

**EXECUTIVE OFFICE OF THE PRESIDENT
CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE**

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When replying please quote

OP/SCAC/128 Vol. IV/ (40)

Ref. No.
and date

STATE HOUSE

P.O. Box 40530-00100

Nairobi, Kenya

4th January, 2024

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Chief Executive Officers
All State Corporations

**INDUCTION WORKSHOP FOR BOARD MEMBERS OF STATE
CORPORATIONS**

The State Corporations Advisory Committee has partnered with the Institute of Certified Secretaries (ICS) to mount induction workshops for Board Members of State Corporations. ICS is established under Cap. 534 of the laws of Kenya with a mandate of promoting the practices of good governance in both the private and public sectors. Therefore, the partnership augments the intent of promoting good governance and best practices in State Corporations.

Pursuant to the above partnership, State Corporations are invited to nominate Board Members who have not been inducted on MWONGOZO for a three (3) day induction programme which will take place at the Lake Naivasha Resort between 29th and 31st January, 2024.

It is important to note that the nominated Board Members shall be deemed to be on duty during the three-day training.

Enclosed, find a self-explanatory letter from the Chief Executive Officer, ICS, dated 2nd January, 2024 (**copy attached**) for necessary action.

Felix K. Koskei, EGH

CHIEF OF STAFF & HEAD OF THE PUBLIC SERVICE

**Copy to: All Cabinet Secretaries
All Principal Secretaries**

Secretary

State Corporations Advisory Committee
KICC, 14th floor

NAIROBI

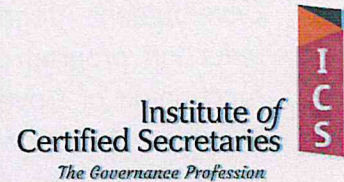
Ag. Inspector General (Corporations)

Inspectorate of State Corporations
Railways Headquarters

NAIROBI

CPS Governance Centre
Kilimanjaro Road, Upper Hill
P. O. Box 46935-00100
Nairobi, Kenya

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+254 792 167 185
+254 792 164 772
www.ics.ke; info@ics.ke



January 2, 2024

FCS Simon M. Indimuli, OGW., MBS
Secretary/Chief Executive Officer
State Corporations Advisory Committee (SCAC)
P. O. Box 42145 - 00100
NAIROBI

Dear FCS Indimuli,

**3RD QUARTER (FY 2023/2024) MWONGOZO BOARD INDUCTION
JANUARY 29TH TO 31ST, 2024 AT THE LAKE NAIVASHA RESORT**

The Institute of Certified Secretaries (ICS) is a statutory professional membership organization under National Treasury and Economic Planning, established by the Certified Public Secretaries of Kenya (CPSK) Act, Cap. 534 Laws of Kenya. Over the years, ICS has been supporting institutions on matters governance including development/review of governance documents; training; governance assessments; Board evaluations; among others. ICS supported SCAC and Public Service Commission in development of *Mwongozo*. In a bid to entrench governance principles under *Mwongozo*, SCAC and ICS have for the last nine (9) years, jointly conducted capacity building programs through Board Inductions resulting to significant transformation of public sector governance. This is in line with the Institute's mandate of promoting good governance in public and private sectors.

Reference is made to letter from the Office of Prime Cabinet Secretary, *Ref. No. OPCS/SCAC 9/ 128 Vol. IV/ (212)* dated 23rd March, 2023 sanctioning Induction program for Boards of State Corporations. In the 1st quarter of the Financial Year 2023/2024, ICS and SCAC partnered in carrying out a capacity building program for Boards of State Corporations on *Mwongozo* between 2nd to 14th July, 2023.

A three-day *Mwongozo* Board induction program for 3rd quarter of FY 2023/2024 has now been scheduled to take place at the **Lake Naivasha Resort (Naivasha)** from **Monday 29th to Wednesday 31st January, 2024.**

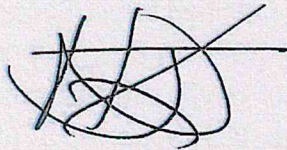
The program is designed to expedite realization of the goals expressed in Kenya Vision 2030 Development Program and the Bottom-Up Economic Transformation Agenda (BETA). The induction program lays emphasis on critical issues in Board organization and operations, functioning of Government as a whole, responsibilities of Boards, conduct of Board Affairs based on Mwongozo, resource mobilization, and oversight responsibility through the budget and audit function. Enclosed herewith is a detailed training program.

