



THE HYDROLOGISTS ACT, 2017
(No.19 of 2017)

THE HYDROLOGISTS REGULATIONS, 2023

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THE HYDROLOGISTS ACT
(No. 19 of 2017)

THE HYDROLOGISTS REGULATIONS, 2023

IN EXERCISE of the powers conferred by section 35 of the Hydrologist Act, 2017, the Cabinet Secretary for Water, Sanitation, and Irrigation makes the following Regulations—

THE HYDROLOGISTS REGULATIONS, 2023

PART I—PRELIMINARY

Citation.

1. These Regulations may be cited as the Hydrologists Regulations, 2023.

Interpretation.

2. In these Regulations, unless the context otherwise requires—

“academic award” means a certificate, diploma, degree in hydrology or hydrological sciences, or any other equivalent qualification recognized in Kenya;

“continuous professional development” means systematic maintenance, improvement and broadening of knowledge and skills, and development of personal qualities necessary for the execution of professional and technical duties;

“hydraulic structure” means a structure installed in a natural or man-made waterway which is submerged or partially submerged in any body of water, which disrupts, obstructs, impounds, diverts or stops the natural flow of water;

“hydrography” means the science of surveying and charting bodies of water including seas, lakes and rivers;

“hydrological report” means a written documentation submitted by a registered hydrology professional describing the status of water resources in a particular area including sources, extent, quantity, quality, hydraulic properties, drainage characteristics and abstractions;

“hydrological study” means hydrometry, hydrography, research, survey, investigation, the generation of information products to quantify the hydrological cycle and any other study of hydrology;

“hydrometry” means monitoring of the components of the hydrological cycle including measurement of flow characteristics and water levels of surface waters;

“professional award” means any certificate conferred by a registered hydrology professional body recognized by the Board in respect of professional experience in hydrology;

“relevant authority” means the Hydrologists Registration Board, Hydrological Society of Kenya, or any other hydrology or other institution recognised by the Board.

“temporary registration” refers to a hydrologist who is not ordinarily resident in Kenya who has been issued with a certificate of registration for purposes of executing hydrology services or works for a defined period of time, and who holds a valid license issued by the Board;

“unprofessional conduct” means activity that is contrary to the accepted code of conduct of hydrology practice;

“water resource” means any lake, pond, swamp, marsh, stream, watercourse, estuary, aquifer, artesian basin or other body of flowing or standing water, whether above or below the ground including sea water and trans-boundary waters within the territorial jurisdiction of Kenya; and

“works” means any hydrological study, activity, task, project or other situation in which a registered hydrology professional is engaged in a professional capacity.

Objectives of the Regulations.

3. The objective of these Regulations is to provide for the—

- (a) procedure for the registration of hydrology professionals; and
- (b) preparation of hydrological studies and reports on designs of hydraulic structures.

PART II—REGISTRATION OF HYDROLOGISTS

Qualification for registration as a hydrological assistant.

4. (1) A person who wishes to be registered as a hydrological assistant under section 18 of the Act shall apply to the Board for registration in Form HRB01 as set out in the First Schedule.

(2) An application under subregulation (1) shall be accompanied by—

- (a) the application fee;
- (b) original and certified copies of certificates and such other documents proving the applicant’s qualification for registration; and

- (c) proof of practical experience in the field of hydrology, hydrometry or hydrography for a period of not less than three years of such nature as to satisfy the Board as to the applicant's competence to practice as a hydrological assistant.

(3) An applicant under subregulation shall—

- (a) be a member of the Society;
- (b) have completed a course on water resources or equivalent qualification, with emphasis on hydrology or hydrography, from an institution recognized in Kenya; and
- (c) undertake and pass such professional examinations as are specified in the Third Schedule.

Qualification for
registration as a
hydrologist.

5. (1) Any person who wishes to be registered as a hydrologist under section 18 of the Act apply for registration in Form HRB02 as set out in the First Schedule.

(2) An application under subregulation (1) shall be accompanied by—

- (a) the application fee;
- (b) original and certified copies of certificates and such other documents proving that the applicant is qualified to be registered as a hydrologist;
- (c) proof of practical experience in the hydrology field for a period of between two and seven years immediately preceding the application; and
- (d) proof of having undertaken and passed such professional examinations as may be specified in the Third Schedule.

