



Chamber Annual General Meeting 2004

The Chamber's Annual General Meeting was held on 10th March 2004 at the Durban Country Club. Outgoing Chamber President, Peter Tubb of Pro Bind SA presided over the meeting and presented his annual report for 2003.

In reporting to members present, he said that he was pleased to report that 2003 had been another successful year for the Chamber, with the finances being in the black for the second consecutive year.

PIFSA Chief Executive, Chris Sykes also addressed the meeting. He spoke about two extremely important issues for the Industry. The first being the implementation of Black Economic Empowerment, and the second being the World Print and Communication Forum to be held in Cape Town in January 2005.
(See report on page 2)

Welcome to the new Chamber President and the Executive Committee.

After the nominations for office bearers and committee members were submitted, the following were duly elected for 2004.

Office Bearers

- Chamber President :** Bill Kewley
BK Bookbinders
- First Vice President :** Pops Ramdhani
Pops Print & Stationers
- Second Vice President :** Paul Knock
Knox Printing
- Third Vice President:** Barry Lynch
Printability

Executive Committee:

- | | |
|---------------------|-------------------------|
| Russell Cumming | The Natal Witness |
| Martin Conway | S & G Print & Carton |
| Larry Faithful | Pro-Print |
| Craig Hardman | Mailbox Print Shop |
| Johnathan Holdford | Lithotech Manufacturing |
| James Killoran | Silveray Stationery Co. |
| Raj Maharaj | Universal Print Group |
| Richard Moodley | Colour Planet |
| Neel Naicker | Independent |
| Newspapers | |
| Aradhana Pattundeen | Palm Stationery Manu. |
| Andrea Penetti | Protea Printers |
| Peter Tubb | Pro Bind SA |

As incoming President, Bill Kewley proposed a vote of thanks to the outgoing President Peter Tubb for his dedication and commitment to the Chamber over the years. A special mention was made regarding his efforts and contribution.

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Wanted

Single Colour Heidelberg GTO 52 (N)
Please contact the Chamber for details on
031-7058744

Presentation by PIFSA CEO

Black Economic Empowerment

In his speech to Chamber members at the Chamber's 2004 AGM, PIFSA CEO Chris Sykes said that it was government's intention to formalise partnerships and "charters" within the private sector. He said that the intention was to assess commitment to black economic empowerment, and progress towards achieving *real* change, using what was called a "balanced scorecard." He referred to legislation promulgated in the form of the Black Economic Empowerment Act.

He said that the government definition of B.E.E. was "**an integrated and coherent socio-economic process that directly contributed to the economic transformation of South Africa, and that brought about significant increases in the numbers of black people that managed, owned and controlled the country's economy, as well as significant decreases in income inequalities.**"

It was explained that the B.E.E. process would include elements of human resource development, employment equity, enterprise development, preferential procurement as well as investment, ownership and control of enterprises and economic assets. The main objectives of the B.E.E. process were:

- To substantially increase the number of black people who have ownership and control of existing and new enterprises.
- To substantially increase the number of black people in executive and senior management of enterprises.
- To increase the proportion of the ownership and management of economic activities vested in community and broad-based enterprises such as trade unions, employee trusts and co-operatives:
- To increase income levels of black persons and reduce income inequalities between and within race groups.

Making reference to the use of a "**Balanced Scorecard**" to measure progress made in achieving B.E.E. by enterprises and sectors, he said that the scorecard would measure three core elements of B.E.E.

- Firstly, direct empowerment through ownership and control of enterprises and assets.
- Secondly, human resource development and employment equity.
- Thirdly, indirect empowerment through preferential procurement and enterprise development.

He said that the scorecard would facilitate the process of setting measurable targets for B.E.E. and that it would be issued as a so-called "code of good practice".

In addressing the meeting, he questioned as to whether the Federation should leave each of its members to draw up their own charters if they wished to do so, or whether as an Industry, the Federation should attempt to implement a charter at sector level. He said that it was the view of the Federation's Management Board that the latter be implemented.

Survey of Industry Baseline

He said that before targets and mechanisms to achieve them be set, the Industry had to establish exactly what its baseline or current profile was. This he said would involve a survey of a cross-section of members who would be approached and asked some very specific questions.

World Print and Communication Forum

In speaking about the above issue, he said that in January 2005, the Federation was to host the only truly global Printing and Communication Conference. This was to be at the Cape Town international convention centre. He said that the conference was to be known as WPC8, and that it was to be held under the auspices of the World Print and Communication Forum, an association of most of the world's printing organisations. Members of the WPCF were identified as the Printing Industries of America, representing the North American continent; Conlatingraf, representing the South American

continent; Intergraf, representing twenty seven countries in Europe; the China Printing Academy, representing the People's Republic of China; the All India Federation of Master Printers, the Hong Kong Printer's Association; the Singapore Printer's Association; the Japanese Federation of Printing Industries; the Australian Printing Federation; and PIFSA representing South Africa.

It was highlighted that the WPC provided a forum for the global Industry to meet with suppliers to discuss issues of mutual concern.

It was reported that in October 2003, Chris Sykes was privileged to be elected President of the WPCF. He said that this had given the Printing Industry in South Africa a unique opportunity to influence global issues.

In explaining the scope of the WPC8 he said that it would attract delegates and speakers from all over the world. A commitment has already been received from China that they would send 100 delegates. Germany had also committed 100, with Japan expected to send at least 70 delegates. The total number expected to attend the Conference was of the order of 750 delegates.

