



## MINUTES OF AN ORDINARY COUNCIL MEETING

<b>Date</b>	29 January 2019	
<b>Time:</b>	09h30	
<b>Venue:</b>	Block C, Council Boardroom	
<b>Present</b>	████████████████████	Chairperson
	████████████████	Member
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<b>By Invitation</b>	████████████████████	CEO
	████████████████████	CFO
	████████████████████	CAE
	████████████████	Corporate Secretary
	████████████████	Secretariat officer
<b>Partial Attendees</b>	████████████████	Executive: Legal, Risk and CCC
	████████████████████████████	Manager: Administration-Facilities
	████████████████	SM: Communication & International Relations
	████████████████████	Radio Frequency Specialist
	████████████████████████████	Manager: Broadcasting Frequency Coordination
	████████████████	Monitoring and Evaluation Specialist
<b>Apologies</b>	████████████████████	Member
	██████████	
	████████████	Member



**Independent Communications Authority of South Africa**

	<b>Action Item</b>	<b>Person Responsible</b>
1.	<p><b>Opening and apologies</b></p> <p>The Chairperson opened the meeting at 09h39 and welcomed all present.</p> <p><b>Apologies</b></p> <p>The following apologies were noted:</p> <ul style="list-style-type: none"><li>• Cllr [REDACTED] would join the meeting later.</li><li>• Cllr [REDACTED] was on family responsibility leave.</li><li>• Cllr [REDACTED] was on a study visit in the UK, London with regards to the review of Sports Broadcasting Regulations.</li></ul>	<b>Chairperson</b>
2.	<p><b>Ratification of agenda</b></p> <p>The following items were to be prioritised:</p> <ul style="list-style-type: none"><li>• Tabling of the Budget for 2019/20 financial year.</li><li>• Finance Expenditure report.</li><li>• APP 2019/20 Final Draft.</li></ul> <p>The following items were deferred to the next meeting:</p> <ul style="list-style-type: none"><li>• South African Post Office SOC Ltd (SAPO) Proposal of discontinuing Surface Mail destined for African countries and New Zealand;</li><li>• Program Syndication between licensed and non-licensed broadcasters;</li><li>• Application by SABC – Exemption from Compliance by SABC's Lotus FM in terms of Regulation 4 (10) of the Music Content Regulation, 2016;</li><li>• Spectrum monitoring for International Mobile Telecommunications and Public Protection and Disaster</li></ul>	<b>Council</b>



	<b>Action Item</b>	<b>Person Responsible</b>
	Relief Bands in the Eastern Cape for Quarter 3 of 2017/18; <ul style="list-style-type: none"> <li>• CCMA Matter – Litigation, contracts and general Legal support unit;</li> <li>• The Authority's comments on the Draft White Paper on the Audio-visual and Digital content for South Africa</li> </ul> <p><b>It was resolved that the agenda be approved with the above changes.</b></p>	
3.	<b>Declaration of interest</b>  No conflict of interest was noted in the meeting.	All
4.	<b>Adoption of previous minutes</b>	Council
4.1	<b>Minutes of the 06 November 2018</b>  It was resolved that the minutes of a meeting held on 06 November 2018 be approved as presented.	Council
4.2	<b>Minutes of Council 20 November 2018</b>  It was resolved that the minutes of a meeting held on 20 November 2018 be approved as presented.	Council
4.3	<b>Minutes of Council 27 November 2018</b>  It was resolved that the minutes of a meeting held on 27 November 2018 be approved as presented.	Council
5.	<b>Matters arising from the previous minutes</b>  The matters arising document was discussed in the meeting.	Secretariat/ Acting CEO

