



Institute of
Certified Secretaries
The Governance Profession



INSTITUTE OF CERTIFIED SECRETARIES

NEWSLETTER FEBRUARY 2023



VISION

Leaders in good governance for a sustainable society.

MISSION

To develop and guide on sustainability and governance standards in organizations.

CORE VALUES



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FCS Diana Sawe-Tanui
Chairman



FCS Joshua W. Wambua
Vice-Chairman



FCS Jacqueline Waihenya
Council Member



FCS Dr. Nicholas Letting'
Council Member



CS Malachi Adedeh
Council Member



FCS Kathrynne Maundu
Council Member



FCS Dr. Wyne Mutuma
Council Member



FCS Salome Onyonka
Council Member



FCS Fredrick Wasike
Council Member



FCS George Athiambo
Council Member



CS Joyce Koech
Council Member



FCS Jeremiah N. Karanja
Chief Executive
Officer



INSTITUTE STAFF

- 1) FCS Jeremiah N. Karanja - Chief Executive Officer
- 2) CPA Pius Kamau - Head of Finance & Support Services
- 3) FCS Emily Mugonyi - Manager, Member Services
- 4) CS Gloria Kikete - Corporate Secretary
- 5) CS Judith Oduge-Otieno - Manager, Professional Services
- 6) Mr. Gilbert Kiprono - Manager, Research and Business Development
- 7) Mr. Julius Kyulu - Manager, ICT
- 8) CS John Gwada - Learning and Development Officer
- 9) Ms. Maureen Nyakwaka - Accounts Officer
- 10) Ms. Lydia Sandimu - Executive Assistant
- 11) Mr. Daniel Mutai - Office Driver
- 12) Mr. Hosea Mutwiri - Research and Strategy Officer
- 13) Ms. Marion Koki - Marketing and Communication Officer
- 14) Mr. James Karonjo - ICT Officer
- 15) Mr. Festus Kimeli - Capacity Development Officer

TRANSITIONS

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2
2



CHAIRMAN LOOKS AS OUTGOING CEO CS OBAE NYAEGA AND INCOMING CEO FCS JEREMIAH KARANJA SHAKE HANDS.



THE ICS COUNCIL AND SECRETARIAT DURING A FAREWELL LUNCH FOR CS OBAE NYAEGA ON APRIL 4TH, 2022 TO THANK HIM FOR HIS GREAT SERVICE AS THE INSTITUTE CEO.



Appointment of A New Council Member

On 10th June 2022, a new member of the council, CS Joyce Koech was appointed to take the place of former Council member FCS Bernice Gachegu.



CS Joyce Koech

Council Member



Appointment of New Staff Members

The institute would also like to acknowledge and congratulate the following on their appointment as new members of staff:



CS Gloria Kikete

CS Gloria Kikete was appointed as the Corporate Secretary of the Institute on August 1st 2022.



CS Judith Oduge-Otieno

CS Judith Oduge-Otieno was appointed as the manager of Professional Services on 4th July 2022.

2023



Marion Koki

Marion Koki was appointed as the Marketing and Communication Officer.



Festus Kimeli

Festus Kimeli was appointed as the Capacity Development Officer.



Hose Mutwiri

Hose Mutwiri was appointed as the Research and Strategy Officer.



James Karonjo

James Karonjo was appointed as the Information Communication Technology Officer.

Open Opportunities

In February 2023, we advertised for two positions namely **Member Service and Advocacy Officer** and **Human Resource Consultancy Assignment**. Both positions were widely advertised to both members and non-members. This gives our members the opportunity to further develop the knowledge and skills they have gained through the trainings that we offer. We look forward to creating more opportunities for our members as they progress in their careers.



INITIATIVES

ICS Strategic Plan 2023 - 2027

This is the five (5) year strategic plan of the Institute of Certified Secretaries (ICS). This plan covers the period from 2023 - 2027. It is the seventh written strategic plan of ICS. This plan builds on the successes of the previous ones. The sixth Strategic Plan covered the years 2018 – 2022. The Institute attained significant key milestones during its sixth strategic plan. The major achievements were in the area of governance and policy.

