

Minutes of the Steercom Meeting held on 30 November 2007
in Johannesburg at the SAB's World of Beer

Chairperson: Katishi Masemola

Attendance Register – 30 November 2007

Name	Company	Invite sent	Attended meeting	Declined	Apologies	No response	Other comments
Andre Martin	Brandhouse	ü	ü				
Asyia Sheik	Brandhouse	ü	ü				
B Mashele	NUFBWSAW	ü	ü				
Benjamin Makgothu	National Youth Council	ü				ü	
Bheki Ngubane	FAWU	ü	ü				
Bones Sokulu	South African Commercial and Catering Workers' Union	ü				ü	
G Henry	Makro	ü		ü			
Gift Sethunya	UNB	ü	ü				
Glenda Serero	The dti	ü	ü				
Jeremiah Mela	The dti	ü		ü	ü		
Johan van Rooyen	Wine Council of SA	ü		ü	ü		
Joseph Bronn	Shoprite	ü		ü	ü		
Katishi Masemola	FAWU	ü	ü				
Kurt Moore	Distell	ü	ü				
Laura Kganyago	Women's National Coalition	ü				ü	
Leon Slotow	Attorney	ü	ü				
Lindiwe Mavundla	The dti	ü	ü				
LT Tsotetsi	UNB	ü	ü				
Mark Wood	Metcash	ü		ü			
Miriam Pooe	The dti	ü	ü				
Mlungisi Majola	TILBA	ü					No show
Mr. Zulu	Hottelica	ü					Represented
Mzolisi ka Toni	Disabled	ü				ü	

	People of SA						
N Nkosi	NUFBW/SAW	ü	ü				
Nozicelo Ngcobo	SAB	ü	ü				
Penelope Pereira	Metcash	ü	ü				
Ray Edwards	SPAR	ü	ü				
Riaan Kruger	SALBA	ü	ü				
Richard Chance	SAB	ü	ü				
Saint Madlala	SALTA	ü	ü				
Sipho Khumalo	FAWU	ü	ü				
SP Choudhary	UNB	ü	ü				
Suzanne Ackerman	PicknPay	ü		ü			
T Khumalo	NUFBW/SAW	ü	ü				
Thami Bolani	NCF	ü				ü	
Thembinkosi Baca		ü			ü		
Vuyo Jack	EMPOWERDEX	ü	ü				
Wendy Alberts	Restaurants Association of South Africa	ü				ü	
Yoliswa	SALTA	ü		ü			
Zinzi Mgolodela	Woolworths	ü					ü

Documents Circulated:

1. Minutes of Steercom meeting – 06 November 2007
2. Action Log - 06 November 2007
3. Initial proposed principles for the BEE Liquor Sector Code
4. Role of Secretariat
5. Letter from CaterPlus dated 27 November 2007 – re: Appointment of Leon Slotow to hold a watching brief on behalf of CaterPlus

Discussion	Resolution/Action Log	Person responsible	Deadline
1. Opening of meeting <ul style="list-style-type: none"> • Chairperson opened meeting at 11h15. • All present welcomed • All apologies noted 			
2. Additions to the meeting's agenda <ul style="list-style-type: none"> • The dti proposed – Terms of reference for the Steercom 	Agenda item – Terms of reference for the Steercom – incorporated		
3. Progress on charter process and roles of different players <ul style="list-style-type: none"> • Charter process began in 2004. • Process suspended because of the Codes • The dti wanted the stakeholder list in the Liquor Charter to be extended to all parties in the liquor value chain • Current composition, mandate and terms of reference of the Steercom – recommendation of the dti 			
4. Minutes of previous meetings <ul style="list-style-type: none"> • Minutes accepted as true reflection of 06/11/2007 meeting 			

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<p>5. Matters arising from minutes and action log</p> <p>5.1. Each caucus to forward name of contact person to secretariat</p> <p>5.2. Government to send out national ads on charter</p> <ul style="list-style-type: none"> • Delayed due to internal processes • Ads to be flighted in print and radio media during Dec and interested parties must register by 15th Dec • As a parallel activity some civil society groups such as National Women’s Coalition, National Youth Council, Disabled People of South Africa have been contacted by the dti • Some retailers (e.g. PicknPay) declined to participate because they felt they were more of a food rather than a liquor retailer 	<p>Labour – Katishi Masemola Government – Glenda Serero Business – Richard Chance Civil Society – Government to Advise</p> <p>Ads to be flighted during December and all interested parties to register with the dti by 15 Dec 2007</p> <p>See attendance register. Civil groups invited, at the instruction of the dti, for Steercom 30 Nov 2007</p> <p>The dti will continue to engage and invite retailers because all players require licenses to operate and commitment to BEE is a critical condition in licenses.</p>	<p>Government</p> <p>Government</p> <p>Government</p>	<p>15/12/2007</p> <p>18/02/2008</p> <p>15/12/2007</p>

