



Pan-African Conference on Environment, Climate Change and Health: Science to Policy.

Convened by:



MINISTRY OF HEALTH



Ministry of
Environment,
Climate Change &
Forestry



CHANCE
CLIMATE & HEALTH AFRICA NETWORK
FOR COLLABORATION AND ENGAGEMENT



In Search of Better Health



nema
mazingira yetu | uhai wetu | wajibu wetu



Theme:

**Harnessing Science, Policy, and Partnerships for
Environmental Sustainability and Climate-Health
Resilience.**

VENUE: EMARA OLE SERENI CONVENTION CENTER

NAIROBI, KENYA

DATE: 21ST - 24TH OCT 2025

The conference serves as;

- 1. The 4th CHANCE Conference by CHANCE Network*
- 2. The 2nd ARIN International Climate and Health Conference by ARIN*
- 3. The 4th Health and Climate Change Scientific Conference by Ministry of Health and KEMRI*
- 4. The inaugural National Environment Conference by Ministry of Environment and NEMA*

CONVENERS TORs

Introduction

The developing countries, particularly in the African region, are disproportionately affected by climate change and its impact on vulnerable populations. Progress in national and local health policy development requires evidence for effective investment in environmental conservation, adaptation, and mitigation. Environmental challenges such as climate change, among others, are no longer distant threats but active issues undermining a clean and healthy environment, public health, food security, and economic stability. Kenya, like many other nations, faces increased environmental perturbations, disease outbreaks (malaria, dengue, cholera), and socio-economic challenges linked to biotic and abiotic factors like rising temperatures, erratic rainfall, and anthropogenic influences. This suggests that there is an emerging urgent need to tap and translate local and global scientific evidence to inform policy development, foster knowledge exchange, and strengthen multisectoral collaboration in policy implementation.

The Ministry of Health, Ministry of Environment Climate Change and Forestry, Climate and Health African Network for Collaboration and Engagement (CHANCE), Africa Research and Impact Network (ARIN), National Environmental Management Authority (NEMA), Kenya Medical Research Institute (KEMRI) and the African Medical and Research Foundation (AMREF) are partnering to host a Pan-African Conference on Environment, Climate Change and Health: Science to Policy to be held in Nairobi, Kenya, from 21st – 24th October 2025.

The conference will target and bring together new and established transdisciplinary researchers, environmentalists, health and climate policymakers, donors, the private sector, and other stakeholders to share and synthesize the latest environment, climate, and health information, showcase environmental-climate change-health technological innovations, build capacity for science-policy translation, and share knowledge on best policy implementation practices for effective climate action, health resilience, and economic development. The conference will provide a platform to advance dialogue and amplify impact on transdisciplinary fields of environment, climate, and health. We will also invite community-led organizations to network and discuss strategies to promote environmental conservation, climate and health literacy, including the role of indigenous knowledge systems.

Together, they have greater reach and will attract a wide audience for the conference, bringing researchers, policymakers, funders, practitioners, and communities to co-create solutions and drive meaningful change. The unique value for the partnership is the extent to which continuous and sustained evidence-based dialogue in the environment, climate change, and health can be supported, including strengthening networks and collaboration among stakeholders.

The conference will build on previous events that have been a catalyst for science-policy translation. **CHANCE has held three successful science-policy conferences in Pretoria, South Africa (2022), Gaborone, Botswana (2023), and Harare, Zimbabwe (2024 CHAC conference).** **ARIN held a successful climate and health conference in November 2024 with a strong focus on transdisciplinary research.** The Ministry of Health and KEMRI have successfully hosted **three Kenya's Annual Health and Climate Change Conferences in various locations, including Nairobi (2019), Kwale (2023), and Machakos (2024).** These conferences aimed to address the health challenges posed by climate change and explore strategies for building resilient health systems. The **National Environment Management Authority, a**

principal instrument for implementing environmental policies in Kenya, **has spearheaded several initiatives aimed at advancing a clean and healthy environment** for Kenyans for several decades successfully. On the other hand, the **Ministry of Health leads national action and policy on health matters, including the integration of climate change and health** in the country.

