

The Institute of Certified Public Secretaries of Kenya

Monthly Newsletter

April 29, 2014 – May 29, 2014



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THE INSTITUTE OF CERTIFIED
PUBLIC SECRETARIES OF KENYA



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CSIA LAUNCHES THE CORPORATE SECRETARIES TOOLKIT

The Corporate Secretaries International Association (CSIA), the global voice for corporate secretaries and governance professionals launched its much anticipated Corporate Secretaries Toolkit, developed in partnership with the International Finance Corporation (IFC). ICPSK was part of the Corporate Secretaries Toolkit working group.

The new Toolkit was unveiled on April 16, 2014 at the Foreign Correspondents' Club in Hong Kong bringing together local and international companies and Corporate Secretaries to discuss the latest issues affecting corporate governance globally. The Toolkit provides training materials covering the full spectrum of a Corporate Secretary's role, functions and responsibilities and was developed in response to strong demands from companies and organizations in emerging markets for training and skills development in corporate governance.

CS. Catherine Musakali, Chairman, ICPSK is a Council member of CSIA and attended the launch in Hong Kong.

21ST ANNUAL DINNER

The 21st Annual Dinner was held on April 11, 2014 at the InterContinental Hotel, Nairobi. Prof. Gituro Wainaina, Ag. Director General, Kenya Vision 2030 Delivery Secretariat graced the occasion and spoke on the topic "The Role of Professionals in the Establishment of Governance Structures and Management of Resources in the County Governments."

During the Dinner, Awards were conferred as follows:

Honorary Fellowships:

- Dr. Alice Nyambura Koigi, Managing Director, Kenya Post Office Savings Bank
- Mr. Sammy Mutua Makove, Chief Executive Officer, Insurance Regulatory Authority



Dr. Nyambura Koigi, Managing Director, Kenya Post Office Savings Bank receives Honorary Fellowship from Prof. Gituro Wainaina, Ag. Director General, Kenya Vision 2030 Delivery Secretariat, during the 21st Annual Dinner. Looking on is CS. Catherine Musakali, Chairman, ICPSK.

Fellowship Award:

- CS. Silas Kijogi Kobia
- CS. Waweru Guandaru Mathenge
- CS. Fredrick Olunga Wasike
- CS. Lynette Awuor Andabwa
- CS. John Nyabuto Nyamosi

Commendation Award:

- CS. Sunilkumar Rasik Devani
- CS. Beatrice Amolo Oluoch
- CS. Jacqueline Waihenya
- CS. Evanson M. Waruhiu
- CS. Doris Wanjiru Murimi
- CS. Julius Ndegwa Mwangi
- CS. Tom Oyugi Omariba
- CS. Peris Wambui Muchira
- CS. Augustine Kinuthia Murathi



CS. Silas K. Kobia receives the Fellowship Award from Prof. Gituro Wainaina, Ag. Director General, Kenya Vision 2030 Delivery Secretariat during the 21st Annual Dinner. Looking on is CS. Catherine Musakali, Chairman, ICPSK and CS. John K. Mburugu, CEO, ICPSK.



CS. John N. Nyamosi receives the Fellowship Award from Prof. Gituro Wainaina, Ag. Director General, Kenya Vision 2030 Delivery Secretariat during the 21st Annual Dinner. Looking on is CS. Catherine Musakali, Chairman, ICPSK, and CS. John K. Mburugu, CEO, ICPSK.



CS. Waweru G. Mathenge receives the Fellowship Award from Prof. Gituro Wainaina, Ag. Director General, Kenya Vision 2030 Delivery Secretariat during the 21st Annual Dinner. Looking on is CS. Catherine Musakali, Chairman, ICPSK, CS. Rev. Charles Orodri, Fellow ICPSK and CS. John K. Mburugu, CEO, ICPSK.



CS. Fredrick O. Wasike receives the Fellowship Award from Prof. Gituro Wainaina, Ag. Director General, Kenya Vision 2030 Delivery Secretariat during the 21st Annual Dinner. Looking on is CS. Catherine Musakali, Chairman, ICPSK



CS. Jacqueline Waihenya, receives the Commendation Award from Prof. Gituro Wainaina, Ag. Director General, Kenya Vision 2030 Delivery Secretariat, during the 21st Annual Dinner. Looking on is CS. Catherine Musakali, Chairman, ICPSK.



