



DRAFT MINUTES

1st Annual General Meeting of the Namibian Chamber of Environment (NCE)

Wednesday, 05 April 2017 at 09h00

Hotel Thule, No 1 Gorges Street, Klein Windhoek, Windhoek, Namibia

Present: ExCo

Charles Loots (Chairperson)

Maxi Lewis

Frauke Kreitz

Steve Galloway

Chris Brown (CEO)

Members

Auriol Ashby (Ashby Associates CC)

Development Workshop Namibia

EduVentures Trust

Eco-Awards Namibia

Environmental Compliance Consultancy

Enviroscience

Frank Bockmühl

Greenspace

Gobabeb Research and Training Center

JARO Consultancy

Leibniz Institute for Zoo and Wildlife Research

Namibian Association of Community Based Natural Resource Management (CBNRM) Support Organizations

Namibia Bird Club

Namibia Scientific Society

Namibia Nature Foundation

Namibian Environment & Wildlife Society

Otjikoto Environmental and Education Trust
Research and Information Services of Namibia
Save The Rhino Trust
Scientific Society Swakopmund
Sustainable Solutions Trust
Tourism Supporting Conservation
Venture Publications (Pty) Ltd

Other

Barbara Curtis (Hon Editor – Namibian Journal of Environment)

Apologies:

ExCo

Malan Lindeque
Morgan Hauptfleisch (Treasurer)

Members

Africat Foundation
Brown Hyena Research Project Trust Fund
Cheetah Conservation Fund
Desert Elephant Conservation
Earthlife Namibia
Giraffe Conservation Foundation
Integrated Rural Development and Nature Conservation
Jessica Kemper (Seabirds and Marine Ecosystems)
Lise Hanssen (Kwando Carnivore Project)
Naankuse Foundation
Namib Desert Environmental Education Trust
Namibia Animal Rehabilitation Research & Education Centre
NamibRand Nature Reserve
Namibian Hydrogeological Association
Ongava Game Reserve
Progress Namibia TAS cc
Rare & Endangered Species Trust
Sonja Bartlewski (Wild Bird Rescue)
Southern African Institute for Environmental Assessment (Namibia)
SLR Environmental Consulting

AGENDA ITEM	DISCUSSION	DECISION	ACTION POINTS
1. Welcome and introduction by the Chairperson	The Chairperson, Charles Loots, welcomed all present		
2. Presence of a Quorum		Present: 23 Members and 1 proxy (56%) (Quorum is 5 Members)	
3. Apologies		Apologies: 20 Members	
4. Approval of Agenda		Agenda approved with no additions	
5. CEO's report 5.1 Background 5.2 Logistics 5.3 Governance	<p>The NCE Constitution was signed on 9 March 2016. Office facilities were rented from 1 July 2016 at 18 Nachtigal Street, Ausspannplatz, Windhoek. Chris Brown was appointed the first CEO of the Chamber starting work in the last week of July 2016. Henriette Krone-Frey was appointed Office Manager in late October 2016.</p> <p>Within 3 months all operational functions were in place.</p> <p>The three Founder Members of the NCE are Otjikoto Environmental and Education Trust represented by Charles Loots, NEWS represented by Frauke Kreitz and Sustainable Development Trust represented by Chris Brown. The Founder Members invited NACSO represented by Maxi Lewis and NUST represented by Morgan Hauptfleish to join the NCE ExCo. At the first ExCo Meeting, it was agreed to invite Malan Lindeque from MET and Steve Galloway from RMB to be part of ExCo.</p> <p>The Constitution makes provision for 3-7 Members to be elected to the ExCo and up to 3 Co-opted members. ExCo currently comprises 4 persons from the Membership and 3 Co-opted persons.</p> <p>ExCo has held 4 meetings to date – in August,</p>		❖ The start-up checklist is available on request.

