

**05TH NG-CDFC MINUTES OF THE MEETING HELD ON 14TH OCTOBER, 2019 AT
THE CDF OFFICE-BOARD ROOM**

PRESENT

1. Hon. Dr. Sakwa J. Bunyasi - Patron
2. Mr. Alfred Okochil -Chairperson
3. Mr. Patrick Lidovolo - Fund Account Manager
4. Mr. James Okumu -Secretary
5. Mr. Benjamin Opemi -Member
6. Mrs. Judith Murwayi -Member
7. Mr. Felix Otsyula -Member
8. Rev. Margret Osere -Member
9. Ms. Faith Sirigwa -Member
10. Mrs. Carolyne Onchoka -DCC
11. Mr. Lawrence Ameyia -Oversight

AGENDA:

1. Preliminaries
2. Status of FY2018/19 pending works
3. Sports Activities
4. Proposals for FY2019/20
5. Training Committee and Staff
6. Clients feed Back

NGCDFC MIN: 01/11/10/2019 – PRELIMINARIES

The meeting started at 11.20am with an opening prayer from Rev. Osere

The Chairperson welcomed all members including the patron, Hon. Dr. Sakwa J. Bunyasi

He said that the special meeting that had been convened because of low output in service delivery and called upon members to contribute positively towards major areas that require improvement.

NGCDFC MIN: 02/11/10/2019- STATUS OF FY2018/19 PENDING WORKS

Members appreciated funding of the projects and listed the following pending works in reference to the project proposal code list for FY2018/19

NO.	PROJECT NAME	PROJECT ACTIVITY	AMOUNT
1	NG-CDF Office	Renovation of the Office	1,000,000.00
2	Buyofu Secondary School	Completion of a Laboratory	650,000.00
3	Madibo Secondary School	Completion of a Laboratory	650,000.00
4	Mabunge R.C Secondary School	Completion of a Laboratory	1,000,000.00

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5	Musokoto Secondary School	Completion of a Laboratory	1,000,000.00
6	Ekisumo Primary School	Construction of Administration Block	600,000.00
7	Sikinga Secondary School	Construction of Dining Hall	1,000,000.00
8	JOUST-Nambale	Construction of an Ablution block	600,000.00
9	Mungatsi Technical Training Institute	a) Purchase of 5.5 acres of Land b) Fencing of Land with concrete poles and wire mesh	2,805,000.00 2,200,000.00
10	Sports Activities	Funding of Sports events in December 2019	1,002,000.00

WAY FORWARD.

a) COMPLETION OF FOUR LABORATORIES

- i) The Committee resolved to re-allocate **Ksh.3,300,000.00** from Constituency Innovation Hubs Projects to fund completion of the four Laboratories
- ii) Time frame for completion of four Laboratories was set by January 2020.
- iii) The Committee to enhance supervision of Projects

b) MUNGATSI TTI

- i) **Fencing of the Land**
 - Procurement process to commence on 14th October, 2019 up to end of November, 2019
 - Fencing works to start by first week of December, 2019
- ii) **Purchasing additional Land**
 - Land had been already identified
 - Fund Account Manager to avail a land valuer, search and survey maps by next week
 - Valuation be done in one month
- iii) **Electricity**
Engagement with REA on course
- iv) **WATER**
NG-CDF to drill water bore hole this financial year, 2019/20

c) NG-CDF OFFICE

- i) **RENOVATION OF NG-CDF OFFICE**
Fund Account Manager presented the NG-CDF Office renovation Tender opening and Evaluation Committee Minutes.
Since none of the bidders met the requisite criteria, the process lapsed.

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After discussion, the Committee approved the re-advertisement of NG-CDF Office renovation to start on 15th October, 2019 and have all the works completed by end of November, 2019.

- ii) **WATER FOR NG-CDF OFFICE**
Committee to engage water department to facilitate flowing water by December, 2019
- iii) **POWER SUPPLY**
Committee to factor purchase of solar system for power back up next financial Year 2020/2021

NGCDFC MIN: 03/11/10/2019 -SPORTS ACTIVITIES

Ms Faith sirigwa, Chairperson sports Sub-Committee informed members that the budget process was on course.

