



REPUBLIC OF KENYA

**Executive Office of President  
Office of the Prime Cabinet Secretary and Ministry of Foreign and  
Diaspora Affairs  
State Department for Parliamentary Affairs**

**MEMO**

**FROM : Secretary, Policy Coordination and Strategy**

**TO : LATIS Technical Committee**

**DATE : 8<sup>th</sup> January, 2025**

**SUBJECT : PRELIMINARY PREPARATORY MEETING ON TRAINING OF  
MDAS ON LEGISLATIVE AGENDA TRACKING INFORMATION  
SYSTEM TRAINING (LATIS)**

Policy Coordination and Strategy and Legislative and Parliamentary Affairs Directorates' plans to hold a preliminary meeting towards training of MDAs on LATIS. The meeting is scheduled for **Friday, 10<sup>th</sup> January, 2025** at Railways Boardroom from **10:00AM**. Subsequently, a reporting meeting will be held on **Monday, 13<sup>th</sup> January, 2025** from **10:00AM**.

The purpose of this memo is to invite you for the above meetings.

**Daniel Kirui**  
**For: Secretary, Policy Coordination and Strategy**