

Agenda Point	Resolution Number	Resolution : Description	Action	Due Date	Responsible Person	Status
4.a	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	to be presented at next AGM; circulation to members as draft	21.01.2022	Chairperson	
4.a	C2021/01-001.2	Draft minutes of the AGM will be verified at the next AGM	to be presented at next AGM; circulation to members as draft	21.01.2022	Chairperson	
4.a	C2021/01-001.3	Council reflected upon the matters arising from the NANCi AGM and guided the way forward as directed in these minutes				
4.b	C2021/01-002.1	Council approved the amendments to the NANCi constitution as per AGM, in principle.				
4.b	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.	Constitution sent to Hoff/Mallett for verification 04.03.2021		NANCi office	
4.f	C2021/01.003.1	Council elected Mr Steve Carr to serve on the Council as co-opted member, without voting powers.	Steve Carr needs to be informed		NANCi office	
4.f	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.	GIZ ProBATS was informed. Christoph Oldenburg/ Henning Wahlers are the contact points.		NANCi office	
4.g	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.	Names obtained/quotes in progress Approvals during next Council Meeting	22.04.2021	NANCi office	
4.g	C2021/01-004.2	Remuneration to such above mentioned service providers should ideally remain below NAD12,000 per annum per NANCi account				
4.h	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)				
4.h	C2021/01-005.2	Mr Steve Carr should be removed as signatory to the NANCi Bank Accounts.				
4.h	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	Done; Docs to FNB 12.03.2021			
5.a	C2021/01-006.1	AOP 2021 was approved for the following activities to be sponsored by GIZ/ProBATS: a. NANCi Business Directory 2021. b. NANCi plant and ingredients fact sheets re-design and print, incl. translations from English to German . c. Intern to support work on GMP forms and templates				
5.a	C2021/01-006.2	For the following activities, as listed in the AOP in principle approval for funding from GIZ were obtained, pending details: 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. b. Workshop on product photography and cataloguing using smart phones. c. Testing facilities for export readiness - a relaunch of this service offering among NANCi members is to be done. 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	a. Meeting on outlet took place on 05.03.2021. Memo points will be circulated b. In progress c. In progress. d. Grant application in progress		a. NANCi office. b. GIZ ProBATS c. Sec-Gen d. Sec-Gen	
5.b	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.	NCRST forms received. Application review in progress; outcome to be presented at the next Council Meeting		NANCi office	
5.b	C2021/01-007.2	Ms Hoveka will follow up with NCRST/Agri Lab/Veterinary Services and share information obtained			Esther Hoveka	
5.c	C2021/01-008.1	Council approved a professional daily fee to Secretary General, Ms Honsbein of NAD4,600, the remaining NAD1,000 daily fee will be for NANCi				
5.c	C2021/01-008.2	Council approved for all reimburseable costs to be paid to the Ms Honsbein, Secretary General as budgeted for under the project. Administration fees shall be shared.				
5.c	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.				
5.c	C2021/01-009.1	Council directed that pro-active communication be carried out on the GACP work, in favour of product and processing standardisation	Work in progress; and concept to be finalised.		Sec-Gen	
5.c	C2021/01-009.2	Council directed that the acquisition of appropriate accounting software and the respective training be investigated	Quote received; consideration at next Council meeting.	22.04.2021		
5.d	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	Work in progress; and concept to be finalised.		Sec-Gen	
5.e	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.	done; USAID new NAM Rep and Council to have virtual meeting on 24.3.@9h00 - 11h00		Tulimeyo Kaapanda	

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6.a	C2021/01-012.1	Council directed that the NANCi Office confirms an ordinary membership for Ms Kamanya			NANCi office	
6.c	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	GMP templates : intern hired. Start date 15.03.2021 / intern HS Coding of INP products : application to GIZ ProBATS sent 05.03.2021	intern HS Coding start date anticipated for 01.04.2021	NANCi office / GIZ ProBATS	
6.d	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.	Michael Degé recruited for design; work in progress			
6.d	C2021/01-014.2	Council limited the number of printed business cards for each Council Member to 50 units				
6.d	C2021/01-0014.3	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	Email addresses arranged by company ByteAble (IT support company of NANCi)	22.04.2021	NANCi office	
6.e	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	Status 11.3.2021 - draft social media and communication concept put together; discussion between NANCi Office and Member Zodidi scheduled for 15.3. @ 14h00	22.04.2021	Zodidi Gaseb	

	Ongoing
	Not actioned
	Concluded