



Independent Communications Authority of South Africa

MINUTES OF THE MEETING OF COUNCIL HELD ON 21 OCTOBER 2024		
Time:	14:00	
Venue:	Virtual – Microsoft Teams	
Present	██████████	Chairperson
	██████████	Councillor
	██████████████████	Councillor
	██████████	Councillor
	██████████	Councillor
	██████████████████	Councillor
	██████████	Councillor
	██████████	Councillor
By Invitation	██████████	Acting CEO
	██████████	CFO
	██████████	Audit Manager/Acting CAE
	██████████	Executive: LRCCC
	██████████	Corporate Secretary
	██████████	Secretariat Officer
	██████████	Graduate, Council and Secretariat
Partial Attendees	██████████	Executive: Human Resources
	██████████	Executive: Policy, Research and Analysis
	██████████	Chief Information Officer
	██████████	Manager: Communications & Reputational Management
	██████████	Radio Frequency Specialist: Radio Communications
Apologies	██████████████████	CEO
	██████████	Chief Audit Executive



No.	Action Item	Responsible Person
1.	<p>Opening and apologies</p> <p>1.1. The Chairperson declared the meeting open at 14:00 and welcomed all present.</p> <p>1.2. The CEO, [REDACTED] was out of the office, attending the WTSA in India. [REDACTED] attended the Council meeting in the capacity of acting CEO.</p> <p>1.3. The CAE, [REDACTED] was on leave. [REDACTED], attended the Council meeting in the capacity of acting CAE.</p> <p>The opening and apologies were noted.</p>	Chairperson
2.	<p>Ratification of agenda</p> <p>The following items were included under general:</p> <p>2.1 Update to Council on the AREDC Finance Policies workshop.</p> <p>2.2 Re-allocation of Council Committees in light of upcoming end of term of three (3) Councillors.</p> <p>The agenda was ratified with the above amendments.</p>	Council
3.	<p>Declaration of interest</p> <p>No conflict of interest was noted.</p>	Council
4.	<p>Adoption of Minutes of Special Council Meeting minutes</p>	Council
5.	<p>Council Minutes – 25 September 2024</p> <p>Council resolved to table the minutes in a closed Council session.</p>	
6.	<p>Council Minutes – 12 September 2024</p> <p>Council resolved to table the minutes in a closed Council session.</p>	
7.	<p>Council Minutes – 6 September 2024</p> <p>Council minutes were approved as presented.</p>	
8.	<p>Council Minutes – 4 September 2024</p> <p>The minutes were approved as presented.</p>	

No.	Action Item	Responsible Person
9.	<p>Council Minutes – 27 August 2024</p> <p>The minutes were approved as presented.</p>	
10.	<p>Council minutes – 15 August 2024</p> <p>The minutes were approved as presented.</p>	
11.	<p>Matters Arising</p> <p>The Matters Arising were deferred to the next Council Meeting.</p>	Corporate Secretary
12.	<p>ITU Council Report, 2024</p> <p>Presented by the Executive: PRA</p> <p><u>Council Comments:</u></p> <p>12.1. Council advised that relevant outcomes from international regulatory engagements should be factored into the Authority's Strategic Plan to foster alignment.</p> <p>The submission was noted.</p>	CEO / Executive: PRA
13.	<p>Outcomes of the first session of the African Preparatory Meeting for the 2027 World Radiocommunication Conference (“WRC-27”)</p> <p>Councillor [REDACTED] and the Radio Frequency Specialist: Radio Communications presented the item.</p> <p>The submission was noted.</p>	Cllr Zimri
14.	<p>Annual Audit Plan</p> <p>The Acting CAE presented the item:</p> <p><u>Council Comments:</u></p> <p>14.1. Council directed that moving forward, the Annual Audit Plan must be signed by the AREDC Chairperson, for combined assurance purposes.</p> <p>14.2. Council indicated that page 23 of the plan must be reviewed to adequately provide for the review of the effectiveness of the ASMS. The Acting CAE indicated that the matter of the effectiveness of the ASMS will be dealt with on an <i>ad hoc</i> basis.</p>	CAE

