



Namibia Network of the Cosmetics industry (NANCI)

Minutes of the Council Meeting 2021/01

18 February 2021

Agenda

1. Welcome and Opening
2. Quorum (Attendance, Apologies)
3. Adoption of agenda
4. Matters arising from AGM:
 - a. Minutes of AGM
 - b. Final Review of NANCI Constitution before signature
 - c. Election of Deputy Chairperson
 - d. Election of Treasurer
 - e. Confirmation of Management Committee
 - f. Co-option of Members ex Officio Council Members
 - g. Appointment of Accounting Officer and External Auditor; their remuneration
 - h. Resolve signatories to the bank accounts
5. NANCI Operational Plan 2021:
 - a. AOP 2021 Budget for GIZ ProBATS planning
 - b. NANCI as research entity/ Umbrella Organisation for BIA Projects
 - c. Admin arrangements for NANCI/NDCEAT Project
 - d. Givaudan Foundation
 - e. Marula Hub under NANCI
 - f. USAID Trade Hub
 - g. Activities 2021
6. Any Other Matters:
 - a. NANCI membership application from Ms Selma Kamanya, Miss Namibia 2018
 - b. Report from Ms Kaapanda on attendance at NCCI Strat Session
 - c. Interns to assist with:
 - Case Study on IP protection in international markets
 - GMP templates
 - HS Coding of INP Products
 - d. NANCI Stationery and internet
 - e. Communication and Social Media
7. Confirmation of next meetings and events of NANCI
8. Vote of Thanks and Closure

- 1) **Welcome and Opening**
- 2) **Quorum (Attendance/Apologies)**

The Chairperson, Ms. Stefanie Huemmer, welcomed attendees:

Ms Mariane Akwenje (MAKAI, member)
Ms Tulimeyo Kaapanda (Tuli Line, member)
Ms Zodidi Gaseb (African Naturals, member)
Ms Esther Hoveka (Neema, member)
Ms Dagmar Honsbein (Secretary General, ex-officio)
Ms Irene Eysselein (Minutes, guest)

Apology received:

Henning Wahlers (GIZ Focal Point for Cosmetics Sector; co-opted member; paternity leave)

A quorum was noted by the Chairperson, Ms. Stefanie Huemmer. Four (4) members were in attendance physically. Ms Tulimeyo Kaapanda joined at 13H00 due to other commitments.

3) **Adoption of Agenda**

The Chairperson moved for adoption of the agenda; the agenda was not modified. This was seconded by all members.

4) **Matters arising from the AGM**

a) **Minutes from the AGM**

Normally the AGM Minutes are not featured on the Council Meeting Agenda. However, points discussed need to be captured as next AGM is only in January 2022 and several action points arose from the AGM which needed to be actioned via the Council.

The AGM minutes were reviewed and adopted as representative of the meeting that took place on 22 January 2021. The various resolutions and matters arising were reflected upon in an itemized manner and reflected in these minutes of the NANCi Council.

Resolution: Council 2021/01-001

C2021/01-001.1	Council adopted the minutes of the NANCi AGM of 22 January 2021 and recommended them to be tabled at the next AGM, scheduled for 21 January 2022.
C2021/01-001.2	Draft minutes of the AGM will be verified at the next AGM.
C2021/01-001.3	Council reflected upon the matters arising from the NANCi AGM and guided the way forward as directed in these minutes.

The following matters were additionally discussed following the review of the AGM minutes.

b) Final Review of NANCi Constitution before signature

The amendments to the constitution as deliberated upon were tabled at the Council meeting. Council considered the amendments. Council recommended that NANCi members, Ms Hoff and Mr Mallet review these again before signature.

Resolution: Council 2021/01-002

C2021/01-002.1	Council approved the amendments to the NANCi constitution as per AGM, in principle.
C2021/01-002.2	Council guided that the Constitution be shared with members Ms Hoff (MediPlants) and Mr Mallet (CRIA SA-DC) for final review and verification before signature.

c) Election of Deputy Chairperson

Ms Tulimeyo Kaapanda was unanimously elected as Deputy Chairperson.

d) Election of Treasurer

Ms Mariane Akwenje was unanimously elected as Treasurer.

e) Confirmation of Management Committee

Hence the management committee will consist of the Chairperson, the Deputy Chair, the Treasurer and the Secretary-General (ex officio)

f) Co-option of Members and ex officio Council Member

It was decided at the AGM that the Secretary-General should serve on the Council and in the Management Committee as an ex-officio member.

