**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:

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

The meeting is scheduled as follows:

**Date: Thursday, 12th February  
Time: 10.00 a.m. – 12.00 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.