5	15-Sep-14	22-Sep-14	To be determined with County CARPS Team
Taita-taveta County	1	10	15-Sep-14	27-Sep-14	To be determined with County CARPS Team
Garissa County	1	10	15-Sep-14	27-Sep-14	To be determined with County CARPS Team
Meru County	2	12	15-Sep-14	30-Sep-14	To be determined with County CARPS Team
Tharaka-Nithi County	1	12	15-Sep-14	30-Sep-14	To be determined with County CARPS Team
Embu County	1	21	15-Sep-14	11-Oct-14	To be determined with County CARPS Team
Kitui County	1	18	15-Sep-14	08-Oct-14	To be determined with County CARPS Team
Machakos County	2	12	15-Sep-14	01-Oct-14	To be determined with County CARPS Team
Makueni County	1	14	15-Sep-14	02-Oct-14	To be determined with County CARPS Team
Nyandarua County	1	15	15-Sep-14	03-Oct-14	To be determined with County CARPS Team
Nyeri County	2	14	15-Sep-14	02-Oct-14	To be determined with County CARPS Team
Kirinyaga County	1	15	15-Sep-14	03-Oct-14	To be determined with County CARPS Team
Murang'a County	1	20	15-Sep-14	10-Oct-14	To be determined with County CARPS Team
Kiambu County	3	14	15-Sep-14	02-Oct-14	To be determined with County CARPS Team
Uasin-Gishu County	1	20	15-Sep-14	10-Oct-14	To be determined with County CARPS Team

Ministry/County	Number of kits deployed	Period of capture in days	Estimated Start Date	Estimated End Date	Venue of biometric data capture
Nandi County	1	13	15-Sep-14	01-Oct-14	To be determined with County CARPS Team
Baringo County	1	17	15-Sep-14	07-Oct-14	To be determined with County CARPS Team
Laikipia County	1	15	15-Sep-14	03-Oct-14	To be determined with County CARPS Team
Nakuru County	4	12	15-Sep-14	01-Oct-14	To be determined with County CARPS Team
Narok County	1	21	15-Sep-14	11-Oct-14	To be determined with County CARPS Team
Kajiado County	1	13	15-Sep-14	01-Oct-14	To be determined with County CARPS Team
Kericho County	1	16	15-Sep-14	06-Oct-14	To be determined with County CARPS Team
Bomet County	1	10	15-Sep-14	27-Sep-14	To be determined with County CARPS Team
Kakamega County	2	14	15-Sep-14	02-Oct-14	To be determined with County CARPS Team
Vihiga County	1	11	15-Sep-14	29-Sep-14	To be determined with County CARPS Team
Bungoma County	2	12	15-Sep-14	01-Oct-14	To be determined with County CARPS Team
Busia County	1	17	15-Sep-14	07-Oct-14	To be determined with County CARPS Team
Siaya County	1	14	15-Sep-14	02-Oct-14	To be determined with County CARPS Team
Kisumu County	2	15	15-Sep-14	03-Oct-14	To be determined with County CARPS Team
Homa-Bay County	1	18	15-Sep-14	08-Oct-14	To be determined with County CARPS Team
Migori County	1	17	15-Sep-14	07-Oct-14	To be determined with County CARPS Team
Kisii County	2	13	15-Sep-14	01-Oct-14	To be determined with County CARPS Team
Nyamira County	1	11	15-Sep-14	29-Sep-14	To be determined with County CARPS Team
Wajir County	1	7	27-Sep-14	10-Oct-14	To be determined with County CARPS Team
Mandera County	1	5	27-Sep-14	10-Oct-14	To be determined with County CARPS Team
Marsabit County	1	7	27-Sep-14	10-Oct-14	To be determined with County CARPS Team
Turkana County	1	6	27-Sep-14	10-Oct-14	To be determined with County CARPS Team
West-Pokot County	1	7	27-Sep-14	10-Oct-14	To be determined with County CARPS Team
Samburu County	1	7	27-Sep-14	10-Oct-14	To be determined with County CARPS Team