



Independent Communications Authority of South Africa

MINUTES OF AN ORDINARY COUNCIL MEETING		
Date	28 August 2018	
Time:	09h30	
Venue:	Block B, Council Boardroom	
Present		
	[REDACTED]	Chairperson
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
	[REDACTED]	Member
By Invitation		
	[REDACTED]	CEO
	[REDACTED]	CAE
	[REDACTED]	Corporate Secretary
	[REDACTED]	Manager: o.b.o CFO
	[REDACTED]	Secretariat Officer
Partial Attendees		
	[REDACTED]	Manager: Content Services
	[REDACTED]	Senior Manager: Spectrum Licensing
	[REDACTED]	GM: Licensing
	[REDACTED]	Executive: Legal, Risk and CCC
	[REDACTED]	GM: PRA
	[REDACTED]	Manager: Facilities
	[REDACTED]	Financial Specialist
	[REDACTED]	Telecommunication Network Measurement Specialist: E&T
	[REDACTED]	Acting GM: Engineering and Technology
	[REDACTED]	GM: Regions
	[REDACTED]	GM: CCA
	[REDACTED]	Risk and Compliance Management Specialist
Apologies		
	[REDACTED]	CFO
	[REDACTED]	Member



	Action Item	Person Responsible
1.	<p>Opening and apologies</p> <p>The Acting Chairperson, Cllr [REDACTED] opened the meeting at 09h40 and welcomed all present.</p> <p>The following apologies were noted:</p> <ul style="list-style-type: none"> 1.1 Cllr [REDACTED] will join the meeting later. 1.2 Cllr [REDACTED] will join the meeting later. 1.3 Cllr [REDACTED] was on annual leave. 1.4 Cllr [REDACTED] was attending classes at IoDSA from 8:30am to 12:30pm and will join the meeting later. 1.5 The CFO was attending disciplinary hearings. <p><i>Cllr [REDACTED] joined the meeting at 09h55, Cllr [REDACTED] joined the meeting at 12h00 and Cllr [REDACTED] joined the meeting at 13h00.</i></p>	Chairperson
2.	<p>Ratification of agenda</p> <p>It was resolved that the agenda be approved with the following additions:</p> <ul style="list-style-type: none"> 2.1 Meeting with the DTPS. 2.2 Ministerial Media Briefing on the state of readiness on ITU even taking place in Durban. 	Council
3.	<p>Declaration of interest</p> <p>No conflict of interest was noted at the meeting.</p>	All
4.	Adoption of previous minutes	Council
5.	Minutes of 21 August 2018	Council

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	Action Item	Person Responsible
	<p>The following amendments were noted:</p> <p>5.1 Page 2, Cllr [REDACTED] left the meeting at 15h00 to conduct an interview on the End-User Subscriber Regulations.</p> <p>5.2 Page 2 point 2- BBBEE.</p> <p>5.3 Page 4 point 12.2 – the ITU meeting was hosted in Kenya.</p> <p>It was resolved that the minutes be approved subject to the amendments indicated above.</p>	
6.1	<p>Inter Operator Disputes</p> <p>There are no new developments on the item.</p>	CEO
6.2	<p>International Engagements</p>	
	<p>CRASA/SADC</p> <p>Update the implementation of the Southern African Development Community (“SADC”) Roam-Like-at-Home Initiative</p> <p>Cllr [REDACTED] presented the item</p> <p>The purpose of the memorandum was to: -</p> <p>6.2.1 Provide Council with an update on the implementation of the SADC Roam-Like-at-Home initiative by South Africa.</p> <p>6.2.2 Request permission to inform the Ministers of the Department of Communications (“DoC”) and Department of Telecommunications and Postal Services (“DTPS”) of challenges experienced with the project.</p> <p>It was resolved that the update on the initiative be noted.</p>	Cllr [REDACTED]



