



INSTITUTION OF ENGINEERS OF KENYA (IEK)

MEMBERSHIP COMMITTEE TERMS OF REFERENCE 2024 – 2026

| | |
|--------------------|----------------------------------|
| Document Approver | IEK COUNCIL |
| Document Custodian | IEK CEO |
| Review Frequency | 2 Years |
| Document Date | April 2024 |
| Document Status | Draft Awaiting Review & approval |
| Approval Date | |

Table of Contents

| | | |
|-----|---|----|
| 1. | Introduction..... | 3 |
| 2. | Purpose..... | 3 |
| 3. | Relevant Strategic Goals and Objectives..... | 3 |
| 4. | Responsibilities and Functions..... | 3 |
| a) | Maintain quality membership..... | 4 |
| b) | Attractiveness..... | 4 |
| c) | Recruitment..... | 4 |
| d) | Retention..... | 5 |
| e) | Administration..... | 5 |
| 5. | Membership and Composition..... | 6 |
| 6. | Committee Leadership..... | 6 |
| 7. | Meetings and Operations..... | 6 |
| 8. | Conflicts of Interest..... | 7 |
| 9. | Independent Advice..... | 7 |
| 10. | Task Groups/ Sub-committees..... | 7 |
| 11. | Authority..... | 8 |
| 12. | Review of the Terms of Reference..... | 8 |
| 13. | Appendix 1: Sub-Committee..... | 8 |
| 14. | Appendix 2: <i>Implementations Matrix</i> | 10 |
| 15. | Appendix 3: COMMITTEE NOMINATION PROFORMA CURRICULUM VITAE..... | 19 |
| a) | GENERAL INFORMATION..... | 19 |
| b) | PROFESSIONAL EXPERIENCE..... | 19 |
| c) | INVOLVEMENT IN THE PROFESSION..... | 19 |
| d) | KEY RELEVANT ATTRIBUTES AND CONTRIBUTION TO OFFER TO THE NEW COUNCIL/COMMITTEE..... | 19 |

1. Introduction

The Constitution and Bylaws of IEK provide that the Council may establish Committees to undertake specific functions on behalf of the Council.

In line with IEK's Constitution and Bylaws, the Council shall establish a Committee to be known as Membership Committee. The Committee may establish sub-Committees to assist it in the conduct of its business provided the Council approves such action.

The committee shall work within these terms of reference and as directed by the Council to meet the expectations of members. The committee term is two years.

2. Purpose

The primary mandate of the Membership Committee to promote growth in membership of all classes; create diverse, inclusive and supportive mentorship programme, oversee membership application processes and promote the welfare, diversity and inclusion of membership of all classes by ensuring needs of all members are catered for regardless of their race, gender or creed.

The committee comprises of Welfare Subcommittee and the Mentorship Board whose scope of work is given in **Appendix 1**.

3. Relevant Strategic Goals and Objectives.

The IEK Membership Committee will contribute towards the achievement of **Strategic goal 1 , The people- Membership** with which the main **objective** is to enhance IEK as an inclusive, revered and member-driven learned society of the engineering profession.

4. Responsibilities and Functions

The committee will provide quarterly updates/report containing details on objectives, tasks, Key Performance Indicators (KPIs), targets, and timelines accomplished, aligned with the implementation's matrix as seen in **Appendix 2**.

The responsibilities and primary functions of this committee are: -

a) Maintain quality membership.

- i. Grow IEK Membership by 15,500
- ii. Create a one stop Portal for member services.
- iii. Hold regular member meetings and leadership forums to address member concerns and welfare.
- iv. Create clear value propositions for each membership group.
- v. Maintain excellence and recognition awards.
- vi. Reach out to inactive members to enhance inclusion and standing of membership.
- vii. Optimize the benevolent fund.
- viii. Monitor members' satisfaction levels and gather feedback to continuously improve the membership experience.

b) Attractiveness

- i. Improve advocacy by continuously speaking on issues engineering.
- ii. Empower Mashinani and outreach activities.
- iii. Enhance publicity, awareness and participation in National conversations through media briefings and CSR.
- iv. Enhance visibility of members through strategic partnerships with industry and other stakeholders.
- v. Champion welfare of engineers on attachment, fair remuneration and scheme of service.
- vi. Pursue linkages to support global mobility for engineers.
- vii. Actively engage in enterprise development through incubation for novel ideas and awarding excellence in engineering.

c) Recruitment

- i. Incentivize members to assist in the recruitment of new members e.g through CPD points award.
- ii. Enhance and diversify recruitment processes- Collaborate with universities and colleges to sign up for membership of IEK as students during

induction and as GEs after they graduate.