Qualification for
registration as a
consultant hydrologist.

6. (1) A person who wishes to be registered as a consultant hydrologist under section 18 of the Act shall apply for registration in Form HRB03 as set out in the First Schedule.

(2) An application under subregulation (1) shall be accompanied by—

- (a) the application fee;

- (b) original and certified copies of such documents as are necessary to prove qualification for registration as a consultant hydrologist;
- (c) proof of practical experience for a period of not less than seven years immediately preceding the application; and
- (d) proof of having undertaken and passed such professional examinations as specified in the Third Schedule.

(3) An applicant under subregulation (1) may be registered as a consultant hydrologist of that person—

- (a) is a member of the Society;
- (b) is tax compliant;
- (c) has a bank account in the applicant's name;
- (d) has achieved a standard of competence to enable the applicant to practice as a consultant hydrologist; and
- (e) has not been blacklisted by any Government agency from offering professional services as a consultant hydrologist, hydrologist or hydrologist's assistant.

Qualifications for temporary registration.

7. (1) An eligible person may apply for temporary registration under section 19 of the Act by applying in Form HRB04 as set out in the First Schedule.

(2) An application under subregulation (1) shall be accompanied by—

- (a) the application fee;
- (b) original and certified copies of certificates and such other documents proving the applicant's qualification for registration under section 19 of the Act;
- (c) proof that the applicant is not ordinarily resident in Kenya;
- (d) proof of registration as a hydrologist or consultant hydrologist or equivalent from the country where the applicant ordinarily resides;
- (e) proof of previous experience or accomplishments in the preceding three years;

- (f) a certified copy of a valid practicing license and valid professional membership from the country where the applicant ordinarily resides; and
- (g) proof of the applicant's work or employment record prior to entering Kenya, and details of hydrological projects and activities that the applicant has been involved for the preceding two years.

Board to issue qualified persons with certificate of registration.

8. (1) The Board shall issue a person who qualifies for registration as a hydrologist's assistant, hydrologist or consultant hydrologist, as the case may be, or a qualified person who had applied for temporary registration, with a certificate of registration.

(2) A certificate of registration issued under subregulation (1) shall be valid for as long as the applicant's name remains on the register of members kept and maintained by the Registrar.

Application of annual practicing licence.

9. (1) A person may only practice as a registered hydrologist's assistant, hydrologist or consultant hydrologist if that person has applied for and been issued with an annual practicing licence.

(2) An application for an annual practicing licence under subregulation (1) shall be—

- (a) in Form HRB05 as set out in the First Schedule; and
- (b) accompanied by a non-refundable fee as prescribed in the Fourth Schedule or such other fee as may be prescribed by the Cabinet Secretary under section 35(e).

(3) The practice license shall be valid for one year from the date it is issued by the Board.

(3) The Registrar shall—

- (a) keep and maintain a register of persons issued with annual practicing certificates; and
- (b) publish in the *Gazette*, on or around the 31st March and 31st October in each year, the names of the persons issued with annual practicing licences.

Renewal of annual practicing licence.

10. (1) A registered hydrologist's assistant, hydrologist or consultant hydrologist may apply to renew an annual practicing licence in Form HRB05 as set out in the First Schedule.

(2) An application under subregulation (1) shall be accompanied by—

- (a) the application fee; and
- (b) the original and a certified copy of the previous annual practicing licence.

Renewal of temporary registration.

11. (1) A person who was issued with a certificate of temporary registration may apply for the renewal of the temporary registration in Form HRB 06 as set in the First Schedule at least three months before the expiry of the temporary registration.

(2) An application under paragraph (1) shall be accompanied by—

- (a) a non-refundable fee as prescribed in the Fourth Schedule or such other fee as may be prescribed by the Cabinet Secretary under section 35(e);
- (b) an employment contract for the period for which a renewal is being applied for;
- (c) a signed affidavit that the applicant has not been blacklisted by any Government agency, or regional or international body recognized by the Board; and
- (d) proof of skills-transfer to local hydrologists where such requirement formed the basis of registration including client feedback, beneficiary hydrologists reports, signed affidavits and such other documents as the Board may require.

