

# LESOTHO COMMUNICATIONS AUTHORITY STRATEGIC PLAN 2020/21 - 2022/23

In a volatile, uncertain, complex and ambiguous (VUCA) environment, the only way to survive is to adapt. VUCA demands that we cease traditional and outdated approaches to operating and accelerate our capability to keep pace. As LCA, we operate in the everchanging ICT environment which forces us to change the way we have been conducting business and do things differently.

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#### 1.0 OUR JOURNEY

Lesotho Communications Authority (LCA) is a statutory body that was established in June 2000 mandated to regulate the communications sector comprising telecommunications, postal and broadcasting services in Lesotho.

Key to our mandate is

- Fostering effective and fair competition
- Promotion and protection of consumer interests
- Allocation and management of finite resources in a non-discriminatory way
- Expansion and enhancement of access to communication services

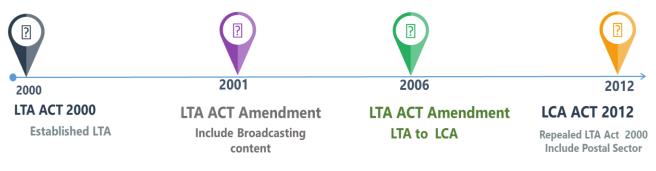
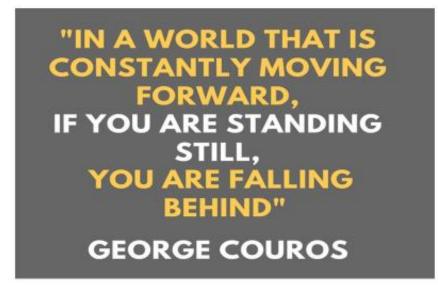
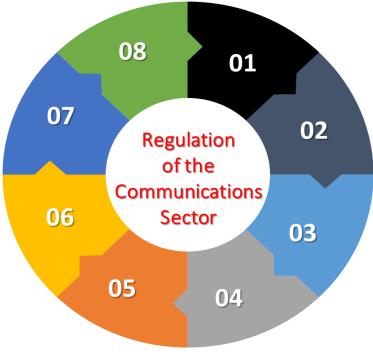


Figure 1: Our Journey



#### 1.1 THE REASON FOR OUR EXISTENCE

The Communications Act, 2012 Part II (4) provides the general duties of the Authority as, but not limited to:



01. To efficiently manage universal access to communication services to ensure that communications services are available to Basotho in underserved and unserved areas;

02. To facilitate infrastructure sharing by operators to foster universal access;

03. To enhance tariff regulation on operators classified as dominant licensees;

04. To introduce an element of selfregulation in the broadcasting services;

- 05. To introduce competition regulation safeguards by dominant licensee (s);
- 06. To enhance consumer protection by ensuring that the Authority monitors quality of services introduce efficient methods and practices which would meet rendered;
- 07. To facilitate the introduction of a converged regulatory regime for the provision of communication service parameters;
- 08. To integrate the regulation of telecommunications, broadcasting and postal services to international standards.

# 2.0 STRATEGY DEVELOPMENT PROCESS

Our strategy development approach has been inspired by the book, Good Strategy, Bad Strategy and Why it matters by Richard Rumelt.

This was a preferred approach for us because it clearly and simply differentiates a good strategy from a bad strategy. It does so by asking and addressing the three basic Picture 1: Kernel of Strategy questions to be strategic

# Three sources of inspiration

Richard Rumelt in "Good Strategy, Bad Strategy": The kernel of a strategy contains three elements: ICHARD RUMEL

- 1. A diagnosis that defines or explains the nature of the challenge.
- 2. A guiding policy for dealing with the challenge.

3. A set of coherent actions that are designed to carry out the guiding policy.



a) What is going on here?

b) Given the diagnosis of the situation, what guiding policy should be applied to deal with the challenge?

c) What therefore are the set of coherent actions to carry out the quiding policy?

