

**EACO LHR COMMITTEE ONLINE MEETING REPORT HELD ON 22<sup>ND</sup> FEBRUARY 2018****Introduction**

The Legal and Human Resources Committee meeting held its first Online meeting on 22<sup>nd</sup> February 2018.

Delegates from Uganda, Tanzania, Kenya and Rwanda attended the meeting. The list of participants is attached as **Annex 1**.

**1.0 Summary of Decisions****a) Appointment of Rapporteurs**

The meeting was called to order by the Chair – Mr. Erasmos Mbilinyi at 10.00am

The members appointed the following listed rapporteur: -

- i. Ms. Fiona Ongeso: 1<sup>st</sup> Rapporteur, Kenya

**b) Adoption of the Agenda**

The agenda was adopted by members unanimously and were taken through the specific agenda items by the Chairperson.

The Agenda was as follows: -

1. Review of the Outcomes of the 7<sup>th</sup> meeting of the Heads of Communication Regulators(NRAs)
2. Review of the revised EACO Action Plan
3. Review of the Comprehensive training and capacity building programs for EACO

c) **Review of the Outcomes of the 7<sup>th</sup> meeting** of the Heads of Communications Regulators

**Noted 1:**

Members took note of the following decisions made by the Heads of Communications Regulatory Authorities at the 7<sup>th</sup> meeting: -

- 1) EACO's request to become a Semi- Autonomous institution was considered
- 2) The consideration was subject to EACO to develop a concept paper and terms of reference for establishment of EACO as an institution of the community and submit the same
- 3) The meeting developed high level principles for the justification and the scope for establishing EACO as an institution of the Community.
- 4) The meeting identified probable procedural challenges that may need to be overcome

**Agreed 1:**

Members agreed that the Secretariat shall develop the draft concept paper which should be guided by the high level principles and procedural challenges and circulate it to LHR committee members for inputs

d) **Review of the Revised EACO Action Plan**

**Noted 1:**

Members noted the revised Action Plan as presented by the Secretariat, which highlighted the key activities to be undertaken, performance indicators, targets as well as timelines as attached **Annex 2**

**Agreed 1:**

Members agreed to adopt the revised action plan as it is since it would require amendment after the procedural requirements for joining the EAC have been highlighted by the EACO Secretariat.

4. **Review of the Comprehensive training and capacity building programs for EACO**

**Noted 1:**

Members noted the information paper presented by the Secretariat which included Executive Summary, Mode of delivery, Mode of Financing of capacity building programs, Revenue generation, Courses organized during the period 2012/2017 and Planned courses as attached **Annex 3**

**Agreed 1:**

Members agreed to adopt the information paper with the following changes: -

- 1) Removal of training in renewal of licences for Excom members and simply call it Licensing
- 2) Going forward, EACO should request suggestions for possible training from member states so that the trainings selected are suitable trainings to the needs of the member states

5. Any other business

Members noted that the time line for recruitment of new Liaison managers had been prepared and requested the Secretariat to implement it

### **Conclusion**

The chairperson thanked the members for their contribution and participation in the Online meeting.

The meeting was adjourned at 12.53pm and the members agreed that the next meeting shall be communicated to members after the Secretariat had prepared its paper on the procedural requirements for joining EAC but before the June EXCOM meeting.

Dated 22<sup>nd</sup> February 2018

**CHAIRPERSON – EACO HUMAN RESOURCES COMMITTEE**

Erasmus Mbilinyi

**ANNEX 1:**

**LIST OF PARTICIPANTS**

<b>N O</b>	<b>NAMES</b>	<b>ORGANIZATIO N</b>	<b>COUNTRY</b>	<b>Email addresses</b>	<b>Telephone numbers</b>
1.	MR.FABIAN RWABIZI	RURA	RWANDA	fabian .rwabizi@rura.rw	+250 738684570  +255 788684570
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## ANNEX 2

### LHR COMMITTEE ACTION PLAN 2018/2020

TORs	ACTIVITIES	Performance indicators	Targets(expected achievements)	Time line
1. Interpret, recommend and make amendments where necessary to the EACO Constitution and related Rules of Procedure and Regulations from time to time.	1.1. Align the EACO Constitution and other legal instruments with EAC protocols	Number of legal documents aligned	Reviewed instruments: <ul style="list-style-type: none"> <li>✓ Constitution</li> <li>✓ Rules</li> <li>✓ procedures</li> </ul>	2018/2019 Within 2 months after admission
2. Develop and harmonize the human resource development framework (curriculum) in the region in collaboration with the Academia and other training institutions.	3.1. Organise an academia/industry forum	Number of fora organised	June 2018	
	3.2. To organise an HR/ICT forum			
	3.3. Collaborative research between EACO members and the Academia	Number of research carried out  Circulated recommendations to the key stakeholders across member states	2018	
3. Organize and recommend capacity building interventions with an aim of promoting adoption of ICT tools for HR development in the EACO Member States.	2.1. To carry out a comprehensive training needs analysis for EACO members : <ul style="list-style-type: none"> <li>• To design a</li> </ul>	Training needs report available	Feb 2018	