New Vision: Leaders in good governance for a sustainable society.

New Mission: To develop and guide on sustainability and governance standards in organizations.

Core values:

- 1) Boldness
- 2) Excellence
- 3) Integrity
- 4) Collaboration
- 5) Agility

Old ICS Strategic Plan



New ICS Strategic Plan 2023 - 2027





MENTORSHIP

The Certified Secretaries' Profession Mentorship Program (CSPMP) Graduation Ceremony

The CSPMP was established by the Council with the support of College of Fellows to provide a mentorship platform for CS students and Young Certified Secretaries. It is aimed at developing and nurturing upcoming leaders and CS champions and is in consonance with our commitment to grow, develop and sustain the pipeline of the CS profession in Kenya. The CSPMP was launched during the 26th ICS Annual International Conference held on 27th–29th April 2022 in Mombasa when the first cohort of fifty (50) mentees were fully sponsored to attend and participate in the conference.

The first cohort commenced their program on 17th May 2022 and were on course for a period of eight (8) months. We appeal for and welcome support of the CSPMP from members in form of mentorship, internship, finances and in kind. The graduation ceremony of the 1st cohort of the Certified Secretaries' Profession Mentorship Program (CSPMP) took place on 22nd November 2022 at the CPS Governance Centre, Upper Hill, Nairobi. The mentees and mentors were presented with certificates of completion and participation respectfully.

The Institute congratulates all the mentees on their achievement and wish them all the best in their new journey ahead.



CPSK ACT

CPSK ACT Review Retreat

The ICS Council deliberated and decided that there is a dire need to review the current Act which was assented to on 14th December 1988, and thereby provide for changes in the Company Secretarial Practice which have evolved over time and changes in the economy, corporate governance sector and technology as far as these impact on the affairs and business of ICS.

The Regulations to the Act were gazetted in 1990 and were last updated in 2015. There is also a need to subject these to review and update any areas that may have been superseded by best practice in global Company Secretarial Practice. Consequently, a taskforce of 14 members was formed to discuss the review and develop a draft of the new act.



FUNDRAISING INITIATIVE

Training and Office Facility Fundraising Initiative

The Council plans to develop temporal structures for hosting Institute's trainings and meetings scheduled for Nairobi and host the Governance Academy. This will deflate the cost of events to the direct benefit of members. It is proposed that this project is funded, amongst other sources, by members' voluntary contributions. The project funders will be honored through inscription of their names on the facility. I take this early opportunity to humbly request members to support this great initiative when called upon.

Management has been tasked to explore alternative and short term means of utilizing the property, including short-term lease out as may be appropriate. Consequently, the Institute is currently having a fundraising initiative to raise the amount required to put up the Ethics and Governance Center at the Institute premises.

If you would like to contribute to this initiative, the payment details are below:

- Cheques payable to Institute of Certified Public Secretaries of Kenya.
- A/c No: 1109790104, Kenya Commercial Bank, Capitol Hill Branch. Send the deposit slip to accounts@ics.ke & training@ics.ke indicating CPS Governance Center.
- Mpesa Pay Bill No: 533800. Account Number: Number of Governance Blocks.



MEDICAL SCHEME

Group Medical Scheme

The Institute has negotiated for a group medical scheme with PACIS Insurance Company for Institute members, their employees as well as their immediate family members. The scheme entry age limit is 70 years. However those who are in the scheme will remain even on attainment of the age of 70 years.

The cover benefit limit for inpatient is Kshs. 2,000,000 (Two Million Shillings) and outpatient is Kshs. 100,000 (One Hundred Thousand Shillings) per family shared. Kindly contact membership@ics.ke for more information.



THE ICS COUNCIL MET WITH DR. JULIUS MUIA, PRINCIPAL SECRETARY, NATIONAL TREASURY AND PLANNING.