Futhermore, the following persons were nominated to serve on the NANCi Council as co-opted members:

- Mr Steve Carr of the National Botanical Research Institute and former member of the NANCi interim Council
- A representative of GIZ ProBATS, as main sponsor of NANCi.

Resolution: Council 2021/01-003

C2021/01-003.1	Council elected Mr Steve Carr to serve on the Council as co-opted member, without voting powers.
C2021/01-003.2	Council elected a member of the GIZ ProBATS Project to serve on the Council as co-opted member, without voting powers.

g) Appointment of Accounting Officer and External Auditor; their remuneration

Currently accounts are administered by the Namibia Trade Forum (NTF), through assistance obtained from their Accounting Officer. To date, NANCi did not have any annual financial statements prepared, and the work conducted by the NTF as custodian of NANCi funds was sufficient and satisfactory. Communication with the NTF on NANCi accounting was tedious though. With mounting activities and income generation of NANCi, an accounting officer needs to be formally appointed.

Indicative costs estimates received from external auditors show remuneration of between NAD10,000 and NAD12,000 per account per annum. Therefore, Council was requested to allow the NANCi office to obtain information from possible accounting officers who could be appointed offering services to NANCi in the latter mentioned price range. Where possible, formal quotation will be provided, though external auditors and accounting officers don't readily provide such unless they know they would be engaged with a company.

Resolution: Council 2021/01-004

C2021/01-004.1	NANCi Office was tasked to obtain, where possible, quotations of Accounting Officers/ External Auditors and present such to the next Council meeting.
C2021/01-004.2	Remuneration to such above mentioned service providers should ideally remain below NAD12,000 per annum per NANCi account.

h) Resolve signatories to the bank accounts

The council members who will act as signatories on all NANCi accounts are the following :

Panel A : Stefanie Huemmer (Chairperson) / Mariane Akwenje (Treasurer)

Panel B : Tulimeyo Kaapanda (Deputy Chairperson) / Esther Hoveka (Member)

The Treasurer's duty is to check the monthly ledger and to prepare a report for the council meetings.

Viewing and Admin rights remain with the Secretary-General and her assistant.

To effect the signature rights and opening of an online banking profile for NANCi, the Chairperson and Assistant will call at FNB on Friday morning. The other designated signatories will visit FNB on their own accord.

A resolution detailing the following needs to be handed in at the bank by NANCi :

- Naming new signatories as above.
- Removing Steve Carr as signatory for NANCi
- All Council members and the Secretary-General will sign the resolution.

This action was approved by Chairperson and seconded by member Ms Esther Hoveka.

C2021/01-005.1	Signatories to the NANCi Bank Accounts were approved as follows: Panel A: Stefanie Huemmer (Chairperson) / Mariane Akwenje (Treasurer) Panel B: Tulimeyo Kaapanda (Deputy Chairperson) / Esther Hoveka (Member)
C2021/01-005.2	Mr Steve Carr should be removed as signatory to the NANCi Bank Accounts.
C2021/01-005.3	All Council members, the Secretary-General and existing signatory, Mr Steve Carr will sign the resolution that is required by the bank.

