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17<sup>th</sup> July 2025

**Ref: CRASA/CIRCULAR/008/202526**

To: Director Generals and Chief Executives  
CRASA Members

Dear Sir/Madam,

**INVITATION TO THE 1<sup>ST</sup> MEETINGS OF THE CRASA HUMAN RESOURCES DEVELOPMENT COMMITTEE(HRDC) AND FINANCE AND AUDIT COMMITTEE(FAC) 2025/26, DAR ES SALAAM, TANZANIA, 25<sup>TH</sup> TO 29<sup>TH</sup> AUGUST 2025**

The Communications Regulators' Association of Southern Africa (CRASA) renews its compliments to you.

I have the honour of inviting you or your representative(s) to the first meetings of the CRASA Human Resources Development Committee (HRDC) and Finance and Audit Committee (FAC) for 2025/26. The meetings will be hosted by Tanzania Communications Regulatory Authority (TCRA) from 25<sup>th</sup> to 29<sup>th</sup> August 2025, in Dar es salaam, Tanzania, as follows:

- a) 25 August – Capacity-building workshop on Artificial Intelligence for Human Resource Professionals
- b) 26 – 27 August – 1<sup>st</sup> Meeting of the HRDC
- c) 28 – 29 August 2025 – 1<sup>st</sup> Meeting of the FAC

As indicated above, the HRDC meeting will be preceded, on 25<sup>th</sup> August 2025, by a capacity building workshop on Artificial Intelligence for Human Resource professionals. The Workshop will provide hands-on insights on how AI can drive smarter recruitment, workforce planning, employee engagement, and performance management, while ensuring that ethical and responsible AI practices are upheld.

The primary objective of the Committee meetings is to commence the implementation of the HRDC and FAC Annual Workplans 2025/26, as approved by the 14<sup>th</sup> Annual General Meeting (AGM) with the following notable projects:

**1. Human Resources Development Committee (HRDC);**

- a) Update on the Launch and Implementation of the CRASA Internship Program;
- b) Implementation of the CRASA Talent Retention Plan;

- c) Alignment of CRASA Human Resources Policies with the Host Country (Botswana) Law;
- d) Women in ICT Leadership in Southern Africa Awards; and
- e) Implementation of Job Evaluation and Remuneration Benchmarking Recommendations.

## **2. Finance and Audit Committee (FAC);**

- a) Development of the Risk Management Policy;
- b) Oversight on Implementation of the Risk Management Framework;
- c) Review of Financial Performance Reports (Management Accounts) 2024/25;
- d) Oversight on Internal and External Audit Planning for the 2025/26 Financial Year;

Participants are strongly encouraged to register in advance for the events on the CRASA Events Management Platform: <https://events.crasa.org/>, and to address any requests for further information to [crasa@crasa.org](mailto:crasa@crasa.org) and/or [bgmothibi@crasa.org](mailto:bgmothibi@crasa.org).

We look forward to your usual active participation and continued support in the implementation of the CRASA Strategic Plan 2023-2028.

Sincerely;



**Brian Kasonka Mwansa**

**Acting Executive Secretary**

*Attachments;*

*Annex I; Draft Agenda for the 1<sup>st</sup> Meeting of HRDC*

*Annex II; Draft Agenda for 1<sup>st</sup> Meeting of the FAC*

*Annex III; Capacity-building workshop on Artificial Intelligence for Human Resource Professionals– Concept Note*