



Meeting Name: *1st Meeting of the Human Resources Development Committee (HRDC)*

Venue: Maseru, Lesotho

Meeting Dates 17th to 18th August 2026

For more information: bgmothibi@crasa.org/crasa@crasa.org

DRAFT AGENDA

Monday 17th August 2026			
	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	09:10-09:25	Welcome and Opening Remarks	- Executive Secretary (ES) - HRDC Chairperson - Host (LCA)
3	09:25-09:35	Adoption of Agenda and Working Hours	Secretariat (ES)
4	09:35 -09:40	Declaration of Conflict of Interest	Secretariat (ES)
4.1	09:40-09:55	Review and Approval of Minutes of HRDC Meeting of February 2026	Secretariat (ES)
4.2	09:55 -10:30	Consideration of Matters Arising from the HRDC Meeting of February 2026	Secretariat (ES)
5	10:30 -11:00	Briefing on 15 th AGM Meeting Resolutions Pertaining to HRDC	HRDC Chairperson
	11:00-11:30	Group Photo & Tea/Coffee Break	
6	11:30-12:30	Consideration of Staff Status Report for Period Ending July 2026	Secretariat (HRAO)
7	12:30-13:00	Update on the Recruitment and Selection of the CRASA Accounts Officer	Secretariat (HRAO)
	13:00-14:00	Lunch Break	
8	14:00-15:30	Review of the CRASA Secretariat Employee Benefits; I. Medical Aid II. Education Allowance III. Leave Travel Support for Local Employees(New)	Secretariat (HRAO)
	16:30	Coffee Break & Adjournment of Meeting	Chairperson

Annex I

Tuesday 18th August 2026			
	TIME	SESSION	LEAD PERSON (s)
9	09:00-09:05	Recap and Remarks to Committee Members	HRDC Chairperson
10	09:05-10:30	Report on Performance Management & Proposed Rewards 2025/26	Secretariat(ES)
	10:30-11:00	Tea/Coffee Break	
11	11:00-11:30	Progress update on the implementation of the Women in ICT in Southern Africa Awards Project	Secretariat(HRAO/ES)
12	11:30-13:00	Development of the CRASA Workforce Plan	All
	13:00 -14:00	Lunch	
13	14:00-15:30	Development of the CRASA Training and Development Policy	All
	15:30-16:00	Coffee Break	
14	16:00-16:30	Confirmation and Finalisation of HRDC Meeting Resolutions	Secretariat (HRAO)
15	16:30-16:40	Any Other Business	
16	16:40-17:00	Date and Venue of next HRDC Meeting Vote of Thanks Closing Remarks and Closure of Meeting	- ES - Vice Chairperson - HRDC Chairperson
	17:00	End of Meeting	HRDC Chairperson