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Draft Minutes of the 4th Stakeholder’s Meeting held on 8th April 2019, CSIR, Building 20, Baobab Room, 10:30 – 14:45

Agenda Item No. 2: Welcome and additions to the agenda

The Chairperson welcomed the participants to the meeting. The CSIR was acknowledged for providing the meeting venue. Participants introduced themselves. An attendance and apology list is attached as Appendix 1.

It was noted that Item 10, GEF 6, will be carried over to the next meeting. No other changes were made and adoption of the Agenda was proposed by GIZ (one representative) and seconded by GIZ (second representative). The purpose of the meeting was summarized as being to consider the minutes and action items arising from the 3rd Stakeholders meeting held on 18 February 2019. Also, to consider the new items for discussion as proposed during the 3rd Stakeholders meeting (items 6, 7 and 9) of the agenda.

Agenda item No. 3: Approval of minutes of 3rd Stakeholders meeting held on 18 February 2019

Page 1; Tebogo Maila was changed to Tebogo Moila and Makhosazana Mayekido was changed to Makhosazana Mayekiso. No other changes were made. The minutes were accepted after proposal by GIZ and seconded by IDC.

Agenda item No. 4: Matters arising

Minutes Item	Action	Update
“Situational analysis of the SA enterprises within the Biotrade Sector implementing ABS, in order to understand how the sector applies ABS in their business model”, DEA UNDP-GEF Global ABS Project	Update on stakeholder workshop which was tentatively scheduled for the 1 st week of March 2019	This item will remain on the agenda for the 5 th Stakeholders’ meeting;
Contributing factors that hinders the growth and success of SMEs and community-based projects in the sector	Stakeholders to share views at meeting scheduled for 8 th April 2019; include as substantive item	Substantive item to the agenda – item no. 9
Need to synchronise and optimise assistance offered to SMEs by different institutions	Document according to inputs received during the meeting held on 18 February 2019	This is not finalized yet. GIZ will follow up with stakeholders; a list will be circulated at the end of April 2019
Contact details of relevant local government	Share contact details	No contact details were shared. Participants requested to submit to GIZ names and



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		contact details of local government individuals who have an interest in Biotrade
BioPANZA	Update	Retain on agenda for next meeting
IDC sector specific fund	Update	IDC has been raising funds with Government. DSBD still to be consulted. Progress will be reported at next meeting.
List of training to be offered for capacity development for the sector	List to be circulated and road-map developed	Substantive item on agenda – item no. 5
Two focus areas for next Stakeholder meeting	Include as substantive items in the agenda for the 4 th Stakeholders meeting scheduled for 8 April 2019	Substantive items on agenda – item nos. 7 and 8

Agenda item no. 5: Roadmap on training offers in the sector

Verbal feedback was given on progress made in determining what training is offered by each institution. Not all the stakeholders have responded and GIZ will follow up. On response to a query on whether universities had been approached about training on cultivation, it was reported that a person in UNISA had been identified as a potential collaborator, with ARC and DAFF. Also, a French university had been identified who could offer relevant short courses and potentially link up with North West University and TUT. DAFF clarified that DAFF itself does not provide training on cultivation. Instead they do coordination of the training. The funds for this training are given to provincial government and DAFF then coordinates. GIZ advised that its training programme is in the process of being finalised, for implementation to commence asap until around November 2019.

IDC reported that a testing facility for food nutrition, cosmetics and growing plants is being prepared. IDC agreed to provide a list of the various initiatives supporting the Biotrade industry sector.

In general, training offers are fragmented and it would be important to develop a training schedule showing what training is conducted by each institution. GIZ will circulate the data that has been collected and compiled.

For the second round of applications to the BioSA project, 22 SMEs with a turnover of >100K have been identified for support (Limpopo, KZN, Mpumalanga, North West and Gauteng); 5 of these are in Namibia, Botswana, Malawi and Zambia. The funds from ABioSA are not adequate for all the training that needs to be conducted. The ABioSA will arrange a meeting with the SMEs and government departments before the end of April 2019 where SMEs could interact with these departments who could identify which gaps they could potentially fill. ABioSA has categorised the applications into groups of training interest, i.e. business skills, essential oil processing, seed oil processing, moringa cultivation and wild harvesting. There is also a need for soft skills training and basic computer skills. GIZ are awaiting a quotation from the Institute of Directors for training on governance, which will be offered to weak BSOs.



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Agenda item no. 6: Presentation on Business Support Organisations (BSOs)

GIZ reported that the project could not support the two (2) BSOs that had applied for funding during round 1 (grant funding). One was strong technically and weak in other aspects; the other was weak in general. Hence the Institute of Directors 7,5 days initiative to training Directors of BSOs. It was reported that there are too many BSOs in South Africa, all struggling to survive due to a lack of funding. Membership fees are insufficient to sustain these BSOs. The BSOs often do not offer all the services required by SMEs, obliging them join more than one BSO which also have a financial impact on the SMEs. The BSOs are also purchasing expensive market reports, which could be more optimised if they were one organisation.

