




Council Meeting 2021/01

18.02.2021




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Explanation of Agenda Items



- 🌿 **Matters Arising from AGM 2021**
 - Minutes of AGM
 - Final Review of NANCi Constitution
 - Election of Deputy Chairperson
 - Election of Treasurer
 - Confirmation of Management Committee
 - Co-option of ex-officio Members
 - Appointment of Accounting Officer; External Auditor
 - Remuneration of Accounting Officer; External Auditor
 - Resolve signatories of bank accounts
- 🌿 **Operational Plan 2021**
 - NANCi Budget 2021
 - NANCi as research entity
 - Admin arrangement for NANCi & NDCEAT Project
 - Marula Hub under NANCi
 - NANCi .//. USAID Cooperation
 - NANCi Activities
- 🌿 **Any Other Matters**
 - Membership Application from Miss Namibia 2018 (Ms Selma Kamanya)
 - Attendance at NCCI Strategy Session
 - Hiring of Interns
- 🌿 **Important Dates for Council 2021**



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Matters Arising AGM2021

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Constitutional Amendments approved

- ∞ **§7.3 and elsewhere** – Naming convention of the designation ‘Secretary General’ (**unamended**)
- ∞ **§9.3** – Number of proxies a member can hold at a general meeting (**unamended**)
- ∞ **§§9.7, 9.8, 9.9, 9.11, 9.12** - Change the word “POLL” to “ELECTION” (**unamended**)
- ∞ **§9.15** – speaking time of a mover (**removed**)
- ∞ **§9** – provision should be made for electronic voting during general meetings (**added §9.20**)
- ∞ **§19** - Voting powers of ‘Secretary General’ as part of the Management Committee (**amended to be ex officio**)
- ∞ **§9.21** – **Added** how election of Management Committee will be done (Chairperson, Deputy Chairperson, Treasurer)
- ∞ Addressed spelling and grammar mistakes in text of the constitution



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NANCI Financial Protocols and Funding

-  NANCI office has no authority over NANCI funds
 -  Budget, income/expenditure, POS is approved at full Council meetings
 -  4-eye principle is followed for all transactions on all bank accounts of NANCI, income and expenditure
 -  GL, Income Statement was prepared by NTF Accountant / Accounting Officer in period 2017 – 2020
 -  No petty cash is maintained
 -  Since September 2020 maintains 2 bank accounts
 -  Transactional bank account: membership fees, NANCI services, commission, etc.
 -  Trust bank account: GACP+ project, and/or ring-fenced projects
-  NANCI Financial Year: FYE 30 June
-  NANCI Council members serve on a voluntary basis; no remuneration is provided



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NANCI Fees

-  Membership:
 -  1,200NAD per year or
 -  150NAD per month
-  NANCI services:
 -  Local events like: NTE participation – maintain at 650NAD per stand, plus any additional costs?
 -  OUTLET by NANCI: ?
 -  Sales commission: ?% on turnover
 -  GMP Webinar and Mentoring and/or other similar services: NANCI Members NAD500; non-members NAD1,500
 -  International events: ?
 -  Social Media Representation: ?
-  Council is invited to deliberate on this to guide the Office with Admin



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NANCI Accounting Officer and External Auditors

-  From 2017 – 2020, NTF Accountant served NANCI in compiling GL
-  As from FYE 30 June 2021, it is recommended that NTF Accountant also becomes NANCI Accounting Officer, and same external auditors of NTF would prepare AFS for NANCI
-  To date, this service is offered as 2% of NANCI turnover, subject to written confirmation to be received from NTF
-  Members are requested to ratify decision by Steering Committee of March 2020
-  Council is invited to appoint NANCI Accounting Officer, Auditors and approve their remuneration.



