



Independent Communications Authority of South Africa

**MINUTES OF AN ORDINARY COUNCIL/ STEERCO MEETING**

<b>Date</b>	24 July 2018	
<b>Time:</b>	09h30	
<b>Venue:</b>	Block B, Council Boardroom	
<b>Present</b>		
	[REDACTED]	Chairperson
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
<b>By Invitation</b>		
	[REDACTED]	CAE
	[REDACTED]	Acting CEO
	[REDACTED]	Corporate Secretary
	[REDACTED]	CFO
	[REDACTED]	Secretariat Officer
	[REDACTED]	General Manager: CCA
	[REDACTED]	Monitoring and Evaluation Specialist
	[REDACTED]	GM: Licensing
	[REDACTED]	GM: PRA
	[REDACTED]	Senior Manager: COO: PO
	[REDACTED]	Acting GM: Regions
<b>Partial Attendees</b>		
	[REDACTED]	GSMA
	[REDACTED]	GSMA
	[REDACTED]	GSMA
<b>Apologies</b>		
	[REDACTED]	CEO
	[REDACTED]	GM: Regions
	[REDACTED]	Member



	<b>Action Item</b>	<b>Person Responsible</b>
1.	<p><b>Opening and apologies</b></p> <p>The Chairperson, Cllr [REDACTED] opened the meeting at 09h45 and welcomed all present.</p> <p><b>The following apologies were noted:</b></p> <ul style="list-style-type: none"> <li>• Cllr [REDACTED] was attending the IoDSA training.</li> <li>• The CEO, [REDACTED] was on annual leave.</li> <li>• GM: Regions, [REDACTED] was on sick leave.</li> </ul>	<b>Chairperson</b>
2.	<p><b>Ratification of agenda</b></p> <p>It was resolved that the agenda be approved as presented.</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>ICASA Council Projects Steering Committee Terms of Reference</b></p> <p>Acting CEO presented the item.</p> <p>The purpose of the submission is to request Council to approve the ICASA Council Projects Steering Committee Terms of Reference.</p> <p><b>The following inputs were noted:</b></p> <ul style="list-style-type: none"> <li>• A project plan will be provided for each project.</li> <li>• Project leaders will have a standing invitation to the Committee.</li> <li>• The Monitoring and Evaluation Specialist should be included as an attendee the Committee.</li> </ul> <p>It was resolved that the proposed Terms of Reference be</p>	<b>CEO</b>



	Action Item	Person Responsible
	approved with the above changes.	
5.	<p><b>Council Committee list</b></p> <p>Corporate Secretary presented the item.</p> <p><b>1.Number of findings documents on subscription broadcasting</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Deputy Chairperson – Cllr [REDACTED]</li> <li>• Project Manager- [REDACTED] to be replaced by [REDACTED]</li> </ul> <p><b>2.Number of position papers on unreserved postal services</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Deputy Chairperson – Cllr [REDACTED]</li> <li>• Project Manager – [REDACTED]</li> </ul> <p><b>3.Number of Reviews of the 2014 Call Termination Regulations</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Deputy Chairperson – Cllr [REDACTED]</li> <li>• Project Manager – [REDACTED]</li> </ul> <p><b>4.Number of Regulations on Community Broadcasting</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Deputy Chairperson – Cllr [REDACTED]</li> <li>• Project Manager – [REDACTED]</li> </ul> <p><b>5.Number of Regulations on Broadcasting of National Elections</b></p> <ul style="list-style-type: none"> <li>• Chairperson -Cllr [REDACTED]</li> <li>• Deputy Chairperson – Cllr [REDACTED]</li> <li>• Project Manager – [REDACTED]</li> </ul> <p><b>6.Number of Reviews on the Broadcasting of National Sporting Events Regulations</b></p> <ul style="list-style-type: none"> <li>• Chairperson-Cllr [REDACTED]</li> <li>• Deputy Chairperson-Cllr [REDACTED]</li> </ul>	CEO