Registered persons to notify Board of changes in particulars.

12. A person who has been issued with a certificate of registration or an annual practicing licence shall inform the Board, in writing, of any change in the particulars of the person in respect of the certificate or licence within thirty days after the change occurs.

Registrar to publish names of persons removed from register.

13. The Registrar shall cause to be published in the *Gazette* the name of any person removed from the Register in accordance with section 23 of the Act within fourteen days of date after the removal.

PART III—HYDROLOGICAL STUDIES AND REPORTS

Hydrological studies and reports.

14. (1) Each hydrological study or report shall—

- (a) Be signed and dated by the registered hydrologist or registered consultant hydrologist who prepared the report; and

- (b) Stamped by the official stamp of the registered hydrologist or registered consultant hydrologist who prepared the report.

(2) A hydrological report that does not comply with the requirements under subregulation (1) shall not be considered to be a valid report and may not form the basis for approval or implementation of any hydrological works, activity or project.

PART IV—OFFICIAL DOCUMENTS

Identification documents.

15. (1) The Board shall issue an official identification card to each registered hydrology professional upon payment of the fee prescribed in Form HRB09 in the Fourth Schedule.

(2) Each registered hydrology professional shall be required to obtain and use in the course of professional work an official stamp which shall contain the following information—

- (a) the name of the hydrology professional and the name under which the hydrology professional does business;
- (b) the registration number of the hydrology professional;
- (c) the address of the place of ordinary business of the hydrology professional; and
- (d) the annual licence number issued to the hydrology professional for use during that year.

(3) A hydrology professional shall, in the ordinary course of business, be required to carry the official identification card and produce it when required to do so by the Board or the person being offered professional services by the hydrology professional.

Identification documents issued to hydrology professionals with temporary registrations.

16. (1) The Board shall issue, upon the payment of the prescribed fee, each person issued with a certificate of temporary registration with an official identification card which shall contain the following information—

- (a) the name of the hydrology professional;
- (b) the date on which the person was issued with a certificate of temporary registration;
- (c) the date on which the certificate of temporary registration expires;
- (d) the registration number assigned to the hydrology professional; and

(e) the address in Kenya of the hydrology professional.

(2) Each person issued with a certificate of temporary registration shall, in respect of any studies or reports that the person may prepare, shall sign and date such report and attach a signed statement setting out the information contained in subregulation (1).

Loss, destruction or
mutilation of
documents.

17. (1) The holder of a document issued by the Board under the Act or these Regulations shall notify the Board, as soon as practicable and in any case not later than fourteen days from the date of the loss, destruction or mutilation of the document.

(2) Where a document issued by the Board under the Act or these Regulations has been defaced or becomes obliterated, the Registrar shall not issue a duplicate unless the original document is returned.

(3) The Registrar shall issue a duplicate of a document issued by the Board under the Act or these upon the—

- (a) in the case of a lost document, a police report in respect of the loss;
- (b) In the case of a defaced or obliterated document, return of the defaced or obliterated document; and
- (c) payment of the fee prescribed in the Fourth Schedule.

PART V—MISCELLANEOUS PROVISIONS

Exemptions.

18. (1) Pursuant to section 36 of the Act, the Cabinet Secretary may, upon the recommendation of the Board, grant exemptions to persons or classes of persons in specified hydrology disciplines, occupations or employment, from having to comply with the provisions of this Act, if those persons—

- (a) have at least twenty-five years of continuous service and contribution to the practice and development of hydrology;
- (b) have made a notable contribution to the practice and development of hydrology;
- (c) have taught hydrological sciences or operational and applied hydrology for at least three years;
- (d) are Kenyan citizens; or

(e) have any other qualification, quality or achievement that the Board considers worthy of granting an exemption.

(2) The Board may request such certificates, documents or other information that it considers necessary to inform its decision for exemption.

(3) The Board shall require that any person or class of persons that it considers for exemption to comply with all other conditions as may be prescribed by these Regulations.

(4) The Board shall grant exemptions for a period not exceeding twelve months.

