



Meeting Name: *1st Meeting of the CRASA Information Technology Steering Committee (ITSC)*

Venue: Gaborone, Botswana

Meeting Dates 9th – 10th July 2026

For more information: crasa@crasa.org

DRAFT AGENDA

Thursday 9 th July 2026			
	TIME	SESSION	LEAD PERSON
1.1	09:00 – 09:05	Calling Meeting to Order	Chairperson
1.2	09:05 – 09:10	Listing of Members and Confirmation of Quorum	Secretariat
2	09:10 – 09:25	Welcome and Opening Remarks	Chairperson / Secretariat
3	09:25 – 09:35	Introduction of Committee Members and Confirmation of Committee Leadership for 2026/27	Secretariat
4	09:35 – 09:40	Adoption of Agenda and Working Hours	Secretariat
5.1	09:40 – 09:55	Review and Approval of Minutes of Previous ITSC Meeting	Secretariat
5.2	09:55 – 10:20	Consideration of Matters Arising	Secretariat
6	10:20 – 11:00	Briefing on the 15 th AGM and Executive Committee Resolutions Relevant to the ITSC	Secretariat
	11:00 – 11:30	Tea/Coffee Break	
7	11:30 – 12:15	Consideration of the ITSC Operational Workplan 2026/27	Secretariat
8	12:15 – 13:00	Status of CRASA Digital Transformation Initiatives and ICT Environment	Secretariat / ITWorx (Outsourced Service Provider)
	13:00 – 14:00	Lunch Break	
9	14:00 – 15:30	Infrastructure and Service Management Hardening Plan (ITSC/26/27/01) – Project Initiation and Governance Arrangements	Secretariat
	15:30 – 16:00	Tea/Coffee Break	
10	16:00 – 17:00	Business Continuity and Incident Response Enablement (ITSC/26/27/02) – Project Initiation and Governance Arrangements	Secretariat
	17:00	Adjournment of Day One	Chairperson

Annex I

Friday 10th July 2026			
	TIME	SESSION	LEAD PERSON
11	09:00 – 09:10	Remarks to Committee Members	Chairperson
12	09:10 – 11:00	Secretariat Workflow Automation – Phase 1 (Quick Wins) (ITSC/26/27/03)	Secretariat
	11:00 – 11:30	Tea/Coffee Break	
13	11:30 – 13:00	Update on the CRASA Website Redevelopment Project and Digital Secretariat Platform Integration (Website and Systems Alignment) (ITSC/26/27/04)	Secretariat / Website Consultant
	13:00 – 14:00	Lunch Break	
14	14:00 – 15:30	Automated Monitoring and Evaluation (M&E) System Modernisation Oversight (ITSC/26/27/05)	Secretariat
	15:30 – 16:00	Tea/Coffee Break	
15	16:00 – 16:20	Allocation of Duties and Associated Implementation Timeframes	Chairperson / Secretariat
16	16:20 – 16:30	Any Other Business (AOB)	Chairperson
17	16:30 – 16:35	Date and Venue of the Next Meeting	Chairperson
18	16:35 – 16:40	Vote of Thanks	Vice Chairperson
19	16:40 – 16:45	Closing Remarks and Closure of Meeting	Chairperson