

THE HYDROLOGISTS ACT

(No. 19 of 2017)

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

THE DRAFT HYDROLOGISTS REGULATIONS, 2022

PART I—PRELIMINARY

1. Citation

These Regulations may be cited as the Hydrologists Regulations, 2022.

2. Interpretation

In these Regulations, unless the context otherwise requires—

"**Act**" means the Hydrologists Act, 2017;

"**Academic award**" means any certificate, diploma, degree in Hydrology or hydrological sciences or other equivalent qualification recognized in Kenya;

"**Annual license**" means a license issued under Section 20 of the Act;

"**Board**" means the Hydrologists Registration Board established under Section 3 (1) of the Act;

"**Client**" means the consultant/contractor/developer/owner of the works in which a registered professional hydrologist is required to, or provides, professional services.

"**Consultant hydrologist**" means a person or firm registered under this Act as a consultant hydrologist and who holds a valid license issued by the Board;

"**Continuous professional development**" means systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout one's working life;

"**Examination**" means professional training report, professional interview or professional examination or a combination thereof;

"**Hydraulic Structure**" means "a structure installed in natural or man-made waterways which is either submerged or partially submerged in any body of water, which disrupts, obstructs, impounds, diverts or completely stops the natural flow of water".

"**Hydrography**" means the science of surveying and charting bodies of water, such as seas, lakes, and rivers.

"**Hydrological Assistant**" means a person registered under this Act as a hydrological assistant and who holds a valid license issued by the Board;

"**Hydrological report**" means any written documentation submitted by a registered hydrology professional describing the status of water resources in a particular area, including

but not limited to, sources, extent, quantity, quality, hydraulic properties, drainage characteristics, abstractions, and any other pertinent information;

“Hydrological studies “means hydrometry, hydrography, research, survey, investigations, generation of information products to quantify hydrological cycle and any other study of hydrology;

“Hydrologist “means a person registered under this Act as a hydrologist and who holds a valid license issued by the Board;

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

“HRB” means the Hydrologists Registration Board;

“KRA” means Kenya Revenue Authority;

“PIN” means Personal Identification Number issued by the Kenya Revenue Authority;

"Professional award" means any certificate submitted by a registered hydrology professional body which is recognized by the Board as furnishing sufficient guarantee of professional experience in hydrology;

“Registered hydrology professional” means a member with a valid practicing license issued by the Board;

"Relevant authority" means the Hydrologists Registration Board, Hydrological Society of Kenya, or any other hydrology or other institution recognized by the Board.

“Society” means the Hydrological Society of Kenya.

"Temporary registration” refers to a hydrologist who has come into the country 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 the hydrology practice.

“VAT’ means Value Added Tax;

“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, and includes sea water and trans-boundary waters within the territorial jurisdiction of Kenya;

“Water Tribunal “means the body created under the Water Act, 2016 and mandated to hear and determine appeals at the instance of any person or institution directly affected by the decision or order of the Cabinet Secretary, or of any person acting under the authority of the Cabinet Secretary, and to hear and determine any dispute concerning water resources or water

services where there is a business contract, unless the parties have otherwise agreed to an alternative dispute resolution mechanism.

"Works" means hydrological studies, activity, task, project or other situation in which a registered hydrology professional is engaged in providing professional services.

PART II — REGISTRATION OF HYDROLOGISTS

3. Qualifications for Registration

(1) A person who wishes to be registered under Section 18 of the Act, and on payment of the application fee, shall—

(a) In the case of a hydrological assistant —

- i. Submit an application for registration in FORM HRB01 as set out in the First Schedule;
- ii. Provide original and certified copies of certificates and such other documents as are necessary to prove qualification for registration under section 18 (2) (a) of the Act;
- iii. Demonstrate achievement of practical experience in the field of hydrology, hydrometry and/or hydrography for a period of not less than three years of such nature as to satisfy the Board as to his or her competence to practice as a hydrological assistant;
- iv. Be a member of the Society;
- v. Have completed a course on Water Resources or equivalent qualification, with emphasis on hydrology and/or hydrography, from an institution recognized in Kenya; and
- vi. Undertake and pass such professional examinations as specified in the Third Schedule;