5) NANCi Operational Plan 2021

a) AOP 2021 Budget for the GIZ ProBATS planning :

The items were presented as per annotated Agenda prior to the meeting. The below listed items were discussed with GIZ ProBATS in 2019 and 2020 as possible activities/ interventions which would receive funding from that project. Some items were funded in the past, and are recurring; others were presented before but funding was not available and therefore not funded; NANCi re-presented them to seek if/when funding could become available from GIZ ProBATS, or potential other donors. The summary of discussion are as follows:

- **NANCi business directory 2021:** design and printing; **approved.**
- **Fact Sheets:** review design and offer translated fact sheets, from English to German. The suggestion was made that, with new sheets to be printed, to have them folded thrice for better handling. **Approved.**
- **Outlet by NANCi:** at Namibia Craft Centre (NCC), was approved by the AGM, however details are to be established. A separate meeting with GIZ and NCC was scheduled for the afternoon of 18 February to spell out details of what is planned, how GIZ will support the initiative partnership between NCC and NANCi, etc. **Approved in principle, pending further details.**
- **Product photography:** this activity was planned for 2020; due to C-19 was re-scheduled for 2021. GIZ will provide details soonest possible. **Approved in principle.**
- **Testing facility in partnership with NAMWATER (EU import compliance) or other:** this initiative was commenced in 2020. Due to lack of funds from GIZ side, the matter was post-poned to 2021. A re-launch of the initiative may be commenced . GIZ will provide feedback on how to be implemented. **Approved in principle**
- **Set up office for NANCi:** GIZ ProBATS was approached by the Council to investigate the possibility to support the setting up of a 'fully fledged office', including capital and operational expenditure and funding of (special) projects as listed above. It was elaborated, that NANCi currently rents the office from iDealX CC (the company of IGF) at a zero tariff. This rental agreement expires 30.09.2021. The Council implored the need to find a sustainable solution for NANCi operational matters and requested whether GIZ ProBATS could consider a situation where a local subsidy or grant be provided to NANCi from which all (special) projects, capex and opex could be managed. **Approved in principle, pending the NANCi office providing a concept to detail such arrangement in line with Covid specific funding modalities.**

Projects support from other donors:

- **Senior Expert Services:** during 2020, NANCi was due to host two experts on matters of GMP and export readiness respectively. However, due to C-19, the commenced GMP expert services were interrupted. Expert services on export readiness were not commenced at all and are awaiting commencement.
- **GMP expert services** are now delivered via virtual means, and will run from 9 February until 9 November 2021. After the first however, it was realised that participants, in addition to Dr Hoederath's advice, need practical examples on implementation of GMP. Therefore, the Secretary General proposed to request whether GIZ ProBATS could consider providing an intern to NANCi to assist with the provision of various templates in support of GMP implementation. **Approved.**
- **Export readiness expert services** are awaited. The NANCi office placed a request with SES again on when such services will be available. This was confirmed, however, current C-19 measures still in place pose a challenge. The NANCi office will follow up on progress.

Other project initiatives:

- **Resources feature (Movie type):** During 2019, NANCi and GIZ ProBATS had planned for a resources feature. However, due to the very high quotes received at the time, GIZ decided not to carry out the project. It becomes more and more important though to ensure NANCi has various types of information material available to present the Namibian resources from which "Cosmetics Made in Namibia" are made. Therefore, the request was placed with GIZ ProBATS again to support this project. **Approved in principle.** It was decided though that this project could be part of the overall local subsidy/ grant agreement as approved in principle (see above). Once resources become available, Member, Ms Gaseb, should assist with (re-)conceptualising the film feature implementation plan as may be required. NBC filming and broadcasting services may also be contacted to assist with implementation.

Resolution: Council 2021/01-006

C2021/01-006.1	<p>AOP 2021 was approved for the following activities to be sponsored by GIZ/ProBATS:</p> <p>a. NANCi Business Directory 2021</p> <p>b. NANCi plant and ingredients fact sheets re-design and print, incl. translations from English to German</p> <p>c. Intern to support work on GMP forms and templates</p>
C2021/01-006.2	<p>For the following activities, as listed in the AOP in principle approval for funding from GIZ were obtained, pending details:</p> <p>a. Outlet by NANCi at the NCC; additionally, Council directed that details on agreements to be entered into between NANCi and the NCC need to be clarified. A separate meeting is to be scheduled.</p> <p>b. Workshop on product photography and cataloguing using smart phones</p> <p>c. Testing facilities for export readiness – a relaunch of this service offering among NANCi members is to be done.</p> <p>d. NANCi to apply for a local subsidy or grant from GIZ ProBATS to set up office, and consolidate funding to capex, opex and projects.</p>

C2021/01-006.3	Council in principle approved the project on a resources film feature. The work is to be guided and supported by Council Member, Ms Gaseb.
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b) NANCi as research entity / Umbrella Organisation for BIA Projects

Engagement with NCRST and IPBC was approved by Council. Feedback should be provided on a regular basis.