She said, the process would end by middle of November, 2019

After discussion, the Committee unanimously resolved as follows;

- a. The procurement process to commence.
- b. That the procured goods be delivered to NG-CDF Office by early November, 2019
- c. That the Sports Sub-Committee should provide a report to the Main Committee in December, 2019 to enable planning next year.

NGCDFC MIN: 04/11/10/2019 PROJECT PROPOSAL FY 2019/20

The Secretary took members through project proposal draft compiled from four wards survey, proposals submitted from institutions and strategic plan reference.

Members ratified and approved the Proposal for financial year 2019/20 as follows;

FY 2019/20 - CEILING

NO	VOTE HEADS	AMOUNT
1	Administration & Recurrent	8,242,063.40
2	Monitoring & Evaluation/Capacity Building	4,121,031.70
3	Bursary Scheme	31,215,702.16
4	Emergency Projects	7,198,241.38
5	Primary School Projects	50,251,000.00
6	Secondary School Projects	30,075,000.00
7	Security Projects	1,600,000.00
8	Sports Activities	1,417,354.00
9	Environmental Activities	2,747,331.50
10	Social Halls/Youth empowerment	500,000.00
	TOTAL	137,367,724.14

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PROPOSALS- FY 2019/2020

1. ONGOING PROJECTS

NO	PROJECT NAME	PROJECT ACTIVITY	AMOUNT ESTIMATES
PRIMARY SCHOOLS			
1	Sango Primary School	Completion of Classroom (Plastering, Flooring, Shuttering, Fascia Boards, Painting & Branding to completion).	150,000.00
2	Madibo Primary School	Completion of 6 Roomed Office block(Ceiling Boards, Branding, Painting and Branding)	300,000.00
3	Sikinga Primary School	Completion of 6 office unit Administration block-(Ceiling board, Painting and Branding to completion)	300,000.00
4	Musokoto B primary School	Completion of repair and renovation for six Classrooms(Walling cables, Plastering, Floor screeding, Painting, Fascia board and Branding to Completion)	500,000.00
5	Siera Primary School	Completion of repair and renovation for six Classrooms(Plastering, window panes Floor screeding, Painting, Fascia board and Branding to Completion)	400,000.00
6	Igara Primary School	Completion of a 6 door unit Administration block-(Ceiling board ,Painting and Branding to Completion)	300,000.00
7	Segero Primary School	Completion of one Classroom to completion(Lintel, Roofing, Plastering, Flooring, Shuttering, Fascia board, Painting and Branding to Completion)ksh.325,000) , 2. Electrical wiring and Lighting fixtures (sockets) (ksh 50,000) and 3. Purchase of 50 desks ksh 75,000.	450,000.00
8	St. Martin Kisoko Special school	Construction of 800 capacity Dining hall-Roofing. Foundation and walling already done to lintel level.	850,000.00
9	Malanga Primary School	Completion of one classroom (Plastering, Floor screeding, Painting and Branding to Completion) (ksh 150,000), 2. Electrical wiring and lighting fixtures (sockets) (ksh 50,000)	200,000.00
10	Ekisumo Primary School	Completion of a 6 office unit Administration block(Roofing, Plastering, Shuttering, Floor screeding, Painting and Branding to Completion)	1,000,000.00
11	Nambale Urban Primary School	Completion of one Classroom (Plastering, Floor screeding, painting and Branding to	200,000.00

