



Engagement Guidelines For The Operation Of Sustainable Energy Access Forum Kenya (SEAF-K)

PREAMBLE

The energy sector in Kenya is characterized by many players who operate under various thematic areas. These thematic areas do not necessarily coordinate with each other to address energy poverty in the country. More often than not, they work independently to drive the agenda of their thematic areas. What has existed is more or less an ad hoc collaboration among the various players (government, private sector, academia, CSOs, research institutions) in the energy sector. This fragmentation at policy, market/sector, technical, institutional and finance levels undermines efforts geared toward addressing the challenges of energy poverty in Kenya. This fragmentation has continued to have a negative impact on the national economy as well as social development and the environment. It is therefore vital for various stakeholders to come together and jointly promote the energy access agenda as a way of eradicating energy poverty in Kenya.

These engagement guidelines provides for the rules of procedure, meetings, conduct, functions and responsibilities for the Sustainable Energy Access Forum Kenya (SEAF-K). The engagement guidelines and principles define membership recruitment criteria and recognize the need for SEAF-K members to relate and operate harmoniously with credible operational procedures. The guidelines will promote cohesion between members, assist in strengthening the confidence among membership and enhance efficient service delivery by the leadership of SEAF-K.

Entry into force

These guidelines shall come into force upon endorsement by at least 10 members of SEAF-K.

1. NAME, SECTOR FOCUS AND GEOGRAPHIC COVERAGE

1.1. The Name

The name of the forum shall be the Sustainable Energy Access Forum Kenya (SEAF-K), hereafter referred to as the Forum.

1.2. Sector Focus

The sectorial focus for SEAF-K shall be sustainable energy.

1.3. Geographic Coverage

SEAF-K shall promote sustainable energy related issues in Kenya.

2. VISION, MISSION AND OBJECTIVES

2.1. Vision

All Kenyans have total energy access to clean and sustainable energy services

2.2. Mission

Provide a platform for multi-stakeholder engagement and participation in addressing sustainable energy access for all.

2.3. SEAF-K Objectives

The objectives of SEAF-K shall be:

- i. To provide an all-inclusive platform for energy stakeholders to address sector wide issues and engage in energy policy dialogue.
- ii. To build capacity of stakeholders to sustainably produce and use clean energy
- iii. To build a platform for knowledge management and information sharing
- iv. To promote development and adoption of financial and business models that enhance access to sustainable clean energy
- v. To enhance social inclusivity in the energy value chain and related decision making.
- vi. To strengthen local, regional and international collaborations and partnerships in research, advocacy and networking for sustainable energy access

3. STAKEHOLDERS AND MEMBERSHIP

3.1. Stakeholders

SEAF-K will be a platform for all energy sector stakeholders in Kenya. This will encompass sector enablers, actors and support services providers. SEAF-K seeks to address the limited level of multi-stakeholder engagement by using a holistic approach to bring together all these stakeholders in the sustainable energy sector.

3.2. Membership

Membership of SEAF-K shall be open to any credible individuals and registered organizations that demonstrate passion to SEAF-K ideals and commitment to its objectives. They must demonstrate clear sustainable energy ideals and have hitherto signed the membership form and the membership has not been terminated for any reason as provided below and any members to be admitted thereafter.

- a) Membership is open to both individuals and organizations
 - b) Membership to SEAF-K shall be free with no registration or subscription fees.
 - c) Application for membership could be through own initiative or proposal by existing members, the secretariat or the Steering Committee.
 - d) Applicants shall become members only after signing a membership form and committing to the guidelines.
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- e) Membership applications will be received, registered and formally acknowledged by the Steering Committee.
- f) The first 15 signatories to the membership of SEAF-K shall be the founding members.
- g) The Steering Committee may advise the SEAF-K on admission of other categories of membership from time to time.
- h) Each member will be required to identify with at least one Working Group.
- i) Individual members shall be encouraged to identify with a sector association where applicable.

3.2.1. Termination of Membership

A member shall relinquish his/her membership or be terminated by SEAF-K (after following due process) if any one of the following circumstances pertains:

- a) If a member in writing to the steering committee indicates their desire to cease from being members of SEAF-K.
- b) Using the SEAF-K name to engage in activities that are inconsistent with the SEAF-K objectives.
- c) If the Steering committee for any other reason deems such membership is detrimental to the cause of SEAF-K or ceases to add value to the Forum.

