



INSTITUTION OF ENGINEERS OF KENYA (IEK)

POLICY RESEARCH AND ADVOCACY COMMITTEE TERMS OF REFERENCE 2020 – 2022

Document Approver	IEK COUNCIL
Document Custodian	IEK CEO
Review Frequency	2 Years
Document Date	April 27, 2020
Document Status	Draft Awaiting Review & approval
Approval Date	



Table of Contents

1. Purpose	3
2. Relevant Strategic Goals	3
3. Responsibilities and Functions	3
4. Membership and Composition	4
5. Chair	5
6. Meetings of the Committee	5
7. Conflicts of Interest	5
8. Independent Advice	5
9. Task Groups/ Sub-committees	5
10. Authority	6
11. Review of the Terms of Reference	6
APPENDIX	7



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 Policy, Research and Advocacy 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 Policy, Research and Advocacy Committee will coordinate the institution's public policy research and advocacy activities affecting the engineering profession, foster good working relations with relevant government arms and collaborate with allied organizations on matters of mutual interest.

3. Relevant Strategic Goals

The IEK Policy, Research and Advocacy Committee (PRA) will contribute towards the achievement of the following strategic goals: -

- a. **Strategic goal 2, Relevance:** - Position IEK as a thought leader in infrastructure and industrial development through policy research and advocacy. Rebrand IEK to raise the institution's visibility;
- b. **Strategic goal 3, Expertise:** - Promote excellence in engineering by establishing an annual engineering excellence awards and an online engineering resource center;
- c. **Strategic goal 4, Revenue Growth:** - Raise additional revenues through sale of merchandise, journals, guidebooks such as contract documents and site certificates.

4. Responsibilities and Functions

The responsibilities and primary functions of this committee are: -

(a) Policy Research and Analysis

- i. Establish and manage panels of experts to carry out policy research and analysis on matters relevant to the Engineering profession and to provide expert advice on matters of public interest;
- ii. Establish rapid response teams to address emerging issues;
- iii. Coordinate preparation and publication of the infrastructure score card for Kenya;
- iv. To regularly publish policy briefs and journals for engineers and associated professionals to stay current with industry practices and changes and influence policy;
- v. Develop and implement knowledge management strategies and activities including e-libraries, linkages with external and local publications relevant to engineering practice;



- vi. Prepare proposals for evidenced-based research and analytics designed to influence advancements and innovation within the engineering sector as well influence national policies on Engineering matters, and publishing of the same.

(b) Advocacy

- vii. Develop and oversee implementation of IEK communication policy and strategy which includes but is not limited to stakeholder engagement, media relations and management, crisis communications, website development, publishing newsletters, brand management, development of promotional materials and merchandise, publicizing IEK events, blogs as well as social media and digital marketing management, and all sorts of media;
- viii. Promote innovations in engineering by highlighting creative problem solving and publicizing it while carrying our annual engineering innovations awards
- ix. Coordinate production and sale of IEK merchandise;
 - x. In liaison with the events and conference committee, organize lectures, breakfast meetings, webinars, campaigns to disseminate policy briefs and engage stakeholders on matters of public interest;
 - xi. Support the IEK Executive Committee in their government relations functions such as liaison with relevant ministries, Cabinet secretaries and Government departments.

(c) Administration

- xii. To present quarterly reports to the council regarding the work in progress and communicate any concern or need deemed relevant.
- xiii. To create and dissolve sub-committees for undertaking specific tasks in a predetermined time frame as need arises, and to monitor their progress.
- xiv. To recommend appointment of members to represent the Institution in the affairs of other bodies related to these Terms of Reference;
- xv. To develop Annual Work plans and budget for the Committee, aligned to IEK's strategic Plan, for approval by council.

The list of thematic panels of experts and sub-committees are given in **Appendix A**.

5. Membership and Composition

The Committee shall comprise up to 11 members who are IEK corporate Members with relevant track record and experience that will enable them contribute optimally to the committee's functions listed above.

Two Graduate Engineers shall be co-opted into the committee for mentorship.

Further, the composition of the Committee will reflect as much as possible diversity objectives of IEK in discipline, gender, disability, culture or geography.

An officer from IEK Secretariat formally appointed by the CEO shall attend all meetings of the Committee and will provide secretarial and logistical support to the Committee.

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



6. Chair

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 of the Committee

The Committee shall meet as frequently as agreed not less than once a month. The quorum for the committee shall be at least half of the members.

Meetings may be conducted using any technology agreed by the members 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.

All the committee meetings shall be recorded by the Secretary of the committee.

The Secretary will forward the minutes/circular to the Chair of the Committee for approval. The Secretary will forward the approved minutes/ circulate to the Hon Secretary for circulation to council.

8. Conflicts of Interest

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 advisers or other professional expertise as may be necessary to undertake their function. 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 PRA Committee. The Secretary shall be elected from among the Sub-committee members. A Graduate member will be co-opted to each Sub-committee for mentorship. Other rules of operation of Sub-committees will be similar to those of the main Committee.

11. Authority

The Committee has no authority to incur expenditure without prior council approval.

12. Review of the Terms of Reference

The Committee shall review this Terms of Reference in not more than two years since it was formulated or any revision of it was approved by the council.



APPENDIX A

IEK Policy Research and Advocacy Committee schedule of working groups/ sub- committees.