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2. WARD PROJECTS

BUKHAYO EAST WARD			
NO	PROJECT NAME	PROJECT ACTIVITY	AMOUNT ESTIMATES
PRIMARY SCHOOLS			
1	Namahindi Primary School	1.Construction of 2 Classrooms to completion at ksh.1,450,000, 2.Electrical wiring and Lighting fixtures (sockets)ksh 100,000. 3.Purchase of 100 pcs Desks ksh 150,000	1,700,000.00
2	Buloma Primary School	1. Construction of 2 Classrooms to completion, ksh 1,450,000 (2. Electrical wiring and Lighting fixtures (sockets) ksh 100,000. 3. Purchase of 100 Desks kshs. 150,000.	1,700,000.00
3	Matili Primary School	1.Construction of 2 Classrooms to completion, ksh 1,450,000, 2.Electrical Wiring and Lighting fixtures (sockets) ksh 100,000. 3.Purchase of 100 pcs Desks 150,000.	1,700,000.00
4	Sango Primary School	Construction of 2 Classrooms to completion- Kshs 1,450,000 Construction of 100 desks @ 1500=Kshs 150,000	1,700,000.00
5	Khulwanda Primary School	1.Construction of 2 Classrooms to completion, ksh 1,450,000, 2.Electrical wiring and Lighting fixtures (sockets) ksh 100,000. 3.Purchase of 100 Desks Kshs. 150,000	1,700,000.00
6	Eki sumo Primary School	Renovation of 4 Classrooms(Roofing, Shuttering, Floor screeding ,Painting, Fascia board and Branding to Completion)	500,000.00
7	Buyofu Primary School	Renovation of three Classrooms(Roofing, Shuttering, Floor screeding, Painting, Fascia board and Branding to Completion)	375,000.00
8	Khayo Primary School	1.Renovation of three Classrooms window panes, Floor screeding, Painting, Fascia board and Branding to Completion ksh 200,000) 2.Electrical wiring and Lighting fixtures (sockets) ksh 150,000	350,000.00
9	Mwenge Primary School	Rehabilitation of four Classrooms (Lintel, Roofing, Shuttering, Floor screeding, painting, Fascia board and Branding to Completion.	500,000.00
SECONDARY SCHOOLS			
1	Buyofu Sec. School	1.Purchase of two acres of Land Ksh (800,000) 2.,Survey Fees Kshs 100,000), 3.Valuation fees Kshs 30,000)	930,000.00
2	Elwanikha Girls Sec. School	1.Phase 1: Construction of a 300 capacity storey Dormitory to completion. Ksh 4,900,000 2.Electrical Wiring and Lighting	5,000,000.00

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	School	Shuttering, Flooring, Painting, Fascia board and Branding to Completion)	
11	Otiri Primary School	Renovation of 2.3/4 acres of Land (ksh 1,200,000), 2. Survey fee (ksh 100,000), 3. Valuation fee (ksh 30,000)	1,030,000.00
12	Igara Primary School	Renovation of 4 Classrooms (Roofing, Shuttering, Flooring, Painting, Fascia board and Branding to Completion)	500,000.00
SECONDARY SCHOOLS			
1	Lupida Sec. School	1. Construction of one Classroom: Foundation, Walling, Roofing, Shuttering and Plastering ksh 725,000, 2. Electrical wiring and Lighting fixtures (sockets) ksh 50,000 3. Purchase of a set of 50 Lockers & chairs ksh 175,000	950,000.00
2	Igara Sec. School	1. Rehabilitation of a 100 capacity Laboratory (Mechanical works, Gas systems, Work tops, Tilling, Painting and Branding to Completion) ksh. 1,000,000, 2. Renovation of a 600 capacity Dining Hall (Floor Tiling, Window panes, painting and Branding to Completion) (800,000).	1,800,000.00
3	Katira Sec. School	Renovation of a 60 capacity Laboratory (Mechanical works, Gas systems, Work tops, Tilling, Painting and Branding to Completion)	500,000.00
4	Kaludeka Sec. School	1. Payment of outstanding 2 acre Land balance. Ksh 70,000 2. Land survey fee ksh 100,000. 3. Valuation ksh 30,000.00.	200,000.00
5	Khwirale Centre Sec. School	1. Payment of land outstanding 1 acre 2. Land balance ksh 300,000 Survey ksh 100,000 3. Valuation ksh 30,000	430,000.00
6	Musokoto Secondary School	1. Construction of one Classroom: Foundation, Walling, Roofing, Shuttering and Plastering ksh 725,000, 2. Electrical wiring and Lighting fixtures (sockets) 50,000 3. Purchase of a set of 50 Chairs and Lockers ksh 175,000	950,000.00
7	Siera secondary School	Purchase of 50 sets of Lockers and Chairs @ ksh, 3500	175,000.00
TOTAL			17,621,000.00