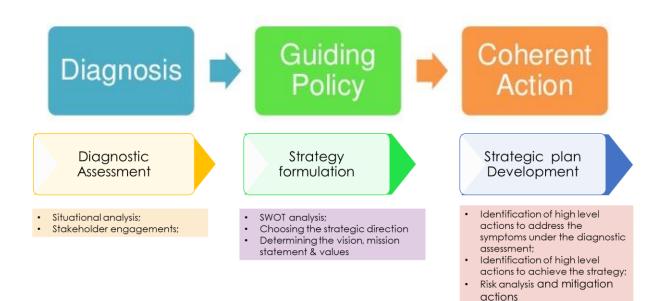


Figure 2:Strategy Process

#### 2.1 DIAGNOSIS

The diagnosis phase starts by establishing what the problem is and defines the nature of the problem. Identifying a problem is the distinct factor of a good strategy. Unless a challenge is established, there is no strategy.

situational diagnosis classify the situation; map the territory; highlight and focus on the crux of the problem



The diagnosis phase started on the 23 June 2020 and was concluded on the 29 June 2020. The process entailed engagement with the internal and external stakeholders. The list of consulted stakeholders is appended as *Annex I* 

The nature of the problem was defined as a stagnant organisation with the symptoms shown in figure 4.

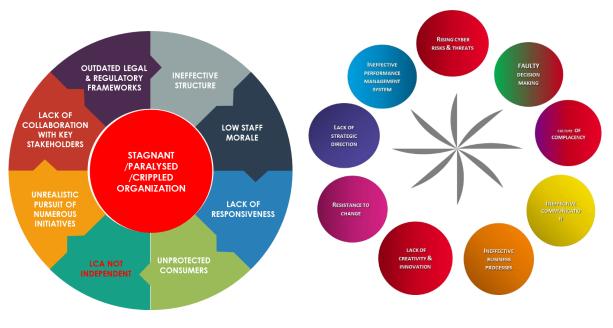


Figure 3: The Nature of the Problem



The diagnosis for the situation should replace the overwhelming complexity of reality with a simpler story, a story that calls attention to its crucial aspects. Beside explaining what the situation is, a good strategy also defines a domain of action.

Cognizant that strategy is the art of making use of time and space, the nature of the problem was defined by identifying the characteristic of the diagnosis which when solved would give the biggest pay-off and the scope of the diagnosis where to effect change in order to make the highest pay-off. The problem was therefore diagnosed as "A stagnant organization stagnant, characterised by low staff morale and consumer interests that are not protected.



Low Staff Morale and Consumers that are Not Protected

STAGNANT ORGANIZATION



" Our Individual Consumers are not Protected"

Figure 5: The Diagnosis

Just like humans, organizations go through distinct life stages until they reach extinction if not rescued in time. At the stagnant phase, what becomes evident to people, both internally and externally is, declining productivity and disengagement of employees, dissatisfaction of external stakeholders and loss of credibility of the organization.

We are in the middle of a paradigm shift where resilience and agility are requirements for survival. Failure to adapt puts organizations on life support which is the stagnant stage in the life cycle of a business. And following the organization-wide diagnostic assessment, the problem has been defined as a stagnant organization that has neglected the needs and demands of both internal and external stakeholders.

What has become evident is that the services and solutions developed for the stakeholders are no longer cutting-edge and relevant. With rapid changing times, the structure has become outdated with unclear delegation of authority and accountability. The systems, policies and procedures that were once effective have now become inefficient, creating "red-tape" thereby obstructing creativity and not supporting timely decision making as demanded by the ever-changing environment.

The employees have become more comfortable with the status quo and any change causes resistance. Signs of self-indulgence start to show as people fail to see the bigger picture of why they exist as an organization, they then focus on individual departments instead of the organizational mandate.

The inefficient structure, low staff morale, failure to protect consumers and meet sector demands during these rapidly changing and complex times means lost productivity and responsiveness, and therefore an organization that is stagnant.

Box 1: Description of the Diagnosis

#### 2.2 GUIDING POLICY

Once the diagnosis had been identified, a guiding policy which is an overall approach for dealing with the obstacles discovered in the diagnosis was chosen. The guiding policy defines a method for grappling with the situation and ruling out a vast array of possible actions hence a need to identify the sources of advantage power that exist and that can be created.



The choice for a guiding policy was guided by the principle that "A good strategy works by harnessing power and applying it where it will have the greatest effect" Rumelt (2011)

# "A Good strategy will leverage one

or more

## sources of Power

# to overcome the key obstacles" Richard Rumelt

#### 2.2.1 Guiding Policy - Process Followed

Figure 6 below shows the process followed in identifying the approach to be followed to deal with the diagnosis made.