A presentation was made by the Swiss Import Promotion Programme (SIPPO) <https://www.sippo.co.za/> A copy of the brochure containing details of the programme is attached to the minutes (Appendix 2). It was clarified that CECOSA (one of the BSOs) is being supported, SIPPO support is focussed on the natural ingredients and not on the finished products.

Agenda item no. 7: Discussion on the future sustainability of BSOs

During the meeting, a list of BSOs was compiled which includes (not in any particular order):

Innovation Hub, SEOBI, THO, Farmers Network, CAISA, SANBio, CECOSA, Food SA, SAEOPA, MDASA, honeybush, CTFA, Coschem, ATMIDA, Aloe Council, Cape Aloe Association, SAOSA, SAAFFI, tree crop association, avocado association, olive oil association, African baobab oil alliance, fruit and vegetable canners association etc.

ABioSA's project advisor is conducting a study and compiling a matrix of services required by the Biotrade sector and this will be mapped against the existing associations. The gaps will be identified with a view to determining if one association is strong enough to cater for the industry or if something new is required with one point of entry. He expects to have completed the study by the end of May 2019. The question is what the sector can do to strengthen the BSOs in order to offer effective and efficient services. It was proposed that a joint meeting with all BSOs will be convened.

Agenda item no. 8: Lunch

Agenda item no. 9: Discussion on the challenges and issues that hinders the success of community projects

9.1 Contributions to the discussion were made by all participants. The following contributions were made and are recorded in the order in which they were made:

- It is important to ensure at start-up of a project that there is a likelihood of sustainability; at least a business plan and financial plan should be in place;
- It is important to get good operation/technical partners **not** service providers;
- Some of the challenges raised are access to finance, (mis-)management of finances, land ownership;
- It is important to have clear institutional arrangements;
- The community should also be capacitated on how to manage the project;
- The community should know who/where the market is;



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- There is a dependency syndrome which indicates that sustainability has not been built in to the project;
- Group dynamics should be taken in to consideration during the project;
- Projects should not be imposed on a community;
- The successful community projects are those where the community has identified the project and driving it, rather than a project being imposed on them;
- Champions/intermediaries should be available to promote the cause;
- Some hand-holding/coaching/mentoring is required – not just a blanket hand-over;
- Some of the successful projects are those where the community had to make a small financial contribution which ensured ownership;
- The role of government departments must be clear;
- Efficient and effective hand-over to the community is important;
- It is important to structure the agreement between parties around deliverables;
- Land tenure is a challenge
- A risk analysis must be done including politics and gender issues;
- It is critical to do a feasibility analysis, also considering the seasonal impact, and gather market intelligence; and
- There was general agreement that there are more challenges than success stories.

9.2 Additional inputs received during this item of the agenda include:

The Agro-processing unit of **the dti** has funding from IDC to assess 27 organizations which have “failed” in the past and to draw up a strategy as to how to revive the initiative where it is possible. The study is scheduled for completion in March 2020. Feedback on progress of the project will be given to the Stakeholders meeting in the 2nd half of 2019.

SANBio funds enterprises and develops supply chains.

9.3 Action items arising from the discussion

- It was agreed that this item should be discussed further at the next meeting;
- The development of a best practice document by the Stakeholders’ platform for sustainability of community projects would be well received;
- IDC has a case study booklet of successful projects from Grant Funding which can be shared at the next meeting;
- CSIR could also further contribute at the next meeting;
- The Innovation Hub to be requested to share their experiences at the next meeting, as well as stakeholders who could not attend this meeting.



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Agenda item no. 10: GEF 6

Retain on agenda for next meeting.

Agenda item no. 11: Any Other Business

The meeting was advised that the CSIR has been restructured (Appendix 3).

In order to minimize meetings and events being organized for the sector on the same dates and times, Stakeholders were requested to make dates of meetings and events available.

Agenda item no. 12: Date of next meeting

Tuesday, 11 June 2019

Agenda item no. 13: End of meeting

Ms Joretha Després, GIZ, advised that she had resigned effective end of April 2019. All participants conveyed thanks for the contributions made, wished Ms Després good fortune for the future and encouraged her to stay in touch.

Appendix 1: Attendance and Apology List – Attached separately

Appendix 2: SIPPO brochure – Attached separately

Appendix 3: Extract from the CSIR web-site on the restructure of CSIR. (www.csir.co.za)

Monday, 1 April 2019 signalled the start of the implementation of a new strategic direction for the CSIR, which in 2020 will turn 75. The new strategy is built around the vision of accelerating socioeconomic prosperity in South Africa through leading innovation.

