



THE LICENCE TERMS

The Communications Authority of Kenya (the “Authority”), in accordance with the Kenya Communications Act, Cap 411A (the “Act”), hereby authorises (the “Licensee”) to establish and provide free to air community radio broadcasting services as described here in (the “Licensed Services”) in accordance with the Terms and Conditions set out in this Licence.

1. This Licence is issued on (the **Issuance/Renewal Date**).
2. This Licence is issued for the “**Licence Term**” effective from the “**Licence/Renewal Date**” unless it is revoked earlier in accordance with the Licence Conditions herein.
3. The Licensee is authorized to provide the Licensed Services provided that:
 - 3.1. The Licensee has the related authorizations from Governmental Authorities and such authorizations has been filed with the Authority;
 - 3.2. The determination of whether or not a separate licence is required to provide the particular service has been done by the Authority.
4. All equipment and devices used to provide the licensed services shall in all respects be of approved industry standard, type approved/accepted by the Authority and conforming to the Regulations as may be issued from time to time.
5. This Licence is subject to the provisions of the Acts and the Regulations including, but not limited to, licence modifications and enforcements.
6. Words importing the singular shall include the plural and vice versa; words denoting persons shall include bodies corporate and unincorporated associations of persons and vice versa.
7. In this Licence the following terms shall have the following meanings:

- 7.1. **“Act”** means the Kenya Communications Act 1998 and Kenya Communications (Amendment) Act 2009, any successor legislation and any subsequent amendments made thereto;
- 7.2. **Regulations** means the Kenya Communications (Broadcasting) Regulations 2009 and/or other Regulations developed under the Act as the case may be
- 7.3. **Authority** means the Communications Authority of Kenya;
- 7.4. **Licence** means rights and obligations of broadcasters in Kenya whose content is defined and assigned by the Authority;
- 7.5. **Licensee** means legal person which is registered, in accordance with law, for provision of services in the area of broadcasting and which has accepted the Terms and Conditions of this Licence;
- 7.6. **Terms and Conditions of Licence:** Terms and Conditions of Licence encompass general and special terms and conditions for terrestrial programme broadcast. General terms and conditions are equal for all stations, while the special terms and conditions include the type of programmes that each individual station is broadcasting, as well as technical operations of each individual Licensee;
- 7.7. **Rules:** For the purpose of interpreting the Terms and Conditions of Licence, the Rules connote all Codes, Rules, guidelines, decisions and other acts that the Authority issues within its mandate and which are binding for radio and/or TV stations;
- 7.8. **Licence validity period** means the period between the date of issuance of the Licence and the expiration date of Licence.
- 7.9. **Station:** Employees and equipment used for the purpose of programme broadcast;
- 7.10. **Programme** is audio-visual presentation of a certain character which is legally produced and broadcast or distributed by radio or TV station under its sign, by terrestrial, cable or satellite means, and which is, as such, protected by copyrights and other related rights;
- 7.11. **Programme segment:** Programme which in audio-visual sense presents one whole unit clearly separated from other segments and content with its beginning and end;
- 7.12. **Local programme:** Programme of station which is comprised of segments of programme of local production, co-production and bought/acquired programmes
- 7.13. **Programme of local production:** Programme segments which the Licensee has in full produced by itself, with the aid of all of its material and human resources or which are produced by an independent production house by the request and for the payment of the Licensee;

- 7.14. **Co-produced programme:** Programme in whose production the Licensee participated with its material and human resources;
- 7.15. **Bought/acquired programme:** Programme for which the Licensee has acquired broadcasting rights;
- 7.16. **Re-broadcast programme:** Programme, including advertisement programme, which one station is broadcasting or has broadcast, and the other takes it in full for the purpose of broadcasting;
- 7.17. **Exchange of programme:** Programme segments which are exchanged by two or more providers of broadcast services;
- 7.18. **Programme schedule** means the hours of broadcasting of programme of an individual licensee;
- 7.19. **Official address:** Official address in the request for issuance of licence, or corrected in a written form in accordance with the Terms and Conditions of this Licence;
- 7.20. **Watershed** period shall have the same meaning as specified in Part I of the Regulations
- 7.21. **Local Content** shall have the same meaning as defined in the Kenya Information and Communications (Broadcasting) Regulations including any amendment thereafter.
- 7.22. **Public Interest** with respect to radio and television programming means the obligation for licensees to observe the following among others:
- i. Provision of uninterrupted services throughout the entire term of their respective licences;
 - ii. Protection of minors and viewers from indecent programming;
 - iii. Safeguarding the right of citizens and groups to defend themselves if they have been attacked on air and promoting accuracy and fairness in news programming;
 - iv. Promoting democracy by providing equitable and fair coverage to all parties during election periods and ensuring access to civic education information by the public.
 - v. Provision of public notices and announcements during emergency, public disasters and crisis situations and provision of safety and security information to the general public at such occasions at no cost upon the request;
 - vi. Provision of a special rate card for government, public agencies and non-profit organizations for announcements on topics of national interest.
 - vii. Ensuring access to broadcasting services by persons with disabilities especially during news and events of national importance.
 - viii. Dedicate a minimum of five hours a week to educational and information shows for children;