<p>5.4 Objectives of the NCE</p>	<p>September and December 2016 and March 2017. As from 2017 the meetings are scheduled quarterly.</p> <p>The NCE Constitution lists seven Main Objectives, seven Further Objectives and one Ancillary Objective. For practical purposes, these are arranged as Aspirational & Operational.</p> <p>Aspirational Objectives:</p> <ul style="list-style-type: none"> ➤ Conserve the natural environment; ➤ Protect indigenous biodiversity and endangered species ➤ Promote best environmental practices, including habitat rehabilitation; ➤ Support efforts to prevent and reduce environmental degradation and pollution. <p>Operational Objectives:</p> <ul style="list-style-type: none"> ➤ Represent the environment interests of Members; ➤ Act as a consultative forum for Members; ➤ Engage with policy and law makers to improve the environmental settings in Namibia as well as effective policy implementation; ➤ Build environmental skills in young Namibians; ➤ Support and advise Members on environmental matters and best practices, and facilitate access to environmental information. 		<p>❖ ExCo Minutes may be viewed at NCE office.</p>
<p>5.5 Strategic Programme Areas</p> <p>5.5.1 Membership support</p>	<p>The Objectives are implemented via 8 strategic programme areas:</p> <p>The Membership Policy sets out the different categories of Members as well as the application process.</p> <p>A Full Member consists of:</p> <ul style="list-style-type: none"> ➤ A Namibian registered non-governmental organization whose main business, or a significant portion of whose business, comprises active participation in or promotion of environmental matters; ➤ If for profit, for the benefit of the environment. 		

<p>5.5.2 National Facilitation</p>	<p>An Associate Member consists of:</p> <ul style="list-style-type: none"> ➤ An Individual whether Namibian or having Permanent Residence within Namibia; ➤ A Non-Namibian Organization whose main business, or a significant portion of whose business, comprises active participation in or promotion of Environmental Matters in Namibia. <p>The only difference in the membership is that a Full Member has voting rights, an Associate Member does not.</p> <p>The NCE provides support to its Members through the following:</p> <ul style="list-style-type: none"> ➤ Provides office / workspace facilities, internet, etc that can be used by all Members at no cost; ➤ An aircraft, sponsored by Westair Aviation may be used for conservation purposes by the Members at just cost of fuel, oil and landing fees; ➤ “Today Namibia”, a social media platform to help create awareness for the NCE and its Member’s campaigns, project “crowd” funding for projects, etc; ➤ An annual environmental popular magazine via Venture Media. <p>This programme area focuses on bringing members and stakeholders together to discuss issues of conservation priority via workshops, symposia and similar events. A symposium on ‘Animal Movement and Satellite Tracking’ was held in October 2016 - the first event arranged by the NCE.</p> <p>In June of 2017, a workshop will be held for the environment departments of mines, to develop a 3-year environmental strategy and action plan for the mining sector.</p> <p>Later in the year, in partnership with the Sustainable Development Advisor Council (SDAC) and MET, it is planned to arrange a conference on The State of Namibia’s Environment.</p>		
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<p>5.5.3 Advocacy</p>	<p>This programme area promotes engagement with government and other authorities on policy and legislative issues. The NCE has released several statements:</p> <ul style="list-style-type: none"> ➤ The proposed capture on marine animals for the Asian aquarium trade; ➤ Marine phosphate mining ➤ Pilchard quota; ➤ Wildlife and environmental crimes by some Chinese nationals; ➤ Hunting and Tourism. 		
<p>5.5.4 Environmental Policy Research</p>	<p>The NCE established an Environmental Policy Research Forum, comprising NCE members, government officials and the business community. The Forum has identified the following priority areas to initiate its work:</p> <p>(a) Urban Development The NCE assisted in the establishment of a new NGO, Development Workshop Namibia (DWN), whose focus is on urban development and finding ways for particularly low-income people to access urban land. Catalytic funding from NCE (small grant and funds for interns) has assisted DWN to access resources from GIZ and private sector.</p> <p>(b) Business / Corporate environmental sustainability A programme, in collaboration with GIZ will commence in July 2017. The focus will be on impacts on ecosystem services with the intention of producing a 'Good Practice Guide for Corporate Namibia'.</p>		
<p>5.5.5 Environmental Information</p>	<p>The Environmental Information Service (EIS) is being expanded as Namibia's one-stop-shop for environmental information. It comprises a searchable environmental e-library at www.the-eis.com with up- and down-loadable file facility, a citizen science atlas component and a scientific environmental on-line e-journal, that will be edited by Barbara Curtis.</p>		