	Action Item	Person Responsible
6.	<p><b>Inter/ Intra Operator Disputes</b></p> <p>The CEO indicated that the item will be discussed in the next meeting.</p>	CEO
7.	<p><b>CRASA/SADC</b></p> <p>Cllr ██████ presented the item and the following were noted.</p> <p>The key events for the month of February 2019 include:</p> <ul style="list-style-type: none"> <li>• ICASA to host the CRASA ECC meetings from 4<sup>th</sup> – 8<sup>th</sup> February.</li> <li>• There is a CRTT meeting taking place on 11 – 13 February in Mozambique.</li> <li>• There is a Finance &amp; Audit Committee meeting taking place on 11 – 13 February, Mozambique.</li> <li>• There is a capacity building workshop taking place on 11-15 February, Zimbabwe.</li> <li>• There is a Universal Service Committee meeting taking place on 18 – 19 February, Botswana.</li> <li>• Preparatory meeting for WRC 19 is taking place during February, Geneva.</li> </ul>	Cllr ██████
8.	<p><b>Report on the ITU 2018 Plenipotentiary Conference</b></p> <p>The Executive: LRCCC presented the report.</p> <ul style="list-style-type: none"> <li>• Council commented on the detailed nature of the Report. However, Council made a plea that in future, an executive summary of the key issues that affect ICASA should be highlighted.</li> <li>• It was recommended that management set up a working group with nominated champions to follow through on the work that is required in terms of the various themes / issues covered at the PP-18.</li> </ul>	Cllr ██████





	Action Item	Person Responsible
	<ul style="list-style-type: none"> <li>It was also noted that it is necessary for the team to identify key issues of relevance and priority for ICASA.</li> </ul> <p>It was resolved that the Report on the ITU 2018 Plenipotentiary Conference be noted.</p> <p><i>Clr</i> [REDACTED]</p>	
9.	<p><b>Update on the Office Relocation</b></p> <p>Manager: Administration-Facilities presented the item.</p> <p>The following were noted:</p> <ul style="list-style-type: none"> <li>The walk-about to identify snags in the new premises resumed on 28 January 2019 and would be completed by 31 January 2019.</li> <li>Some air conditioners are malfunctioning, and the landlord indicated that they will be attended to.</li> <li>Following power failures and the inability of the block C generator to kick in, it was reported that the generator is up, and running and continuous testing will take place periodically.</li> <li>Vox is in the process of installing projector screens in the boardrooms.</li> <li>There were certain faults identified in those boardrooms whereby projectors were already installed. There was a proposal to conduct tutorials on the use of the equipment or for IT to provide a user manual for the equipment.</li> <li>The branding process for the boardrooms and the complex was delayed due to the need to adhere to SCM requirements (RFQ has been issued). Council requested that the branding designs be shared with Council by close of business (Wednesday 30 Jan 2019).</li> </ul>	Relocation Committee

WF



	Action Item	Person Responsible
	<ul style="list-style-type: none"> <li>The role of SHE committee and representatives versus relocation committee must be clarified so that there is no abdication of responsibilities.</li> <li>Plans are underway for the opening ceremony; the event will take place on 12 February 2019, (it will be a cocktail function with a limited number of guests).</li> </ul>	
10.	<p><b>ICASA inputs on the Induction Manual on Institutions Supporting Democracy (ISD's), in preparations for the Sixth Parliament</b></p> <p>The Executive LRCCC presented the item:</p> <p>The purpose of the submission was to request Council to note the inputs made by the Authority to the Office of ISD's in Parliament, in preparation of the Induction Manual on Institutions Supporting Democracy.</p> <ul style="list-style-type: none"> <li>On 16 January 2019, the Authority received a request for content to enable the office to develop an Induction Manual on ISD's.</li> <li>The Induction Manual will assist ISD's to participate meaningfully in the induction process for the Sixth Parliament.</li> <li>The Induction Manual is intended to ensure that the Sixth Parliament is afforded an opportunity to understand the role of the ISD's and to reflect on the engagement between Parliament and ISD's.</li> </ul> <p><b>It was resolved that Council note the submission.</b></p>	CEO
11.	<p><b>IMT Policy Direction</b></p> <p>The Radio Frequency Specialist presented the item.</p> <p>The Authority initiated the market-based Approach System in the licensing of the International Mobile Telecommunications (IMT) Spectrum to ensure national broadband wireless access to all</p>	Cllr [REDACTED]