Number	Title	Purpose and Task assignment
1	Buildings	<p>Affordable housing, buildings safety</p> <ul style="list-style-type: none"> i. Policy research and analysis for the building sector and provision of expert advise on matters of public interest; ii. Rapid response on emerging issues in the building sector. iii. Preparation of relevant policy briefs and articles on current industry practices to be included in Engineering journals and knowledge repositories. iv. Prepare proposals for evidenced-based research and analytics designed to influence advancements and innovation within the building sector as well influence national policies on related matters, v. Develop Sub-committee work plan and budget. vi. Any other related task assigned by the main Committee.
2	Energy	<p>Clean, renewable energy</p> <ul style="list-style-type: none"> i. Policy research and analysis for the Energy sector and provision of expert advise on matters of public interest; ii. Rapid response on emerging issues in the Energy sector. iii. Preparation of relevant policy briefs and articles on current industry practices to be included in Engineering journals and knowledge repositories. iv. Prepare proposals for evidenced-based research and analytics designed to influence advancements and innovation within the Energy sector as well influence national policies on related matters, v. Develop Sub-committee work plan and budget. vi. Any other related task assigned by the main Committee.



Number	Title	Purpose and Task assignment
3	Production/ manufacturing	<p>Local manufacturing, mechanization</p> <ul style="list-style-type: none"> i. Policy research and analysis for the manufacturing sector and provision of expert advice on matters of public interest; ii. Rapid response on emerging issues in the Manufacturing sector. iii. Preparation of relevant policy briefs and articles on current industry practices to be included in Engineering journals and knowledge repositories. iv. Prepare proposals for evidenced-based research and analytics designed to influence advancements and innovation within the Manufacturing sector as well influence national policies on related matters, v. Develop Sub-committee work plan and budget. vi. Any other related task assigned by the main Committee.
4	Agriculture	<p>Food security</p> <ul style="list-style-type: none"> i. Policy research and analysis for the Agricultural sector and provision of expert advice on matters of public interest; ii. Rapid response on emerging issues related to food security. iii. Preparation of relevant policy briefs and articles on current industry practices to be included in Engineering journals and knowledge repositories. iv. Prepare proposals for evidenced-based research and analytics designed to influence advancements and innovation within the Agricultural sector as well influence national policies on related matters, v. Develop Sub-committee work plan and budget. vi. Any other related task assigned by the main Committee.



Number	Title	Purpose and Task assignment
5	Telecommunications	<p>Telecommunications, internet, big data</p> <ul style="list-style-type: none"> i. Policy research and analysis for the Telecommunications sector and provision of expert advice on matters of public interest; ii. Rapid response on emerging issues related to Telecommunications. iii. Preparation of relevant policy briefs and articles on current industry practices to be included in Engineering journals and knowledge repositories. iv. Prepare proposals for evidenced-based research and analytics designed to influence advancements and innovation within the Telecommunications sector as well influence national policies on related matters, v. Develop Sub-committee work plan and budget. vi. Any other related task assigned by the main Committee.
6	Water and sanitation	<p>Clean, affordable water supply and sanitation</p> <ul style="list-style-type: none"> i. Policy research and analysis for the Water Supply and Sanitation sector and provision of expert advice on matters of public interest; ii. Rapid response on emerging issues related to Water Supply and Sanitation. iii. Preparation of relevant policy briefs and articles on current industry practices to be included in Engineering journals and knowledge repositories. iv. Prepare proposals for evidenced-based research and analytics designed to influence advancements and innovation within the Water Supply and Sanitation sector as well influence national policies on related matters, v. Develop Sub-committee work plan and budget. vi. Any other related task assigned by the main Committee.



Number	Title	Purpose and Task assignment
7	Transportation	<p>Roads and bridges, railways, public transportation</p> <ul style="list-style-type: none"> i. Policy research and analysis for the Transportation sector and provision of expert advice on matters of public interest; ii. Rapid response on emerging issues related to all modes of transport; Roads, Railways, Airways, Waterways and Pipelines. iii. Preparation of relevant policy briefs and articles on current industry practices to be included in Engineering journals and knowledge repositories. iv. Prepare proposals for evidenced-based research and analytics designed to influence advancements and innovation within the transport sector as well influence national policies on related matters, v. Develop Sub-committee work plan and budget. vi. Any other related task assigned by the main Committee.
8	Innovation and Knowledge management	<p>4th industrial revolution, engineering excellence awards schemes</p> <ul style="list-style-type: none"> i. Promote innovations in engineering by highlighting creative problem solving and publicizing it while carrying our annual engineering innovations awards <p>Journals, e-library</p> <ul style="list-style-type: none"> ii. Develop and recommend for implementation, knowledge management strategies and activities including e-libraries, linkages with external and local publications relevant to engineering practice; iii. Develop Sub-committee work plan and budget. iv. Any other related task assigned by the main Committee.



Number	Title	Purpose and Task assignment
9	Publicity and Brand Management	<p>Communications, public relations and brand management</p> <ul style="list-style-type: none"> i. Develop and oversee implementation of IEK communication policy and strategy which includes but is not limited to: <ul style="list-style-type: none"> a) Stakeholder engagement, b) Media relations and management, c) Crisis communications, d) Website development, e) Publishing newsletters, f) Brand management, g) Development of promotional materials and merchandise, h) Publicizing IEK events, i) Blogs as well as social media and digital marketing management, and all sorts of media; ii. Coordinate production and sale of IEK merchandise; iii. In liaison with the events and conference committee, organize lectures, breakfast meetings, webinars, campaigns to disseminate policy briefs and engage stakeholders on matters of public interest; iv. Develop Sub-committee work plan and budget. v. Any other related task assigned by the main Committee.



Appendix 2: COMMITTEE NOMINATION PROFORMA CURRICULUM VITAE

GENERAL INFORMATION

Name:

Date of Birth:

ID number:

County:

Professional Registration: IEK

membership number: Other

Professional affiliations:

Academic qualifications and year attained:

Years of experience post-qualification:

PROFESSIONAL EXPERIENCE

Specialization:

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

INVOLVEMENT IN THE PROFESSION

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

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

(why you should be appointed)

Note: CV should be maximum 4 pages.