3.2.2. Members Autonomy and Privileges

All members shall:

- a) Respect principles and rules of procedure of SEAF-K when acting for or on behalf of SEAF-K.
- b) Enjoy same status and privileges under these guiding principles.
- c) Members that will have endorsed a decision and official position taken by SEAF-K will be expected to respect, observe and advance such positions.
- d) Any member may use the collective platform provided by SEAF-K as first option for discussing views/issues and concerns within the objectives of SEAF-K as a way of building and strengthening the collective spirit and culture of the SEAF-K and seek remedy thereof.
- e) Members, upon approval of SEAF-K steering committee, may use the opportunities within the Forum to advance initiatives that promote energy sustainability in Kenya

3.2.3. Government/Statutory Bodies

The Government of Kenya through ministries and statutory bodies are considered as key partners of SEAF-K. While no formal registration for membership is required in this case,

SEAF-K will develop a structured system of engagement between the various Government agencies and the different energy stakeholders to solve specific energy access challenges and to address policy bottlenecks. SEAF-K will seek for high-level Government representation, participation and partnership in major SEAF-K events.

4. STRUCTURES OF SEAF-K

The governance structure of SEAF-K shall consist of the following:

- a) The Annual Assembly of SEAF-K
- b) The Steering Committee
- c) The Working Groups
- d) The Secretariat

The Steering Committee members, Working Groups and the Secretariat shall hold the positions with no compensation in monetary form or in kind.

4.1. SEAF-K Annual Assembly

SEAF-K shall have an Annual Assembly meeting as the apex organ for decision making. Assembly meetings shall be chaired by the Chairperson of the SEAF-K Steering Committee. Alongside this annual meeting will be SEAF-K annual conference and exhibition. Special sessions of SEAF-K may be convened on advice from the Steering Committee or special request by member(s) who shall provide reasons and urgency of the need for the meeting.

4.2. The Steering Committee

The Steering Committee shall be made of 2 members each from the 4 working groups and 3 members nominated during SEAF-K Annual Assembly. The Secretariat shall be ex-officio members of the Steering Committee. These members of the Steering Committee will then elect the principal office holders as follows:

- a) Chairperson
- b) Vice-Chairperson
- c) Secretary

4.2.1. Mandate and Functions of the Steering Committee

- a) Assessment and admission of new applications of SEAF membership
 - b) Issuing Statements on behalf of the Forum.
 - c) Represent SEAF-K in local, regional and international sustainable energy meetings.
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- d) Take lead in developing the strategic plan, programmes, terms of references and budgets for SEAF-K.
- e) Organize SEAF K Annual Assembly.
- f) Take lead in implementation of SEAF-K activities.
- g) Provide linkages to government's ministries, agencies and all interested parties.
- h) Oversee member compliance to the Guiding Principles.
- i) Work with host organizations in fundraising for SEAF K activities.

4.2.2. Meetings of Steering Committee

- a) The Steering Committee shall meet at least 4 times in a year (quarterly).
- b) The meetings will be convened and chaired by the Chairperson, or in his absence the Vice Chairperson. In case of the absence of Vice-Chairperson, any member of the committee nominated by the members shall chair the meeting.
- c) The meetings shall ordinarily be held at the Secretariat offices or any other venue decided by the Steering Committee. The meetings may also be called as need arises.
- d) The quorum of the Steering Committee Meetings shall be $\frac{1}{2}$ of the members.
- e) Decisions of the Steering Committee shall be reached by consensus or by simple majority regarding specific issues.

4.2.3. The Chairperson of SEAF-K

- a) Shall endorse all SEAF-K briefs and correspondences to relevant stakeholders, especially government, its agencies, private sector and general public.
- b) Serve as the Spokesperson for the SEAF-K and represent SEAF-K as appropriate.
- c) Chair the Steering Committee meetings.

4.2.4. Vice Chairperson

Shall be the principal assistant to the Chairperson, and shall exercise powers upon advise of the Chairperson or in the absence of the Chairperson.

