

INTERNAL MEMO

From: Patrick Waweru Mwaura,
Head, DSAS (Data Science and Analytics Section).

Date: February 7, 2026

Thru': The Director General, KIPRE

To: 1. All Directors, HODs and HOSs
2. Chairs & Secretaries: Productivity, ISREC, STI, and Digitalization Committees
3. Other committees and stakeholders

Cc: Director Research and Product Development

Dear Colleagues,

REF: STRENGTHENING A DATA-DRIVEN APPROACH AT KIPRE

Following the recent activation of the DSAS, I would like to invite you all to a sensitization and consultative meeting.

The rationale and functions of the DSAS are crosscutting, and relevant to research study design and planning, data management and analysis, reporting, M&E, and institutional decision-making.

In this regard, this initial engagement is necessary to allow for a shared understanding, alignment, and effective collaboration across divisions/sections and committees as we move forward.

The key agenda items will be:

- i. An overview of the functions and scope of the DSAS.*
- ii. Areas of collaboration with divisions/sections and institutional committees.*
- iii. How the section can support research quality, planning, compliance, and reporting at KIPRE.*
- iv. Open discussion on priority needs and expectations from division/section heads and committee chairs.*

The meeting is scheduled as follows:

Date: **Wednesday, 11th February**

Time: **10.00 a.m. – 11.00 noon**

Venue: **Old Boardroom**

Your participation and contribution will be highly valuable in allowing data-driven approaches to effectively embed within KIPRE's research agenda and institutional processes.

Kindly make time to attend and be punctual.