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BUKHAYO CENTRAL WARD			
PRIMARY SCHOOLS			
1	Mukemo Primary School	1. Construction of 2 Classrooms: ksh 1,450,000 2. Lighting and socket ksh 100,000 3. Land balance survey fee ksh 30,000 4. Purchase of 80 Desks ksh 120,000.	1,700,000.00
2	St. Teresa Makale Primary School	1. Construction of 2 Classrooms to completion: ksh 1450,000 2. Electrical wiring and Lighting fixtures (sockets) ksh 100,000 and 3. Purchase of 80 Desks ksh 120,000.4. survey of land Balance kshs.50,000.00)	1,720,000.00
3	Musoma Primary School	1.Construction of 1 Classroom to completion; Foundation, Walling, Roofing, Shuttering, Plastering ksh 725,000, 2.Electrical Wiring and Lighting fixtures(sockets)kshs.50,000, 3. Purchase of 50 desks ksh 75,000 4. Purchase of 2 acres of land (800,000), 5.Survey Fee (100,000) and 6. Valuation kshs 30,000)	1,780,000.00
4	Maira Primary School	Construction of one Classroom: Foundation, Walling, Roofing,Shuttering and Plastering ksh.725,000, 2. Electrical wiring and Lighting fixtures (sockets) ksh 50,000 and 3. Purchase of 50 desks ksh. 75,000.	850,000.00
5	Nangeni Primary School	1.Construction of 2 Classrooms to completion, ksh 1,450,000 2. Electrical Wiring and Lighting fixtures (sockets)ksh 100,000. 3. Purchase of 100 Pcs Desks 150,000.	1,700,000.00
6	Namisi Primary School	1. Construction of 1 Classroom: Foundation, Walling, Roofing, Shuttering and Plastering ksh 725,000, 2. Electrical wiring and Lighting fixtures (sockets) ksh 50,000 Purchase of 3. Purchase of 50 pcs Desks ksh 75,000	850,000.00
7	Lwanyange Primary School	Renovation of 2 Classrooms(Roofing, Shuttering, Flooring ,Painting, Fascia board and Branding To Completion)	250,000.00
8	Malanga Primary School	Renovation of 4 Classrooms(Roofing, Shuttering, Flooring ,Painting, Fascia board and Branding to Completion)	500,000.00
9	Esidende Primary School	Renovation of 4 Classrooms(Roofing, Shuttering, Flooring ,Painting, Fascia board and Branding to Completion)	500,000.00
10	Mabunge R.C Primary School	Renovation of 2 Classrooms(Roofing, Shuttering, Flooring ,Painting, Fascia board	250,000.00

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		and branding to Completion)	
11	Maolo Primary. School	1. Construction of one Classroom: Foundation, Walling, Roofing, Shuttering and Plastering. Ksh 725,000, 2. Electrical wiring and Lighting fixtures (sockets) Kshs. 50,000.00 and 3. Purchase of 50 Desks ksh 75,000	850,000.00
SECONDARY SCHOOLS			
1	Mabunge RC Sec. School	1. Purchase of 2 acres of Land (800,000), 2. Survey Fee (100,000) and 3. Valuation (30,000.00)	930,000.00
2	Lwanyange Secondary School	Purchase of a set of 50 Lockers and Chairs	175,000.00
TOTAL			12,055,000.00
NAMBALE TOWNSHIP WARD			
PRIMARY SCHOOLS			
1	Kajoro Primary School	1. Construction of 2 Classrooms to completion, ksh 1,450,000, 2. Electrical wiring and Lighting fixtures (sockets) ksh 100,000. 3. Purchase of 100 Desks ksh. 150,000	1,700,000.00
2	Makongeni Primary School	1. Construction of 2 classrooms to completion, ksh 1,450,000, 2. Electrical wiring and Lighting fixtures (sockets) ksh 100,000. 3. Purchase of 100 Desks ksh. 150,000.	1,700,000.00
3	Ikondokhera Primary School	1. Construction of 2 classrooms to completion, ksh 1,450,000, 2. Electrical wiring and Lighting fixtures (sockets) ksh 100,000. 3. Purchase of 100 Desks kshs. 150,000.	1,700,000.00
4	Nambale Urban Primary school	Renovation of 8 classrooms (Roofing, Shuttering, Flooring, Painting, Fascia board and branding to Completion)	1,000,000.00
5	Kisoko Girls Primary School	Renovation of 4 classrooms (Roofing, Shuttering, Flooring, Painting, Fascia board and Branding to Completion)	500,000.00
6	Kisoko Boys Primary	Renovation of Three classrooms (Roofing, Shuttering, Flooring, Painting, Fascia board and Branding to Completion)	375,000.00
7	Emakina Primary School	1. Construction of one classroom: Foundation, Walling, Roofing, Shuttering and Plastering. Ksh 725,000 Electrical wiring and Lighting fixtures (sockets) 50,000 3. Purchase of 40 Desks ksh 60,000	835,000.00
8	Manyole Primary School	Renovation of 4 classrooms (Roofing, Shuttering, Flooring, Painting, Fascia board and Branding to Completion)	500,000.00