The partnership for the preparation of the conference will leverage existing CHANCE, KEMRI, ARIN, AMREF, and NEMA resources and databases to enhance efficiency and promote a consolidated approach to science-policy translation going forward. Although this conference will focus on established Environment, Climate change, and Health research, Early Career Researchers (ECR) will be invited to attend for networking and learning purposes. This approach will distinguish the conference from ECR capacity-building-focused conferences such as the CHAC Conference, and at the same time, build momentum for such conferences biannually.

This conference provides an avenue for integrating a structured mechanism for sustained impact, designed to move beyond conference conversations to measurable actions, ensuring that commitments are tracked, knowledge is translated into policy through actionable **post-conference research-policy labs**, where **policymakers and researchers** will collaborate in a **virtual environment-climate change-health labs¹/workshops** to tackle real-world implementation challenges, while also creating a lasting ecosystem of science-policy-innovation partnerships post-conferences.

The conference will systematically track progress from past Ministry of Health, Ministry of Environment, Climate Change and Forestry, CHANCE Network, ARIN, NEMA, and KEMRI conferences, contributing to the **production of evidence for mainstreaming to the Africa's State of Environment-Climate Change-Health Evidence report 2025**. This conference report will be formulated by a **technical working group** composed of the Ministry of Health, the Ministry of Environment, Climate Change and Forestry, CHANCE Network, ARIN, NEMA, KEMRI, AMREF, and other key partner committee members who will be appointed by the partner institutions. Another key outcome will be the **establishment of an Environment, Climate Change and Health Working Group to advocate for stronger integration of health in Environment Management, Nationally Determined Contributions (NDCs), and COP commitments**. Strengthening environment and climate-health financing and civil society alliances will be another focus, with **virtual labs fostering coordination ahead of UNFCCC COP30 and COP32, UNCBD COP16, and UNCCD COP17**.

Additionally, the conference will shape the roadmap for other future conferences, including; **Biennial National Environment Conference, CHAC 2026, and post-COP30 positioning** by identifying gaps and developing an implementation plan for tracking commitments. The conference will also invite organizations whose work is aligned with the conference objectives to participate in the conference. For example, we will invite **UNEP, the African Group of Negotiators (AGNs), and other innovators** to host workshops on steps and skills needed to integrate environment, climate change, and health into COP negotiations.

This concept note describes the conference themes, objectives, outcomes, tracks, strategic partnerships, pre- and post- conference activities, expected outputs, and a proposed budget. We also included in annexures a brief background of partner organizations

¹ The virtual climate-health policy labs will be interactive, evidence-based workshops designed to bridge the gap between generated scientific research and policy action in addressing climate-related health challenges. They will help facilitate ongoing dialogue and ensure that scientific findings translate into actionable strategies. These labs will leverage digital tools to facilitate dialogue, data sharing, and policy co-creation among researchers, policymakers, practitioners, and civil society. The policy labs seek to serve multiple functions: **pre-conference**, they will provide a space for stakeholder engagement, evidence synthesis, and agenda-setting; **during the conference**, they will enable real-time discussions, scenario planning, and collaborative problem-solving; and **post-conference**, they will support ongoing policy implementation, monitor progress, and foster long-term networks for climate-health advocacy. Through this, there will be enhanced participation as well as tangible policy actions stemming from the conference outcomes.