4.2.5. The Secretary

- a) The Secretary shall be responsible for organizing and holding all Steering Committee meetings, and taking minutes of the proceedings, ensuring that members receive minutes of the previous meetings prior to the next Steering Committee meeting.
 - b) The Secretary shall receive, prepare, reproduce and distribute the documents of Steering Committee, including written proposals by a member and any other document
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whose distribution is desired by the Steering Committee and shall perform such other work as the Steering Committee may require. The Secretary shall be assisted by the host organization in this regard.

- c) The Secretary shall coordinate secretariat activities and functions and ensure all Steering Committee recommendations are fully implemented.

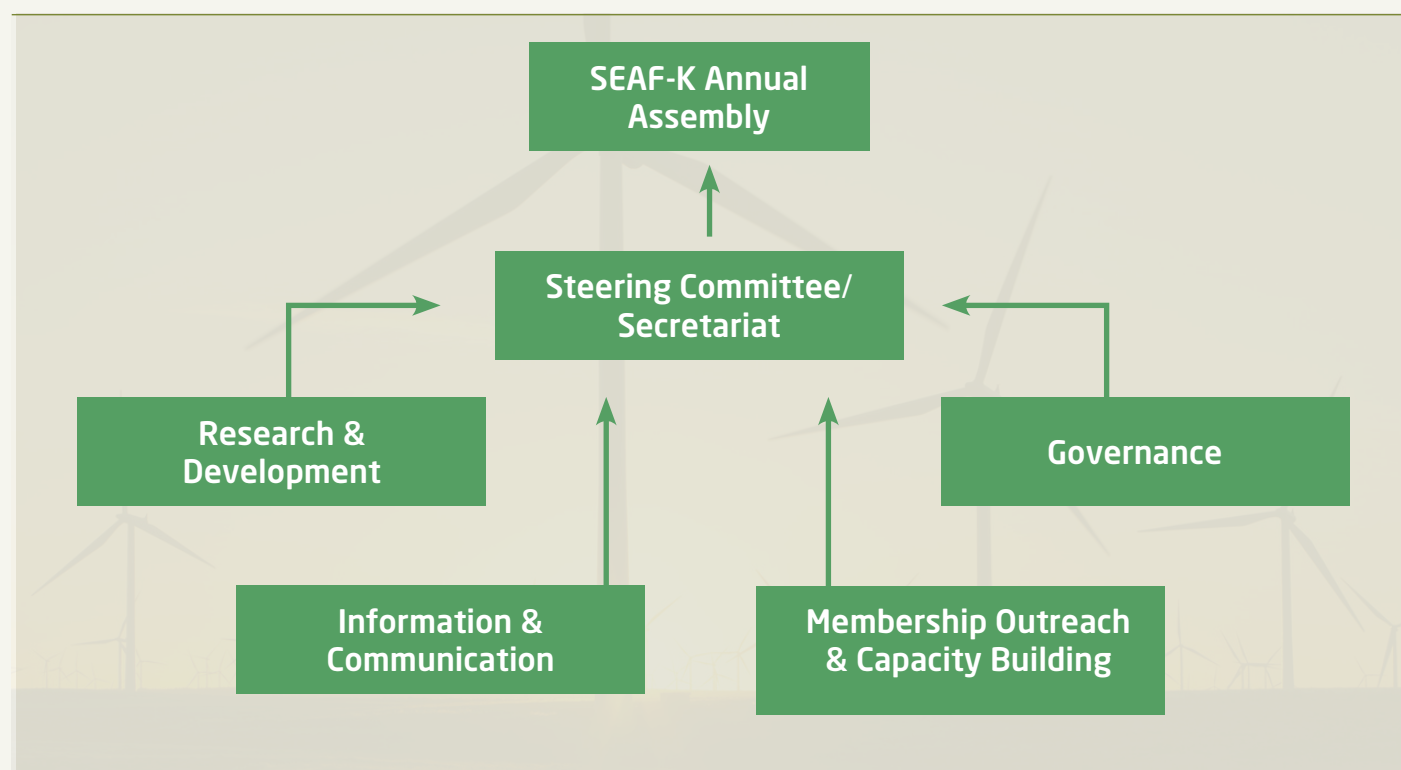
4.3. Working Groups

SEAF-K shall have four Working Groups as follows to address the niche interventions outlined in 4.3.1 below:

- a) Information and Communication (will largely address knowledge management)
- b) Research and Development (will largely address issues of technology brokerage)
- c) Governance (will largely address policy advocacy)
- d) Membership Outreach and Capacity Building (will largely address issues of capacity building)

Membership into designated Working Groups shall be voluntary. Working Group members will nominate officials for representation as follows: Chairperson, Vice-Chairperson and Secretary. Working group Chairpersons and Secretaries will be the 2 officials that form part of the Steering Committee.