WK



	Action Item	Person Responsible
	<p>Citizens.</p> <ul style="list-style-type: none"> <li>• Key elements to consider when releasing spectrum will include the timelines of spectrum release to ensure alignment with trends in spectrum usage, demand and technology, maximizing the use of spectrum, and in turn, fostering innovation.</li> <li>• The critical role played by mobile telecommunication technologies is to achieve the goals of broadband for all citizens in South Africa thus prioritizing the licensing of the IMT Spectrum is important during the 2019/2020 financial year.</li> <li>• The IMT spectrum, more specifically the IMT700, IMT800 that is very good for coverage is to be complemented by the IMT2600 and IMT3500 which are very good for capacity.</li> <li>• The licensing of IMT spectrum has been prioritized and forms part of the ICASA five (5) year Strategic Plan approved by Parliament, and it is critical that the milestone be achieved.</li> </ul> <p>The key objectives of the licensing process are to fulfil the requirements for capacity and coverage, Bridge the Digital Divide and to meet the Rollout Targets for Broadband Services, thus ensuring Nationwide Broadband Access for All Citizens by 2020.</p> <p><b>The following was resolved:</b></p> <ul style="list-style-type: none"> <li>• <b>that the Committee prepare a draft Information Memorandum for tabling at Council by end of Feb 2019.</b></li> <li>• <b>further that the budgetary constraints should not unduly delay the process, the preparatory work must continue.</b></li> </ul> <p><i>Radio Frequency Specialist and Manager: Broadcasting Frequency Coordination left the meeting at 12h58</i>  <i>Monitoring and Evaluation Specialist joined the meeting at 13h50</i></p>	
12.	<p><b>Q3 Performance Information Report 2018/19</b></p> <p>Monitoring and Evaluation Specialist presented the report.</p>	CEO

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	<b>Action Item</b>	<b>Person Responsible</b>
	<p>The purpose of the submission was to present the Q3 Performance Information Report of the Authority to Council for approval.</p> <ul style="list-style-type: none"> <li>• The quarterly reports are progress monitoring tools to monitor progress being made towards, delivery of outputs and achievement of organisational targets. The Authority must produce one every quarter as a legislative compliance requirement.</li> <li>• It was noted that 58% performance was realised for the quarter.</li> </ul> <p>Council raised several questions and inputs:</p> <ul style="list-style-type: none"> <li>• The report should show cumulative performance in the quarterly reports;</li> <li>• Council noted that it is concerning that there are programmes which have achieved 0% in the quarter.</li> </ul> <p><b>It was resolved that the Q3 Performance Information Report 2018/19 be approved.</b></p>	
13.	<p><b>Strategic Planning and Monitoring and Evaluation Committee Costed Workplan 2018/19-2019/20</b></p> <p>Monitoring and Evaluation Specialist presented the report.</p> <p>The purpose of the submission was to present the Strategic Planning and Monitoring and Evaluation Committee Costed Workplan 2018/19 – 2019/20 to Council for approval.</p> <ul style="list-style-type: none"> <li>• The Strategic Planning and Monitoring and Evaluation Committee is a committee of Council established in 2018 in terms of section 17 of the ICASA Act of 2000 as amended.</li> <li>• The committee held its inaugural meeting on 26 September 2018, where a resolution to develop a costed committee work plan was taken.</li> </ul>	CEO





	Action Item	Person Responsible
	<ul style="list-style-type: none"> <li>The committee held its second meeting on 24 October 2018, where the Monitoring &amp; Evaluation unit tabled the costed workplan for consideration and approval. The committee approved it subject to Council's approval.</li> </ul> <p>Discussion was had around the availability of funds particularly for new projects. The Committee implored on Council to consider directing funds to the committee if there are excess funds in the current financial year.</p> <p><b>It was resolved that the Strategic Planning and Monitoring and Evaluation Committee Costed Workplan 2018/19-2019/20 be approved subject to budget availability.</b></p>	
14.	<p><b>APP 2019/20 Final Draft</b></p> <p>Monitoring and Evaluation Specialist presented the report.</p> <p>The purpose of the submission was to present the Annual Performance Plan for 2019/20 financial year.</p> <p>Council re-emphasised the need to get the APPs proof-read/edited by a third party. A suggestion was made that the same process followed in editing the annual report be followed herein.</p> <p><b>The submission was approved subject to the document being reviewed and edited.</b></p>	CEO
15.	<p><b>Tabling of the Budget for 2019/20 financial year</b></p> <p>The CFO presented the item.</p> <p>The purpose of the submission was for Council to note the current budget allocations per division and approve the final 2019/20 budget to be implemented from 01 April 2019.</p> <ul style="list-style-type: none"> <li>The draft budget was submitted in terms of sections 38 (1) (c) (ii) and 40 (1) of the Public Finance Management Act (PFMA) and the approved Budget Policy.</li> </ul>	CFO



