



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

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MATTERS ARISING FROM THE MINUTES OF THE 4TH ANNUAL GENERAL MEETING HELD ON 31ST APRIL 2022

MINUTE NO.	REPORTED	STATUS
4TH AGM(KISM)/3 1/04/2021/0 4: CHAIRMAN'S REPORT	<p>KISM Towers: The National Treasury had funded a large portion of KISM Towers, up to 70% of the total construction cost. The Institute currently owed the contractors about KShs. 248M and consultants 39M. A request has been lodged with the National Treasury for further support to offset the balance.</p>	<p>We are awaiting response on the request for further support from the National Treasury. Current status: KISM's own sources (KShs. 507,686,648); National Treasury Support (KShs. 608,000,000) and Balance Payment to Contractor/Consultants stands at KShs. 288,431,392.59.</p>
	<p>Professional Register: The review and clean-up of the register was underway to facilitate fulfillment of the Continuous Professional Development (CPD) requirements; aid in the confirmation of members in good standing; and to facilitate the licensing and publishing of registered members in the Kenya gazette.</p>	<p>The Register has been cleaned up and a member register generated and updated monthly. The first ever gazette notice of licensed practitioners was released on 24th December, 2021.</p>
	<p>Registration Policy: The review and development of the Registration Policy was on-going. Upon completion of the zero draft the same would be circulated to stakeholders for input and thereafter validation.</p>	<p>The Registration and Licensing Policy is now in place.</p>
	<p>Compliance Audits: The Council committed to conducting nation-wide compliance audits to ensure non-registered/non-compliant personnel who were illegally in the Supply Chain Management (SCM) functions were weeded out. Discussions with Treasury were at advanced stages awaiting budgetary support.</p>	<p>Compliance notifications have been submitted to the Accounting Officers and CEOS. Compliance audits have been scheduled for Q2.</p>
	<p>Automation of the Registration Portal: Automation was ongoing in efforts to ensure that the end to end self-service registration process was done effectively and efficiently. Upon completion the Council would officially commission the portal.</p>	<p>The Automation of the Registration and Licensing portal is completed. Activation of accounts currently stands at 30 percent.</p>
	<p>Electronic Voting: The Council working towards concluding the automation of the voting process after which the same would be launched to ensure that members voted from the comfort of their respective</p>	<p>The electronic voting module is currently at trial stage. Elections' regulations have been approved by the Parliamentary</p>

	<p>locations without the inconvenience of country-wide travel. The legislative review of the said process was underway.</p>	<p>Committee and have been submitted to the Attorney General for finalization and gazettment.</p>
	<p>The Disciplinary Policy and Procedures had been printed and would be made available to members.</p>	<p>Disciplinary Policy and Procedures, Code of conduct and standards and guidelines have been implemented and fully operationalized.</p> <p>Delivery and publication of the 1st judgement under the Disciplinary Committee shall be posted on the website.</p> <p>Sensitization of the disciplinary instruments to be carried out in Q2 of 2022 during the membership fora.</p> <p>Development of the Investigation’s manual is currently underway.</p>
	<p>PR and Communications Policy: The Institute was in the process of engaging a PR & Communications’ agency to enhance the publicity of the Institute and profession. The agency would assist in coming up with an effective PR and Communications Policy that would be part of the overall brand strategy.</p>	<p>The PR and Communications Policy is work in progress.</p>
	<p>KISM Service Charter and Member Service Centre. The service charter had been developed to improve the level of service delivery and would be used to outline the standards the Institute promised to uphold when dealing with members and all other stakeholders. To support implementation of the service charter, the Institute was working on operationalizing the Member Service Centre (using the Huduma Centre approach) to cater for member needs and a complaint register with an escalation mechanism.</p>	<p>The draft Service Charter has been developed and the Member Service Centre is currently being worked on.</p>
	<p>On KISM re-branded Membership Cards: The newly improved re-branded membership card with value adds was launched in December 2020. Logistical challenges by the Institute’s service provider had caused delays in printing and dispatching the cards to members. This however was being resolved and members should would their cards the soon.</p>	<p>Partnership with the National bank was halted. Other alternatives are being pursued as value adds to the membership cards.</p>
	<p>Creation of Customer Service Centre: The Council had approved re-organization of the current reception to reflect a truly Customer Centric Service Centre. The</p>	<p>Staff have been trained on Customer service and culture change practice. The customer service desk has been equipped with a modern call center.</p>

	<p>area was being re-designed to take the form of the 'Huduma Centre' service provision outlook. The telephone service had also been transformed into a call-centre.</p>	
	<p>KISM Mentorship, Coaching and Internship program (KMCIP): The Membership and Welfare Committee through the secretariat was developing the KISM Mentorship, Coaching and Internship Program (KMCIP) with an aim to inculcating a culture of continuous SCM career improvement helping them become supply chain experts.</p>	<p>The Mentorship, Coaching and Internship Policy (KMCIP) has been developed and launched.</p>
	<p>Professional Indemnity and Benevolent Fund: The Secretariat had been undertaking benchmarking exercises and gathering relevant information to identify a suitable benevolent cover provider. The Institute was working with Wanunuzi Sacco to find a working formula that would accommodate all members for ease of managing the portfolio. A Goggle form had been shared with members to establish existing needs.</p>	<p>The Benevolent fund has been set up and operationalized under the <i>Wanunuzi Sacco</i>.</p>
	<p>Regional Chapters: KISM Mashinani: Four Regional Chapters had been launched with well constituted Chapter Leads and Teams. The aim was to devolve KISM Member services to the ground level, carry out Regional Chapters' engagement forums, network and share knowledge at local level in cognizance of each region's context and culture, with KISM's mandate in mind. Regional Chapter Policy and Procedures' Manual was being developed to ensure long-term sustainability of the initiative.</p>	<p>The draft Regional Chapter Policy has been developed and is awaiting member sensitization and validation in Q2 2022.</p>
	<p>A collaborative partnership with licensed firms had been drawn with a view of running joint trainings and consultations in the region and beyond.</p>	<p>Professional Standards, CPD policies and accredited trainers developed and approved.</p>
	<p>The council embarked on a Human Resource(HR) Consultancy to review the Human Resources Instruments, undertake a Human Resources Files audit and a skills audit, in the months of April to September 2020. The aim was to undertake a comprehensive organizational review to realign the current Human Resource requirements with the matching, and needed HR Skills at the Institute.</p>	<p>The Instruments have been submitted to the State Corporations Advisory Committee (SCAC). The Institute is awaiting their feedback.</p>

	The Council had commenced implementation of the recommendations including seeking for categorization of the Institute and through SCAC carrying out a salary comparison with other parastatals that would be in the same category as the Institute.	A letter was submitted to the CS National Treasury on categorization and the Institute is awaiting feedback.
	A Stakeholders' meeting was scheduled for early May 2021 to get member input and contributions on the review of the SPMA.	The SCM Bill 2021 is currently with the National Treasury for review and further processing before submission to Parliament.

Prepared & Circulated by:

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(Sign/Date)