



Meeting Name: *1st Meeting of the CRASA Postal Committee (PC)*

Venue: Gaborone, Botswana

Meeting Dates 22nd – 24th July 2026

For more information: crasa@crasa.org

DRAFT AGENDA

Wednesday 22 nd 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 – 09:30	Adoption of Agenda and Working Hours	Secretariat
4.1	09:30 – 09:45	Review and Approval of Minutes of the Previous PC Meeting	Secretariat
4.2	09:45 – 10:20	Consideration of Matters Arising	Secretariat
5	10:20 – 11:00	Briefing on the 15 th AGM and Executive Committee Resolutions Relevant to the Postal Committee	Secretariat
	11:00 – 11:30	Tea/Coffee Break	
6	11:30 – 12:15	Briefing on the Outcomes of the SADC Meeting of Ministers Responsible for ICT (Bulawayo, June 2026) – Implications for the Postal Committee Work Programme	Secretariat
7	12:15 – 13:00	Review of the Postal Committee Operational Plan 2026/27 in Light of the Approved SADC Postal Strategy (2026–2030)	Secretariat
	13:00 – 14:00	Lunch Break	
8	14:00 – 15:30	Development of an Implementation Roadmap for the SADC Postal Strategy (2026–2030) – Continued Discussion and Workplan Revision	Chairperson / Secretariat
	15:30 – 16:00	Tea/Coffee Break	
9	16:00 – 17:00	Establishment of Working Groups and Assignment of Tasks for the Following Projects:	Chairperson / All Members

Annex I

		a) WG1 – Regional Postal Data Governance and Protection Framework b) WG2 – Guidelines for Cross-Border Enforcement of Postal Security and Integrity	
	17:00	Adjournment of Day One	Chairperson

Tuesday 21st July 2026

Thursday 23rd July 2026

	TIME	SESSION	LEAD PERSON
10	09:00 – 09:10	Remarks to Working Groups	Chairperson
11	09:10 – 11:00	Working Group Sessions	Working Groups
	11:00 – 11:30	Tea/Coffee Break	
12	11:30 – 13:00	Working Group Sessions (Continued)	Working Groups
	13:00 – 14:00	Lunch Break	
13	14:00 – 15:30	Working Group Sessions (Continued)	Working Groups
	15:30 – 16:00	Tea/Coffee Break	
14	16:00 – 17:00	1 st Plenary Session to Consider Working Group Outputs	Chairperson / All Members
	17:00	Adjournment of Day Two	Chairperson

Wednesday 22nd July 2026

Friday 24th July 2026

	TIME	SESSION	LEAD PERSON
15	09:00 – 11:00	2 nd Plenary Session to Consider Working Group Outputs	Chairperson / All Members
	11:00 – 11:30	Tea/Coffee Break	
16	11:30 – 13:00	3 rd Plenary Session to Consider Working Group Outputs	Chairperson / All Members
	13:00 – 14:00	Lunch Break	
17	14:00 – 15:00	Regional Monitoring and Evaluation Report on Implementation of CRASA Postal Regulatory Recommendations	Secretariat
18	15:00 – 15:30	Train-the-Trainer Capacity Building Programme on Prohibited and Restricted Items	Secretariat
	15:30 – 16:00	Tea/Coffee Break	
19	16:00 – 16:20	Any Other Business (AOB)	Chairperson
20	16:20 – 16:30	Drafting of PC Report to EXCO	Chairperson
21	16:30 – 16:35	Date and Venue of the Next Meeting	Chairperson
22	16:35 – 16:40	Vote of Thanks	Vice Chairperson
23	16:40 – 17:00	Closing Remarks and Closure of Meeting	Chairperson