(5) All exemption periods shall expire on the 31st December of that particular calendar year in which the exemption was granted.

(6) Nevertheless, the Board may, with the approval of the Cabinet Secretary and subject to new information or unfolding situations or conditions, and without the need to give reasons, declare any exemption earlier granted to be null and void. The decision of the Board to terminate any exemption will be final.

(7) Notwithstanding the above, the Board may not recommend more than ten (8) exemptions in any one calendar year.

(8) A list of all persons exempted under (1) above shall be published bi-annually by 31st March of each year.

Hydrological surveys,
investigations and
reports.

19. (1) No hydrological survey, investigation, activity, task, project, report or other situation of a hydrological nature or that has potential or actual impact on the hydrology of a site, area or region, will be done, carried out, prepared, undertaken, overseen or written by any person other than a person registered under these Regulations.

(2) The activities listed in (1) above will not have legal authority to proceed or be implemented until a Hydrological report prepared, signed and stamped by a registered hydrology professional is submitted to and approved by the Board.

(3) A member of the Board shall not be personally or collectively liable for any omission, negligence or error contained in a hydrological report prepared by a registered hydrology professional.

Duties of hydrological
assistants.

20. The work of hydrological assistants shall entail data collection and observation including gauging; primary data processing; assisting registered hydrologists and consultant

hydrologists in installation of hydrometric stations; maintenance of hydrometric stations and instruments.

FIRST SCHEDULE
Forms

HYDROLOGISTS REGISTRATION BORAD

THE REGISTRAR
HYDROLOGISTS REGISTRATION BOARD
P. O. BOX 51224 -00100
NGONG ROAD
MAJI HOUSE
NAIROBI.

APPLICATION FOR REGISTRATION AS A HYDROLOGICAL ASSISTANT
(To Be Completed by the Applicant in Block Letters)

Surname
Other Names
Title ((Prof., Dr., Mr., Mrs., Miss)
Date of Birth ID/Passport No
Gender Male I I Female I I

Any form of disability No I I Yes I I

If yes, Specify

Nationality.....

Postal Address.....

Telephone.....

Email Address.....

Academic Qualifications.....

Professional Qualifications

Discipline

Name of Employer and Address

University/College/School	Country	From	To	Higher National Diploma/ Ordinary Diploma Received	Month and Year

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Note: - The application must be accompanied by two colored passport size photos, original and copies of HSK Membership, Degree certificate, transcripts, National ID/Card or Passport all duly certified by a Commissioner of Oaths/Magistrate whose names and address are fully displayed on the official rubber stamp. Also provide details of postal, physical and email address of the university attended and the last place of employment.

SPECIAL/OTHER QUALIFICATIONS:

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS: **Attach proof of membership.*

EXPERIENCE:

I submit below a chronological history of my practical experience including the name and address of each company/institution and description of each position held. (A separate sheet may be used if necessary). This should be certified by one of the referees named below.

REFEREES:

1. Name: ((Prof., Dr., Mr., Mrs., Miss.).

Occupation/Title

Company/Institution

Postal Address

Telephone Mobile

Fax Email Address

2. Name: ((Prof., Dr., Mr., Mrs., Miss).....

Occupation/Title

Company/Institution

Postal Address

Telephone Mobile

Fax Email Address

3. Name: (Prof., Dr., Mr., Mrs., Miss)

Occupation/Title

Company/Institution

Postal Address

Telephone Mobile

Fax Email Address

An applicant's supervisor should be listed as one of the referees. At least one person named as a referee must be a registered Hydrologist or Consultant Hydrologist possessing a valid practicing license.

Payments to be made through Cheques, Banker's Cheques, or Bank Deposits addressed to HYDROLOGISTS REGISTRATION BOARD, Kenya Commercial Bank A/C No. 1280254025 Capital Hill Branch, and original banking slip forwarded to the Registrar, Hydrologists Registration Board.

