

A magnifying glass with a black handle is positioned over the logo. The lens is centered on the text and logo.

Institute of
Certified Secretaries
The Governance Profession



GOVERNANCE LENS



MARCH
2024

*A publication of the Institute of
Certified Secretaries*



MISSION

To develop and guide sustainability and governance standards in organizations



VISION

Leaders in good governance for a sustainable society



MANDATE

To promote the practice of good governance in both private and public institutions



CORE VALUES

- Boldness
- Excellence
- Integrity
- Collaboration
- Agility

The image features three dark brown crosses of varying heights silhouetted against a warm, orange and yellow sunset sky. The crosses are positioned on a dark, rolling hill. The central cross is the tallest, flanked by two shorter crosses. The sun is visible on the left side, creating a bright glow and lens flare effect. The overall mood is peaceful and reflective.

Happy Easter

Easter is proof of God's unconditional love for us, manifested through the sacrifice of his son Jesus Christ, who brought us the hope of eternal life.

INSTITUTE COUNCIL



FCS Joshua W. Wambua, MBS
Chairman



FCS Jacqueline Waihenya
Vice-Chairman



FCS Prof. Nicholas
Letting', PhD, EBS, HSC



FCS George Athiambo



FCS Dr. Kenneth W.
Mutuma



CS Kathryn Maundu



CS Joyce Koech



CS Joyce N. Mukururi



CS Judy Olive Warui-
Omurwa



CS William Kiema



CS Simon Peter Kariuki



FCS Jeremiah N. Karanja, MBS
Chief Executive Officer



CS Gloria Kikete
Corporate Secretary

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STATEMENT FROM THE CHAIRMAN

My fellow members,

It is with great pleasure and anticipation that I extend a warm welcome to each and every one of you in this inaugural edition of our 2024 quarterly newsletters.

As we stand on the threshold of a new year filled with possibilities, challenges, and opportunities, I am reminded of the strength and resilience that defines our community of Certified Secretaries. Your dedication to upholding the highest professional standards continue to inspire and shape our collective success.

This year, we are committed to providing you with valuable insights, updates, and resources that will empower you on your journey of continuous improvement. Our focus on excellence will be at the forefront, as we explore innovative ways to navigate the evolving landscape of corporate governance and secretarial practice.

I invite you to share your thoughts, experiences, and expertise with us.

Let us build a vibrant community that fosters learning, networking, and mutual support.

Together, we can propel the Institute of Certified Secretaries to new heights and ensure that our profession remains at the forefront of excellence.

In closing, I thank each of you for your ongoing commitment to the ideals of our institute. May this year be filled with growth, success, and meaningful connections.

Here's to a year of leadership, learning, and collective achievement!

Warm regards,

**FCS Joshua W. Wambua, MBS
Chairman**



STATEMENT FROM THE CEO

As we usher in the promising year of 2024, I extend my appreciation to each and every one of you for being an integral part of the Institute. The start of each new year is an opportunity for us to embark on new ventures, devise innovative strategies and explore new uncharted territories together.

Much like individuals embracing personal resolutions, our Institute also has aspirations for the year ahead. As custodians of our strategic plan, we are committed to realizing these resolutions and tracking our progress throughout the year. In 2024, our focus is set on three key pillars that we believe will shape a brighter future for our membership:

Improved Member Service: Our foremost commitment is to elevate the level of service we provide to our valued members. We plan to revitalize our processes, fostering stronger communication channels, and ensuring that your experience with the Institute is nothing short of exceptional.

Vibrant and Inclusive Events: We

recognize the importance of fostering a dynamic and inclusive community.

In 2024, we are dedicated to curating events with topics that not only cater to the diverse needs of our members but also create a vibrant space for collaboration, learning and networking.

Advocacy for the Profession:

Advocacy remains at the core of our mission. This year, we will actively champion the cause of our esteemed profession, both locally and globally. By advocating for the recognition and relevance of Certified Secretaries, we aim to create an environment where our members can thrive and excel in their roles.

As we strive for excellence, I am confident that 2024 will be a year of unprecedented growth and achievement for us all.

Wishing you a prosperous and fulfilling year ahead.

Sincerely,

**FCS Jeremiah N. Karanja, MBS
Chief Executive Officer**

CORPORATE GOVERNANCE AND SUSTAINABILITY

Governance plays a crucial role in institutional sustainability by establishing the framework, policies, and oversight necessary for corporate growth. Sustainability consolidates environmental, social, and governance (ESG) into business strategies and operations. The ultimate authority for defining that purpose rests with the board; it is its duty to formulate an intergenerational perspective that extends beyond the tenure of any management team.