(b) In the case of a hydrologist —

- i. Submit an application for registration in FORM HRB02 set out in the First Schedule;
- ii. Provide original and certified copies of certificates and such other documents as are necessary to prove qualification for registration under section 18(1)(a) of the Act;
- iii. Demonstrate achievement of practical experience in the hydrology field for a period of between two- seven years immediately preceding the application, or such a period as determined by the Board; and
- iv. Undertake and pass such professional examinations as specified in the Third Schedule;

(c) In the case of a consultant hydrologist—

- i. Submit an application for registration in FORM HRB03 set out in the

First Schedule;

- ii. Provide original and certified copies of such documents as are necessary to prove qualification for registration under section 18 (3) (a) and (b) of the Act;
- iii. Demonstrate the achievement of practical experience for a period of not less than seven years immediately preceding the application, or such a period as determined by the Board;
- iv. Undertake and pass such professional examinations as specified in the Third Schedule;
- v. Be a member of the Society;
- vi. Provide certified copies of KRA PIN, VAT and valid KRA Tax Compliance Certificates;
- vii. Provide evidence of existence of a bank account in the name of the applicant;
- viii. Satisfy the Board as to his or her having achieved a standard of competence to enable him or her to practice as a consultant hydrologist;
- ix. Undertake and pass a professional examination to satisfy the Board on the applicant's professional competency.
- x. Provide a sworn affidavit, certified by a lawyer registered and licensed to practice in Kenya that the applicant has not been black listed by any government agency.

(d) In the case of temporary registration –

- i. Submit an application for registration in FORM HRB04 set out in the First Schedule;
- ii. Provide original and certified copies of certificates and such other documents as are necessary to prove qualification for registration under section 19 of the Act;
- iii. Undertake and pass such professional examinations as specified in the Third Schedule;
- iv. Documentary evidence proof that he or she is not ordinarily resident in Kenya;
- v. Proof of registration as a hydrologist or consultant hydrologist or equivalent from the country where he/she practices hydrology;

- vi. Proof of previous experience and/or accomplishments in the past three years;
 - vii. A certified copy of a valid practicing license and valid professional membership from the country of origin;
 - viii. Provide documentary evidence of his or her work or employment record prior to entering Kenya, together with details of all hydrological projects and activities that he or she has been involved in for the last two years, and details of contact persons;
 - ix. A letter of recommendation from the employer in Kenya clearly stating the specifics of the project or works or services for which registration is being applied for, and the duration of such project or works or services;
 - x. The Board may require an applicant to appear before it for the purpose of considering his or her application; and
 - xi. The Board may, if it thinks fit, direct that such person that meets all such conditions, shall be registered either for a period not exceeding one year or for the duration of any specific work.
 - xii. Temporary registration shall be limited only to the specific works that were indicated in the initial application and registered with other government bodies.
- (2) A person who qualifies for registration under Section 18 of the Act shall be issued with a certificate of registration by the Board.
- (3) The certificate of registration issued under (2) above shall remain valid for as long as the applicant's name remains on the register of members as prepared and updated by the Registrar from time to time.

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4. Application for Annual Practicing License

- (1) A person who wishes to practice as a registered hydrology professional under Section 18 of the Act shall:
- (a) Submit an application for registration in FORM HRB05 as set out in the First Schedule;
 - (b) Provide original and certified copies of his or her Registration Certificate; and
 - (c) Pay a non-refundable fee as prescribed in Form HRB07 as set out in the Fourth Schedule or such other fee as may be prescribed by the Cabinet

Secretary under section 35(e);

(2) Annual practicing fees for each calendar year shall be paid by 31st January of that calendar year.

(3) The names of all registered hydrology professions in a particular calendar year shall be published in the Kenya Gazette bi-annually, on or around 31st March and on or around 31st October of that particular calendar year.