1. I hereby attach my non-refundable registration fee of Ksh.....
(Amount in figures) (Amount in words) payable to the Hydrologists Registration Board.
2. I hereby declare that the foregoing statements are true in every respect and that I have read the Hydrologists Act, 2017 and the Hydrologists Regulations, 2021 and understood that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

Signature of Applicant Date

HYDROLOGISTS REGISTRATION BOARD

THE REGISTRAR
HYDROLOGISTS REGISTRATION BOARD
P. O. BOX 51224-00100
NGONG ROAD
MAJI HOUSE
NAIROBI.

APPLICATION FOR REGISTRATION AS A HYDROLOGIST (To Be Completed by the Applicant in Block Letters)

Surname

Other Names

Title ((Prof , Dr., Mr., Mrs., Miss).....

Date of Birth ID/Passport No

Gender Male [] Female []

Any form of disability No..... Yes

If yes, Specify

Nationality

Postal Address.....

Telephone.....

Email Address.....

Academic Qualifications.....

Professional Qualification

Discipline

Registration No

University/College/School	Country	From	To	Diploma/ Degree Received	Month and Year

Note—The application must be accompanied by two colored passport size photos, original and copies of HSK Membership, Diploma certificate, transcripts, National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp. Also provide details of postal, physical and email address of the university/college attended and the contact person at the institution and the last place of employment.

SPECIAL/OTHER QUALIFICATIONS:

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS: **Attach proof of membership.*

EXPERIENCE:

I submit below a chronological history of my practical experience including the name and address of each company and description of each position held. (A separate sheet may be used if necessary). This should be certified by one of the referees named below.

REFEREES:

1. Name: ((Prof., Dr., Mr., Mrs., Miss.).

Occupation/Title

Company/Institution

Postal Address

Telephone Mobile

Fax Email Address

2. Name: ((Prof., Dr., Mr., Mrs., Miss).....

Occupation/Title

Company/Institution

Postal Address

Telephone Mobile

Fax Email Address

3. Name: (Prof., Dr., Mr., Mrs., Miss)

Occupation/Title

Company/Institution

Postal Address

Telephone Mobile

Fax Email Address

An applicant's supervisor should be listed as one of the referees. At least one person named as a referee must be a registered Hydrologist or Consultant Hydrologist possessing a valid practicing license.

Payments to be made through Cheques, Banker's Cheques, or Bank Deposits addressed to HYDROLOGISTS REGISTRATION BOARD, Kenya Commercial Bank A/C No. 1280254025 Capital Hill Branch, and original banking slip forwarded to the Registrar, Hydrologists Registration Board.

1. I hereby attach my non-refundable registration fee of Ksh.....
(Amount in figures) (Amount in words) payable to the Hydrologists Registration Board.
2. I hereby declare that the foregoing statements are true in every respect and that I have read the Hydrologists Act, 2017 and the Hydrologists Regulations, 2021 and understood that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

Signature of Applicant Date

HYDROLOGISTS REGISTRATION BOARD

THE REGISTRAR
HYDROLOGISTS REGISTRATION BOARD
P. O. BOX 51224-00100
NGONG ROAD
MAJI HOUSE
NAIROBI.

APPLICATION FOR REGISTRATION AS A CONSULTANT
HYDROLOGIST

(To Be Completed by the Applicant in Block Letters)

Surname

Other Names

Title ((Prof., Dr., Mr., Mrs., Miss)

Date of Birth ID/Passport No

Gender Male..... Female.....

Any form of disability No..... Yes

If yes, Specify

Nationality.....

Postal Address.....

Telephone.....

Email Address.....

Academic Qualifications.....

Professional Qualification.....

Discipline

Date of registration as a Hydrologist

Registration No

Name of Employer and Address

EDUCATION:

University/College/School	Country	From	To	Diploma/ Degree Received	Month and Year
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Note: - The application must be accompanied by two colored passport size photos, original and copies of HSK Membership, Degree certificate, transcripts, National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp. Also provide details of postal, physical and email address of the university attended and the contact person at the institution and the last place of employment.

SPECIAL/OTHER QUALIFICATIONS:

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS: *Attach proof of membership.

EXPERIENCE:

I submit below a chronological history of my practical experience including the name and address of each company and description of each position held. (A separate sheet may be used if necessary). This should be certified by one of the referees named below.

REFEREES:

4. Name: ((Prof., Dr., Mr., Mrs., Miss.).

Occupation/Title.....