The presence of a board creates an impetus for purpose-driven decision-making. Corporate purposes engage management teams in focused operations for long-term success. A positive culture impacts the workforce's direction towards responsible activities and sustainable returns. Board members' clarity of governance factors and their interrelationships with each other can provide organizations with better structures to implement their sustainability efforts. Ways that governance contributes to sustainability are:

A strategic direction: boards of directors and executive leadership are responsible for setting the strategic direction of the institution.

This includes defining the company's sustainability goals, identifying key ESG risks and opportunities, and integrating sustainability into the overall business strategy.

Risk management: potential risks are identified, assessed, and managed appropriately. Board and management need to consider environmental and social risks, such as climate change impacts, supply chain disruptions, and stakeholder concerns, and take proactive measures to mitigate risks to ensure long-term viability.

Stakeholder engagement: governance mechanisms facilitate stakeholder engagement, ensuring their interests are safeguarded. Essential stakeholders to consider during decision-making are employees, consumers, communities, and the environment. Engaging with stakeholders helps in understanding their concerns, priorities, and expectations.

Compliance and regulations: compliance ensures that companies comply with relevant laws, regulations, and industry standards. Boards and management are responsible for understanding and adhering to environmental regulations, labour standards, human rights principles, and other requirements that impact the company's sustainability performance.

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Transparency and reporting: a sustainable company discloses ESG information to investors, regulations, and other stakeholders. Publishing sustainability reports, disclosing ESG metrics and performance data, and providing clear and accurate information about the company's sustainability practices and initiatives.

Long-term value creation: ultimately, effective governance structures foster innovatively driven practice, enhance reputation, mitigate risks, and generate positive social and environmental impacts.

Good governance practices promote corporate sustainability by providing structures and oversight. It is necessary to integrate ESG considerations into decision-making processes and operations. Corporates stand to gain by driving long-term value creation and ethical business behaviour.

CS James Kimani



WHAT'S NEW?

GOVERNANCE AND ETHICS ACADEMY



More than just brick and mortar, this project aims to meet the dynamic needs of our members and the community.

It symbolizes a hub of possibilities that will diversify revenue streams, hosting an array of activities, from trainings and meetings to housing the Governance and Ethics Academy. The construction will create spaces that directly benefit all our members and partners. This will lead to reduced event costs and enhanced accessibility.

We greatly appreciate the members and partners whose support has materialized into commitments totaling Kes 7,792,791 thus far. We've put these funds to good use for preliminary works, setting the stage for the next phase of our visionary project. Mobilization and Hoarding kicked off on Monday, 26th February 2024, followed by Substructure works on 12th

March 2024.

Now, it's your turn to be part of our journey. Save the date for our First Construction Milestone and Fundraising Ceremony on Tuesday, 16th April 2024, from 7:30 am to 11:30 am at our premises on Kilimanjaro Road, Upper Hill.

Join us not only in celebration but in contributing to a dream becoming reality. The project will unfold in stages, with the ground and first floors set for completion in November 2024, estimated at a cost of seventy million Kenyan shillings. Check out the sponsorship packages on the next page – every contribution propels us further toward our vision.

Your presence and support at this event are not just appreciated; they are instrumental in elevating our capacity to champion good governance. Be part of the journey; be part of the legacy!

RECOGNITION FOR SPONSORS

INDIVIDUAL CONTRIBUTORS

Copper Kes.10,000 – Kes.40,000	<ul style="list-style-type: none"> • Certificate • 1 CPD per Governance Blocks • Featuring in a special issue of the Institute Newsletter
Bronze Kes. 50,000	<ul style="list-style-type: none"> • Certificate • Featuring in a special issue of the Institute Newsletter • 5 CPDs. • Institute's insignia
Silver Kes. 100,000	<ul style="list-style-type: none"> • Certificate • Featuring in a special issue of the Institute Newsletter • 10 CPDs • Listing on the 'Hall of Fame' • Half day free in-house governance training
Gold Kes. 500,000	<ul style="list-style-type: none"> • Certificate • Featuring in a special issue of the Institute Newsletter • 50 CPDs • One day free in-house governance training
Platinum Kes. 1,000,000	<ul style="list-style-type: none"> • Certificate • Featuring in a special issue of the Institute Newsletter • 100 CPDs • Adopt a training room named after them • Two days free in-house governance training

