

**INTERNAL MEMO****REF : KTNA/OPS/ICT/01/85****TO : THE CHIEF EXECUTIVE OFFICER****① FROM : ASSISTANT MANAGER ICT, APPLICATIONS****DATE : 14TH MARCH 2017****SUBJECT : PROPOSAL FOR FORMATION OF A TASKFORCE TO SPEARHEAD
CAPACITY BUILDING FOR SUPPORT OF KESWS AND
IMPLEMENTATION OF 2ND GENERATION TRADENET SYSTEM****② Am - ARP***Approved as
recommended.**[Signature]*
16/3/17.**1. INTRODUCTION**

KenTrade is a State Agency whose mandate is to implement, operationalise and manage the National Electronic Single Window System (Kenya TradeNet) as well as trade facilitation.

The Kenya TradeNet System has been in operation since go-live on 1st November 2013 and currently commands a user base of over 7000 users from the trading community and intervening Government Agencies. The system plays a critical role in the Kenyan economy that has seen the reduction of time taken in processing permits, reduced transactional costs and minimised corruption avenues.

The journey of implementing the Kenya TradeNet System has been full of challenges that were overcome only through commitment by KenTrade staff, tremendous support from both the government and the trading community.

To sustain these services and remain relevant in an ever changing environment, it is important for KenTrade to leverage on emerging technologies, keep reviewing and improving the current system to fulfil changing user need.

This document puts forth a business case for establishment of a task force which will be charged with forging the way forward in addressing support of the current SWS and moving towards a Second Generation SWS. The document then proceeds to propose the Terms of Reference and the names of the members of the task force. It finally outlines the work plan of the task force.

2. BUSINESS CASE

The current Support and Maintenance contract for the Kenya TradeNet System with CrimsonLogic will expire in July 2018. KenTrade will still have the option of renewing the support for 2 additional years with CrimsonLogic before deciding on the next course of action. At the end of the period stated in the foregoing, the current system will have been in use for 7 years and nearly reaching its end of service as per industry standards.

As per the 2016 – 2020 strategic plan, the Agency intends to move towards self-sustenance and internal capacity building for support and maintenance of the Kenya TradeNet System. The end of 2016 - 2020 strategic plan period is also expected to culminate into a second generation Single Window System that will provide enhanced services and user experience that leverage on improved technologies and improved trade policies.

The delivery of a Second Generation Single Window System and other value added services is a process rather than an event that requires elaborate planning, resource allocation and implementation. It also involves rigorous stakeholder engagement, research and capacity building to equip Agency staff with requisite technical skills and exposure that will enable them to gradually take up support and maintenance work from CrimsonLogic.

To attain better mobility towards realization of this objective in the approved 2016 – 2020 strategic plan, it is recommended that a task force team be formed to spearhead activities geared towards provision of Second Generation services of the Kenya TradeNet System. The task is broad, cross functional and cannot be left to the performance contract of one department given the timelines within which it is to be accomplished.

3. PROPOSED KESWS 2ND GENERATION SERVICES TASKFORCE

A five (6) member taskforce drawn from Trade Facilitation and ICT at the Agency is proposed to spearhead the implementation of activities that will lead to achievement of KESWS 2nd Generation Services. Names of the proposed members are as given in table below:

No.	Name	Department	Role
1.	Edwin Wanyama	ICT	Chair
2.	Mahsen Abud	ICT	Vice Chair
3.	Eric Lukoye	Trade Facilitation	Member
4.	Billy Ngumi	Trade Facilitation	Member
5.	Paul Musimba	ICT	Member
6.	John Mbithi	ICT	Member

4. PROPOSED TERMS OF REFERENCE (TORs) FOR THE TASKFORCE

It is proposed that the team be tasked with the following:

- Review the current System to identify frequently supported functions and propose a model for capacity building to enable KenTrade to gradually take up support of the Kenya TradeNet System.
- Identify main pain points and gaps in the current Single Window System and recommend on the way forward to get the issues resolved (Quick wins or Overhaul).
- Propose a roadmap that the Agency should follow towards attaining a Second Generation Single Window System. The new SWS will be expected to provide enhanced services and user experiences that leverage on improved technologies and improved trade policies and procedures.

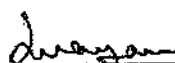
5. PROPOSED WORKPLAN

No.	Task	Deliverable	Proposed delivery time
1.	Review the current System to identify frequently changed functions and propose a model for capacity building to enable KenTrade to gradually take up support of the Kenya TradeNet System.	Approved proposal for gradual takeover of support for the Kenya TradeNet System	May 31, 2017
2.	Identify main pain points and gaps in the current Single Window System and recommend on the way forward (Quick wins or Overhaul).	Approved proposal recommending implementation of Quick wins to address pain points or recommending total overhaul of the current Kenya TradeNet System	May 31, 2017
3.	Propose a roadmap that the Agency should follow towards attaining a Second Generation Single Window System.	Approved proposal for a second Generation SWS	December 31, 2017

6. RECOMMENDATIONS

The CEO is requested to do the following:

- a) Approve the proposed officers to be members of the task force
- b) Approve the proposed work plan.



Edwin Wanyama,

Assistant Manager ICT, Applications