Company/Institution.....

Postal Address.....

Telephone..... Mobile.....

Fax..... Email Address

5. Name: ((Prof., Dr., Mr., Mrs., Miss)

Occupation/Title.....

Company/Institution.....

Postal Address

Telephone Mobile

Fax..... Email Address

6. Name: (Prof., Dr., Mr., Mrs., Miss).....

Occupation/Title.....

Company/Institution.....

Postal Address

Telephone Mobile

Fax..... Email Address

An applicant's supervisor should be listed as one of the referees. At least one person named as a referee must be a registered Hydrologist or Consultant Hydrologist possessing a valid practicing license.

Payments to be made through Cheques, Banker's Cheques, or Bank Deposits addressed to HYDROLOGISTS REGISTRATION BOARD, Kenya Commercial Bank A/C No. 1280254025 Capital Hill Branch, and original banking slip forwarded to the Registrar, Hydrologists Registration Board.

3. I hereby attach my non-refundable registration fee of Ksh.:.....

(Amount in figures) (Amount in words) payable to the Hydrologists Registration Board.

4. I hereby declare that the foregoing statements are true in every respect and that I have read the Hydrologists Act, 2017 and the Hydrologists Regulations, 2021 and understood that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

Signature of Applicant

Date

HYDROLOGISTS REGISTRATION BOARD

THE REGISTRAR
HYDROLOGISTS REGISTRATION BOARD
P. O. BOX 51224-00100
NGONG ROAD
MAJI HOUSE
NAIROBI.

APPLICATION FOR TEMPORARY REGISTRATION (To Be Completed by the Applicant in Block Letters)

Application for Registration as a Hydrologist || Consultant Hydrologist _____

Surname.

Other Names

Title (Prof., Dr., Mr., Mrs., Miss)

Date of Birth ID/Passport No.

Gender Male Female.....

Any form of disability No Yes

If yes, Specify

Nationality

Postal Address

Telephone

Email Address.....

Academic Qualifications

Professional Qualification...

Discipline.....

Registration No.....

Name of Employer and Address.

EDUCATION:

University/College/School	Country	From	To	Diploma/ Degree Received	Month and Year

Note: - The application must be accompanied by two coloured passport size photos, original and copies of HSK Membership, Degree certificate, transcripts, National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp. Also provide details of postal, physical and email address of the university attended and the contact person at the institution and the last place of employment.

SPECIAL/OTHER QUALIFICATIONS:

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS:

*Attach proof of membership.

EXPERIENCE:

I submit below a chronological history of my practical experience including the name and address of each company and description of each position held. (A separate sheet may be used if necessary). This should be certified by one of the referees named below.

REFEREES:

1. Name: (Prof., Dr., Mr., Mrs., Miss) Occupation/Title

Company/Institution

Telephone Mobile

Fax Email Address

2. Name: ((Prof., Dr., Mr., Mrs., Miss)

Occupation/Title

Company/Institution

Postal Address

Telephone Mobile

Fax Email Address

1. Name: (Prof., Dr., Mr., Mrs., Miss)

Occupation/Title

Company/Institution

Postal Address

Telephone Mobile

Fax Email Address

An applicant's supervisor should be listed as one of the referees. At least two persons named as referees must be a Registered Hydrologist or Consultant Hydrologist possessing a valid practicing license.

Payments to be made through Cheques, Banker's Cheques, or Bank Deposits addressed to HYDROLOGISTS REGISTRATION BOARD, Kenya Commercial Bank A/C No. 1280254025 Capital Hill Branch, and Original Banking Slip forwarded to the Registrar, Hydrologists Registration Board.

1. I hereby attach my non-refundable registration fee of Ksh (Amount in figures) (Amount in words) payable to the Hydrologists Registration Board.

2. I hereby declare that the foregoing statements are true in every respect and that I have read the Hydrologists Act, 2017 and understood that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

HYDROLOGISTS REGISTRATION BOARD

SECOND SCHEDULE
Conduct of business and affairs of the Board

1.1 The Cabinet Secretary shall, in consultation with the Board, deploy to the Board such officers and other staff as are necessary for the proper discharge of its functions under this Act, upon terms and conditions of service as it may determine, with regard to existing laws and in consultation with legally-mandated government institutions.

