



**INSTITUTION OF ENGINEERS OF KENYA (IEK)**

**STRATEGIC PLANNING COMMITTEE**

**TERMS OF REFERENCE 2022 – 2024**

Document Approver	IEK COUNCIL
Document Custodian	IEK CEO
Review Frequency	2 Years
Document Date	May 03, 2022
Document Status	Draft Awaiting Review & approval
Document Version	<b>IEK/SP/01</b>

**AMENDMENT SHEET**

Revision No.	Subject of Amendments	Date of Approval

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## 1 INTRODUCTION

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

In line with IEK's Constitution and Bylaws, the Council shall establish a Committee to be known as Strategic Planning committee.

The Committee may establish sub-Committees to assist it in the conduct of its business provided the Council approves such action.

## 2 PURPOSE

The purpose of the Strategic Planning Committee (SPC) is to develop, on behalf of and in consultation/collaboration with all IEK's main committees and the broader Kenyan Engineering Fraternity, a 2023-2027 strategic plan for IEK. In doing so, the SPC will look to revise IEK's mission and vision, as well as identify key strategic goals and actions that we should focus on, at the Kenyan Engineering Community-wide level, over the next five years

The Strategic Planning Committee will also monitor and evaluate the level to which the ExCom and IEK's Secretariat is implementing the Strategic Plan in place which is expiring in 2023.

For this committee to best serve its members and all its stakeholders, it will consult with the council and its membership to develop strategies and tactics that will make IEK the Engineering Professional Institution of choice in Kenya and the region.

## 3 RELEVANT APPLICABLE STRATEGIC GOAL

The IEK Strategic Planning Committee (SPC) will contribute towards the achievement of the following strategic goals:

- a) **Strategic Goal 1:** Grow IEK Membership to 20,000 by 2023; through promoting strategic planning for inclusion and diversity of all members for sustainable and more transparent Institution. (All engineers, technologists and technicians)
- b) **Strategic Goal 2:** Relevance; influence policies that identifies emerging needs of IEK members
- c) **Strategic Goal 4:** Through promotion of international tours for members for benchmarking

#### **4 RESPONSIBILITIES AND FUNCTIONS**

SPC members will be expected to:

- Champion the strategic planning process
- Be objective and take a Engineering Fraternity-wide view of issues being discussed
- Be effective communicators
- Read meeting material before attending the meetings to ensure that the committee can have full and informed discussion of agenda items
- Comment on draft documents via email outside of the meetings
- Participate in consultation events/activities on drafts of the strategic plan

#### **5 MEMBERSHIP AND COMPOSITION**

The Committee shall comprise of at least 7 members who are either IEK Fellows or Corporate Members and or Graduate Engineers of good standing with relevant track record, academic qualification, and experience that will enable them contribute optimally to the mandate thereof.

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 TENURE OF COMMITTEE**

The term of the committee shall be two (2) years.

## **7 CHAIRPERSON**

The Chairperson and the Vice Chairperson of the Committee shall be appointed in a duly constituted council meeting.

## **8 MEETINGS OF COMMITTEE**

The Committee shall meet at least once a month, and more frequently if there are any matters of urgency requiring to be addressed.

An annual schedule of planned meetings shall be prepared and submitted by 31<sup>st</sup> December of each year. The schedule shall be reviewed on a quarterly basis and be updated as necessary or as required by the Secretariat. Every effort will be made to co-ordinate with the members to maximize attendance.

Where possible, at least seven (7) working days' notice of any unplanned in-person meeting shall be provided to all members. Where possible, at least three (3) working days' notice of any technology-based meeting shall be provided to all members.

Quorum of a Standing Committee for the purpose of conducting business will be more than 50% of the members of the Committee.

IEK EXCOM members are eligible to attend meetings of the Committee on request and are entitled to receive a copy of any documentation in advance of the meeting.

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.

## **9 CONFLICT OF INTEREST**

Members of the Committee must comply with the legal, statutory and fiduciary duties and policy obligations, when discharging their responsibilities as members of the Membership 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.

#### **10 CONFIDENTIALITY AND NON- DISCLOSURE**

All members of this committee SHALL NOT disclose any content of the membership proceedings to anyone whatsoever.

#### **11 INDEPENDENT EXPERTS**

Subject to approval of the council, the Committee may request the CEO to engage independent expert disciplines that the council has no local expertise.

#### **12 TASK GROUP/ SUBCOMMITTEE**

The Strategic Planning Committee (SPC) 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 prescribed by the Committee. Task Groups/sub committees may be established on a standing basis or for a limited time, to function under the same TOR of the SPCcommittee. A Schedule of formed task Groups/ sub committees shall be compiled and submitted with the annual report to the EXCOM using prescribed formats in Appendix 1.

#### **13 AUTHORITY**

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

#### **14 REVIEW OF TERMS OF REFERENCES**

The Committee shall review this Terms of Reference in not more than two years. The Committee shall recommend any changes proposed to the Terms of Reference to the IEK Council for its approval.

#### **15 ADMINISTRATION**

The IEK secretariat CEO, in conjunction with the duly appointed officer, shall provide the administrative support necessary for the smooth running of the committee.

#### **16 REPORTING**

The Committee reports to the Council and will submit the following reports for approval:

Deliverables/outputs

1. Annual operations budget and work plan by 31st Dec
2. Report on activities planned and undertaken
3. Any other report, as the Committee deems necessary.



**APPENDICES**

Appendix 1: schedule of working groups/ sub- committees

<b>Number</b>	<b>Title</b>	<b>Purpose or Scope of Activity</b>

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)