Meeting with ICS Coast Branch Officials

CS Diana Sawe Tanui, Chairman ICS, met with ICS Coast Branch Chairman, CS Simon Ndiku and ICS Coast Branch Official, FCS Aboo Abdulwahid Mohamed on February 22, 2022 at the Sarova Whitesands Beach Resort and Spa, Mombasa. She was accompanied by FCS Jeremiah Karanja, Ag. CEO, ICS and CS John Gwada, Training Officer, ICS.

Collaborations and Partnerships



THE ICS COUNCIL MET WITH DR. JULIUS MUIA, PRINCIPAL SECRETARY, NATIONAL TREASURY AND PLANNING.

Meeting with National Treasury

The ICS Council met with Dr. Julius Muia, Principal Secretary, National Treasury and planning to discuss on promotion of good governance within the public sector institutions

Meeting with SCAC and University of Essex

ICS Council members together with Prof Teerooven Soobaroyen and Dr. Danson Kimani of University of Essex, UK after a meeting with Madam Wanjiku Wakogi, CEO/Secretary of SCAC to discuss “Research on Implementation Status of Mwongozo among State Corporations” on May 26, 2022.



ICS COUNCIL MEMBERS TOGETHER WITH PROF TEEROOVEN SOOBAROYEN AND DR. DANSON KIMANI OF UNIVERSITY OF ESSEX, UK.



ICS TEAM LED BY FCS JEREMIAH N. KARANJA MEET WITH MS. ANN MUGO AND MR. JACKSON NGUTHU OF RBA TO DISCUSS THE PARTNERSHIP BETWEEN THE TWO INSTITUTIONS.



CEO FCS JEREMIAH N. KARANJA AND CPA WYCLIFFE SHAMIAH AND TEAM MET TO DISCUSS THE ONGOING PARTNERSHIP BETWEEN ICS AND CMA.



ICS TEAM LED BY FCS JEREMIAH N. KARANJA MEET WITH DR. KIPKIRUI LANGAT, DIRECTOR GENERAL OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY (TVETA).



INSTITUTE OF CERTIFIED SECRETARIES (ICS) MEET WITH KENYA INSTITUTE OF SUPPLIES MANAGEMENT (KISM) DURING A COURTESY VISIT AT THE ICS OFFICES HOSTED BY THE CEO FCS JEREMIAH N. KARANJA.



CEO FSC JEREMIAH N. KARANJA AND TEAM PAY A COURTESY CALL TO THE NATIONAL HOUSING CORPORATIONS (NHC) CEO QS. DAVID MATHU AND TEAM.



EVENT HIGHLIGHTS

Council Session with Young CS Members Forum

The Young CS members are a vital part of our institute as they are the future of the profession. Consequently, the Council held a meeting with the Young CS Members Forum on March 4, 2022. CS William Kiema, Chairman of the Young CSs Forum, presented the proposals of the young members to Council on the following:

- Cost of CPD event fees.
- Transition from CS graduates to CS practitioners.
- Mentorship programme.
- Definition of a Young Member.

The Institute hopes to engage more with the Young members in a similar forum more regularly in order to incorporate them into our operations.

Annual Dinner

After a long three-year since 2019, due to the COVID-19 pandemic, the annual dinner returned. It was held on 29th July 2022 at the Sarova Panafric Hotel, Nairobi. During this year's Dinner, the Council gave the following recognitions:

- a) Members who have rendered exemplary service to the CS profession will either be commended or awarded Fellowship.
- b) Non-members who have greatly contributed to the growth of the CS profession or promotion of governance in the Country will be awarded Honorary Fellowship.
- c) Members who have either provided free services (at no consideration for any honorarium) to the Institute as well those who have supported the Institute in obtaining funding or business since January 2022 to the date of the Dinner will enter the Annual Chairman's Honor Roll for year 2022.
- d) Members who have joined the Institute since August 2019 (date of last Annual Dinner) will be officially welcomed to the CS Profession.

The Council Commends and awards Fellowship to members who have rendered exemplary service to the Institute and profession at large. The Council also awards Honorary Fellowship to non-members who have greatly contributed to the growth of the profession.