Figure 6: Guiding Policy Process

The outputs from the process are appended as Annex II.

In order to address the identified problem, the strategic direction was then chosen as "Reorganization and Renewal Toward a Collaborative and People-Centric Approach"



Figure 7: Guiding Policy

We are adopting a people-centric approach that puts the employees, sector operators, consumers of communications services and value creation in focus. We strongly believe that organizational culture is a pillar for corporate strategy, and consciously guard ourselves against the notion that *"culture eats strategy for breakfast"* where internal stakeholders block strategy. Mindful of the value of people in driving strategy, we therefore take a conscious decision to put people at the heart of our strategy. In this context, people are internal and external stakeholders because we exist to create value for them. People are central to this strategic shift from stagnation to growth.

Our holistic and people-centric collaborative approach is inspired by our acknowledgement of people's key role in decision making and in using the solutions and products that we regulate.

In times like this, when constant change is the new normal, collaboration is a pre-requisite for success, hence our choice of this direction, informed by the diagnosis.

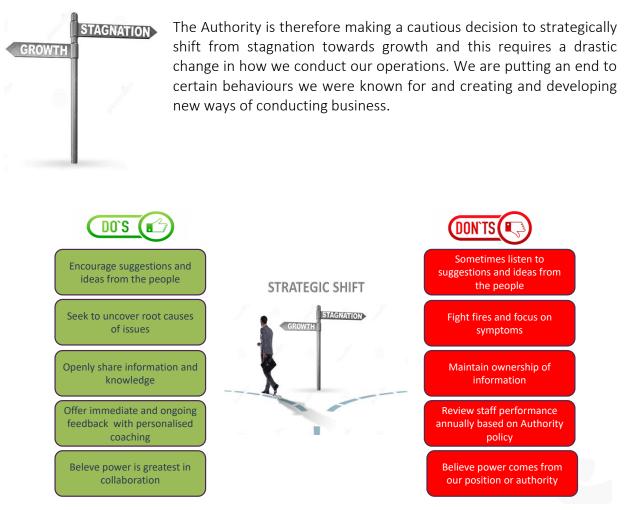
In an unpredictable, dynamic and complex business environment, capability to quickly adapt to change is vital. This is the reason we will continuously re-organize to strategically position ourselves to meet the demands of this volatile environment, to avoid obsolescence.

When in a stagnant position, only two choices can be made, to either continue the journey to extinction and blame the fall on gravity, or make a U-turn and start the journey uphill towards growth. The challenge with the latter is that a steep tangent is tough and requires a major strategic shift. Going with the latter means we are making a strategic bet that this is only possible with a holistic people-centric and collaborative approach underpinned by innovation.

By leveraging on creativity which is the engine that drives innovation and people, we can move uphill towards growth. As said by one George Courus "*In a world that is constantly moving forward, if you are standing still, you are falling behind*". Applied effectively, organizational creativity gives people opportunities to operate at their best and allows organizations to progress and prosper.

*Box 3: Description of the guiding policy* 

#### 2.2.2 Strategic Shift



Picture 3: The Dos and Don'ts under new strategy

This is an undertaking we are making to our stakeholders to say as we reorganise ourselves,

#### 2.3 SET OF COHERENT ACTIONS

The last step of the kernel of strategy is a set of coherent actions. These are the actions that should be undertaken to achieve the strategic direction chosen. They are derived using the sources of advantage that were identified and those that needed to be developed, and the process followed is shown in the figure below.

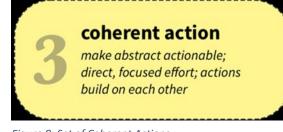


Figure 8: Set of Coherent Actions



Figure 9: Process followed to develop coherent actions

#### 2.3.1 How we create value

To develop coherent actions, we considered our value creating preposition and as dictated by our guiding policy, we will focus on and invest in the four (4) capitals that are necessary to achieve our strategy. These capitals are, human capital; innovation capital ;social and relationship capital and financial capital

#### Figure 10: Capitals

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**Human Capital** is the most sustainable and biodegradable capital. Our Employees are the lifeline of our organization and as such we aim to increase the value of human capital by supporting employee performance and productivity, encouraging growth and empowering them. We will also reinforce value by motivating and training our employees. We believe that with enough knowledge, information and innovation and creativity, the consumer's satisfaction will be increased.

