



Independent Communications Authority of South Africa

MINUTES OF A SPECIAL COUNCIL MEETING		
Date	15 March 2018	
Time:	09h30	
Venue:	Protea Hotel Midrand	
Present		
	[REDACTED]	Chairperson
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
By Invitation		
	[REDACTED]	CEO
	[REDACTED]	CFO
	[REDACTED]	CAE
	[REDACTED]	Acting SM: Office of the Chairperson
	[REDACTED]	Secretariat Officer
Partial Attendees		
	[REDACTED]	GM; Licencing
	[REDACTED]	GM: Compliance and Complaints Analysis
	[REDACTED]	SM: Engineering and Technology
	[REDACTED]	Executive: Corporate Services
	[REDACTED]	SM: Regulations and Legislative Drafting
	[REDACTED]	GM: Regions
	[REDACTED]	Manager: Service Broadcasting
	[REDACTED]	Specialist: Monitoring and Evaluation
Apologies		
	[REDACTED]	Member



	Action Item	Person Responsible
1.	<p>Opening and apologies</p> <p>The Chairperson, opened the meeting at 10:00 and welcomed all present.</p> <p>The following apologies were noted: -</p> <ul style="list-style-type: none"> • Cllr [REDACTED] was on maternity leave. 	Chairperson
2.	<p>Ratification of agenda</p> <p>The following items were added:</p> <ul style="list-style-type: none"> • Q2 Performance Information Report 2017/18 FY <p>It was resolved that the agenda be approved with the addition</p>	Council
3.	<p>Declaration of interest</p> <p>No conflict of interest was noted at the meeting.</p>	All
4.	<p>Quarter 2: Performance Information Report 2017/18 FY</p> <ul style="list-style-type: none"> • The report was presented in line with the National Treasury Framework for Strategic Plans and Annual Performance Plans, August 2010 which prescribes that every government entity must report on its performance on a quarterly basis. <p>The presentation must be sent to the Department of Communications by the 15th March 2018.</p> <p>The Specialist: Monitoring and Evaluation presented the item:</p> <p>It was resolved that the Q2: Performance Information Report 2017/18 FY be approved.</p>	CEO



	Action Item	Person Responsible
	<p>A letter should be send to the office of the Speaker to seek clarification on the reporting lines of Council with regard to the Annual Report and the Annual Performance Programme.</p>	
<p>5.</p>	<p>Phase 1 of Standard Operating Procedures Optimisation Project</p> <p>The purpose of the memorandum was to table the Standard Operating Procedures (SOPs) that have been developed as part of Phase 1 of the SOPs optimisation project for approval.</p> <ul style="list-style-type: none"> • PricewaterhouseCoopers (PWC) was appointed to review the existing regulatory standard operating procedures, processes and policies, asses the efficiency and relevance of the SOPs under the new ICASA organisational structure and make recommendations on how the SOPs can ensure optimum service delivery to all stakeholders, based on best practice. <p>It was resolved that phase 1 of Standard Operating Procedures be approved.</p> <p>Phase 2 will be submitted to Council in Q2 of the 18/19 financial year</p>	<p>CEO</p>
<p>6.</p>	<p>Draft PMO Operating Model Report</p> <p>The purpose of the submission was to request Council to note and approve the Project Management Operating Model.</p> <p>A number of audits were carried out by ICASA Project Office, Internal Audit, PWC, SOPs Project and the latest by Debruyne and Associates to assess the state of Project Management within ICASA and they all indicated a need for improvement.</p> <p>It was resolved that the Operating Model Report be approved subject to a constitution of a Steering Committee.</p>	<p>CEO</p>
<p>7.</p>	<p>Draft Audit Finding-Strategic Projects</p>	<p>CAE</p>

	Action Item	Person Responsible
	<p>The purpose of the memorandum was to obtain Council comments on the draft findings and root causes in respect of the strategic projects audit.</p> <p>The CAE presented this item:</p> <p>The following were noted:</p> <ul style="list-style-type: none"> • As part of the Internal Audit Plan for 2017/18, an Audit of the Strategic Projects was conducted. • The scope and objective was to provide assurance on whether regulatory projects are aligned to the approved strategy, whether project methodology exists and is applied, prioritisation of projects for resource allocation, and coordination and reporting for all projects, the draft findings were presented for comments. <p>It was resolved that the Draft Audit Findings-Strategic Projects be approved.</p>	
8.	<p>Allocation of Council Regulatory Committees</p> <p>The allocation was done as contained in the committee spread-sheet.</p>	Council
9.	<p>Closure</p> <p>The Chairperson thanked all present at the meeting and closed the meeting at 16h37.</p>	Secretariat
10.	<p>Date of next meeting: 27 March 2018.</p>	Council

Signed: 
(Chairperson)

Date: 16 May 2018