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	<p>ITU</p> <p>Cllr Zimri presented the item</p> <p>6.2.3 Bookings for the meeting in Dubai need to take place as soon as possible as flights and accommodation are getting expensive.</p> <p>6.2.4 There are thirteen (13) delegation spots available and nineteen (19) nominations.</p> <p>6.2.5 Corporate Services to provide an update on the preparations for the ITU meeting taking place in Durban.</p>	<p>Corporate Services</p>
<p>7.</p>	<p>Update on the office relocation</p> <p>Financial Specialist: Finance presented the proposed relocation allowance.</p> <p>The purpose of the submission was for Council to consider and approve the proposed relocation allowance (travel allowance) based on the twelve (12) options provided.</p> <p>The following inputs were noted:</p> <p>7.1 The submission should be re-tabled when the executive has confirmed that there are funds available for the relocation allowance.</p> <p>7.2 All scenarios presented for the relocation allowance should cater for all employees across the board.</p> <p>It was resolved that the proposed relocation allowance be re-tabled with the above inputs.</p> <p><i>Manager: facilities and Financial Specialist: and the CFO Finance and Manager: Facilities joined the meeting at 10h30 – 11h55.</i></p>	<p>Relocation Committee</p>




	Action Item	Person Responsible
8.	<p>Africanopy (Pty) Ltd – Application for TVWS commercial trial</p> <p>GM: Licensing presented the item</p> <p>The purpose of the memorandum was to request Council to approve the application by Africanopy (Pty) Ltd (“the applicant”) for Television White Spaces (“TVWS”) Trial Broadcasting Radio Frequency Spectrum Licence for a period of eight (8) months.</p> <p>The following inputs were noted:</p> <p>8.1 The commercial trial license will benefit the local entrepreneurs for a period of eight (8) months.</p> <p>8.2 The application for trial cannot be commercialised during the trial period.</p> <p>8.3 The trial will be on a secondary basis, as soon as there is interference the trial will be switched off.</p> <p>It was resolved that the application for be approved.</p> <p>Reason: The application was brought in line with the TVWS regulations wherein the correct band has been applied for.</p> <p>The risk of harmful interference with licensed services in minimal due to the deployment for protocol to access white spaces (PAWS) techniques and the use of Council of Scientific Research of Industrial Research’s (CSIR) Geo – Location spectrum Database (GLSD).</p> <p>The trial will benefit the public by connecting at least fifty (50) of the three-hundred and two (302) schools and the Authority will draw lessons from the trial.</p> <p>The application complies with the requirements of section 40 of the Radio Frequency Spectrum regulations, 2015.</p> <p>There is no technical objection regarding the proposed frequency band of 470-694 MHz</p>	CEO

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	Action Item	Person Responsible
	<i>GM: Licensing and Senior Manager: Spectrum Licensing joined the meeting at 11h55- 11h40.</i>	
9.	<p>2018/19 Q1 – Voice Quality of Service report, Free State province</p> <p>Acting GM: Engineering & Technology presented the item.</p> <p>The purpose of the submission was for Council to approve the voice QoS report for Q1 2018/2019.</p> <p>The following inputs were noted: -</p> <p>9.1 The Authority conducted measurements in the Free State province from 7th -18th May 2018, covering a total distance of over 2500 kilometres, targeting areas around Frankfort, Harrismith, Theunissen, Virginia and Bothaville.</p> <p>9.2 The reports will be sent to the relevant municipalities and Premiers offices</p> <p>9.3 Operators that are not doing well in the tested areas have responded that they are improving their infrastructure.</p> <p>It was resolved that the 2018/19 Q1 voice Quality of Service report, Free State province be approved.</p> <p>Reason: to enable consumers and the public to understand the level of QoS within the selected area in the Free State Province. The approval of the report will promote the objects set out in sections 2(c), m and (n) of the ECA.</p> <p><i>Acting GM: Engineering & Technology and Telecommunication Network Measurement Specialist: E&T joined the meeting at 12h10 –12h30.</i></p> <p><i>The Chairperson joined the meeting at 12h00 and took over the chairing of the meeting.</i></p>	CEO
		CEO



