



NYAYO TEA ZONES DEVELOPMENT CORPORATION

PROACTIVE DISCLOSURE OF INFORMATION

Introduction

Following the enactment of the Access to Information Act in September 2016, the Commission on Administrative Justice (Office of the Ombudsman) was granted powers to enforce and oversee the implementation of the Act. One of the objects of the Act is to promote routine and systematic information disclosure by public entities and private bodies on constitutional principles relating to accountability, transparency and public participation and access to information.

Accordingly, the Act requires public entities and private bodies to proactively disclose information, and also facilitate access to information held by them in accordance with article 35 of the Constitution. To this end, each Accounting Officer/Chief Executive Officer is required to ensure implementation and compliance with provisions of the Act.

Elements of Information for Proactive Disclosure

As per the CAJ Circular No. 1/2019/ATI Ref: No: CAJ/ADM/24/1(1) dated 18th February, 2019, all public entities are required to proactively disclose information on their organisations as per the circular guidelines. The Corporation wishes to comply with the circular provisions by providing the requisite information in the matrix shown below:

NO	INFORMATION REQUIREMENT	INFORMATION PARTICULARS
1	Organisation Particulars	As espoused in the Legal Notice No. 265 of 2002, the website, and Corporate brochure
2	Powers and duties of its officers and employees	As per the Corporation's mandate espoused in the Website, Corporate Brochures and Service Delivery Charter)
3	Salary Scales of officers by grade	Provided separately
4	Procedure for Decision Making	<ol style="list-style-type: none"> 1. Management derives annual activities to be undertaken as per strategic plan and annual budgets. 2. Board papers are prepared by management and presented for discussion in Board committees. 3. Committee decisions are presented for adoption during the Full Board Meetings. 4. Decisions approved by the Board are implemented by the Management.
5	Guide of Information held	The Corporation has used various media for publicity including a regularly updated website on events, careers/job openings and tenders. Any other information required by members of the public can be requested for using the ATI guidelines on our website.
6	Publish tender particulars as per Executive Order No. 2 of 2018	All tenders awarded and the processes for award are published in the PPOA portal as per requirement on a monthly basis.
7	Publish relevant facts while formulating important policies or decisions affecting the public	Regular updates through the website and public participation events as necessary.
8	Disseminate Information to all persons including PWDs	<ol style="list-style-type: none"> a) Information on NTZDC disseminated through various for a including print, online and physical events. b) NTZDC Service Charter available both in English and Kiswahili c) Large Service Charter banner mounted at entrance for easy public consumption

9	Process applications for ATI within timelines and at reasonable cost	Compliant
10	Keep and maintain accurate, authentic and credible records	Compliant

ACCESS TO INFORMATION OFFICERS:

NO.	NAME	DESIGNATION
1	William Togom	HEAD OF HUMAN RESOURCE & ADMINISTRATION
2	Wallace Gichunge	CORPORATE COMMUNICATIONS MANAGER