



agriculture,
forestry & fisheries

Department:
Agriculture, Forestry and Fisheries
REPUBLIC OF SOUTH AFRICA



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE (ToR) FOR NATIONAL AGRO- PROCESSING FORUM

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1. INTRODUCTION AND BACKGROUND

Agro-processing industry is among the sectors identified by the National Development Plan (NDP, 2011), New Growth Path (NGP, 2010); and Industrial Policy Action Plan (IPAP2, 2013) for its potential and ability to spur growth and create jobs owing to its strong backward linkage with the primary sector and input suppliers but also forward linkages related to income generated in agriculture, forestry and fisheries that may enhance domestic and local demand for manufactured goods.

Agro-processing segment is considered part of the manufacturing sector. According to StatSA (2013), the manufacturing sector contributed 16.9% to the GDP. Unbundling and delineation of the manufacturing sector depicts that the contribution of agro-processing segment to the GDP was 4.8%. Additionally, agro-processing contributed 28.7% and 39.3% to the manufacturing sector and total employment respectively.

South Africa is a net importer of processed agriculture, forestry and fisheries products and the demand for processed, healthy and quality food is increasing owing to growth in middle class, urbanization and convenience implying consumers are increasingly conscious of food safety requirements. There is a window of opportunity for the country to explore growth of the sector by improving the competitiveness of the agro-processing industry through localization by establishing processing facilities closer to points of production.

2. NAME OF THE FORUM

The Forum shall be named the National Agro-processing Forum.

3. PURPOSE OF THE FORUM

The National Agro-processing Forum is established to coordinate, integrate and align policies, strategies, programmes, projects, activities and efforts meant to support and promote the development, growth and competitiveness of the agro-processing sector.

4. ROLE AND SCOPE OF THE FORUM

The National Agro-processing Forum will be primarily responsible to facilitate the implementation of the National Development Plan, the Industrial Policy Action Plan (IPAP) and the Agricultural Policy Action Plan (APAP) with emphasis on agro-processing mandate and initiatives including subordinate Strategy on Support and Development of the Small and Medium Agro-processing Enterprises. The broad terms of reference and functions of the Forum are as follows:

- Promote and encourage common policy, regulatory framework and guidelines;
- Operationalize the implementation of the IPAP, APAP and the Strategy on Support and Development of Small and Medium Agro-processing Enterprises;
- Facilitate multi-institutional programme and project planning and execution;
- Exchange experiences and share lessons on best agro-processing development practices models;
- Initiate information sharing/exchange sessions on a particular subject or identified topic when necessary;
- Fostering partnerships and strengthening communications amongst stakeholders in the agro-processing sphere;

- Serve as a platform for reporting and reviewing progress regarding the implementation of the agro-processing initiatives;
- Coordinate and initiate applicable relevant skills development and capacity building programs for agro-processors; and
- Facilitate any project and activity in relation to agro-processing initiative as informed by national priority plans and strategic documents.

5. COMPOSITION AND MEMBERSHIP OF THE FORUM

The Forum shall comprise of Department Agriculture, Forestry and Fisheries (DAFF); Department of Trade and Industry (thedti); Economic Development Department (EDD); Department of Rural Development and Land Reform (DRDLR), Department of Small Business Development (SBD), Department of Science and Technology (DST), Provincial Departments of Agriculture, Council for Scientific and Industrial Research (CSIR), State Owned Agencies (SoA's) and various Special Economic Zone (SEZ) agencies participating in the agro-processing space, Local Economic Development agencies and other critical stakeholders involved in development and support of agro-processing sector.

The Forum shall consist of main member with an alternate member from each institution. Delegated officials should be assigned powers to take decisions on behalf of their respective institutions.

DAFF and thedti will administer or manage the forum. Representatives of the above-mentioned stakeholders will be invited to the first inaugural meeting of the Forum. Subsequently, membership will be finalized at the subsequent meetings.

5.1 CHAIRPERSONSHIP OF THE FORUM

- The Chairpersonship shall rotate between DAFF and thedti.
- The Chairperson has the responsibility for implementation of the work mandated by the forum.
- The Chairperson shall serve as the official representative of the Forum and where applicable shall be mandated to represent the forum at meetings as per requests.

5.2 SECRETARIAT

- The secretariat service to the Forum will be provided by both DAFF and thedti synchronizing with the Chairpersonship.

5.3 MEETINGS OF THE FORUM

- The Forum will hold its meetings at-least once a quarter in a year;
- The outcomes of such meetings shall be communicated to the stakeholders after each meeting;
- The venue of the meetings will be held in Pretoria unless otherwise mandated by the Forum;
- At the request of the Chairperson or by written request from 30% or more members, the Chairperson of the Forum may convene extraordinary meeting of the Forum; and
- At any meeting of the Forum, 50% of the membership shall constitute a quorum.

5.4 FUNDING OF THE MEETINGS

- Each member of the Forum is responsible for own travel and accommodation costs.

- The cost of the venue and catering towards the meetings of the Forum shall be shared between thedti and DAFF on *pro rata* or rotational basis. Alternatively, if the meeting is outside Pretoria, the host will bear the cost of venue and catering.

6. DECISION PROCESS OF MEETINGS

Decisions of the Forum shall be reached through consensus. Where divergence of views and opinions arises on a specific matter, the majority view of members present will stand as a decision of the Forum.

7. REVIEW OF TERMS OF REFERENCE

The Terms of Reference for the Forum may be emended through a 50% majority vote of voting members present.

8. Approval

This ToR were agreed to and approved by members at the meeting of the forum held in Pretoria, on Wednesday, the 27th May 2015

Chairperson

Secretariat

Date:

Date: