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| **Meeting Name:** | ***1st Meeting of the Finance & Audit Committee (FAC)*** |
| **Venue:** | Dar es Salaam, Tanzania |
| **Meeting Dates** | 28th to 29th August 2025 |
| **For more information:** | [bmwansa@crasa.org](mailto:bmwansa@crasa.org)/crasa@crasa.org |
| **DRAFT AGENDA** | |

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| **Thursday 28th August 2025** | | | |
|  | **TIME** | **SESSION** | **LEAD PERSON** |
| 1.1 | 09:00-09:05 | Calling meeting to order | FAC 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) * FAC Chairperson * Host (TCRA) |
| 3 | 09:30-09:40 | Adoption of Agenda and Working Hours | Secretariat |
| 3.1 | 09:40-09:50 | Review and Approval of Minutes of FAC Meeting February 2025 | Secretariat |
| 3.2 | 09:50 -10:15 | Consideration of Matters Arising from the FAC Meeting February 2025 | Secretariat |
| 4 | 10:15 -10:30 | Briefing on 42nd EXCO and 14th AGM Meeting Resolutions Pertaining to FAC | Secretariat |
|  | **10:30-11:00** | **Group Photo & Tea/Coffee Break** |  |
| 5 | 11:00-11:30 | Overview of FAC Workplan 2025/26:   1. Development of Risk Management Policy; 2. Oversight of Internal & External Audit Processes 2025/26 3. Benchmark Study on Staff-to-operational cost ratio 4. Review of FAC Terms of Reference | Secretariat |
| 6 | 11:30-13:00 | FAC oversight related to implementation of:   * 14th AGM Resolutions * 2025/26 CRASA Operational Plan * Revenue Generation Strategy * Risk Management Framework | * Secretariat * All |
|  | **13:00-14:00** | **Lunch Break** |  |
| 7 | 14:00-14:30 | Consideration of Financial Performance Report for the period ending June 2025 |  |
| 8 | 14:30-15:30 | Update on Risk Assessment and Development of Internal Audit Plan 2025/26 | Grant Thornton |
|  | **15:30-16:00** | **Tea/Coffee Break** |  |
| 9 | 16:00-17:00 | Consideration of Updated Risk Register | Secretariat |
|  | **17:00** | **Adjournment of Meeting** | **FAC Chairperson** |

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| **Friday 29th August 2025** | | | |
|  | **TIME** | **SESSION** | **LEAD PERSON** |
|  | 09:00-09:05 | Calling meeting to order | FAC Chairperson |
| 10 | 09:05 -09:30 | Formation of FAC Working Groups:   1. Development of Risk Management Policy 2. Benchmark Study on Staff-to-operational cost ratio 3. Review of FAC Terms of Reference 4. Justification for recruitment of Accounts resource at CRASA Secretariat | FAC Chairperson  All |
| 11 | 09:30-11:00 | Breakaway Sessions for Working Groups | All Working Groups |
|  | **11:00-11:30** | **Group Photo & Tea/Coffee Break** |  |
| 12 | 11:30-13:00 | Breakaway Sessions for Working Groups | All Working Groups |
|  | **13:00-14:00** | **Lunch Break** |  |
| 13 | 14:00-15:30 | FAC Plenary Session to Consider Working Group Reports | * Chairpersons of Working Groups * All |
|  | **15:30-16:00** | **Tea/Coffee Break** |  |
| 14 | 16:00-16:30 | Closing Session:   * Any other Business (A.O.B) * Date & Venue of Next FAC Meeting * Vote of Thanks * Closing Remarks | All  Secretariat  FAC Vice Chairperson  FAC Chairperson |
|  | **17:00** | **End of Meeting** |  |