CORPORATE CONTRIBUTORS

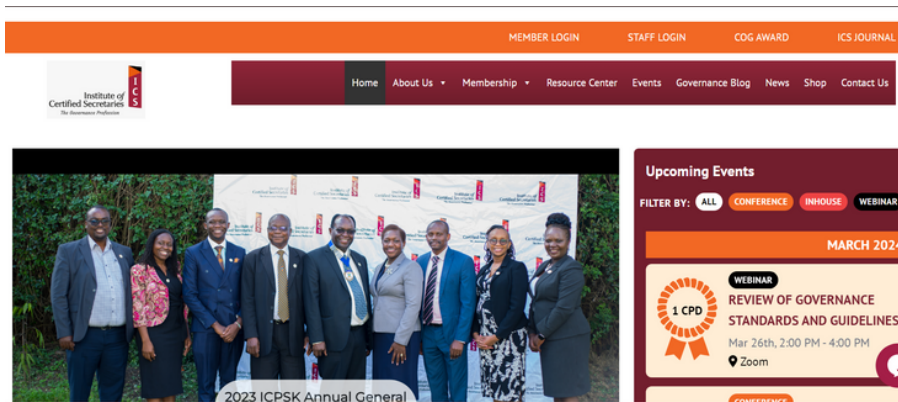
Bronze Kes 100,000	<ul style="list-style-type: none"> • Framed Certificate of Appreciation • Featuring in a special issue of the Institute Newsletter • Listing on the Institute 'Hall of Fame'. • Half day free in-house governance training
Silver Kes. 500,000	<ul style="list-style-type: none"> • Bronze Benefits • Branding on the Facility. • One day free in-house governance training
Gold Kes. 1,000,000	<ul style="list-style-type: none"> • Silver Benefits • Adopt a training room named after them. • Two days free in-house governance training.
Platinum Kes. 5,000,000	<ul style="list-style-type: none"> • Gold Benefits • Adopt two training rooms named after them.
Platinum Plus Kes. 10,000,000	<ul style="list-style-type: none"> • Platinum Benefits • 1 Floor of the facility named after them. • Five days free in-house governance training.

INTRODUCING OUR NEW WEBSITE

Introducing our newly redesigned website, where innovation meets convenience! We're delighted to offer you an array of exciting features and benefits to elevate your online experience with us.

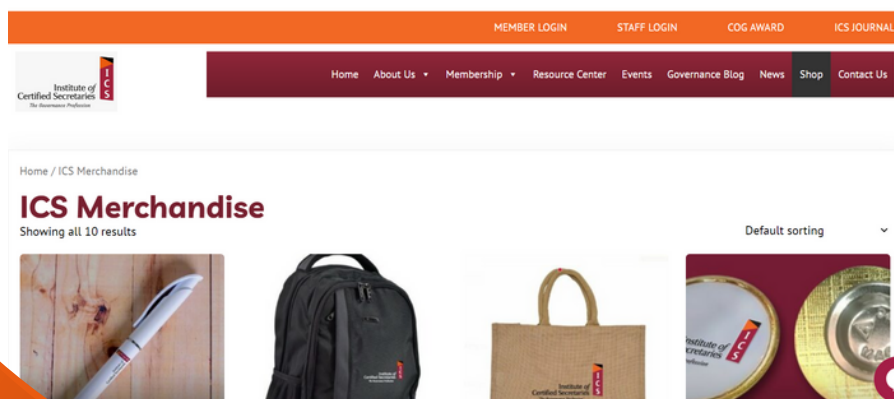
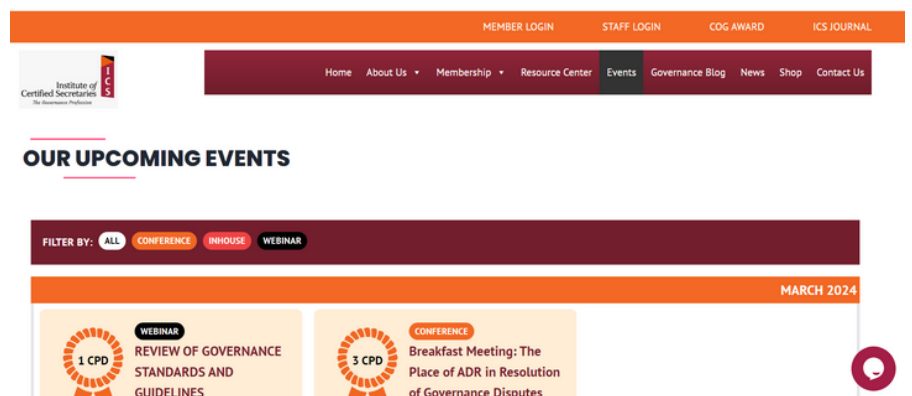
With our sleek new interface, accessing information has never been easier. Whether you're seeking updates on upcoming events, or browsing through downloadable resources, everything you need is just a click away.

