



**BOTSWANA COMMUNICATIONS REGULATORY AUTHORITY**

**Draft Corporate Social Investment Policy**

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## 1.0 Overview

The Botswana Communications Regulatory Authority (BOCRA) Corporate Social Investment (CSI) Policy provides guidelines to ensure that resources invested by BOCRA into funding and implementation of CSI projects that:

- Have a logical fit within its business activities; and
- Uplift communities and contributes to reduction of poverty reduction, economic diversification;
- Align with its broader strategic plan.

## 2.0 Terms and Definitions

For this document, the following terms and definitions shall apply:

**Application** - means a written request submitted to BOCRA for sponsorship.

**BOCRA** - means the Botswana Communications Regulatory Authority as established by the Communications Regulatory Act, 2012

**Corporate Social Investment** - Activities, that although they do not form part of the core business of BOCRA, these ensure that the organisation plays a good corporate citizenship role by, among other things, investing financial and other resources towards the development communities within which it operates.

**Executive Management** – Executive Management team of BOCRA

**CSI Task Team** – A team of BOCRA staff selected to evaluate and propose projects to support or decline.

**CSI Coordinator** – Director responsible for Corporate Social Investment mandate.

**Recipient/s** means individuals, groups or organisations chosen by BOCRA to benefit from the Corporate Social Investment programme

### **3.0 Policy Statement**

BOCRA shall:

- 3.1 Have a dedicated budget for CSI projects.
- 3.2 Ensure that the projects selected for CSI support do not support activities intended to propagate religion, religious philosophies, religious denominations, political activities or political philosophies or policies of a political party or movement.
- 3.3 Select and support realistic and achievable projects where the beneficiaries show potential to self-sustain and benefit members of their communities.
- 3.4 Use these projects to manage and contribute to a positive image of BOCRA as a corporate citizen.

### **4.0 Objectives of the BOCRA CSI Policy**

The following are the objectives of the BOCRA CSI Policy:

- Make a measurable, positive impact on the disadvantaged communities throughout Botswana;
- Increase BOCRA's involvement in communities;
- Enhance the image and reputation of BOCRA both within and outside the organisation;
- Attract quality socially responsible employees to the BOCRA as well as retain and enhance the loyalty and pride in the BOCRA employees;
- To increase stakeholder/public goodwill and loyalty through the strategic positioning of BOCRA as a caring and responsible corporate citizen within the communications industry.

### **5.0 Management and Governance Structure**

- 5.1 Ownership and control of the CSI programme lie with the Executive Management, CSI Coordinator.

- 5.2** The Executive Management must establish a CSI Team, to evaluate CSI proposals and make recommendation to Executive Management for approval. These recommendations will be in line with BOCRA Financial Regulations and Procurement Processes.
- 5.3** Led by Coordinator, the CSI Task Team may, on its own, identify and recommend projects for Executive Management approval.
- 5.4** The BOCRA Chief Executive will continue to use their discretion to support other requests that fall outside the CSI categories.
- 5.5** CSI coordinator, with authorization of the Chief Executive, will be responsible for approval of requests, within his approval financial limits.

## **6.0 Categories of CSI Projects**

BOCRA may invest in or implement CSI projects that fall within the following categories:

- Education – Primary, Secondary and Out of School education;
- Environment – Particularly impact of ICTs on the environment;
- SMEs skills development
- Arts, sports and culture development – with emphasis on innovation and local content development;
- Disadvantaged communities i.e. Women, Youth and People Living with Disabilities;

## **7.0 Measuring and Reporting**

The CSI Task Team will:

- Undertake regular reviews of budget spend to determine extent of CSI project implementation.
- Ensure project evaluations through project beneficiary reporting, on-site visits, collection of relevant statistics and formal research.
- Compile quarterly CSI reports for submission to Executive Management.
- Survey and measure to determine success or impact of CSI projects.

- Prepare auditable public information and reports regarding BOCRA CSI activities, including approvals and declines.

## **8.0 Criteria for CSI Funding**

It must be noted that BOCRA will only consider proposals in writing with complete schedule of budget.

Applications to BOCRA for CSI funding will be assessed in accordance with the following criteria:

- Programmes that facilitate the use of Information Communications Technologies (ICTs);
- Community Development projects which have clear objectives to benefit local community.
- Beneficiary organisations should be registered non-profit organisations or exclusively public institutions (e.g. school or university or comparable organisations);
- The beneficiary organisation should be able to demonstrate ability to self-sustain;
- The organisation should have credible financial records.

## **9.0 Exclusions**

BOCRA CSI Policy shall not support the following (save for those requests that the Chief Executive, in his/her considered view, may accept as worthy causes);

- Projects and or programmes outside Botswana;
- Funding for an entity's ongoing operational costs;
- Organisations or lobby/advocacy/partisan groups that promote a specific and particular, political or economic ideology;
- Political organisations, parties and associated sub-groups;
- Religious organisations (With the exception of secular activities or services offered on a non-denominational basis);
- Private or Independent Schools save for those that are intended for people with disabilities;
- Organisations that discriminate against race, gender or religion;

- Outlawed organisations and or activities;
- Tuition, Membership, Registration Fees, Sabbatical or Academic Leaves;
- Individual athletes, artists or students;
- Local, and or regional, campaigns or agencies of, or those affiliated with a national organisation, which is already receiving a donation;
- Private Clubs;
- Private Foundations;
- Loans;
- Freelance films, video or audio productions.

### **10.0 Donation Intervals**

A break of five (5) years is the required interval before a recipient or beneficiary can apply for another donation from the BOCRA.

### **11.0 Right to change guidelines.**

BOCRA reserves the right to amend the guidelines contained in this Policy to align them with organisational and operational changes as they emerge.

BOCRA reserves the right to terminate a sponsorship, donation or involvement of any kind if stipulated conditions of the pledge are not being met.

### **12.0 Communication**

The CSI Task Team will communicate information on BOCRA's CSI activities and successes both internally and externally through a communication plan which is aligned to the BOCRA Communication Strategy. The aim of the communication plan will be to enhance the company's reputation of good corporate citizenship and ensure that BOCRA employees, customers, potential partners and all relevant stakeholders are kept informed.

### **13.0 Applications**

Applications for donations, sponsorship and or any other pledge to the Botswana Communications Regulatory Authority must be made in writing and signed by the applicant or a legally authorised representative. Applications must be addressed to:

The Chief Executive  
Botswana Communications Regulatory Authority  
Private Bag 00495  
Gaborone

Or hand-delivered at:

Plot 50671  
Independence Avenue  
Gaborone

Tel: (+267) 395 7755/368550