Under the same topic, Ms Hoveka brought up the subject of GMO certificates for US buyers. It was suggested by Council that these certificates should be obtained for all plants and should be made available for members' use. The principle of 'Cosmetics Made in Namibia' is mainly based on used inputs from wild harvest. Ms Hoveka was requested to follow up with MAWLR on how/where one can obtain such GMO-free certificates for natural / organic products.

Resolution: Council 2021/01-007

C2021/01-007.1	Council approved for the NANCi office to engage the NCRST and the IPBC on the process to register NANCi as a research institution.
C2021/01-007.2	Ms Hoveka will follow up with NCRST/Agri Lab/Veterinary Services and share information obtained.

c) Admin arrangements for NANCi/NDCEAT project

The Secretary General requested that she be remunerated for work being conducted under this subject matter as this is not part of the IGF arrangements for NANCi in the MIT/GIZ ProBATS contract. The following level of remuneration and reimbursements were approved by Council:

Resolution: Council 2021/01-008

C2021/01-008.1	Council approved a professional daily fee of NAD4,600, the remaining NAD1,000 daily fee will be for NANCi.
C2021/01-008.2	Council approved for all reimburseable costs to be paid to the Secretary General as budgeted for under the project. Administration fees shall be shared.
C2021/01-008.3	This arrangement is for the duration of the project as agreed upon between all parties, ie MEFT/GIZ BIA, NANCi, NDCEAT, Naturex and Givaudan Foundation.

It was acknowledged that Devil's Claw is the resource with the largest export potential. Council therefore guided that communication on the project, especially product and practices standardisation, to NANCi members and external parties must be commenced upon. NANCi

could become the certifying body (umbrella) over time and this is an important goal to achieve.

As this project is based on GIZ grant funding, separate accounting arrangements are required. The Secretary General suggested the acquisition of '*Sage Pastel*' accounting software to be used. Council directed that the matter be investigated further, and/or discussed with GIZ BIA on any specific needs.

Resolution: Council 2021/01-009

C2021/01-009.1	Council directed that pro-active communication be carried out on the GACP work, in favour of product and processing standardisation.
C2021/01-009.2	Council directed that the acquisition of appropriate accounting software and the respective training be investigated.

d) Marula 'Hub' under NANCi

A request was received from several Marula players to coordinate Namibia's input towards ABioSA (a project that supports biodiversity in South(ern) Africa). Council directed that the Secretary-General should contact ABioSA to structure the way forward.

Resolution: Council 2021/01-010

C2021/01-010.1	Council directed that the Secretary General further investigates how initiatives in the Marula INP sub-sector can be better coordinated, also with the support of ABioSA.
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e) USAID Trade Hub

Council discussed how the services of the USAID Trade towards NANCi members Hub could be improved. It was agreed to approach the USAID Trade Hub Team that there should rather be general assistance, eg concerning export readiness etc. Hence cooperation with USAID is vital. NANCi could offer the hub office space. USAID in turn could help NANCi organise contents (consultancy on export readiness, certification and technological advancement).

Council requested Ms Kaapanda to take this matter up with USAID.

Resolution: Council 2021/01-011

C2021/01-011.1	Council requested Ms Kaapanda to approach USAID on how the relationship between NANCi and the USAID Trade Hub (SATI) could be improved, and how SATI could assist NANCi with overarching service delivery to NANCi members.
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f) Activities 2021

Council deliberated on what service offerings NANCi can additionally provide to members. This was raised as per NANCi AGM where some members requested information on what

services NANCi provides and how to best describe NANCi. Ms Akwenje suggested workshops which could be held to support NANCi members, e.g. for beginners or members who are ready for export, relating to their specific needs.