New Fellows

This year, the following members were awarded fellowship:

- 1) FCS Diana Sawe
- 2) FCS Emily Mugonyi
- 3) FCS Salome Onyonka
- 4) FCS Gabriel Kimani
- 5) FCS Calvin Nyachoti
- 6) FCS George Athiambo
- 7) FCS Dr. Dan Kagagi
- 8) FCS Austin Andrew Omondi Ouko

The following members were commended for fellowship

MEMBERS AWARDED FELLOWSHIP



NEW FELLOWS POSE FOR A PHOTO.



FROM LEFT TO RIGHT: FCS EMILY MUGONYI, FCS DIANA SAWE TANUI AND FCS SALOME ONYONKA POSE WITH THEIR AWARDS.



BENEVOLENT FUND INDUCTION RETREAT.

Benevolent Fund Board of Trustees Induction and Retreat

The Benevolent Fund Board of Trustees Induction and Retreat took place on 2nd and 3rd September 2022 at the Lake Naivasha Resort. The Retreat was facilitated by MiFun Team Builders who carried out several bonding and competitive outdoor activities on the first day. The Induction also had three (3) indoor sessions which were:

- Effective Board Support Systems (by FCS Karanja).
- Evolving Role of the Board of Trustees (by FCS Nyachoti).
- Responsibilities & Liabilities of Trustees (by FCS Nyachoti).



MEMBERS TAKING A GROUP PHOTO DURING THE ANNUAL COLLEGE OF FELLOWS AGM AND CONVENTION HELD AT SAROVA PANAFRIC HOTEL.



SOME OF THE PARTICIPANTS OF THE ANNUAL COLLEGE OF FELLOWS AGM AND CONVENTION TAKING A GROUP PHOTO.

Annual College Of Fellows AGM and Convention

The Annual College of Fellows AGM and Convention was held on 15th September 2022 at Sarova Panafric. Reports of the steering committee and of the institute chairman for the year 2021 were given. The election of the convener and steering committee members was discussed following the retirement of the present members of the steering committee.

After making a call for members to express interest for election, five (5) members had expressed interest to be elected into the Steering Committee:

- 1) FCS Kinuthia Wamwangi
- 2) FCS Beatrice Meso
- 3) Rev. Charles Victor Orodì
- 4) FCS Doris Wanjiru Murimi
- 5) FCS Abdulwahid Aboo

The five members who had expressed interest were elected and FCS Hannah Gitonga was proposed and seconded by the members at the AGM. This was proposed by FCS We would like to welcome the incoming steering committee members and the convener to their new roles.

Regional Governance Summit Rwanda

The institute held the Regional Governance Summit from the 14 of November 2022 to the 18th of November 2022 in Kigali, Rwanda. The theme of the summit was 'The Role of Professionals in Advancing Corporate Governance Agenda in East Africa'. The Institute supports governance initiatives in Rwanda and is planning to open a branch in Rwanda to increase participation in governance initiatives across East Africa.



A GROUP PHOTO OF THE DELEGATES AT THE REGIONAL SUMMIT IN RWANDA.



DELEGATES AT THE REGIONAL SUMMIT IN RWANDA.

Golden Jubilee (50 Years and Above) Members Workshop

The Golden Jubilee Members workshop took place on 28th November 2022 at the CPS governance Centre, Upper Hill, Nairobi. The workshop was for members of the Institute of Certified Secretaries who are 50 years old and above.

The topics presented on were;

- Planning and Navigating Life in Retirement by Mr. John N. N. Ng'ang'a, the Managing Director of Trauma Consultancy Ltd.
- Taking Charge of your Mental Health by Dr. Charity Waithima, Mental Health Consultant at Life-spring Wellness Services
- Taking Charge of your Physical Health by Dr. Dan K. Gikonyo, Medical Doctor at The Karen Hospital

The Golden Jubilee members turned up in good number and really engaged with the speakers during the workshop.



PARTICIPANTS OF THE GOLDEN JUBILEE (50 YEARS AND ABOVE) MEMBERS WORKSHOP TAKING A GROUP PHOTO AT THE EVENT.