SEAF-K Governance Structure



4.3.1. SEAF-K Niche Intervention Areas

- a) Knowledge management and information exchange
- b) Technology brokerage
- c) Policy advocacy
- d) Capacity building

4.3.2. Meetings of Working Groups

- a) The meetings shall be held at least 4 times a year (quarterly).
- b) The meetings shall be convened and chaired by the respective Chairpersons or Vice-Chairpersons.
- c) Meetings may also be called as need arises.

4.4. The Secretariat

The host organization which shall be the Secretariat shall also be an ex officio member of the Steering Committee elected/nominated by the Annual Assembly. The host can also be any organization that voluntarily requests to host.

The Secretariat shall perform the following functions:

- a) Host the Forum and be the home and contact address of SEAF-K.
- b) Be the custodian of Forum information.
- c) Liaise with the Chairperson and the Secretary for the smooth operations of SEAF-K activities
- d) Organize SEAF K meetings, conferences, dialogues and forums in consultation with the Steering Committee
- e) In collaboration with the Steering Committee fundraise, develop programmes and activity work plans for the Forum
- f) Receive, publish and distribute documents for the SEAF-K among its membership and constituents

4.5. Rules of Procedure for Appointing New Office Bearers

- a) New members of the Steering Committee shall be appointed at the SEAF-K Annual Assembly by consensus or through secret ballot
 - b) Proposals for new members shall be requested to leave the room and immediately be subjected to vote. In the event that there is a tie in votes between two candidates, a coin will be tossed in the presence of the candidates to determine the winner. In the event a member is nominated unopposed, the member shall automatically represent the position vied for.
 - c) All members that signed the engagement guidelines and principles are eligible to become members of Steering Committee.
 - d) The Chair and other members of the Steering Committee shall be elected from amongst the registered members at its inaugural meeting or Annual Assembly.
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5. ARBITRATION AND DISPUTE/CONFLICT RESOLUTION

- a) Disputes arising among member organizations in connection with interpretation or implementation of these guidelines shall be resolved through consultations between members involved with a view to securing a mutually agreeable resolution.
- b) In case the dispute(s) is not resolved, the dispute(s) in question shall be presented to the Steering Committee for discussion and final resolution.
- c) If one of the parties in the conflict is the organization where a member of the Steering Committee originates, parties involved shall seek a neutral entity to arbitrate the conflict.
- d) In the unlikely event that the above mechanisms fail to mutually resolve a dispute, the same shall be presented to the the SEAF-K Annual Assembly for resolution.
- e) The Steering Committee may set up a mediation committee composed of the parties agreeable to the conflicting parties on a case-by-case basis and the decision of the mediation committee shall be final.

6. REVISION(AMMENDMENT) OF GUIDELINES

- a) These engagement guidelines shall be updated when and where necessary to reflect changes in the structures, mandate and functions of SEAF-K or any other change(s) that necessitates change of the guidelines.
- b) Proposals for updating the guidelines can be made by any member for deliberations and ratification by SEAF-K Annual Assembly. A written proposal for such amendments shall be addressed to the Chairperson of SEAF-K.

7. REPORTING AND ACCOUNTABILITY OF MEMBERS

Members are encouraged to embrace the principle and practice of transparency and accountability amongst themselves and their constituents. SEAF-K members are required to inform other members of activities to be undertaken in the name of SEAF-K. Each member may refer to its membership with the SEAF-K, but is not authorized to act as the representative or spokesperson for the SEAF-K.

COMMITMENT TO THE SEAF-K GUIDELINES

As interested stakeholders, we do hereby confirm our commitment to the vision, mission, objectives and values of SEAF-K.

Further, we subscribe to all statutory and governance requirements for membership including any additions that may be added from time to time by the Steering Committee or the SEAF-K platform.

Finally, our organization will endeavor to be part of at least one Working Group and will attempt to make the best possible contributions in terms of information, experience, financial and/or material support.

Name of Organization.....