But that's not all – our improved service goes beyond aesthetics. You can look forward to enhanced accessibility, streamlined navigation and interactive features.



Home page

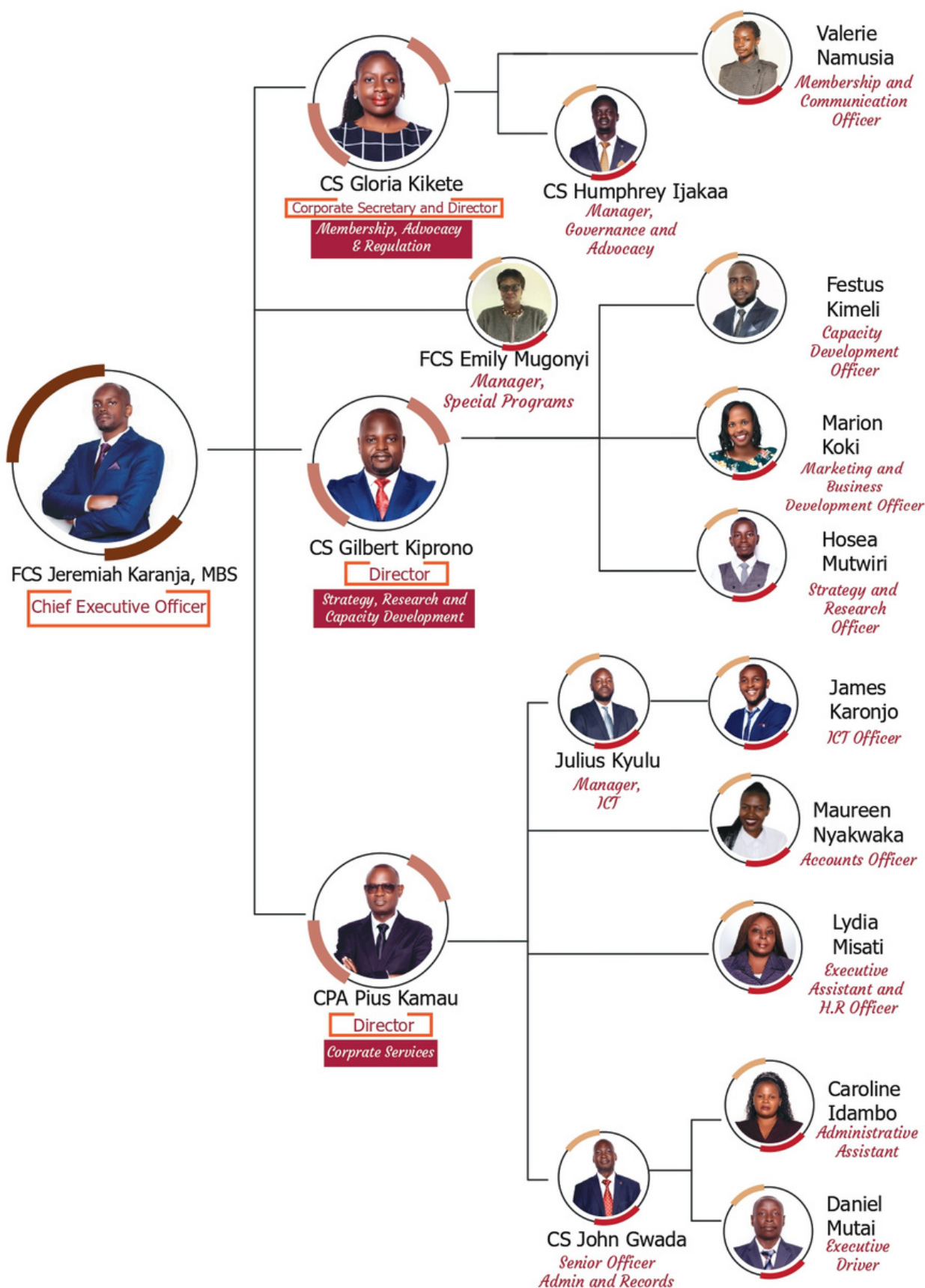
Upcoming events



ICS Merchandise

SECRETARIAT ORGANOGRAM

To improve efficiency, the Council approved a Human Resource Consultant who reviewed our Organizational Structure and made recommendations as follows:



ENGAGEMENTS

UoN Courtesy Call



The Institute and the University of Nairobi recently held a productive courtesy call to explore collaboration opportunities, particularly in developing a governance course. Discussions also touched on potential partnerships in research, student exchanges, and other initiatives. This collaboration signals a commitment to advancing knowledge and fostering talent in governance and related fields.

Kasneb Joint breakfast Forum



During this quarter, the Council convened with KASNEB for a collaborative breakfast meeting aimed at devising strategies to elevate the status of the CS profession and augment enrollment numbers, thereby bolstering our membership base. Discussions delved into innovative approaches to raise awareness about the diverse career opportunities within the CS field and attract more individuals to

pursue studies in this domain. By fostering this partnership, we aim to collectively inspire and empower a new wave of aspiring professionals in the CS arena.

Together, we are committed to fostering a supportive ecosystem that nurtures talent and drives excellence in the ever-evolving landscape of computer science.

Visit to Kamiti Maximum Prison



The Institute and its partners embarked on a significant visit to Kamiti Maximum Prison on February 19th, 2024, with the dual objectives of engaging with inmates pursuing computer science (CS) courses and exploring avenues for expanding educational support within the correctional facility.

Situated approximately 20 kilometers northwest of Nairobi, Kamiti Maximum Prison is renowned for its stringent security measures and commitment to rehabilitation programs, currently housing 2,110 inmates, including 1,680 serving life sentences.

During the visit, we learned that the inmates had enrolled in diverse courses, including CS. This raised pertinent questions about practical aspects of their studies, the availability of tutors, and shortages of essential resources.

In response, The Institute outlined a

comprehensive plan that includes sharing educational materials, procuring stationery, initiating a Corporate Social Responsibility (CSR) initiative in October, and exploring digital avenues for CS attachments.

Furthermore, The Institute extends a heartfelt invitation to its members to actively participate in supporting inmates by volunteering as tutors and contributing resources such as computers, books, pens, and other school supplies. This collaborative effort underscores The Institute's commitment to making a tangible and positive impact on the rehabilitation and reintegration of inmates through educational opportunities and material support within the prison system. The call for member involvement adds a community-driven dimension to the initiative, fostering a collective sense of responsibility towards this noble cause.

KBC MoU



KBC-ICS PARTNERSHIP
KBC and the Institute of Certified Secretaries (ICS) sign a media and training partnership.

KBC NEWS

On March 6th, 2024, the Institute and the Kenya Broadcasting Corporation (KBC) joined forces to promote good governance and ethics in Kenya. Through this partnership, they aim to enhance access to information on governance



KBC-ICS PARTNERSHIP
The partnership between the Kenya Broadcasting Corporation (KBC) and the Institute of Certified Secretaries (ICS) will enhance access to information on matters good governance.

KBC QUOTES

matters and provide media training. This collaboration will facilitate greater transparency, accountability, and public awareness of governance issues across the nation.

Council Retreat

The Council and Senior Management held a strategic planning meeting. The retreat discussed the progress of year 1 of the strategic plan and charting the way forward for year 2.

It also consisted of a team building exercise for the Council members and senior staff to bond.



MEMBER HIGHLIGHTS



CS Faith Odhiambo

We celebrate CS Faith Odhiambo's election as the President of the Law Society of Kenya.

We extend our congratulations and wish her success as she leads the Law Society of Kenya into a bright future.

We are confident that her vision and commitment will lead to remarkable advancements.

Hon. CS Frida Mokaya Boyani

We congratulate CS Boyani on her appointment as Chief Registrar of the Judiciary.

As a valued member of the Institute, we are proud to see her achieve such a significant milestone.

We look forward to witnessing the great strides she will make in her role as Chief Registrar of the Judiciary.



