

**SPECIAL ISSUE**

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(Legislative Supplement No. 55)

LEGAL NOTICE NO. 117

THE SPECIAL ECONOMIC ZONES ACT

(Cap. 517)

DECLARATION OF SPECIAL ECONOMIC ZONE

IN EXERCISE of the powers conferred by section 4(1) of the Special Economic Zones Act, the Cabinet Secretary for Investments, Trade and Industry declares the land specified in the Schedule, to be a Special Economic Zone.

SCHEDULE

ALL THAT parcel of land known as Land Title Number 8396/12 measuring approximately three thousand six hundred and ten acres (3610 acres) situated in Naivasha (Olkaria Area), Nakuru County.  
Dated the 26th June, 2023.

REBECCA MIANO,

*Cabinet Secretary for Investments, Trade and Industry.*

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LEGAL NOTICE NO. 118

THE SUPPLIES PRACTITIONERS MANAGEMENT ACT

(Cap. 537)

THE SUPPLIES PRACTITIONERS MANAGEMENT  
(CONTINUOUS PROFESSIONAL DEVELOPMENT  
PROGRAMMES) GUIDELINES, 2024

ARRANGEMENT OF GUIDELINES

*Paragraph*

- 1— Citation.
- 2— Interpretation.
- 3— Purpose.
- 4— Application.
- 5— Types of continuous professional development Programmes.
- 6— Unstructured continuous professional development programme.
- 7— CPD hours.
- 8— Notification of Continuous Professional Development Programmes.
- 9— Evidence of attendance.

- 10— Requirements for accreditation of a provider.
- 11— Application for accreditation.
- 12— Consideration of application for accreditation.
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- 14— Validity of accreditation certificate.
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## THE SUPPLIES PRACTITIONERS MANAGEMENT ACT

(Cap. 537)

IN EXERCISE of the powers conferred by section 16(10) of the Supplies Practitioners Management Act, Cap. 537, the Council makes the following Guidelines—

THE SUPPLIES PRACTITIONERS MANAGEMENT  
(CONTINUOUS PROFESSIONAL DEVELOPMENT  
PROGRAMMES) GUIDELINES, 2024

1. These Guidelines may be cited as the Supplies Practitioners Management (Continuous Professional Development Programmes) Guidelines, 2024. Citation.

2. In these Guidelines, unless the context otherwise requires— Interpretation.

“Act” means the Supplies Practitioners Management Act;

“accreditation” means the certification of a member to offer continuous professional development programmes to member of the Institute;

“active learning” means engagement with informational material on supply chain management or related activity;

“continuous professional development” means the means by which a member of the Institute maintains their knowledge and skills related to the supply chain management profession;

“CPD hour” means sixty minutes of active learning;

“Council” has the meaning assigned to it under section 2 of the Act;

“Institute” has the meaning assigned to it under section 2 of the Act;

“member of the Institute” has the meaning assigned to it under section 2 of the Act;

“provider” means a member accredited to offer structured continuous professional development programmes;

“practising licence” means a licence issued pursuant to section 20 of the Act;

“Registration Committee” means the Committee established under section 15 of the Act;

“year” means a period beginning on 1st January and ending on 31st December;

“structured continuous professional development programme” means the programme specified under paragraph 5(2); and

“unstructured continuous professional development programme” means the programme specified under paragraph 6(2).

3. (1) The purpose of these Guidelines is to — Purpose.

- (a) set the professional standards in relation to continuous professional development;
- (b) provide for accreditation of a person offering continuous professional development programmes to members of the Institute; and
- (c) establish a framework for sharing knowledge in supply chain management among members of the Institute

4. These Guidelines apply to members of the Institute.

Application.

5. (1) The Council shall offer structured and unstructured continuous professional development programmes.

Types of continuous professional development programmes.

(2) For purposes of offering structured continuous professional development, the programmes shall include enhancing a member of the Institute's knowledge or competence in supply chain management through—

- (a) seminars;
- (b) workshops;
- (c) conferences;
- (d) colloquia;
- (e) discussion groups;
- (f) symposia;
- (g) multi-media based or website-based programmes; or
- (h) research and preparation for an article published in a supply chain management journal of the Institute.

(3) A structured continuous development programme may be offered by the Institute or a provider.

6. (1) A continuous professional development programme is unstructured, where a member of the Institute promotes the practice of supply chain management in a manner other than the manner contemplated under paragraph 5(2).

Unstructured continuous professional development programme.

(2) The Council may award an unstructured continuous professional development hour to a member of the Institute under this paragraph, where the member of the Institute —

- (a) publishes scholarly material on supply chain management;
- (b) mentors a member of the Institute or a student of supply chain management;
- (c) renders supply chain management related services to the public at no cost; or
- (d) undertakes any other activity that promotes the practice of supply chain management.