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	<p>14.3. Council noted the delays with the tabling of the plan, iterating that the annual audit plan should have been tabled prior to the beginning of the current FY. Council was informed that challenges with governance processes, amongst others, the availability of members for the relevant ARDEC meetings, caused the delay.</p> <p>14.4. Council highlighted that the final version of the strategic plan of the Authority, might have an impact on the Annual Audit Plan. Thus, management may have to revisit the Annual Audit Plan, if the need to do so is established.</p> <p>14.5. Council recommended that the operational/strategic risks be tracked on a monthly/quarterly basis and that this be factored into performance appraisals.</p> <p>The submission was noted.</p>	
15.	<p>Commonwealth Telecommunications Organisation’s CyberKeys – Digital Week Conference</p> <p>The CIO and the Executive: HR presented the item:</p> <p><u>Council Comments:</u></p> <p>15.1. Council iterated the need for clarity from DIRCO as to why South Africa has ceased participation in the CTO, mindful of the training opportunities being offered by CTO, which may be of benefit to the country.</p> <p>15.2. Furthermore, clarity should be sought from DCDT on whether the Authority is able to participate at CTO on its own accord.</p> <p>Council resolved to approve the report.</p>	CEO / CIO
16.	<p>Feedback from the Forum of Institutions Supporting Democracy (“FISD”) Principals meeting held on 27 September 2024</p> <p><u>The Chairperson summarised the below outcomes from the last FISD Principals meetings:</u></p> <p>16.1. Chapter 9 institutions have reiterated the need to ensure that the National Assembly understands and appreciates the specific mandates of the ISDs. It was noted that subsequent to the FISD Principals meeting, the Speaker of the National Assembly commenced with engagements with the ISDs.</p> <p>16.2. Discussions on the remuneration of Chapter 9 office bearers are ongoing. A benchmark exercise will be conducted, and the Authority will submit its own report on the matter of the remuneration of Councillors and what the best practice in this regard is.</p> <p>16.3. The FISD also dealt with the physical safety of ISD office-bearers.</p>	Chairperson

No.	Action Item	Responsible Person
	<p>16.4. Workshop on the Strategic Plan of the Fisd will be scheduled by the Fisd.</p> <p>16.5. The Chairperson indicated that a document outlining in detail the Fisd meeting outcomes will be submitted to Council.</p> <p>16.6. The Chairperson also sensitised Council that the ISDs rotate with the hosting of the Fisd meetings.</p> <p>Council resolved to note the update provided by the Chairperson.</p>	
17.	<p>Council Performance Management System (PMS)</p> <p>17.1. The Chairperson notified Council that communication has been received from DCDT regarding the finalization of performance contracts for the Councillors.</p> <p>17.2. Council directed the Corporate Secretary to urgently schedule a meeting between Council and the DCDT to discuss the contentious issues regarding the Councillors' performance contracting process.</p>	Chairperson
18.	General	Council
18.1	<p><u>Update on the AREDC workshop for the review of Finance Policies</u></p> <p>Council raised concerns regarding the number of ICASA policies which are already overdue for review and iterated the need for review processes to be fast-tracked.</p>	
18.2	<p><u>Re-allocation of Council Committees</u></p> <p>Council noted the imminent end of term of three (3) Councillors and directed the Corporate Secretary to schedule a Council meeting wherein Council will discuss the re-allocation of the Council Committees co-chaired by the outgoing Councillors.</p>	
18.3	<p><u>Performance assessments in relation to the KPA for Council Committee Work</u></p> <p>18.3.1 Council raised concern that it had previously been resolved that a workshop to deal with the KPA for Council Committee participation should be held, and to date the matter has not been finalised.</p> <p>18.3.2 Council directed that an urgent EXCO meeting be scheduled for EXCO to discuss and finalise the issue of the Council Committee participation KPA as well as the issue of the delay with the finalisation of the organisational performance contracting processes.</p>	

No.	Action Item	Responsible Person
	18.3.3 Council resolved to defer the matter for discussion in a closed session.	
19.	<p>Closure</p> <p>The Chairperson thanked all who were present at the meeting and declared the meeting adjourned at 17:38.</p>	Chairperson

Signed: 

(Chairperson)

Date: 13 November 2024