- ix. Promote values of nationhood and include minority groups in programming content;
- x. Make available the station editorial policy and communicate this with their viewers from time to time.
- xi. Promotion of local content that reflects the diversity and cultural heritage of Kenya.

7.23. **'KFCB classification and rating'** means classification issued by the Kenya Film Classification Board specifying the manner in which the programmes should be labeled to ensure protection of vulnerable audience.

7.24. **Tribunal** means Communications and Multimedia Appeals Tribunal established under section 102 of the Act

LICENSE CONDITIONS

1. CONDITION 1: GENERAL TERMS AND CONDITIONS OF LICENCE

The Licensee shall ensure the Licensed Services offered conforms to the following requirements:

- 1.1. Every entity providing community radio broadcasting in Kenya must have this Licence from the Authority before commencement of broadcasting.
- 1.2. The Authority may amend and adjust the terms of this Licence in accordance with the provisions of the Acts and Regulations.
- 1.3. Nothing in this Licence reverses the obligation of the licensee to fulfill all other legal or contractual obligations necessary for provision of broadcasting services.
- 1.4. During the validity of this Licence, the licensee shall maintain at least minimum requirements that include but not limited to programmes, finances and technical operations for which it has received the Licence are maintained.
- 1.5. Acceptance of this licence constitutes an obligation on the part of the Licensee to comply with all its Terms and Conditions.
- 1.6. The validity of this licence is contingent on compliance with the terms of the licence.
- 1.7. The Licensee shall observe the requirements of the Appendices I, II and III annexed to this Licence.
- 1.8. This Licence replaces the broadcast permit(s) issued to Licensees by the Ministry then in charge of broadcasting before the enactment of the Kenya Communications Amendment Act No.1 of 2009.

2. CONDITION 2: NAME AND STATION IDENTITY

- 2.1. The Licensee's station identification is (Station Identity).
- 2.2. It shall be the responsibility of the Licensee to ensure that the station identification is consistently used. In the event of a clash with another licensee station identity, the entity which registered the name first with Registrar of Business Names shall retain the identity.

- 2.3. The Licensee shall not change its station identification without prior written consent from the Authority, which consent shall not be withheld unreasonably.
- 2.4. The licensee shall pay the prescribed fee for change of name and station identification.
- 2.5. The Licensee must clearly identify itself by its station identification at least every 30 minutes during the broadcasting period.
- 2.6. The Licensee shall ensure that it clearly and consistently identifies the source of rebroadcast programme, if its station rebroadcasts programmes that are produced by other radio stations.

3. CONDITION 3: FREQUENCY ASSIGNMENT

- 3.1. The frequency(s) assigned to the Licensee to facilitate its broadcast services is contained in Appendix I. The licence authorises the Licensee to provide the licensed service using the frequency(s) specified in Appendix I using the frequency(s) specified in its Frequency Licence No. CA/CMYFM/FL/XXX/XX and on such other frequency(s) as may be authorised under this licence by the Authority.
- 3.2. The licensee shall comply with conditions of frequency assignment as specified in its frequency licence and shall at all times comply with the relevant provisions of the Regulations.
- 3.3. The licensee shall seek for the relevant frequency spectrum authorisations and use the frequencies in accordance with the conditions set out in the associated Radio Frequency Licence for the purpose of providing the Licensed Systems and services. The Licensee shall keep the frequency licences in force through annual renewal and payment of relevant frequency utilisation fees.

