

# EAPAN



ENVIRONMENTAL ASSESSMENT PROFESSIONALS OF NAMIBIA

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE ENVIRONMENTAL ASSESSMENT  
PROFESSIONALS ASSOCIATION OF NAMIBIA (EAPAN)  
Friday, 19<sup>th</sup> October 2012, at the Polytechnic Hotel & Tourism School**

**1. Opening and welcome**

Chris Brown, the President welcomed all present to this first AGM of EAPAN.

**2. Attendance**

The attendance list is attached as Appendix A 1.

**Apologies**

Coleen Mannheimer, Michelle Kilbourne-Louw, Mark Stanton, Alex Speiser.

**3. Additions to the agenda**

None

**4. President's report**

Chris Brown presented an overview of the activities and tasks the EAPAN Executive Committee completed since the inaugural meeting held in February 2012. These activities revolved around getting the organisation up and running. The Chairperson's full report is attached as Appendix A 2.

**5. Treasurer's report**

Simon Charter, the current treasurer presented the financial overview of EAPAN. Since the organisation had only started a bank account a few days before and few members had joined, there is currently a small budget which the committee trusts will grow with an expanding membership. Mr Charter's report is attached as Appendix A 3.

## 7. Membership categories

Chris Brown explained that the membership categories included in the Constitution had been re-considered by the Committee. The following recommendations were made regarding membership categories:

1. That the Ordinary, Apprentice and Student membership categories and the respective technical categories (Appendix A 4) are endorsed by the AGM.
2. That the Associate membership category is removed.
3. That the fee structure (Appendix A 4) is approved and that the 2012/13 membership “year” extends to 31<sup>st</sup> December 2013.

### Questions:

Question/comment	Responses
Since the ordinary member category is the highest status of membership; should it not have a name which reflects this?	The category which will be used in practice and on the certificate is the “Practitioner” and “Lead Practitioner” labels. This name comes from the constitution and is commonly used by professional organisations.
It has been understood previously that a reviewer is a category for which more experience with a specific focus on reviewing large studies is required. However, this no longer seems to be the case from the categories now presented. Please clarify.	Yes, it was the original idea to have a reviewer category which is achieved with specific reviewing experience. However, it has been realised that a reviewer only needs to be experienced in the practice for which he or she will be reviewing. This is compared to a reviewer of a scientific publication who will have experience in the discipline researched, but not necessarily in similar reviewing work.
Does the associate category not allow for people who have something to offer the profession, but who are no longer actively involved?	Originally the idea of this category was for people who are interested in the EIA profession and good conduct within its ranks, but who are not necessarily actively involved, i.e. members of Earth Life Africa. However, this association is really for people who are active in the profession.  People you are describing may become an ordinary member, there is no need for an additional category. Such a person can also be considered as a member based on special

Question/comment	Responses
	circumstances – the constitution makes provision for this.
Will the DEA register their entire organisation under the “environmental management” category?	The individual professionals of the DEA will register under this category rather than the organisation.
Can the environmental managers also do in-house review work?  Should there not be a separate code of conduct for them?	Yes  The existing code of conduct is applicable to members in all categories. The Committee will re-consider the Code of Conduct to make sure it covers all categories.
Can specialists (practitioners) also be reviewers?	Yes, the lead practitioner/reviewer reviewing the work will call on the assistance of specialists/practitioners to assist in the reviewing.
We need to remember that this body with its various membership categories is not a legal requirement at this stage. If people sign up with EAPAN, they are bound to the Code of Conduct, but on a voluntary basis.	That is correct.
Should there not be a category for auditors? Environmental auditors are mostly commissioned from South Africa, because there is a lack of capacity for this in Namibia. We need to train and register auditors locally.	Agreed, but this is not a current priority.
What is the motivation for the student membership category?	Students should be exposed to the practice and should receive encouragement and guidance from practitioners. They do not have voting powers.
EAPAN should play a role in facilitating trainee/internship positions for students.  The Polytechnic and EAPAN should be partners in this regard, e.g. the Polytechnic could assist EAPAN in recommending good candidates.	One of EAPAN’s objectives is to facilitate training and development of aspirant EAPs. We should be mindful of not creating an elitist association which only protects the interests of a selected few. Active engagement with students and trainees is thus an important role for EAPAN.

With all in agreement and satisfied that their questions had been adequately dealt with, the recommendations made with regard to the membership categories and fee structure, as presented, were accepted and adopted.

## **8. Constitution**

Dr Brown explained that the constitution as presented at the inaugural meeting in February 2012 had been re-considered during the past term of the committee, with various small changes made. The constitution has been posted on the website for all to review. It is therefore recommended that the EAPAN constitution be formally accepted.

