



# **ILRI Kenya - Protocol and Liaison Regulations and Procedures**

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People and Organizational  
Development Directorate



People and Organizational  
Development

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### 1.0 Introduction

The Host Country Agreement between the International Livestock Research Institute (ILRI) and the Government of Kenya was drawn up and signed by the Ministry of Foreign Affairs in 1994.

The Agreement is for the purpose of defining the terms and conditions under which the Government of Kenya is hosting the institute.

### 2.0 General principles

The International Livestock Research Institute (ILRI) shall:

- Maintain a close and cordial working relationship with the Government of Kenya
- Ensure compliance with the terms and conditions of the Memorandum of Understanding with the Government of Kenya, including conditions on immigration laws and duty free privileges accorded to ILRI.

### 3.0 The role of the ILRI Protocol and Liaison Unit

The Protocol and Liaison Unit facilitates the relevant protocol processes and procedures that govern ILRI's hosting agreement with the Government of Kenya as detailed in these regulations.

The main functions of the Unit are to:

- Ensure the implementation of the conditions stipulated in ILRI's Host Country Agreement with the Government of Kenya, including conditions on immigration laws and duty free privileges.
- Organise, co-ordinate and provide protocol services in support of ILRI's mission and its relationship with the Government of Kenya and other diplomatic missions and agencies in Kenya
- Develop and maintain good working relations with the Ministry of Foreign Affairs, Foreign Embassies and High Commissions.
- Facilitate issuance of travel visa for referral countries e.g Senegal, Mali, Syria etc for entry to Kenya, entry/work permits, as well as facilitate visa applications to foreign embassies for both official and private visits for all staff members as may be relevant.
- Facilitate issuance of technical/diplomatic cards as well as UN fuel cards and access to the UN commissary for internationally recruited staff based in Kenya, including internationally recruited staff hosted by ILRI on behalf of other CGIAR centres.

- Receive VIP visitors from the airport and assist with their clearance when required.
- Facilitate the registration of diplomatic motor vehicles, issuance of diplomatic plates and driving licences for ILRI's internationally recruited staff members.
- Prepare introduction letters to the Kenya Immigration Department for passport applications of ILRI's nationally and internationally recruited staff members.
- Coordinate motor vehicle importation, purchase and disposal for the Institute as well as personal vehicles for internationally recruited staff members.

### **3.1 Collaborating role**

The Protocol and Liaison Unit collaborates with the following Kenyan Government ministry and agencies:

- Ministry of Foreign Affairs (MoFA)
- Department of Immigration, Office of the President
- Kenya Revenue Authority (KRA)
- Foreign embassies and High Commissions
- Kenya Airports Authority (KAA)

#### **3.1.1 Ministry of Foreign Affairs (MOFA)**

The Ministry of Foreign Affairs is the co-ordinating agency in the processing of all communication between ILRI and other Government agencies and/or Ministries. Therefore all other Government bodies can only liaise with ILRI through MoFA.

Strict protocol and a good working relationship must be established and maintained in all interactions with the Ministry.

ILRI is required to identify and advise the Ministry's Protocol Department of the names of ILRI officials who will append signatures of authority on official documentation including Note Verbales. The ILRI officials are limited to the following Directors:

- Director General
- Assistant Director General
- Deputy Director General
- Director - People and Organizational Development and
- Director - Corporate Services

The Protocol and Liaison officer represents ILRI on a day-to-day basis in all activities requiring documentation processing and any interaction with Protocol Officers at MoFA.

### **3.1.2 Department of Immigration, Office of the President**

The Ministry of Foreign Affairs provides approval to the Immigration Department for issuance of visas, entry/work permits, dependent passes and visitors' passes for ILRI.

Strict protocol and a good working relationship must be established and maintained in all interactions with the Department of Immigration.

The visa section of the Immigration Department handles ILRI's referral visa applications.

Work permit applications are handled by the Work Permit section of the Immigration Department.

### **3.1.3 Kenya Revenue Authority**

The Kenya Revenue Authority provides the Personal Identification Numbers (PIN) subject to approval by the Ministry of Foreign Affairs.

### **3.1.4 National Transport and Safety Authority (NTSA)**

The NTSA provides motor vehicle registration for both official ILRI vehicles as well as personal vehicles belonging to ILRI as well as internationally recruited staff for hosted institutions subject to approval by the Ministry of Foreign Affairs.

