



**Independent Communications Authority of South Africa**

<b>MINUTES OF AN ORDINARY MEETING OF COUNCIL</b>		
<b>Date</b>	<b>30 January 2018</b>	
<b>Time:</b>	<b>09h30</b>	
<b>Venue:</b>	<b>Block B, Council Boardroom</b>	
<b>Present</b>		
	[REDACTED]	Chairperson
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
<b>By invitation</b>		
	[REDACTED]	CEO
	[REDACTED]	CFO
	[REDACTED]	Manager: IT Audit o.b.o CAE
	[REDACTED]	Acting SM: Office of Chairperson
	[REDACTED]	Secretariat Officer
<b>Partial Attendees</b>		
	[REDACTED]	Executive: Human Resources
	[REDACTED]	GM: Consumer and Compliance Division
	[REDACTED]	Specialist: Monitoring and Evaluation
	[REDACTED]	Senior Internal IT Audit
	[REDACTED]	Senior Internal Auditor
	[REDACTED]	Specialist: Remuneration and Benefits
	[REDACTED]	Alexander Forbes
	[REDACTED]	Alexander Forbes
	[REDACTED]	Vodacom
	[REDACTED]	Vodacom
	[REDACTED]	Vodacom
	[REDACTED]	Vodacom
	[REDACTED]	Vodacom-CEO

	<b>Action Item</b>	<b>Person Responsible</b>
1.	<p><b>Opening and apologies</b></p> <p>The Chairperson open the meeting at 10:10am.</p> <p><b>Apologies</b></p> <p>Cllr [REDACTED] was on charring deliberations at the Council Committee on Community Broadcasting.\</p> <p>The CFO will join the meeting late.</p>	<b>Chairperson</b>
2.	<p><b>Ratification of the Agenda</b></p> <p>The following amendments were made to the agenda:</p> <p><b>Items to be added</b></p> <p>Annual Performance Plan</p> <p><b>It was resolved that the Agenda be approved with additions.</b></p>	<b>Council</b>
3.	<p><b>Declaration of interest</b></p> <p>No conflict of interest was noted at the meeting.</p>	<b>All</b>
4	<p><b>Minutes of the Previous Meetings</b></p>	<b>Council</b>
4.1	<p><b>Draft Minutes of the meeting held on 12<sup>th</sup> December 2017</b></p> <p><b>It was resolved that the draft Minutes be deferred to the next meeting of Council</b></p>	<b>Council</b>
4.2	<p><b>Draft Minutes of the meeting held on the 13<sup>th</sup> December 2017</b></p> <p><b>It was resolved that the draft Minutes be deferred to the next meeting of Council</b></p>	<b>Council</b>

	Action Item	Person Responsible
4.3	<p><b>Draft Minutes of a Bilateral Meeting held on the 19<sup>th</sup> December 2017</b></p> <p><b>It was resolved that the draft Minutes be deferred to the next meeting of Council</b></p>	Council
5.	<p><b>Matters Arising</b></p> <p><b>It was resolved that this item will be tabled at the next meeting of Council</b></p>	Council
6.	'Standing Items'	Council
6.1	<p><b>Inter-Operator Disputes</b></p> <p><b>It was resolved that a detailed report will be tabled at the next meeting of Council</b></p>	CEO
6.2	<p><b>CRASA 2017/18 Programme</b></p> <p><b>Cllr [REDACTED] reported on the following CRASA Meetings :</b></p> <ul style="list-style-type: none"> <li>• 12-14 February 2018-Human Resource and 14-16 Postal Committee in Harare, Zimbabwe.</li> <li>• 19-21 February 2018-Finance Committee, Namibia.</li> <li>• 21-23 February 2018- Electronic Communications Committee, Namibia</li> <li>• 14-16 CRASA Roaming Task Team, Mozambique</li> <li>• 02 February 2018 EXCO Meeting, ICASA, Sandton</li> <li>• 20-23 South African Postal Operators Association Annual Conference</li> </ul> <p>Councillors and staff keen on attending this meetings should prepare.</p> <p><b>It was resolved that the update on the CRASA 2017/2018 Programme be noted.</b></p> <p><i>The CFO joined the meeting at 10:55 am</i></p>	Cllr [REDACTED]