	Action Item	Person Responsible
	<ul style="list-style-type: none"> <li>• Project Manager- [REDACTED]</li> </ul> <p><b>7. Number of Reports on Cybersecurity produced</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Deputy Chairperson- Cllr [REDACTED]</li> <li>• Project Manager – [REDACTED] to be replaced by [REDACTED]</li> </ul> <p><b>8. Percentage of Frequency Migration Plan revised</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Deputy Chairperson - Cllr [REDACTED]</li> <li>• Project manager – [REDACTED]</li> </ul> <p><b>9. Percentage International Mobile Telecommunications Roadmap (IMT Roadmap) revised</b></p> <ul style="list-style-type: none"> <li>• Chairperson- Cllr [REDACTED]</li> <li>• Deputy Chairperson- Cllr [REDACTED]</li> <li>• Project Manager- [REDACTED] should be the Project Manager.</li> </ul> <p><b>10. Number of the Radio Frequency Spectrum Assignment Plans (RFSAPs) produced</b></p> <ul style="list-style-type: none"> <li>• Chairperson- Cllr [REDACTED]</li> <li>• Deputy Chairperson – Cllr [REDACTED]</li> <li>• Project Manager- [REDACTED]</li> </ul> <p><b>11. Number of reports produced with recommendations on South Africa's readiness for 5G</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Deputy Chairperson - Cllr [REDACTED]</li> <li>• Project Manager – [REDACTED]</li> </ul> <p><b>12. Number of research reports on Regulatory Frameworks for Dynamic and Opportunistic Spectrum Management produced</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Deputy Chairperson – Cllr [REDACTED]</li> <li>• Project Manager – [REDACTED]</li> </ul>	



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	<p><b>13. Commissioning of Geo-Location Database for Coordinating Spectrum use for TV Whitespace Technologies</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Deputy Chairperson – Cllr [REDACTED]</li> <li>• Project Manager – [REDACTED]</li> </ul> <p><b>14. Number of documents on the use of Digital Sound Broadcasting produced</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Deputy Chairperson – Cllr [REDACTED]</li> <li>• Project Manager [REDACTED]</li> </ul> <p><b>15. Percentage of the process for Licensing of Broadband (IMT) spectrum completed</b></p> <ul style="list-style-type: none"> <li>• Chairperson- Cllr [REDACTED]</li> <li>• Deputy Chairperson- Cllr [REDACTED]</li> <li>• Project Manager – [REDACTED]</li> </ul> <p><b>16. Percentage of the process for Licensing of Commercial Free to Air Television Broadcasting Services Completed</b></p> <ul style="list-style-type: none"> <li>• Chairperson - Cllr [REDACTED]</li> <li>• Deputy Chairperson – Cllr [REDACTED]</li> <li>• Project Manager – [REDACTED]</li> </ul> <p><b>17. Percentage of the process for licensing of 55% of Multiplexer 3 (MUX 3) Spectrum Capacity for free to air (FTA) Television Broadcasting Services completed</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Deputy Chairperson- Cllr [REDACTED]</li> <li>• Project Manager – [REDACTED]</li> </ul>	



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	<p><b>18. Percentage of the process for licensing of 45% of Multiplexer 3 (MUX 3) Spectrum capacity for Subscription Television Broadcasting Services completed</b></p> <ul style="list-style-type: none"><li>• Chairperson – Cllr [REDACTED]</li><li>• Deputy Chairperson – Cllr [REDACTED]</li><li>• Project Manager – [REDACTED]</li></ul> <p><b>19. Percentage of the process to develop a Position Paper on Equity Ownership by Historically Disadvantaged Groups completed</b></p> <ul style="list-style-type: none"><li>• Chairperson – Cllr [REDACTED]</li><li>• Deputy Chairperson – Cllr [REDACTED]</li><li>• Project Manager – [REDACTED]</li></ul> <p><b>20. Percentage of the process to develop a Conformity Assessment Framework for Equipment Authorisations completed</b></p> <ul style="list-style-type: none"><li>• Chairperson – Cllr [REDACTED]</li><li>• Deputy Chairperson – Cllr [REDACTED]</li><li>• Project Manager – [REDACTED]</li></ul> <p><b>21. Percentage of Individual Licence Amendment, Renewal, Transfer and Change of Control Applications processed within 180 working days</b></p> <ul style="list-style-type: none"><li>• Chairperson – Cllr [REDACTED]</li><li>• Deputy Chairperson – Cllr [REDACTED]</li><li>• Project Manager – [REDACTED]</li></ul> <p><b>22. Percentage of the process to develop an OSS and Reasons Document completed</b></p> <ul style="list-style-type: none"><li>• Chairperson- Cllr [REDACTED]</li><li>• Deputy Chairperson – Cllr [REDACTED]</li><li>• Project Manager – [REDACTED]</li></ul>	



