

## Annual General Meeting Minutes

**Date:** Thursday, 30<sup>th</sup> November 2021

**Time:** 11:00 – 13:00

**Venue:** Transworld Cargo Training Room, 5 Von Braun Street Southern Industrial, Windhoek, Namibia

Participants	Organisation
Colin Lindeque	N-BiG – Chairperson
Nangolo Malima	N-BiG – Director
Progress Kashandula	N-BiG Chief Executive Officer
Klaudia Amutenya	N-BiG Project Manager
Detlef Virchow	GIZ Development Advisor
Larry Makanza	N-BiG Member
Zane Carew	N-BiG Member
Stephen Barrion	N-BiG Member
Aaron Nangolo	N-BiG Member
Roman Koeppel	N-BiG Member
Bruce Brewer	N-BiG Member
Mbati Tjiho	N-BiG Member



Jackson Kati	N-BiG Member
<b>Apologies</b>	
Norbert Liebich	N-BiG – Director
Gero Von Der Wense	N-BiG – Director

No	Description	For Action
1		
	<b>Opening and welcoming</b> <ul style="list-style-type: none"> <li>➤ Mr. Lindeque welcomed everyone to the N-BiG member Annual General Meeting for 2021. He highlighted the topics to be discussed and encouraged all the members to be interactive and participate in the meeting.</li> </ul>	
2		
	<b>Additions to the Agenda</b> <ul style="list-style-type: none"> <li>➤ The agenda was adopted with no additions.</li> </ul>	
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	<b>Approval of minutes from the previous meeting</b> <ul style="list-style-type: none"> <li>➤ The minutes were approved with no changes.</li> </ul>	
4		
	<b>N-BiG 2021 Annual Report</b> <p><b>4.1 Financial Overview and institutional sustainability plans</b></p> <ul style="list-style-type: none"> <li>➤ A presentation on the overview of the N-BiG 2021 Annual Report was provided to the members – the report covered topics on N-BiG Board matters, Membership, the 2020/2021 Financial Report, and the 2021/2022 Budget.</li> <li>➤ A question was raised on how N-BiG pays for rent – the members were informed that currently, office space is offered at no cost by OBI, a member of N-BiG. However, N-BiG will be required to start paying rent in the foreseeable future.</li> </ul> <p><b>4.2 Update on 2021 projects and Scope for 2022</b></p> <ul style="list-style-type: none"> <li>➤ A presentation focusing on the 2021 projects and the proposed projects for 2022 was given to the members. The presentation topics included: (1) 2021 - Harvesting Equipment Lease Model, NamPower 40 MW BtE project, ALBIOMA visit, Biomass Industrial Park Development, Catalytic Biomass Fund, Biomass Quantification Tool, Feed Formulation App, Biomass Quantification Tool, and the FSC Communal Pilot</li> </ul>	<p>No action required</p> <p>No action required</p>

	<p>Project amongst others; (2) 2022 – SEQUA Cooperation, Machinery Ring, SteamBio Africa and Biomass Technology Expo 2022.</p> <ul style="list-style-type: none"> <li>➤ A question was raised on the recommendations received from the FSC Communal Pilot Project workshop – the members were informed that the recommendations submitted to the Directorate of Forestry include a clear benefit-sharing plan, proposed harvesting method, the grouping of communal farmers for sustainable harvesting, resource monitoring, and an economically sound business case model.</li> <li>➤ A question was raised on whether the FSC training sessions that were cancelled in 2021 due to Covid-19 restrictions will still be carried out. The members were informed that GIZ might consider including FSC training in the next grant agreement with N-BiG. N-BiG is working on an MoU with FSC Southern African which will allow training on FSC issues in Namibia. Additionally, the members were informed that FSC has recruited a Namibian-based Technical Expert to support FSC training locally and N-BiG will partner with the expert to conduct this training for the members.</li> <li>➤ Another question raised was on the progress made towards the institutional consolidation between NCA and N-BiG (as discussed at the 2020 AGM) – The members were informed that the consolidation aimed to harmonise activities of the institutions within the biomass sector. An MoU was signed between N-BiG and NCA which defines synergies and areas of cooperation. Further, as a result of the MoU, N-BiG has appointed an NCA Director, Mr. Heiko Doll to serve on its Board of Directors, while Mr. Nangolo Malima, an N-BiG Director represents N-BiG on the NCA Board;</li> <li>➤ It was proposed to create a WhatsApp Group for N-BiG members as it might be an easier and fast mode of communication that will ensure that members receive all communications on time. The proposal was approved by all members in attendance. It was however advised to contact members to seek consent to be added to the WhatsApp Group.</li> </ul>	<p>No action required</p> <p>No action required</p> <p>No action required</p> <p>N-BiG to create a WhatsApp group for members.</p>
5		
	<p><b>Closing</b></p> <ul style="list-style-type: none"> <li>➤ The members were encouraged to be active and get involved in ongoing projects. They were also encouraged to approach N-BiG should they have any queries or issues relating to the industry. Mr. Lindeque closed the meeting by thanking everyone for availing themselves to attend the Annual General Meeting.</li> <li>➤ The meeting was adjourned at 13:00.</li> </ul>	

**APPROVAL OF MINUTES**

**Minutes signed by:**

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Colin Lindeque

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Klaudia Amutenya

Chairperson

Minute taker

Date: 30.11.2021\_\_\_\_\_