

**EXECUTIVE OFFICE OF THE PRESIDENT
CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE**

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Ref. No. **OP/CAB. 308/018**
.....
and date

October 2, 2023
....., 20.....

**The Attorney General
Cabinet Secretaries
All Principal Secretaries and Accounting Officers
Controller of Budget
Auditor General
Chief Registrar of the Judiciary
Director of Public Prosecutions
Clerk of the Senate
Clerk of the National Assembly
Chairpersons and Chief Executive Officers of State Corporations and
Statutory Bodies
Chairpersons and Chief Executive Officers of Independent Offices and
Commissions
All County Governors
All County Secretaries
All County Assembly Clerks**

RE: SUSPENSION OF NON-ESSENTIAL TRAVEL

Art. 201(d) of the Constitution demands the prudent and responsible utilisation of public money, a principle that remains the guiding anchor of the Government's current fiscal consolidation and monetary policy strategies. A key outcome of these interventions has been the reduction of the resource envelope available to undertake the wide-ranging activities that have been planned in pursuit of respective governmental mandates at both National and County level.

This has necessitated the need to scale down and prioritise spending, focusing on the critical operations and activities that are essential to service delivery to the citizen.

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Consequently, and following advisory from the National Treasury and Economic Planning, and pursuant to Art. 132(5) and Part 1 of the Fourth Schedule of the Constitution, it has been decided that official foreign travel in respect of the following categories, is suspended with immediate effect:

- i. Benchmarking and Study Visits;
- ii. Trainings and related Capacity Building Initiatives;
- iii. Conferences and Meetings of general participation;
- iv. Research, Academic Meetings and Symposia;
- v. Side Events; Showcase Events and Exhibitions; and
- vi. Caucus, Association Meetings and Events.

Sponsored events, which often attract the need for supplementation in terms of quarter per diem and ticket upgrade are similarly suspended, except where the invitee expressly waives the anticipated top-up amount.

Public officers who are scheduled to travel and attend any pipeline events in the above categories are to request for virtual participation where available, and in the alternative, engage the Ministry of Foreign and Diaspora Affairs to secure onsite participation of diplomatic officials in the country of reference.

In this respect, foreign travel will only be facilitated for engagements in which the Government of Kenya's participation is:

- a) Part of fulfilment of state obligations, and pursuant to the conduct of critical state party engagements; and
- b) For the purpose of fulfilling a statutory leadership or membership role, in which critical decisions impacting on the country's position are under consideration.

To facilitate implementation of this directive, the following additional guidelines are to apply:

1. **Delegation Size:** Delegation numbers, as stipulated in circulars nos. OP/CAB.1/7A of 26th January 2015 and OP/CAB. 304/018 of 29th June 2023 are revised as follows:
 - i. **Cabinet Secretaries** – Delegations headed by Cabinet Secretaries shall not exceed three persons including the Cabinet Secretary as Head of Delegation (1+2).

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Where the Cabinet Secretary is to be accompanied, at least one (1) of the delegates shall be a technical officer specialised in the subject matter of the foreign engagement, with no security or personal assistants/logistics officers other than as exempted for persons with disability;

- ii. **Principal Secretaries** – Delegations headed by Principal Secretaries, shall not exceed two persons, including the Head of Delegation (1+1).

Where the Principal Secretary is to be accompanied, the designate delegate shall be a technical officer specialised in the subject matter of engagement, with no security or personal assistants/logistics officers other than as exempted for persons with disability.

- iii. Where a Chairperson or Chief Executive Officer of a **State Corporation** is not part of the delegation of a Cabinet/Principal Secretary as above, he/she, where travel is distinct, shall travel alone (1+0) and only in pursuit of state party engagements as stipulated in (a) and (b) hereinabove, with no security or personal assistants/logistics officers other than as exempted for persons with disability.

- iv. Delegations headed by Chairpersons or Chief Executive Officers of **Constitutional Commissions and Independent Offices** shall not exceed two persons, including the Head of Delegation (1+1) with no security or personal assistants/logistics officers other than as exempted for persons with disability.

- v. **Governors of County Governments** - Delegations headed by Governors of County Governments shall not exceed three persons including the Governor as Head of Delegation (1+2), and shall remain guided by the tenets of circular no. OP/CAB.1/7A of 26th January 2015.

Where a County Executive Committee is to travel on behalf of a County Governor, he/she shall travel alone (1+0).

- vi. **Other Staff Approvals** – Approvals currently being granted by Principal Secretaries and Chief Executive Officers for staff within their respective agencies, are similarly suspended with immediate effect, save for:
 - a. Leave based travel
 - b. Formal representation of the respective Principal Secretary or Chief Executive Officer of the agency.

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Summary Table:

No.	Official	Delegation Limit	Days
1.	Cabinet Secretary	1+2	7 days inclusive of travel dates
2.	Principal Secretary	1+1	
3.	Chairperson/CEO of State Corporation	1+0	
4.	Chairperson/CEO of Commissions/Independent Offices	1+1	
5.	Governors	1+2	
6.	County Executive Committee Member	1+0	
7.	Other Staff	Suspended (save for leave based travel and representation)	

2. Travel for delegations accompanying H.E. The President, the First Lady, the H.E. Deputy President, and the Prime Cabinet Secretary shall be approved only for officials playing a direct role in the scheduled activities/programmes of the principals.

In this regard, the Ministry of Foreign and Diaspora Affairs is directed to rationalise the number of personnel accompanying H.E. The President, the First Lady, H.E. Deputy President, and the Prime Cabinet Secretary, and reduce the same by fifty per cent (50%).

3. Further, the Ministry is directed to adhere to the prescription on delegation size, and limit the issuance of general invitations to multiple government agencies. Facilitation of travel visa processing and other courtesies for public officials, shall only be extended for foreign travel for state party engagements as outlined in (a) and (b) above.
4. The period of travel as stipulated in circulars nos. OP/CAB.1/7A of 26th January 2015 and OP/CAB. 304/018 of 29th June 2023 is revised to seven (7) days inclusive of travel dates. All other directives relating to travel days per quarter, and annually remain the same.
5. Similarly, the National Treasury and Economic Planning is directed to equitably rationalise by fifty percent (50%), all foreign and local travel budgets.

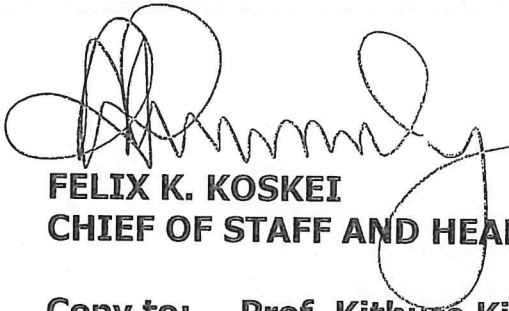
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6. For clarity, foreign missions shall handle all matters and engagements to which the Republic of Kenya has an interest or has been invited to participate, save for matters in which the line ministries' direct participation is essential.

As previously noted, diplomacy has evolved over time, and there is need for coherent policy guidelines to foster orderly conduct of Kenya's foreign engagements, while remaining mindful of the principles of prudence, efficiency, and effectiveness. The Government will continue to further review and direct any additional measures in line with this objective.

The State Departments for Foreign Affairs and Immigration and Citizen Services are directed to take note of the same, and secure strict compliance thereof.

Kindly bring this to the attention of all officers in your agencies.



FELIX K. KOSKEI
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