PARTICIPANTS OF THE GOLDEN JUBILEE (50 YEARS AND ABOVE) MEMBERS WORKSHOP TAKING A GROUP PHOTO.

The Champions of Governance (COG) Award 2022

Since 2010 the Champions of Governance (COG) Award is organized and hosted by ICS and its partners to promote good governance in Kenya. The COG Award has provided a platform for benchmarking thus stimulating competition, innovation and efficiency. ICS appointed Bellmac Consulting LLP for the design, promotion and implementation of the 2022 Champions of Governance (COG) Award.

The 11th COG Gala Dinner was held on Friday, December 2, 2022. The winners in their various categories were as follows:

- NCBA Bank Ltd. – Finance and Investment Sector Award
- Safaricom Sacco Society Limited – Corporative Sector Award
- Public Procurement Regulatory Authority – Public Sector Entities Award
- CIC Insurance Group Ltd. – Insurance Sector Award
- KenGen Staff Retirement Benefits Scheme – Retirement Benefits Sector Award
- Kericho Water and Sanitation Company – Water Services Sector Award
- African Population and Health Research Center – NGO/Humanitarian Sector Award
- Human Resource Management Professionals Examination Board – Education Sector
- Salaries and Remuneration Commission – Commission Sector
- Ndege Chai Sacco Ltd. – Chairman of the Year Award
- KenGen Staff Retirement Benefits Scheme – C.E.O. of the Year Award
- CIC Insurance Group Ltd. – Company Secretary of the Year
- Kenya Highlands Sacco Society Ltd. – Most Improved Organization
- Mombasa Port Sacco Society Ltd. – Most Consistent Organization
- CIC Insurance Group Ltd. – Champion of Governance Award

CHAIRMAN ADDRESSING GUESTS AT
THE COG AWARD.





CIC INSURANCE GROUP LIMITED EMERGES AS THE OVERALL WINNER IN THE CHAMPIONS OF GOVERNANCE (COG) AWARD 2022.



THE ICSA COUNCIL DURING THE 11TH COG AWARD DINNER RECOGNIZED MS ESTHER WAHOME FOR BEING THE 1ST AFRICAN WOMAN IN KENYA TO QUALIFY AS A MEMBER OF THE INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS (ICSA) HAVING QUALIFIED IN 1979. LOOKING ON IS HER DAUGHTER AND CHAIRPERSON OF KEPSA, MS FLORA MUTAHI.



KENGEN STAFF RETIREMENT BENEFITS SCHEME POSE WITH THEIR COG AWARDS.

Women in Governance Conference

The Women in Governance conference took place on 7th-9th December at the Lake Naivasha Resort. The conference was targeted to the women members in the institute. The aim of the conference is to capacity build both men and women in leadership positions on current and emerging issues that they face. They also discussed the Institute initiatives that promote women as well as maintaining the balance and not leaving the men behind.



ICS CEO AND CHAIRMAN TAKING A GROUP PHOTO WITH THE EVENTS' FACILITATORS.



PARTICIPANTS, WITH SOME OF THE FACILITATORS.

Staff End Year Party

The Institute staff held their staff party on the 14th December 2022 at HillPark hotel. This was to appreciate the staff for the good work they do in ensuring the success of the Institute.



ICS CEO TAKING A GROUP PHOTO WITH THE INSTITUTE'S STAFF.



ICS CEO TAKING A GROUP PHOTO WITH THE INSTITUTE'S STAFF.



STAFF DURING THE 2022 END YEAR PARTY.



Gallery

19TH GOVERNANCE AUDITORS ACCREDITATION COURSE AT SAROVA WHITESANDS BEACH RESORT & SPA.



THE FORMER GOVERNOR OF MERU COUNTY, CS HON. KIRAITU MURUNGI, DURING A COURTESY VISIT AT THE ICS OFFICES HOSTED BY THE CEO FCS JEREMIAH N. KARANJA.



ICS TRAINING KISM COUNCIL CORPORATE GOVERNANCE AT PRIDEINN EACH RESORT & SPA..