EVENT HIGHLIGHTS

STATE CORPORATIONS BOARD INDUCTION



To enhance The Institute's efforts in fostering good governance within State Corporations, a strategic collaboration was established with the State Corporations Advisory Committee. Together, they embarked on an initiative to facilitate the induction of new Boards into their roles effectively.

Marking the milestone of the 6th Cohort, this collaboration signifies a commitment to continuous improvement and excellence in governance practices across State Corporations. Through comprehensive induction programs tailored to the specific needs and challenges of each corporation, the initiative aims to equip Board members with the knowledge, skills, and ethical framework necessary to fulfill their roles effectively.

By emphasizing the principles of transparency, accountability, and integrity, The Institute and the State Corporations Advisory Committee strive to cultivate a culture of responsible leadership and decision-making within State Corporations. This collaborative effort not only benefits the individual Boards but also contributes to the overall efficiency and effectiveness of State Corporations in serving the public interest.



BOARD/COMMISSION SECRETARIAT WORKSHOP



The Institute held a dynamic event focused on enhancing the skills and knowledge of Board/Commission Secretariats across various sectors. The initiative aimed to equip professionals with insights into contemporary corporate governance, legal frameworks, and best practices.

The event featured engaging presentations by experts covering topics like group dynamics, the role of Certified Secretariats, governance standards, ethics, effective meeting management, and the integration of technology for efficient decision-making. The diverse range of subjects provided a comprehensive overview, making the event a valuable resource for those involved in board support roles.

Moreover, the event offered a platform for participants to delve into essential aspects of their roles, such as Board Workplans, Minutes, and Resolutions, as well as the critical use of Technology in revolutionizing Board Meetings.

The presentations also touched on broader themes like Confidentiality, Data Protection, and Records Management, acknowledging the evolving landscape in which Board/Commission Secretariats operate. The blend of theoretical insights and practical considerations showcased a holistic approach, fostering a deeper understanding of the complexities inherent in their responsibilities.

Overall, the event served as a valuable opportunity for professionals to exchange experiences, gain new perspectives, and collectively contribute to advancing the field of corporate governance.



NEW MEMBERS INDUCTION AND SENIOR & YOUNG MEMBERS MENTORSHIP PROGRAM



On 2nd February 2024, The Institute held the Induction for all new members. The induction gathered 95 of our newest members. Our membership has grown to 4265 and we strive to make all our members well acquainted with all the activities and processes of the Institute.

The induction day was a comprehensive and insightful experience, designed to equip our newest members with the essential aspects of their journey with The Institute. From Subscription payments to Good Standing requirements, Benevolent Fund benefits, and CPD (Continuous Professional Development) trainings and allocation, we covered it all. Our goal is to empower each member with a thorough understanding of the Institute's activities and processes.

The afternoon session was a highlight, as our esteemed Senior members joined in for a fruitful discussion. Facilitated by CS Happi Kilongosi and Dr. Mercy Wambua, the session delved into the crucial topics of managing wealth and mental health. Their expertise and guidance added a valuable dimension to the induction, addressing not only the professional but also the personal aspects of our members' lives.

In a world where professional success is inseparable from personal well-being, we believe in nurturing holistic growth. The Institute is committed to providing a platform where members not only excel in their fields but also lead fulfilling lives.



COUNTY GOVERNMENTS CONVENTION



In a collaborative endeavor with County Public Service Boards, the Institute held the County Governments Convention in February. This event proved to be a pivotal platform for Regional Governance. The convention served as a nexus for County officials, Policymakers, and Public Service Practitioners to convene and discuss strategies for enhancing public service delivery. The Chief Guest at the event was Hon. CS Kalonzo Musyoka.

Throughout the convention, participants engaged in insightful discussions on a

spectrum of topics, that aimed at empowering county governments to have innovative governance practices, citizen engagement initiatives, and strategies for leveraging Technology in public service.

This collaborative effort between County Governments and Public Service Boards not only showcased a commitment to knowledge sharing but also highlighted the crucial role of such conventions in promoting synergies for the betterment of Public Administration at the county level.



CAREER FAIRS

In a bid to promote the CS profession, the Institute in partnership with RCPSB, Traction College, Star College and KASneb organized Career Fairs across the country in various institutions of higher learning. The Fairs consisted of interactive sessions that were designed to offer a comprehensive overview of the CS profession, featuring engaging presentations and dedicated inquiry desks to cater to the curious minds of attendees..



Moving forward, we remain committed to fostering an environment conducive to the growth and appreciation of CS, empowering the next generation of innovators and professionals across the country.

