



CRASA INFORMATION TECHNOLOGY STEERING COMMITTEE

Terms of Reference

April 2024

ABBREVIATIONS AND ACRONYMS

The following abbreviations and acronyms have been used in this document:

AGM	-	Annual General Meeting
CRASA	-	Communications Regulators' Association of Southern Africa
CITSC	-	CRASA Information Technology Steering Committee
EXCO	-	Executive Committee
IT	-	Information Technology
SADC	-	Southern African Development Community

DEFINITION OF TERMS

Terms for entities used in this document are defined as follows:

'Association' shall mean Communications Regulators' Association of Southern Africa

'Chairperson' shall mean CRASA Member elected by the Steering Committee to lead the members

'Steering Committee' shall mean the CRASA Information Communication Steering Committee

'Meeting' shall mean any meeting of the CRASA Information Communication Steering Committee

'Member Organisation' shall mean a Member of CRASA

'Member States' shall mean a Member of SADC

'Member' shall mean a member of the CRASA Information Communication Steering Committee

'Region' shall mean Southern African Development Community

'Secretariat' shall mean the CRASA Secretariat

1 OBJECTIVES AND RESPONSIBILITIES

- 1.1 The Communications Regulators' Association of Southern Africa (CRASA) Information Technology Steering Committee (CITSC), acting within the framework of the policies and procedures of CRASA shall fulfil the following objectives:
 - 1.1.1 To provide strategic advice, guidance to the CRASA Secretariat and Executive Committee (EXCO) on the Information Technology (IT) requirements of the Secretariat;
 - 1.1.2 To formulate an IT Strategy that will drive and guide the digitalisation efforts of the CRASA Secretariat;
 - 1.1.3 Develop and oversee the implementation and maintenance of change management processes for new and adjusted IT resources;
 - 1.1.4 Be responsible for the continued development, management and implementation of the IT Annual Operational Plan as defined by the IT Strategy taking into account of available solutions and budget considerations;
 - 1.1.5 For purposes of implementing the IT Annual Operational Plan, make recommendations relating to the selection and agreement of terms with third-party suppliers of appropriate IT products and services;
 - 1.1.6 To oversee the running of CRASA Secretariat's IT environment for the effective contribution of IT resources towards the execution of the Secretariat's mandate; and
 - 1.1.7 Determine and monitor the Secretariat's IT Security environment to ensure its resilience, availability and overall viability.

2 MEMBERSHIP AND LEADERSHIP

- 2.1 The membership of the Steering Committee shall be restricted to representatives nominated by the four (04) Members of EXCO: plus the immediate past 1st Vice Chairperson being the fifth Member.
- 2.2 While the said nominations are at the discretion of the respective EXCO Members, consideration shall be given to ensuring the relevant subject-matter expertise is made available to achieve the objectives of the Steering Committee; and
- 2.3 The representative of the Chairperson of EXCO shall assume the position of Chairperson of the IT Steering Committee after the Annual General Meeting (AGM).
- 2.4 The Vice Chairperson of the IT Steering Committee shall be the representative of the Treasurer.

3 MEETINGS

- 3.1 The Steering Committee shall have two ordinary meetings annually, and may further convene extraordinary meetings as and when necessary, through appropriate meeting formats including online and physical attendance;
- 3.2 Notice of such meetings shall not be less than two (2) weeks.
- 3.3 The Secretariat shall facilitate the convening of the Steering Committee Meetings.
- 3.4 A draft agenda, agreed between the Chairperson and Secretariat, shall be circulated to all Members together with the notice.
- 3.5 Communication of such meetings shall be primarily via e-mail or any other means that is deemed efficient and expeditious by the Secretariat, in consultation with the Chairperson.
- 3.6 A written report of the Steering Committee meetings shall be submitted to the EXCO as and when necessary.
- 3.7 The Secretariat shall record proceedings of the meetings.

4 OPERATIONAL ISSUES

- 4.1.1 The Steering Committee may liaise and coordinate its activities with other CRASA Committees where necessary.
- 4.1.2 Member Organisations shall bear the cost of attendance of the meetings of the Steering Committee.
- 4.1.3 The Steering Committee may invite relevant observers or subject-matter experts to its meetings in consultation with the Secretariat.

5 REPORTING

- 5.1 The Steering Committee shall report to EXCO.