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9	Nambale A.C Primary School	1.Construction of 2 Classrooms to completion, ksh 1,450,000, 2. Electrical wiring and Lighting fixtures (sockets) ksh 100,000. 3. Purchase of 80 Desks 120,000.	1,670,000.00
10	St. Marys Nambale Primary School	Renovation of 4 classrooms(Roofing, Shuttering, Flooring ,Painting, Fascia board and Branding to Completion)	500,000.00
11	Nambale Muslim primary	1. Purchase of 2 Acres of Land (ksh 1,200,000) (Urban Land) 2. Survey fee (ksh 100,000), 3. Valuation (ksh 30000)	1,330,000.00
SECONDARY SCHOOLS			
1	St. Peter's Khwirale Sec. School	1. Construction of 3 classrooms to completion (2,175,000), 2. Phase 1: Construction of a laboratory ksh 2,000,000 3Electrical wiring and Lighting fixtures (sockets), ksh 150,000 4. Purchase of 100 sets of chairs and lockers ksh 350,000. 5.Purchase of 1 Acre of land (400,000), 6 Survey fees (100000) and 7. Valuation fees (30,000)	5,205,000.00
2	St. Mary's Nambale Sec. School	1.Purchase of 2 plots of land (900,000), 2. Survey fee (100,000) 3.Valuation (30,000.00)	1,030,000.00
TOTAL			18,045,000.00
GRAND TOTAL			80326,000.00

ENVIRONMENTAL ACTIVITIES

The Committee resolved to fund construction of semi improved sanitation under supervision of AMREF Technical office in the following sixteen schools at a cost of **Ksh.170, 000.00** for a four seater per each. Therefore, construction of Fourteen Sanitation will cost **Ksh.2, 380,000.00** and **Ksh. 367,354** for putting up Beacons on fifteen acres of the remaining unfenced Land at Mungatsi Technical Training Institute

TOWNSHIP WARD

Kajoro Primary School, Khwirale Primary School, Nambale Urban Primary School and Segero Secondary School - **Kshs. 680,000.00**

BUKHAYO EAST WARD

Khayo Primary School, Ekisumo Primary School, Madende Primary School **Kshs. 510,000.00**

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BUKHAYO NORTH/WALATSI

Katira Primary School, , Musokoto D.E.B Primary School, Khwirale Centre Primary School, Mwangaza Primary School **Kshs.680,000.00**

BUKHAYO CENTRAL WARD

Nangeni Primary School, Esidende Primary School, Makale Primary School **Kshs. 510,000.00**

SECURITY SECTOR

NO	PROJECT NAME	ACTIVITY	AMOUNT
NAMBALE TOWNSHIP WARD			
1	Deputy County Commissioner- Nambale	Renovation of DCC residential house (Roofing, Plastering, Painting and branding)	800,000.00
2	Tangakona Ap Camp	Electrical wiring	50,000.00
TOTAL			850,000.00
BUKHAYO EAST WARD			
1	Mungatsi Police post	Construction of Office	600,000.00
2	Mungatsi Ass Chief's Office	Completion of Ass Chief's Office	500,000.00
TOTAL			1,100,000.00
BUKHAYO NORTH/ WALATSI			
1	Lupida Police Post	a) Payment of outstanding land balance b) Construction of Office	70,000.00 600,000.00
TOTAL			670,000.00