Our concerted efforts have led to successful Career Fairs held at Eldoret National Polytechnic, Karatina University, Kenyatta University, Multimedia University, Taita Taveta University and Chuka University. In total we have successfully engaged with over 2,000 aspiring students eager to explore the CS profession.



WESTERN REGION AGM & GOVERNANCE TRAINING



The 2024 Western Branch General Meeting of the Institute of Certified Secretaries culminated in a resounding success at the prestigious Sarova Imperial in Kisumu on Friday, March 22nd, 2024. Members gathered to deliberate strategic resolutions, laying the groundwork for enhanced governance practices.

Central to the discussions was the identification and resolution of challenges, coupled with the delineation of a visionary roadmap to steer the branches towards excellence. Through collaborative efforts and insightful deliberations, attendees charted a course aimed at fostering improved governance frameworks.

The election of new officials underscored the Institute's commitment to upholding the highest standards of professionalism, ethics, and accountability. This reaffirmation of leadership reflects the collective dedication to advancing the field of secretarial practice.

One of the highlights of the quarter was the eagerly awaited Governance Training, held at the Sarova Imperial Hotel, Kisumu. Participants experienced a 2-day event brimming with enlightenment as they engaged in knowledge exchange sessions and forged meaningful connections. The experience served to further equip attendees with the tools necessary to navigate the evolving landscape of governance.

As the curtains drew to a close on the General Meeting and Governance Training, attendees departed with a renewed sense of purpose and a strengthened resolve to propel the Institute of Certified Secretaries towards greater heights of success.

The event not only showcased the commitment of members to excellence but also served as a testament to the Institute's pivotal role in shaping the future of governance.

GOVERNANCE & ETHICS MENTORSHIP AND INTERNSHIP PROGRAM (GEMIP)

In tandem with this program, the industry is witnessing the emergence of a dynamic generation of Certified Secretaries. Beyond traditional administrative roles, these professionals demonstrate proficiency in managing Group Dynamics, leveraging Technology for efficient Board Meetings, and maintaining a heightened Ethical Awareness.

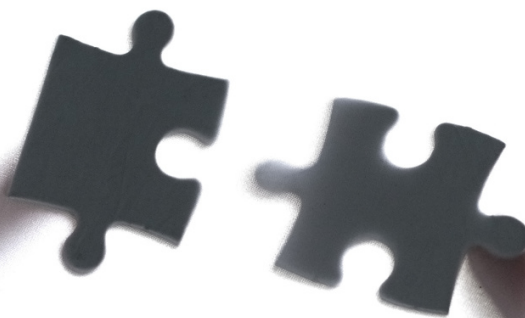
Many are adapting to these trends, reshaping their structures and policies to incorporate Certified Secretaries with the multifaceted skills that they acquire. The mentorship from experienced practitioners further cements the role of this new generation in reshaping the future of corporate governance.

The Institute's recent launch of the third cohort of the Governance and Ethics

Mentorship and Internship Program marks a significant stride in shaping the next wave of Certified Secretaries.

The program will officially be launched on April 3, 2024, the program builds on the success of its predecessors, which collectively graduated 150 mentees, emphasizing a holistic approach to governance education.

The ongoing cohort showcases a commitment to fostering ethical leadership and providing hands-on experience, reflecting a broader shift in the profession towards a strategic and adaptable skill set.