4. CONDITION 4: HOURS OF SERVICE

- 4.1. The Licensee shall provide the service authorized by this licence for a period of **24 hours** per day.
- 4.2. The licensee shall broadcast continuously during the licensed programming hours and may not stop broadcasting unless due to factors beyond its control or with the written permission of the Authority.

5. CONDITION 5: LANGUAGE

The licensee shall provide its programming in the following language(s)

- 5.1. (Languages Listed)

6. CONDITION 6: ADHERENCE TO BROADCASTING CONTENT STANDARDS AND COMPLAINTS HANDLING PROCEDURE

6.1. Broadcasting Content Standards

The Licensee shall ensure the Licensed Services offered are in conformity with applicable industry Code or content standards as may be prescribed from time to time.

6.2. Resolution of Complaints from the Public

- 6.2.1. The Licensee shall ensure the implementation of the approved procedure for handling complaints received from the public in respect of all programming which is included in the Licensee's broadcast schedule.
- 6.2.2. The Licensee's complaints handling procedure shall by all means be in conformity with the prescriptions provided in the Regulations or any amendments for the time being in force.
- 6.2.3. Such procedures shall, inter alia, include a requirement that members of the public who complain to the Licensee about programmes included in the Licensee's schedule are informed that they have a right to refer the matter complained of to the Authority or the Tribunal.
- 6.2.4. The Licensee shall broadcast regularly, at least three times in every twenty-four-hour period, information regarding the manner in which aggrieved members of the public may file complaints in respect of any aspect of its broadcasting service.
- 6.2.5. The Licensee shall resolve consumer complaints within the timelines provided for in its approved complaints procedure.
- 6.2.6. The Licensee shall not dispose off broadcast transcripts or recordings related to a complaint so long as it has not been summarily resolved either by the broadcaster, the Authority, the Tribunal or the High Court;
- 6.2.7. The Licensee shall for a period of one year keep a written record of such complaints received from the general public and make such records available to the Authority in writing on quarterly and annual basis.
- 6.2.8. The Licensee shall notify the Authority regarding the details of its authorized officers designated to handle complaints related to the licensed services.

7. CONDITION 7: PROVISION OF LICENSED SERVICES

The Licensee shall ensure that: -

- 7.1. it continues to represent the Community interest that are represented at the time when the licence was granted or last renewed;

- 7.2. it encourages members of the Community that it serves to participate in:
 - 7.2.1. control and management of the station;
 - 7.2.2. the operations of the station in providing the services; and
 - 7.2.3. the selection and provision of programmes under the licence. In this regard, the Licensee shall hold at least two meeting annually with its community on programming and programme-related matters for selection and provision of programmes.
 - 7.2.4. Community participation in programming through establishment of the programming forum and a programming committee.
 - 7.2.5. it furnishes the Authority with proof of such meetings (7.2.3) as well as the attendance thereof by members of the community.
- 7.3. it will not operate the service for profit or as part of the profit-making enterprise;
- 7.4. its editorial decisions affecting the content and style of programmes are influenced by station sponsors but by the Community of interest; and
- 7.5. its station will have the ability to offer emergency broadcast services and have procedures in place for provision of such emergency services.
- 7.6. broadcast local news and information which is relevant to its community of interest.
- 7.7. it discloses the source of news material sourced from a source other than itself during the news broadcast
- 7.8. if it lacks the capacity to gather news by itself, enter into agreements with the public broadcaster so as to hook-up into their news programmes for re-broadcasting to the community of interest.
- 7.9. Hold Annual General Meetings (AGMs) for the following reasons:
 - 7.9.1. To provide feedback on the Licensee's compliance with the licence conditions.
 - 7.9.2. To provide feedback on the Licensee's operational and financial performance; and
 - 7.9.3. To elect members of the controlling structure e.g. Board of Directors, Trustees, etc. subject to the Licensee's founding documents. The elected officials as at the date of licence Issuance is as detailed in Appendix 4

8. CONDITION 8: LICENCE FEES

- 8.1. The Licensee shall pay to the Authority such fees as may be prescribed by the Authority in accordance with its approved fee schedule. Such fees shall include;
 - 8.1.1. an initial licence fee to be paid before a licence is issued;
 - 8.1.2. on 1st July of each year, an annual operating fee
 - 8.1.3. Any other fee payable under this Licence including but not limited to Licence Renewal, Licence Transfer and change of business name/service identity.
- 8.2. Any of the fees due to the Authority under 8.1.2 and 8.1.3 that remain unpaid for ninety (90) days after they become due shall attract a penalty at the rate of 2% per cent per month, which shall become a debt owed to the Authority

