



**INTER-GOVERNMENTAL STEERING COMMITTEE FOR THE  
CAPACITY ASSESSMENT AND RATIONALIZATION OF THE PUBLIC  
SERVICE**

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Ref. No: C.1: IGSC

24<sup>th</sup> November, 2014

**All Cabinet Secretaries  
The Attorney General**

**REVISED ROADMAP FOR THE DESIGN PHASE (PHASE I) OF THE CAPACITY  
ASSESSMENT AND RATIONALIZATION OF THE PUBLIC SERVICE  
PROGRAMME**

The Inter-Governmental Steering Committee (IGSC) for the Capacity Assessment and Rationalization of the Public Service (CARPS) Programme held a meeting on Monday, 17<sup>th</sup> November, 2014 where the preliminary Report on the implementation of CARPS phase 1 (design phase) of the programme was deliberated on. During the meeting, it was noted that:

1. Phase 1 of the programme which had been scheduled to be concluded by 31<sup>st</sup> October, 2014 had been extended by three (3) months to end on 31<sup>st</sup> January, 2015. This was occasioned by the still on-going work on the programme, specifically as regards the Institutional Reviews and Workload Analysis for the determination of optimal staffing levels at both the National and County levels of government;
2. The biometric staff data capture exercise at both levels of government was concluded on 31<sup>st</sup> October, 2014. The initial findings show that 12,510 "staff" were not accounted for as the persons did not present themselves for data capture. To verify their *bona fide* status as public servants, State Departments of the National Government and Counties have been asked to stop their salaries as a measure of audit; and

- There are officers above 60 years who are not on any contract and are not State Officers but are on the payroll. The IGSC directed that these officers be retired in line with their terms of service.

To facilitate the finalization of the Institutional Reviews and Workload Analysis component of the CARPS programme, the IGSC approved the roadmap which is to be implemented in Ministries/Departments and Counties as follows:

### **Roadmap for finalization of CARPS Design Phase 1**

<b>No</b>	<b>Activity</b>	<b>Time Frame</b>
1.	Finalization of Rationalization Reports on Institutional Reviews and Workload Analysis by Ministries and County Governments	17 <sup>th</sup> November - 28 <sup>th</sup> November, 2014
2.	Review of the Draft Reports by the Ministerial and County Rationalization Technical Committees and County Rationalization Steering Committees/Technical Teams	17 <sup>th</sup> November - 28 <sup>th</sup> November, 2014
3.	Submission of the draft Ministry/County rationalization reports to IATC by EY for review	24 <sup>th</sup> November - 5 <sup>th</sup> December, 2014
4.	Deliberation on feedback and adoption of the reports by the Ministerial Rationalization Technical Committees and County Rationalization Steering Committees and Technical Teams	8 <sup>th</sup> December - 11 <sup>th</sup> December, 2014
5.	Submission to and validation of the Rationalization Reports by respective Cabinet Secretaries and Governors	15 <sup>th</sup> December - 19 <sup>th</sup> December, 2014
6.	Compilation of respective Ministries/Counties reports by EY and submission of complete Draft CARPS report to IATC for validation and adoption by the IGSC	11 <sup>th</sup> January-15 <sup>th</sup> January, 2015
7.	Validation of compiled CARPS Report through stakeholders participation and finalization of the Report by EY	18 <sup>th</sup> January - 29 <sup>th</sup> January, 2015
8.	Submission of the CARPS report and implementation plan to IATC for IGSC	31 <sup>st</sup> January, 2015

This is therefore to request you to take note of the brief on the implementation of the programme and in particular the revised roadmap for action. Your personal prioritization of the remaining activities as outlined in the roadmap and personal leadership in the undertaking of the same in your Ministry/Department will ensure that the programme is completed as scheduled.

  
**Anne Waiguru, OGW**

Cabinet Secretary

Ministry of Devolution and Planning and

Co-chairperson of the Inter-Governmental Steering Committee

Copy to: **Mr. Joseph K. Kinyua, CBS**  
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All Principal Secretaries

The Solicitor General