The strategy sets out how the organisation will leverage its strong science, engineering and technology capabilities to build on industrial development opportunities, to ultimately create a more balanced focus on scientific and industrial development. The strategy focuses on nine synergistic clusters and enabling initiatives to deliver the desired impact. These span several industries and rely on collaboration with a host of public and private sector stakeholders, funding partners, industry associations, higher education institutions, and innovation partners. The CSIR's work for the public sector and its public good science continue to be part of the strategy.

The clusters are technology industry convergences that represent the CSIR's strategic focus, having been selected based on considerations of national priorities, potential for socioeconomic impact and the fourth industrial revolution. Industry challenges, value chains,



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emerging technology and socioeconomic trends and capability requirements were also considered.

The Future production: Mining cluster supports the growth and revitalisation of the mining industry through innovation for process, equipment and health and safety improvement. Activities in the **Future production: Manufacturing** cluster are directed at strengthening manufacturing and assembly, facilitating supply chain integration and improving production and processing lines by leveraging technological advances and supporting Industry 4.0 readiness. The **Future production: Chemicals** cluster improves the competitiveness of chemical industries through innovation in biochemical conversion, pharmaceuticals and advanced materials.

The NextGen Health cluster focuses on driving a local healthcare industry and improving health outcomes through synthetic biology and advances in digital, diagnostic and treatment technologies. Activities in the **Advanced Agri and Food** cluster are directed at strengthening the agricultural industry and associated agro-processing value chains through advanced technology and predictive science-based tools.

Work in the **Defence and Security** cluster is aimed at strengthening capabilities in defence, civil security and cybersecurity through advanced technologies.

The NextGen Enterprises & Institutions cluster is about transitioning South Africa's institutions into a digitalised era. In the **Smart Logistics** cluster the focus is on enhancing the efficiency and safety of transport and logistics infrastructure and operations in support of a competitive economy. The **Smart Places** cluster works towards achieving smarter resource use (energy, water, climate change environment), infrastructure and service developments through transformative technologies.

As part of its new strategy, the CSIR has identified a new set of values to underpin its new organisational culture. These are not only intended to enhance work ethic, but also to hold the organisation accountable externally. The new CSIR value statement is: "Our beliefs, principles and the impact we wish to make to improve the quality of life of South Africans are EPIC. Team CSIR pursues Excellence, celebrates People, personifies Integrity, and welcomes Collaboration."

Collaboration is key to the strategy's successful implementation and the CSIR is looking forward to engage and collaborate with both private and public sectors to understand the requirements of those whom we wish to assist in becoming more competitive and capable.



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Appendix 4 Action List of minutes of 4th Stakeholders Meeting held on 8th April 2019

Agenda Item No.	Description	Action	Responsible Person
4	“Situational analysis of the SA enterprises within the Biotrade Sector implementing ABS, in order to understand how the sector applies ABS in their business model”, DEA, UNDP-GEF Global ABS Project Item from 3 rd meeting	Update on stakeholder workshop which was tentatively scheduled for the 1 st week of March 2019	DEA
4	Need to synchronise and optimise assistance offered to SMEs by different institutions	GIZ to follow up with stakeholders; list to be circulated at the end of April 2019	GIZ
4	Contact details of relevant local government officials	Participants requested to submit to GIZ names and contact details of local government individuals who have an interest in Biotrade	All
4	IDC sector specific fund	IDC to report progress	IDC
5	List of training offers in the sector	GIZ to circulate the data that has been collected and compiled	GIZ
6	ABioSA to arrange a meeting with the SMEs and government departments where SMEs can interact with these departments who could identify which gaps they could potentially fill	GIZ to arrange before the end of April 2019	GIZ
7.	Matrix of services required by the Biotrade sector compiled and mapped against the existing associations. Identification of gaps	Present outcome at 5 th Stakeholders’ meeting	ABioSA’s project advisor
9.2	the dti agro-processing to give feedback on the IDC project of 27 organizations	Status report	the dti agro-processing
9.3	Action items arising from the discussion <ul style="list-style-type: none"> • It was agreed that this item should be discussed further at the next meeting; • The development of a best practice document by the Stakeholders’ platform for 	Acton each of the 5 bullet points <ul style="list-style-type: none"> Include as substantive item on agenda; Prepare a framework 	Chairperson Not discussed



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	<p>sustainability of community projects would be well received;</p> <ul style="list-style-type: none"> • IDC has a case study booklet of successful projects from Grant Funding which can be shared at the next meeting; • CSIR could also further contribute at the next meeting; • The Innovation Hub to be requested to share their experiences at the next meeting, as well as stakeholders who could not attend this meeting. 	<p>IDC to present at next meeting</p> <p>CSIR to present at next meeting</p> <p>Innovation Hub to be requested to share their experiences</p>	<p>IDC</p> <p>CSIR</p> <p>Innovation Hub</p>
10.	GEF 6	DEA to present to meeting	DEA
11.	Dates of future meetings and events	Share details	All