9. CONDITION 9: RENEWAL OF THE LICENCE

- 9.1. The Authority may renew this Licence at the request of the Licensee following the expiry of the Licence Period for another licence term provided that the Authority has carried out a formal review to determine whether or not the Licence should be renewed.
- 9.2. The licence shall terminate upon expiry of the licence period if it is not renewed.
- 9.3. The licensee shall submit an application for renewal six months before the licence expiry date and pay the prescribed licence renewal application fee.
- 9.4. The Authority shall communicate the decision to the Licensee within three months from the date of application.

10. CONDITION 10: LICENCE TRANSFER

- 10.1. The Licensee shall not assign, delegate, transfer or encumber in any manner the rights, interests or obligations under this Licence without the prior, express and written consent of the Authority, such consent not to be unreasonably withheld or delayed.
- 10.2. Licensee shall not transfer or assign this licence, by sale of special agreement, partly or in whole, to other owners or organizations. In case of termination of the Licensee as the organization or if relevant authorities declare the bankruptcy, the licence cease to be valid.
- 10.3. The licence may not be considered neither as property or ownership that may be transferred financially or inherit.

- 10.4. In cases of termination of the licence, the Authority shall issue broadcasting licences for the released frequencies in accordance with the prescribed procedure and applicable rules.
- 10.5. Shareholding of more than a 10% shall constitute a partial transfer of ownership, and thus shall require beforehand written approval by the Authority.

11. CONDITION 11: LICENCE SUSPENSION

- 11.1. The Authority may suspend some/part of the operations of the licensee where the Licensee has breached a Condition in this Licence, and in the Authority's opinion the breach is of a material nature, and the Licensee has been notified of the breach of the license and has been given notice to comply within a specified period and failed to comply and even after being issued with a penalty has failed to pay the penalty and/or continues with the non-compliance.
- 11.2. Where the Authority intends to suspend any of the services under this Licence pursuant to 11.1, the Authority shall issue a forty-five (45) days' notice of its intention to suspend such service, which shall identify the breach and give the Licensee an opportunity to rectify the breach and/or make representations within that period.
- 11.3. After the expiry of the notice in 11.2 above, where the Authority is satisfied with the rectification of the cited breach and/or the representations made by the Licensee, it shall lift the suspension notice.
- 11.4. After the expiry of the notice in 11.2 above, and where the Authority is not satisfied with the rectification of the cited breach and/or the representations made by the Licensee, the Authority will issue the Licensee a notice that after a period of fifteen (15) days, the cited service shall be suspended.
- 11.5. The notice issued in 11.4 shall specify the duration of the suspension and the conditions for lifting of the suspension.
- 11.6. Where the Licensee rectifies the breach after suspension in 11.4 above, the suspension notice shall be lifted.
- 11.7. Where the licensee fails rectify the breach at the expiry of the suspension period, the Authority may revoke the License in accordance with Condition 12

12. CONDITION 12: LICENCE REVOCATION

- 12.1. Notwithstanding any other Condition in this License, the Authority may at any time revoke this Licence by giving six (6) months' notice in writing in any of the following circumstances:

- 12.2. if the licensee communicates to the Authority in writing on their intention to terminate the Licence;
- 12.3. if the Licensee does not provide evidence of commencement of the provision of the Licensed Systems twelve (12) months from the Effective Date. The Licensee shall satisfy the Authority that it has complied with this requirement after a successful inspection by the officers of the Authority;
- 12.4. if any amount payable under Conditions 8.1 and 8.2 is unpaid forty-five (45) days after the Authority notifies the Licensee that the payment is overdue, such notification not to be given earlier than fourteen (14) days after the date on which the payment is due;
- 12.5. if the Licensee has breached a Condition in this Licence, and in the Authority's opinion the breach is of a material nature, and the Licensee has failed to comply with any notice issued by the Authority under the Act or under the Regulations and thereafter has been given by the Authority a further sixty (60) days in which to make representations in relation to the matters set out in the earlier notice which the Authority has taken into account or matters which the Authority believes are relevant and the Licensee appears not to have taken into account;
- 12.6. if the Licensee is dissolved or enters into liquidation, bankruptcy or equivalent proceedings or makes a general assignment for the benefit of creditors.
- 12.7. After the end of the six (6) months' notice, the Authority shall publish a notice in the Kenya Gazette stating that it intends to revoke this Licence and setting out the reasons on which this intention is based. Revocation shall take effect seven (7) days following publication of the notice in the Kenya Gazette.