7. A member of the Institute shall acquire thirty CPD hours from a structured continuous professional development programme and ten CPD hours from an unstructured continuous professional development programme. CPD hours.
8. The Chief Executive Officer shall every three months, notify member of the Institute of the continuous development programmes available. Notification of Continuous Professional Development Programmes. Evidence of attendance.
9. The Chief Executive Officer or a provider shall issue a certificate of attendance to a member of the Institute indicating the number of CPD hours acquired by the member of the Institute.
10. A member of the Institute is eligible for accreditation as a provider, where the person— Requirements for accreditation of a provider.
- (a) is a member of the Institute;
  - (b) holds a valid practicing licence;
  - (c) is registered as a trainer in accordance with the Industrial Training Act; and *Cap. 237*
  - (d) procures a professional indemnity cover of not less than five million shillings.
11. (1) A member of the Institute may apply for accreditation as a provider to the Chief Executive Officer, in Form CPD 1 set out in the First Schedule. Application for accreditation.
- (2) The application under subparagraph (1) shall be accompanied by—
- (a) a copy of the applicant’s certificate of registration;
  - (b) a copy of the applicant’s licence;
  - (c) evidence of registration as a trainer under the Industrial Training Act; *Cap 237*
  - (d) a copy of the professional indemnity cover specified under paragraph 10(d);
  - (e) a description of the topics to be offered; and
  - (f) the proposed mode of delivery of the content in the programme.
- (3) An application under this paragraph shall be made not later than the thirtieth day of July in every year.
12. (1) The Council shall consider an application for accreditation, within twenty-one days from the date of the application. Consideration of application for accreditation.
- (2) In considering an application for accreditation, the Council shall establish that the topics specified under paragraph 11(2)(e)—
- (a) are relevant to the practice of supply chain management;
  - (b) seek to enhance the competence of a member of the Institute in supply chain management; or

- (c) address emerging issues in supply chain management.
- (3) Where the Council is satisfied that an applicant meets the requirements for accreditation under paragraph 10, the Council shall—
- (a) notify the applicant of the decision, within seven days of making the decision; and
  - (b) issue a certificate of accreditation to the applicant, on payment of fees specified in the Second Schedule.
- (4) The Chief Executive Officer shall publish the names of members accredited as providers on the Institute's website.
13. A provider accredited shall—
- (a) pay fees specified in the Second Schedule; and
  - (b) submit a list of members of the Institute who attended the training to the Council, within seven days of the close of the training on conclusion of a training.
14. (1) An accreditation certificate issued under these Guidelines shall be valid for twelve months.
- (2) Upon the expiry of the accreditation period, a provider may apply for a renewal of the certificate in accordance with paragraph 11.
15. The Council may revoke a certificate of accreditation where the provider—
- (a) obtained the certificate in a fraudulent manner; or
  - (b) concealed material information from the Council.
16. (1) A member of the Institute who fails to acquire forty CPD hours in a year shall not be eligible to renew the practicing licence for the subsequent year.
- (2) The Chief Executive Officer shall submit a list of the member of the Institute s who have attained forty CPD hours to the Registration Committee for issuance of a practicing license, not later than the 1st day of February in each year.
17. CPD hours shall not be transferred from one member of the Institute to another or to the subsequent year.
18. (1) A member of the Institute aggrieved by a decision of the Council under these Guidelines may apply to the Council for a review, in writing, within fourteen days from the date of the decision.
- (2) A member of the Institute may apply for review where—
- (a) no appeal is preferred;
  - (b) there is an apparent error on the face of the record; or
  - (c) a member of the Institute discovers new information, which was not within the member of the Institute 's knowledge after due diligence at the time of making the application.

Obligations of a provider.

Validity of accreditation certificate.

Revocation of a certificate of accreditation.

Failure to acquire CPD hours.

Transfer of CPD hours.

Review.

(3) The Council shall notify the member of the Institute of the decision in writing on consideration of an application under this paragraph.

(4) The Council shall communicate its decision under subparagraph (3) within twenty-one days from the date of the application for review.

19. A person aggrieved by a decision of the Council under these Guidelines, may appeal to the High Court within fourteen days from the date of the decision of the Council. Appeals.

## FIRST SCHEDULE

(p. 11(1))

## Application for Accreditation

## 1. Applicant Details

Name of Applicant	
KISM Member of the Institute ship No:	
KISM Practising Licence No:	
NITA Registration No:	
Physical Address	
Postal Address & Code	
City	
Office Line	
Mobile	
Email	
Website	

## 2. Details of Topic

Title	
Overview	
Dates	
Location	
Target audience	
Mode of delivery	

## 3. Declaration by Applicant

I declare that the statements made herein are correct to the best of my knowledge.

Name	
Designation of Applicant	
Date	
Signature	



SECOND SCHEDULE

(p.12(3)(b)) (p.13(a))

FEES

<i>Description</i>	<i>Fees (Kshs.)</i>
Annual accreditation fees	500,000
CPD access fee	500 per hour for each member of the Institute.

Made on the 1st July, 2024.

JOHN KARANI NDIWA,  
*Chairman,*  
*Kenya Institute of Supplies Management.*