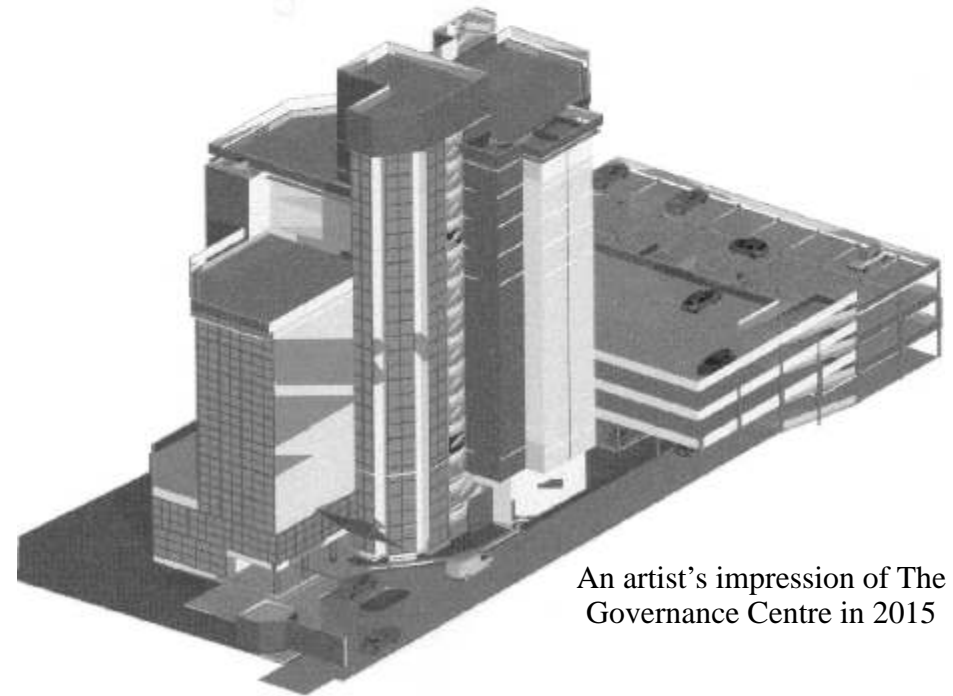




**THE INSTITUTE OF CERTIFIED
PUBLIC SECRETARIES OF KENYA**

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An artist's impression of The
Governance Centre in 2015

**2012
CALENDAR OF EVENTS**



Mr. Hosea Kili, Managing Director of LapTrust and the LapTrust Team receive the Trophy for the 1st Runners-up Overall Champion of Governance Award from Honorable Professor Githu Muigai, Attorney General of the Republic of Kenya. Looking on is CS. Joe Mwangi Mbutia, Chairman ICPSK and Mr. Joshua W. Wambua, CEO, ICPSK.

Members who were not able to attain the required 20 CPD hours for 2011 have a window of opportunity up to March, 2012 to gain their CPD hours for year 2011 and be in good standing. To attain their 20 CPD hours for year 2012, members will be required to choose and attend CPD programmes in the Calendar of Events for 2012.

DIRECTORATE OF INDUSTRIAL TRAINING (DIT)

The Institute is a registered management trainer with DIT for the purpose of reimbursement from Industrial Training Levy Fund for levy contributors.

9. Seminar on Devolution and County Governments

This seminar will focus on governance aspects and implementation issues of the Constitution and therefore prepare all professionals to make a great impact on attaining good corporate governance in this Country under the devolved governments. The role of the Corporate Secretary in the Devolved Governments will be emphasized, based on the Statute on Devolved Governments.

10. Corporate Governance Programme for Directors and Corporate Secretaries

A recurring question in corporate scandals and collapses is usually 'Where was the Board?' The recent global recession highlighted the importance of good corporate governance and showed that the key driver of governance performance is usually the Board of Directors, who have to be effective in practice. This seminar therefore targets the Directors and the Corporate Secretaries and will discuss the practicalities of establishing effective governance structures at the top of the organization.

11. 2nd Corporate Secretaries Seminar

This 2nd Corporate Secretaries Seminar will focus on corporate secretaryship and compliance issues. The essence is that the seminar will be a continuation of the 1st Corporate Secretaries Seminar taking into consideration the life cycle of a corporation; Mergers, acquisitions, winding up, liquidation, among other issues are presented.

12. Induction Programme for New Members

This is an annual program intended to introduce new members to the operations of the Institute and aspects of the Certified Secretary Profession. All members of the Institute registered between November 2011 and October 2012 are encouraged to attend, including members registered earlier who have not yet been inducted into the operations of the Institute.