**Innovation Capital**: We strongly believe that Our survival depends on Our power of rebuilding. This rebuilding will be accomplished through adapting our actions to the present conditions and continuously improving the methods of accomplishing these goals and introducing new ways of doing business in the dynamic communications sector. This is why we invest in creativity and innovation.

Relationships for Us are essential hence fostering relationships that are built on trust is key in Our strategy. **Social and Relationship Capital** consists of shared values, commitments and knowledge that form the basis of the reputation and trust that we wish to develop.

**Financial Capital** is described as the sources of the funds which results in the acquisition of other forms of capitals. For Us financial capital is a medium of exchange that releases its value through conversion into other forms of capital.

#### 2.3 COHERENT ACTIONS

#### 2.3.1 Human Capital

STRATEGY OBJECTIVE	LAG KPIS	COHERENT ACTIONS	LEAD KPIs	RESPONSIBLE	TARGET PERIOD	SUB-ACTIONS
SO-1	Staff Productivity Index	1.1 Improve employee engagement	Employee Engagement Index	Manager Human	Quarter 3	1.1.1 Develop a Concept Paper on Employee Engagement
Increase Staff Productivity	Index		Employee net promoter score (eNPS)	Capital		1.1.2 Develop an Employee Engagement Communication Plan
Productivity			Employee Absenteeism Rate	1		1.1.3 Implement an Employee Engagement Plan
			Employee Satisfaction Score	]		1.1.4 Conduct an Employee Engagement Feedback framework
		1.2 Establish a Measurable Competency Model	Competency Level	Manager Human Capital	Quarter 3 to Quarter 4	1.2.1 Develop a Concept Paper for the Competency Model
						1.2.2 Define Competency Requirements
						1.2.3 Develop a Competency Model
						1.2.4 Implement the Competency Model
		1.3 Review organizational structure	Structure that is aligned to	Manager Human	Quarter 3 to	1.3.1 Develop an Operational Model
			Strategy	Capital	Quarter 4	1.3.2Develop a Change Management Plan
						1.3.3 Design the Organisational Structure
						1.3.4 Develop an organizational restructuring Communication Plan
						1.3.5 Roll out the New Organizational Structure
		1.4 Invest in Training & Development	% implementation of the Training Plan	Manager Human Capital	Quarter 4	1.4.1 Conduct a training and development needs gap analysis
			Employee performance gap	Capital		1.4.2Design an training plan
				1		1.4.3 Implement the Training Plan
						1.4.4 Evaluate the impact of training interventions
SO-2	% of employees	2.1 Improve employee welfare	Number of employee welfare	Manager Human	Quarter 4	2.1.2 Conduct a Gap Analysis of the current Employee Welfare
Boost Staff	that are motivated		schemes	Capital		Schemes
Motivation						2.1.3 Design the Employee Welfare Framework
WIOUWALION						2.1.4 Implement the Employee Welfare Framework
						2.1.5Evaluate the impact of Employee Welfare interventions
						2.1.6 Conduct a Gap Analysis of the current Leave Management System
		2.2 Strengthen the Leave Management	Cost of Leave of Absence	Manager Human	Quarter 2	2.2.1 Implement the Recommendations
		System	% of Intermittent and Non- intermittent Cases	Capital		2.2.2 Evaluate the effectiveness of the Intervention

STRATEGY OBJECTIVE	LAG KPIs	COHERENT ACTIONS	LEAD KPIs	RESPONSIBLE	TARGET PERIOD	SUB-ACTIONS
SO-1 Increase Staff Productivity	Staff Productivity Index	2.3 Provide growth opportunities for employees through career development	Internal Mobility Rate Ratio of internal versus external candidates placed in open positions Employee Performance Gap	Manager Human Capital	Quarter 4	1.1.1 Develop Employee Career Growth and Career Develop an Employee Career Growth and Career Development Policy Communication Plan         1.1.3 Implement an Employee Career Growth and Career Development Plan         1.1.4 Conduct an Employee Career Growth and Career Development Flan         1.1.4 Conduct an Employee Career Growth and Career Development Flan

