APPENDIX BB
ADOPTION PROPOSAL FORM

**CPR183/F15**

**KENYA BUREAU OF STANDARDS**

|  |  |
| --- | --- |
| **Document Type:** | **Adoption proposal** |
| **Dates:** | Circulation date | Closing date |
| **18th April 2024** | **18 May 2024** |
| **TC Secretary** | **This form shall be filled, signed and returned to Kenya Bureau of Standards for the attention of Jacob Mutungi** **mutungij@kebs.org** |

The Kenya Bureau of Standards intends to adopt the International Standards as detailed here below.

1. **Number: KS ISO 30401:2018/Amd.2:2024**

**Title:** Knowledge management systems — Requirements, AMENDMENT 2: Climate action changes

**Scope:**

4.1

Add the following sentence at the end of the subclause:

The organization shall determine whether climate change is a relevant issue.

4.2

Add the following note at the end of the subclause:

NOTE 2 Relevant interested parties can have requirements related to climate change.

1. **Number: KS** **ISO/TS 30437:2023**

**Title:** Human resource management — Learning and development metrices

**Scope:**

This standard provides recommendations on how to measure learning. Since the selection of metrics depends on the reason to measure and the user of the metrics, and since a balanced set of metrics is important to avoid unintended consequences, the document begins with a framework for organizational learning and development (L&D), including five categories of users, four broad reasons to measure and three types of metrics. This framework is then used to recommend 50 metrics organized by user, type of metric and size of organization, and provide a description of each. The document concludes with guidance on reporting metrics, including a description of the different types of reports and guidance on their selection based on the user’s reasons for measuring.

Metrics for both formal and informal learning are included. The guidance is intended for all types of organizations, including commercial and nonprofit, as well as for all sizes. No previous knowledge of L&D metrics is required, although those new to L&D measurement can consult the suggested references on matters of frameworks, metrics and programme evaluation to learn more.

1. **Number: KS ISO/TS 30438:2024**

**Title:** Human resource management — Employee engagement metrics

**Scope**

This standard provides recommendations on how to measure individual employee engagement and whether to aggregate this data to an enterprise view. It demonstrates how the use of a strategic framework for employee engagement determines the key aspects that drive employee engagement, and how a framework of metrics can be developed that link positive or negative outcomes to one or more of the strategic drivers, to link cause and effect.

The document also demonstrates the linkage between individual engagement and the role and performance of management at all levels to understand and manage the conditions that impact actual engagement. It demonstrates the complexity and interconnectedness of values, behaviours, processes, systems, and relationships that create a system of inter-dependency responsible for the achievement of optimum employee engagement.

We are therefore seeking views from potential users in respect of the same. The Standard is available at the Kenya Bureau of Standards Information Centre. Please tick and fill your preference of the listed option. (If the spaces provided are not enough, please attach a separate sheet of paper).

 Adoption acceptable as presented

 ...............................................................................................................................

 ...............................................................................................................................

 Adoption proposal not acceptable because of the reason(s) below

 ...............................................................................................................................

 ...............................................................................................................................

 Our Recommendations are as follows

 ...............................................................................................................................

 ...............................................................................................................................

Name and Signature (of respondent): ................................................

Position (of respondent): .....................................

On behalf of ......................................................................................... (Name of organization)

Date .........................................................................

**NOTE:** Absence of any reply or comments shall be deemed to be an acceptance of the proposal for adoption and **shall constitute an approval vote**.