**NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND**

**UGENYA CONSTITUENCY**

**MINUTES OF THE UGENYA NG-CDFC MEETING HELD ON MONDAY**

**29th JANUARY, 2018, AT THE CDF OFFICE, SEGA.**

**MEMBERS PRESENT**

1. Mr. Gerald O. Odhiambo - NG-CDF Chairman.
2. Mrs. Rose A. Oduor - NG-CDF Secretary
3. Mrs. Veronica N. Opillo - ACC- Ukwala / Rep. DCC Ugenya
4. Mr. Jackson Omari - FAM Ugenya
5. Mrs. Millicent A. Omondi - NG-CDF Member -
6. Mrs. Keaty A. Ogonyo - NG-CDF Member.
7. Mr. Maurice O. Okumu - NG-CDF Member
8. Mr. Carolus O. Ayugi - NG-CDF Member
9. Mr. Adundo J. Oyenga - NG-CDF Member

**IN ATTENDANCE**

1. Mr. Joseph O. Ogola - Proposed Co-opted NG-CDF Member.
2. Mr. George Aoko - Constituency Office Manager.

**AGENDA.**

1. Preliminaries.
   1. Opening Prayers.
   2. Opening Remarks by the NG-CDF Chair.
   3. Opening Remarks by the FAM
2. Review of the Provisions of the NG-CDF (Amendment) Act, 2015 Regarding Preparation of Project Proposals.
   1. NG-CDF Board Circular dated 25th July, 2017
   2. NG-CDF Board Circular Clarification.
3. Review of Ward Reports.
4. Preparation of Project Proposals 2017 / 18 Kshs. 86,810,344.82
   1. Statutory Allocations
   2. Incomplete / Ongoing Projects
   3. New Projects.
5. Approval of Ugenya NG-CDF Project Proposals 2017/18
6. A.O.B.

**Min. 1/29/01/2017: PRELIMINARIES**

* 1. The Chairman called the meeting to order at 10.00am with prayers said by Mrs. Grace Wasambla
  2. The Chair welcomed members to the meeting noting that following the successful first meeting where members were elected to various positions, this special meeting had been called to prepare the Project Proposals for 2017/18.
  3. The FAM informed members that the timely Preparation of Project Proposals was a key function of any NG-CDFC and reminded them that much as they came from different wards and represented different interests there was need to ensure equity in the distribution of NG-CDF Funds., so that after a certain time all the Four (4) Wards of Ugenya Constituency were at par. He further noted that the Kshs. 86 million allocated this year was very little to handle all the projects suggested by Members of the public, hence there was need to prioritize what to undertake this year and push the rest to subsequent financial years.

**Min. 2/29/01/2018: REVIEW OF THE PROVISIONS OF THE NG-CDF (AMMENDMENT) ACT, 2015 REGARDING THE PREPARATION OF PROPOSALS**

1. **NG-CDF Board Circular REF: NG-CDFB/ CIRCULARS Vol. 1 (121)**

2.1 The FAM tabled a circular from the NG-CDF Board dated 25th July, 2017 regarding the Preparation & Submission of Constituency Project Proposals for the 2017 / 2018 Financial Year.

2.2 The FAM noted that since a general election had already taken place on 8th August, 2017 there was a requirement for consultative ward meetings to be held on the commencement of a new parliament which had already been fulfilled on 17th & 18th January, 2018.

2.3 The FAM further noted that only projects that fall within the functions of national government were eligible and the projects must be community based in order to ensure that the benefits are available to a widespread cross-section of the inhabitants of a particular area.

2.4 The FAM informed members that the NG-CDF Board and the National Assembly Select Committee on NG-CDF had met with the Ministry of Information, Communication and Technology to partner in the implementation of a Constituency Innovation Hubs (CIH) Project which would mainstream ICT at the grassroots and provide youth with digital opportunities including online jobs. Each NG-CDF was to set aside a total of Kshs. 4,677,027.20 for Four (4) sites each at Kshs. 1,169,256.80. He emphasized the importance of this projects inclusion in the project proposal.

2.5 The FAM noted the statutory ceilings set for Office Administration & Recurrent Expenditure (6%), M&E & Capacity Building (3%), Sports (2%), Environment (2%), Bursary (Minimum 25% & Maximum 35% if Social Security Program is included).

2.6 The FAM also urged members to take into account funding for the incomplete and ongoing projects as a priority before considering new projects.

1. **NG-CDF Board Circular Clarification.**

2.7 The FAM tabled a circular titled Clarification on Preparation and Submission of Constituency Project Proposals for the 2017/18 Financial Year. He noted that the previous proposal dated 25th July, 2017 had indicated that the each constituency’s’ allocation was Kshs. 101,416,090.34 but this had now been reduced to Kshs. 86,810,344.82 after the supplementary budget had been tabled.

2.8 The FAM further noted that there had been some informal communication from the Board to the effect that all constituencies were required to factor in funding for the preparation of a Five (5) year Constituency Strategic Plan in this first year of the parliamentary term. The maximum set for the preparation was Kshs. 3.5 million.

**Min. 3/29/01/2018: REVIEW OF WARD REPORTS**

3.1 The FAM tabled a summary of the projects proposed at the Ward Meetings held on 17th & 18th January, 2018. He noted that though the participants had been clearly instructed to restrict themselves to projects under the National government functions, some still went ahead to propose roads, health, water and youth polytechnic projects which were under the counties. He asked them to disregard these projects.

3.2 After review of the reports, the members adopted this report for the purposes of preparation of Proposals for 2017/18 and 2018/19.

**Min. 4/29/01/2018: PREPARATION OF PROPOSALS FOR 2017 /18 Kshs. 86,810,344.82**

1. **Statutory Allocations.**

4.1 The members discussed this at length, noting that they would not interfere with the allocations for Emergency, M&E & Office Administration and allocated them the full amounts.

4.2 The members also resolved to allocate the minimum allowable for Bursary Activities at 25%. They would not allocate any funds for Social Security as its operationalization was not yet clear and there was need to save funds to implement new and ongoing projects.

4.3 The members agreed on the statutory allocations as follows;

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **ITEM** | **TOTAL** | **BALANCE** |
|  | **TOTAL ALLOCATION (TA) 2017/18** | **86,810,344.82** | **86,810,344.82** |
|  |  |  |  |
| **A** | **STATUTORY ALLOCATIONS** |  |  |
| 1 | Emergency Reserve 5% | 4,568,965.52 | 82,241,379.30 |
| 2 | Office Administration & Recurrent Expenditure (6% of TA) | 5,208,620.69 | 77,032,758.61 |
| 3 | Monitoring & Evaluation & Capacity Building (3% of TA) | 2,604,310.34 | 74,428,448.27 |
| 4 | Sports (2% of TA) Cannot be increased but can be reduced or eliminated | 1,436,206.90 | 72,992,241.37 |
| 5 | Environment (2% of TA) Cannot be increased but can be reduced or eliminated) | 1,036,206.90 | 71,956,034.47 |
| 6 | Education Bursaries, Mocks & Assessments (Cannot be allocated less than 25% & not more than 35% if it includes social security programmes) **Calculated at 25%** | 21,702,586.21 | 50,253,448.26 |

4.4 The members also agreed to allocate the full amount of Kshs. 4,677,027.20 to the Constituency Innovation Hubs (CIH) as follows;

|  |  |  |  |
| --- | --- | --- | --- |
| 7 | ICT Hub - East Ugenya Ward (KMTC - Urenga) | 1,169,256.80 | 49,084,191.46 |
| 8 | ICT Hub - West Ugenya Ward (Ndenga Sec. Sch.) | 1,169,256.80 | 47,914,934.66 |
| 9 | ICT Hub - North Ugenya Ward (Sega Youth Polytechnic) | 1,169,256.80 | 46,745,677.86 |
| 10 | ICT Hub - Ukwala Ward (Ugenya NG-CDF Office) | 1,169,256.80 | 45,576,421.06 |
| **B.** | **FUNDS AVAILABLE TO UNDERTAKE OTHER PROJECTS** |  | **45,576,421.06** |

1. **In-Complete / Ongoing Projects.**

4.5 The FAM tabled a report on the incomplete / ongoing projects left over from the 2016/17 Financial Year. Members prioritized the most urgent for funding given the reduced funding that the NG-CDF was receiving, not to mention funding required for CIH project and Strategic plans that were also key priorities and the fact that some money was required to fund projects proposed at the Wards.