In the absence of any objections to this proposal, the constitution was formally adopted by the meeting.

## **9. Code of conduct and disciplinary proceedings**

Dr Brown explained that the Code of Conduct makes provision for a disciplinary process in cases where a member breaches its requirements. He presented a proposed disciplinary procedure (Appendix A5), for dealing with cases of complaints against members.

### **Comments/questions:**

<b>Question/comment</b>	<b>Responses</b>
The media as a stakeholder who may lodge a complaint is questioned.	Any stakeholder may lodge a complaint. The diagram presents examples of stakeholders who may do so. After some discussion, it was decided that all the examples of potential sources of complaints should be removed so that no particular group is specifically named. Anyone may lodge a complaint, either as an individual or an organisation.
Is there is shortlist of people on standby to assist in the disciplinary process?	Yes, they are Alet Greeff and Udo Nakamela, but it depends on the particular case.

Will the members be informed if a person undergoes a disciplinary process?	No, the case will be investigated first to screen out any unwarranted complaints. If a person proves to be guilty, then their name will be removed from the list of EAPAN members. The objective is not to “name and shame”.
Is the only disciplinary option to dismiss a person from membership? How about a warning system for less serious cases?	The disciplinary panel has the authority to exercise flexibility depending on the nature of the complaint. There may well be sanctions and warnings used.
It is suggested that guidelines be set up for how sanctions, penalties and warnings will be used in disciplinary cases.	Noted, the committee will consider this during the next term.
The focus of EAPAN should be for its members to encourage one another to practice well, instead of on discipline.	Agreed. This can be facilitated by members discussing potentially difficult situations with some of the more experienced practitioners and/or with the Committee
Are there plans to compile and distribute a flyer about EAPAN?	Yes, once there are more funds available, the flyer will be designed and printed, and also made available for downloading from the EAPAN website.

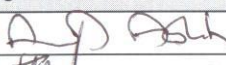


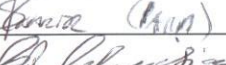
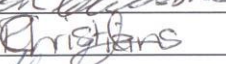

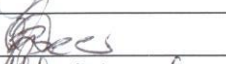

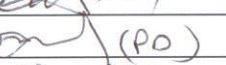
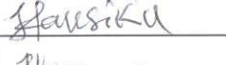

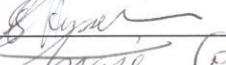
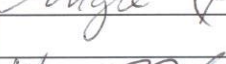




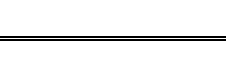

## 7. Election of office-bearers for the ensuing year


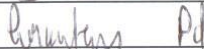

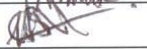


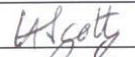


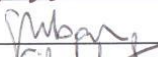


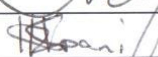

The current executive committee nominated to serve at the inaugural meeting in February 2012 is as follows:

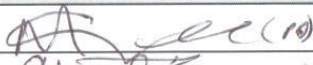
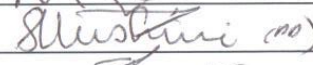

Dr Chris Brown:	President
Mr Pierre Botha:	Vice-president
Mr Simon Charter:	Treasurer
Mrs Stephanie van Zyl:	Secretary
Dr Peter Tarr:	Member
Mr Don Muroua:	Member
Mr Mark Stanton:	Member

Since there were no nominations received for new office bearers, all existing committee members have indicated their willingness to stand for a second term. Since current officer bearers are automatically nominated according to the Constitution and in the absence of any additional nominations, the current committee was accepted to serve for a second term.

## Appendix A1

Surname	Name	Organisation	signature
✓ Ashby	Auriol	Ashby Associates cc	
✓ Bell	Marietjie	Navachab Gold Mine	 (PO)
✓ Botha	Pierre	Geo Pollution Technologies (Pty) Ltd	 (PO)
✓ Brown	Dr Chris	Sustainable Solutions Trust	 (PO)
✓ Charter	Simon	Synergistics Environmental Services	 (PO)
✓ Christian	Colin	Colin Christian and Associates	 (PO)
✓ Christians	Robyn	SLR Consulting	 (PO)
✓ Cleghorn	Charles	Langer Heinrich Mine	 (PO)
	Cronje	Enviro Dynamics	
	de Beer	NamPower	
	Haitembu	Enviro Dynamics	
	Harker	Enviro Dynamics	
✓ Hauptfleisch	Morgan	SAIEA	 (PO)
	Hausiku	Enviro Dynamics	
	Hofnie	NamPower	
✓ Hooks	Philip	Geo Pollution Technologies (Pty) Ltd	
	Husselmann	Enviro Dynamics	
✓ Kanandjembo	Angie	Swakop Uranium	 (paid)
	Kilbourne-Louw	Swakop Uranium	
	Kuliwoye	Enviro Dynamics	