- iii. Engage with EBK and Academia to ensure engineering courses offered are quality and recognized.
- iv. Establish a taskforce to ensure inclusion of technicians in the activities of the Institution and track their progress through college to employment.

d) Retention

- i. Maintain updated database of all IEK membership categories.
- ii. Hold team capacity building through webinars and other training events.
- iii. Organize local and international industrial tours.
- iv. Enhance member feedback and communication.
- v. Create premium services for members including long serving members.

e) Administration

- i. Receive, review and conduct professional assessment and make recommendations to the Council, to approve or reject applications for membership as appropriate.
- ii. Conduct recruitment of professional assessment panel members, develop an induction program for new panel members and conduct periodic performance reviews of the panels.
- iii. Ensure that the Institution's processes for admitting individual members are effective and comply with relevant requirements.
- iv. Review membership recruitment processes and transition requirements and advise the council on the relevant adjustments as required
- v. To present quarterly reports to the council regarding the work in progress and communicate any concern or need deemed relevant.
- vi. To create and dissolve sub-committees for undertaking specific tasks in a predetermined time frame as need arises, and to monitor their progress.
- vii. To recommend appointment of members to represent the Institution in the affairs of other bodies related to these Terms of Reference;
- viii. To develop Annual Work plans and budget for the Committee, aligned to IEK's strategic Plan, for approval by council.

- ix. Provide expert advice and recommendations to the IEK Council on matters related to membership policies.

5. Membership and Composition

The Committee shall comprise up to 11 members who are either IEK Fellows or Corporate members of good standing with relevant track record, academic qualification, and experience that will enable them to contribute optimally to the mandate thereof. Good standing means a person who has not resigned or has been suspended from membership or registration. They shall be fully paid up in terms of subscriptions.

The composition of the Committee will reflect as much as possible diversity objectives of IEK in discipline, gender, disability, culture or geography. Chairs of various interviewing panels are automatic members of the Committee.

The committee shall appoint one of the members as the secretary.

6. Committee Leadership

The Chair and the vice chair of the Committee shall be appointed by the council from amongst the current council members.

Should both the Chair and Vice-Chair be absent from a meeting, the Committee may select one of the other members of the Committee to chair the meeting.

7. Meetings and Operations

The Committee shall meet at least once a month and more frequently if there are any matters of urgency to be addressed. The quorum for the committee shall be at least 5 members.

Meetings may be conducted virtually or held in- person.

The committee decisions shall be arrived at through consensus. Where a vote is deemed necessary to make a decision it may be made by a simple majority vote of meeting attendees with the chair having the casting vote.

Any Member who has not attended three or more consecutive Committee meetings (Physical or Virtual) spanning a period of more than six months, and has not contributed to the work of the committee outside meetings during the same period, may be considered as being eligible for removal from the Committee.

The Secretary will maintain accurate records of committee proceedings, decisions, and recommendations, and submit reports to the IEK Council as required through the Honorary Secretary.

8. Conflicts of Interest

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decision related to the committee activities. A conflict of interest may be real, potential or perceived in nature.

Members of the Committee must comply with their legal, statutory and fiduciary duties and policy obligations, when discharging their responsibilities as members of the Committee. The Secretariat shall provide information to assist Committee members as appropriate to their functions.

Members of the Committee shall act in good faith and in the best interests of IEK as a whole, act with care and diligence and for proper purpose as per IEK policies.

