



**YOUNG PROFESSIONALS FORUM-ASSOCIATION OF
CONSULTING ENGINEERS OF KENYA**

BUSINESS PLAN

**Prepared by YPF –ACEK Interim Steering Committee
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1 VISION, MISSION AND VALUES

1.1 Vision

To be preferred consulting association for young engineers in Kenya, to encourage, nurture and sustain professional and personal development of young professionals.

Slogan

Create, Nurture and sustain young professional engineers

1.2 Mission Statement

To develop the consulting engineering industry in Kenya by promoting and empowering Young Professional Engineers.

1.3 Objectives

- a. To provide a networking platform for young professional engineers to share ideas, experiences and knowledge
- b. To encourage professional engineers to participate actively in ACEK
- c. To encourage professional engineers to appreciate the need to make consulting engineering business environment more conducive.
- d. To promote and create awareness of consulting engineering industry as a business to young professional engineers

1.4 Operational Strategies

- a. Encourage continued YP participation in ACEK, GAMA & FIDIC activities.
- b. Encourage ACEK -member firms to sponsor the participation of YPs in ACEK, GAMA & FIDIC YP activities.
- c. Encourage establishment and support the growth of YPFs in ACEK.
- d. Promote benefits of ACEK, GAMA & FIDIC participation to YPs and member firms; including the use of FIDIC Best Practice Tools and documents, FIDIC based training, QBS, BIMS etc.
- e. Represent the YP Community at ACEK Council; similarly encourage YP representation in GAMA YPF Committee.
- f. Solicit and liaise with the ACEK Council to promote and support YP initiatives.

1.5 Activities

The ACEK Young Professionals Forum Steering Committee (YPFSC) will provide the following services to the Young Professional community:

- a. Coordinate and execute YP events at ACEK conferences.
- b. Act as a bridge to share information between YPs and ACEK and also GAMA YP Community members.
- c. Create Opportunities for exchange programs for the YP Community
 - i. Establish contact with GAMA MA YP leaders and promote their activities regularly.
 - ii. Work with GAMA MA's YPF groups to identify trends and events of interest, and share these items with the YP community.

- d. Maintain an updated ACEK YPF webpage of people, events and activities on ACEK YP page on the ACEK Website
- e. Publish regular e-newsletters of YP activities in Kenya and therefore enhance the image of Consulting Engineering in general.
- f. Manage and direct discussions in an online forum.
- g. Manage a register of YPs in Kenya.
- h. Capacity building forums for YP development in management and other related fields.

1.6 Core Values

The YPFSC will carry out its mission in the following manner on behalf of the YP community.

- a. Listen.
We will seek the views of the wider YP community and listen to their needs and interests.
- b. Understand.
 - We will seek to understand the interests of YP members.
 - We will review, understand and support ACEK, GAMA & FIDIC goals and objectives.
 - We will encourage discussion within the YP community.
 - We will provide platforms for the Senior Professionals to share their social and professional experiences with YPs.
- c. Acting Members of the YPFSC will:
 - Clearly identify annual goals and communicate them to the YP community and ACEK Council.
 - Engage ACEK Conference Planning committees to provide input to annual conferences.
 - Regularly contact YPs to understand their challenges and identify solutions within the ACEK YP community.
 - Communicate and share successes and challenges with the GAMA YPFSC in order to strengthen the YP community.
 - Identify and recruit YPs to the ACEK YPF as leaders of ACEK YPF activities.
 - Act overall as the “unified voice” of the Kenyan Young Professionals.

2 BACKGROUND AND INTRODUCTION TO THE PLAN

2.1 Background

The ACEK Young Professionals Forum is part of the ACEK. ACEK is a member of GAMA-FIDIC (Group of Member Association of the International Federation of Consulting Engineers (Federation Internationale des Ingenieurs – Conseils - FIDIC). It was formed with the intention of providing Kenyan Young Professionals with an opportunity to participate in ACEK, GAMA & FIDIC activities with their peers, and to develop the next generation of ACEK, GAMA & FIDIC leaders.

As a leadership committee, the Young Professional Forum Steering Committee -ACEK was formed to develop communication and networking opportunities for all Young Professionals involved in the ACEK community. It is run by a committee of Young Professional volunteers.

2.2 Organizational structure

The forum consists of a YPFSC and the Young Professionals (YP's). The YPFSC will ensure that the objectives of the forum are implemented. YPFSC may identify additional roles and or subcommittees as and when required.