5. Renewal of Annual Practicing License

(1) A person who wishes to renew his or her license shall:

(a) Submit an application for renewal in FORM HRB06 as set out in the First Schedule, upon payment of the prescribed fees;

(b) Provide original and certified copy of the previous Registration Certificate; and

(c) Pay a non-refundable fee as prescribed in Form HRB07 as set out in the Fourth Schedule or such other fee as may be prescribed by the Cabinet Secretary under section 35(e).

(2) Fees for renewal of annual practicing license for each calendar year shall be paid by 31st January of that calendar year.

(3) No application for renewal of annual practicing license shall be approved before any outstanding amounts are first cleared by the applicant.

6. Renewal of Temporary Registration

(1) At least three months before the expiry of a temporary registration, a foreign person may submit an application for renewal of temporary registration in the prescribed FORM HRB06 as set out in the First Schedule, upon payment of the prescribed fees.

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

(a) Payment of a non-refundable fee as prescribed in Form HRB07 as set out 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) Assurance by way of signed affidavit that the applicant has not been blacklisted by any local government agency, 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.

(3) Subject to the provision of sub-section (2) (e) such proof shall consist of client feedback, beneficiary hydrologists reports, signed affidavits or in any such manner as the Board may decide.

(4) Fees for renewal annual practicing license for each calendar year shall be paid by 31st January of that calendar year.

(5) No application for renewal of temporary registration shall be approved before any outstanding amounts are first cleared by the applicant.

7. Authority to Issue Practicing Licenses

(1) The Board shall, following the recommendations of the Registrar, review and approve the issuance of practicing licenses.

8. List of Registered Hydrology Professionals

(1) A list of registered hydrology professionals licensed to practice in a certain calendar year shall be published bi-annually in the Kenya Gazette by 31st March and 31stOctober of that calendar year.

(2) A list of registered hydrology professionals licensed to practice in a certain calendar year shall be made available on the Board's website.

(3) All registered professional hydrologists shall submit to the Board details of all works they are or were involved in any calendar year.

(4) The Board shall develop and continuously update a data bank of all works undertaken by registered hydrology professionals.

(5) Members shall inform the Board through its official contacts of any change of address within thirty (30) days.

9. Power to remove from Register

(1) The Board may at any time direct the Registrar to remove from the register, the name of a person who—

(a) fails within a period of six months from the date of an inquiry sent by the Registrar by prepaid registered letter to the address appearing in the register against his name, to notify the Registrar of his current address;

(b) requests that his name be removed from the register, in which case such person may be required to satisfy the Board by affidavit lodged with the Registrar that no criminal proceedings or proceedings under section 24 are being or are likely to be taken against him or her;

- (c) is found by the Board to be guilty of such misconduct subject to section 24;
 - (d) fails to renew the annual license issued by the Board enabling him or her to practice as a person registered under this Act within a period of three months from the date of expiry of the previous license;
 - (e) Fails to meet the requirements of the Board's Continuous Professional Development policy; or
 - (f) Fails to adhere to the Board's Code of Conduct and Ethics for Hydrology Practice.
- (2) The Registrar may without direction of the Board remove from the register—
- (a) The name of a registered person who dies; or
 - (b) Any entry which was incorrectly or fraudulently made.
- (3) Except where no address is provided or where a person dies, the Registrar shall notify the person whose name is removed from the register of such removal by registered post.
- (4) Subject to section 23 of the Act, a person whose name has been removed from the register shall cease from the date of such removal to be registered for the purposes of this Act.
- (5) The Register shall cause to be published in the Kenya Gazette the names of all persons removed from the Register within fourteen (14) days of date of the removal.
- (6) The Registrar shall update in the Board's official website the names of any person who has been removed from the Register within seven (7) days of the date of the removal.
- (7) The Registrar shall demand a person whose name has been removed from the register to surrender his or her certificate of registration to the Registrar within fourteen (14) days of the date of the removal.

PART III – HYDROLOGICAL REPORTS

10. Signing of Hydrological Reports

- (1) All hydrological reports shall contain the signature of a registered hydrologist or registered consultant hydrologist, as well as official HRB stamp.
- (2) Any hydrological report not complying with sub-section (1) will be considered as not valid and shall not be used to form the basis for approval or implementation of any hydrological works, activity or project.