### **3.1.5 Kenya Airports Authority (KAA)**

The security department of the Kenya Airports Authority issues special airport passes to a limited number of ILRI officials after approval has been sought and given by the Ministry of Foreign Affairs.

The special airport pass enables ILRI Protocol and Liaison Officer to meet and clear dignitaries, board members and other authorized persons (as approved by the Director General) at the airport.

### **3.1.6 Foreign Embassies and High Commissions**

The ILRI Protocol and Liaison Office is responsible for ensuring that excellent relations with foreign embassies and/or High Commissions are maintained to further ILRI's collaboration with the relevant countries, that are important stakeholders to ILRI's mission.

Foreign embassies and High Commissions issue visas for travelers on ILRI business.

#### **4.0 Protocol and Liaison procedures**

On first appointment to ILRI (and afterwards for renewal), internationally recruited staff are assisted by the Protocol and Liaison office to apply for the following documents with the relevant Government agencies/offices through the Ministry of Foreign Affairs.

- i. Entry/Work permit
- ii. Dependent pass (in case of staff members with dependents)
- iii. Technical card
- iv. Personal Identification Number
- v. Driver's license
- vi. Diplomatic plates

These documentation are renewable after varying periods of time and the Protocol and Liaison office also facilitates the renewals (where applicable). The processes involved in obtaining each of these documents and permits is described in the following sections.

#### **4.1 Entry/work permits**

These permits are applied for within the first month after arrival in Kenya using the relevant forms.

The following are the documents required to process a work permit:

- a. Forms numbers 1 to 14 duly filled by the staff member
- b. A copy of staff member's bio data page of their passport
- c. A copy of the visa issued at the airport upon arrival
- d. 6 passport size photos of the staff member.
- e. A copy of the marriage certificate (If the original certificate is not in English you need an embassy certified translation)
- f. Copies of birth certificates of the children (If the original certificate is not in English you need an embassy certified translation)
- g. 5 passport size photos of the spouse
- h. 3 passport size photos for each child

#### **Process:**

- The People and Organizational Development Directorate arranges for the newly arrived internationally recruited staff to meet with the Protocol and Liaison Unit as part of their induction
- The Protocol and Liaison Unit inducts the staff member (and dependents where applicable and as the case may be) on the various processes outlined in these regulations.
- The Unit then provides the relevant forms for entry/work permit and list of attachments required as outlined above

- The forms are filled by the staff member and emailed to the Protocol and Liaison officer to fill their part
- The Unit then forwards the filled in forms to the ILRI Director General for approval before forwarding to the Ministry of Foreign Affairs (MoFA)
- MOFA approves the application for the entry/work permit and stamps the approval in the passport of the applicant

#### **4.1.1 Renewal of the entry/work permit**

The staff member is responsible for ensuring that they are in possession of a valid entry/work permit during the duration of their tenure in Kenya.

**Process:**

In cases of renewal, the process is as narrated below:

- The People and Organizational Development Directorate notifies the relevant staff member of the expiry of the entry/work permit at least 2 months in advance of expiry
- Upon prior notification of expiry, the Protocol and Liaison Office sends the staff member relevant forms to fill for renewal and the staff member submits their original passport (including dependent passports) to the Protocol and Liaison Office
- The Protocol and Liaison Office submits passports to MoFA and the renewals are processed

The estimated processing time for renewal of work permit is two weeks.

#### **4.2 Dependent passes**

**Process:**

At the time of induction upon the staff member's arrival in Kenya, the Protocol and Liaison Office shall also provide the relevant Form 28 for family members of the staff member for application of dependent passes to MoFA.

Required documentation (as may be applicable) shall include:

- a. A copy of the marriage certificate or affidavit
- b. A copy of the birth certificates for each child
- c. 5 passport size photo of the spouse
- d. 3 passport size photo for each child

**Process:**

- The Protocol and Liaison Office provides Form 28 to the staff member

- The staff member fills the form and submits the form along with original passports to the Protocol and Liaison Office
- The Protocol and Liaison Office submits the forms and passports to MoFA
- MoFA approves the application for dependent passes and stamps the approvals in the passports of the staff member's dependents
- The Protocol and Liaison Office collects the passports and hands them over to the staff member

The estimated processing time for the work permits and dependent passes is 4 to 6 weeks.

