

				
Institution/Organization Name:		County Government of Nyeri		
Affiliations: County Department / County Corporation / County Board / Tertiary Institution		Department of Trade, Cooperatives, Culture and Tourism		
Economic Sector Alignment:		Cultural Groups and Artists affairs		
Big 4 Alignment:				
Accounting Officer:		George Mwangi Muriithi		
Period: FY 2023-2024				
Process Documentation				
Service Name	REGISTRATION OF CULTURE GROUPS/ ARTIST			
Brief Description Document Purpose/Service				
Document Control: Change Record/ Version Number	Version 1			
Process Owner: Name and Position	Mary Kimamo Director- Tourism and Culture			
Process Writer (s); Name and Position	1.Wilson Wahome- Tourism Officer			
	2.			
Process Reviewer (s) Name and Position	1. Zipporah Ngugi- Senior Tourism and Culture Officer			
	2.			
STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Action	Time/ No. Of Days	Actor	
1.	Register through the e-citizen portal	1 day	Client	
2.	Visit the Department of Trade, Cooperatives, Culture and Tourism.	1 day	Client	
3.	Entry to the database	1 day	Directorate staff	
(Add rows as necessary)				
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor

Trigger 1: e.g., Customer provides wrong ID Number	1.	E.g Double registration if two members of the same group register the group.		
	2.	The User Account Remains inactive		
(if any other, add rows)				

Process Maps/Visuals