Conference Milestones

- Conference launch: *30 May 2025*
- Confirm scientific track chairs: *06 June 2025*
- Registration and Abstract submission opens: *09 June 2025*
- Abstract submission deadline: *11 July 2025*
- Abstract review complete: *25 July 2025*
- Invitations to keynote speakers and chairs: *30 July 2025*
- Confirmations sent for oral presentations for science tracks: *30 July 2025*
- Conference logistics finalized: *15 August 2025*
- Registration deadline: *30 September 2025*
- Hosting of conference: *21-24 October 2025*
- Post conference debriefing: *05 November 2025*
- Peer review of conference report: *28 November 2025*
- Finalization of conference report: *January 2026*
- Dissemination of conference report: *February 2026*

TERMS OF REFERENCE

Purpose of the ToRs: To outline the roles, responsibilities, and collaborative modalities among the co-convening institutions for the effective planning, coordination, and execution of the conference.

Conference Objectives:

- Facilitate evidence-based dialogue, collaboration and knowledge sharing across science, policy, and practice domains.
- Strengthen multi-sectoral partnerships and networks focused on climate, environment, and health.
- Showcase and disseminate the latest transdisciplinary research and local innovations.
- Promote knowledge exchange between researchers, policymakers, communities, and private sector actors.

Roles and Responsibilities of Convening Institutions/ Advisory Committee.

Members: Institutions CEOs, DGs, CS's and Senior representatives of the following institutions:

- Climate and Health Africa Network for Collaboration and Engagement (CHANCE) - **Dr. Gloria Maimela**
- Africa Research and Impact Network (ARIN) - **Dr. Joanes Atela**
- Ministry of Health – Kenya
- Ministry of Environment, Climate Change and Forestry,
- Kenya Medical Research Institute (KEMRI),
- National Environmental Management Authority (NEMA) – **Dr. Charles Lange**
- Amref Health Africa- Kenya

1. Strategic Guidance and Leadership

- Provide high-level oversight and vision-setting for the conference agenda, themes, and desired outcomes.
- Align the conference objectives with national, regional, and global climate and health goals.
- The Co-Conveners will form a Steering Committee, and put in place the chair and co-chairs to support coordination and execution.
- Decisions will be made by consensus during scheduled coordination meetings or through written communication.

2. Joint Planning and Coordination

- Contribute staff and/or expertise to the conference secretariat or planning committee.
- Coordinate with respective institutions to mobilize internal resources and approvals where necessary.

3. Resource Mobilization and Sponsorship

- Mobilize financial and in-kind support through networks, donors, and institutional channels.
- Support outreach to key partners and sponsors and facilitate introductions where necessary.

4. Policy and Government Engagement

- Facilitate participation of high-level government officials, and policy influencers.
- Help align conference outcomes with national priorities and ongoing climate and health programs.
- Champion the adoption of a policy communiqué or action agenda as a key conference output.

5. Communication and Publicity

- Provide spokespersons or representatives for interviews or press briefings.

6. Conference Implementation

- Support logistical and operational aspects of the conference, including venue arrangements, protocol, and security.
- Ensure representation of your institution across conference days, including participation in opening/closing ceremonies, plenaries, and exhibitions.

7. Monitoring, Documentation, and Follow-up

- Support post-conference debriefs and evaluation meetings.
- Contribute to the development and dissemination of a conference report and Call to Action.

Roles and Responsibilities of Committees:

1. Steering committee

Members:

Victoria Chengo (ARIN) - v.chengo@arin-africa.org, Sophie Matu (KEMRI) - smatu44@gmail.com, Gohole Arthur (KEMRI) - gohole.arthur@gmail.com, Evans Amukoye (KEMRI) - amukoye@gmail.com, James Mwitari (KEMRI) - jmwitari@gmail.com, Sari Kovats (CHANCE) - sari.kovats@lshtm.ac.uk, Caroline Muthoni (CHANCE) - caroline.muthoni@aku.edu, Gloria Maimela (CHANCE) - gloriam@foundation.co.za, Charles Lange (NEMA) - nzavi2001@yahoo.com, Wilson Busienei (NEMA) - wilson.busienei@gmail.com, Maureen Kwamboka (NEMA) - Mkwamboka2@gmail.com, Gamaliel Omondi (MOH) - ogam.omondioo8@gmail.com, Rose Mokaya (MOH) - rmokaya74@gmail.com, Anthony Wainaina (MOH) - anthonywainaina94@gmail.com, Lolem Lokolile (MOH) - lokolile@gmail.com, Anthony Odhiambo (AMREF) - anthony.odhiambo@amref.org, Martin Muchangi (AMREF) - martin.muchangi@amref.org, Joanes Atela (ARIN) - j.atela@arin-africa.org, Isiah Maket (ARIN) - i.maket@arin-africa.org, Ann Irungu (ARIN) - a.irungu@arin-africa.org, Humphrey Agevi (ARIN) - h.agevi@arin-africa.org