The training (tuition only) costs **Kenya Shillings Sixty Thousand only (Kshs. 60,000)** per participant that is payable to Institute of Certified Public Secretaries of Kenya A/c No: 1103151045, SWIFT CODE: KLENX, Kenya Commercial Bank, Capitol Hill Branch. Deposit slip should be sent to accounts@ics.ke with a copy Training@ics.ke and indicating name of the State Corporation as well as list of participants. The amount is paid in advance and caters for training, lunch, break time refreshments and certificate of participation.

Applications should be submitted to ICS and SCAC in the enclosed registration form not later than **19th January, 2024**. All enquiries and clarifications should be directed to Mathew Tuitoek on 0720921959, mctuitoek@scac.go.ke; or Cecilia Mbothu on 0722319986, cmbothu@gmail.com; both of SCAC.

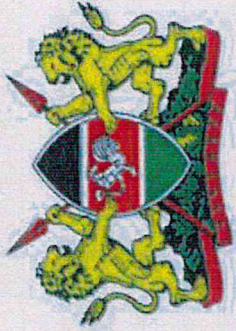
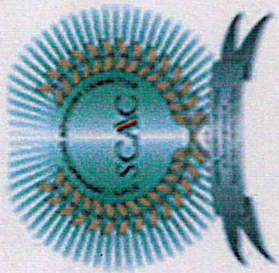
We kindly request that you bring this information to the attention of State Corporations.

Yours sincerely,



FCS Jeremiah N. Karanja, MBS
CHIEF EXECUTIVE OFFICER

Enclosed: *Program*
Registration Form



Republic of Kenya

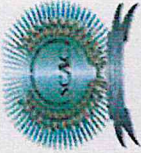


Institute of
Certified Secretaries
The Governance Profession

MWONGOZO INDUCTION FOR BOARDS OF STATE CORPORATIONS
VENUE: LAKE NAIVASHA RESORT, NAIVASHA
PROGRAMME: MON. 29TH JAN. TO WED. 31ST JAN. 2024

DAY	TIME	TOPIC	FACILITATOR
Day 0	4.00pm	Delegates Arrival	HOTEL
Day 1	7.00am - 8.00am	Registration Prayers & Introduction	Secretariat (SCAC/ICS) FCS Simon Indimuli, OGW., MBS., Secretary & CEO - SCAC
	8.00am - 8.15am	Levelling expectations	FCS Jeremiah Karanja, MBS., Secretary & CEO - ICS
		Welcoming Remarks	Mr. Philip Mong'ony Chairman/SCAC
	8.15am – 8.30am	Official opening	Mr. Felix Koskei, EGH., Chief of Staff & Head of Public Service
	8.30am - 9.15am	Onboarding of Government services to the e-citizen platform: Rationale, gains and opportunities	Secretary to the Cabinet
	9.15am – 9.30am	PLENARY	The National Treasury
	9.30am - 10.15am	The role of the Board in times of Fiscal Constraints & Reform	
	10.15am - 10.30am	PLENARY	
	10.30am - 11.00am	Health Break	
	11.00am - 11.45am	Values and Principles of Public Service	Public Service Commission
	11.45 - 12.00pm	PLENARY	
	12.00pm - 1.00pm	Legal and Institutional Framework for State Corporations	Inspectorate of State Corporations
	1.00pm - 1.15pm	PLENARY	
1.15pm - 2.00pm	Lunch Break		
2.00pm - 2.45pm	Corporate Governance Principles under Mwongozo and Emerging Issues	ICS	