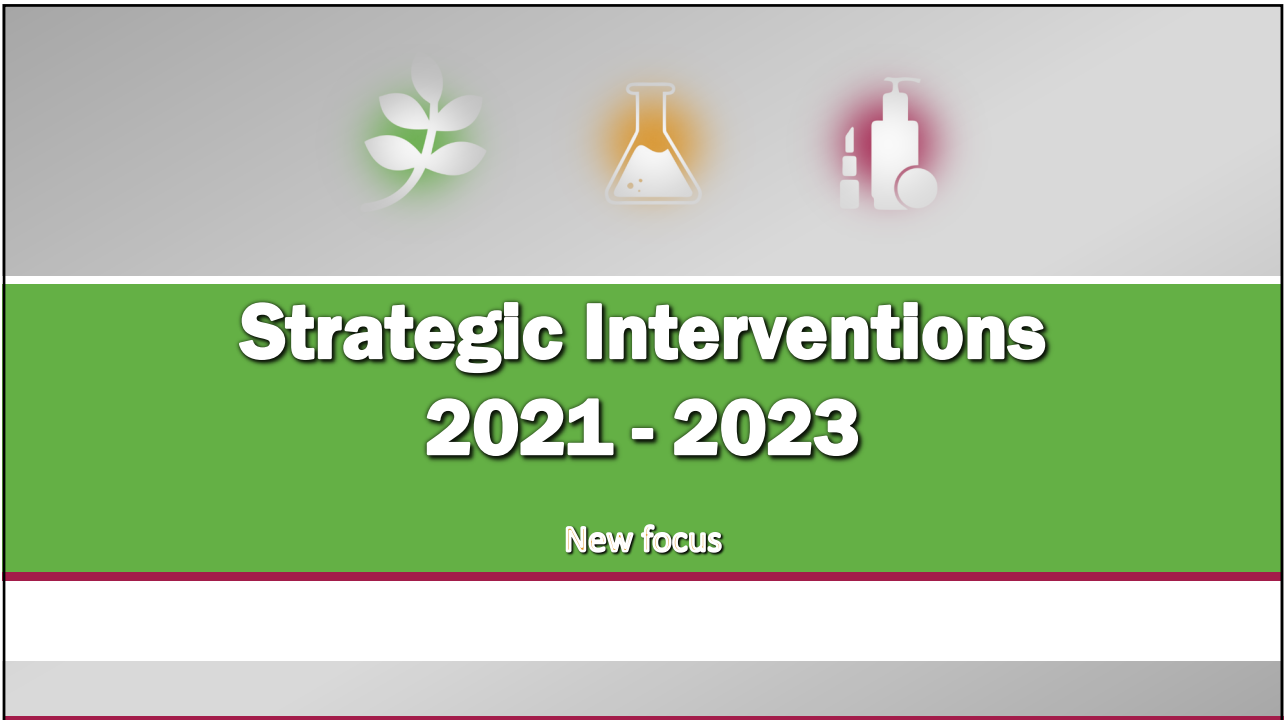
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Resolve on Signatories to the Bank Accounts

