



BOARD INDUCTION POLICY

MAY 2023

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1. INTERPRETATION

In this Policy, unless the context otherwise requires, the following expression shall have the following meaning:

- i. **“Authority”** means Konza Technopolis Development Authority;
- ii. **“Board”** means Konza Technopolis Development Authority Board of Directors;
- iii. **“CEO”** means KoTDA Chief Executive Officer; and
- iv. **“Mwongozo”** means code of Governance for State Corporations.

2. OUR IDENTITY

2.1 Vision

A leading global Technopolis and innovation hub.

2.2 Mission

To develop a thriving sustainable smart city and a vibrant innovation ecosystem contributing to Kenya's knowledge Economy.

2.3 Mandate

To develop Konza Technopolis as a globally competitive smart city by creating an enabling environment through utilization of ICT for socio-economic development.

2.4 Strategic Objective

- i. To attract, onboard and retain investors and create a strong brand for the Technopolis.
- ii. Form partnerships with other actors in the National Innovation System, to recruit, attract, and develop high-end talent as well as create relevant, and smart innovative solutions and commercialize them.
- iii. In partnership with other actors in the Innovation Ecosystem, create a conducive environment for technology start-ups and SMEs to thrive and scale.
- iv. To develop flexible "World Class" smart infrastructure.
- v. To ensure effective smart city coordination and governance.
- vi. To develop adequate institutional capacity for efficiency, effectiveness and sustainability.

3. FOREWARD

New Directors should be provided with all the information they require to fit into their role as Directors. This is done through a thorough board induction programme. The Board Charter provides that the Board will provide new directors with an effective induction programme in order to familiarize them with their responsibilities as Directors, general principles of corporate governance and Board practices. The induction programme will also provide the Board member(S) with an orientation of the organization, strategic plans, financial status and policies, risk management, compliance programmes and the Code of Conduct and Ethics.

KoTDA also acknowledges its responsibility to encourage and support continuing professional development for all Board Members, articulated in the Training and Development Strategy to support the mandate of the Authority.

The Policy will ensure that new members of the Board are provided with all the information and orientation necessary to enable them to contribute appropriately to the decisions and operations of the Board from the time of their appointment.

I therefore call for a concerted effort from all Board Members and Management to support the Authority through adherence to this Policy.



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Dated 19/6/2023

Mr. John Okwiri

Ag. Chief Executive Officer

4. INTRODUCTION

Konza Technopolis Development Authority ("KOTDA") is a state agency established under the State Corporations Act vide the Legal Notice No. 23 of April 2012. The mandate of KoTDA is to develop Konza Technopolis as a globally competitive smart city by creating an enabling environment through utilization of ICT for socio-economic development with an additional mandate to engage in stakeholder management and mobilization to facilitate smooth operationalization of the Technopolis.

5. LEGAL FRAMEWORK

Being a State Corporation, KoTDA is governed by various statutes and government circulars published from time to time as follows:

- i. The Constitution of Kenya 2010;
- ii. Legal Notice No. 23 of 2012;
- iii. State Corporations Act;
- iv. Leadership, integrity and ethics legislation;
- v. Equality, national cohesion and integration statutes;
- vi. Corporate governance legislation and guidelines; and
- vii. Relevant laws, regulations, circulars and gazette notices.

In addition to the foregoing, KoTDA is required to comply with the provisions of Mwongozo whose principles: transparency, accountability, integrity, professionalism, innovativeness and customer focus. Mwongozo further requires the Board to develop an induction programme for new members of the Board.

6. PURPOSE

This policy seeks to ensure that new members of the Board are provided with all the information and orientation necessary to enable them to contribute appropriately to the decisions and operations of the Board from the time of their appointment.

7. SCOPE

This Policy is applicable to the Board of Directors of Konza Technopolis Development Authority.

8. ROLES

8.1 Chairperson

The Chairperson has the duty to ensure that all new directors participate in an induction programme.

8.2 Chief Executive Officer

The CEO has the duty of ensuring that the management has clearly updated the new Directors on:

- i. The Authority's mandate
- ii. The Authority's vision and mission
- iii. The Authority's financial position
- iv. The Authority's operations
- v. The Board constitution and operations
- vi. The Board's director's rights and responsibilities.
- vii. The Authority's strategic plan

8.3 Corporation Secretary

The Corporation Secretary has the duty to coordinate the induction process and report to the CEO on the conduct of the induction.

8.0 INDUCTION PROCEDURE/PROCESS

8.1 Introductory Meeting

The Chairperson, the CEO and the Corporation Secretary shall hold an introductory meeting with the new Director(s) to formally welcome the new Director(s) within two (2) weeks of their appointment. At the introductory meeting, the Director will be furnished with the induction pack which shall include:

- i. The Board Charter;
- ii. The Board Committee Charters;
- iii. Strategic Plan;
- iv. Performance Contract for the year;
- v. Authority's organogram;
- vi. Relevant policies and procedures of the organization
- vii. Board Almanac; and
- viii. Any other document necessary.

8.2 Introduction to Board, Management & Stakeholders

Within two weeks of the introductory meeting, the CS or Chairperson together with CEO and Corporation Secretary shall introduce the director(s) to the members of the Board, senior staff and stakeholders of the Authority.

8.3 Formal Induction

Each new member of the Board shall within one month of appointment should be inducted on:

- a) Ethics, values, vision, mission, culture and history of the Authority;
- b) Role and responsibilities of the Board and management;
- c) Performance Contract and Strategic Plan;
- d) Board meeting procedures and protocols (including the interaction of Directors with each other and senior management); and
- e) Overview of the organization including the functions of each department.

9.0 POLICY IMPLEMENTATION RESPONSIBILITY

The policy will be implemented by the Corporation Secretary in collaboration with the CEO.

10.0 REVIEW

This Policy shall be reviewed every three (3) years or from time to time as informed by changes in the operational environment of the Authority.

11. EFFECTIVE DATE

This policy comes into effect on this^{19TH}.....day of^{JUNE}.....2023