	3.00pm – 3.45pm	Government Policies Governing Board Operations	FCS Simon M. Indimuli, OGW., MBS., Secretary/SCAC
	3.45pm – 4.00pm	PLENARY	
5.00pm-5.30pm Health Break and Close of Day 1			
Day 2	8.00am – 8.45am	Duties and Liabilities of the Board, Chairperson, Members, CEO and Corporation Secretary	ICS
	8.45am – 9.00am	PLENARY	
	9.00am-9.45am	Emotional Intelligence in Managing Board Dynamics	ICS
	95am-10.00am	PLENARY	
	10.00am-10.30am	Health Break	
	10.30am- 11.30am	An Overview of Governance Audit Framework	ICS
11.30am- 11.45am	PLENARY		
11.45am-12.45pm	Role of the Board in Mooting and Driving Organizational Strategy	SCAC/ICS	
12.45pm-1.00pm	PLENARY		
1.00pm-2.00pm	Lunch Break		
2.00pm-3.00pm	Ethical Leadership in Boards	SCAC	
3.00pm-3.30pm	PLENARY		
3.30pm – 4.30pm	Effective Management of Meetings	SCAC/ICS	
4.30pm – 5.00pm	PLENARY		
5.00pm-5.30pm Health Break and Close of Day 2			
Day 3	8.00am – 8.45am	Statutory Compliance and Alternative Dispute Resolution (ADR) in State Corporations	Office of the Attorney General
	8.45am– 9.00am	PLENARY	
	9.00am – 9.45am	Role of the Board in Financial Oversight, Risk Management and Internal Controls	Office of the Auditor General
	9.45am -10.00am	PLENARY	
	10.00am - 10.30am	Health Break	
	10.30am – 11.15am	Role of the Board in Institutionalizing Corruption Prevention in State Corporations	Ethics & Anti-Corruption Commission
11.15am -11.30am	PLENARY		
11.30am – 12.15pm	The Public Procurement and Asset Disposal Framework in State Corporations	Public Procurement Regulatory Authority	
12.15pm – 12.30pm	PLENARY		
12.30PM – 1.00PM	ULIZA UJIBIWE	SCAC/ICS PLENARY	
1:00pm	Official Closure & Award of Certificates	Mr. Arthur Osiya, CBS, Principal Administrative Secretary/EOP	
1.30pm – Lunch Break and Departure			



BOOKING/NOMINATIONS FORM

Complete & send back this form to: Training@ics.ke with a copy to mctuitoek@scac.go.ke and cmbothu@gmail.com by 22nd January, 2024.



Institute of
Certified Secretaries
The Governance Profession

**3RD QUARTER (FY 2023/2024) MWONGOZO BOARD INDUCTION
JANUARY 29TH TO 31ST, 2024 AT THE LAKE NAIVASHA RESORT (NAIVASHA)**

Name of Organization:	Telephone:	
	E-mail Address:	
Name of Nominating/ Authorizing officer /Contact Person:	Designation:	
	Contacts details:	
	Signature:	
	Date:	

We nominate the following persons for the Induction Workshop for Board Members of State Corporations at Lake Naivasha Resort from Monday 29th to Wednesday 31st, January 2024.

	Full Name (s)	Designation	Email Address	Mobile No.	Cohort/Date
1.					
2.					
3.					
4.					
5.					
6.					

7.				
8.				
9.				
10				

We enclose proof payment of Kshs. _____ for the above-named person(s) being payment for their Tuition Fees.

- Tuition fee is Kenya Shillings Sixty Thousand only (Kshs. 60,000) per participant payable to Institute of Certified Public Secretaries of Kenya
- A/c No: 1103151045, SWIFT CODE: KLENX, Kenya Commercial Bank, Capitol Hill Branch.
- PAY BILL No: 533800; on the 'Account Name' option, indicate name of the organization
- Deposit slip / payment confirmation should be sent to accounts@ics.ke with a copy Training@ics.ke and indicating name of the State Corporation as well as list of participants.

For any enquiries or clarifications, contact: Mathew Tuitoek on 0720921959, mctuitoek@scac.go.ke; or Cecilia Mbothu on 0722319986, cmbothu@gmail.com, both of SCAC

- Prior cancellation is allowed subject to the following conditions:
- All cancellations must be notified to the Secretariat in writing; cancellations by telephone will not be acceptable.
 - Cancellation done within 15 days to commencement of the event, a refund will be processed less 30% applicable administration fee.
 - Cancellation done within 10 days to the commencement of the event, a refund will be processed less 50% applicable administration fee.
 - NO refunds will be processed thereafter.