



INFORMATION AND COMMUNICATIONS TECHNOLOGY ASSOCIATION OF ZAMBIA

NOTICE OF THE 2026 ICTAZ TECH CONFERENCE, CPD TRAINING, EXPO & THE 17th ICTAZ ANNUAL GENERAL MEETING (AGM)

1. ANNUAL GENERAL MEETING

Number of Continuous Professional Development (CPD) points: 5 Points

The Information and Communications Technology Association of Zambia (ICTAZ) is pleased to announce its **17th Annual General Meeting (AGM)**, to be held at **Avani Resort in Livingstone** on **20th March 2025**, starting at **9:00 hours**.

The 17th AGM will take place to transact the underlisted business.

Agenda

1. Opening Formalities and Call to Order

- 1.1. National Anthem
- 1.2. Prayer
- 1.3. Moment of silence in memory of departed members
- 1.4. Receipt of apologies
- 1.5. Confirmation of quorum (*50 members in good standing of whom 5 must be fellow members*)
- 1.6. Welcoming remarks by the Chairperson

2. Adoption of the Agenda

- 2.1. Review and approval of the agenda

3. Approval of the 16th Annual General Meeting Minutes

- 3.1. Review and adoption of the minutes of the 16th AGM held at Avani Victoria Falls Resort, Livingstone on 2nd May 2025
- 3.2. Matters arising from the previous AGM minutes

4. ICTAZ President's report

- 4.1. Overview of the Association's performance, activities, challenges, achievements and future plans
- 4.2. Discussion and adoption of the President's report

5. Financial Report

- 5.1. Presentation of the audited Financial Statements for the year Ended 2025
- 5.2. Independent Auditors' opinion
- 5.3. Discussions on the Financial Performance
- 5.4. Adoption of the Financial Statements

6. Key Motions, Resolutions and Policy Deliberations

- 6.1. Discussion and consideration of any motion submitted by members
(*By Ordinary Resolution – Simple Majority*)
- 6.2. Discussions and consideration of any proposed ICTAZ Constitution amendments
(*By Special Resolution – Two-thirds (2/3) of Eligible Members Present*)

7. Closing Remarks and Adjournment

- 7.1. Summary of the key decisions made
- 7.2. Adjournment of the meeting

2. AGM PRECEDING EVENTS

CPD Training - *Number of Continuous Professional Development (CPD) points: 8 Points*

Two days of Conference - *Number of Continuous Professional Development (CPD) points: 14 points*

Note: CPD points will be awarded in accordance with the number of hours attended.

All the events will run alongside an Expo showcasing the services and products of event sponsors.

To register and obtain more details about the AGM, Conference, and Training:

visit <https://agm.ictaz.org.zm/> or the ICTAZ website at <https://www.ictaz.org.zm>

For additional information, feel free to reach out via email at info@ictaz.org.zm or contact us by phone at **+260 975 504 321 | +260 950 504 321**.

By order of the Executive Council

Chellah Silavwe
REGISTRAR & CHIEF EXECUTIVE OFFICER