13. CONDITION 13: COPYRIGHT OBLIGATIONS

- 13.1. Licensee shall be responsible for all obligations and liabilities to any third party associated with copyright or other rights that may arise from the broadcast of copyright programme.
- 13.2. The Licensee shall negotiate and agree legal contracts with copyright licensing bodies or authorized legal vendors before broadcasting copyrighted material. In the event of a breach of this regulation, the Authority shall take necessary to enforce it in accordance with the powers conferred to it by section 46Q of the Kenya Communications (amendment) Act No.1 of 2009.
- 13.3. The Licensee is obliged to have valid contracts for broadcast of copyrighted material and it must, upon request, submit such contract to the Authority for reviewing.

13.4. The Authority shall treat such contracts as confidential.

14. CONDITION 14: PROVISION OF INFORMATION TO THE AUTHORITY

14.1. The Licensee shall provide information to the Authority in such manner and at such times as Authority shall reasonably request, for purposes of ensuring compliance with this Licence.

14.2. The Authority shall have the right to request the Licensee to submit periodic reports, statistics and other data as well as request additional information with a view to supervise and enforce effectively the terms of this Licence.

14.3. In particular, by the 15th July of every year or as agreed by the Authority, the Licensee shall submit a Compliance Report detailing the performance of the previous operational year ended 30th June.

14.4. The Licensee shall in addition be required to:

14.4.1. Make and retain for one year recordings of all broadcast programs, including advertising and trailers; or for a period as Authority may direct in individual cases with the exception of material recordings related to a prevailing complaint or court case; in which case the period may be extended in accordance with the approved complaint handling procedure;

14.4.2. Provide copies of such recordings to the Authority promptly upon request, in accordance with provided deadlines.

14.5. Regardless of obligation of Licensee to get from the Authority in advance the permission for certain changes, as envisaged by the Terms and Conditions of this Licence, the Licensee is also obliged to notify the Authority in writing on all changes in relation to the following information, which have been submitted in the original licence application:

14.5.1. Station's address, telephone, email and other contact information;

14.5.2. Management structure or personnel listed in the licence application;

14.5.3. Significant changes in operating hours, programme schedule or programme content;

14.5.4. New or expired agreements for programme rebroadcast and/or exchange;

14.5.5. Interruptions in broadcasting greater than one-half day's programme schedule; and

14.5.6. Changes to any technical, engineering or studio specifications, as indicated in the frequency assignment.

14.6. The Licensee shall be required to submit compliance returns at such intervals as prescribed by the Authority. The Authority shall review the Compliance Returns and:

14.6.1. issue the Licensee with a Compliance Certificate in respect of compliance for the year under review where the licence has complied, and

14.6.2. where the Licensee is not in compliance with the Licence conditions, require the Licensee to remedy the area of non-compliance in accordance with the provisions of this Licence and the Act.

14.7. In making a request for information, the Authority will ensure that no undue burden is imposed on the Licensee in procuring and furnishing such information, unless the Authority considers such information is essential to enable it to exercise its functions under the Act.

14.8. The Authority shall have the right to publish information which it receives under this Condition unless, following representations by the Licensee, the Authority is satisfied that the information is of such confidential nature that disclosure would have a material adverse effect on the Licensee's business.

15. CONDITION 15: PUBLIC RECORDS

15.1. The Licensee shall conform to guidelines or instructions from Authority or other applicable rules for making available to the public the terms and conditions of the licence, ownership or such other operating documents as the Authority may deem to be in the public interest.

15.2. The Authority may in its discretion make this Licence publicly available in any manner it thinks fit, in whole or in part.

16. CONDITION 16: INTERRUPTIONS TO THE LICENSED SERVICES

16.1. The Licensee shall not intentionally interrupt, suspend nor terminate the provision of any type of Licensed Service without having first notified the Authority in writing and having provided reasonable advance notice to persons affected by such interruption, suspension or termination.