2.3 Membership in the ACEK YPF

Membership is open to any young engineering professional below the age of 40 working within the engineering industry who is a graduate member of EBK and wishes to join a national network of similar professionals within the ACEK community.

YPFSC members are expected to promote their involvement in the YPFSC to their fellow YPs, and to encourage participation of other young professionals in the YPF community

YPF membership is normally considered to be available to individuals from the time of graduation with a professional degree up to the age of 40.

2.4 Subscriptions of YPF Members

Every new member shall immediately, upon his application, pay his entrance fee and subscription for the then current year, and no election shall become effective until such fees and subscription shall have been paid.

The entrance fee and subscription shall be such amounts and the subscription shall be payable on such date or dates as shall from time to time be fixed by the Council and approved by the members at a YPF General Meeting.

Membership will be required to pay a subscription fee of KES 3,500 per annum

2.5 Membership in the YPF Steering Committee

Members interested in directing the activities of the YPF may apply to join the YPF Steering Committee.

ACEK YPF shall establish a National YPFSC consisting of for a two years period:

- Chairperson
- Vice chairperson

- Treasurer,
- Secretary
- Vice Secretary
- 6 other Committee Members

The ACEK YPFSC will announce a call for nominations for new YPFSC members. This may include approaching Member Firms to nominate their respective candidates to represent the YP Community. The candidates will then undergo an interview process by existing YPFSC members to select new members of the YPFSC.

The detailed process is presented in YPF –ACEK constitution

2.6 Introduction to the Plan

The purpose of the plan is to list the vision and goals of the Committee, and to map out a strategy to focus actions. The plan will:

- Set a clear direction for the YPF Steering Committee in line with the needs of ACEK, allowing younger members of the YPF to understand ACEK, FIDIC and GAMA and grow into leadership roles.
- Develop the YPFSC structure to permit periodic progress.
- Establish clear procedures for new members and leadership succession.
- Ensure that objectives are specific, measurable, achievable and realistic.

2.7 Key Deliverables

The key deliverables from the plan are:

- To work towards a greater annual participation in ACEK, GAMA & FIDIC Conference events.
- Support of ACEK initiatives.
- To increase awareness amongst ACEK and Young Professional Forums on the role of YPs within ACEK.
- To develop an enhanced communication strategy for the YP community.
- To raise the profile and awareness of the YPFSC in ACEK.
- To raise the profile and awareness of ACEK in our firms.

2.8 Core Program

The core program of the ACEK Young Professionals Steering Committee consists of four initiatives:

- a. **Organisation:** Organising professional activities for the ACEK conferences. The YPs will work closely with the ACEK Council, Secretariat and conference planning committee for conferences. All YPF activities will be inserted and scheduled on the official program each year.
- b. **Communication:** Encouraging communication within the Young Professionals community and individuals through the official ACEK website, which hosts the YP Forum.
- c. **Providing information of interest:** YPF Newsletter is a quarterly, electronic bulletin that provides information to the YP community on YP and ACEK initiatives and activities. Topics may include, but are not limited to the following:

upcoming official YP activities and initiatives; information from ACEK and YPF groups in Africa; YPFSC Chairperson messages; YP initiatives in the world of interest to ACEK; and information that encourages communication and interaction amongst members of ACEK YP community

- d. Capacity building:** Providing a platform for Capacity building in managerial and technical functions in line with ACEK objectives for capacity building among the YPs.

2.9 Key Issues to YPF

2.9.1 Participation and interest in ACEK, GAMA & FIDIC is critical to the successful existence of the YPF. Without Young Professionals who are interested in participating in ACEK, GAMA & FIDIC, the YPF will not exist.

ACEK-YP Steering Committee will need to promote its activities and relevancy to the ACEK YPs and encourage participation in ACEK, GAMA & FIDIC activities at four levels:

- ACEK
- The GAMA YP Forum
- GAMA annual conferences
- FIDIC conferences

2.9.2 Networking within ACEK YP community will provide the Steering Committee with opportunities to meet and identify individuals who are interested in the YPF, its goals, and possible leadership of YPF activities. These individuals should be encouraged to join their ACEK YPF, or possibly the YPF Steering Committee.

2.9.3 Retention of YP members is possible only if they can identify the value of continued active participation. Members of the YPFSC must be active in promoting the activities of the YPF, communications with ACEK, and individual YPs. Members must work with FIDIC to jointly promote the value of participation in YP communities.