## 2.3.2 Social and relationships Capital

STRATEGY OBJECTIVE	LAG KPIs	COHERENT ACTIONS	LEAD KPIs	RESPONSIBLE	TARGET PERIOD	SUB-ACTIONS
SO-3 Create a culture of trust	Trust Score	3.1 Develop Trust Building Mechanisms	Competence Trust Score     Contractual Trust score     Communication Trust Score	Manager Human Capital	Quarter 2 To Quarter 3	3.1.1 Develop a Concept Paper on Trust Building in LCA     J.1.2 Develop An Employee Consultation Plan on Trust Building     3.1.3 Design Trust Building Initiatives     3.1.4 Implement Trust Building Initiatives     3.1.5 Evaluate impact of the Trust Building     Initiatives
			Number of Management enrolled	Manager Human Capital	Quarter 2 To Quarter 3	3.2.1 Develop a Leadership Development Program Plan 3.2.2 Implement the LDP Plan 3.2.3 Evaluate the impact of the LDP
		Model for internal stakeholders	Adoption Rate Log-in Rate Open Rate	Manager Human Capital	Quarter 2 to Quarter 3	3.3.1 Develop a Concept Paper for the Employee Communication Strategy     3.3.2 Develop the Communication Strategy     3.3.3 Develop a Employee Consultation Plan     3.3.4 Implement the Employee Communication Programme     3.3.5 Evaluate the impact of the Employee Communication Plan

STRATEGY OBJECTIVE	LAG KPIs	COHERENT ACTIONS	LEAD KPIs	RESPONSIBLE	TARGET PERIOD	SUB-ACTIONS
SO-4	Confidence Index	4.1 Establish Stakeholder Collaboration Mechanisms		Public Affairs Manager		4.1.1 Develop a Stakeholder Management Plan
Increase confidence of Stakeholders on			Client Satisfaction Score		Quarter 3	4.1.2 Design a Stakeholder Collaboration Program 4.1.3 Implement the Stakeholder Collaboration
LCA						Program
						4.1.4 Evaluate the impact of the Stakeholder Collaboration Program
		4.2 Develop a Stakeholder Recognition and Appreciation	% of Stakeholder being recognized and appreciated	Public Affairs Manager	Quarter 3 To	4.2.1 Develop a Concept Paper for the SR&A Program
		Program	Number of SR&A events held		Quarter 4	4.2.2 Design a SR&A Program
						4.2.3 Develop a Stakeholder Consultation Plan
						4.2.4 Implement the SR& A Program
		4.3 Design an Interactive Communication Model for external stakeholders	Awareness level	Public Affairs Manager	Quarter 4	<ul><li>4.3.1 Develop a Concept Paper for the Stakeholder Communication Strategy</li><li>4.3.2 Develop the Communication Strategy</li></ul>
						4.3.3 Develop a Stakeholder Consultation Plan
						4.3.4 Implement the External Communication Programme
						4.3.5 Evaluate the impact of the Stakeholder Communication Plan

STRATEGY OBJECTIVE	LAG KPIs	COHERENT ACTIONS	LEAD KPIs	RESPONSIBLE	TARGET PERIOD	SUB-ACTIONS
SO-5 Enhance Consumer	Access to	5.1 Design targeted education and awareness programs for different consumers	Proportion of population reached on issues relating to : a) Cyber risks and threats;	Public Affairs Manager	Quarter 2 to Quarter 4	5.1.1 Develop a Concept Paper on consumer Training & Awareness
Empowerment	information	consumers	b) Quality of Service c) LCA Mandate			5.1.2 Develop Training & Awareness Plan
	<ul> <li>Response time to</li> </ul>		d) Complaints Procedure e) Vandalism			5.1.3 Evaluate impact of the Training & Awareness Program
	complaints		e) vandalism			5.1.4 Develop Stakeholder Consultation Plan
	<ul> <li>Response time to</li> </ul>					5.1.5 Launch Consumer Know Your Rights Campaign
	consumer queries		Rate of vandalism	ES-USF	Quarter 2 to Quarter 4	5.1.6 Curb Vandalism and Theft of Communication Infrastructure
	<ul> <li>Access to reliable and high quality services</li> </ul>	5.2 Strengthen Consumer Complaints Resolution and Redress	Responsiveness to consumer complaints % of Complaints Received % Of Complaints Resolved	Chief Regulatory Officer	Quarter2 to Quarter 3	5.2.1 Review Consumer Complaints Procedure
		5.3 Enhance Quality of Service (QoS)	<ul> <li>Proportion of QoS parameters on target per MNO</li> </ul>	Chief Technology Officer Chief Regulatory Officer	Quarter 2 Quarter 3 Quarter 4	5.3.1 Monitor QoS compliance of MNOs
			Number of MNO's that have     met the target	enter hegelatory officer	Quarter 4	
			QoS Rules with updated KPIs	Chief Technology Officer	Quarter 4	5.3.2 Review QoS Rules to include Internet based parameters
			QoS tools that will be able to measure KPIs in the revised Rules	Chief Technology Officer		5.3.3 Upgrade QoS equipment
			Accuracy, timeliness and clarity of bills	Chief Regulatory Officer	Quarter 3	5.3.4 Improve billing accuracy for post-paid services