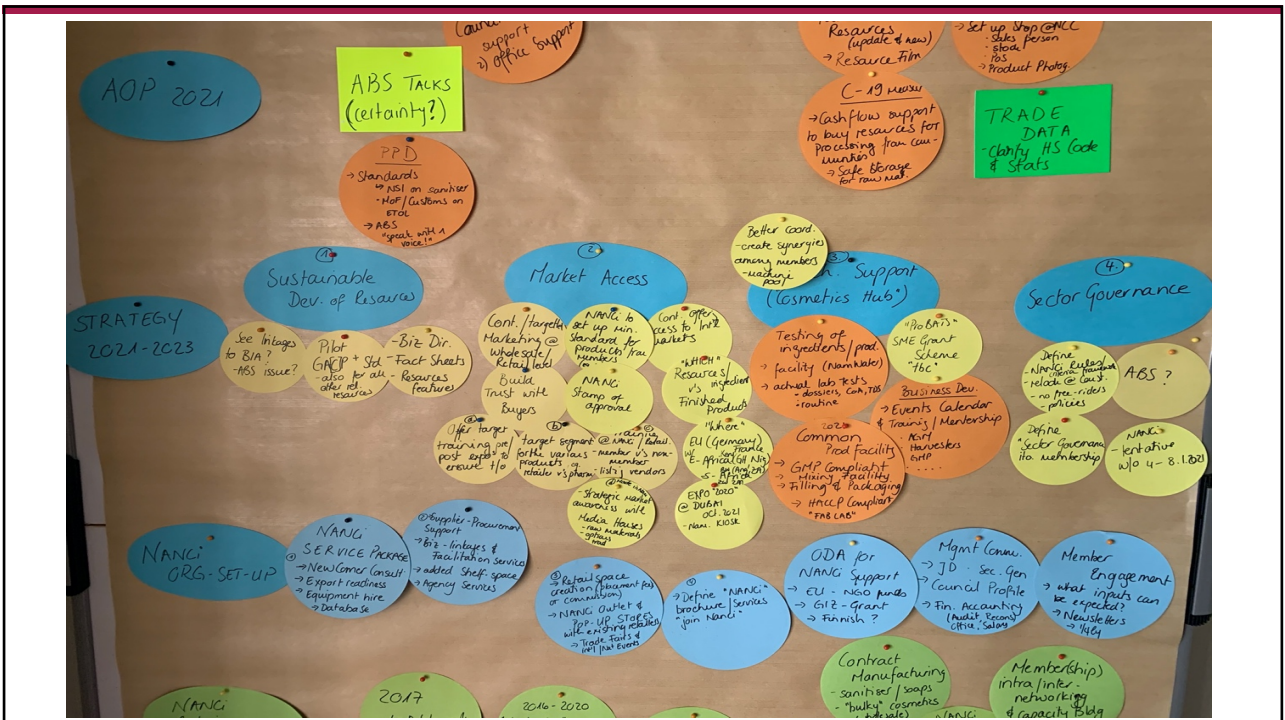
-  Panel A (2 Council members):
 -  Chairperson
 -  Deputy Chairperson
-  Panel B (2 Council members)
 -  Treasurer
 -  Member
-  Viewing and Admin rights
 -  Secretary General/ IGF
 -  Assistant



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Priorities for 2021


Budget and Sponsorship Overview

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Budget 2021



Workstream	Sub Workstream	Budget 2021	Of which is already funded
1 (a) Sustainable Development of Namibian Resources for the Industry (aka Resources)	Business Directory Update	4,000€	4,000€
1 (b) Resources	Fact Sheets Translations and Reprint	1,000€	Check with GIZ
1 (c) Resources	Resources feature (movie-type)	±20,000€	Check on putting out NIALEG 10,000€ tbc Check with SES
2 (a) Export readiness and increased Access to local Markets (aka Market Access)	Export Readiness Expert	10,000€	Check closer to time
2 (b) International Market Access	Africa Free Trade Expo BIOFACH/ Vivaness 2021/ SIAL2021	10,000€ tbc	
2 (c) Local Market Access	NTE 2021, Outlet by NANGi (NCC, own shows)	10,000€	3,000€
2 (d) ...Market Access	Product Photography & Video capture; online marketing tools	7,500€	7,500€ tbc
3 (a) Priority: Technical Support, Services for Capacity, Development to enhance promotion (aka Production)	GMP Expert and Workshops/ Webinars	10,000€	10,000€
3 (b)Production	Survey based Business Development Analysis and mentorship	5,000€	
3 (c) Production	Namibian GACP Standard for INP, piloting Devil's Claw, incl. components of CSR (cash and in-kind contribution based)	200,000€	180,000€
3 (d) Production	Common Production Facility; Start Up facility; Lab Facilities	>200,000€	
3 (e) Production	Support to formulations; EU Cosmetics Regulations compliance	±20,000€	±8,000€
(4) Sector Governance to foster exchange and cooperation among industry stakeholders	Council Meetings and setting up overall governance framework AGM 2021 NANGi Office		4,500€



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Special Projects


Please consider the plans following

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NANCI to become a research entity to host various R&D



















- 🌿 Engagement with NCRST – permit requirements / laws/ regulations
- 🌿 Engagement with IBPC (interim bioprospecting committee) – March 2021
- 🌿 Timeline: March – September 2021



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GACP+ Standard for INPs, piloting Devil's Claw