16.2. In the event of an unintentional/unforeseen interruption of the Licensed Services or part thereof, which are significant in nature, the Licensee shall inform the public and notify the Authority in writing within 24 hours outlining the cause of such interruption and the steps being undertaken to rectify such interruption.

16.3. The Licensee shall inform its Consumers the period licensed services is to run and in any case notify the Consumers of the termination date of that licensed

service at least when the period of offering that licensed service is quarter way to its termination date.

- 16.4. The provision in 16.1 shall not apply if the interruption of service is the result of Consumer's non-payment or other business related or contractual reasons.

17. CONDITION 17: DELAYED TRANSMISSION OF LIVE EVENTS

- 17.1. The licensee shall ensure that a minimum delay of seven (7) seconds is incorporated in its licensed system when airing live events or programmes to prevent unintended airing of undesirable material

18. CONDITION 18: INSPECTION

- 18.1. The Licensee shall permit the Authority to inspect its premises, facilities, files, records and other data to enable it to exercise its functions under the Act.

19. CONDITION 19: ADVERTISEMENT, PROMOTIONS AND SPONSORSHIP

- 19.1. Community radio licensees must not broadcast advertisements except in limited circumstances as will be approved by the Authority.

- 19.2. Broadcasting material of an advertising nature is not taken to be broadcast of an advertisement if it is an accidental or incidental accompaniment to a broadcast and no payment or valuable consideration has been received by the licensee in relation to it.

- 19.3. Community licensees may:

- 19.3.1. broadcast sponsorship announcements that are appropriately tagged and do not exceed hourly sponsorship limits (ten minutes);

- 19.3.2. broadcast station promotions;

- 19.3.3. broadcast community information or community promotions; and

- 19.3.4. sell airtime as long as they comply with licence obligations, including the statutory limits that apply to community broadcasting.

- 19.4. Community licensees are responsible for all material they broadcast, including material sourced externally and material produced by stations.

- 19.5. Station promotions include any material that is likely to encourage the public to give financial or otherwise support to the community broadcasting service. This could be by way of announcements or promotion of events, products or services associated with the station, but cannot be for a third party's goods or services. Such material does not require a tag although where payment in

cash or kind is received the material must be counted towards the hourly sponsorship limit.

- 19.6. All sponsorships must acknowledge the financial or in-kind support given by a sponsor to community broadcasting licensee or a program provided under the service.

20. CONDITION 20: INDEMNITY

The Licensee shall indemnify and keep indemnified the Authority against any and all losses, claims, charges, expenses, actions and demands whatsoever which it may incur or be subject to, as the case may be, as a result or in relation to;

- 20.1. any breach or alleged breach of or failure or alleged failure to observe or perform any condition of this licence by or on behalf of the Licensee; or
- 20.2. any act or omission by or on behalf of the Licensee in the actual or purported operation or performance of the service or conditions of this Licence.
- 20.3. any loss of business incurred by the licensee as a result of the Authority carrying out enforcement action due to licensee's non-compliance with any or a combination of licence terms and conditions

21. CONDITION 21: FORCE MAJEURE

- 21.1. Licensee shall not be held responsible for any failure to comply with the terms and conditions of this licence that is directly or indirectly caused by circumstances beyond the control of the Licensee, including but not limited to accidental damaging of equipment (other than that caused by the wrongful act, neglect or default of the Licensee or its employees or agents) interruption of electric power, force majeure, war damage, civil disturbance, or interference by labour dispute provided;
- 21.2. the Licensee has, without undue delay, duly notified the Authority the nature of the event and the extend in which the broadcaster is prevented from complying with the terms and conditions of this licence;
- 21.3. the Authority has duly received the notification, assessed the nature of event and is convinced that the occurrence is beyond the control of the Licensee
- 21.4. The exemption of *force majeure* shall not be held to permit suspension of licence fee payments.

22. CONDITION 22: HUMAN RESOURCE DEVELOPMENT

- 22.1. The Licensee shall ensure that the composition of its management and staff reflects the racial and gender demographics of the community it serves.

- 22.2. The Licensee shall submit to the Authority its Human Resource Development Plan outlining strategic success plan on empowerment of local staff.
- 22.3. The Licensee shall annually furnish the Authority with a report of implementation of Human Resource Planning.
- 22.4. Non-Kenyan staff shall be approved by immigration authorities and filed with the Authority.
- 22.5. The Licensee shall facilitate participation of its staff in training within and outside Kenya.
- 22.6. The Licensee shall ensure that its officers, consultants and contractors, including scriptwriters adhere to the Codes of practice relating to programme, advertising and technical standards.