## 2.3.3 Innovation Capital

STRATEGY OBJECTIVE	LAG KPIs	COHERENT ACTIONS	LEAD KPIs	RESPONSIBLE	TARGET PERIOD	SUB-ACTIONS
SO-6		6.1 Establish innovation frameworks	Amount of time spend on innovation activities	Chief Technology Officer	Quarter 4	6.1.1 Create a Scalable Platform for Success
Create a continuous	Creative climate score		Amount of leadership time spent sponsoring innovation activities			6.1.2 Establish the Right Organizational Principles
improvement culture						6.1.3 Engage your Organization's Employees
						6.1.4Build an Idea Management Tool
		6.2 Develop an Interactive Information Portal	Quality of content uploaded on the information portal (Accurate, Timely,	Chief Technology Officer	Quarter 3	6.2.1 Improve Website Content
			Complete)	Oncer		6.2.2 Revamp Website into an interactive portal
			Log-in Rate     Open Rate     Adoption rate	Chief Technology Officer		6.2.3 Promote utilization online services and platform
		6.3 Review Policies and Procedures	Number of policies and procedures reviewed Number of times internal audit finds	Chief Technology Officer		6.3.1 Review IT &Country Code Top Level Domain (ccTLI Policies and procedures
			conformity with the PP&P Number of times the internal audit finds non-conformity with PP&P			6.3.2 Develop a Policy & Procedures Dissemination plan
			% of employees that visited the PP&P intranet page or document centre			6.3.3 Develop a Policy & Procedure Consultation Plan
			Average reading level of policies			6.3.4 Evaluate the adoption of the ccTLD Policies and Procedure
	Percentage achievement of	6.4 Create a capability to execute Strategy	Comprehensive M&E Framework	Chief Economic Affairs Officer	Quarter 2	6.4.1Develop and Implement M&E Framework
	targeted lag KPIs		Agile Reporting Framework			6.4.2 Develop & Manage Reporting Framework
	Percentage achievement of targeted strategic outcomes					5.4.3 Develop Strategy y Communication Plan

#### 2.3.4 Financial capital

STRATEGY OBJECTIVE	LAG KPIs	COHERENT ACTIONS	LEAD KPIs	RESPONSIBLE	TARGET PERIOD	SUB-ACTIONS
	Supplier Compliance	7.1 Maintain strategic financial	Supplier defect rate	Chief Finance	Quarter 2	7.1.1 Review Procurement Policy
SO-7	rate	management		Officer		
			Invoice accuracy			7.1.2 Develop Procurement Plan
Enhance financial	User Compliance rate					
sustainability			Rate of emergency			7.1.3 Develop Procurement Committee
	Effective contract		purchases			Charter
	utilization					7.1.4 Define the Procurement Process
			Supplier lead time			
						7.15 Develop and document Procurement
			Purchase Order cycle			Standard Operating Procedures
			time			
			Vendor availability			

#### 2.4 STRATEGIC RISKS

The risks that have been identified that could inhibit us from achieving the guiding policy to deal with the diagnosis.