Members of the Committee must disclose to the Chair and/or the Committee any actual, perceived or potential conflicts of interest, which may exist as soon as the Committee Member becomes aware of any issue and shall recuse themselves from discussion and/or decisions which may involve that conflict.

9. Independent Advice

Subject to approval of the council, the Committee may request the CEO to engage independent expert panelist in the emerging disciplines that the council has no local expertise. The CEO will be responsible for managing any such engagement.

10. Task Groups/ Sub-committees

The Committee may appoint Task Groups/ sub-committees from within its membership to support it to address specific areas of the Committee's work and to undertake detailed tasks to meet the Committee goals. They can be standing or ad hoc.

Each Sub-committee shall comprise of at least three members and utmost five members. The Chairperson shall be appointed by the Membership Committee Chairperson. The Secretary shall be elected from among the Sub-committee members. Other rules of operation of Sub-committees will

be similar to those of the main Committee.

11. Authority

The Committee has no authority to:

- i. Incur expenditure without prior council approval.
- ii. Speak on behalf of the CEO, President or Institution of Engineers of Kenya.
- iii. Change policies or official position statements, without approval of the Council

12. Review of the Terms of Reference

These Terms of Reference (ToR) shall be subject to periodic review in not more than two years and may be revised by the IEK Council to ensure alignment with the evolving needs and priorities of the institution and the engineering profession.

13. Appendix 1: Sub-Committee

| No. | Sub-committee | Scope of work |
|-----|------------------------------|--|
| 1. | Welfare Sub-committee | <p><i>To address the welfare needs of IEK members, ensuring their well-being and advocating for their rights and interests.</i></p> <ul style="list-style-type: none"> i. Organize member education webinars on welfare products. ii. Ensure member subscriptions to welfare products ie, Benevolent fund, Medicare and Mhandisi Sacco are updated. iii. Organize wellness activities, workshops, and forums to promote physical, mental, and emotional health among members. iv. Design and implement CSR programs through voluntary schemes. v. To develop Annual Work plans and budget for the subcommittee. vi. Any other task assigned to the subcommittee. |
| 2. | Mentorship | <i>The purpose of the Mentorship Board is to form and manage an organized network of professional Engineering</i> |

| | | |
|--|--------------|--|
| | Board | <p><i>mentors across the career lifespan, to mentor identified mentees in career development and professional growth. Providing mentorship opportunities serves to promote the mission and objectives of IEK, as well as to respond to the need from mentees across the lifespan for enriched training, networking, and professional development opportunities in the field of Engineering and related competences.</i></p> <ol style="list-style-type: none"> i. Recruitment and vetting of IEK mentors and mentees. ii. Matching and re-matching of mentors and mentees will occur at least bi-annually and as needed on a rolling admissions basis. iii. Management of all formal Mentorship Board communications (i.e., advertisements, calls for applications, regular correspondence with members) in collaboration with IEK secretariat. iv. Create IEK Mentorship Award scheme for recognition and Continuous Development Points (CPD) points (in collaboration with IEK Executive Council and Engineers Board of Kenya) and provide nominations for the awards to IEK Executive Council. v. Provide brief, bi-annual reports to the IEK Executive Council. This report and review may contain mentorship data and statistics (e.g., number of mentors and mentees, number and type of mentor/mentee interactions, satisfaction surveys). vi. Develop a workplan- delivery framework |
|--|--------------|--|