Need to clarify remuneration to NANCI and Project Coordinator

-  Budget:
 -  59 expert days for NANCI @ 260.21€/day or 5,600NAD/day from 1 Dec 2020 to 30 Apr 2022
 -  53 expert days for NDCEAT @ 260.21€/day or 5,600NAD/day from 1 Dec 2020 to 30 Apr 2022
-  IGF is tied to tasks of Industry Growth Strategy (IGS) not to Project Coordination
-  Suggestion:
 -  shared between Project Coordinator and NANCI at 4,600 : 1,000 NAD/day
 -  NDCEAT
 -  All per diem and travel costs re-imbursed to Project Coordinator at cost
-  NDCEAT paid at presentation of invoice for:
 -  Expert days
 -  Per diems and travel/ accommodation costs
-  10% admin costs go to NANCI, of that
 -  2% for accounting and auditing
 -  2% internal accounting
 -  2-3% bank charges, etc.
 -  Rest for NANCI



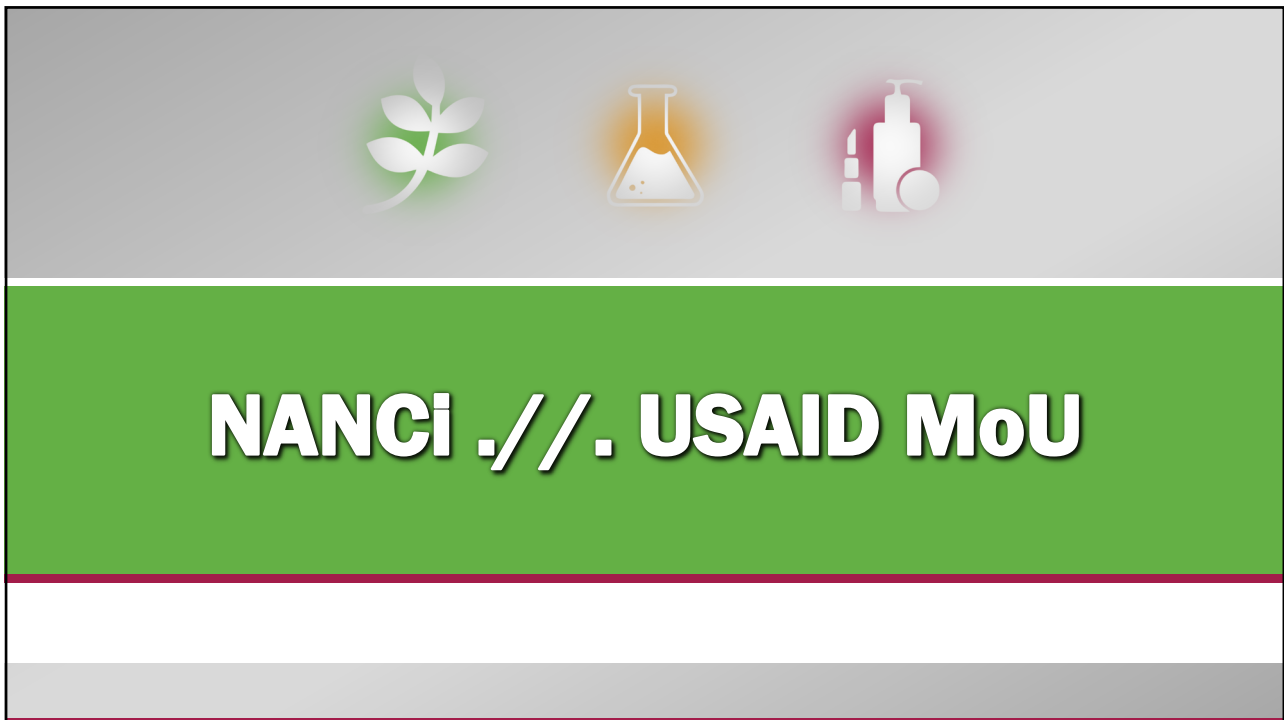
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Marula Hub under NANCI