23. CONDITION 23: FINANCES

The Licensee:

- 23.1. shall ensure that any profits accrued and any other income received is used to promote its broadcasting activities or in the service of its community.
- 23.2. may not pay a dividend to any of its board members, directors, trustees, management or staff. This does not preclude the payment in good faith of reasonable remuneration for services rendered to the licensee.
- 23.3. shall provide the Authority with the name and address of all its donors together with details of the amount donated by each donor at the end of each quarter.
- 23.4. shall, at the end of every financial year, supply to the Authority, an audited statement of income and expenditure compiled in accordance with standard accounting procedures and any other supporting documentation as may be required by the Authority after receipt of the annual audited statement.
- 23.5. shall cause to be prepared and submitted to the Authority, a report on annual basis or at such other intervals as Authority shall reasonably request, on how any profits accrued and any other income received for the operations of the Community Broadcasting Station are invested in activities benefiting the community.

24. CONDITION 24: PENALTIES FOR BREACH OF LICENCE CONDITIONS

- 24.1 The Authority shall apply the relevant penalties and fines against the Licensee for breach of the terms and conditions of the Licence in accordance with the provisions of the Act and the Regulations

25. CONDITION 25: DISPUTES

- 25.1. In the event of any dispute arising regarding the interpretation of any provision of the licence, the Authority shall be entitled to make a ruling regarding the interpretation of that provision, provided that the Licensee shall be afforded an opportunity to make submissions to the Authority before any such ruling is made.
- 25.2. Any ruling that the Authority may make on the interpretation of any provision of the licence shall be final and binding on the Licensee.

26. CONDITION 26: TECHNICAL OPERATIONAL PROCEDURES

- 26.1. The Licensee shall, in the provision of the licensed service, comply with international technical standards.
- 26.2. The Licensee shall operate all broadcast systems and facilities with due regard to the health and safety of employees and the general public, and in accordance with any applicable laws of Kenya.
- 26.3. Antenna structures shall conform to the generally accepted international standards of safe construction and maintenance, including appropriate aircraft warning lights.
- 26.4. The Licensee will implement all necessary work on maintenance and adjustments of its radio equipment, in order to ensure that the broadcasts of the Licensee are in accordance with the specifications of the Authority and the technical Rules of the International Telecommunications Union (ITU).
- 26.5. The Licensee will abide by and work in accordance with all applicable Rules and Regulations of the Authority, in relation to technical operations for all radio and TV stations, as well as in accordance with all enforced Rules in Kenya.
- 26.6. The Licensee shall;
- 26.6.1. operate the licensed broadcasting service with such apparatus/ equipment and in such a manner as not to cause harmful interference to any other licensed broadcasting, radiocommunication or telecommunication service;
- 26.6.2. co-operate in every way possible with the Authority, by complying with the directions issued by the Authority, with a view to preventing such interference. If the equipment of the Licensee is causing interference with any other licensed service, the Authority will have the right to switch off such transmitting service.
- 26.6.3. implement the interference resolution directive issued by the Authority at no cost to the Authority.

- 26.7. The Authority shall have the right to conduct such tests as may be necessary on any of the Licensee's technical equipment used by or on behalf of the Licensee. This may include requiring the Licensee to switch off certain equipment and cease broadcasting for such reasonable period, as the Authority may need to conduct the test in question.
- 26.8. The equipment and apparatus of the Licensee must be operated and maintained by competent persons at all times.
- 26.9. The Licensee must ensure that the equipment used for provisioning of the licensed broadcast service are duly type approved /accepted by the Authority and complies with the authorized technical parameters prior to use.
- 26.10. The Licensee shall not offer its services in other areas other than the licensed geographical target area in accordance with the authorized technical parameters of the transmitters and the authorized sites for locating the broadcast transmitters by the licensed common carrier signal distributors.
- 26.11. The Licensee shall ensure that associated services outsourced such as signal distribution are procured only from duly licensed entities.
- 26.12. The Licensee shall notify the Authority the physical address of location of its broadcasting studios before authorizing the service.
- 26.13. The licensee shall not alter any of the assigned technical and geographical parameters without prior authorization of the Authority.
- 26.14. The Licensee shall establish the Licensed Systems taking into account the need for equipment co-location and/or infrastructure sharing with other licensees, and where feasible, allow other licensees to collocate, share infrastructure and other facilities on terms that are reasonable, just and non-discriminatory
- 26.15. The Licensee shall ensure that non-ionising radio emissions from each radio installation operated under its licence are within the limits specified by the guidelines published by the International Authority for Non-Ionizing Radiation Protection (ICNIRP) and any radiation emission standards adopted and published from time to time.
- 26.16. Where technological developments and/or spectrum re-allocations arising from international agreements or treaty which Kenya is party to, necessitate migration to more advanced/newer technology, the Licensee shall be accorded reasonable opportunity to migrate the licensed service to the newer technology platform provided;
- 26.17. The Licensee adheres to the prescribed timeframe of migration to the new technology