14. Appendix 2: Implementations Matrix

| Objective | Task/s | KPI | Baseline | Target | Responsibility | Timeline | | | | | Budget Kshs ('000) | |
|--|---|---|----------|------------|----------------|----------|---------------------|--------|--------|--------|--------------------|-----|
| | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | |
| Strategic Goal I: The People-Membership | | | | | | | | | | | | |
| Strategic Objective: Enhance IEK as an inclusive, revered and member-driven learned society of the engineering profession | | | | | | | | | | | | |
| Recruitment Grow Membership by 15,500 a) Graduate Engineers- 9,000 b) Corporate- 3,000 c) Companions - 2 d) Technicians 900 e) Technologists- 500 f) Fellows-500 g) Students - 1,500 h) Associates - 200 i) Companions 2 j) Affiliate firms- 10 k) honorary members- 10 | Quick Wins (short term) | | | | | | | | | | | |
| | Lobby EBK to develop a prompt for members to sign up with IEK as they register with the regulator | Redirect link from EBK website to IEK website created | 0 | 1 | Membership | | Quick link in place | | | | | 200 |
| | High Priority (short-medium term) | | | | | | | | | | | |
| | Host bi-annual membership drives | No. of Graduates registered | 6,193 | 9000 | Membership | 1500 | 3200 | 5000 | 7000 | 9000 | 6,000 | |
| | | No. of Corporates registered | 3,266 | 3000 | Membership | 400 | 1000 | 1700 | 2500 | 3000 | | |
| | | No. of Technicians registered | 56 | 900 | Membership | 200 | 380 | 580 | 800 | 900 | | |
| | | No. of Technologists registered | 40 | 500 | Membership | 100 | 210 | 320 | 400 | 500 | | |
| | | No. of Fellows registered | 162 | 500 | Membership | 80 | 180 | 300 | 430 | 500 | | |
| | | No. of Associates registered | 103 | 200 | Membership | 30 | 80 | 130 | 170 | 200 | | |
| | | No. of companions registered | 2 | 2 | Membership | | | 1 | | 2 | | |
| Affiliate firms | | 0 | 10 | Membership | 2 | 4 | 6 | 8 | 10 | | | |
| Elect honorary members | No. of honorary members elected | 0 | 10 | Membership | 2 | 4 | 6 | 8 | 10 | | | |
| Periodically Incentivize members that assist in recruitment of new members | No. of new members registered (all categories) | | 133 | Membership | 16 | 20 | 24 | 33 | 40 | 500 | | |

| Objective | Task/s | KPI | Baseline | Target | Responsibility | Timeline | | | | | Budget Kshs ('000) |
|--|---|--|------------|------------|---|-------------------------|-------------------------|-------------------------|--------------------------|-------------------------|--------------------|
| | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | |
| | Participate in Engineers employment induction | No. of new members registered (all categories) | | 120 | Membership | 10 | 14 | 20 | 26 | 30 | 1,500 |
| | Rollout subsidized student membership registration activations | No. of students registered during activations | 0 | 200 | Membership | 30 | 32 | 40 | 48 | 50 | 500 |
| | Market IEK to students during first year induction | No. of students registered | 491 | 1,000 | Membership | 160 | 180 | 200 | 220 | 240 | 2,000 |
| | Participation in Student Association dinners | No. of students registered | 491 | 300 | Membership | 40 | 44 | 54 | 76 | 86 | 1,000 |
| | Enter into MoUs with Universities and Colleges for recruitment of student membership through the dean of students | No. of MoUs with Academia | 10 | 12 | PRAC | | 3 | 3 | 3 | 3 | 600 |
| Increased member Retention | Quick Wins (short term) | | | | | | | | | | |
| | Maintain updated database for all membership categories | Updated database member | 1 | 1 | Membership | updated Member database | updated Member database | updated Member database | update d Member database | updated Member database | 300 |
| | Send reminders to members to pay their fees and stagger the payments in installments | Established subscription reminder system | 0 | Continuous | Membership | Reminders to members | Reminders to members | Reminders to members | Reminders to members | Reminders to members | 1,000 |
| Framework for staggered payment of member subscription | | 0 | Continuous | Membership | Guideline to implement staggered payments | Implementation | Implementation | Implementation | Implementation | - | |

