



Access to Information Process Documentation

			
Institution/Organization Name:		Tana Water Works Development Agency	
Affiliations; Ministry / Department/ County/ Parent Company:		Ministry of Water, Sanitation and Irrigation	
Economic Sector Alignment:		Enabler	
Big 4 Alignment:		Enabler	
Accounting Officer:		Eng. Philip Gichuki	
Period: FY		2021/2022	
Process Documentation			
Service Name		Access to Information	
Brief Description Document Purpose/Service			
Document Control: Change Record/ VersionNumber		Revision 01 Version 01	
Process Owner: Name and Position		Beato Migwi Manager, Corporate Communications and Public Relations	
Process Writer (s); Nameand Position		1. Beato Migwi Manager, Corporate Communications and Public Relations 2. Corporate Communications and Public Relations Officer Rose Chomba	
Process Reviewer (s) Name and Position		1. Beato Migwi Manager, Corporate Communications and Public Relations	
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No of Days	Actor
1.	Information Access Officer (IAO) receives the request in English or Kiswahili	1 day	IOA
2.	IAO Puts in writing the request in the prescribed format	1 day	IAO
3.	IAO makes a decision on whether to provide access to information, communication should be done to the information requester immediately informing him/her on whether information sought	3 days	IAO

	available and whether request is approved or not			
4.	<div>i. Processing of application</div> <div>ii. Request is for a large amount of information or requires a search through a large amount of information and meeting the stipulated time would unreasonably interfere with the information holder extension is allowed</div> <div>iii. If information sought concerns the life or liberty of a person</div>	<div>21 days</div> <div>Additional 14 days to i) above</div> <div>48 hours</div>	<div>IAO</div> <div>IAO</div>	
5.	IAO to charge reasonable fees		IAO	
6.	<div>i. Requester for Access to information can seek a review on fees charged. If not satisfied he/she can apply to the Commission on Administrative Justice.</div> <div>ii. Access to information granted</div>		IAO	
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor
Exemption from disclosure	1.	If matter borders on breach of state security	N/A	N/A
	2.	If it infringes copyright of any person other than the state	N/A	N/A
Process Maps/Visuals				
Business process flowcharts/ swim lanes/screen shots				

FLOW CHART FOR ACCESS TO INFORMATION PROCESS