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT** | **AMOUNT REQUIRED TO COMPLETE** | **Status (Current Condition of Project)** | **REMARKS / RESOLUTIONS** |
| Mathiwa Pri. Sch. – Roofing of Admin. Block | 1,000,000.00 | Admin Block Roofed. | Allocated Kshs. 500,000.00 which is the revised estimate to install fittings and plaster. |
| Anyiko Pri. Sch. | 1,500,000.00 | Land purchased. | Allocated Kshs. 1,700,000.00 to construct Two (2) Classrooms on new land. |
| Kogere Sec. Sch. - Construction of 4 Classrooms | 1,000,000.00 | Two classrooms completed, one classroom at ring beam level, the other at foundation | School finished project with internal funds. The NG-CDF has allocated the School Kshs. 2 million to build an administration block which is now a priority so that the staff can vacate one classroom being used as a staff room and offices. |
| Ukwala Stadium - Fencing, dozing, grading, planting of grass, construction of toilets, pitch and track | 2,000,000.00 | Beacons identified, Fencing done, dozing undertaken and grading partly done. | Previous funding of Kshs. 3,000,000.00 yet to be fully utilized due to a dispute on one of the boundaries. Being resolved by the Sub-County Surveyor. |
| Ligega AP Post - Construction of 5 room housing block & latrine | 1,600,000.00 | Land acquired along Kisumu - Busia Road & fenced. | Since nothing has been started and area fenced, due to reduced funding to the NG-CDF funds will be set aside to fully complete the construction instead of partly funding. |
| Konyango AP Post - Construction of 5 room housing block & latrine | 400,000.00 | Housing unit Complete. | Current status usable. Electrification being done by REA as it is near a Market. |
| Bar Achuth AP Post - Construction of 5 room housing block & latrine | 400,000.00 | Housing unit Complete. | Current status usable. Electrification being done by REA. |
| Siranga AP Post - Construction of 5 room housing block & latrine | 1,430,000.00 | At Foundation level | Allocated Kshs. 1,100,000.00 which is the revised figure to make it useable |
| Sega Water Project - Drilling & Equipping of Borehole | 2,000,000.00 | Hydro geological survey done severally to find suitable site. Tender advertised | Well Drilled, Pump Installed & project handed over to the Community and Siaya – Bondo Water Company. |
| Ugenya Forestry College | 21,000,000.00 | Five Classrooms at roofing level. | Allocated Kshs. 2,000,000.00 to complete the 1st phase of classrooms and Kshs. 3,000,000.00 to construct an admin, Block |

1. **New Projects.**

4.6 The members then reviewed the projects proposed for funding during the meeting and

Prioritized those for funding with the balances after the funding for statutory deductions and ongoing / incomplete projects had been taken into account.