RISK IDENTIFICATION	RISK ASSESSMENT	MITIGATION
Resistance to Change		Design a Change Management Framework
Failure to execute Strategy		Effective execution strategy
		Effective M&E Framework
Covid-19 Pandemic		Capacitate management on "Leadership during Crisis"
Failure to link performance contract with individual annual performance appraisal		Design an integrated performance system
Lack of Trust		Create a culture of internal trust
Lack of transparency in the implementation of the PMS		Develop implementation procedures and guidelines
Inadequate Financial Resources		Prioritise training in line with the Strategy
Flawed selection Criteria		Design a Transparent R&A Program
Ineffective dissemination of procedures		Develop a Dissemination Plan
Lack of Documented Business procedures		Develop a Process and Procedure Management Plan
Lack of information and involvement		Create platforms that will enable flow of information
Unrealistic stakeholder expectation		Stakeholder Management Plan
Absence of guidelines for skills and knowledge transfer.		Create information sharing environment
Flat Structure ( Levels, Numbers, Person Dependency)		Organizational Restructuring
Non-compliance to the leave management requirements		Create a culture of Employee Accountability

#### 2.5 PRIORITIZATION OF COHERENT ACTIONS

This section provides the strategic plan by indicating actions that should happen and when it should happen over the period of the strategy implementation.

	Review organizational structur	re					
Strengthen the Leave Management System		Design and Interactive Communication Model for external stakeholders					
	Establish a Measurable Compe	etency Model					
Develop trust building mechar	nisms (Communication Model)						
Introduce development leade	rship programs				Develop Knowledge Management Capability		
Design an Interactive Commu	nication Model for internal stake	holders					
Establish Stakeholder Collabo	ration Mechanisms		Provide growth opportunities for employees through career development				
Design targeted education and	d awareness programs for differe	ent consumers					
Strengthen Consumer Compla	ints Resolution and Redress		Review the Performance Management System				
Develop Consumer Protection	Mechanisms						
	Improve employee engagement	Establish innovation frameworks					
Enhance Quality of Service							
Create a capability to execute	e strategy						
	Develop a Stakeholder Recogn	ition and Appreciation Program					
	Develop an Interactive Information Portal						
Introduce strategic financial r	nanagement system						
Increase electronic service pla	atforms						
		Improve employee welfare		Develop an employee recognition and appreciation program			
		Invest in Training & Developm	ent				
QUARTER 2	QUARTER 3	QUARTER 4	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
2020/21			2021/22				2022/23
Kev							



Figure 11: Schedule of actions

#### 3.0 VISION AND CORPORATE VALUE STATEMENTS

#### **3.1 VISION STATEMENT**

The importance of information and communication technology has been magnified by the covid-19 pandemic as the entire world rapidly adopted and migrated to digital technologies. It is our aspiration to leverage ICTs to accelerate our country's digital capabilities to keep up. It is in line with this thought that we strategically position the Authority as a tool ...

# **"Leading Transformation**

# Towards a

# **11** Collaborative Digital Economy

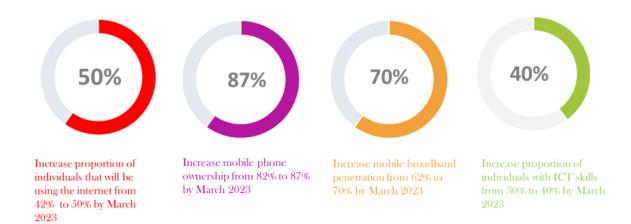
#### **3.2 CORPORATE VALUES**

In volatile, unpredictable, complex times, when constant change is the new normal, collaboration, creativity are pre-requisites for success. Our values are inspired by our strategy that draws its source of power from the people, hence caring for our people is fundamental to us. As the Authority, we pledge to uphold these values and instill the new culture of a caring, creativity and collaboration.

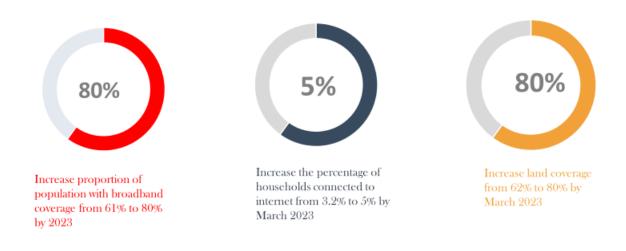


#### 4.0 DESIRED STRATEGIC OUTCOMES

4.1 INCREASED ACCESS AND USAGE OF COMMUNICATION SERVICES



#### 4.2 INCREASED COMMUNICTIONS INFRASTRUCTURE



#### 4.3 AFFORDABLE COMMUNICATION SERVICES



#### 4.4 COMPETITIVE INDUSTRY



Reduce market concentration from 0.63 to 0.25 by March 2023



Reduce market share from 76.3% to 40 % by March 2023