#### **4.2.1 Renewal of Dependent Passes**

In cases of renewal, the process is as narrated below:

- The People and Organizational Development Directorate notifies the relevant staff member of the expiry of the dependent passes at least 2 months in advance of expiry
- Upon prior notification of expiry, the Protocol and Liaison Office sends the staff member relevant forms to fill for renewal and the staff member submits the original passports of the dependents to the Protocol and Liaison Office
- The Protocol and Liaison Office submits passports to MOFA and the renewals are processed

The estimated processing time for dependent passes is two weeks.

#### **4.3 Technical Card**

The technical or diplomatic card is a Kenyan Identification card issued by MoFA to internationally recruited staff that may be used instead of their passports. It is useful as an identification document for official transactions such as opening a bank account, purchase of vehicle, importing personal effects, etc.

To obtain the Technical/Diplomatic card, the Protocol and Liaison Office requires:

- a. PRO A Form (Notification of arrival) dully filled
- b. 3 passport size photos from staff member as well for the spouse
- c. Copy of passport bio data and visa page (for new staff) and entry exemption page (for renewals)

#### **Process:**

- At the time of induction upon the staff member's arrival in Kenya, the Protocol and Liaison Office shall provide the Form Pro1 A for application of a technical card (also known as a diplomatic card) for internationally recruited staff.
- The staff member fills the PRO A Form and submits to the Protocol and Liaison Office



- The Protocol and Liaison Office submits the forms to MoFA
- MoFA approves the issuance of the technical card and processes the same
- The Protocol and Liaison Office collects the card and hands it to the staff member

The estimated processing time for issuance of technical cards is two to three weeks.

### 4.3.1 Renewals of the Technical Card

After renewal of the entry/work permit, (see section 4.1.1) the staff member also renews the original technical card as well.

#### Process:

- To facilitate renewal of the technical card, the staff member surrenders the original technical card to the Protocol and Liaison Office
- The Protocol and Liaison Office attaches the copy of the staff member's notification of arrival with 3 passport size photos of the staff member and submits to MoFA
- MoFA approves the application and processes the renewal
- The Protocol and Liaison Office collects the renewed technical card from MoFA and hands the same to the staff member.

The timeframe for renewal of the technical card is four to six weeks.

### 4.4 Personal Identification Number (PIN)

The PIN is also a specific identification number relevant only in Kenya and it is issued by the Kenya Revenue Authority. It is normally required for official transactions within Kenya such as clearing personal shipments for internationally recruited staff members at the port of entry.

#### Process:

- To obtain the PIN, the Protocol and Liaison Office initiates the process by submitting a request to MoFA for the PIN on behalf of the staff member and attaches the following documentation:
  - A copy of the staff member's entry /work permit
  - A copy of exemption and bio data page of the passport
  - A copy of the technical/diplomatic card
- MoFA approves the application for the PIN
- The Protocol and Liaison Office is notified of the approval by MoFA and submits the following documentation to KRA on behalf of the staff member:
  - Original passport
  - Original diplomatic/technical card

- A copy of the staff member's entry /work permit
- KRA approves the application of the PIN and informs the staff member directly of the approval via email.

The estimated processing time for the PIN is one week.

#### **4.5 Driver's license and diplomatic plates procedure**

Upon first arrival to Kenya, an internationally recruited staff member is allowed to use an international driving license for three months. Within the three months, the Protocol and Liaison Office shall initiate the process of obtaining a driver's license for the staff member through the Ministry of Foreign Affairs. No payment is required for the driver's license as long as it is processed through the Ministry of Foreign Affairs.

##### **Process:**

- The Protocol and Liaison Office provides the driving license application forms to the staff member.
- The staff member fills the driver's license application forms and also provides the following documents to the Protocol and Liaison Office:
  - Original international driver's license or a driver's license from any Commonwealth country (where applicable).
  - If not in possession of such a license, the staff member shall be required to undergo a driving test in Kenya.
  - A copy of passport
  - A copy of work/entry permit
  - A copy of technical card
  - 2 passport size photos
  - Form VII dully filled
- The Protocol Office submits the documentation above to MoFA
- MoFA approves submission to NTSA.
- The Protocol and Liaison Unit then submits the MoFA approval to NTSA
- NTSA prepares the diplomatic plates that are then collected the Protocol Office and handed over to the staff member.