	Action Item	Person Responsible
6.3	<p><b>Update on the Relocation Progress</b></p> <p>The CFO presented this item:</p> <ul style="list-style-type: none"> <li>➤ The Process was still on the procurement stage.</li> <li>➤ On the 02<sup>nd</sup> February 2018 there will be a due diligence and verification visit.</li> <li>➤ A report on due diligence and verification will be submitted to the BAC</li> <li>➤ By Mid-February a submission will be tabled to Council.</li> </ul> <p><b>It was resolved that the update on the relocation process be noted.</b></p>	Cllr [REDACTED]
7.	<p><b>Draft 3 Annual Performance Plan 2018/19 FY</b></p> <p>The purpose of this item was to table the ICASA's Draft 3 Annual Performance Plan 2018/19 FY to Council with the suggested inputs for approval.</p> <p>The Specialist: Monitoring and Evaluation presented this item.</p> <p>The following was noted:</p> <p>In terms of the Framework for Strategic Plans and Annual Performance Plans, August 2010, a government entity must report on its performance on a quarterly basis. The Report is being done in compliance with the requirements of the Framework.</p> <p>The National Treasury Framework for Strategic Plans and Annual Performance Plans, August 2010 directs that a government department or a public entity must submit its Annual Performance Plan in three drafts. Draft 1 in August 31, Draft 2 in November 30 and Draft 3 in January 31 to its Executive Authority</p> <p>The document has been prepared in line with the Framework's directive</p> <p>Council noted the following inputs from the Department of Communications:</p>	CEO

	<b>Action Item</b>	<b>Person Responsible</b>
	<p><b>Inputs from the Department of Communications(DoC)</b></p> <p>The Specialist: Monitoring and Evaluation had a meeting with the DoC where some of the following points were suggested.</p> <ol style="list-style-type: none"> <li>1. What was written in the Updated Situational Analysis on “confusion due to dual political lines of reporting’ should be changed to “delays in implementation due to dual political lines of reporting”</li> <li>2.The issue of missing pages</li> <li>3.Empty columns, it was recommended that we use a dash</li> <li>4.We should also include officers name on the organisation s’ organogram</li> <li>5. We should also show “Expenditure Trends” on our financials, use Estimates of National Expenditure (ENE) figures for this.</li> <li>6.Revisit the item in the Updated Situational Analysis about “Succession Planning” “we should not say there is no succession planning because it is expected of every government entity to have a succession plan</li> <li>7. The DoC suggested that if the Strategic Objectives are re-worded, an addendum should be attached stating the changes made.</li> <li>8. Payment of Suppliers have to be made in 30 days therefore the target cannot be less than 100%</li> </ol> <p>The Specialist: Monitoring and Evaluation indicated some of the concerns of the DoC were already addressed and some will be addressed by Council.</p> <p><b>Council</b></p> <p>Council acknowledge the comments of the DoC but raised the following:</p> <ul style="list-style-type: none"> <li>➤ The independence of the regulator should be respected</li> <li>➤ Council accepted comments on ;dual reporting’</li> <li>➤ Council reaffirm the position that the Minister does not approve ICASA’s APP.</li> </ul> <p><b>It was resolved that the Draft 3 Annual Performance Plan 2018/19 FY be approved with corrections for further submission to the Ministry of Communications</b></p> <p><i>Cllr [REDACTED] joined the meeting at 10:34</i></p>	
		Cllr [REDACTED]

