

The Institute of Certified Public Secretaries of Kenya

*Monthly Newsletter
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THE INSTITUTE OF CERTIFIED
PUBLIC SECRETARIES OF KENYA



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SEMINAR ON ALTERNATIVE DISPUTE RESOLUTION SEPTEMBER 11-12, 2014

The Seminar on Alternative Dispute Resolutions was held on September 11-12, 2014 at the Sarova Panafric Hotel, Nairobi.

This Seminar equipped participants with a thorough understanding of how to develop relevant structures for effective conflict resolution which improve employee morale, increase productivity and profit, build teamwork, and increase retention of valuable employees.

The Seminar was facilitated by CS. James Mang'erere, CS. Doris Murimi, CS. Charles K. Marube and CS. Justus M. Munyiithya.

CSIA COUNCIL MEETING, SAO PAULO BRAZIL OCTOBER 10-11, 2014

The 2014 Corporate Secretaries International Association (CSIA) Council Meeting was held on 10th to 11th October, 2014 in Sao Paulo, Brazil.

The Institute was represented by CS. Dr. Nicholas K. Letting', Chairman, ICPSK and CS. John K. Mburugu, CEO, ICPSK. They also attended the IBGC's Annual Conference from 13th to 14th October, 2014 at the Sheraton WTC in Sao Paulo.

During the meeting, Catherine Combs from USA was elected as the new President of CSIA and Grace Tan from Singapore was elected as the Vice President.

Kenya will sit on Exco with South Africa, Australia and Hong Kong. Zimbabwe will provide the Treasurer. Malaysia retains secretary.

Thailand also joined CSIA.



CS. Dr. Nicholas K. Letting', Chairman, ICPSK, and CS. John K. Mburugu, CEO, ICPSK with other CSIA Members during the Council Meeting

COCKTAIL PARTY FOR CPS GRADUATES OCTOBER 3, 2014

The Cocktail Party for CPS Graduates was held on Friday, October 3, 2014 at CPS Governance Centre, Upper Hill, Kilimanjaro Road, This is a forum which all CPS Graduates are invited to attend in order to receive a formal induction on the Institute affairs and the Company Secretarial Profession.

It served as a formal invitation for CPS graduates to join the Institute as members, provided a forum in which the CPS Graduates learned about the Institute and the benefits accruing to being a member as well as the roles of the CPS in a changing local and global environment.

2ND CPS PRACTITIONERS' SEMINAR OCTOBER 10, 2014

The 2nd CPS Practitioners' Seminar was held on October 10, 2014 at the Sarova Panafric Hotel, Nairobi.

The Seminar focused on issues specific to practicing Certified Secretaries and offered the Practitioners an opportunity to share experiences on the various issues that they face on a day to day basis.

Some of the challenges that practicing Certified Secretaries shared include: the relationship with the State Law Office, statutory compliance including compliance in the small private companies, dealing with annual returns in arrears, handling of directors' meetings, general development of the profession, share transfers, handling audited accounts in the members meeting, among many others.

This seminar also enabled the practitioners to engage the State Law Office on some of the challenges faced at the Companies Registry and give their input to the newly established joint working Committee between the Institute and the office of the Registrar General.

SEMINAR FOR COUNTY GOVERNMENTS OCTOBER 29-31, 2014 IMPERIAL HOTEL, KISUMU

The Seminar for County Governments whose theme was *Governance, Integrity and Investment as Pillars for Effective County Governments* was held on October 29-31, 2014 at the Imperial Hotel, Kisumu.

The overall objective of this seminar therefore was to assist the participants design effective governance systems, plans and programs for their respective county governments, address key investment choices and challenges facing county governments, as well as existing initiatives seeking to promote ethics and integrity in Counties.

Through discussions and case studies, the seminar equipped participants with the know how to understand the critical issues and latest trends in governance, gain insights on the successes and failures of governance practices, both in Kenya and abroad, by developing an elaborate and comprehensive framework for improving governance in their counties.



CHAMPIONS OF GOVERNANCE (COG) AWARD GALA NIGHT, 2014

**FRIDAY, NOVEMBER 14, 2014
INTERCONTINENTAL HOTEL, NAIROBI**

The Gala Night to award the winners of the Champions of Governance (COG) Award, 2014 was held on Friday, November 14, 2014 at the InterContinental Hotel, Nairobi during a very successful ceremony which was officiated by Amb. Francis K. Muthaura, EGH, Chairman, Lapsset Corridor Development Authority and Britam.