2. Resource Mobilisation Committee

Members:

Humphrey Agevi (ARIN) - h.agevi@arin-africa.org, Sophie Matu (KEMRI) - smatu44@gmail.com, James Mwitari (KEMRI) - jmwitari@gmail.com, Caroline Muthoni (CHANCE) - caroline.muthoni@aku.edu, Gloria Maimela (CHANCE) - gloriam@foundation.co.za, Charles Lange (NEMA) - nzavi2001@yahoo.com, Wilson Busienei (NEMA) - wilson.busienei@gmail.com, Maureen Kwamboka (NEMA) - Mkwamboka2@gmail.com, Gamaliel Omondi (MOH) - ogam.omondioo8@gmail.com, Rose Mokaya (MOH) - rmokaya74@gmail.com, Anthony Wainaina (MOH) - anthonywainaina94@gmail.com, Lolem Lokolile (MOH) - lokolile@gmail.com, Anthony Odhiambo (AMREF) - anthony.odhiambo@amref.org, Martin Muchangi (AMREF) - martin.muchangi@amref.org, Joanes Atela (ARIN) - j.atela@arin-africa.org, Celeste Madondo (CHANCE) - cmadondo@wrhi.ac.za

The steering and resource mobilization committee are responsible for high-level strategic leadership, coordination, resource mobilization and governance oversight for the planning, execution, and post-event processes of the Conference.

Responsibilities:

A. Strategic Planning & Oversight

- Define and endorse the vision, theme, objectives, and expected outcomes of the conference.
- Approve the structure and mandates of all sub-committees and the overall work plan.
- Ensure coherence of the conference with national, regional, and global agendas (.).
- Resolve high-level conflicts, risks, and institutional barriers.

B. Resource Mobilization & Institutional Engagement

Pre-Conference

- Develop a resource mobilization strategy and sponsorship packages.
- Map and engage development partners, philanthropic foundations, private sector donors, and embassies.
- Coordinate grant applications and submission of funding proposals.
- Track and acknowledge donor pledges, contributions, and contractual obligations.
- Facilitate branding and visibility opportunities for sponsors and partners.
- Mobilize institutional and partner resources (financial, technical, and in-kind).
- Facilitate high-level engagements with government, development partners, and diplomatic missions.
- Approve key partnerships, sponsorship agreements, and high-profile dignitary involvement.
- Advocate for the uptake of recommendations into national and continental policies.

During Conference

- Manage sponsor visibility (branding booths, mentions, banners).
- Host donor roundtables or side events to engage funders in strategic discussions.

Post-Conference

- Send donor acknowledgment letters and conference reports.
- Support post-event financial reporting and audits.
- Develop a long-term engagement plan with key funders.
- Oversee the development of the conference policy declaration/ call to action.

C. Monitoring, Evaluation & Legacy Planning

- Monitor planning milestones and subcommittee progress.
- Guide evaluation activities and ensure dissemination of key learnings.
- Endorse a legacy roadmap or post-conference action plan.

Meeting Frequency:

- Bi-monthly during the planning phase, weekly in the final 2 months, and as needed post-conference.
- Emergency meetings may be convened as required.