- (3) A registered hydrologist or registered consultant hydrologist can only sign and stamp a hydrological report on his or her own behalf.
- (4) Any person who attempts to develop or modify or construct any hydraulic structure without a hydrological report approved by the Board commits an offence and shall be liable on conviction to the penalties as stipulated in Section 34 of the Act.
- (5) The Board shall develop a standard format for the preparation of hydrological reports.

PART IV – MISCELLANEOUS PROVISIONS

11. Official Identification Documents

- (1) The Board shall issue official identification documents to registered hydrology professionals upon payment of the prescribed fee as set out in Form HRB09 in the Fourth Schedule.
- (2) The official identification documents in (1) shall consist of:
 - (a) Identification (ID) card;
 - (b) Hydrologists rubber stamp; and
 - (c) Sticker (optional);
- (3) Every registered hydrology professional shall carry the practicing identification card issued under (2) (a) when practicing and produce it upon request and in any case not later than twenty-four hours after the requirement.
- (4) A rubber stamp issued under sub-section (2) (b) shall be used for certifying hydrological reports.
- (5) A registered hydrology professional shall sign and date and affix the rubber stamp issued under sub-section (2) (b) on any approval or report or certification prepared by the registered hydrology professional.
- (6) A registered hydrology professional who fails to comply with the provisions of (3), (4) and (5) commits an offence.
- (7) An official rubber stamp issued to a person with temporary registration shall be valid for the period of registration and such validity shall be inscribed on the stamp.
- (8) The rubber stamp issued under subsection (1) (b) will consist of the official HRB logo, date, name, signature and address of the registered hydrology professional and validity period, where applicable.

12. Loss, Destruction or Mutilation of Documents

- (1) The holder of a certificate of registration or a practicing license or any other document issued by the Board shall notify the Board, as soon as practicable and in any case not later than fourteen (14) days from the date of the loss, destruction or mutilation of the certificate of registration or a practicing license or any other document.
- (2) Where a registration certificate or practicing license has been defaced or becomes obliterated, no duplicate shall be issued unless the original is returned to the Registrar.
- (3) A duplicate of an extract of a registration certificate or practicing license may be issued to applicants upon —

- (a) Submission of a police loss report and;
 - (b) Payment of the prescribed fees.
- (4) Notwithstanding the provisions of subsection (3), the applicant will be required to pay replacement fees as set out in the Fourth Schedule.

13. Official HRB Seal

- (1) The Board shall obtain and keep an official HRB Seal in its possession.
- (2) The official HRB Seal shall be used to stamp the Board's important documents to show that the documents are certified by, and agreed upon, by the Board.
- (3) The HRB Seal shall be used on documents such as, but not limited to:
 - (a) Registration certificates;
 - (b) Practicing licenses;
 - (c) Contracts, agreements, other commitments by the Board;
 - (d) Official legal documents;
 - (e) Minutes and resolutions of Board Meetings.
- (4) The HRB Seal shall contain the following information:
 - (a) The name of the Board;
 - (b) Year of gazettelement; and
 - (c) Any other relevant information.

14. Dishonest practices

- (1) The Registrar shall appoint an ad hoc Complaints and Disciplinary Committee to adjudicate over complaints by and about a person registered under the Act, and to institute disciplinary proceedings against such persons accused of dishonest practices or unprofessional conduct or acting against the terms of the Code of Conduct and Ethics for Hydrology Practice.
- (2) Any registered hydrology professional or member of the public may report to the Board or to any other relevant authority, cases of suspected dishonest, unprofessional conduct or acting against the terms of the Code of Conduct and Ethics for Hydrology Practice.
- (3) Any person with a complaint against a person registered under the Act should submit his or her complaint to the Registrar in writing.
- (4) The Complaints and Disciplinary Committee will reply to the complainant, copied to all other relevant parties, within fourteen (14) days of receiving the complaint stating what action is being taken, the position of the Committee on the matter and or any recommendation to the complainant.