CS. Doris W. Murimi receives the Commendation Award from Prof. Gituro Wainaina, Ag. Director General, Kenya Vision 2030 Delivery Secretariat, during the 21st Annual Dinner. Looking on is CS. Catherine Musakali, Chairman, ICPSK. and CS. John K. Mburugu, CEO, ICPSK.



CS. Julius N. Mwangi receives the Commendation Award from Prof. Gituro Wainaina, Ag. Director General, Kenya Vision 2030 Delivery Secretariat, during the 21st Annual Dinner. Looking on is CS. Catherine Musakali, Chairman, ICPSK. and CS. John K. Mburugu, CEO, ICPSK.



CS. Evanson M. Waruhiu receives the Commendation Award from Prof. Gituro Wainaina, Ag. Director General, Kenya Vision 2030 Delivery Secretariat, during the 21st Annual Dinner. Looking on is CS. Catherine Musakali, Chairman, ICPSK.



Prof. Gituro Wainaina, Ag. Director General, Kenya Vision 2030 Delivery Secretariat, CS. Catherine Musakali, Chairman, ICPSK and CS. Pius M. Nduatih, Vice-Chairman ICPSK during the 21st Annual Dinner

KASNEB PRIZE AWARD CEREMONY

KASNEB held a Prize Award Ceremony to celebrate the success of students who excelled in the examinations held in the June, 2013 sitting. The ceremony was held on April 4, 2014 at the Laico Regency hotel, Nairobi.

The objective of the ceremony was to recognize, reward, motivate and encourage the current and potential students to excel.

CS. John K. Mburugu, CEO, ICPSK attended the ceremony and presented awards to CPS prize winners.



CS. Pius M. Nduatih, CEO, KASNEB presents an Award to a Prize winner during the KASNEB Prize Award Ceremony held at the Laico Regency Hotel, Nairobi



CS. John K. Mburugu, CEO, ICPSK presents an Award to a Prize winner during the KASNEB Prize Award Ceremony held at the Laico Regency Hotel, Nairobi. Looking on is CS. Doris Murimi, Technical Advisor-Training, ICPSK.



CS. John K. Mburugu, CEO ICPSK presents an Award to a Prize winner during the KASNEB Prize Award Ceremony held at the Laico Regency Hotel, Nairobi.



CS. Pius M. Nduatih, CEO, KASNEB presents an Award to a Prize winner during the KASNEB Prize Award Ceremony held at the Laico Regency Hotel, Nairobi



Guests during the KASNEB Prize Award Ceremony held at the Laico Regency Hotel, Nairobi

BREAKFAST WORKSHOP ON THE REVIEW OF THE CPS SYLLABUS

KASNEB requested the Institute to give input towards a major review of the CPS syllabus. Council and Committee members therefore held a Breakfast workshop on Monday April 7, 2014 at the CPS Governance Centre to review and give recommendations on the CPS syllabus.

Some of the areas discussed in the workshop include the title and structure of the examinations, the validity of each papers/subjects in the syllabuses in meeting market needs, a clear description of the objectives of each paper/subject in the syllabuses, the content which should be included in the current syllabuses to make them more relevant, the content which should be removed if considered inappropriate having regard to the current and future market environment, among others.



Council, Committee members and the Secretariat during the Breakfast Workshop on the review of the CPS Syllabus held at the CPS Governance Centre

SEMINAR ON CORPORATE GOVERNANCE AND BOARD EVALUATION

The Seminar on Corporate Governance and Board Evaluation was held on March 27-28 at the Flamingo Beach Resort, Mombasa.