Upcoming Events for the Year 2023

IN-PERSON GOVERNANCE & COSEC TRAININGS

DATE	EVENT	CPD	VENUE	TENTATIVE FEES (KSHS)	
				M	NM
Feb 20-24	19 th Governance Auditors Accreditation Course	20	Mombasa	100,000	NA
Feb 20-24	4 th Governance, Ethics, Risk & Compliance (GERC) Course	20	Mombasa	100,000	120,000
Mar 1-3	Corporate Governance for Tea Sub-Sector Institutions	18	Naivasha	40,000	60,000
Mar 1-3	Corporate Governance for Health Sector Institutions	18	Naivasha	40,000	60,000
Mar 1-3	Corporate Governance for Learning Institutions	18	Naivasha	40,000	60,000
Mar 10	ESG (Environmental, Social and Governance) Course Part 2	6	Nairobi	10,000	20,000
Mar 14-17	2 nd Board Induction Workshop	18	Naivasha	60,000	80,000
Mar 14-17	Governance in Constitutional Commissions and Independent Offices	18	Naivasha	60,000	80,000
Mar 22-24	Effective Management of Meetings	18	Nairobi	30,000	60,000
Apr 12-14	Corporate Governance and Compliance Workshop	18	Kisumu	30,000	60,000
Apr 24-28	Governance and Leadership Workshop	20	Dubai	110,000	130,000
May 12	The 7 P's for CoSec Services	6	Nairobi	15,000	30,000
May 23-26	County Governments Governance Convention	18	Nakuru	60,000	80,000
Jun 7	Building Endearing Sustainable CS Firms	6	Nairobi	10,000	20,000
Jun 8-9	Workshop on Writing Board Papers and Minutes	12	Nairobi	15,000	30,000
Jul 19-21	Retirement Benefits Sector Governance Workshop	18	Naivasha	40,000	60,000
Jul 19-21	Water Services Sector Governance Workshop	18	Naivasha	40,000	60,000
Jul 19-21	NGO/Humanitarian Sector Governance Workshop	18	Naivasha	40,000	60,000
Jul 19-21	Faith Based Organizations Governance Workshop	18	Naivasha	40,000	60,000
Jul 19-21	Institutional Investors and Listed Companies Governance Workshop	18	Naivasha	40,000	60,000
Aug 16-18	26 th Annual International Conference	18	Mombasa	60,000	80,000
Oct 19	Essential Skills for a CoSec as a Trusted Advisor	6	Nairobi	10,000	20,000
Oct 25-27	Annual Board Development Workshop	18	Naivasha	60,000	80,000
Nov 3	Corporate Secretaries' Workshop	6	Nairobi	10,000	20,000
Nov 21-24	7 th International Governance Summit	18	Kampala	110,000	130,000
Dec 6-8	3 rd Women in Governance Conference	18	Naivasha	50,000	50,000
Dec 6-8	1 st Men in Governance Summit	18	Naivasha	50,000	50,000