-  ABioSA supports biodiversity in South(ern) Africa, funded by GIZ, Swiss Government
-  Marula Workshops:
 -  Windhoek, Nov 2019
 -  January 2021
-  Request from several 'Marula players' to coordinate Namibia's input towards ABioSA
-  SG/IGF discussions with ABioSA on 10 Feb 2021 supports the request, and that NANCI take the lead on such
-  Council is requested to endorse the request by members, and that SG/IGF can may further engage ABioSA to structure the way forward
-  SG/IGF to provide Management Committee regular feedback, based on which Council will advise any further steps











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Cooperation with USAID Trade Hub

-  Foster cooperation between entities of the US, to:
 -  Enable Namibian Cosmetics entities to do business in South Africa and USA
 -  NANCI is considered as facilitator to provide information to USAID on which NANCI members require assistance relating to export readiness, certification and technological advancement
 -  Grant and financing arrangement on 60:40 basis directly to companies
 -  NANCI itself has limited benefits
-  There is considerable scope for NANCI to become knowledge hub on common goods like, FDA requirements, certification
-  How can this cooperation be fortified?








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Any Other Matters

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NANCI Membership by Miss Nambla 2018

-  In Jan 2021, Ms Kamanya (MN2018) approached NANCI for advise on formulating a signature flavour & fragrance. SG/IGF response was that such specialised or assistance to provide advise by NANCI can unfortunately only be provided to members.
-  The discussions continued to propose that she applies for membership, and NANCI and/or members could be engaged to assist where viable and feasible.
-  It was propped in case where NANCI office offers services, this can be done *in lieu* of membership fees (for yyy years – not detailed) if she agrees to equally support NANCI by availing herself to promote NANCI (by xxx – not detailed) by her being renowned / VIP.
-  Interim Council advised that the matter be properly be deliberated up at Council as a clear guidance could not be reached for SG/IGF on advise Ms Kamanya on whether membership should be free if she avails her services. Also, the level of service still needs elaboration if taken up.
-  Council is invited to guide on the way forward.



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Attendance of NANCi at NCCI Strategic Session, 15 & 16 Feb at Midgard



- 🌿 NCCI invited NANCi to attend the strategy session as indicated, to represent the private sector on issues of health and beauty sector
- 🌿 Due to unavailability of SG/IGF, it was suggested that members of the Council, when available, be invited to attend
- 🌿 Ms Kaapanda is invited to provide feedback on the matter



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Hiring of interns



- 🌿 Case Study on IP protection in international markets
 - 👉 Based on Desert Secrets' recent ordeal to register her IP on Amazon, NANCi office requested to obtain support from GIZ ProBATS to prepare a case study to detail the steps on how to accomplish international IP recognition for products and labels
 - 👉 Ms Lojain Al Holu, a legal intern at ProBATS will assist her
- 🌿 GMP Templates
 - 👉 Based on 1st GMP Webinar of 9 Feb, and feedback received from participants, there is need to offer templates on the various topics of GMP in support to fast track members compliance with GMP, optimally by the end of the Webinar series in Nov. 2021
 - 👉 GIZ ProBATS offered to approach NUST based on a cooperation agreement in place, to hire such intern for a period of six month
- 🌿 HS Coding for INP Products
 - 👉 SG/IGF realised when analysing trade data for various product categories from Namibian INPs is inconclusive and trends cannot be established from such
 - 👉 GIZ ProBATS will be approached in due course to equally assist here.
- 🌿 Council is invited to note these developments in support of NANCi efforts






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Council to guide on suitability of events and their dates

-  Council
 -  C 1: 18 February 2021
 -  C 2: 22 April 2021
 -  C 3: 8 July 2021
 -  C 4: 9 September 2021 (draft AFS)
 -  C 5: 1 December 2021 (AFS, AGM 2022 prep)
-  OUTLET by NANCi
 -  End-March 2021 – opening of NANCi stalls at Namibia Crafts Centre
 -  1-2 October 2021 – Spring Edition
 -  3-4 December 2021 – Xmas Edition
-  Participation at NTE2021 – end-May 2021 (tbc)



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