**Min. 5/29/01/2018: APPROVAL OF THE NG-CDF PROJECT PROPOSAL FOR 2017/18**

5.1 After extensive deliberations, members resolved to approve the following projects for inclusion in the 2017/18 Ugenya NG-CDF Proposals. This resolution was proposed and seconded by Mr. Adundo J. Oyenga & Mrs. Millicent Akinyi respectively.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **G.F.S Code** | **Activity** | **Amount** | **Status.** |
| Employee Salaries | 4-041-232-2110000-100-2017/18-001 | Payment of Staff Salaries | 2,800,793.10 | New |
| Goods & Services | 4-041-232-2210000-100-2017/18-002 | Purchase of fuel, repairs & maintenance, printing, stationery, telephone, travel & subsistence, office tea. | 645,187.59 | New |
| NSSF | 4-041-232-2120101-100-2017/18-004 | Payment of NSSF Deductions | 116,640.00 | New |
| NHIF | 4-041-232-2120201-100-2017/18-005 | Payment of NHIF Deductions | 78,000.00 | New |
| Committee Expenses | 4-041-232-2210802-100-2017/18-006 | Payment of Committee sitting allowances, transport, conferences. | 1,568,000.00 | New |
| Goods & Services | 4-041-232-2210000-111-2017/18-001 | Purchase of fuel, repairs & maintenance, printing, stationery, telephone, travel & subsistence, office tea. | 756,896.55 | New |
| Capacity Building | 4-041-232-2210700-111-2017/18-002 | Undertake Training of NG-CDFC’s & PMC’s on NG-CDF related issues. | 700,000.00 | New |
| Committee Expenses | 4-041-232-2210802-111-2017/18-003 | Payment of Committee sitting allowances, transport, conferences. | 1,147,413.79 | New |
| Emergency | 4-041-232-2640200-101-2017/18-002 | Funding for emergency interventions that will be required during the 2016/2017 Financial Year. | 4,568,965.52 | New |
| Bursaries Secondary Schools | 4-041-232-2640101-103-2017/18-002 | Award of Bursaries to students in Secondary Schools | 11,228,448.28 | New |
| Bursaries Tertiary Institutions | 4-041-232-2640102-103-2017/18-003 | Award of Bursaries to Students in Universities and middle level colleges. | 8,974,137.93 | New |
| Bursaries Special Schools | 4-041-232-2640103-103-2017/18-001 | Award of Bursaries to Disabled students in Primary, Secondary & Tertiary Institutions. | 1,500,000.00 | New |
| Bar Oninge Pri. Sch. | 4-041-232-2630204-104-2017/18-001 | Fencing of Two (2) acre School Compound with barbed wire & treated posts. | 200,000.00 | New |
| Lunga Pri. Sch. | 4-041-232-2630204-104-2017/18-002 | Construction of Administration Block to completion | 1,200,000.00 | New |
| St. Joseph's Ochiel Pri. Sch. | 4-041-232-2630204-104-2017/18-003 | Construction of Two (2) Classrooms to completion. | 1,700,000.00 | New |
| Magombe Pri. Sch. | 4-041-232-2630204-104-2017/18-004 | Construction of One (1) Classroom to completion | 800,000.00 | New |
| Murumba Pri. Sch. | 4-041-232-2630204-104-2017/18-005 | Construction of Two (2) Classrooms to completion. | 1,700,000.00 | New |
| Luanda Pri. Sch. | 4-041-232-2630204-104-2017/18-006 | Renovation of Three (3) Classrooms - Installation of fittings, re-screeding of floors, plastering & painting. | 500,000.00 | New |
| Anyiko Pri. Special Sch. | 4-041-232-2630204-104-2017/18-007 | Construction of Two (2) Classrooms to completion. | 1,700,000.00 | Ongoing |
| Inungo Pri. Sch. | 4-041-232-2630204-104-2017/18-008 | Completion of Two (2) Classrooms- Installation of fittings, plastering & painting. | 500,000.00 | New |
| Uring Pri. Sch. | 4-041-232-2630204-104-2017/18-009 | Fencing of Two (2) acre School Compound with barbed wire & treated posts. | 200,000.00 | New |
| Udira Pri. Sch. | 4-041-232-2630204-104-2017/18-010 | Renovation of Seven (7) Classrooms - Re-screeding of floors and painting. | 1,000,000.00 | New |
| Bar Odar Pri. Special Sch. | 4-041-232-2630204-104-2017/18-011 | Construction of One (1) Classroom to completion | 850,000.00 | New |