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<p>5.3. Composition of and representivity in the Steercom</p> <ul style="list-style-type: none"> • A debate ensued on the composition and representivity in the Steercom. The following issues, in particular, were raised: <ul style="list-style-type: none"> ○ Civil Societies/Political parties ○ Leon Slotow holds a watching brief for retailers and businesses in the liquor sector. Government expressed concern on Slotow's mandate. With the difficulty of getting retailers involved, anyone claiming to represent retailers must have a full mandate to avoid any recourse in future. • Empowerdex cited experiences from other charter processes i.e. there is no direct representation in the Steercom. All participation in the Steercom must be endorsed by full mandate to make decision and act on behalf of represented clients and must be through a caucus. • There must be a cut-off date to get proper representativity in the Steercom and to ensure progress of the charter process 	<ul style="list-style-type: none"> • All four main groups (business, civil society, government, labour) must be represented via their caucus in the Steercom i.e. no direct representation of any person, company, group, etc in the Steercom • Civil society groupings targeted are purely civil groupings who do not represent any political parties/interests/agendas etc • A watching brief at Steercom is not acceptable. Therefore, Mr Slotow's clients must provide a firm and clear mandate. Mr Slotow's clients must be part of the business caucus as per above resolution. • Chairperson ruled that Mr Slotow cannot attend Steercom meetings in his current capacity. His clients must be represented by the business caucus. • Business caucus/Leon Slotow to resolve and provide feedback by next meeting • Each caucus must submit names, to the secretariat, of its representatives in the Steercom before the next meeting <p>In principle, it was agreed that 15th Dec 2007 is the cut-off date for all parties to register their interest to participate in the charter process. Any person, on merit, claiming they were not involved in the charter process will be heard.</p>	<p>Business caucus Leon Slotow</p> <p>All caucuses</p>	<p>18/02/2007</p> <p>18/02/2007</p>

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<ul style="list-style-type: none"> Should small business, such as retailers, be part of the the Business Caucus? Their interests are different and a proposal was made that there be a Small Business caucus in a addition to the Business Caucus. 	All parties to consider this proposal and to respond at the next meeting.	All Caucuses	
<p>5.4. The dti to provide input for discussion on principles to govern the charter process incl. principles on the verification/audit process</p> <ul style="list-style-type: none"> Government distributed document titled 'Initial proposed principles for the BEE Liquor Sector Code' 	Feedback from Steercom on principles circulated by Government at next meeting	All	18/02/2008
<p>5.5. Working Groups must be formulated</p> <ul style="list-style-type: none"> Steercom must instruct interim convenors to convene working group kick-off meetings. Working groups are <ul style="list-style-type: none"> a. Human Resources b. Ownership c. Preferential Procurement d. Social and Economic Development 	<p>The names of the existing convenors of the working group s are Jonathan Searle (jonathan.searle@za.sabmiller.com) - Ownership), Khaya Ngcwembe (khaya.ngcwembe@za.sabmiller.com - HRD), David Stephen (David.Stephen@brandhouse.co.za - Procurement), and Kurt Moore (KMoore@distell.co.za - Enterprise Development and SED).</p> <p>R Chance was mandated to instruct current working group convenors to convene a meeting which should cover the following :</p> <ol style="list-style-type: none"> introduce all the participants and to record who they represent update the group on the progress to date agree contact details for all participants 	R Chance	

	<p>4. agree a programme for 2008, which will fit into the Steercom's calendar. The first meeting must be held before the next Steercom meeting which is scheduled for 18 February 2008, where each convenor will be expected to report back to the Steercom</p> <p>5. elect a convenor and agree a modus operandi.</p> <p>All caucuses to advise the convenors</p> <p>Secretariat to forward all names of caucus representatives in Steercom, permanent chairs of working groups and working groups year plans to Government</p>	Secretariat	
<p>5.6. Government to consider funding proposal</p> <ul style="list-style-type: none"> Government is willing, in principle, to fund parties/people requiring funding to take part in the Steercom 	Comprehensive proposals containing info on the meetings to be attended, number of attendees and required funding must be forwarded to Government	All parties requiring funding from government	In due course

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<p>5.7. Terms of Reference for the Steercom as per Government instruction</p> <ul style="list-style-type: none"> • Terms must be drafted • Terms must be formalized and binding • An interim constitution must be developed • The above must be undertaken to: <ul style="list-style-type: none"> a. Articulate roles, responsibilities and powers b. Create certainty in the charter process c. Manage and resolve disputes d. Avoid challenges experienced in other charter processes e. Ensure a proper handover to the Advisory Council when the charter is finalized <p>Agreement by all parties on the concept, but concern raised on process and timeliness. Will the process wait until the constitution is finalized? Or will it be a parallel process where the constitution will be developed and the work on the charter continuing?</p>	<p>Empowerdex to draft the constitution for circulation by 4th Feb 2008 i.e. two weeks before next Steercom.</p> <p>Finality on the constitution process and any impact on the charter process, if any.</p>	<p>Empowerdex</p> <p>Government</p>	<p>4th Feb 2008</p> <p>18 Feb 2008</p>
<p>6. Other matters rising</p> <p>6.1. Role of secretariat – document circulated</p> <p>6.2. Call to try and test processes agreed to before changing them at every meeting</p>			

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<p>7. Items for discussion at next meeting</p> <p>7.1. Scope and application of the charter – who is this charter intended for i.e. those who are expected to deliver on the charter and who are the stakeholders i.e. those not expected to deliver on the charter?</p> <p>7.2. Should the Business Caucus be split into a Business Caucus and a Small Business Caucus</p>			

Next meeting:

Date : 18 February 2008
 Venue : SALBA Offices in Stellenbosch
 Time : 11h00 – 14h00
 Chairperson : Government