| Objective | Task/s | KPI | Baseline | Target | Responsibility | Timeline | | | | | Budget Kshs ('000) |
|--|---|--------------------------------------|----------|------------|--------------------|------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | |
| | Identify premium services for long serving members and for members that have served in IEK committees | Guide on premium services | 0 | 1 | Membership | Premium service guideline in place | Implementation | Implementation | Implementation | Implementation | - |
| | Create targeted messages for the different membership age categories to increase their participation in IEK activities | # of targeted messages | 0 | bi-monthly | Membership | Targeted messaging | Targeted messaging | Targeted messaging | Targeted messaging | Targeted messaging | 1,200 |
| High Priority (short-medium term) | | | | | | | | | | | |
| | Conduct team capacity building through webinars | No of capacity building webinars | 0 | 10 | Membership | 2 | 2 | 2 | 2 | 2 | 2,000 |
| | Roll out regional and international tours for exposure <ul style="list-style-type: none"> identify landmark projects as potential tour sites for the different disciplines Identify sponsors to support the exposure tours Engage with other sectors such as travel and tourism to provide | No of International & Regional tours | 0 | 5 | Events & Functions | 1 | 1 | 1 | 1 | 1 | 25,000 |

| Objective | Task/s | KPI | Baseline | Target | Responsibility | Timeline | | | | | Budget Kshs ('000) |
|--------------------------------|---|---|----------|--------|----------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|--------------------|
| | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | |
| | attractive packages e.g accommodation | | | | | | | | | | |
| | Reach out to inactive members to enhance inclusion and standing of membership | % of members in good standing | | 60% | Membership | | 30% | 40% | 50% | 60% | 1,000 |
| | Maintain excellence and recognition awards | Engineering awards | 2 | 5 | Events & Functions | Excellence & recognition Award | Excellence & recognition Award | Excellence & recognition Award | Excellence & recognition Award | Excellence & recognition Award | 15,000 |
| | Award recognition certificates for outstanding performance | Outstanding performance awards | 0 | 5 | Events & Functions | Outstanding Membership recognition | Outstanding Membership recognition | Outstanding Membership recognition | Outstanding Membership recognition | Outstanding Membership recognition | 15,000 |
| Improve Member Welfare | Strengthen Mhandisi Benevolent Fund Scheme | No. of member welfare meetings/Webinars to promote the scheme | 0 | 10 | Welfare | 2 | 2 | 2 | 2 | 2 | 5,000 |
| | Strengthen Mhandisi Medicare (Medical Insurance) | | 0 | 10 | Welfare | 2 | 2 | 2 | 2 | 2 | 5,000 |
| | Establish Mhandisi Pension Scheme | Mhandisi Pension Scheme established | 0 | 1 | Welfare | Survey to establish the need | Meetings to promote the idea | Meetings to promote the idea | Documentation & Registration | Pension scheme in place | 1,000 |
| | Hold membership drives to Grow the Scheme | No. of members registered BF schemes | 127 | 2000 | Membership & Welfare | 400 | 400 | 400 | 400 | 400 | 2,000 |
| | | No. of members registered with Mhandisi Medicare | 43 | 6200 | Membership & Welfare | 1240 | 1240 | 1240 | 1240 | 1240 | 2,000 |
| Quick Wins (short term) | | | | | | | | | | | |

| Objective | Task/s | KPI | Baseline | Target | Responsibility | Timeline | | | | | Budget Kshs ('000) | |
|--------------------------|--|---------------------------------------|------------|------------|----------------|--|--|--|--|--|--------------------|--|
| | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | |
| Improved member Benefits | Establish chapters per all membership categories to boost member engagement and involvement | Chapters established | 0 | 7 | Council | Chapters established | | | | | 7,000 | |
| | Encourage feedback through the development of a complaint/feedback policy | Feedback/Complaint mechanism in place | 0 | 1 | Excom | Establishment of complaint mechanism | Member feedback | Member feedback | Member feedback | Member feedback | 150 | |
| | High Priority (short-medium term) | | | | | | | | | | | |
| | Hold regular member meetings to address member concerns and welfare | No. of member welfare meetings | 0 | 10 | Council | 2 | 2 | 2 | 2 | 2 | 5,000 | |
| | Conduct awareness campaign targeted to technicians and technologists to attract their membership | No. of awareness campaigns | 0 | 10 | Membership | 2 | 2 | 2 | 2 | 2 | 5,000 | |
| | Carry out a diagnostic study of the different engineering practices to bring out challenges and gaps, and opportunities in the sectors | Diagnostics study conducted | 0 | 1 | PRAC | | Diagnostic study | | | | 1,200 | |
| | Communicate regularly and effectively to members on IEK activities | Social media | Continuous | Continuous | PRAC | twitter spaces, tweets, Facebook, LinkedIn | twitter spaces, tweets, Facebook, LinkedIn | twitter spaces, tweets, Facebook, LinkedIn | twitter spaces, tweets, Facebook, LinkedIn | twitter spaces, tweets, Facebook, LinkedIn | 500 | |
| | | Website | Continuous | Continuous | PRAC | Up to date website | Up to date website | Up to date website | Up to date website | Up to date website | 500 | |

