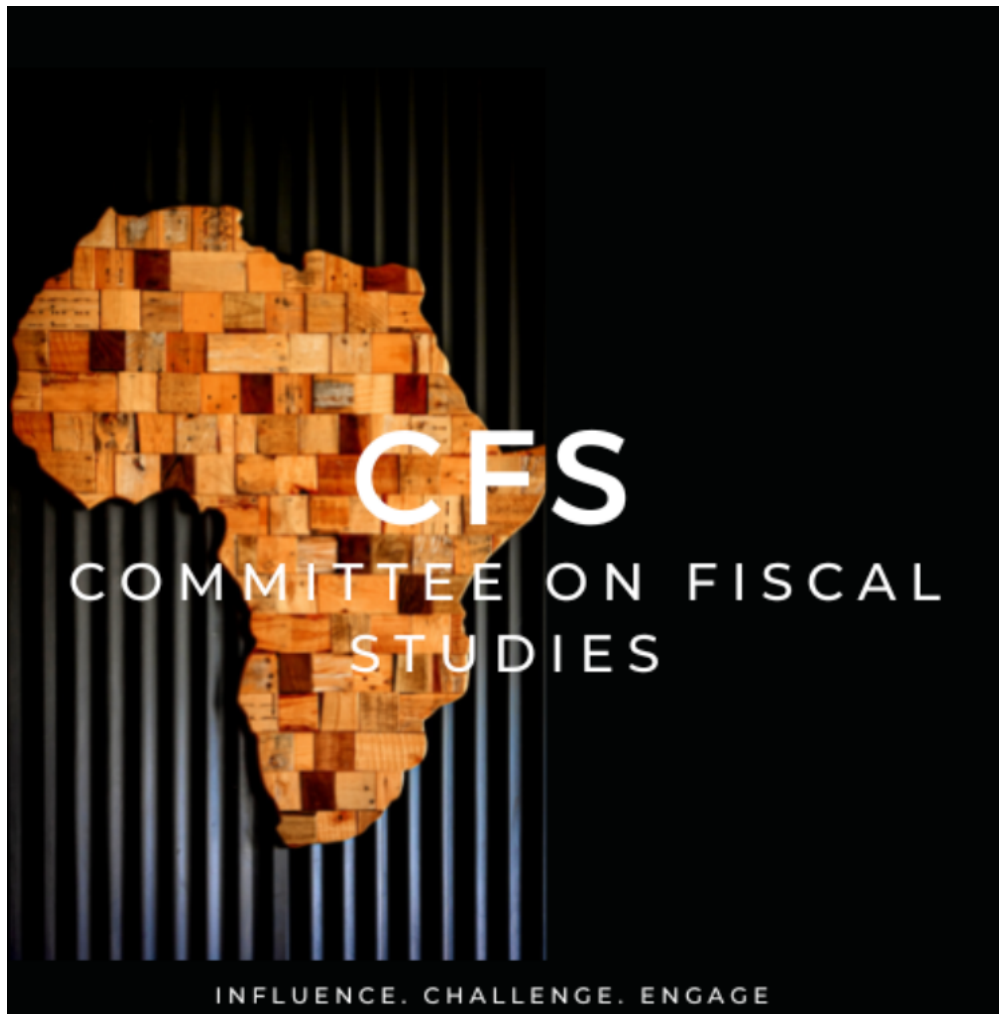


INDUCTION POLICY FOR NEW MEMBERS OF CFS



This document will be reviewed annually and updated as needed. This version is approved by the Executive Board

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The induction process is an important step in welcoming new members to the Committee on Fiscal Studies (CFS). As an organisation committed to promoting research, education, and advocacy on fiscal law and policy issues in Africa and the global south, CFS values the contributions of its members in achieving its mission and goals. The induction process is designed to provide new members with a comprehensive understanding of the organisation, its work, and its policies and procedures. By participating in the induction process, new members will be better equipped to contribute to the success of CFS and its impact on promoting fair, sustainable, and equitable fiscal systems. This induction plan provides a framework for introducing new members to CFS, and it is designed to ensure that new members have a positive and informative experience. The induction process must cover the following:

1. Welcome and Introduction:

The induction should begin with a warm welcome to the new members of the CFS. An introduction to CFS' mission and goals should also be given. This introduction should cover what the CFS is, what it does, and why it exists.

2. Overview of Fiscal Law and Policy:

The new members should be given an overview of fiscal law and policy. This should include the definition of fiscal law and policy, its significance, and how it impacts individuals, communities, states and the world.

3. History of CFS:

A brief history of CFS should be provided to new members. This should include how and why the organisation was founded, its milestones and achievements, and its current priorities.

