

The Institute of Certified Public Secretaries of Kenya

*Monthly Newsletter
March 28, 2014 – April 28, 2014*



MEETING OF THE COLLEGE OF FELLOWS

A meeting of the College of Fellows was held on March 1, 2014 at the CPS Governance Centre. During the meeting, the following members were added to the Fellows Steering Committee to strengthen the Committee:

CS. Joe M. Mbutia
CS. William G. Gatehi
CS. Sammy Ikingi
CS. Mary Mwaniki

The full list of the Fellows Steering Committee is therefore as hereunder:

CS. Raphael G. Mwai
CS. Erastus K. Gitau
CS. Job Kihumba
CS. Sam G. Ogutha
CS. Hannah Gitonga
CS. Joe M. Mbutia
CS. William G. Gatehi
CS. Sammy Ikingi
CS. Mary Mwaniki

The Steering committee is working on the 2014 work plan. Fellows are requested to join any of the following sub-committees to enable the College of Fellows achieve its goals:

- (a) Mentoring Programme
- (b) Creating sustainable professional organizations
- (c) Publication
- (d) 2014 Annual Convention

The details of the Annual Convention will be communicated to Fellows in due course. Fellows are further requested to support the College of Fellows by voluntarily contributing towards financing the 2014 work plan and other activities. Some Fellows have committed to support the initiative and contributions are welcome from other Fellows. For details on how to contribute to the College of Fellows, please contact Ms. Emily Mugonyi through info@icpsk.com or 0203597840.

*Fellows
Corner*



12TH ICPSK GOVERNANCE FORUM

The 12th ICPSK Governance Forum was held on Wednesday, March 5, 2014 at the Sarova Panafric Hotel, Nairobi. The Chief Guest was CS. Dr. Edward Odundo, Chief Executive Officer, Retirement Benefits Authority who spoke on the topic "Governance in Pension Management."

The 13th ICPSK Governance Forum will be held on Wednesday, April 2, 2014 at 5.30 pm at the Sarova Panafric Hotel, Nairobi. The Speaker and topic will be communicated to members in due course. Charges are Ksh. 2,500 per person. Members attending will be allocated 3 CPD credits. Please make your bookings latest by Tuesday, April 1, 2014.



CS. Dr. Edward Odundo, Chief Executive Officer, Retirement Benefits Authority speaks during the Governance Forum



The Secretariat assists members to register during the Governance Forum



Members of the Institute during the Governance Forum



CS. Pius M. Nduatih, Vice-Chairman, ICPSK presents a token of appreciation to CS. Dr. Edward Odundo, Chief Executive Officer, Retirement Benefits Authority during the Governance Forum



CS. Pius M. Nduatih, Vice-Chairman, ICPSK, CS. Dr. Edward Odundo, Chief Executive Officer, Retirement Benefits Authority, CS. Dr. Nicholas Letting' Council Member, ICPSK and CS. John K. Mburugu, Chief Executive Officer, ICPSK during the Governance Forum

WORKSHOP ON DRAFT PROPOSALS ON THE FINANCIAL REPORTING OVERSIGHT LAW AND THE ACCOUNTANTS BILL, 2014

The Institute attended the Workshop on Draft proposals on the Financial Reporting Oversight Law and the Accountants Bill, 2014 held on March 7, 2014 at the InterContinental Hotel, Nairobi.

The purpose of the workshop was to review inputs from key stakeholders on the Financial Reporting Oversight Law and the revised Accountants Bill, 2014.

SEMINAR ON CAPITAL MARKETS

The Seminar on Capital Markets was held on March 14, 2014 at the Sarova Panafric Hotel, Nairobi.

The Seminar focused on corporate governance and current trends, the cost of poor governance in Capital Markets, the role of Certified Secretaries in promoting governance in Capital Markets, understanding the regulatory environment in Capital Markets, Investors' protection in the Capital Markets, challenges SME's face in coming to the market, investment opportunities in the Nairobi Securities Exchange, requirements and procedures of listing and de-listing in the Nairobi Securities Exchange and factors to consider in private placing or public listing, among other topics.

The Seminar was facilitated by CS. Peterson K. Mwangi, Council Member, ICPSK, Mr. Samuel K. Njoroge, Manager, Investor Education and Public Awareness, Capital Markets Authority, CS. Abubakar Hassan, Senior Investigations Officer, Capital Markets Authority and Mr. Donald Ouma, Head, Market and Product Development Department, Nairobi Securities Exchange, among others.

DEVELOPMENT OF A CODE OF GOVERNANCE FOR THE KENYA PRIVATE SECTOR

The Institute is developing a Code of Governance for the Kenya Private Sector. The Code is geared towards providing a harmonized approach on matters of governance with the aim of enhancing good governance practices and ensuring achievement of the national development goals.