ICS E-SHOP



LAPEL PIN
KSH. 500



UMBRELLA
KSH. 800



THERMO FLASK
KSH. 1500



BIRO PEN
KSH. 100



NOTE BOOK
KSH. 500



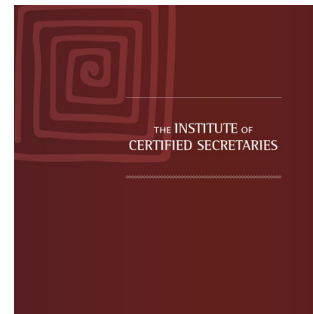
EXECUTIVE NOTEBOOK
KSH. 1200



SCARF
KSH. 1200



BLACK/WHITE POLO SHIRT
KSH. 1800



COFFEE TABLE BOOK
KSH. 6000



WOVEN JUTE BAG
KSH. 800



BACKPACKS
KSH. 3000



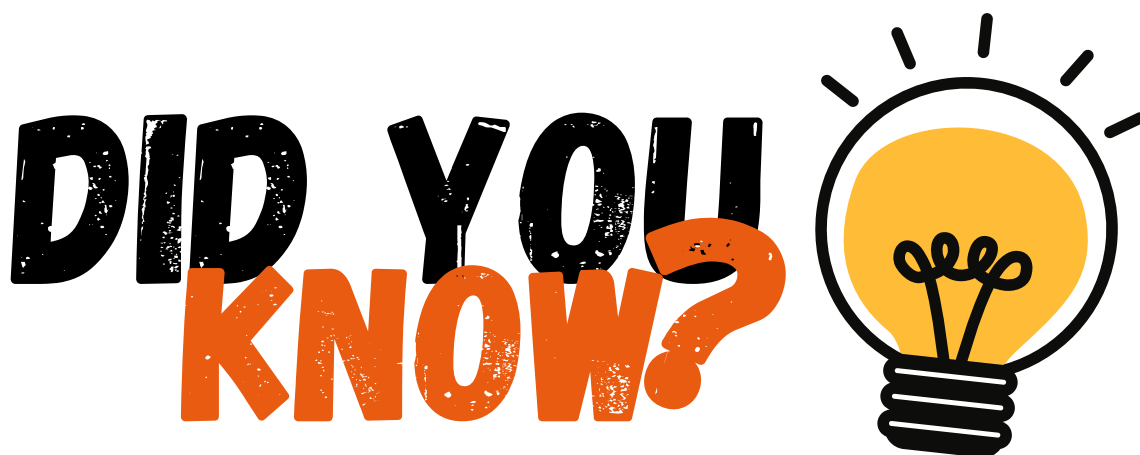
CANVAS BAGS
KSH. 3200

HOW TO PAY SUBSCRIPTIONS

Payments can conveniently be made through various secure channels provided by the institute. Your continued support is immensely appreciated, enabling us to sustain and enhance the offerings that benefit our esteemed members.

MPESA	Pay bill Number: 533800. Account Name: Invoice Number
BANK	Kenya Commercial Bank A/c Name: Institute of Certified Public Secretaries of Kenya Account Number: 1103151045 Branch: Capitol Hill Swift Code: KLENX
CHEQUES	Payable to Institute of Certified Public Secretaries of Kenya

Kindly share the payment confirmation to accounts@ics.ke



**You have until 31st
March 2024 before your
subscriptions start to
accrue penalties**

KEY Q2 EVENTS

Wondering how to plan your calendar to attend all the key CPD events? You can access the full 2024 calendar of events through the link below:

https://bit.ly/2024_Calendar_Of_Events

We also have exciting events planned for Q2 of 2024. Here are some of the key highlights to watch out for:

Annual International Conference



28TH ANNUAL INTERNATIONAL CONFERENCE

SAROVA WHITESANDS BEACH RESORT & SPA, MOMBASA
THEME: GOVERNANCE RESILIENCE IN THE FACE OF ECONOMIC CRISIS

REGISTRATION
Members: Ksh.50,000
Non Members: Ksh.70,000

WEDNESDAY 24TH TO FRIDAY 26TH APRIL 2024

18 CPDs

Institute of Certified Secretaries
The Governance Profession

in x f o t y

Join us for the Annual International Conference, a cornerstone of the ICS calendar, uniting esteemed leaders from around the globe. This year, our focus is on 'Governance in the Face of Economic Crisis', offering invaluable insights into navigating turbulent times.

Members will pay Kes. 50,000, and non-members Kes. 70,000.

Dive into engaging discussions on fiscal strategies, fostering partnerships, ensuring transparency, harnessing data and AI and fostering personal resilience.

Let's come together to explore innovative solutions and forge connections that will shape our future.

See you there!

*22nd ICPSK
Benevolent Fund
AGM*

22nd AGM
ICPSK
BENEVOLENT FUND

 **17th May 2024**
9:00am

CPDs 3



33rd AGM
ICPSK
VENUE:
SAROVA PANAFRIC, NAIROBI

 **17th May 2024**
11:00am

CPDs 3



*33rd ICPSK
AGM*

*360 degrees Board
Development
Workshop*

360° BOARD
DEVELOPMENT PROGRAM

REGISTRATION:
Members: Kshs.100,000/-
Non Members: Kshs.110,000/-

CPDs 20

27 - 31 MAY 2024





Institute of
Certified Secretaries
The Governance Profession



Institute of Certified Secretaries

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