	Action Item	Person Responsible
10.	<p>Response to the National Association of Broadcasters</p> <p>GM: PRA presented the item</p> <p>The purpose of the memorandum was to request Council to approve response to the NAB. The response will be forwarded to the NAB after Council approval.</p> <p>The Authority received a letter from the National Association of Broadcasters (NAB) dated 06th March 2018 ("March Letter") requesting the Authority to revisit the Local Television Content Regulations ,specifically clause 7(2) regarding Independent Productions. Another letter was subsequently received by the Authority on the same issue.</p> <p>The following inputs were noted: -</p> <ul style="list-style-type: none"> 10.1 Council requested to have sight of the original letter before it went to Legal, Risk and CCC division for vetting. 10.2 The submission brought to Council does not address the concerns by NAB regarding the viability of clause 7.2 regarding on independent productions 10.3 The submission and the letter should address feasibility with regards to concerns raised by NAB. <p>It was resolved that the response to the NAB be re-tabled with the above inputs.</p> <p><i>GM: PRA and Manager: Content Services joined the meeting at 12h30 – 13h00.</i></p>	
11.	<p>Update on the implementation on the implementation of the Southern African Development Community ("SADC") Roam Like-at-Home initiative</p> <p>Item was dealt was under 6.2.</p>	Cllr 
12.	<p>Memorandum of Agreement between ICASA and Competition Commission</p>	CEO



	Action Item	Person Responsible
	Item was deferred to the next meeting.	
13.	<p>APP 2019/2020 Financial Year for Council approval</p> <p>Monitoring and evaluation specialist presented the item.</p> <p>The purpose of the Annual Performance Plan 2019/20 financial year to Council for consideration and approval.</p> <p>The following inputs were noted: -</p> <p>13.1 Page 20 – also indicate the 4th industrial revolution. 13.2 The 4th industrial revolution will also be highlighted in the foreword of the chairperson.</p> <p>13.2.1 Corporate Services division</p> <ul style="list-style-type: none"> • Approved as presented. <p>13.2.2 Finance division</p> <p style="padding-left: 40px;">Pay suppliers within 30 days after relevant documentation -the target should indicate 97% and not 94%.</p> <p>13.2.3 HR division</p> <ul style="list-style-type: none"> • 5.2.2 Reduce staff vacancies -should relook at the target. <p>13.2.4 Internal Audit division</p> <ul style="list-style-type: none"> • Approved as presented. <p>13.2.5 Legal, Risk and CCC</p> <ul style="list-style-type: none"> • Approved as presented. <p>13.2.6 Licensing division</p> <ul style="list-style-type: none"> • Approved as presented. 	CEO



	Action Item	Person Responsible
	<p>13.2.7 Policy Research and analysis</p> <ul style="list-style-type: none"> • Approved as presented. <p>13.2.8 Engineering and Technology division</p> <ul style="list-style-type: none"> • Approved as presented. <p>13.2.9 Regions</p> <ul style="list-style-type: none"> • Approved as presented. <p>13.2.10 Compliance and Consumer Affairs</p> <ul style="list-style-type: none"> • Approved as presented. <p>It was resolved that the Annual Performance Plan for the 2019/20 financial year be approved subject changes.</p>	
14.	<p>Feedback on 2016/17 performance review grievances for Executives and approval of payment for qualifying Executives</p> <p>The item will be dealt with at the committee level.</p>	CEO
15.	General	
15.1	<p>Meeting with the DTPS</p> <p>The Chairperson presented the item.</p> <p>Council deliberated on the feedback of the meeting that took place between Council and the Minister at DTPS on 27 August 2018.</p> <p>The following items were discussed at the meeting: -</p> <p>15.1 Policy directives and the licensing of spectrum.</p>	Council

	Action Item	Person Responsible
	<p>15.2 The CEO and DG will meet to discuss the draft policy directive on the licensing of the high demand spectrum for the Authority to formally comment. The meeting with the DDG for infrastructure and DDG for policy is scheduled for 30 August 2018.</p> <p>15.3 The Minister indicated that it is up to the Authority to licence WOAN, however the Authority should consider transformation imperatives in the licensing processes.</p> <p>15.4 The Authority's budget constrains were also discussed with the Minister.</p>	
15.2	<p>Ministerial Media Briefing ITU: Durban on Friday 31st August 2018 at 11h00 to 13h00 GCIS</p> <p>An invitation to attend the press briefing at DoC on Friday 31 August 2018 was tabled</p> <p>The following members will attend: -</p> <p>15.2.1 Executive: Corporate Services will stand in for the CEO and both Cllr ██████ and Cllr ██████ will also attend.</p>	Corporate Secretary
16.	<p>Closure</p> <p>The Chairperson thanked all present and adjourned the meeting at 16h10.</p>	Chairperson
17.	Date of next meeting: 28 August 2018	



Signed: 
(Chairperson)

Date:

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09 / 2018

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