| Objective | Task/s | KPI | Baseline | Target | Responsibility | Timeline | | | | | Budget Kshs ('000) | |
|---|---|--|------------|------------------------------|------------------------------|---|--|--------------------------------------|--------------------------------------|--------------------------------------|--------------------|--|
| | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | |
| | | Member portal | Continuous | Continuous | PRAC | member information system | member information system | member information system | member information system | member information system | 500 | |
| | | Newsletters and regular correspondence on important events | Weekly | Weekly | PRAC | Weekly newsletters | Weekly newsletters | Weekly newsletters | Weekly newsletters | Weekly newsletters | 3,000 | |
| | Long Term | | | | | | | | | | | |
| | Operationalize IEK mentorship academy | Established mentorship Academy | 0 | Mentorship Academy | Learning & Capacity Building | Concept not and documentation | Recruitment of mentors Virtual Academy | Mentorship programs | Mentorship program | Mentorship program Academy in Plaza | 10,000 | |
| No. of members mentored | | 1,300 Students | 1,110 | Learning & Capacity Building | | | 300 | 360 | 450 | 2,000 | | |
| Enhanced Attractiveness and value proportion | Quick Wins (short term) | | | | | | | | | | | |
| | Develop and implement price differentiation in all IEK activities so that members pay less than non-members | Price differentiation framework in place | 0 | 1 | Membership | Price differentiation framework developed | Price differentiation implementation | Price differentiation implementation | Price differentiation implementation | Price differentiation implementation | 1,000 | |
| | Develop member Mobile App | IEK Mobile App | 0 | 1 | Membership | | Mobile App developed and launched | Up to date App | Up to date App | Up to date App | 600 | |
| | Review the recruitment forms for GEs and Technicians | Reviewed membership recruitment form | 0 | 1 | Membership | Updated Recruitment form | | | | | 20 | |
| High Priority (short-medium term) | | | | | | | | | | | | |

| Objective | Task/s | KPI | Baseline | Target | Responsibility | Timeline | | | | | Budget Kshs ('000) |
|-----------|--|--|----------|--------|--------------------|-----------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------|
| | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | |
| | Establish MOUs to provide member lifestyle benefits for those in good standing (e.g mortgages, insurance, software purchases, fuel, engineering standards etc) | No. of MOUs entered | 0 | 5 | Membership | 1 MOU | 1 MOU | 1 MOU | 1 MOU | 1 MOU | 500 |
| | Rotational hosting of President's dinner in the Branches | No. of President dinner hosted at IEK branches | 0 | 10 | Events & Functions | 2 | 2 | 2 | 2 | 2 | 10,000 |
| | Create a Career Portal to support membership in securing placement, jobs, mentorship, scholarships and exchange programs | Career portal | 0 | 1 | Membership | Career portal place | Career Opportunities | Career Opportunities | Career Opportunities | Career Opportunities | 3,000 |
| | Create a listing of procurement opportunities for engineering enterprises | Procurement listing at IEK Website | 0 | 1 | Membership | Link to procurement opportunities | Procurement opportunities list | Procurement opportunities list | Procurement opportunities list | Procurement opportunities list | 200 |
| | Liaise with employers of engineers to advertise employment opportunities on IEK website as well | Engineering job posting on IEK website | 0 | 1 | Membership | Job listing page IEK website | Updated job listings | Updated job listings | Updated job listings | Updated job listings | 200 |
| | Participate in Career fairs to identify potential employers for membership | No. of career fairs | 0 | 15 | Events & Functions | 3 | 3 | 3 | 3 | 3 | 3,000 |
| | Implement a robust member portal for engineers which is accessible to the public and which | Database of engineers | 0 | 1 | Membership | Engineers database | Updated database | Updated database | Updated database | Updated database | 1,000 |