	Action Item	Person Responsible
	<ul style="list-style-type: none"> <li>• The presentation detailed the total amount of Revenue estimated for the 2019/20 financial year, and the actual expenditure budget allocated per division. The current allocation is based on the grant allocation letter received from the Department of Communications and the ENE database submitted to National Treasury.</li> </ul> <p>Council suggested that:</p> <ul style="list-style-type: none"> <li>• Individual councillor budget for international travel should not include mandatory affiliation meetings and training.</li> <li>• HR must assess Council training needs and ensure that such needs (within reason and considering the financial limitations) are accommodated in the organisational budget.</li> <li>• Corporate Services should prepare an international calendar of events (premised on ICASA affiliations).</li> <li>• Management and Council must then go through a prioritisation exercise in terms of the meetings and ensure that only critical meetings are attended.</li> <li>• The delegation to the meetings must be limited to the relevant key personnel including the delegated Councillor/s.</li> </ul> <p><b>It was resolved that the Budget for 2019/20 financial year be approved subject to the following:</b></p> <ul style="list-style-type: none"> <li>• <b>HR's training budget should be inclusive of Council;</b></li> <li>• <b>Corporate Services international affiliations budget should be inclusive of Council;</b></li> <li>• <b>Councillors must provide conferences or other travel requirements not aligned to training of international affiliations separately and these can be accommodated if resources permit.</b></li> </ul>	
16.	<p><b>Finance Expenditure report</b></p> <p>The CFO presented the item.</p>	CFO

	Action Item	Person Responsible
	<p>The purpose of the submission was for Council to approve the Finance Expenditure Report for Quarter 3 of the 2018/19 financial period.</p> <p><b>Council approved the report.</b></p>	
<p>17.</p>	<p><b>Presentation to the South African Film Industry Summit from 4 – 5 February 2019</b></p> <p>The purpose of the memorandum was to request Council to approve the presentation and ICASA's participation to the South African Film Industry Summit to take place from 4 – 5 February 2019; and that Cllr Mokhele participate in panel discussions at the summit.</p> <ul style="list-style-type: none"> <li>On 19 December 2018, the Authority received an invitation from the Department of Arts and Culture ("DAC") to attend the South African Film Industry Summit originally scheduled to take place on 30 – 31 January 2019. The date of the summit has since been changed to 4 – 5 February 2019.</li> <li>The aim of the summit is to bring all industry stakeholders together in an outcome-oriented dialogue, revisit the challenges, evaluate the extent to which the SA Film and TV Industry is aligning itself with emerging trends and global developments, premised by Pan-Africanism, set targets to implement recommendations and explore the positioning and branding of a distinctly South African Film and Television Industry.</li> </ul> <p><b>Council noted that:</b></p> <ul style="list-style-type: none"> <li>Cllr [REDACTED] is member of one of the entities under Department of Arts &amp; Culture and she will be attending in that capacity.</li> <li>Council requested Corporate Secretariat to check Cllr [REDACTED] availability to attend with the GM and SM (PRA).</li> </ul> <p><b>It was resolved that:</b></p>	<p>CEO</p>



	Action Item	Person Responsible
	<ul style="list-style-type: none"><li>• ICASA should participate in the summit; and</li><li>• Cllr [REDACTED] to participate in panel discussions at the summit.</li></ul>	
18.	<b>Closure</b>  The Chairperson thanked all present at the meeting and adjourned the meeting at 17h42.	<b>Secretariat</b>

Signed: [REDACTED]  
(Chairperson)

Date: 19/02/2019