ACEK Members must also be made aware of the activities of the YPF. One of the greatest challenges to retention in the YP community is the lack of perceived value for supporting YP participation in ACEK.

2.9.4 Marketing and communication of YPF activities at the ACEK Functions and conferences, during registration drives for activities such as the ACEK Gala dinners and annual general meeting, and through core program activities will improve the willingness of firms to sponsor and encourage YP participation in ACEK.

2.9.5 Research on key issues of interest: One activity that may be pursued by the YPF is research on key issues of interest to ACEK or the YPF community. These activities may be suggested by the Steering Committee and are usually best suited to be completed by the YPF. Key issues can be coordinated with the ACEK Functions and Conferences Planning committee in order to support the overall objectives of ACEK. Research may include questionnaires, workshops hosted by YPF, or another method that allows the YPF community to gather data about an important issue.

3 OPERATION AND DEVELOPMENT

3.1 Operations

The YPF Steering Committee is the primary operational organization within the YPF. The YPFSC will work to gain the active support of ACEK in order to fulfill the objectives of the YPFSC and YPF.

3.2 ACEK Conferences and Functions

The following activities are considered an important part of YPF participation in ACEK functions and conferences. This list may be modified, as necessary, to support future YPFSC objectives.

3.2.1 Executive Meetings - YPSC

Executive Meetings will be held regularly. The Chair or Vice-Chair will conduct the meetings. These meetings are intended to provide a forum to provide updates and raise any concerns.

All young professionals interested in the activities of the executive are invited to attend. Meeting minutes will be recorded for every meeting. The next meeting's objective, location, date, and time will be set before the current meeting is adjourned.

3.2.2 Planning Committee:

The YPFSC will appoint one member to participate in the ACEK Planning Committee for ACEK functions and conference. This will allow the YPF to be aware of conference activities and properly plan and schedule its events.

3.2.3 Presentations (Speaker Series)

Throughout the year, ACEK-YPSC will organize three to four presentations for the YPF members at large.

These presenters can provide guidance in the engineering industry, suggest ways young professionals can get involved in ACEK or with other organizations, and present options for the many career roles within the consulting industry.

3.2.4 Post-Secondary Presentations

ACEK-YPSC will organize a mixer-style event at post-secondary institutions. The intent of this event is to ensure that students nearing graduation from university recognize consulting as a viable career option.

All engineering students in the final two years of their education are to be invited to the mixer. YPF Members will be invited to represent the consulting engineering industry.

Students will not be charged for attending the event; therefore, it is the responsibility of the YPF to arrange for funding of the event.

3.2.5 Annual YP Forum

YPFSC will select a sub-committee to plan a forum each year. When possible, this event will be scheduled to take place in conjunction with the ACEK AGM.

This event is intended to improve communication and provide an opportunity for personal/professional development.

It is the responsibility of the Executive Committee to report on the YPG Core Activities and to make notes after each event and report back to the Chair, with the intent of improving future events.

3.3 YPFSC Meetings

3.3.1 Monthly Meetings

The YPFSC Chairperson shall schedule and arrange for all members to participate in monthly meetings. Members of YPFSC will be required to physically attend these meetings.

However in special circumstances, an appropriate vehicle that allows all members to participate may be used. Internet teleconferencing or IM systems provide a good means of achieving the proposed meetings. Skype is recommended; other appropriate systems may be explored and considered.

An agenda shall be prepared for each meeting, and minutes are to be distributed to members within one week of the meeting. Action items should be clearly identified.

5 PERFORMANCE MEASUREMENT

The YPFSC members will measure their ability to complete objectives on an annual basis. This responsibility will be led by the outgoing Chairperson and incoming Chairperson nominee.

Feedback from the ACEK Council will be solicited to identify opportunities to improve coordination and support of ACEK objectives within the YPF.

6 BUDGET

To assist the YPF in meeting its objectives and those of GAMA, an annual budget of KES_____ is proposed, to cover primarily the representational duties outlined above.

ACEK YPFSC will be responsible for drawing up the annual budget for presentation to ACEK Council. Special attention will be given to GAMA and FIDIC annual conferences, Marketing and Communication of YPF activities to ACEK as set out in Section 2.8.

Any spending of this budget is subject to the approval of the ACEK Council through the representative of ACEK YPFSC.