



Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park
Eco Park, Centurion.
Private Bag X10, Highveld Park 0169
Telephone number: (012) 568 3000/1

MEDIA TRAINING FOR ICASA LEADERSHIP AND COMMUNICATIONS TEAM

1. INTRODUCTION

- 1.1. The Independent Communications Authority of South Africa (ICASA) is the regulator of the broadcasting, telecommunications, and postal services sectors in the public interest. ICASA utilises the media to, among others; educate, inform, communicate its objectives, create awareness about its services to the licensees as well as the general South African public.

- 1.2. South Africa's media landscape is always revolving and people who communicate and make decision on behalf of an organisation should always communicate accordingly. It is therefore essential for Councillors and the ICASA EXCO to undergo media training to sharpen their communication competencies and maintain a good representation of ICASA in the media.

2. OBJECTIVES OF THE MEDIA TRAINING

- 2.1. Media training will assist the ICASA Leadership to better understand the ever-changing media landscape;

- 2.2. Media training will provide ICASA Leadership with an insight on how to prepare for interviews and engagements across different mediums (traditional and online media);

- 2.3. The training will provide techniques that will help ICASA Leadership navigate all types of interview situations while communicating ICASA's key messages;
- 2.4. Assist the ICASA leadership to understand the role of Communications in helping ICASA manage its reputation (internally and externally); and
- 2.5. To understand the role of the Communication PR practitioners in directing ICASA's communication goals.

3. TRAINING DETAILS

- 3.1. Four media training session. Each session should cover 5 ICASA members.
- 3.2. The 4 media training sessions should take place at a physical setting at ICASA premises, covering both practical and theory programmes as expressed in part 1 and part 2 below.
- 3.3. Number of the trainees: 20
- 3.4. The following topics should be extensively covered:

Part 1: Theory

- Overview of the South African media landscape
- An overview of ICASA's current state of media engagement. An overview of the current media environment
- The dynamics and structures that shape newsrooms
- Public sector communication and considerations
- Overview and impact of new media for an entity such as ICASA
- How to maximise positive coverage
- Online -How to look and sound great on Zoom, MS Teams, etc.
- Effective preparation for interviews, Press Conferences, and media briefings
- The role of communicators and their importance
- How participants can link projects and campaigns to interviews
- How to create key messages that will gain media coverage and what makes a media interview/story memorable.

Part 2: In studio practical programme scope at ICASA premises

- Conduct practical radio and/or television interviews in line with ICASA's media engagement using ICASA media case study and unpack with participants.
- Participant to analyse each other's interviews and provide feedback.

3.4. Training delivery format:

For this training, the mode of training delivery should be in a synchronous learning. This should be in a form of a workshop or classroom learning (where participants can interact with the instructor and conduct practical programmes).

4. SERVICE PROVIDERS RESPONSIBILITIES

4.1. The service provider should be able to provide appropriate equipment and material for the training:

- Provide trainees with training material (manuals or printed handouts)
- Provide certificates of attendance to all trainees
- Equipment to set up a mock television and radio studios for interviews which includes but not limited to...a full interview rig, lights, camera, cameraman.
- Recording of the participant's interviews for play-back. Recordings must be handed to ICASA at the end of the session, on hard and soft copy.
- Audio-visual material to illustrate different topics in the programme
- Learning material for participants to take away
- The service provider should provide input to the overall training programme;
- Feedback notes.
- Facilitator must be a journalist/ have journalism background/onscreen and offscreen background.

5. QUOTATION

Media training session Each training session must include the following: <ul style="list-style-type: none">• Training material• equipment• facilitators• travel costs	Unit cost	Cost including VAT
Session 1	R	R
Session 2	R	R
Session 3	R	R
Session 4	R	R
Sub-Total	R	
Total	R	