- (5) Prior to any inquiry proceedings, the Registrar shall, by way of registered post to the last known address, inform the person whose conduct is being inquired into, of the following:
 - (a) the nature of the complaint against the person; and
 - (b) the fact that the person may be required to attend and give evidence before the Complaints and Disciplinary Committee, where required to do so.
- (6) Prior to any inquiry proceedings, the Registrar may, by way of registered post to the last known address, request the person whose conduct is being inquired into, to respond to the complaint(s).
- (7) After receipt of a complaint under sub section (3) and it is satisfied that there may be sufficient grounds for the complaint, the Complaints and Disciplinary Committee will investigate the complaint and report its findings to the Board.
- (8) The Complaints and Disciplinary Committee shall investigate the complaint within a period of twenty-one (21) days of being constituted and submit its finding and recommendations to the Board.
- (9) Upon receipt of the Complaints and Disciplinary Committee's findings and recommendations, the Board shall make a ruling on the matter within ninety (90) days.
- (10) Any person aggrieved by the decision of the Board may appeal to the Water Tribunal within fourteen (14) days of the date of notification of the Board's decision.
- (11) Any person aggrieved by the decision of the Water Tribunal may prefer a further appeal to the High Court within fourteen (14) days of the decision of the Water Tribunal.
- (12) The Board's decision under (9) shall remain in force during the duration of any appeal(s) that may be lodged by the complainant.

15. Exemptions

- (1) Pursuant to Section 36 of the Act, the Cabinet Secretary may, upon application to the Board, grant exemptions to certain persons, or classes of persons in particular hydrology disciplines or in particular occupations or employment, from having to comply with the provisions of this Act, provided they:
 - (a) Have at least 25 years of continuous service and contribution to the practice and development of hydrology, either in an individual capacity or in employment in an organization, institution, firm or any such entity recognized

by the Board and whose main activities are of a hydrological nature;

- (b) Have made notable contribution to the practice and development of hydrology, either in an individual capacity or in employment in an organization, institution, firm or any such entity recognized by the Board and whose main activities may or may not be of a hydrological nature;
 - (c) Are Kenyan citizens; or
 - (d) Have any other qualification, quality or achievement that the Board, in its considered judgment, considers as 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 12 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 (10) 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.

16. Official Titles

- (1) The official prefixes for registered practitioners will be '*Hyd*'.
- (2) The prefix '*Hyd*' will appear immediately before a registered practitioner's official name.
- (3) A person registered under 3(1)(a) will assume the title 'Hydrological Assistant' upon registration.
- (4) A person registered under 3(1)(b) will assume the title 'Hydrologist' upon registration.
- (5) A person registered under 3(1)(c) will assume the title 'Consultant Hydrologist' upon registration.
- (6) Notwithstanding the provisions contained in subsections (3)–(5), the Board shall at its own discretion determine the conferment of a particular title to a registered hydrology professional, despite meeting the minimum conditions as stipulated

under Section 3 of these Regulations.

- (7) Notwithstanding the provisions contained in subsections (3)–(6), the Board may, upon application in a prescribed form by an applicant for conferment of a particular title, and upon meeting the prescribed requirements, confer the applicant with the said title.
- (8) Any person using the prefix ‘Hyd’ or any HRB title without the approval of the Board shall be guilty of an offence and will be liable upon conviction to the penalties set out in Section 34 of the Act.

17. Fees Charged for Professional Services

The registered hydrology professionals registered under the Act shall charge such minimum fees for preparation of a hydrological report, as shall be determined by the Board from time to time.

18. Hydrological Surveys, Investigations and Reports

- (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.

19. Powers of the Board

- (1) The Board shall have the power to enter and inspect sites and projects where hydrological works including, but not limited to, surveys, investigations, drainage, diversion, abstraction, impoundment, construction, installation, erection, alteration, renovation, maintenance, processing, manufacturing or any works are in progress for the purpose of verifying that:
 - (a) Hydrological studies are, or were, undertaken by persons licensed under the Act.
 - (b) Standards and professional ethics are adhered to.
 - (c) Hydrological reports were prepared and presented to the Board for approval.
- (2) The Board shall have the power to order the total or temporary stoppage, cessation or closure of any activity mentioned under (1) above until all conditions relating to preparation and approval of a hydrological report are satisfied.
- (3) A person who restricts any member or staff of the Board, or any other person

authorized by the Board, from access to a site, data, drawings, reports or any other information requested by the Board, or who fails to heed orders issued by the Board, commits an offence and shall be liable upon conviction to the penalties spelt out in the Act.