The winners of the Award were as follows:

OVERALL CHAMPION OF GOVERNANCE AWARD		
1	Standard Chartered Bank Ltd	Overall Winner
2	African Banking Corporation Ltd	Overall 1 st Runners up
3	Simba Chai Sacco Society Ltd	Overall 2 nd Runners up
FINANCE AND INVESTMENTS SECTOR AWARD		
1	Standard Chartered Bank Ltd	Winner
2	African Banking Corporation Ltd	1 st Runners up
3	NIC Bank Limited	2 nd Runner up
COOPERATIVE SECTOR AWARD		
1.	Simba Chai Sacco Society Ltd	Winner
2.	Unaitas Sacco Society Limited	1 st Runners up
3.	Tai Sacco Society Ltd	2 nd Runners up
INSURANCE SECTOR AWARD		
1.	East Africa Reinsurance Company Limited	Winner
WATER SERVICES SECTOR AWARD		
1.	Nzoia Water Services Company Limited	Winner
RETIREMENT BENEFITS SECTOR AWARD		
1.	KPLC Retirement Benefits Scheme Trustees	Winner
INDUSTRIAL AND ALLIED SECTOR AWARD		
1.	Bidco Oil Refineries Limited	Winner

CHAIRMAN OF THE YEAR AWARD

No.	Organization	Name of Chairman	Position
1.	Nzoia Water Services Ltd	Bernard R. Bifwoli	Winner
2.	Kenya Police Sacco Ltd	David S. Mategwa	1 st Runners up
3.	Kakamega Teachers Sacco Ltd	Kennedy Keya	2 nd Runners up

COG CEO OF THE YEAR AWARD

No.	Organization	Name of CEO	Position
1.	Centum Investment Company Ltd	James Mworira	Winner
2.			
3.	Tai Sacco Society Ltd	Mercy W. Macharia	1 st Runners up
4.	Kakamega Teachers Sacco Ltd	Peter Anjeyo Vuhyah	2 nd Runners up

COMPANY SECRETARY OF THE YEAR AWARD

No.	Organization	Name of Company Secretary	Position
1.	Centum Investment Company Limited	CS. Fred Murimi	Winner

MOST IMPROVED ORGANIZATION AWARD

No	Organization	Position
1.	Imarika Sacco Society Limited	Winner
2.	Winas Sacco Limited	1 st Runners up
3.	KPLC Retirement Benefits Scheme Trustees	2 nd Runners up



CS. Fred Murimi of Centum Investment Company Limited receives the Company Secretary of the Year Award from CS. Livingstone Murage, Group Company Secretary, NIC Bank.



Standard Chartered Bank Limited receives the Overall Champion of Governance Award and the Finance and Investment Sector Award from Amb. Francis K. Muthaura, EGH, Chairman, Lapsset Corridor Development Authority. Looking on is CS. Dr. Nicholas K. Letting, Chairman, ICPSK, CS. Nkirote Mworia-Njiru, Vice-Chairman, ICPSK and CS. John K. Mburugu, CEO, ICPSK.



Bidco Oil Refineries Limited receives the Industrial and Allied Sector Award from CS. Pius M. Nduatih, CEO, KASNEB.



Imariqa Sacco Society Limited receives the Most improved Organization Award from Amb. Francis K. Muthaura, EGH, Chairman, Lapsset Corridor Development Authority.

We thank the following Partners for their support in the design and implementation of the 2014 COG Award:



The Post COG Award Breakfast Meeting to review the COG Award, 2014 was held on December 3, 2014.

2ND CORPORATE SECRETARIAL PRACTICE SEMINAR NOVEMBER 20-21, 2014, SAROVA PANAFRIC HOTEL, NAIROBI

The 2nd Corporate Secretarial Practice Seminar was held on November 20-21, 2014 at the Sarova Panafric Hotel, Nairobi. This is an annual event that deals with the technical aspects of Corporate Secretarial and any changes thereof. This year's seminar focused on the roles of a Certified Secretary (CS) in: Corporate Restructuring; Capital Markets; Stock Exchange; Corporate Investments and Unclaimed Assets. The seminar also challenged the Certified Secretaries to strategically position themselves to exploit emerging opportunities in the market place.

The Seminar was facilitated by CS. Nkirote Mworira, Vice-Chairman, ICPSK, CS. Rogers K. M'Ariba Investments Consultant & University Instructor, Mr. Joe Ngige, Chief Executive, Unclaimed Property Assets Register, CS. Abubakar Hassan, Legal Counsel, Central Bank of Kenya, CS. Stephen Muendo, Manager, Compliance & Legal, Nairobi Securities Exchange and CS. Winnie Jumba, Director, Company Secretarial Services, Livingstone Associates.



