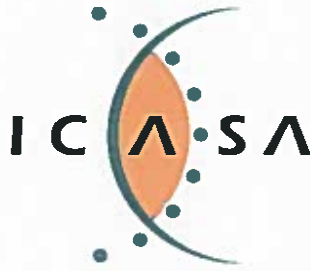




**Independent Communications Authority of South Africa**

<b>MINUTES OF COUNCIL QUARTER 1 PIR MEETING</b>		
<b>Date</b>	28 July 2017	
<b>Time:</b>	15h00	
<b>Venue:</b>	ICASA Head Office, Block B, Council Boardroom	
<b>Present</b>		
	[REDACTED]	Acting Chairperson
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
<b>By Invitation</b>		
	[REDACTED]	Chief Operating Officer
	[REDACTED]	Acting GM: Licensing
	[REDACTED]	Specialist: Monitoring & Evaluation
	[REDACTED]	Acting Executive: HR
	[REDACTED]	Chief Financial Officer
	[REDACTED]	Executive: Legal, Risk & CCC
	[REDACTED]	Executive: Corporate Affairs
	[REDACTED]	GM: Regions
	[REDACTED]	GM: CCA
	[REDACTED]	GM: PRA
	[REDACTED]	GM: E&T
	[REDACTED]	Acting SM: Office of the Chairperson
	[REDACTED]	Secretariat Officer
<b>Partial Attendees</b>		
	None	
<b>Apologies</b>		
	[REDACTED]	Chief Audit Executive
	J [REDACTED]	GM:PRA



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	<b>Action Item</b>	<b>Person Responsible</b>
1.	<p><b>Opening and apologies</b></p> <p>The Acting Chairperson opened the meeting and welcomed all present at 18h30.</p> <p><b>Apologies</b></p> <p>██████████ is on sick leave. ██████████ attending an Internal Audit Conference.</p>	<b>Acting Chairperson</b>
2.	<p><b>Ratification of agenda</b></p> <p>The agenda was adopted as presented.</p>	<b>All</b>
3.	<p><b>Declaration of interest</b></p> <p>No declaration of interest was noted at the meeting</p>	<b>All</b>
4.	<p><b>Adoption of previous minutes</b></p> <p>Minutes of the Q4 PIR were presented under item 11 at Council meeting of 25 April 2017. The minutes were approved and signed off.</p>	<b>All</b>
5.	<p><b>Matters arising from previous minutes</b></p> <p>There were no matters arising noted.</p>	<b>All</b>
6.	<p><b>Licensing</b></p> <p>Monitoring and Evaluation Specialist presented the performance report.</p> <p>Council resolved to discuss targets that were not achieved.</p> <p>There were no issues for noting.</p>	<b>Acting GM</b>



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	<b>Action Item</b>	<b>Person Responsible</b>
	<p><b>It was recommended that the report by Licensing be approved as presented.</b></p>	
<p><b>7.</b></p>	<p><b>Policy, Research &amp; Analysis</b></p> <p>Monitoring and Evaluation Specialist presented the performance report.</p> <p>Council resolved to discuss targets that were not achieved.</p> <p>There were no issues for noting.</p> <p><b>It was recommended that the report by Policy, Research &amp; Analysis be approved as presented.</b></p>	<p><b>GM</b></p>
<p><b>8.</b></p>	<p><b>Engineering &amp; Technology</b></p> <p>Monitoring and Evaluation Specialist presented the performance report.</p> <p>Council resolved to discuss targets that were not achieved.</p> <p>There were no issues for noting.</p> <p><b>It was recommended that the report by Engineering &amp; Technology be approved as presented.</b></p>	<p><b>GM</b></p>
<p><b>9.</b></p>	<p><b>Regions</b></p> <p>Monitoring and Evaluation Specialist presented the performance report.</p> <p>Council resolved to discuss targets that were not achieved.</p> <p>There were no issues for noting.</p>	<p><b>GM</b></p>



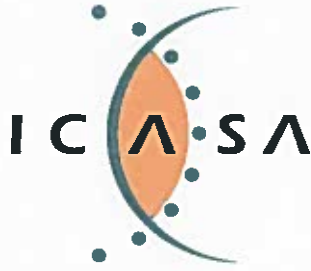
**Independent Communications Authority of South Africa**

	<b>Action Item</b>	<b>Person Responsible</b>
	<b>It was recommended that the report by Regions be approved as presented.</b>	
10.	<p><b>Compliance &amp; Consumer Affairs</b></p> <p>Monitoring and Evaluation Specialist presented the performance report.</p> <p>Council resolved to discuss targets that were not achieved.</p> <p><b>The following was noted:</b></p> <ul style="list-style-type: none"> <li>• Point 4.2.4- Reason for variance should indicate that – There were no dispute due within the 180 days.</li> </ul> <p><b>It was recommended that the report by Compliance &amp; Consumer Affairs be approved subject to the above changes.</b></p>	<b>GM</b>
11.	<p><b>Corporate Affairs</b></p> <p>Monitoring and Evaluation Specialist presented the performance report.</p> <p>Council resolved to discuss targets that were not achieved.</p> <p>There were no issues for noting.</p> <p><b>It was recommended that the report on Corporate Affairs be approved as presented.</b></p>	<b>Executive</b>
12.	<p><b>Finance</b></p> <p>Monitoring and Evaluation Specialist presented the performance report.</p> <p>Council resolved to discuss targets that were not achieved.</p> <p>There were no issues for noting.</p> <p><b>It was recommended that the report by Finance be approved as presented.</b></p>	<b>CFO</b>



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	<b>Action Item</b>	<b>Person Responsible</b>
13.	<p><b>Human Resources</b></p> <p>Monitoring and Evaluation Specialist presented the performance report.</p> <p>Council resolved to discuss targets that were not achieved.</p> <p>There were no issues for noting.</p> <p><b>It was resolved that the report by Human Resources be approved as presented.</b></p>	<b>Acting Executive: HR</b>
14.	<p><b>Internal Audit</b></p> <p>Monitoring and Evaluation Specialist presented the performance report.</p> <p>Council resolved to discuss targets that were not achieved.</p> <p>There were no issues for noting.</p> <p><b>It was resolved that the Internal Audit report be approved as presented.</b></p>	<b>CAE</b>
15.	<p><b>Legal, Risk &amp; CCC</b></p> <p>Monitoring and Evaluation Specialist presented the performance report.</p> <p>Council resolved to discuss targets that were not achieved.</p> <p>There were no issues for noting.</p> <p><b>It was recommended that the report by Legal, Risk &amp; CCC be approved as presented.</b></p>	<b>Executive: Legal, Risk &amp; CCC</b>
16.	<p><b>Summary of achievement</b></p> <p>The M &amp; E Specialist presented an overview of the report. He indicated</p>	<b>M &amp; E Specialist</b>



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	<b>Action Item</b>	<b>Person Responsible</b>
	<p>that there was much improvement as compared to the previous financial year.</p> <p>The organisation has achieved 72.7% performance for the quarter out of 33 planned targets.</p> <p><b>The following were noted:</b></p> <ul style="list-style-type: none"><li>• Council requested the PIR to reflect what is indicated on the Strategic Plan.</li><li>• A footnote should be added to explain words in column 8 (Deliverable target).</li></ul> <p>The M &amp; E Specialist was requested to circulate the revised report by 30 July 2017.</p>	
<b>17.</b>	<p><b>Closing remarks</b></p> <p><b>The meeting adjourned at 19h15.</b></p>	<b>Chairperson</b>

Signed:   
(Chairperson)

26/10/2017