#### **4.6 Renewal of Driver's License**

For the renewal of the driver's license, the same process applies (see section 4.5) and the following documentation is required:

- a. Original passport,

- b. Original technical card and
- c. The original driving license

The driver's license and diplomatic plates are generally obtained in approximately three weeks from the application date. However, delays are possible and it may sometimes take more time for the relevant Government agency to process the diplomatic plates.

## **5.0 Shipment of personal effects**

Eligible internationally recruited staff members may choose to ship personal effects on appointment to ILRI Kenya. The following section details the procedures for shipment of personal effects.

### **5.1 Procedure of shipping personal effects**

A staff member must be in possession of the entry/ work permit for shipment of personal effects as this document is required for clearance purposes at the Kenya Customs Office.

The Protocol and Liaison Unit will require copies of the following export documentation:

- a. Bill of Lading
- b. Invoice from the forwarding agent
- c. A packing list for personal effects

#### **Process:**

- To initiate the process, the staff member selects a forwarding agent from his/her home base, who will help to pack, crate and load the cargo for shipment.
- The Protocol and Liaison Unit submits Form PRO1B to MoFA for authorisation to import duty free goods before the goods reach Kenya at least three weeks in advance.
- A clearing agent commissioned by ILRI or by the individual staff member will arrange for customs clearance and transportation of the cargo to ILRI in Nairobi.
- To facilitate this clearance, the original passport of the staff member is required.
- The ILRI Protocol and Liaison Office obtains approval from MoFA and hands over the approved Form PRO1B to the clearing agent who shall clear the motor vehicle or personal effects from the port of entry. The staff member can specify where they want the goods to be delivered.

### **5.2 Conditions for importing duty free items**

- In accordance with the Kenyan Government regulations that ILRI must comply with, a staff member can only import duty free shipment of personal effects and motor vehicles once upon first appointment and within 12 months (one year) of arrival in Kenya. Subsequent shipments of personal effects and motor vehicles after the first year will not be duty free.

- If the staff member does not make use of the duty free provision with the first year of their arrival in Kenya, they lose the duty free privilege for the duration of their employment in the country.
- If the staff member makes use of the duty free provision within the first year, they are eligible to dispose of their vehicle after three years due to wear and tear and to purchase a replacement duty free vehicle. The three year replacement provision is not applicable for personal and household effects.

## **5.2 Importation of duty free vehicles**

An eligible ILRI staff member may import a duty free vehicle. Eligibility depends on the terms and conditions of the staff member's employment contract with ILRI.

### **5.2.1 Conditions for importation of duty free vehicle**

Eligible staff members with a minimum of two years employment contract with ILRI may purchase a duty free vehicle once they receive the Government of Kenya entry/work permit that awards them the duty free privilege. This process can only be done once a member of staff is in the country in order to have the Kenyan entry permit stamp on their passport.

- In accordance with the Kenya Government regulations, the vehicle must not be more than 7 years old at the time of purchase and arrival at the port of Mombasa.
- According to the Host Country agreement between ILRI and the Kenyan Government, a duty free imported vehicle cannot be sold before the expiry of three years, unless it is an accident issue or when the staff member is leaving ILRI employment.
- A replacement duty free vehicle may be imported after disposal of the first vehicle.

### **5.2.2 Procedure for importation of duty free vehicle for the staff member**

- i. The first step is to identify the vehicle for purchase. Purchase of a vehicle that is new or not older than 4-5 years old is recommended due to the specified disposal period of three years for a duty free vehicle.
- ii. On identification of the vehicle, the supplier should provide the engine and chassis numbers of the vehicle to facilitate clearance with Interpol and the Criminal Investigation Department (CID) Headquarters in Nairobi, Kenya with the assistance of ILRI-Protocol and Liaison Unit. The clearance is for the purpose of verifying that the vehicle has no encumbrance. This clearance should be done before any payment to the supplier. However, there will be a repeat inspection that will be done at the Port of entry upon arrival of the vehicle by the customs department of Kenya.