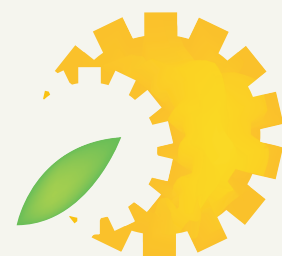
Name of Contact Person.....

Designation.....

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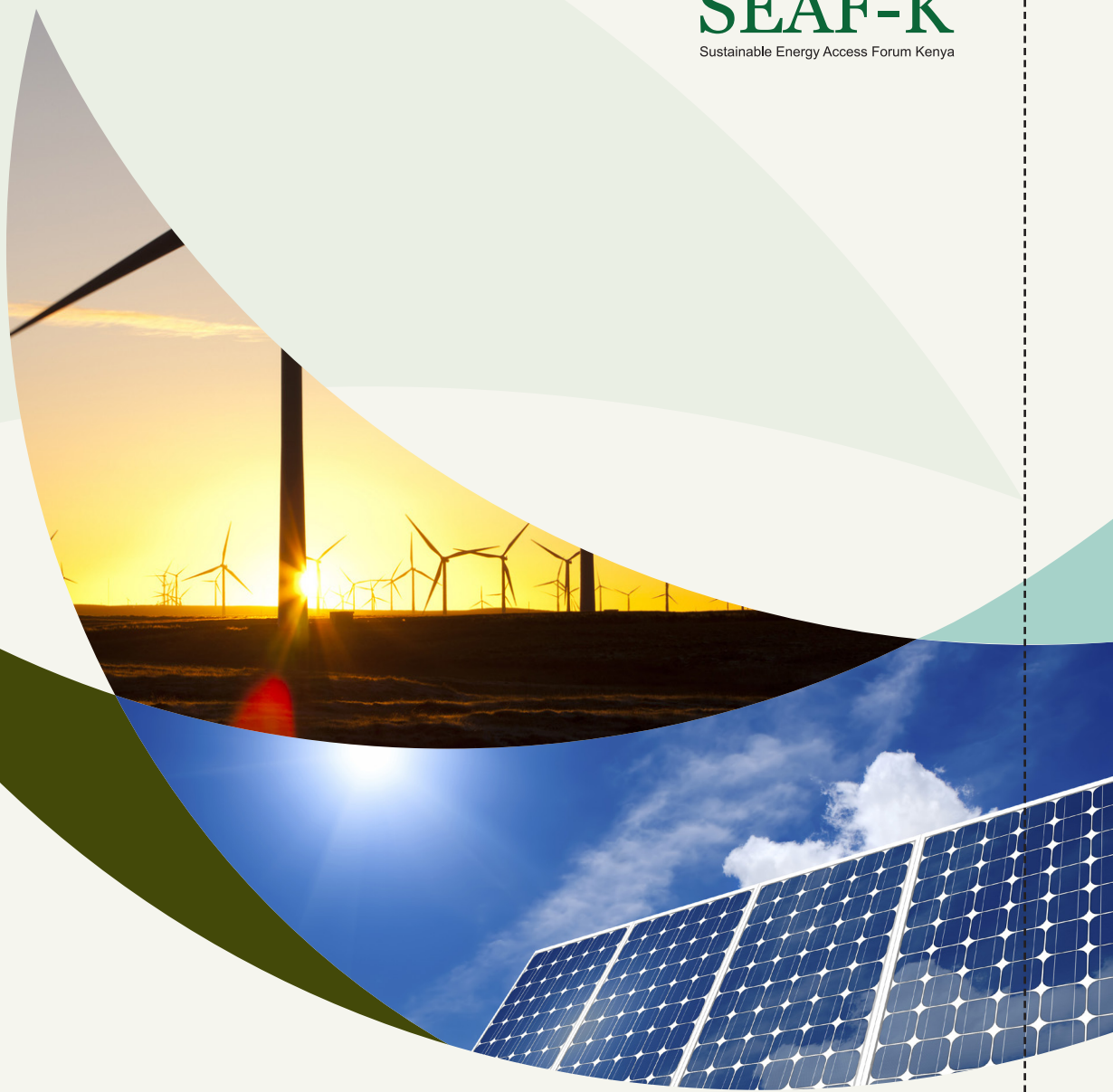
Signature.....Date.....

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