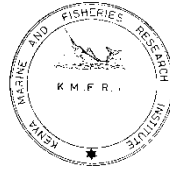


KENYA MARINE AND FISHERIES RESEARCH INSTITUTE



HEADQUARTERS

P.O. BOX 81651

MOMBASA

KENYA

To access KMFRI services, kindly follow the processes below;

STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	<p>Scientific information and technical advice on Blue Economy and climate change</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	1 week	<ul style="list-style-type: none"> - Director General - Head of Directorates - Assistant Director Strategic Communication - Corporate Communication Department
2.	<p>Technical advice on sustainable capture fisheries</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	1 week	<ul style="list-style-type: none"> - Director General - Head of Directorates - Assistant Director Freshwater Research Officers - Corporate Communication Department

3.	<p>Mixed sex fingerling per piece</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	1 week	<ul style="list-style-type: none"> - Director General - Head of Directorates - Assistant Director Aquaculture - Research Officers - Corporate Communication Department
4.	<p>Monosex fingerling per piece (between 1-5,000 pcs)</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	1 week	<ul style="list-style-type: none"> - Director General - Head of Aquaculture - Assistant Director Aquaculture - Research Officers - Corporate Communication Department
5.	<p>Monosex fingerling per piece (5,000-10,000 pcs)</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	1 week	<ul style="list-style-type: none"> - Director General - Head of Aquaculture - Assistant Director Aquaculture - Research Officers - Corporate Communication Department

6.	<p>Monosex fingerling per piece (above 10,000pcs)</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	1 week	<ul style="list-style-type: none"> - Director General - Head of Aquaculture - Assistant Director Aquaculture - Research Officers - Corporate Communication Department
7.	<p>Tilapia broodstock per piece</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	3 days	<ul style="list-style-type: none"> - Director General - Head of Aquaculture - Assistant Director Aquaculture - Research Officers - Corporate Communication Department
8.	<p>Catfish broodstock per piece</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	3 days	<ul style="list-style-type: none"> - Director General - Head of Aquaculture - Assistant Director Aquaculture - Research Officers - Corporate Communication Department

9.	<p>Grow-out diet per kg</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	3 days	<ul style="list-style-type: none"> - Director General - Head of Aquaculture - Assistant Director Aquaculture - Research Officers - Corporate Communication Department
10.	<p>Starter diet per kg</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	3 days	<ul style="list-style-type: none"> - Director General - Head of Aquaculture - Assistant Director Aquaculture - Research Officers - Corporate Communication Department
11.	<p>Artemia cysts</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	3 days	<ul style="list-style-type: none"> - Director General - Head of Aquaculture - Assistant Director Ocean and Coastal Services - Research Officers - Corporate Communication Department

12.	<p>Technical advice on culture of finfish, shellfish and marine plants</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	2 weeks	<ul style="list-style-type: none"> - Director General - Head of Aquaculture - Assistant Director Ocean and Coastal Services - Research Officers - Corporate Communication Department
13.	<p>Moisture content lab test</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	2 weeks	<ul style="list-style-type: none"> - Director General - Head of Laboratory - Assistant Director Laboratory - Laboratory Officers - Corporate Communication Department
14.	<p>Ash content lab test</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	2 weeks	<ul style="list-style-type: none"> - Director General - Head of Laboratory - Assistant Director Laboratory - Laboratory Officers - Corporate Communication Department

15.	<p>Water hardness lab test</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	2 weeks	<ul style="list-style-type: none"> - Director General - Head of Laboratory - Assistant Director Laboratory - Laboratory Officers - Corporate Communication Department
16.	<p>Educational visits per day</p> <p>Customer drafts formal request indicating product or service required and addresses to the Director General (DG), DG cascades to Head of Directorates (HODs), HOD channels it to Assistant Directors (ADs) of respective departments, ADs Indicate the request date and delivery date. Request is processed within stipulated timelines. Corporate Communication Department captures records indicating turnaround time for all services.</p>	2 weeks	<ul style="list-style-type: none"> - Director General - Head of Corporate Services Directorate - Assistant Director Strategic - Communication Officers - Corporate Communication Department