1.2 The Board shall, in consultation with the Cabinet Secretary, employ such officers and other staff as are necessary for the proper discharge of its functions under this Act, upon terms and conditions of service as it may determine, with regard to existing laws and in consultation with legally-mandated government institutions, bearing in mind its ability to sustain all related costs.

1.3 The Board shall prepare a Board Charter that defines the roles, responsibilities, structures and processes of the Board.

1.4 The Board shall strengthen the full board's governance performance and practices by undertaking an annual self-evaluation exercise aimed at establishing a common understanding of Board's roles and responsibilities and measuring the Board's performance against these recognized roles and responsibilities.

1.5 The Board shall, when necessary, establish ad hoc committees as required to deal with any ad hoc matters requiring focused attention

THIRD SCHEDULE
Determination of professional qualifications and competence

1.1 The Board shall study and affirm Professional Qualifications and Competence of all persons and firms applying for registration by the Board.

1.2 Subject to Section 18 (4) of the Act, the Board shall administer professional examinations and examine academic qualifications for professional competence leading to registration of hydrology professionals.

1.3 Subject to Section 18 (4) of the Act, the Board may require an applicant for registration as a hydrology professional to furnish it with proof of good conduct from the relevant authorities mandated to provide such information.

1.4 The Board shall administer professional examinations in accordance with the requirements as prescribed in this Schedule.

1.5 The mode of examinations shall be in the form of —

- (a) written examination;
- (b) detailed professional training report as may be determined by the Board; and
- (c) Professional interview.

1.6 A candidate may be exempted from paragraph 1.5(a) where the Board is satisfied that the professional training report and professional interview are adequate for purposes of professional examination.

1.7 A candidate shall be examined for competence in his/her discipline of education in hydrology.

1.8 A candidate shall pay application and professional examination fees provided for in the Fourth Schedule.

1.9 The Board shall make a decision on examination results. The pass mark shall be fifty per cent.

1.10 The Board may review its decision on examination results upon appeal by the applicant.

1.11 The Board's decision after the appeal shall be final and binding.

1.12 Every report forming part of examinations shall be written in English.

1.13 The Professional interviews shall be conducted in English.

1.14 A candidate wishing to sit for examinations shall make an application in writing and in English to the Registrar and pay the prescribed fee. However—

supporting documents referred to in sub-regulation 1.14 shall be submitted to the Board by registered mail or by hand delivery;

2. An application shall not be considered duly completed for purposes of these Regulations, unless all prescribed documents are received by the Board;

3. An application for professional examination shall be valid only for the scheduled examinations applied for; or

4. A candidate may request once in writing for postponement of examination at least seven (7) days before the date of the examination; and

5. A candidate who fails to appear for the examinations applied for shall be required to make a fresh application.

1.15 Professional interviews shall be conducted in English.

1.16 Board shall require that all original and certified copies of certificates, design drawings, design calculations and any other relevant documentation shall be presented during professional interviews.

1.17 Information of the date, time and venue of the examinations shall be given to the candidates not later than fourteen (14) days before the examinations.

1.18 The Board shall inform the candidates of the results upon approval by the Board.

A candidate found to have performed irregularities before or during examinations shall be disqualified and disciplinary action taken against him or her as may be determined by the Board

FOURTH SCHEDULE
HYDROLOGICAL PROFESSIONALS BOARD
Fees for registration and licensing

Category	Registration Fee (Ksh.)	Annual License/Renewal Fee (Ksh.)
Hydrological Assistant	5,000	5,000
Hydrologist	10,000	10,000
Consultant Hydrologist	20,000	20,000
Temporary Registration	150,000	150,000
Verification	15,000	-
Hydrologists ID	2,000	-
Sticker (optional)	2,000	-
Replacement Fee per License / Certificate/ Hydrologists ID	2,000	-
Search /Extract fee per folio	500	-
Reinstatement fee	5,000	-

Made on the, 2023.

ALICE WAHOME,
*Cabinet Secretary for Water,
Sanitation and Irrigation.*