| Sega Special Sch. | 4-041-232-2630204-104-2017/18-012 | Purchase of Additional 0.45Ha of Land for school expansion. | 450,000.00 | New |
| Ukwala Boys Pri. Sch. | 4-041-232-2630204-104-2017/18-013 | Fencing of One (1) acre of land with barbed wire & treated posts. | 100,000.00 | New |
| Mathiwa Pri. Sch. | 4-041-232-2630204-104-2017/18-014 | Completion of Admin. Block - Installation of fittings, plastering and Painting. | 500,000.00 | Ongoing |
| Lifunga Pri. Sch. | 4-041-232-2630204-104-2017/18-015 | Drilling & Equipping of Borehole | 2,000,000.00 | New |
| Simur Pri. Sch. | 4-041-232-2630204-104-2017/18-016 | Fencing of Two (2) acres of land with treated posts & barbed wire & purchase & installation of gate. | 250,000.00 | New |
| Lwero Pri. Sch. | 4-041-232-2630204-104-2017/18-017 | Renovation of Three (3) Classrooms - Installation of fittings, re-screeding of floors, plastering & painting. | 500,000.00 | New |
| Hafumbre Sec. Sch. | 4-041-232-2630205-104-2017/18-001 | Construction of Two (2) Classrooms to completion. | 1,700,000.00 | New |
| Got Odima Sec. Sch. | 4-041-232-2630205-104-2017/18-002 | Construction of One (1) Laboratory to completion. | 2,000,000.00 | New |
| Inungo Sec. Sch. | 4-041-232-2630205-104-2017/18-003 | Construction of an Administration Block to completion. | 1,500,000.00 | New |
| Got Nanga Sec. Sch. | 4-041-232-2630205-104-2017/18-004 | Construction of Two (2) Classrooms to completion. | 1,800,000.00 | New |
| Kogere Sec. Sch. | 4-041-232-2630205-104-2017/18-005 | Construction of an Administration Block to completion. | 2,000,000.00 | New |
| Udira Sec. Sch. | 4-041-232-2630205-104-2017/18-006 | Construction of Two (2) Classrooms to completion. | 1,700,000.00 | New |
| Siwar Sec. Sch. | 4-041-232-2630205-104-2017/18-007 | Construction of an Administration Block to completion. | 2,000,000.00 | New |
| Ugenya Technical Training Institute. | 4-041-232-2630206-104-2017/18-001 | Installation of Water Tower (Kshs. 900,000.00), purchase & installation of 10,000 liter Tank (Kshs. 80,000.00) & purchase & installation of Water Pump (Kshs. 220,000.00) | 1,200,000.00 | New |
| Ugenya Technical Training Institute. | 4-041-232-2630206-104-2017/18-002 | Construction of Two (2) Blocks of Three (3) door pit latrines to completion. | 400,000.00 | New |
| Ugenya Technical Training Institute. | 4-041-232-2630206-104-2017/18-003 | Fencing of One (1) acre of facility with concrete posts & chain link (Kshs. 700,000.00) & laying of cabro from gate to administration block. (Kshs. 700,000.00) | 1,400,000.00 | New |
| Ugenya Forestry College | 4-041-232-2630206-104-2017/18-004 | Completion of Three Classrooms - Roofing, installation of fittings, plastering & painting. | 2,000,000.00 | Ongoing |
| Ugenya Forestry College | 4-041-232-2630206-104-2017/18-005 | Construction of Administration Block to completion | 2,500,000.00 | New |
| Ugenya Agricultural College | 4-041-232-2630206-104-2017/18-006 | Construciton of Two (2) Blocks of Three (3) Door latrines | 400,000.00 | Ongoing |
| Ugenya Agricultural College | 4-041-232-2630206-104-2017/18-007 | Fencing of Four (4) Acres of land with treated poles and barbed wire. | 700,000.00 | New |
| Ugenya Agricultural College | 4-041-232-2630206-104-2017/18-008 | Construction of Administration Block to Completion. | 3,000,000.00 | New |
| Asst. Chief's Office - Nyayombe | 4-041-232-2640507-113-2017/18-001 | Fencing of Half an acre of land with treated poles & barbed wire. | 100,000.00 | New |
| Asst. Chief's Office - Karadolo East | 4-041-232-2640507-113-2017/18-002 | Completion of Office - Plastering & Painting. | 276,461.00 | Ongoing |
| Asst. Chief's Office - Bar Ndege | 4-041-232-2640507-113-2017/18-003 | Construction of Office to Completion. | 700,000.00 | New |
| Asst. Chief's Office - Ramunde | 4-041-232-2640507-113-2017/18-004 | Construction of Office to Completion. | 700,000.00 | New |