	<b>Action Item</b>	<b>Person Responsible</b>
7.	<p><b>Appointments to the CCC</b></p> <p>This was a standing item from matters arising.</p> <p>There were currently three vacancies for Chairperson, Advocate/Attorney and a Technical. Legal division to ascertain whether people employed at Universities are considered public servants</p> <p><b>A Round Robin Resolution will be circulated</b></p>	
8.	<p><b>Phase 1 of the Standard Operating Procedures</b></p> <p>It was resolved that a Special Meeting of Council will be held to consider this item.</p>	CEO
9.	<p><b>Finance Policies-Supply Chain Management Policies</b></p> <p>The CFO presented this item.</p> <p>The CFO reported that the Supply Chain Policies were approved by Council.</p> <p>For S&amp;T it should be confirmed whether employees and the trade Union was consulted</p>	CEO
10.	<p><b>Regulation Drafting Review</b></p> <p>The Manager: IT Audit presented this item:</p> <p>The purpose of this submission was to inform Council of the Regulation Drafting Review as per the risk based audit plan</p> <p>The scope of the project included the review of regulation drafting and review processes within ICASA and to evaluate the risks, controls and governance processes with regards to regulation drafting.</p> <p>It was resolved that the Regulation Drafting Review be noted.</p>	CAE
11.	<p><b>Draft Audit Findings-Strategic Project</b></p> <p>The Manager: IT Audit presented this item.</p>	CAE

	<b>Action Item</b>	<b>Person Responsible</b>
	<p>The purpose of this submission was to obtain Council comments on the draft findings and root causes in respect of the Strategic Projects Audit</p> <p>The following was noted. As part of the Internal Audit Plan for 2017/18, an audit of Strategic Projects was conducted. The scope and objective was to provide assurance on whether regulatory projects are aligned to the approved strategy, project methodology exists and applied, prioritisation of projects for resource allocation and co-ordination and reporting of all projects. The draft findings are presented in attached Annexure for comments from councillors since Councillors chair the project meetings and sponsors of the projects. Root causes of these issues also need to be identified</p> <ul style="list-style-type: none"> <li>➤ It was resolved that the findings should be tabled when Council discusses the Projects and the APP.</li> <li>➤ The findings should be circulated to regulatory division Mangers and Project Managers.</li> <li>➤ It must also be shared with the Project Office.</li> </ul> <p><b>It was resolved that the Draft Audit Findings on Strategic Projects be noted.</b></p>	
12.	<p><b>Human Resources Audit by South African Board of Personnel Practitioners (SABPP)</b></p> <p>The Executive:HR presented this item</p> <p>The purpose of this submission was to request Council to note a Human Resource initiative to invite South Africa Board of Personnel Practitioners (SABPP) to audit ICASA's Human Resources practices.</p> <p><b>It was resolved that the initiative to audit ICASA Human Resources practices by SABPP be noted.</b></p>	CEO
13.	<p><b>Appointment of One(1) replacement Consumer Advisory Panel Member</b></p> <p>The GM: Compliance and Consumer Affairs presented this item.</p>	CEO

	Action Item	Person Responsible
	<p>The purpose of this memorandum was to request approval of Ms. [REDACTED] as one (1) replacement in Consumer Advisory Panel, due to the appointment of Ms. [REDACTED] as a Councillor of the Independent Communications Authority of South Africa (ICASA). The replacement is for a period of two (2) years, effective from the date of assumption of duty.</p> <p><b>It was resolved that the appointment of Ms. [REDACTED] as one (1) replacement to the Consumer Advisory Panel as a member be approved.</b></p>	
14.	<p><b>Presentation by Alexander Forbes</b></p> <p>Alexander Forbes made a presentation on Comprehensive Retirement Benefits</p> <p><b>It was resolved that the presentation be noted</b></p> <p><i>The CEO left the meeting at 14:30 pm</i></p>	Alexander Forbes
15.	<p><b>Presentation by Vodacom</b></p> <p>The CEO of Vodacom (Pty) Ltd made a presentation to Council on arrange of topics including The cost of data and BEE transaction</p> <p><b>It was resolved that the presentation by Vodacom (Pty) Ltd be noted.</b></p>	CEO Vodacom
16.	<p><b>Closure</b></p> <p><b>The Chairperson thanked all participants and the meeting closed at 15:42 pm</b></p>	Chairperson
16.	<b>Date of next meeting: 06 February 2018</b>	Secretariat

Signed: [REDACTED]  
(Chairperson)

Date: 20/02/2018