				TENTATIVE FEES (KSHS)	
DATE	EVENT	CPD	VENUE	M	NM
IN-PERSON SOCIAL EVENTS					
Feb 21	Coast Branch General Meeting and Convention	6	Mombasa	NIL	NIL
Mar 31	ICPSK SACCO AGM (11:00 AM)	3	Nairobi	NIL	NIL
April 4	Young Members Breakfast Forum (7:00-11:00am)	3	Nairobi	500	500
Apr 4	CS Students and CS Graduates Forum (2:00-4:00pm)	N/A	Nairobi	NIL	NIL
Apr 11	Western Branch General Meeting and Convention	6	Kisumu	NIL	NIL
Apr 11-14	Annual CS Profession Promotion Week (In partnership with kasneb, RCPSB, Training Institutions and CS Firms)	3	TBA	NIL	NIL
May 19	ICPSK Benevolent Fund 21 st AGM (9:00 A.M)	3	Nairobi	NIL	NIL
May 19	ICPSK 32 nd AGM (11.00 A.M)	3	Nairobi	NIL	NIL
June 30	New Members Induction Workshop (2:00-4:00 PM)	3	Nairobi	NIL	NIL
July 28	Annual Convention for members over 50 Years	6	Nairobi	5,000	5,000
Aug 17	29 th Annual Dinner (During Annual Conference)	3	Mombasa	5,000	5,000
Aug 21	Chairman's Roundtable Breakfast Meeting	3	Nairobi	NIL	NIL
Sep 24-30	1 st Annual International Excursion	20	TBA	TBA	TBA
Oct 12	10 th College of Fellows General Meeting and Convention	6	Nairobi	5,000	5,000
Dec 1	COG Award Gala Night	3	Nairobi	7,000	7,000
WEBINARS AND VIRTUAL COURSES					
Feb 13	Compliance with the Companies Act 2015 (9:00-11:00am)	2	Virtual	2,000	2,000
Feb 13	A tour of BRS System and Procedures: Registration, Foreign Companies, Appointments, Changes, Strike Off, Linking and Annual Returns and Financial Statements, Encumbrances, Restoration, Official Search, PVT and PLC Conversions (2:00-4:00pm)	2	Virtual	2,000	2,000
Feb 14	<ul style="list-style-type: none"> • Changes to share capital, Sub-division, consolidation or other alteration of share structure • Creating a charge or a security agreement (9:00-11:00am)	2	Virtual	2,000	2,000
Feb 14	Other events driven filings including changes to: articles of association, registered office, directors, secretaries, name, registered office, and accounting reference date (2:00-4:00pm)	2	Virtual	2,000	2,000
Feb 15	Personal Financial Planning and Wealth Management (In-Partnership with ICPSK Sacco) 9:00-11:00am	1	Virtual	Nil	Nil
Feb 16	Intellectual Property Registration Procedures (9:00-11:00am)	2	Virtual	2,000	2,000
Feb 16	Sectional Properties Act 2020 and Sectional Properties Regulations 2021 (2:00-4:00pm)	2	Virtual	2,000	2,000
Feb 17	Governance Audits requirements and procedures (9:00-11:00am)	2	Virtual	2,000	2,000

DATE	EVENT			TENTATIVE FEES (KSHS)	
		CPD	VENUE	M	NM
Mar 8	Governance Audit Refresher Course (9:00-1:00pm)	6	Virtual	6,000	6,000
March 15	Personal Contingency Planning (In-Partnership with ICPSK Benevolent Fund) 9:00-11:00am	1	Virtual	Nil	Nil
April 6	Effective Tax Governance and Planning Skills (9:00-11:00am)	2	Virtual	2,000	2,000
Apr 21	Creativity and Innovation Day (9:00-11:00am)	1	Virtual	Nil	Nil
Jun 12-16	5 th Governance, Ethics, Risk & Compliance (GERC) Course	20	Virtual	80,000	100,000
Jun 20	Governance Audit Refresher Course (9:00-1:00pm)	6	Virtual	6,000	6,000
Jun 22	ICPSK SACCO Members Education (9:00-11:00am)	1	Virtual	NIL	NIL
Jun 27	The Art of Decision Making (9:00-1:00pm) Decision making analytics, personalities, skills, process, tools and models)	6	Virtual	6,000	6,000
Jun 28	The Art of Prioritization and Delegation (9:00-1:00pm) • Prioritization matrix, techniques, framework and skills • Skills for effective delegation	6	Virtual	6,000	6,000
Jul 3-7	20 th Governance Auditors Accreditation Course	20	Virtual	80,000	NA
Jul 10	Law & Procedures of Meetings (9:00-11:00am)	2	Virtual	2,000	2,000
July 11	Boardroom Behaviours and Etiquette in Meetings (9:00-11:00am)	2	Virtual	2,000	2,000
July 12	Personalities, Group Dynamics and Diversity in Meetings (9:00-11:00am)	2	Virtual	2,000	2,000
July 13	Emotional Intelligence in Meetings (9:00-11:00am)	2	Virtual	2,000	2,000
July 14	Document Retention and Records Management (9:00-11:00am)	2	Virtual	2,000	2,000
July 17	Forward Looking Board and Effective Chairing (9:00-11:00am)	2	Virtual	2,000	2,000
July 18	Disagreements and disputes in meetings (9:00am-11:00am)	2	Virtual	2,000	2,000
July 19	Presentation, public speaking and persuasion skills (9:00am-11:00am)	2	Virtual	2,000	2,000
July 20	Board Papers and Board Packs (9:00am-11:00am)	2	Virtual	2,000	2,000
July 21	Minutes and Resolutions (9:00am-11:00am)	2	Virtual	2,000	2,000
July 24	An overview of Environmental Social and Governance (ESG) (9:00-11:00am)	2	Virtual	2,000	2,000
July 25	Role of governance professionals in the environmental governance agenda (9:00-11:00am)	2	Virtual	2,000	2,000
July 26	Anti-Money Laundering /Combating the Financing of Terrorism and Combating Proliferation Financing (AML/CFT/CPF)	2	Virtual	2,000	2,000
July 27	Role of governance professionals in Data Protection	2	Virtual	Virtual	2,000