Furthermore, it was mentioned that Fabupharm remains a good partner and assisted many NANCi members on their products. NANCi could eg, if Fabupharm agrees, organise a visit to their factory after Easter. The subject of contract manufacturing could be discussed during the visit.

It was also suggested that NANCi from Council, should engage to improve communication to members. This matter was further deliberated on under Agenda point 6(e).

6) Any other Matters

a) NANCi membership application from Ms Selma Kamanya, Miss Namibia 2018

Ms Kamanya had approached NANCi for assistance with a fragrance line under her name. She has no knowledge of the process but would consider contracting a NANCi member for that purpose with mutual benefits to all parties. Ms Kamanya also made the suggestion to become brand ambassador for NANCi. This was declined by Council.

It was decided by Council that, should Ms Kamanya wish to tap in on information and assistance from NANCi, she should become an ordinary member of NANCi.

Resolution: Council 2021/01-012

C2021/01-012.1	Council directed that the NANCi Office confirms an ordinary membership for Ms Kamanya.
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b) Report from Ms Kaapanda on attendance at NCCI Strategy Session

Ms Kaapanda had been unable to attend above session. Ms Kaapanda to follow up on the issue of clarity concerning sanitizers.

It was also suggested by Secretary-General that a meeting with selected Advisors to the President at State House on the matter of (the sanitizers and the import of such) should be arranged. Ms Akwenje and some other NANCi members should join for such meeting.

c) Interns to assist with :

i. Case study on IP protection in international markets

GIZ ProBATS intern Lojain Al Holu will be in contact with Sophia Snyman from Desert Secrets to draft the case study on her experience with international markets and also detail steps on how to accomplish international IP recognition.

ii. GMP Templates

Based on the 1st webinar there is a need for templates on the various topics. Hence the GIZ ProBATS project was approached for support for the recruitment of an intern.

iii. HS Coding of products containing INP-matter

GIZ ProBATS will be approached for assistance in this matter.

Resolution: Council 2021/01-013

C2021/01-013.1	Council approved the internship positions as proposed and requested the NANCi office to follow up on their appointments, tasks and any other matters related to the tasks to be fulfilled.
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d) NANCi stationery and intranet

Mr Michael Degé has been tasked with the design of stationery for NANCi. The design of the annual directory and fact sheets is via closed tender. The NANCi office will meet with Mr Degé on Friday 05 March 2021 to finalise stationary items.

NANCi intranet assists with communication of various information to NANCi members. The company Byte-Able Investments CC was contracted on a retainer basis to set such up. Training to NANCi members is still to be scheduled to explain the use.

Resolution: Council 2021/01-014

C2021/01-014.1	Council directed that apart from general office stationary design to be availed for NANCi, business cards be availed for all Council Members and the Secretary General.
C2021/01-014.2	Council limited the number of printed business cards for each Council Member to 50 units.
C2021/01-014.3	Council requested that Council Members also obtain a NANCi email address for any official correspondence. The email address would be titled by position and not personalised.

e) Communication and Social Media

NANCi members seem to be reluctant to support the NANCi office with their own company profiles and product information. There seems to be a lot of expectations viz. lack of commitment and input. Council resolved that it is each member's obligation to keep their company and product information up to date. NANCi should not be held responsible for such, incl. on the NANCi platforms.

It was suggested to start a process of "Tip of the month" which could be posted on the website and on social media by the Secretary-General/Chairperson (facts and experience). All Council members were requested to brainstorm on this matter and consolidate with the Secretary General. Ms Gaseb could assist with the design. Info could be placed on Intranet as well.

The subject on the European and Australian Chemists Associations came up. Council requested that NANCi office investigates if it is possible to become a member of these associations.