The Seminar focused on:

- Board models;
- Board composition and Committees;
- Board policies, practices and decisions;
- The relationship and roles of the Board and Management;
- Effective Board and Committee Meetings;
- Checklist of enhancing governance, tools and procedures in evaluating Board of Directors;
- The role of induction and training in Board Evaluation;
- Measure on effectiveness of the Board's decision making processes;
- Measure on the Board's outputs and achievements;
- The place of Board Evaluation in mitigating the risk associated with poor corporate governance principles;
- Board politics;
- Role of the Certified Secretary in Board's dispute resolution.

The Seminar was facilitated by CS. Victor Were, CS. Jacqueline Waihenya, CS. Calvin Nyachoti, Dr. Bani Orwa and CS. Caroline N. Katsiya.



Participants during the Seminar on Corporate Governance and Board Evaluation at the Flamingo Beach Resort, Mombasa

SIGNING OF CONSULTANCY CONTRACT FOR THE DEVELOPMENT OF THE CPS GOVERNANCE CENTRE

The Board of Directors of the CPS Governance Centre Ltd and Cadplan Architects Ltd signed a Consultancy contract on the development of the CPS Governance Centre on April 4, 2014 at the CPS Governance Centre.

Based on the details on feasibility study, investment appraisal, financing options as well as the conceptual Images as provided by the consultants, the Board has developed an Information Memorandum on Call for Shares and an Invitation for Expression of Interest to Purchase Space under the Sectional Properties Act. This document is available on the Institute Website www.icpsk.com.



The 2nd Annual General Meeting of the CPS Governance Centre Limited will be held on Friday May 16, 2014 starting at 11:00am at the CPS Governance Centre, Upper Hill. Please note that only members who have so far paid up the recommended minimum share subscription are eligible to attend and participate in the Company's Annual General Meeting for this year. In the meantime, the Board of the Company and the Council of the Institute continues to encourage members of the Institute to purchase shares and invest in the Company in order to realize the development of the Institute's office complex. For more details on this noble investment opportunity, members are encouraged to visit the Institute Website or contact the Institute Secretariat via info@icpsk.com or on Telephone 020-3597840/2, 0734603173, 0770159631.



The Board of Directors of the CPS Governance Centre Ltd and Cadplan Architects Ltd sign a Consultancy contract on the development of the CPS Governance Centre.

13TH ICPSK SACCO SOCIETY LIMITED ANNUAL GENERAL MEETING



The 13th ICPSK Sacco Society Limited Annual General Meeting was held on April 25, 2014 at the CPS Governance Centre, Upper Hill. During the AGM, CS. Rosemary Njogu, CS. Tim Mweseli, CS. Rose Awero and Mr. John Omondi were elected to the ICPSK Sacco Management Committee.

Members of the Institute are encouraged to join the ICPSK Sacco. Admission fee is Kshs. 200 and minimum deposit contribution per month is Kshs.1000/=. Share capital is Ksh. 5,000.

The Sacco membership application forms are available at the ICPSK website www.icpsk.com.



Members during the 13th ICPSK Sacco Society Limited Annual General Meeting

13TH ICPSK GOVERNANCE FORUM

The 13th ICPSK Governance Forum will be held on Wednesday, May 7, 2014 at 5.30 pm at the Sarova Panafric Hotel, Nairobi. Charges are Ksh. 2,500 per person. Members attending will be allocated 3 CPD credits.

Please make your bookings latest by Monday, May 5, 2014 via our website www.icpsk.com or email us on info@icpsk.com.

23RD ICPSK ANNUAL GENERAL MEETING

The 23rd ICPSK Annual General Meeting (AGM) will be held on Tuesday, May 27, 2014 at the CPS Governance Centre, Upper Hill, starting at 11.00 am.

Members are notified that there will be five vacancies for Council Members and one for the Chairman to be filled during the AGM. Members in good standing are encouraged to vie for the said positions by sending their nomination papers, a brief profile and a current passport-size photo so as to reach the Secretary latest by May 16, 2014.

REGIONAL CONFERENCE ON GOVERNANCE, LEADERSHIP AND INTEGRITY

The Regional Conference on Governance, Leadership and Integrity will be held on May 29-30, 2014 At Snow Crest Hotel, Arusha, Tanzania.

