



**Meeting Name:** *1<sup>st</sup> Meeting of the CRASA Strategic Planning Committee (CSPC)*  
**Venue:** Gaborone, Botswana  
**Meeting Dates:** 2<sup>nd</sup> to 4<sup>th</sup> September 2026  
**For more information:** [crasa@crasa.org](mailto:crasa@crasa.org)

## **DRAFT AGENDA**

| <b>Wednesday, 5<sup>th</sup> August 2026</b> |                      |                                                                                                                                             |                                                                                                                  |
|----------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|                                              | <b>TIME</b>          | <b>SESSION</b>                                                                                                                              | <b>LEAD PERSON</b>                                                                                               |
| 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                                                                                                                 | <ul style="list-style-type: none"> <li>- Chairperson</li> <li>- Secretariat</li> <li>- Guest of Honor</li> </ul> |
| 3                                            | 09:25 – 09:30        | Adoption of Agenda and Working Hours                                                                                                        | Secretariat                                                                                                      |
| 4                                            | 09:30 – 09:35        | Declaration of Conflict of Interest                                                                                                         | All                                                                                                              |
| 4.1                                          | 09:35 – 09:45        | Review and Approval of Minutes of the Previous CSPC Meeting                                                                                 | Secretariat                                                                                                      |
| 4.2                                          | 09:45 – 10:15        | Consideration of Matters Arising from Previous Meeting                                                                                      | Secretariat                                                                                                      |
| 5                                            | 10:15 – 11:00        | Briefing on the 15 <sup>th</sup> AGM and Executive Committee Resolutions Relevant to the CSPC                                               | Secretariat                                                                                                      |
|                                              | <b>11:00 – 11:30</b> | <b>Tea/Coffee Break</b>                                                                                                                     |                                                                                                                  |
| 6                                            | 11:30 – 12:15        | Overview of the Mandate of the Strategic Planning Committee and its Role in Corporate Planning, Monitoring and Governance                   | Secretariat                                                                                                      |
| 7                                            | 12:15 – 13:00        | Review of the CSPC Operational Plan 2026/27 and Strategic Priorities                                                                        | Secretariat                                                                                                      |
|                                              | <b>13:00 – 14:00</b> | <b>Lunch Break</b>                                                                                                                          |                                                                                                                  |
| 8                                            | 14:00 – 15:30        | Project CSPC/26/27/01: Development of the CRASA Planning & Annual Operational Plan (AOP) Templates Framework                                | Chairperson / Secretariat                                                                                        |
|                                              | <b>15:30 – 16:00</b> | <b>Tea/Coffee Break</b>                                                                                                                     |                                                                                                                  |
| 9                                            | 16:00 – 17:00        | Establishment of Working Groups and Assignment of Tasks:<br>1) WG1: Planning & AOP Templates Framework<br>2) WG2: KPI & Reporting Framework | Chairperson                                                                                                      |
|                                              | <b>17:00</b>         | <b>Adjournment</b>                                                                                                                          | Chairperson                                                                                                      |

| Thursday, 6 <sup>th</sup> August 2026 |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |
|---------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                                       | TIME                 | SESSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | LEAD PERSON    |
| 10                                    | 09:00 – 10:30        | Working Group Sessions<br><b>WG1</b> <ul style="list-style-type: none"> <li>- Baseline assessment of current Committee planning approaches</li> <li>- Standardisation of Annual Operational Plan templates</li> <li>- Integration of Balanced Scorecard principles</li> </ul> <b>WG2</b> <ul style="list-style-type: none"> <li>- Development of the CRASA KPI &amp; Reporting Framework</li> <li>- Draft Strategic Scorecards</li> <li>- Definition of common indicators for Committee reporting</li> </ul> | Working Groups |
|                                       | <b>10:30 – 11:00</b> | <b>Tea/Coffee Break</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |
| 11                                    | 11:00 – 13:00        | Working Groups Continue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Working Groups |
|                                       | <b>13:00 – 14:00</b> | <b>Lunch Break</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |
| 12                                    | 14:00 – 15:00        | Project CSPC/26/27/02: Framework for the Consolidated CRASA Annual Operational Plan (2027/28)                                                                                                                                                                                                                                                                                                                                                                                                                | Secretariat    |
| 13                                    | 15:00 – 15:30        | Project CSPC/26/27/04: Approach to the Mid-Term Review of the CRASA Strategic Plan (2023–2028)                                                                                                                                                                                                                                                                                                                                                                                                               | Secretariat    |
|                                       | <b>15:30 – 16:00</b> | <b>Tea/Coffee Break</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |
| 14                                    | 16:00 – 17:00        | Working Groups Finalise Reports and Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Working Groups |
|                                       | <b>17:00</b>         | <b>Adjournment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Chairperson    |

| Friday, 7 <sup>th</sup> August 2026 |                      |                                                                                                     |                          |
|-------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------|--------------------------|
|                                     | TIME                 | SESSION                                                                                             | LEAD PERSON              |
| 15                                  | 09:00 – 10:15        | Presentation and Adoption of Working Group 1 Report: CRASA Planning & AOP Templates Framework       | Chairperson / Rapporteur |
|                                     | <b>10:15 – 10:45</b> | <b>Tea/Coffee Break</b>                                                                             |                          |
| 16                                  | 10:45 – 11:45        | Presentation and Adoption of Working Group 2 Report: CRASA KPI & Reporting Framework                | Chairperson / Rapporteur |
| 17                                  | 11:45 – 12:30        | Project CSPC/26/27/05: Advisory Review of the CRASA Committee Structure and Governance Arrangements | Secretariat              |
| 18                                  | 12:30 – 13:00        | Consolidated Consideration and Adoption of Working Group Recommendations and Agreed Actions         | All Members              |
|                                     | <b>13:00 – 14:00</b> | <b>Lunch Break</b>                                                                                  |                          |
| 19                                  |                      | <b>Closing Session:</b>                                                                             | Secretariat              |

|  |              |                                                                                                                                                          |                  |
|--|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|  |              | <ul style="list-style-type: none"> <li>- Any Other Business (A.O.B.)</li> <li>- Date and Venue of Next CSPC Meeting</li> <li>- Vote of thanks</li> </ul> | Vice-chairperson |
|  | <b>15:30</b> | <b>Close of Meeting</b>                                                                                                                                  | Chairperson      |