Reporting:

- The Steering and resource mobilization Committee reports progress to the advisory committee

3. Scientific Sub-Committee

Responsible for the design, coordination, and quality assurance of the scientific and evidence-based content of the conference.

Members:

Sari Kovats (CHANCE) - Chair of the Committee,

Gloria Maimela (CHANCE), Joanes Atela (ARIN), Humphrey Agevi (ARIN), Eurallyah Akinyi (ARIN), Vincent Pagiwa (CHANCE), Sokhna Thiam (CHANCE), Julian Natukunda (CHANCE), Dr Charles Michael (Africa CDC) – MichaelC@africacdc.org, Gerishom Gimaiyo (Rockefeller Foundation) – ggimaiyo@rockfound.org, Martin Muchangi (AMREF) – martin.muchangi@amref.org, Evans Amukoye (KEMRI), Charles Lange (NEMA) – nzavi2001@yahoo.com, Justus Eregae (NEMA) – jeregae@gmail.com, Jusper Omwenga (NEMA) – jomwenga75@gmail.com, Ayub Macharia (NEMA) – amacharia@nema.go.ke, Shobna Sawry (CHANCE Network), Collins Iwuji (AHRI) – collins.iwuji@ahri.org, Moses Chapa (KEMRI - Wellcome Trust) – mchapa@kemri-wellcome.org, Sophie Matu (KEMRI) – smatu44@gmail.com, James Mwitari (KEMRI) – jmwitari@gmail.com, Evans Amukoye (KEMRI) – amukoye@gmail.com, Gohole Arthur (KEMRI) – gohole.arthur@gmail.com,

Responsibilities:

A. Pre-Conference (Planning Phase)

- Design the scientific framework, including themes, tracks, sub-themes, and session formats.
- Develop and issue the call for abstracts and/or papers, and establish review criteria and submission portals.
- Form thematic review panels and coordinate the blind peer review process.
- Select, notify, and mentor presenters (oral and poster) and ensure diversity across disciplines, regions, and career stages.
- Identify keynote speakers and session chairs and coordinate their technical briefing and scheduling.
- Organize pre-conference technical workshops, youth dialogues, or side events to build momentum and enhance knowledge-sharing.
- Support technical meetings, webinars, or knowledge exchange initiatives to build momentum.

B. During the Conference

- Oversee smooth execution of scientific sessions, including timekeeping, moderation, and technical support for speakers.
- Facilitate documentation and synthesis of key scientific outputs.

C. Post-Conference

- Coordinate the development of conference proceedings, special journal editions, policy briefs, and technical reports.
- Synthesize key research and knowledge outputs into actionable insights for policy and practice.
- Support follow-up technical meetings, webinars, or knowledge exchange initiatives to sustain momentum.
- Advise on how to embed the scientific outputs into national and regional decision-making and policy pipelines.

Meeting Frequency:

- Bi-monthly during the planning phase, weekly in the final 2 months, and as needed post-conference.

Reporting:

- Reports to the Steering Committee.
- Provides regular updates on the number of submissions, review status, speaker confirmations, and technical issues.

4. Logistics Sub-Committee

Responsible for all operational and logistical aspects of the conference, ensuring seamless execution of all on-site and off-site activities.

Members:

Caroline Muthoni (CHANCE) – Chair of the Committee

Ann Irungu (ARIN), Victoria Chengo (ARIN), Celeste Madondo (CHANCE), Washington Kanyangi (ARIN), Maureen Kwamboka (NEMA), Gohole Arthur (KEMRI), Joseph Kiema (NEMA) – josephkiema67@gmail.com, Kipkosgei Langat (NEMA) – klangat@nema.go.ke, Bakari Mangale (NEMA) – bakari_mangale@yahoo.com, Ben Musyoki (NEMA) – bmusyoki@nema.go.ke, Carolyn Wandra (KEMRI) – CWandra@kemri.go.ke, Purity Mugaruri (KEMRI) – PMugaruri@kemri.go.ke, Nicholas Mwikwambe (KEMRI) – NMwikwabe@kemri.go.ke, John Musau – JMusau@kemri.go.ke (KEMRI)