This Conference aims to equip participants with a thorough understanding of the interface between leadership and integrity as well as share best practice and current trends in governance from leading practitioners and scholars. The Conference is beneficial to leaders and managers who need to transition to a more ethics and integrity based approach to leadership and governance. The intended outcome of this Conference is for leaders to adopt a more effective, proactive and integrity based approach through improved governance structures, processes and systems.

This is a high level Conference designed and targeted to those in senior leadership positions. It includes: Chairpersons of Boards, Board of Directors, Board of Trustees, Chief Executive Officers, Principal Secretaries, Company Secretaries, All Senior level Managers in State Corporations, Government Ministries, Semi-Autonomous Government Agencies, private companies, Governors, Senators, members of the National Assembly, Speakers and Members of County Assemblies, Chairpersons and Members of the County Public Service Boards, Secretaries to County Public Service Boards and other Senior Officers of the County Governments.

The members of the Institute attending all the sessions will get 15 Continuous Professional Development (CPD) credit hours. Members of LSK can transfer the CPD credits and earn CLE points.

The tuition fee per delegate is Kshs. 65,000 (USD 766) for members of the Institute and Kshs. 70,000 (USD 825) for non-members. The participants are required to make their transport arrangements. In addition, each participant should have their passport and yellow fever certificate in case the same are required.

For those who wish to be booked at Snow Crest Hotel through the Institute, the half board rates payable to the hotel per person are as follows:-

3 Nights- Check-in date, Wednesday May 28, 2014, Check-out date, Saturday May 31, 2014-USD 495 (Kshs 42,500)

2 Nights - Check-in date, Wednesday May 28, 2014, Check-out date, Friday May 30, 2014-USD 330 (Kshs 28,500)The cost covers accommodation, Dinner, Soft Drink, Bed and Breakfast.

Kindly make your bookings latest by Thursday, May 15, 2014. For more information, download the Conference brochure at our website www.icpsk.com.

COUNCIL OF GOVERNORS 1ST ANNUAL DEVOLUTION CONFERENCE

The Institute participated in the Council of Governors 1st Annual Devolution Conference with the theme One Year into Devolution: Celebrating Milestones and Confronting the Challenges. The Conference was aimed at restoring the commitment of all Kenyans in working towards the devolution promise which is a key cornerstone of the Constitution. The Conference was held on April 1-5, 2014 at the Leisure Lodge Beach and Golf Resort, Mombasa. The Institute was represented by CS. Patrick S. Mutemi, Council member.

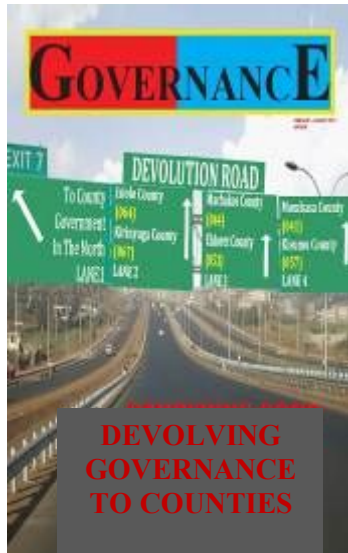


Delegates during the 1st Annual Devolution Conference held on April 1-5, 2014 at the Leisure Lodge Beach and Golf Resort, Mombasa



GOVERNANCE JOURNAL

We have revamped the Professional Management Journal. The Journal will now be known as Governance. We request members to write articles for the Governance Journal on various issues and topics including Leadership, Management, Company Secretarial Practice, Governance, Legal, Human Resource, Finance, IT, among others. Articles should not be more than 2000 words.



Remember to include your passport size photograph and personal profile.

COLLECTION OF MEMBERS IDENTIFICATION CARDS AND CERTIFICATES

THE INSTITUTE OF CERTIFIED PUBLIC SECRETARIES OF KENYA

MEMBER'S ID CARD



Name: _____

Reg. No: _____

Practicing No: _____

Members Signature: _____

Valid from: _____

Members are requested to collect their membership cards and certificates at the Institute offices. Please carry a copy of your National Identification Card. Members who are yet to submit their passport photographs for the ID are requested to do so.