- iii. Upon verification of the vehicle from the country of origin by their customs and depending on the conditions of the supplier, payment may be made to the supplier for the vehicle.
- iv. The inspection of road worthiness will be done by the supplier in the country of origin.
- v. The supplier of the vehicle scans the inspection copy of the vehicle to the staff member to confirm that inspection has been done (this is a Kenya Government regulation). If this step is omitted, it will cost the buyer about 20% of the Cost Insurance and Freight (CIF) value of the vehicle to get the inspection done by the Kenya Bureau of Standards, Mombasa/Customs Section of the Kenya Revenue Authority.
- vi. The supplier then sends the Bill of Lading as proof of shipping as well as the Invoice (CIF). The Protocol and Liaison Office shall use these copies to apply for duty exemption i. e. PRO1B forms at the Ministry of Foreign Affairs to avoid storage and delay at the Port of Mombasa while the original documents are awaited.
- vii. Any final payment (where applicable) for the vehicle should be paid by the staff member upon receipt of the scanned documents (Nos. x below)
- viii. The supplier is then required to dispatch by courier all original documents to facilitate clearance at the Port of Mombasa.
- ix. The Protocol and Liaison Office should be notified if personal effects or spares are included in the vehicle and detailed separate packing lists for the items should be prepared. This is for the purposes of the duty exemption application.
- x. The following documents are a must from the supplier and should be sent as follows
  - a. 3 original Invoices (CIF value) from source/supplier.
  - b. 3 original Bill of Lading document (1st, 2nd, 3rd originals), to clear at Port of Mombasa from the supplier.
  - c. 3 copies Bill of Lading (for local insurance, registration) from the supplier
  - d. Packing lists for the vehicle spares and personal effects if packed in the vehicle should be prepared.
  - e. Certificate of Inspection from the country of origin
  - f. Log book and English Translation of the Log book required from the country of origin where applicable.
  - g. Certificate of Road Worthiness
  - h. Marine Insurance original copy from the supplier
  - i. Certificate of Inspection from the country of origin
  - j. The staff member's original passport with the Kenyan re-entry pass, Kenya Revenue Authority-Pin card (original) to clear the vehicle.

- xi. The shipping address must read as follows

**International Livestock Research Institute (ILRI)**  
**C/o Employee full name**  
**Kabete Campus, Old Naivasha Road**  
**P O Box 30709, 00100**  
**Nairobi, Kenya**

- xii. The Protocol and Liaison Unit shall facilitate the clearance of the vehicle up to Nairobi. The vehicle can be picked from the port of entry by the staff member or, the staff member can choose to assign a clearing agent to pick the vehicle from the port of entry.
- xiii. ILRI has clearing agents who are registered on the ILRI Procurement system for clearing vehicles. If a staff member has their own preferred agent, they may forward the particulars of the agent they wish to use to clear their vehicle to the Protocol and Liaison Office who shall forward the same to Procurement for registration on the ILRI system.
- xiv. The staff member shall bear the costs of the clearance and the transport of the vehicle from the port of entry.

#### **5.2.4 Procedure and conditions for importation of spouse vehicles**

The procedure for importation of spouse motor vehicle is the same as for the principal ILRI staff member. ILRI will be responsible for applying for the MoFA application authorization (Form PRO1B) to MoFA to import the duty free vehicle.

If ordering a vehicle for the spouse of a staff member, the full names of the spouse (as it appears in the passport) must be used.

The Protocol and Liaison Unit will require:

- a. Copies of all the export documentation e.g. Bill of Lading, Invoice, Road worthiness certificate, Original logbook from Country of origin, (translated logbook if the car is coming from a non-English speaking country) to enable the MoFA to approve the Form PRO1B.

Duration for spouse motor vehicle importation is the same as for the principal staff member that is, 12 months from the time they arrive. If the spouse comes later, the 12 months duration will start at the time he/she arrives in the country.

After duration of three years, the spouse may dispose the vehicle and import a replacement duty free vehicle.

### **5.3 Disposal of duty free motor vehicles**

#### **5.3.1 Disposal from duty exempt staff member to duty exempt buyer**

The following section describes the process where a staff member eligible to a duty free vehicle is selling their motor vehicle to a buyer who is also eligible to a duty free vehicle and in cases where the staff member is separating from ILRI.