Members of the Institute during the 2nd Corporate Secretarial Practice Seminar at the Sarova Panafric Hotel, Nairobi

2ND CONVENTION OF THE COLLEGE OF FELLOWS NOVEMBER 27, 2014, CROWNE PLAZA HOTEL, NAIROBI

The Second Convention of College of Fellows was held on November 27, 2014 at the Crowne Plaza Hotel, Nairobi. The theme of the convention was "Opportunities and Governance Challenges in the Public Private Partnership (PPP) models of infrastructure investments."

The objective of the Convention was to:

1. Demystify the public private partnership models of infrastructure development; and provide participants with an opportunity to question key concepts and assumptions in this model;
2. Expose participants to the opportunities and ethical dilemma in the public private partnership model of infrastructure investments;
3. Enable participants to explore opportunities in transaction advisory services in public private partnerships investment projects at both national and county level;
4. Learn that health is wealth and that a balance should be maintained between physical exertions and the state of mind.

The participants in this 2nd convention were members of the Institute of Certified Public Secretaries of Kenya; Fellows of the Institute; and Members of other professional Associations and Institutes. A total of 40 participants attended. The Convention was facilitated by CS. Raphael G. Mwai, Dr. David Ndi, Mr. Maurice Juma, CS. Mugambi Nandi and Dr. Paul Wangai.



CS. Raphael G. Mwai, Chairman, College of Fellows speaks during the 2nd Convention of Fellows at Crowne Plaza Hotel, Nairobi.



Participants during the 2nd Convention of Fellows at Crowne Plaza Hotel, Nairobi.

INDUCTION PROGRAMME FOR NEW MEMBERS NOVEMBER 28, 2014

The Institute held a half-day induction programme on November 28, 2014 for all the members who joined the Institute in the last one year and any other member who had not yet been inducted into the operations of the Institute and the CPS profession. The Induction served as a welcome and formal induction for new members. The programme familiarized new members with expectations and roles of the CPS in the changing local and global environment and provided a forum at which new members interacted freely amongst themselves and the Institute officials.

MANAGEMENT UNIVERSITY OF AFRICA 1ST GRADUATION CEREMONY

The Institute participated in the 1st Graduation of the Management University of Africa on November 28, 2014 at the Management University of Africa South C Campus. The Institute was represented by CS. John K. Mburugu, Chief Executive Officer, ICPSK.

SUBSCRIPTIONS FOR THE YEAR 2015

Members are reminded to pay their subscription fees for the year 2015 by January 5, 2015. Visit our website www.icpsk.com for the subscription fee note.

CALENDAR OF EVENTS FOR THE YEAR 2015



The Calendar of Events for year 2015 is available on our website www.icpsk.com

APSEA GALA DINNER

The Institute participated in the APSEA Gala Dinner on Wednesday 3rd December, 2014 at the Sarova Panafric Hotel, Nairobi. The Chief Guest was Hon. Amos Wako, Senator Busia County. The Institute was represented by CS. Dr. Nicholas K. Letting', Chairman, ICPSK, CS. John K. Mburugu, Chief Executive Officer, ICPSK and members of the ICPSK Secretariat.

VACANCY FOR AN INTERN AT MUTHAURA MUGAMBI AYUGI AND NJONJO ADVOCATES

Muthaura Mugambi Ayugi and Njonjo Advocates are looking to recruit a suitable candidate to undertake an internship in their Firm effective January 2015. The Intern should be available to work on a full time basis. The person should:

- Hold a Bachelor of Laws (LLB) Degree or an equivalent from a recognized university
- Be a holder of Certified Public Secretarial Course
- Hold a minimum Kenya Certificate of Secondary Education (KCSE) mean grade of B+ or an equivalent (provide copies of certificates)
- Be proactive, disciplined, self-motivated and aggressive;
- Be focused and inquisitive learner who proactively pursues opportunities to build expertise;
- Have excellent interpersonal skills;
- Have PC and other relevant technology competencies (e.g. Microsoft applications).

Interested candidates who meet the criteria should email their application, word formatted CV and copies of their transcripts and certificates, to the Managing Partner email address. mman@mman.co.ke.



THE INSTITUTE OF CERTIFIED
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OF KENYA

*Merry Christmas
& A Happy New Year*

THE COUNCIL OF THE
INSTITUTE OF CERTIFIED PUBLIC SECRETARIES
OF KENYA (ICPSK) AND THE SECRETARIAT
WISHES YOU AND YOUR FAMILIES A VERY
MERRY CHRISTMAS AND A HAPPY AND
PROSPEROUS YEAR 2015.

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