Resolution: Council 2021/01-015

C2021/01-015.1	Council requested Ms Gaseb to investigate ways and means to improve communication, both in terms of content and channels; and among NANCi members as well as to external parties.
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7) Confirmation of next meeting

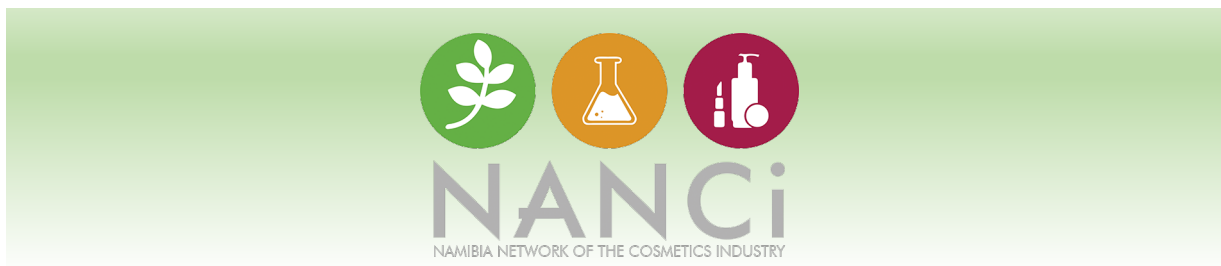
The next meeting of the NANCi Council will be held on Thursday, 22 April 2021 at 09H00.
Venue : NANCi office

8) Closure

Upon closing the meeting, the Chairperson summarised some assignments as follows:

- i. Stefanie Huemmer: Review of Outlet by NANCi at Namibia Craft Centre documentation
- ii. Zodidi Gaseb: conceptualize social media & communication / workshop on photography
- iii. Esther Hoveka: AgriLab / proposal for NIALEC and NCRST (permit requirements, laws and regulations)
- iv. Tulimeyo Kaapanda: NCCI / USAID / Wecke & Voigts (for recruitment of sales person for CC outlet)
- v. Mariane Akwenje: Budget for shop / bank profiles
- vi. Dagmar Honsbein: visit to State House with Mariane Akwenje and other NANCi members; any other follow up

The Chairperson of NANCi, Stefanie Huemmer, duly closed the meeting at 17H30.



Annexure

Meeting with GIZ on Outlet by NANCI at Namibia Craft Centre (14H30 – 17H00)

Joining the meeting were the entire NANCI Council, the Secretary-General and her assistant

From the GIZ ProBATS project:

Christoph Oldenburg

Georgina Liswaniso (Focal point Swakara and Mine Stones)

Lojain Al Holun (intern)

Shareen Trude (Namibia Craft Centre - NCC)

The following support is required and requested from the GIZ ProBATS project and was hence put forward for discussion :

1. Recruitment of interns for support as follows :
 - HS Coding of INP Products
 - GMP templates (recruitment under way)
 - Case study on IP protection in international markets (intern already recruited)
2. Design and printing of fact sheets and review of translations
3. Product photography
4. Resources feature (movie type)
5. Design and printing of business directory
6. Support from SES
7. Support with setting up outlet at Craft Centre
8. Analysis and mentorship
9. Lab facility in partnership with Namwater (actual lab testing). Also taking EU compliance into consideration
10. Set up office for NANCI

Christoph Oldenburg took note of the points above. He suggested that in order to apply for a grant, NANCI needs to consider linkages with the Covid Relief package offered by the German Government to Namibia.

Requirements for grant application : concept note and budget

The setting up of the Outlet by NANCI at the Craft Centre was discussed in detail. No resolutions were taken and Ms Stefanie Huemmer will start brainstorming with the rest of Council on how to manage the sales space:

- Recruiting of 2 sales persons who will rotate. Currently the opening hours of the NCC are from 09h00 to 17h00 weekdays and 09h00 to 13h00 on Saturdays. Sundays closed (Covid arrangement)
- How will the sales persons be remunerated (shared between the sectors ?)
- Salespersons need to be trained. Basic training should suffice. Could an intern initially support ? Who supervises the staff ? Employment contract needed
- Point of sales system ? Barcoding ? Who administers all 3 accounts (Cosmetics, Mine Stones, Swakara)
- Storage of stock. Replacement of stock – once per month ?
- Promotional events
- Suggestion came from GIZ that NANCi should manage the entire sales outlet and that the other two sectors be subordinated
- Soft run on sales at NCC should be done one to two weeks before the launch.
- The launch of the outlet is anticipated for 31.03+01/04/2021
- Council should visit the stall to familiarise themselves with the layout

NANCi is supported by :