BUKHAYO CENTRAL			
1	Chief's Office	Electrical wiring	50,000.00
TOTAL			50,000.00

CONSTITUENCY PROJECT

NO	PROJECT NAME	ACTIVITY	AMOUNT
1	Mungatsi Technical Training Institute	Drilling a bore hall	1,300,000.00

SUMMARY

NO	ITEM DESCRIPTION	AMOUNT
1	Ongoing Projects	14,800,000.00
2	Ward Projects	58,450,000.00

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3	Security Projects	2,670,000.00
4	Constituency project	1,300,000.00
GRAND TOTAL		77,220,000.00

NGCDFC MIN: 05/11/10/2019 – TRAINING OF THE COMMITTEE AND STAFF

Members noted that there was need to have capacity building for the Committee and staff on key areas:

- NG-CDF Act, 2016
- Public Procurement and Disposal Act, 2015
- Implementation of Projects, Bursary, Sports, Environmental and Emergencies.

BUDGET

NO	ITEM	DESCRIPTION	AMOUNT
1	Meals	Tea Break- 50Ppl @150	7,500.00
		Lunch-50ppl @500	25,000.00
		Tea Break -50ppl @150	7,500.00
2	Allowances	NGCDFC-9 ppl@5,000	45,000.00
		Staff-9ppl@1,000	9,000.00
		Constituency Office Staff-15 ppl@1,000	15,000.00
		HOD -5ppl@5,000	25,000.00
		Oversight -3ppl@5,000	15,000.00
		Trainers-5ppl @5,000	25,000.00
3	ICT Materials		10,000.00
4	Contingencies		6,000.00
TOTAL			190,000.00

NGCFC MIN: 06/11/10/2019 CLIENT FEEDBACK

The following issues were cited out in regard to improving service delivery:

- Committee taking too long to give information to clients
- Efficiency in terms of time in and time out
- Phone calls be made to clients incase whatever service they require is not needed
- Outsiders should not be allowed to use office computers as important information can be leaked out
- Challenge in getting BoQs from Public of Works
- Incompetent Contractors should not be allowed to do construction works.
- Projects above 1,000,000.00 and data on contractors be posted on the website
- Pending bill for Quickmore Research services be cleared this financial year

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Fund Account manager to write a letter to the firm

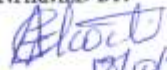
NGCFC MIN: 07/11/10/2019 BUDGET

NO	ITEM	AMOUNT
1	NG-CDFC 9 Members Allowance for September,2019	94,000.00
2	NG-CDFC Airtime for September,2019	25,000.00
3	NG-CDFC Transport and Substance for 3 Executive Members for September,2019	25,000.00
4	NG-CDFC 2 Site Meeting at Ekisumo Primary and Kisoko Special School	4,000.00
5	NG-CDF Office –Tender opening and Evaluation 10 pple x Ksh 2,000.00	20,000.00
6	Sports and NG-CDF Office tender re-advertisement 10 pple x Ksh 2,000.00	20,000.00
7	Grounds Man wage	3,000.00
8	Cutting Scissors for flowers	2,000.00
9	Contribution towards Mashuja day budget	10,000.00
	NG-CDF Motor Vehicle inspection	2,500.00
TOTAL		205,500.00

NGCFC MIN: 07/11/10/2019 A.O.B

- Reception not friendly
Need to improve on it through regular staff meetings and use one spare room to attend to clients with related cases.
- Visitors and even the committee Members must sign in and out at the gate while staff should use their own book.
- There being no other Business the meeting was adjourned at 4:30pm with a closing prayer from Mrs. Murwayi.

CONFIRMED BY:


18/10/2019
(Alfred J. Okochi)

CHAIRPERSON –NG-CDFC


(James Okumu Makokha)

SECRETARY – NG-CDFC

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