|  |  |
| --- | --- |
|  | |
| **Meeting Name:** | ***1st Meeting of the Human Resources Development Committee (HRDC)*** |
| **Venue:** | Dar es Salaam, Tanzania |
| **Meeting Dates** | 26th to 27th August 2025 |
| **For more information:** | [bgmothibi@crasa.org](mailto:bgmothibi@crasa.org)/crasa@crasa.org |
| **DRAFT AGENDA** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tuesday 26th August 2025** | | | |
|  | **TIME** | **SESSION** | **LEAD PERSON** |
| 1.1 | 09:00-09:05 | Calling meeting to order | HRDC Chairperson |
| 1.2 | 09:05 -09:10 | Listing of Members and confirmation of quorum | Secretariat |
| 2 | 09:10-09:30 | Welcome and Opening Remarks | * Executive Secretary (ES) * HRDC Chairperson * Host (TCRA) |
| 3 | 09:30-09:40 | Adoption of Agenda and Working Hours | Secretariat |
| 4.1 | 09:40-09:50 | Review and Approval of Minutes of HRDC Meeting February 2025 | Secretariat |
| 4.2 | 09:50 -10:15 | Consideration of Matters Arising from the HRDC Meeting February 2025 | Secretariat |
| 5 | 10:15 -10:30 | Briefing on 42nd EXCO and 14th AGM Meeting Resolutions Pertaining to HRDC | HRDC Chairperson |
|  | **10:30-11:00** | **Group Photo & Tea/Coffee Break** |  |
| 6 | 11:00-11:30 | Consideration of Staff Status Report for period ending July 2025 | Secretariat (HRAO) |
| 7 | 11:30-13:00 | Update on implementation of Job evaluation and Remuneration Benchmarking Recommendations from EXCO- (Round Robbin Resolution on Adjustment of Basic Salaries for Local Employees) | HRDC Chairperson |
|  | **13:00-14:00** | **Lunch Break** |  |
| 8 | 14:00-15:30 | Report on Performance Management & Proposed Rewards 2024/25 | Secretariat (ES) |
| 9 | 15:30-16:30 | Update on the Launch of the CRASA Internship Program | Secretariat (HRAO) |
|  | 16:30 | Adjournment of the Meeting | HRDC Chairperson |

|  |  |  |  |
| --- | --- | --- | --- |
| **Wednesday 27th August 2025** | | | |
|  | **TIME** | **SESSION** | **LEAD PERSON (s)** |
| 10 | 09:00-09:05 | Recap and Remarks to Committee Members | HRDC Chairperson |
| 11 | 09:05 – 11:00 | Development of the CRASA Workplace Bullying Policy | All |
|  | **11:00-11:30** | **Tea/Coffee Break** | |
| 12 | 11:30-12:00 | Update on implementation of the CRASA Talent Retention Plan 2025 | Secretariat (HRAO) |
| 13 | 12:00 -13:00 | Update on the Recruitment and Selection of the CRASA Executive Secretary | Secretariat (HRAO) |
|  | **13:00 -14:00** | **Lunch** | |
| 14 | 14:00-14:30 | Women in ICT leadership in Southern Africa Awards | Secretariat(ES) |
| 15 | 14:30-15:00 | Confirmation and Finalisation of HRDC Meeting Resolutions | All |
| 16 | 15:00-15:35 | Date and Venue of the next HRDC Meeting | Secretariat |
| 17 | 15:35-15:40 | Vote of Thanks | HRDC Vice Chairperson |
| 18 | 15:40-15:45 | Concluding Remarks and Closure of Meeting | HRDC Chairperson |