Surname	Name	Organisation	signature
Louw	Danie	NamPower	
✓ Maartens	Dr. Lima	LM Environmental Consulting	 Pd
* Mufeti	Timo	MCA Namibia	
✓ Mujende	Ronald	Rössing Uranium Limited	 (PD)
✓ Murooa	Don	Consulting Services Africa	 PD
Mutschler	Horst	NamPower	
<del>Nghithila</del>	<del>Fansiska</del>	DRFN	
✓ Pallett	John	SAIEA	 LRD
✓ Petrick	Werner	SLR Consulting	 (PD)
Saayman	Carla	Enviro Dynamics	
✓ Scott	Dr Ann	African Conservation Services CC	 (PD)
✓ Scott	Mike	African Conservation Services CC	 (PD)
Stanton	Mark	Eco Aqua	
✓ Tarr	Peter	SAIEA	 PD
Urban	Stephanie	NamPower	
van der Walt	Carien	Enviro Management Consultants Namibia	 (PD)
van Zyl	Norman	Enviro Dynamics	
van Zyl	Stephanie	Enviro Dynamics	
✓ SHIPANI	HEAO	DRFN	

Surname	Name	Organisation	signature
NAMBANDI	KATR	NACOMA project	 (10)
Ushini	Selma	NACOMA project	 (10)
Rautenbach	Ize	Aurecon	 (10)



## APPENDIX A2

### **President's Annual Report** **to the Environmental Assessment Practitioners Association of Namibia** **on the occasion of its 1<sup>st</sup> Annual General Meeting on 19 October, 2012**

It is a great pleasure to welcome you all, both paid up members and prospective members, to this landmark 1<sup>st</sup> EAPAN AGM.

I would take you back to the Environmental Assessment practitioner's meeting in February 2012 at this same venue. At that meeting we discussed an advanced version of the EAPAN Constitution and agreed on some minor revisions, we reviewed and adopted the Mission, Vision and Values of EAPAN and we adopted a Code of Conduct for the Association. The meeting also nominated people to the Executive Committee. The mandate of this Committee was to get EAPAN up and running.

The members to the Executive Committee are:

Chris Brown	President
Pierre Botha	Vice President
Stephanie van Zyl	Secretary
Simon Charter	Treasurer
Don Murova	Member
Peter Tarr	Member
Mark Stanton	Member

Your Executive Committee has met five times to progress the work of the Association, and once to meet with the Environmental Commissioner and his Deputy Director.

One of the first actions of the Executive Committee was to establish a website for the Association, so that the Committee could efficiently communicate with prospective members and members to share documents and report on progress via this paper-saving electronic platform. Documents which are downloadable from the website include the Environmental Management Act of 2007, the Regulations of 2011, and all EAPAN's documents and newsletters. The website was developed for us by Alice Jarvis and she has continued to update it quickly and efficiently whenever necessary.

The website continues to grow as we make provision to hold bios or mini-profiles of our members to assist them with the marketing of their EA services. In parallel a logo for EAPAN was developed, the constitution was revised and a bank account was opened for us by the Namibia Nature Foundation under a Financial Service Agreement. Three members of the EAPAN Committee are authorized to approve expenditures on the account, always with two authorizing together.

Two newsletters have been sent to EA practitioners to keep everyone updated on developments.

We have asked everyone to further circulate the newsletters and help us ensure that we have a complete address list of practitioners. Our current list numbers about 135 people, some of whom do only the occasional specialist study. I am aware that this list does not yet capture everyone. The constitution lists three categories of membership, namely Ordinary member, Student member and Associate member. The Committee has spent considerable time pondering and discussing membership categories. We have some recommendations to make to the AGM later on the Agenda.

A very constructive meeting was held with Mr Teo Nghitila, the newly appointed Environmental Commissioner, and Dr Freddy Sikabonga, Deputy Director and head of the EA Unit in the DEA.

Copies of our EAPAN documents were shared with them. Mr Nghitila was very supportive of the establishment of EAPAN and called for close collaboration with his Commission and the EA Unit.

It was agreed that there would be regular meetings, and that questions and issues of mutual interest raised by members should be channelled through EAPAN Executive Committee for discussion with the Commissioner so that answers could be provided to all EAPAN members and posted on EAPAN's website.