	<p>questionnaire for training needs</p> <ul style="list-style-type: none"> <li>• Share it with EACO members</li> <li>• To assess the feedback</li> </ul> <p>2.2.To assess the past training programs</p> <p>2.3. To develop an information paper for EXCOM to prioritise EACO capacity programs</p>			
<p>4. Guide and support the Secretariat on legal and Administrative matters</p>				

## ANNEX 3

### INFORMATION PAPER ON EACO CAPACITY BUILDING PROGRAMS

#### **1. Executive Summary**

For the last five years, EACO has been running capacity building programs in many areas of the ICT sector.

While at the beginning courses were well attended, it has been realized that that attendance was reducing year after year.

Here are some reasons of drop of participation:

- EACO training courses were colluding with courses organized by other capacity building institutions.
- Some courses were not interesting for members( technical courses are attractive that Management courses for example)
- EACO courses were not planned long in advance so that members can include them in their budgets,

One of the correction measures is to plan long in advance the courses so that Members can include them in their budget.

The objective of this paper is to state priorities in terms of capacity building needs and ask members to give priority and commitment to regional training courses.

#### **2. Mode of delivery**

The training courses are run by contractors who MoUs with EACO or who contract from time to time for delivering courses.

EACO has signed a memorandum of understanding with 2 training institutions, the African Advanced level Telecommunications Institute (AFRALTI) and the Multi Media University of Kenya (MMU) for conducting capacity building programs.

EACO contracted with the Makerere University in Uganda and SOFIES Ltd UK for training courses on Ewaste Management.

#### **3. Mode of Financing of capacity building programs**

All EACO Programs are financed by tuition fees. In the memorandum of understandings with our partners, it is clear that all programs are paying .

The tuition fees are fixed at 1,200USD but EACO has been sponsoring its members as part of its contributions. EACO members and other partners pay 50% of the costs (600USD).

#### **4. Revenue generation**

In the MoUs with our partners, we have two model of revenue sharing.

Where EACO shall organise jointly with a partner a training program for EACO members: the charges shall take cognisance of the fact that EACO is meeting some charges especially the logistic and administrative charges related to the venue, equipment hire and administration arrangement for arrival and departure of participants in the country where the course is being run.

The costs will be deducted from the tuition fees and the 2 institutions will share the balance (case with AFRALTI and MMU)

Where EACO shall organise its own capacity building programs and choose to outsource persons from partners, EACO shall pay to the facilitator a fixed amount per day to the facilitator plus the cost for logistics.

### **5. Courses organized 2012/2017**

The following are the courses already organized by EACO:

S/n	Course Title	Period	Venue	Attendance	Facilitator
1	Long Term Evolution-Technology & Business Drivers	<sup>th</sup> 24 to <sup>th</sup> 28 March 2014	Kigali, Rwanda	32	AFRALTI
2	Training on Digital Migration	<sup>th</sup> 7 to <sup>th</sup> 9 July 2014	Bujumbura, Burundi	28	AFRALTI
3	Training on Satellite Communications	10th to 11th July 2014	Bujumbura, Burundi	31	ITSO
4	Fiber optic certification	13th to 17th October 2014	Bujumbura, Burundi	15	AFRALTI
5	Quality of Service, Monitoring and Compliance	4th to 8th May 2015	Kigali, Rwanda	18	AFRALTI
6	Long Term Evolution (LTE/4G)	26th-30th October 2015	Kigali, Rwanda		AFRALTI



7	Digital Dividend Review	2nd-6th November 2015	Kigali, Rwanda		AFRALTI
8	Training on E-waste Management		Kigali, Rwanda	9	SOFIES UK LTD
9	Training on cyber security	2017	Kampala, Uganda	12	MMU
10	Training on E-waste Management	27 <sup>th</sup> to 29 <sup>th</sup> March	Kampala, Uganda		MAKERERE UNIVERSITY (UGANDA)
11	BROADCASTING( SATELLITE REGULATIONS, ORBITAL ALLOCATION,,....)		Arusha, Tanzania		
12	CAPACITY BUILDING ON POSTAL SERVICES		Arusha, Tanzania		

## 6. Planned courses

N	Topics	Period
1	Spectrum Pricing/Auctioning/Trading	September 2018 Arusha, Tanzania
2	New technologies such as 4G/LTE, OTTS, IOTS	February 2019, Kampala, Uganda
3	Postal services Regulations	May 2019,

		Nairobi , Kenya
4	Retreat (training) for EXCOM members  Proposed themes:  <ul style="list-style-type: none"> <li>✓ Executive Leadership Development</li> <li>✓ New services and applications (Regulations and pricing)</li> <li>✓ Renewal of Licenses</li> </ul>	October 2018  Back to back with EXCOM meeting  Mombasa, Kenya