- 26.18. The Authority guarantees availability of sufficient capacity to accommodate the existing licensed service on the new platform
- 26.19. The costs related to migration to the newer technology shall be borne by the licensee
- 26.20. The Licensee shall be required to surrender the resource previously utilized by the licensed service to the Authority upon shutdown and migration to the new platform
- 26.21. The Authority shall ensure appropriate amendments are effected to the Licensee's licence to reflect the changes at no cost to the Licensee.

27. CONDITION 27: DIGITAL SWITCHOVER

- 27.1. Where technological developments and/or spectrum re-allocations arising from international agreements or treaty which Kenya is party to, necessitate migration to more advanced or newer technology, the Licensee shall be accorded reasonable opportunity to migrate the licensed service to the newer technology platform provided;
 - 27.1.1. The Licensee adheres to the prescribed timeframe of migration to the new technology
 - 27.1.2. The Authority guarantees availability of sufficient capacity to accommodate the existing licensed service on the new platform
 - 27.1.3. The costs related to migration to the newer technology shall be borne by the licensee
- 27.2. The Licensee shall be required to surrender the frequency resource previously utilized by the licensed service to the Authority upon shutdown and migration to the new platform
- 27.3. The Authority shall ensure appropriate amendments are effected to the Licensee's licence to reflect the changes at no cost to the Licensee.
- 27.4. The Licensee shall carry out operations of this licence in accordance with the information provided in Appendix II.

28. CONDITION 28: CONTRIBUTION TO THE UNIVERSAL SERVICE FUND (USF)

- 28.1. The Licensee shall contribute such an amount to the Universal Service Fund based on a percentage of the Annual Gross Turnover as shall be specified by the Authority from time to time in accordance with section 84J (3) of the Act and the USF Regulations.

28.2. The Authority shall invoice the licensee at the start of the financial year for the USF as the Authority shall prescribe from time to time.

APPENDIXES

Appendix 1: Coverage Area

Coverage Area	Site / Coordinates	Frequency
		MHz

- 1.The licensee shall ensure that it deploys its FM Radio broadcasting network to provide coverage in the authorised coverage areas as provided in Table above, where FM Radio broadcast frequencies have been assigned
2. The licensee may be authorised to provide FM radio broadcasting services in other coverage areas subject to availability of radio broadcasting frequencies.

Appendix 2: Technical details

Appendix 2A: Transmitter Details

Transmitter Site Details	Specifications
Transmitter Equipment Details: Equipment and performance characteristics	
Transmitter Equipment Details: Transmit Antenna Details	
Transmitter Equipment Details: Feeder	
Band Pass Filter Details	

Appendix 2B: FM Studio Details

Studio location	Studio contacts	Type of STL link

Appendix 3: Programming

Appendix 3A: List of Programme Services

	Programme Segments	Total Weekly (%)
1	Community Programs	
2	Children Programs	
3	Music	
4	Sport	
5	Informative programs	
6	Marketing	
7	Educational Programs	
	Total	100%

Appendix 3B: Programme Structure

Programme Structure		Total Weekly (%)
1	Local Programme	
	a) Self-produced Production	
	b) Co-production	
	c) Bought or owed program	
2	Re-broadcast programme	
3	Exchanged program	
	Total	100%

APPENDIX 4: SHAREHOLDING STRUCTURE

The licensee shareholding structure as at the date of licence/renewal is as shown Appendix 4