In this regard, I have been appointed for a three-year period to the Sustainable Development Advisory Council of Namibia. I made this known to the Executive Committee in case there was perceived to be a conflict of interest. People felt that this could be of benefit to EAPAN to help clarify procedures, and to create a closer and mutually supportive relationship between EAPAN and the EA unit in the DEA. If there is any EAPAN member who feels otherwise, please do express your views.

Once all the procedures for effectively running the Association had been put in place, EAPAN then opened its doors to membership. An on-line membership application form was developed and all EA practitioners were invited to join. The Executive Committee reviewed the first 22 membership applications on 4<sup>th</sup> October and sent letters of confirmation and financial statements to them all. If all have paid their membership fees, our membership would stand at 22. I am aware that there have been further applications received in the past few days. New applications will be reviewed at each Executive Committee meeting.

When a membership association such as EAPAN starts up, it goes through a rather strange first phase. A committee is appointed, a constitution is floated, various other documents are developed, but there is no formal membership yet to approve and officially adopt these documents. The documents might have been informally adopted by the February meeting, but this adoption was by EA practitioners who were prospective members. The core EAPAN documents being (a) the Constitution, (b) Mission, Vision and Values and (c) Code of Conduct for the Association have been on the website for the past four months. Although they might not yet be perfect, we hope that this AGM will adopt them. They can always be modified and improved as EAPAN evolves, indeed I would see this as essential for a dynamic association. These will be discussed later on the Agenda.

EAPAN is your organization. It was established to:

- ✓ Improve networking opportunities with other professionals in the EA sector;
- ✓ Improve your access to information and work opportunities;
- ✓ Help market your company, cc or name on the EAPAN website together with your area of specialization & experience and a link to your website;
- ✓ Create a platform for collective lobbying and advocacy in topics affecting the profession;
- ✓ Set and maintain high standards of professionalism and integrity in the sector,
- ✓ Improve access to technical information, news and data from participating organisations;
- ✓ Provide improved access to knowledge building and mentoring opportunities with fellow professionals;
- ✓ Create opportunities to influence the development of EAPAN to make it as useful as possible to you and other EA practitioners.

To this I would add one more important outcome – to build relations with the Office of the Environmental Commissioner and the EA Unit of the DEA to create a good working partnership to help implement the Environmental Management Act in a professional and practical manner that significantly contributes to Namibia's sustainable development goals.

It is very important that the membership of EAPAN works closely with their Committee. The Committee will always be looking for ideas and ways to make the Association as valuable and as

service-oriented as possible to its members. Your ideas and guidance is essential. To this end, we will be holding a short brainstorming session this afternoon to explore how EA can better promote sustainable development in Namibia, i.e. what are the current constraints that you face? This will help the committee plan their work in response to practitioners needs.

And finally, I would like to tell you that I have never served on a committee before with people who bring the level of dedication and commitment that I have experienced on this EAPAN committee. Each member of the committee has been exceptional. Our colleagues from Swakopmund, Simon and Mark, have driven up to almost every meeting. Every task was completed on time. It has been a real pleasure working with this professional group of people. Three people have carried a particularly heavy burden. Simon, our Treasurer, worked on the application process and membership certificates and, freshly back from honeymoon, was back in the fray the next day. Peter, who organized the EAPAN logo, took the lead on membership categories and organized this meeting and mini-conference. We also extend our thanks to Gudrun Denker of SAIEA for her work in helping to organize this meeting. And finally Stephanie our EAPAN Secretary, for taking Minutes, being the clearing house for all correspondence and filing all EAPAN's original documents. I would like to especially recognise the commitment of Stephanie to the development and evolution of EAPAN, going back to the origins of the idea and the support and guidance she has provided from the beginning.

I believe that EAPAN has a long and illustrious future ahead of it. To paraphrase Churchill, this is not the beginning of the end it is just the beginning of the beginning.