**Process:**

- In cases where a staff member is departing ILRI, the People and Organizational Development Directorate shall initiate the process by briefing the staff member of the steps they need to take in order to clear from ILRI three months in advance of the departure. The staff member is also briefed of the process involved where they are selling their duty exempt vehicle to a duty exempt buyer.
- As part of the motor vehicle disposal process, the departing staff member must return the following to the Protocol and Liaison Office:
  - i. Motor vehicle number plates
  - ii. Technical card/s
- a. In addition, Form PRO1C shall be filled by the Protocol and Liaison office and submitted to MoFA. Once the approval is obtained from the Ministry, the seller gives the buyer the original PRO1C form.
- This process must be initiated at least 2 months in advance of the staff member departing the country/ILRI.
- The diplomatic plates must always be returned before the last day of the staff member's contract in cases where the contract is not being renewed.
- In cases where the staff member is not departing the country, the technical card is retained by the staff member and the process for purchase of a duty free vehicle in section 5 of these guidelines is followed in cases where the staff member is purchasing another duty free vehicle.

#### **5.3.2 Disposal from duty exempt staff member to non-duty exempt buyer**

The following section describes the process in cases where a staff member with a duty exempt vehicle is selling their motor vehicle to a buyer who is not eligible to a duty exempt vehicle:

**Process:**

- a. The People and Organizational Development Directorate initiates the process by briefing the staff member of the steps they need to take in order to clear from ILRI three months in advance of the departure. The staff member is also briefed by the Protocol and Liaison Office of the process involved in cases where the staff member is selling their duty exempt vehicle to a non- duty exempt buyer.
- b. As briefed by the Protocol and Liaison Office, the staff member writes a letter to KRA requesting for duty tabulation and submits the letter to Protocol and Liaison Office
- c. The Protocol and Liaison Office facilitates obtaining of the duty tabulation from Kenya Revenue Authority and hands over the same to the staff member
- d. The staff member then engages a clearing agent to facilitate the duty payment and pays the duty. The Protocol and Liaison Office can advise on the choice of clearing agent.
- e. The staff member returns the technical card ( only if separating from ILRI)
- f. Once duty is paid, the staff member must return the motor vehicle number plates to the Protocol and Liaison Office
- g. The Protocol and Liaison Office then fills and submits the PRO1C form to MoFA for processing and surrenders the diplomatic number plates
- h. The staff member gives the original vehicle documentation to the buyer.

### **5.3.3 Retention of vehicle**

In some cases, the staff member may choose to retain the vehicle (rather than selling it) after paying duty.

- In such cases, the Protocol and Liaison Office will facilitate the change of diplomatic plates to civilian plates and change of log book from NTSA.
- Once the plates have been changed, the staff member is responsible for collection of the plates from NTSA and the logbook is mailed to the staff member through the post office.

### **5.4 Role of the Protocol and Liaison Office in the motor vehicle purchase and disposal procedure**

- The Protocol and Liaison Office shall provide guidance to relevant staff members in the process of motor vehicle purchase, clearance and disposal in compliance with ILRI's Host Country Agreement as well as Kenya Government regulations.
- The Unit shall provide relevant forms to staff members and their authorised dependants and submit the required forms to the relevant Government office on behalf of the staff member.
- The Unit shall also coordinate return of technical cards and motor vehicle number plates to the relevant Government agency.



- The Unit shall handle the processing of the relevant forms and coordinate the duty tabulation with the Kenya Revenue Authority.

### **5.5 Role of the staff member in disposal of duty free vehicle**

The staff member shall:

- Provide relevant motor vehicle documents to the Protocol and Liaison Office
- Make arrangements to find a buyer and negotiate with the potential buyers

In cases where a staff member is disposing of their vehicle and is required to return the motor vehicle diplomatic plates and is therefore not able to use their vehicle without the plates, the institute shall not provide means of transport for the staff member. The staff member may choose to hire a vehicle for a duration of time and shall personally meet the related expense.

### **5.6 Registration of motor vehicles**

The Protocol and Liaison Office coordinates the process for registration of the staff member's motor vehicle.