<p>5.5.6 Young Namibian Training and Mentorship</p> <p>5.5.7 Fund Raising</p> <p>5.5.8 Grants Making</p>	<p>There are currently five internals and students working out of NCE offices - two working under DWN's leadership on urban development, one MSc intern on spatial ecology using geo-referenced aerial photographic wildlife survey imagery, another MSc intern on the ecology of burrowing animals, and a PhD student on HWC in association with NACSO.</p> <p>A trust deed has been drawn up to source funding for bursaries to people working in the environmental sector. This trust deed is currently being registered with the Master of the High Court, after which we will endeavor to get it registered as a welfare organization for donations to be tax deductible.</p> <p>B2Gold Namibia's sponsorship covers the core running costs of the NCE. All other donations received, go directly into Member's projects and grants line.</p> <p>The Green Climate Fund (GCF) is the largest environmental fund in the world. The only Namibian organisation currently accredited to access funds from the GCF is the Environmental Investment Fund (EIF), which has not been very NGO friendly to date. The NCE is assisting the NNF to prepare for accreditation with the GCF, on behalf of the broader NCE membership.</p> <p>The NCE is in the process of setting up an on-line grant making process with the assistance of Jaro Consultancy.</p>		
<p>6. Membership Policy and Ratify Admission of New Members</p>	<p>NCE's ExCo reviews all membership applications before tabling them at the AGM for final approval by Council. The list of members was presented.</p> <p>Members raised the following issues and suggestions:</p> <ul style="list-style-type: none"> a) Associate members, who are individuals are not comfortable with being grouped together with non-Namibian organizations. The Policy on Membership should be revised to separate these two categories; 	<p>All members were accepted unanimously.</p> <p>Membership currently stands at 44 members.</p>	<p>❖ NCE to revise its Membership Policy to include valid CSR entities and to split Associate Members into individual and non-Namibian organisations.</p>

	<p>b) The Corporate Social Responsibility / Investment (CSR / I) arms of businesses, which are usually set up as independent Trusts or similar at-arms-length entities, should be allowed and encouraged to become NCE Members;</p> <p>c) Some members currently admitted as Associate Members are in fact registered institutions, and their category of membership should be reviewed.</p> <p>d) A discussion took place on the validity of membership of organisations that hold animals in captivity. It was agreed that, if these organisations were operating within the law and with valid MET permits, they were entitled to be members.</p>		❖ NCE to review all Associate individual members and amend to full members if Namibian registered organization.
7. Receive and review interim Financial Statements for the period 1 July 2016 to 31 March 2017	<p>Financial Statements for the period 01 July 2016 to 31 March 2017 were presented.</p> <p>The NCE financial year runs from 1 July to 30 June.</p>	Noted	❖ Audited financial statements for the period ending 30 June 2017 to be distributed to the NCE Members within 2 months of end of financial year.
8. Consider appointment of Auditors for the year 2016/2017	NCE is not legally obligated to be audited, but it is recommended that an audit is done for transparency and accountability.	Meeting endorsed the need for an annual financial audit by credible audit firm	❖ One of the big 4 auditing firms to be approached, through their CSR to provide auditing services.
9. To consider, and if necessary nominate Executive Committee Members	<p>The current ExCo members have been carefully selected to provide a balance of representation and skills. They will continue to serve for 1 additional year.</p> <p>At the next AGM, two members will stand down to ensure that not all the members' terms end simultaneously.</p>	The Members endorsed the current ExCo and the nomination of one additional ExCo members, Stephan Bezuidenhout of Environmental Compliance Consultancy	❖ Stephan Bezuidenhout is formally a member of ExCo as of the end of the AGM and will be invited to future ExCo meetings.
10. Any other business	Ban on plastics to be pursued by the NCE.		❖ TOSCO to join the NCE and team on the Ban of Plastics Campaign

11. Vote of Thanks	The Chairman thanked everyone present.		
12. Meeting close	Meeting closed at 11:20AM	Date of next AGM to be announced in 2018	

C Loots
Chairperson

C Brown
Chief Executive Officer