20. Transitional Provisions

(1) Six months after the gazettelement of these Regulations, no person shall practice as such unless he or she is a holder of an annual license that is in force.

21. Code of Conduct and Ethics for Hydrology Practice

(1) The Board shall develop the Code of Conduct and Ethics for Hydrology Practice.

(2) All persons registered under the Act shall make an undertaking to adhere to and uphold the Code of Conduct and Ethics for Hydrology Practice.

22. Duties for Hydrological Assistants

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.

SCHEDULES

FIRST SCHEDULE

FORM HRB01

HYDROLOGISTS REGISTRATION BOARD

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 Female

Any form of disability No Yes

If yes, Specify.....

Nationality.....

Postal Address.....

Telephone.....

Email Address.....

Academic Qualifications.....

Professional Qualifications

Discipline.....

Name of Employer and Address.....

EDUCATION:

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

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:

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MEMBERSHIP OF PROFESSIONAL INSTITUTIONS:

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*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.

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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.....

FORM HRB02

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.....

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 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:

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MEMBERSHIP OF PROFESSIONAL INSTITUTIONS:

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*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.

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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 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

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:

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. Nam: ((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 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:

.....
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.....

*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 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.

Signature of Applicant.....Date.....

HYDROLOGISTS REGISTRATION BOARD

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

APPLICATION FOR ANNUAL PRACTISING LICENSE
(To Be Completed by the Applicant in Block Letters)

APPLICATION FOR PRACTISING LICENSE as a Hydrologist Assistant Hydrologist
 Consultant Hydrologist Temporary Registration

HRB Registration No.
Full Name of Registered Hydrology Professional
Nationality..... County.....
ID/Passport No..... Pin No.....
Firm/Individual.....
Postal Address.....
Telephone No..... Mobile No.....
Fax No..... Email.....
Applicant Qualification.....
.....
.....

Experience in Hydrology.....
.....
.....

**Attachments (HRB Registration Certificate /Previous Practicing License/Valid HSK Practicing Certificate)*

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 annual renewal 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 licensed, 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
MAJI HOUSE
NGONG ROAD
NAIROBI

APPLICATION FOR RENEWAL OF ANNUAL PRACTISING LICENSE
(To Be Completed by the Applicant in Block Letters)

APPLICATION FOR RENEWAL as a Hydrologist Assistant Hydrologist
Consultant Hydrologist Temporary Registration

HRB Registration No.
Full Name of Registered Hydrology Professional
Nationality..... County.....
ID/Passport No..... Pin No.....
Firm/Individual.....
Postal Address.....
Telephone No..... Mobile No.....
Fax No..... Email.....
Applicant Qualification.....
.....
.....

Experience in Hydrology.....
.....
.....

**Attachments (Copy of HRB Registration Certificate /Copy of Previous Practicing License/Valid HSK Practicing Certificate)*

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 annual renewal 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 licensed, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

Signature of Applicant..... Date.....

SECOND SCHEDULE

1. 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

1. 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—
 1. If an application in relation to this regulation is made electronically, the

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.

1.19 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

FORM HRB07

HYDROLOGISTS REGISTRATION BOARD

FEES PAID FOR REGISTRATION AND LICENSING

Table 1: Registration and Licensing Fees

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
Professional examinations	15,000	-
Hydrologists Rubber Stamp	2,000	-
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	-

FIFTH SCHEDULE

BASIS FOR CALCULATION OF REGISTERED HYDROLOGY PROFESSIONALS' FEES AND BOARD FEES.

1. Board Fees

1.1 On presentation of a hydrological report by the client to the Board for approval, the Board shall charge a fee based on a percentage of the total cost of works.