#### **Process**

For the purpose of motor vehicle registration, the following process is followed:

- a. The staff member fills in Application Forms A and C (provided by Protocol and Liaison) for the relevant vehicle registration and submits the forms to the Protocol and Liaison Office
- b. The Protocol and Liaison Office submits the application forms to the Ministry of Foreign Affairs for initial authorisation
- c. The authorised forms from MoFA are then submitted by the Protocol & Liaison Office to the Registrar of Motor Vehicles at National Transport and Safety Authority (NTSA)
- d. The NTSA shall process the manufacture of diplomatic number plates
- e. Duty tabulation: where applicable, the Protocol & Liaison Unit shall prepare the duty tabulation documents and submit the same to KRA for approval. Once approved, the duty should be paid accordingly by the staff member at KRA offices.

### **5.7 Issuance of Fuel Card**

At the point of induction, the Protocol and Liaison Office shall brief the staff member regarding the optional duty free fuel facility at the UN petrol station in Nairobi that is available for the staff member and spouse should they choose to make use of this service. The fuel card is issued to all eligible

internationally recruited staff (IRS) and their spouses. All charges related to the service is paid by the staff member.

**Process:**

Should the staff member be interested in the service, they shall initiate the processing of the fuel card by informing the Protocol and Liaison Office of their interest and then provide the following documents required to obtain a fuel card:

- a. copy of staff's passport bio-data
  - b. copy of work permit
  - c. copy of staff member's employment contract (for renewals of the fuel card only)
  - d. USD10
- The principal ILRI staff member shall fill in the duty free fuel facility forms provided by Protocol and Liaison Office.
  - The Protocol and Liaison Office shall generate a note verbale and submit it to the UN petrol station administration office together with the mentioned documents
  - The petrol station shall notify the staff member by email that the card is ready for collection
  - Protocol and Liaison officer shall collect the card on behalf of the staff member
  - The fuel card is valid for 3 years and renewable after this period
  - For renewals, the Protocol office prepares a Notes verbale and attaches the original card and copy of the employment contract for processing by the UN administration office.

**5.8 Records**

The Protocol and Liaison Office shall keep and update records of the following information for internationally recruited staff members, their spouses and dependents:

- Entry/work permits
- Dependent passes
- Technical/diplomatic cards

- Copies of passport and passport details
- PIN numbers
- Duty exempt motor vehicle registration details

**5.8.1 Responsibility of Staff Member:**

- The staff member is responsible for ensuring that they have valid and up to date documentation outlined in section 5.8
- Should any detail (such as change of passport) occur, it is the responsibility of the staff member to bring this to the attention of the Protocol and Liaison Office to update their records.

**5.8.2 Responsibility of the Protocol and Liaison Office:**

- The Protocol and Liaison Office shall ensure that they keep updated records as provided by individual staff members.
- The Protocol and Liaison Office shall provide updated records to the relevant Government agency annually and as changes occur.

**5.9 Changes in regulations by the Government of Kenya**





- From time to time, the Government of Kenya may change the applicable regulations that govern the conditions or procedures outlined in these guidelines.
- As and when such changes occur, ILRI management shall inform staff members and apply the changes accordingly.

**Annexe 1: Protocol and Liaison Service Level Agreements**




**Referrals:**



These regulations should be read in conjunction with the Guidelines for Visas and Letters of Undertaking for ILRI Staff

**6.0 Annex 1 - Protocol and Liaison Service Level Agreement**

	SERVICE	REQUIREMENTS	TIME FRAME	FORMS
1	Work permit	Employment contract signed by both the organization and employee Notification of arrival Duly filled Form 25 Copies of passport bio-data and visa page 2 passport size photos	4-6 weeks	 Form 25   PRO A
2	Dependent pass	Duly filled Form 28 Principle copy of bio data and re-entry pages 2 passport size photos Copies of passport bio-data and visa page Birth certificate for children and marriage certificate copies for spouse Notification of arrival	4-6 weeks	 Form 28
3	Technical card	1. Notification of arrival 2. Passport bio-data and entry page copy 3. 3 passport size photos	2-3 Weeks	 PRO A
4	PIN	1. Passport bio-data copy and re-entry page 2. Copy of technical card both sides to the Ministry of Foreign Affairs for approval 3. After approval from Ministry of Foreign Affairs , the original passport and technical card will be needed for issuance of PIN from KRA	1 week	Done online through <a href="https://itax.kra.go.ke/KRA-Portal/eRegIndi.htm">https://itax.kra.go.ke/KRA-Portal/eRegIndi.htm</a>
5	Work permit renewal	1. Employment contract signed by both the organization and employee 2. Duly filled Form 25 3. Duly filled Form 28 for dependents 4. Original passports for both the principal and dependents	10 working days	