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

The professional world has become not only dynamic but also very competitive. Significant changes and challenges can be observed in the regulatory background within which the Certified Secretary must operate. To keep pace with these changes and challenges, the Certified Secretary has to continuously update and also increase his/her knowledge so as to be current in all aspects of his/her professional career.

The Institute has a duty to its members and the public at large, in ensuring that the highest standards of professionalism are maintained by its members and this is done through the Continuous Professional Development (CPD) Programmes in this Calendar.

Every member of the Institute is expected to actively participate in the programmes and functions and attain the minimum CPD credits required. The CPD Credits are in two categories; structured and unstructured. The unstructured credits are earned from activities of other recognized institutions while the structured credits are earned from activities and functions that are organized by the Institute. In this calendar, the members are offered a variety of programs, comprising visual discussion programmes, seminars and social programs, from which to attain the required CPD credits. **For 2012, every member is required to attain a minimum of twenty (20) structured units and ten (10) unstructured.**

VISION

To be a world class Institute and centre of excellence in governance, administration and management.

MISSION

To promote the practice of good governance, administration and management through competence development of members and dissemination of knowledge on best practice to stakeholders.

THE INSTITUTE OF CERTIFIED PUBLIC SECRETARIES OF KENYA

CALENDAR OF EVENTS - 2012

Date	Event	CPD Credits	Committee Responsible
March 2	2012/2013 National Budget Proposals Workshop	8	Membership Services
March 15-16	1ST Corporate Secretaries Seminar	15	Education
April 6	19TH ANNUAL DINNER	4	Membership Services
April 26	Seminar on Opportunities for Professionals in the County Governments	6	Education
May 4	21ST ANNUAL GENERAL MEETING	3	Council
May 18	Certified Secretary in Practice Seminar	6	Education
June 18	2012/2013 National Budget Review Workshop	8	Membership Services
June 28	Seminar on Board Evaluation	6	Education
July 20	Fellows' Forum	6	Education
August 8-10	16TH ANNUAL INTERNATIONAL CONFERENCE	18	Education
September 14	Seminar on Devolution and County Governments	6	Education
September 28	COG Award Ceremony	4	Corp Gov
October 5	Cocktail Party for CPS Graduates	-	Membership Services
October 12	Certified Secretary in Practice Seminar	6	Education
November 1-2	Corporate Governance Programme for Directors and Corporate Secretaries	15	Education
November 15-16	2ND Corporate Secretaries Seminar	15	Education
November 23	Induction Programme for New Members	3	Education
December 7	End of Year Cocktail	2	Membership Services

Required CPD Credits for each member is 20 Hours per annum

SYNOPSIS OF THE SEMINARS

1. 2012/2013 National Budget Proposals Workshop

This is an annual Workshop during which members get the opportunity of generating proposals for inclusion in the National Budget. Recommendations made at the Workshop will be forwarded to the Ministry of Finance for consideration in the year 2012/2013 National Budget process.

2. 1st Corporate Secretaries Seminar

This is an annual event that deals with the technical aspects of corporate secretarial practice and any changes thereof. This 1st CPS Seminar deals with the incorporation of a company and its early life, while the 2nd CPS Seminar deals with the later life of a Company such as liquidation and receivership.

3. Seminar on Opportunities for Professionals in the County Governments

This seminar will explore the opportunities for professionals in the County Governments as well as the role they have to play in order to create the capacity required at the Counties. It will also serve as a good opportunity for the members to understand how the counties will operate.

4. Certified Secretary in Practice Seminar

The Institute conducts two CS Practitioners Seminars, separate and distinct from the Corporate Secretaries Seminars. These seminars, one to be held in May and the other in October, will address issues specific to the Certified Secretary in Practice and will also offer the practitioners an opportunity to share experiences on the various issues that they face in Practice.

5. 2012/2013 National Budget Review Workshop

This workshop will summarize the major highlights of the 2012/2013 National Budget and the impact thereof on governance practices, businesses, individuals and the country as a whole.

6. Seminar on Board Evaluation

Board evaluation constitutes good governance practice and can be a valuable process in improving board performance. This seminar presents a toolkit for board evaluation in a time-efficient and cost-effective way.

7. Fellows Forum

This is a newly introduced programme specifically for the Fellows of the Institute and will be used for discussions on the development of the Certified Secretary Profession. It will be a two day event to be held outside Nairobi.

8. 16th Annual International Conference

This is a premier event of the Institute and will be held in Mombasa. The Annual Conference focuses on contemporary issues and affords members an opportunity to network with their fellow professionals. Members can also utilize this opportunity to take their families on holiday as they attend the Annual Conference, hence mixing business with pleasure.