ADOPTION PROPOSAL FORM

**CPR183/F15**

**KENYA BUREAU OF STANDARDS**

|  |  |  |
| --- | --- | --- |
| **Document Type:** | **Adoption proposal** | |
| **Dates:** | Circulation date | Closing date |
| 14th April 2021 | 14th May 2021 |
| **TC Secretary** | **This form shall be filled, signed and returned to Kenya Bureau of Standards for the attention of Jacob Mutungi** ([mutungij@kebs.org](mailto:mutungij@kebs.org) ) | |

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

1. **Number:** ISO/TS 30423:2021,

**Title:** Human resource management — Compliance and ethics metrics cluster

**Scope:** This document describes the elements of compliance and ethics. This document provides the formula for comparable measures for internal and external reporting.

This document also highlights issues that need to be considered when interpreting the compliance data, especially when deciding on the appropriate intervention internally and when reporting these to external stakeholders (e.g. regulators, investors).

1. **Number:** ISO/TS 30425:2021,

**Title:** Human resource management — Workforce availability metrics cluster

**Scope:** This document describes the measurement elements of workforce availability for organizations. This document provides the formula for comparable measures for internal and external reporting. This document also highlights issues that need to be considered when interpreting compliance data, especially when deciding on appropriate interventions internally and when reporting these to external stakeholders (e.g. regulators, investors).

This document pertains to the working capacity of the permanent and temporary workforce, and does not consider their existing allocated work, skills or suitability for taking on specific work efforts. These subjects are addressed in ISO 30409.

1. **Number:** ISO/TS 30427:2021,

**Title**: Human resource management — Costs metrics cluster

**Scope:** This document describes the elements of organizational workforce costs. This document provides the formula for comparable measures for internal and external reporting.

This document also highlights issues for consideration when interpreting the cost data, especially when deciding on the appropriate intervention internally and when reporting these to external stakeholders (e.g. regulators, investors).

1. **Number:** ISO/TS 24178:2021,

**Title:**  Human resource management — Organizational culture metrics cluster

**Scope**:

This document describes the elements of organizational culture and provides the formula for comparable measures for internal and external reporting.

This document also highlights issues that need to be considered when interpreting the organizational culture data, especially when deciding on appropriate interventions internally and when reporting these to external stakeholders (e.g. regulators, investors).

1. **Number:** ISO/TS 30431:2021

**Title:** Human resource management — Leadership metrics cluster

**Scope:** This document describes the elements of the leadership metrics cluster. This document provides the formula for comparable measures for internal and external reporting.

This document also highlights issues that need to be considered when interpreting the leadership data, especially when deciding on the appropriate intervention internally and when reporting these to external stakeholders (e.g. regulators, investors).

1. **Number:** ISO/TS 30432:2021

**Title:** Human resource management — Workforce productivity metrics cluster

**Scope:** This document describes the elements of workforce productivity metrics cluster. This document provides the formula for comparable measures for internal and external reporting.

This document also highlights issues to be considered when interpreting the productivity data, especially when deciding on the appropriate intervention internally and when reporting this to external stakeholders (e.g. regulators, investors).

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**.