Responsibilities:

A. Pre-Conference

- Identify and secure suitable conference venue(s) with necessary facilities, breakout rooms, and exhibition spaces, etc
- Secure and prepare the conference venue,
- Coordinate accommodation, transport logistics, and protocols for invited speakers, VIPs, and supported delegates (including flight bookings, airport pickups, local transportation)
- Liaise with catering services (tea breaks, lunch, special dietary needs) and security agencies to ensure event safety and crowd control.
- Ensure conference branding materials, directional signage, banners, name badges, and participant kits are printed and available.
- Manage on-site registration and information desk operations.
- Plan venue layout, exhibition areas, breakaway rooms, and security.

B. During the Conference

- Supervise venue setup, room allocations, audio-visual logistics, and participant flows.
- Ensure transport services are running on schedule.
- Manage catering, delivery, and cleanliness of the venue.
- Coordinate emergency response or last-minute logistics needs.
- Oversee registration processes, delegate kits, and on-site check-in systems.
- Manage vendor contracts and event service providers (decor, equipment, signage).
- Provide on-site support to presenters (e.g., poster installations, AV checks, presentation uploads).
- Collect real-time feedback from participants to inform improvements during the conference.

C. Post-Conference

- Coordinate breakdown and clearance of the venue.
- Oversee return travel for key delegates.
- Review logistics vendor performance and compile lessons learned

Meeting Frequency:

- Weekly meetings, and as needed, post-conference.

Reporting:

- Provide regular updates to the Steering Committee

5. Communications and Marketing Sub-Committee

Responsible for promoting the conference and ensuring effective communication, media engagement, and stakeholder outreach before, during, and after the event.

Members:

Florence Onyango (ARIN) – Chair of the Committee

Gunnel Sandange (CHANCE), George Masilla (ARIN), Maria Nailantei (ARIN) - mariawangui27@gmail.com, Evans Nyabuto (NEMA) – enyabuto50@gmail.com Judith Standa (NEMA) - judy.standa@gmail.com, Sam Irungu (NEMA) – sairungu@gmail.com, Silas Ngeywo (NEMA) – ngeywosilas0404@gmail.com, James Wodera (KEMRI) - jwodera@kemri.go.ke, Stella Njung'e (KEMRI) -Snjunge@kemri.go.ke, Edna Mosiara (AMREF) - edna.mosiara@amref.org, Caroline Muthoni (CHANCE)

Responsibilities:

A. Pre-Conference

- Develop a strategic communication and media plan.
- Design and manage the conference website, social media, and email campaigns.
- Produce and disseminate promotional materials (flyers, posters, press releases).
- Engage media houses, journalists, and influencers for coverage.
- Organize pre-event press briefings and coordinate media registration.
- Manage branding and signage during the conference.
- Design and produce conference branding (logo, theme graphics, media kits).
- Create a media partner list and issue regular press releases and media advisories.
- Develop digital promotional assets (videos, flyers, infographics, animations). Facilitate press accreditation and develop briefing kits for journalists.

B. During the Conference

- Provide on-site media management: press room, interviews, live tweeting, video streaming, and daily bulletins.
- Document key sessions (photography, videography, quotes).
- Coordinate media coverage and liaise with national/international journalists.
- Support the dissemination of key messages across social platforms.

C. Post-Conference

- Disseminate key outcomes, photos, videos, and knowledge products.
- Produce a communications impact report.
- Support follow-up media engagements.

Meeting Frequency:

- Weekly meetings, and as needed, post-conference.

Reporting:

- Reports progress and outreach analytics to the Steering Committee.

6. IT support Sub-Committee

Responsible for the smooth functioning of all technical, audiovisual, and digital systems supporting both in-person and virtual components of the conference.