1.2 The client shall pay a fee of 0.1% of the total cost of the works to the Board.

2. Payment Rates based on Time-Basis

2.1 When the project cost cannot be estimated in advance, a suitable charging mechanism is a time charge for registered hydrology professionals engaged in the works. The standardized rates are tabulated in Table 2.

Table 2: Rates for Registered Hydrology Professionals based on Time-Basis

CATEGORY	RATES (Ksh.)		
	HOURLY	DAILY	MONTHLY
CONSULTANT HYDROLOGIST	4,375 -6,250	35,000 – 50,000	735,000 – 1,050,000
TEMPORARY HYDROLOGIST	2,625 – 4,375	21,000 – 35,000	441,000 – 735,000
HYDROLOGIST	2,625 – 4,375	21,000 – 35,000	441,00 – 735,000
HYDROLOGICAL ASSISTANT	875 – 2,625	7,000 – 21,000	147,000 – 441,000

2.2 These fees are subject to variation by the Board and are computed as a percentage of the cost of the works.

2.3 The daily rates are based on hourly rates multiplied by 8 Working Hours, while the monthly rates are based on the daily rate multiplied by 168 Working Hours.

2.4 When calculating amount chargeable on a time basis, a registered hydrology professional will be entitled to include recoverable expenses plus 10% top up for all expenses incurred by him or her, on behalf of the client, in rendering professional services in connection with the performance of the services.

2.5 The rates are exclusive of Value Added Tax.

3. Percentage Fees based on the Total Cost of Works

3.1 Alternatively, a lump sum or percentage of cost of works may be agreed upon as payment to the registered professional hydrologist.

Table 3: Percentage Charges on the Basis of Cost for Projects for Hydraulic Structures/Facilities

Cost of Works in Ksh	Minimum Fees as % of Cost of Works	
	New Works	Existing Works
20,000,000 and below	10.00	12.00
From 20,000,000 to 40,000,000	8.50	10.00
From 40,000,000 to 80,000,000	7.50	9.75
From 80,000,000 to 160,000,000	7.00	8.75
From 160,000,000 to 240,000,000	6.50	7.75
From 240,000,000 to 320,000,000	6.00	7.10
From 320,000,000 to 400,000,000	5.50	6.60
From 400,000,000 to 480,000,000	5.00	6.20
From 480,000,000 to 640,000,000	4.80	5.90
From 640,000,000 to 800,000,000	4.60	5.50
From 800,000,000 to 1,200,000,000	4.40	5.20
From 1,200,000,000 to 1,600,000,000	4.30	5.10
From 1,600,000,000 to 2,000,000,000	4.20	5.05
Over 2,000,000,000	4.10	5.00

3.2 These fees are subject to variation by the Board and are computed as a percentage of the cost of the works.

3.3 The amount paid will vary with changes in the cost of the project.

3.4 The rates are exclusive of Value Added Tax.

3.5 A person or firm registered under the Act shall recover the following expenses from the client:

- (a) Travelling expenses for the conveyance of the registered hydrology professional Hydrologist and/or his/her staff members;
- (b) Travelling time on the basis of rate set out in Table 2 for time spent on travelling in connection with the project. The maximum chargeable time shall be 8 hours a day.
- (c) Accommodation and subsistence allowance incurred by the registered hydrology professional or his/her staff members.
- (d) Agreed cost of preparing the project documents such as maps, drawings, contract documents, tender documents and manuals, excluding general correspondences and contractual reports

SIXTH SCHEDULE

1. CONTINUOUS PROFESSIONAL DEVELOPMENT

- 1.1 Pursuant to Section 4(a) and (b) of the Act, the Board shall develop and implement continuing professional development (CPD) courses, programs and strategies for hydrologists.
- 1.2 The Board will prepare a CPD Policy to guide the implementation of a dynamic and continuous professional training and development program for hydrologists.

JAMES MACHARIA, EGH
Ag. CABINET SECRETARY
MINISTRY OF WATER, SANITATION AND IRRIGATION