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	<p><b>23. Alternative Dispute Resolution Committee</b></p> <ul style="list-style-type: none"><li>• Chairperson – Cllr [REDACTED]</li><li>• Deputy Chairperson – Cllr [REDACTED]</li><li>• Project Manager – [REDACTED]</li></ul> <p><b>24. Universal Service Obligations Committee</b></p> <ul style="list-style-type: none"><li>• Chairperson – Cllr [REDACTED]</li><li>• Deputy Chairperson – Cllr [REDACTED]</li><li>• Project Manager – [REDACTED]</li></ul> <p><b>25. Priority Markets</b></p> <p>The project team to be updated.</p> <p><b>26. Code for persons with disabilities</b></p> <ul style="list-style-type: none"><li>• Chairperson -Cllr [REDACTED]</li><li>• Deputy Chairperson – Cllr [REDACTED]</li><li>• Project Manager – [REDACTED]</li></ul> <p><b>27. Information Technology Review Committee (ITRC)</b></p> <ul style="list-style-type: none"><li>• Cllr [REDACTED]</li><li>• Cllr [REDACTED]</li></ul> <p><b>28. The Remunerations Committee (REMCO)</b></p> <ul style="list-style-type: none"><li>• Cllr [REDACTED]</li><li>• Cllr [REDACTED]</li></ul> <p><b>29. Complaints and Compliance Committee</b></p> <ul style="list-style-type: none"><li>• Chairperson – Cllr [REDACTED]</li><li>• Deputy Chairperson- Cllr [REDACTED]</li></ul> <p><b>30. Audit, Risk, Ethics and Disclosure Committee (AREDC)</b></p> <ul style="list-style-type: none"><li>• Cllr [REDACTED]</li><li>• Cllr [REDACTED]</li></ul>	

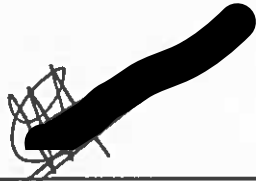


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	<p><b>31.Consumer Advisory Committee</b></p> <ul style="list-style-type: none"> <li>• Chairperson – [REDACTED]</li> <li>• Deputy Chairperson – Cllr [REDACTED]</li> </ul> <p><b>32.SADC Home and Roaming Committee</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Deputy Chairperson – Cllr [REDACTED]</li> </ul> <p><b>33.SKA Committee</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Deputy Chairperson – Cllr [REDACTED]</li> </ul> <p><b>34.Relocation Committee</b></p> <ul style="list-style-type: none"> <li>• Chairperson – Cllr [REDACTED]</li> <li>• Project Manager – [REDACTED]</li> </ul> <p><b>The following were noted:</b></p> <ul style="list-style-type: none"> <li>• Council resolved that skills be shared equally to avoid one member leading more projects.</li> <li>• ITRC members have requested to meet Council to present challenges identified within the organisation.</li> <li>• Steering Committee will sit on a quarterly basis and Governance Committees will be invited to contribute.</li> </ul> <p><b>It was resolved that the Council committee list be approved.</b></p>	
6.	<p><b>GSMA</b></p> <p>The purpose of the visit was to build the relationship between ICASA and the GSMA, review the state of industry with an emphasis on the key drivers for socio-economic state growth, and identify how the GSMA can better partner with the ICASA for the benefit of South Africa.</p> <p><b>The following were noted:</b></p> <ul style="list-style-type: none"> <li>• Council agreed to partner with GSMA on training programmes.</li> <li>• Secretariat will request a list of training programs offered by GSMA.</li> <li>• ICASA will request access to the GSMA database to get a</li> </ul>	GSMA





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	<p>sense of their mandate.</p> <p><b>Presentation by GSMA was noted.</b></p> <p><i>GSMA joined the meeting at 14h00 – 15h00.</i></p>	
7.	<p><b>Terms of Reference for the Strategic Planning Monitoring and Evaluation Committee</b></p> <p>The Monitoring and Evaluation Specialist presented the item.</p> <ul style="list-style-type: none"> <li>The purpose of the submission was to table the Terms of Reference for the Strategic Planning Monitoring and Evaluation Committee to Council, for consideration and approval.</li> </ul> <p><b>It was resolved that the Terms of Reference for the Strategic Planning Monitoring and Evaluation Committee be approved.</b></p>	CEO
8.	<p><b>Closure</b></p> <p>The Chairperson thanked all present and adjourned the meeting at 15h30</p> <p><i>There were no Regulatory decisions for website publication.</i></p>	Chairperson
9.	<p><b>Date of next meeting: 30 July 2018</b></p>	

Signed:   
 (Chairperson)

Date: 31/07/2018