Thank you

**Dr Chris Brown**  
**President: EAPAN**  
**19<sup>th</sup> October 2012**

**APPENDIX A3****TREASURER'S REPORT**

Payments received:	
Conference balance	4 893.15
Membership funds	7 250.00
Conference payments	6 250.00
Total	18 393.15

Outstanding payments:	
Membership	4 000.00
Conference	3 750.00
Total	7 750.00

Total including outstanding payments:	
Payments received	18 393.15
Outstanding payments	7 750.00
Total	26 143.15

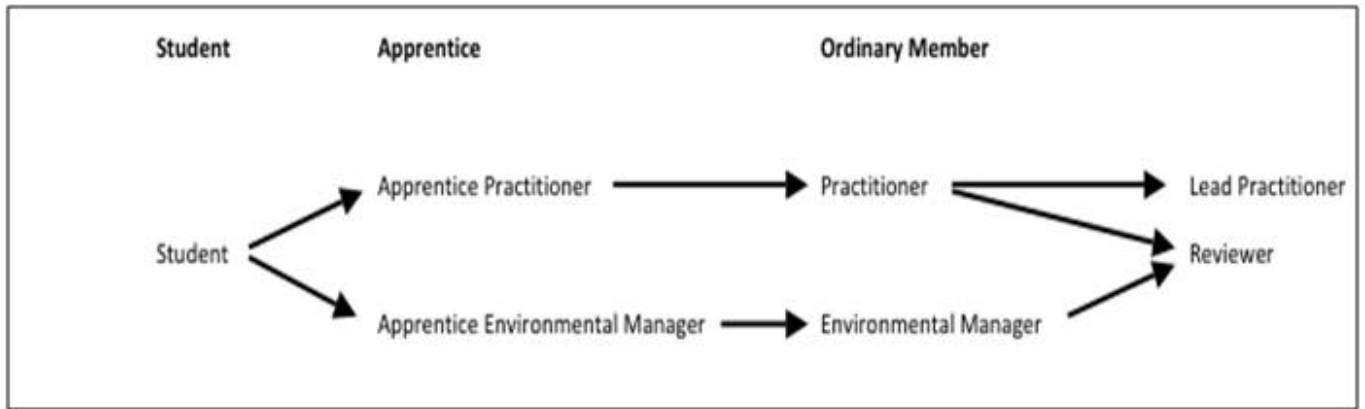
Costs:	
Website	9 193.00
Conference	10 000.00
Logo design	0.00
Total	19 193.00

Current balance	-799.85
Balance upon receiving outstanding amounts	6 950.15

## APPENDIX A4

## Proposed categories for EAPAN Membership

Membership category (annual membership fee)	Technical category	Description
Ordinary member (N\$500)	Practitioner	Sector specialist. Gives input to particular stages of an EA according to his/her expertise.
	Environmental Manager	Works as the “Environmental Officer” or equivalent in a corporate, parastatals or GRN agency – <u>not doing EAs</u> , but involved in commissioning and/or managing EAs, implementing and updating EMPs, running EMSs including inspections & monitoring compliance, training, etc.
	Lead Practitioner	Co-ordinates, leads, manages and integrates components of the EA throughout the process.
	Reviewer	Undertakes an independent review of a completed Scoping, EA and/or EMP report.
Apprentice member (N\$250)	Emerging Specialists and/or Practitioner	Working with an established EA Practitioner. Provides technical assistance in EAs.
	Emerging Environmental Manager	Working with an established Environmental Manager. Provides technical support on inspections, monitoring, implementing EMPs and EMSs, training, etc.
Student member (N\$100)	A student intending to work in EA field	Studying for a degree/ diploma in a field relevant to EAs and perhaps doing vacation work with established EA Practitioner.
Associate member (not activated)	Not activated	



## APPENDIX A5

EAPAN's Code of Professional Conduct

**General: The EAPAN's Code of Professional Conduct is central to the Association and its members. There is a 14 point Code of Conduct which prospective members need to read, agree and sign as part of their membership application. The Constitution of the EAPAN refers to issues of professional conduct in no less than 33 point in three different clauses. The setting and maintaining of high standards for environmental assessment and amongst environmental practitioners is therefore of paramount importance to the Association.**

Section	Point	Procedures
Section 2 Purpose	(1)(a), (1)(b), (2)(c), (2)(d), (2)(g), (3)(a), (3)(b), (3)(c), (3)(f), (3)(g), (3)(h), (3)(i), (3)(j), (3)(m), (4), (5)	In accordance with Section 10(1)(m), "When in the opinion of the Executive Committee a Member transgresses any of the Rules of Professional Conduct, he/she shall be informed accordingly and a Committee shall be appointed to investigate the matter. The Member will be given an opportunity to state his/her case to the Committee who will report their findings to the Executive Committee for action. The opinion and decision of the Executive Committee will be final. No arbitrary opinions by the Executive Committee over a Member will be accepted."
Section 3 Membership	(3), (8), (9)(d), (9)(e)	
Section 10 Rules of Professional Conduct	(1)(a-m)	

**APPENDIX A5: Revised disciplinary process as agreed at the 2012 EAPAN AGM after extensive discussions.**