The Members of the Taskforce on the development of the code met at Macushla House, Karen on March 15, 2014 to commence the development of the code.



Members of the Taskforce on the development of the Code of Governance for the Kenya Private Sector at Macushla House, Karen

CAPITAL MARKETS OPEN DAY

The Capital Markets Authority (CMA) together with its Stakeholders held an open day on March 20-22, 2014 at the Kenya International Conference Centre (KICC). This is an annual event that targets participants from the business and professional community as well as the general public within Nairobi and its environs.

The objective of the open day is to facilitate an enabling environment where current and potential investors and issuers interact with the various capital market intermediaries and receive pertinent information that will assist them to make informed decisions while participating in the capital market industry.



The Secretariat sets up for the CMA open day at the KICC



Students from various Universities visit the ICPSK stand during the Capital Markets open day at the KICC



CS. Patrick Mutemi, Council Member, ICPSK and a prospective CPS student during the Capital Markets open day at the KICC



CS. Patrick Mutemi, Council Member, ICPSK and the Secretariat during the Capital Markets open day at the KICC



CS. John K. Mburugu, Chief Executive Officer, ICPSK, an investor and the Secretariat during the Capital Markets open day at the KICC

21ST ICPSK ANNUAL DINNER

The Institute will be holding its 21st Annual Dinner on Friday, April 11, 2014 at the InterContinental Hotel Nairobi, starting at 7.00 p.m.

This is an important event in the Institute's annual calendar of social functions, where the Council of the Institute awards Fellowships to the deserving members of the Institute and also commends those members who have rendered exemplary service to the Institute and profession at large. This ceremony has been very exciting in the past and it offers members an opportunity to know and celebrate together on the great achievements by their fellow members as they benchmark with theirs.

We are in the process of obtaining confirmation from the Chief Guest and members will be notified immediately confirmation is secured.

Please see details of the dinner below:-



SEMINAR FOR SECRETARIES TO COUNTY PUBLIC SERVICE BOARDS

The Seminar for Secretaries to County Public Service Boards will be held on **April 24-25, 2014** at the Sarova Panafric Hotel, Nairobi.

Section 58 (1)(c) of the County Governments Act 2012 provides that the Secretary to the County Public Service Board shall be a Certified Public Secretary of good professional standing. The performance of the County Public Service Board (CPSB) will depend to a large extent on the capability and performance of the Certified Secretary (CS). The CS has a duty to be an effective steward and guardian of the CPSB, not only in implementing its strategies but also in ensuring that it complies with laws, procedures and ethics. The CS therefore, has a fundamental responsibility to promote good governance and leadership in County Governments.

This seminar is aimed at assisting the CS in appreciating the critical role of advising, enforcing and monitoring of high standards as required under Article 6 and 10 of the Constitution of Kenya and the Leadership and Integrity Act 2012.

The Seminar charges are as follows:

Kshs. 20,000 for members

Kshs. 25,000 for non-members

The Seminar is allocated 15 CPD Credits. Members of LSK can transfer the CPD credits and earn CLE points.

Kindly contact the Secretariat to make your bookings latest by Tuesday, April 22, 2014.

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.



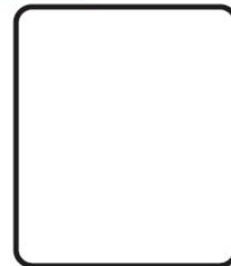
COLLECTION OF MEMBERS IDENTIFICATION CARDS AND CERTIFICATES

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.

OWN SHARES IN THE CPS GOVERNANCE CENTRE LIMITED

CALL FOR SHARES

CALL FOR 500,000 SHARES AT KSH 5,000 PER SHARE
TO

THE INSTITUTE OF CERTIFIED PUBLIC SECRETARIES OF KENYA (ICPSK), MEMBERS OF ICPSK
AND MEMBERS OF THE CPS GOVERNANCE CENTRE LTD

ON THE

DEVELOPMENT OF THE CPS GOVERNANCE CENTRE



The Institute is in the process of developing an office complex at the CPS Governance Centre premises. To achieve this, a Public Limited Company known as CPS Governance Centre Limited was incorporated to act as an investment vehicle and enable members of the Institute to buy the shares of the Company and hence participate in the ownership of the Office complex.

A team of consultants have been identified to work on the details of the project.

In the meantime, the Directors of the Company have developed an information memorandum inviting the Institute members to purchase the shares of this Company. This will help in mobilizing funds to start financing the preliminary expenses of the project.

For details on how to purchase the shares, kindly contact the Secretariat.