| Objective | Task/s | KPI | Baseline | Target | Responsibility | Timeline | | | | | Budget Kshs ('000) |
|-----------|--|---|----------|--------|----------------|---------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|--------------------|
| | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | |
| | engineers can dynamically update with their information to facilitate their identification and access to the professional services they offer | | | | | | | | | | |
| | Create a platform where professional engineers and consultants can offer job opportunities to the GEs | Platform for GEs to access jobs from member PEs and consultants | 0 | 1 | Membership | Collaboration platform | Job listings | Job listings | Job listings | Job listings | 550 |
| | Establish and market a clear value proposition for all membership categories including targeted communication to the different membership groups | Clearly defined value propositions | 0 | 1 | Membership | Membership value proposition in place | Marketing of the value proposition | Marketing of the value proposition | Marketing of the value proposition | Marketing of the value proposition | - |
| | | % member transition to higher levels of membership | | 20% | Membership | Track member transition | Track member transition | Track member transition | Track member transition | Track member transition | - |
| | Enhance publicity, awareness and participation of IEK in National conversations through media briefings | No. of media briefings | 11 | 20 | PRAC | 4 | 4 | 4 | 4 | 4 | 1,000 |
| | Champion welfare of engineers on attachment, fair remuneration and scheme of service | No. of roundtable meetings with policy makers | 20 | 20 | PRAC | 2 | 3 | 5 | 7 | 3 | 2,000 |

| Objective | Task/s | KPI | Baseline | Target | Responsibility | Timeline | | | | | Budget Kshs ('000) |
|------------------|---|--|----------|--------|--------------------|---------------|----------------------|--------------------------------|------------------|------------------------------------|--------------------|
| | | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | |
| | Establish MoUs to provide jobs and linkages for membership at global level | No. of MoUs with international organizations | 4 | 5 | PRAC | 1 | 1 | 1 | 1 | 1 | 100 |
| | Actively engage in enterprise development through incubation for novel ideas | No. of engineering enterprises established | 0 | 30 | Membership | 6 | 6 | 6 | 6 | 6 | 3,000 |
| | Publicize CSR activities on climate change through the media and online | No. of CSR activities | 3 | 10 | Events & Functions | 2 | 2 | 2 | 2 | 2 | 2,000 |
| Long Term | | | | | | | | | | | |
| | Engage SRC to revise entry salary and benefits for graduate engineers | Reviewed entry level salary for GEs | 0 | 1 | PRAC | Position Pape | Round table meetings | Reviewe r entry salary for GEs | Implem entatio n | Impleme ntation | 800 |
| | Engage the Public Service Commission for inclusion of IEK membership as a requirement for employment of engineers | Directive/circular issued to all public entities | 0 | 1 | PRAC | Position Pape | Round table meetings | Round table meetings | Circula r issued | Impleme ntation by public entities | 800 |

15. Appendix 3 : COMMITTEE NOMINATION PROFORMA CURRICULUM VITAE

a) GENERAL INFORMATION

Name:

Date of Birth:

ID number:

County:

Gender:

Disability:

Professional Registration:

IEK membership number:

Other Professional affiliations:

Engineering Discipline:

Years of experience post-qualification:

b) PROFESSIONAL EXPERIENCE

Specialization:

Keys Experience: (Brief summary of most important work during stages of your career)

c) INVOLVEMENT IN THE PROFESSION

Contribution to IEK council, IEK Committees, Professional Associations, and societies (local and international).

d) KEY RELEVANT ATTRIBUTES AND CONTRIBUTION TO OFFER TO THE NEW COUNCIL/COMMITTEE

(why you should be appointed?)

Note: CV should be maximum 4 pages.