Members:

Francis Kouakou (FPD) - francisk@foundation.co.za, **Monica Chipeta (FPD)** - monicac@foundation.co.za, **Caroline Muthoni (CHANCE)** – *Chairs of the Committee*

Antonina Awino (ARIN), Faith Muiruri (ARIN) - muirurinjeri4@gmail.com, Peter Mwangi (NEMA) – pmwangi@nema.go.ke, Sylvester Maithya (NEMA) – mutyauvyu@gmail.com, Maureen Kwamboka (NEMA) – mkwamboka2@gmail.com, Edna Wanjiku (KEMRI) - Ewanjiku@kemri.go.ke, Muriithi Murungi (KEMRI) - mmurungi@kemri.go.ke

Responsibilities:

A. Pre-Conference

- Develop and manage the conference website, registration portals, and database systems.
- Select, configure, and test virtual conferencing platforms.
- Support abstract submission and review platforms.
- Install and test audiovisual and live-streaming systems at the venue.
- Set up helpdesk and tech support channels.

B. During the Conference

- Monitor live-streaming and session recordings.
- Provide tech support to moderators, speakers, and attendees.
- Ensure stable internet, display equipment, and hybrid session reliability.
- Troubleshoot real-time issues (sound, connectivity, access).

C. Post-Conference

- Archive digital content, session recordings, and presentations.
- Develop an IT report and recommend improvements for future events.
- Support post-event webinars or knowledge-sharing platforms.

Meeting Frequency:

- Weekly meetings, and as needed, post-conference.

Reporting:

- Reports to the Steering Committee and works closely with all the Sub-Committees.

7. Stakeholder Engagement Sub-Committee

Responsible for mobilizing, coordinating, and supporting the active participation of diverse stakeholders across all sectors.

Members:

- **Isaiah Maket (ARIN)** – **Chair of the Committee**

Ann Irungu (ARIN), Washington Kanyangi (ARIN), Eric Deche (NEMA) – bamhoho@gmail.com Ruth Nderitu (NEMA) – ruthnderituus@yahoo.com Halima Mulki (NEMA) – halimamulki@gmail.com Harun Wanjohi (NEMA) – harronwanjohi@gmail.com, Florence Onyango (ARIN), Maria Nailantei (ARIN), Barbara Miheho (KEMRI) - BMiheho@kemri.go.ke, Lucy Kanyara (KEMRI) - LKanyara@kemri.go.ke, Elizabeth Kendi (KEMRI) - EPaul@kemri.go.ke

Responsibilities

A. Stakeholder Mapping and Coordination (Pre-Conference/ During)

- Identify and map key stakeholder groups across sectors.
- Create and maintain a stakeholder database, including contact information, organization type, sector, geographic focus, and engagement history.
- Develop a stakeholder coordination framework for pre-, during-, and post-conference engagement.
- Segment and prioritize stakeholders for targeted involvement in various tracks and sessions.
- Develop stakeholder invitation lists and personalized outreach messages.
- Engage stakeholders early through consultative meetings, email campaigns, webinars, or surveys to shape conference content.
- Provide tailored communication materials (in local languages, youth-friendly formats, accessible formats).
- Mobilize key networks such as youth coalitions, women's groups, indigenous leaders, and community champions.
- Support logistics for stakeholder participation (travel coordination, accessibility needs)
- Support stakeholders to submit abstracts or organize parallel sessions.

B. Post-Conference Engagement

- Document and synthesize stakeholder perspectives and recommendations.
- Share outcomes and action points with stakeholder groups.
- Maintain the stakeholder contact database for continued engagement and future collaboration.
- Support long-term community of practice or stakeholder alliance formation.

Meeting Frequency:

- Monthly until 3 months to the event, biweekly thereafter. As needed post-conference.
- Works closely with all sub-committees

Reporting:

- Provide regular updates to the Secretariat and National Steering Committee.
- Submit reports on stakeholder engagement metrics (diversity, participation, reach, feedback)