| Asst. County Commissioner's Office - Sihay | 4-041-232-2640507-113-2017/18-005 | Fencing of Half an acre of land with treated poles and barbed wire. | 100,000.00 | New |
| Administration Police Post - Siranga | 4-041-232-2640507-113-2017/18-006 | Completion of Five (5) Police houses - Walling, Roofing, installation of fittings, plastering & painting. | 1,100,000.00 | Ongoing |
| Ukwala Police Station | 4-041-232-2640507-113-2017/18-007 | Renovation of Administration Block - installation of fittings, plastering and painting. | 1,000,000.00 | New |
| Ugenya OCPD's Office | 4-041-232-2640507-113-2017/18-008 | Purchase of furniture - One (1) Executive Desk, One (1) Executive Chair, Two (2) Visitors Chairs and One (1) lockable metal cabinet. | 150,000.00 | New |
| Sports | 4-041-232-2640509-112-2016/17-001 | Organization of a Constituency wide sports tournament in all four Wards between April & December, 2018 where winning teams will be awarded with trophies. | 1,436,206.00 | New |
| Ugenya Teachers College | 4-041-232-2640510-110-2017/18-001 | Establish Tree nursery & Tree planting at the College | 259,020.03 | New |
| Ugenya Technical Institute | 4-041-232-2640510-110-2017/18-002 | Establish Tree nursery & Tree planting at the College | 259,045.13 | New |
| Ugenya Medical Training College | 4-041-232-2640510-110-2017/18-003 | Establish Tree nursery & Tree planting at the College | 259,051.00 | New |
| Ugenya Forestry College | 4-041-232-2640510-110-2017/18-004 | Establish Tree nursery & Tree planting at the College | 259,051.00 | New |
| Ugenya Medical Training College | 4-041-232-2211311-108-2017/18-001 | Partnership between the Ugenya NG-CDF & the Ministry of ICT through Telkom Kenya procuring the systems & services comprising a satellite antenna, Router, Digital Access Kit & Digital Ruggedized Tablets, Wi-Fi with outdoor wireless devise complete with 12U cabinet complete with installation accessories. | 1,169,256.80 | New |
| Ndenga Sec. Sch. | 4-041-232-2211311-108-2017/18-002 | Partnership between the Ugenya NG-CDF & the Ministry of ICT through Telkom Kenya procuring the systems & services comprising a satellite antenna, Router, Digital Access Kit & Digital Ruggedized Tablets, Wi-Fi with outdoor wireless devise complete with 12U cabinet complete with installation accessories. | 1,169,256.80 | New |
| Ugenya Technical Training Institute. | 4-041-232-2211311-108-2017/18-003 | Partnership between the Ugenya NG-CDF & the Ministry of ICT through Telkom Kenya procuring the systems & services comprising a satellite antenna, Router, Digital Access Kit & Digital Ruggedized Tablets, Wi-Fi with outdoor wireless devise complete with 12U cabinet complete with installation accessories. | 1,169,256.80 | New |
| Ugenya NG-CDF Office | 4-041-232-2211311-108-2017/18-004 | Partnership between the Ugenya NG-CDF & the Ministry of ICT through Telkom Kenya procuring the systems & services comprising a satellite antenna, Router, Digital Access Kit & Digital Ruggedized Tablets, Wi-Fi with outdoor wireless devise complete with 12U cabinet complete with installation accessories. | 1,169,256.80 | New |
| Ugenya NG-CDF Office | 4-041-232-3110202-108-2017/18-001 | Installation of tank stand (Kshs. 900,000.00) and 10,000 liter overhead tank (Kshs. 100,000.70) | 1,500,000.70 | Ongoing |
| Ugenya NG-CDF Office | 4-041-232-3110202-108-2017/18-002 | Completion of Septic Tank - construction of sides and top. | 500,000.00 | New |
| Constituency Strategic Plan | 4-041-232-2211310-108-2017/18-001 | Development of a strategic plan for the period 2017/18 to 2022/2023 | 1,500,000.00 | New |
| **TOTAL** |  |  | **86,810,344.82** |  |

There being no other business, the meeting ended at 3.30pm with prayers by Mrs. Millicent Akinyi.

Signed:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chairman**

Signed:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secretary**