4. Organisational Structure:

The new members should be given an overview of the organisational structure of CFS. This should include the roles and responsibilities of the executive team, the researchers, and other support staff.

5. Policy Advocacy and Research:

The new members should be provided with an overview of CFS's policy advocacy and research activities. This should include how CFS identifies policy issues, conducts research, and develops evidence-based recommendations for policy change.

6. Training and Capacity Building:

The new members should be provided with an overview of CFS's training and capacity building activities. This should include how CFS provides training and capacity building support to stakeholders such as policymakers, civil society organizations, and the public.

7. Engagement and Collaboration:

The new members should be provided with an overview of CFS's engagement and collaboration activities. This should include how CFS engages with stakeholders, builds partnerships, and collaborates with other organisations to advance its mission and goals.

8. Organisational Culture and Values:

The new members should be provided with an overview of the organisational culture and values of the CFS. This should include the organisation's commitment to diversity, equity, and inclusion, and its values of transparency, accountability, and excellence.

9. Orientation to Policies and Procedures:

The new members should be provided with an orientation to the policies and procedures of CFS. This should include an overview of the CFS's governance, data protection, and communications' policies.

10. Q&A and Feedback:

The induction should conclude with a Q&A session where new members can ask questions and provide feedback on the induction process. This is also an opportunity to receive feedback from new members on how to improve the induction process.

11. Induction Content:

11.1. Welcome Letter:

A welcome letter should be included in the induction pack that introduces new members to the CFS and outlines what they can expect from the induction process.

TEMPLATE

Dear [New Member],

On behalf of the Committee on Fiscal Studies (CFS), I would like to extend a warm welcome to our organisation. We are thrilled to have you join us and look forward to working with you to advance our mission of promoting research, education, and advocacy on fiscal law and policy issues in Africa and the global south.

As a premier research department based at the University of Nairobi, we are committed to producing and leading scholarship, training, and practices on fiscal law and policy issues. Our multidisciplinary and gender-balanced research and training team is dedicated to the study of fiscal law and policy, pioneering new ideas on tax scholarship, research, education, and impact advocacy.

The induction process is an important step in welcoming new members to CFS. It is designed to provide you with a comprehensive understanding of our organisation, its work, and its policies and procedures. By participating in the induction process, you will be better equipped to contribute to the success of CFS and its impact on promoting fair, sustainable, and equitable fiscal systems.

Please find attached the induction pack which includes an overview of CFS, resources related to fiscal law and policy, training and capacity building, policy advocacy and research, engagement and collaboration, organisational culture and values, contact information, and a feedback form.

We are excited to have you as part of our team and look forward to working together to advance our shared goals.

Best regards,
[Your Name] [Your Position]
Committee on Fiscal Studies (CFS)

11.2. CFS Overview:

The induction pack should include an overview of CFS that covers its mission, goals, and history. This should also include information about CFS structure and key staff members.

11.3. Organisational Policies and Procedures:

The induction pack should include information about the CFS's policies and procedures, including its governance, data protection, and communications' policies.

11.4. Fiscal Law and Policy Resources:

The induction pack should include resources that provide an overview of fiscal law and policy. This may include reports, research papers, and other publications related to the work of the CFS.

11.5. Training and Capacity Building Resources:

The induction pack should include resources related to the CFS's training and capacity building activities. This may include training manuals, online courses, and other resources that new members can use to develop their skills and knowledge.

11.6. Policy Advocacy and Research Resources:

The induction pack should include resources related to the CFS's policy advocacy and research activities. This may include reports, research papers, and other publications that highlight the organization's work in this area.

11.7. Engagement and Collaboration Resources:

The induction pack should include resources related to the CFS's engagement and collaboration activities. This may include information about its partnerships, events, and other activities that new members can participate in.

11.8. Contact Information:

The induction pack should include contact information for key staff members and research groups within CFS. This will allow new members to easily reach out with any questions or concerns.

11.9. Feedback Form:

The induction pack should include a feedback form that new members can use to provide feedback on the induction process. This will help CFS improve the induction process for future members.

CFS Induction Feedback Form	
Please take a few minutes to provide feedback on the induction process. Your feedback will help us improve the induction process for future members.	
1. Overall, how would you rate the induction process?	Excellent Good Average Poor Very Poor
2. Was the information provided in the induction pack helpful?	Yes No Somewhat
3. What aspects of the induction process did you find most useful?	
4. What aspects of the induction process could be improved?	
5. Was the induction process comprehensive enough to provide you with a good understanding of the CFS and its work?	Yes No Somewhat
6. Was the induction process well-organised and easy to follow?	Yes No Somewhat
7. Did the induction process provide you with enough opportunities to ask questions and get answers?	Yes No Somewhat
8. Do you have any other feedback or suggestions for improving the induction process?	