DATE	EVENT	TENTATIVE FEES (KSHS)			
		CPD	VENUE	M	NM
Aug 1	CoSec Toolkit 1: Introduction to the CoSec Toolkit Course (9:00-11:00am) <ul style="list-style-type: none"> An overview of the CoSec Toolkit; How to use CoSec Toolkit as a Training Tool; Setting stage, agenda and objective for a training session; Preparing Power Points and handouts; Skills and Action Ideas 	2	Virtual	2,000	2,000
Aug 3	CoSec Toolkit 2 (9:00-11:00am) <ul style="list-style-type: none"> The Company Secretary: A Catalyst for Governance The Company Secretary: Foundations of the Job The Company Secretary: The Board's Communicator 	2	Virtual	2,000	2,000
Aug 7	CoSec Toolkit 2 (9:00-11:00am) <ul style="list-style-type: none"> Directors Duties and Liabilities Board Composition and Succession Planning 	2	Virtual	2,000	2,000
Aug 9	CoSec Toolkit 3: (9:00-11:00am) <ul style="list-style-type: none"> Delegation Board Evaluation 	2	Virtual	2,000	2,000
Aug 21	CoSec Toolkit Module 4 (9:00-11:00am) <ul style="list-style-type: none"> Effective Board Meetings Board Dynamics at Meetings Annual General Meetings 	2	Virtual	2,000	2,000
Aug 23	CoSec Toolkit 5 (9:00-11:00am) <ul style="list-style-type: none"> Share Registration and Dividends Shareholders 	2	Virtual	2,000	2,000
Aug 24	CoSec Toolkit 6 (9:00-11:00am) <ul style="list-style-type: none"> Corporate Finance Financial Oversight and Analysis 	2	Virtual	2,000	2,000
Aug 28	CoSec Toolkit 7: (9:00-11:00am) <ul style="list-style-type: none"> Strategy Development and Evaluation 	2	Virtual	2,000	2,000
Aug 30	CoSec Toolkit 8 (9:00-11:00am) <ul style="list-style-type: none"> Risk and Business Continuity Planning 	2	Virtual	2,000	2,000
Sep 1	CoSec Toolkit Module 9 (9:00-11:00am) <ul style="list-style-type: none"> Building Ethical Cultures Good Citizenship (CSR) and Integrated Reporting 	2	Virtual	2,000	2,000
Sep 5	CoSec Toolkit Module 10 (9:00-11:00am) <ul style="list-style-type: none"> Leading Change and Influencing 	2	Virtual	2,000	2,000
Sept 6	Succession, Probate and Administration (In-Partnership with ICPSK Benevolent Fund) (9:00-11:00am)	1	Virtual	Nil	Nil
Sep 11-15	21 st Governance Auditors Accreditation Course (8:00am-2:00pm)	20	Virtual	80,000	N/A

Key	<ul style="list-style-type: none"> M - Member of the Institute NM - Non-Member 	<ul style="list-style-type: none"> CPD- Continuous Professional Development CoSec- Corporate Secretarial/Secretary
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FOR ENQUIRIES

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