## ILRI Kenya – Protocol and Liaison Regulations and Procedures

	SERVICE	REQUIREMENTS	TIME FRAME	FORMS
6	Referral visa	<ol style="list-style-type: none"> <li>1. Duly filled revised Form 22 filled in triplicate</li> <li>2. 3 passport size photos</li> <li>3. Copy of invitation letter in triplicate</li> <li>4. Copies of passport bio-data and visa page</li> </ol>	3-4 Weeks	 <b>VISA form 22 revised 2012.pdf</b>
7	Driving license	<ol style="list-style-type: none"> <li>1. Duly filled form VII filled in duplicate</li> <li>2. 2 passport size photos</li> <li>3. Copy of driver's license from country of origin (common wealth country or international driver's license) and must be translated to English</li> <li>4. Copies of passport bio-data and visa page</li> <li>5. Copy of technical card both sides</li> <li>6. For the renewals, original passport, original technical card and the original driving license</li> </ol>	2 weeks	 <b>Form VII</b>
8	Purchase of motor vehicle (PRO1B Form)	<ol style="list-style-type: none"> <li>1. All documents provided while purchasing a vehicle</li> <li>2. KRA PIN certificate</li> <li>3. Passport copies of bio-data and entry page</li> <li>4. Copy of technical card both sides</li> <li>5. Notification of arrival</li> </ol>	1-2 weeks	Generated online
9	Motor vehicle registration	<ol style="list-style-type: none"> <li>1. Copy of PRO1B Form</li> <li>2. Copies of all vehicle documents</li> <li>3. Passport copies of bio-data and entry pages</li> <li>4. Copy of technical card both sides</li> <li>5. Valid motor vehicle insurance certificate</li> <li>6. Copy of notification of arrival</li> <li>7. Duly filled Form A by Protocol and Liaison Officer</li> </ol>	2 Weeks	
10	Logbook and number plate application	<ol style="list-style-type: none"> <li>1. All original vehicle documents</li> <li>2. Valid motor vehicle insurance certificate</li> <li>3. Approved Form A by the Ministry of Foreign Affairs</li> <li>4. Passport copies of bio-data and entry pages</li> <li>5. Copy of PIN certificate</li> <li>6. Copy of technical card both sides</li> </ol>	3 weeks	 <b>Registration Form (Form A)</b>

	SERVICE	REQUIREMENTS	TIME FRAME	FORMS
<b>11</b>	Fuel card	<ol style="list-style-type: none"> <li>1. Fuel card form filled</li> <li>2. Copy of logbook</li> <li>3. Passport copy of bio-data and entry pages</li> <li>4. Technical card copy</li> <li>5. 10 US dollars</li> <li>6. Employment contract signed by both the organization and employee</li> </ol>	1 week	 <b>Fuel Card Form</b>
<b>12</b>	PRO1C (authority to dispose motor vehicles)	<ol style="list-style-type: none"> <li>1. Copy of logbook</li> <li>2. Copy of notification of departure</li> <li>3. surrender of number plates to NTSA</li> <li>4. surrender of technical cards to MoFA</li> <li>5. Passport copies of bio-data and re-entry page</li> <li>6. Duly filled Form C</li> <li>7. From buyer: copy of notification of arrival, technical card copy, passport copies of bio data and re-entry page.</li> <li>8. If to pay duty, copies of receipt for duty, C17B for the same.</li> </ol>	1-2 Weeks	 <b>PRO 1C</b>
<b>13</b>	PRO1B (importation of duty free vehicle and lab equipment)	<ol style="list-style-type: none"> <li>1. Airway bill number</li> <li>2. Commercial invoice</li> <li>3. Packing list</li> </ol>	5 working days	
<b>14</b>	VAT certificate	<ol style="list-style-type: none"> <li>1. Supplier's Invoice\Preformat</li> <li>2. ETR Receipt\Fiscal receipt</li> </ol>	6-8 weeks	
<b>15</b>	Reporting	Monthly overview of services provided	Every 30 days on average	