Amongst the many topics for discussion were:

- New business opportunities in old markets
- New business opportunities in new markets
- Opportunities presented by diversification as opposed to specialisation Mergers and Acquisitions
- The power of print and issues of relevance to small, medium and large printers.
- The packaging Industry
- Publishers
- The pre-press sector

The German newspaper technology organisation IFRA would also be holding a one-and-a-half day conference specifically for the Newspaper Industry.

Sappi to sponsor WPC8

Chris Sykes said that he was very pleased to announce that Sappi had taken on the role of major sponsor of WPC8 and that PIFSA would work closely with Sappi to promote the Conference at DRUPA during May 2004.

In bringing the best that the world-wide Industry had to offer to our own doorstep, members were urged to take advantage of this opportunity as a showcase for the South African Printing and Packaging Industry. He said that a light exhibition for suppliers and PIFSA members was being organised, where opportunities would exist for extensive networking and for strategic partnerships to be formed with players from other countries.

PIFSA Finance

Contact Geoff Warren at the Chamber or Ralph Howell of ABSA for assistance with the Financing of Capital Equipment, motor vehicles and other finance solutions.

Contact Details: kzn-chamber@pifsa.org
or tel. 031-7058744
Ralph Howell 0824660437

Employment Wanted

Experienced Printing and Production Manager with specialist knowledge of inks seeks employment in the Printing Industry. Recently returned to South Africa.

Contact the Chamber for details.
tel: 031-7058744

Annual Reports: Reporting on HIV/AIDS

The King II Report on Corporate Governance recommends that Boards of Directors should understand the social and economic impact of HIV/AIDS. The Board should adopt an appropriate strategy and regularly report to stakeholders on the impact of HIV/AIDS on their business and employees.

The JSE Securities Exchange South Africa, has recently published a Sustainable Report Index which includes HIV/AIDS.

It is evident that reporting on HIV/AIDS is becoming essential.

In this regard readers may wish to refer to a technical assistance guideline issued by the South African Department of Labour and to a report issued by the international labour organisation entitled "A Code of Practice on HIV/AIDS and the World of Work".

It is evident that the impact of HIV/AIDS on the people of Southern Africa is having an effect on the number of people who have to be trained to fill available positions and a necessity to become a learning society. Business has a leading role to play in this task.

It has been suggested that the following indicators should be reported to stakeholders:

- A description of the company's HIV/AIDS policy;
- A strategy for managing the HI/AIDS risk;
- Contingency planning;
- A description of how the HIV/AIDS risk is monitored;
- A report on the anticipated risk posed by HIV/AIDS;
- A description of what benefits and support are supplied to employees who are sick or dying, or to their dependents upon their death from AIDS related conditions.
-

Acknowledgements: The South African Institute of Chartered Secretaries and Administrators

Wanted to Buy:

By a member company in Gauteng:

1. Heidelberg MOVH & L
4 Colour, high pile, I.R. Lights (non-perfector)
Post 1990 model
2. Heidelberg 72/74 Speedmaster
4 colour, high pile, I.R. Lights (non-perfector) Post 1990 model

Either to purchase as equipment sale or as part of going concern.

For further information, please contact the Director (031) 7058744
or kzn-chamber@pifsa.org

DTI - Sector Partnership Fund

The Sector Partnership Fund (SPF) is an incentive scheme that offers partnerships 65:35 non-refundable, cost sharing grants aimed at improving their competitiveness and productivity of their members. The programme will pay up to a maximum of R1 million of the cost approved project.

1. The Aim of the Sector Partnership Fund:

The SPF is aimed at supporting the sustainable economic growth and job creation needs of South Africa. It provides financial assistance to eligible partnerships to define and implement collaborative projects related to production and marketing that will enhance their productivity and international competitiveness.

2. Who Qualifies for Assistance?

- Partnerships of five or more members
- Partnership entities engaged in the manufacturing and agro-processing sector, and information, communication and technology sectors
- Partnership entities that are in the service sector related to manufacturing
- Associations comprising of five or more members

3. Projects that Qualify for Assistance:

- Projects that are aimed at improving the productivity and competitiveness of members
- Improving innovation management

- Improving the quality of products and services
- Projects that assist with access entry into new markets locally and internationally

4. Applications for Funding:

Tel: 08861 843384

Fax: 0861843888

Total Real Value of Building Plans Decreases in KZN

The total real value of building plans passed (at constant 2000 prices) during January 2004 decreased by 7,3% (-R122,6 million) to R1 563,1 million compared with January 2003. The largest decrease in the value of building plans passed was reported for non-residential buildings (-R299,7 million), mainly due to the large decrease reported by KwaZulu-Natal (-R366,9 million). However, large increases between January 2003 and January 2004 were reported for flats and townhouses (+R170,9 million), mainly due to increases reported by Western Cape (+R71,1 million) and Gauteng (+R65,1 million).

KwaZulu-Natal reported a large decrease

The largest provincial contributor to the decrease of 7,3% (-R122,6 million) in the total real value of building plans passed was KwaZulu-Natal (-21,9 percentage points or R370,1 million). The largest decrease in KwaZulu-Natal was reported for shopping space (-R382,8 million), mainly due to decreases reported by eThekweni Municipality (-R205,0 million) and Msunduzi Municipality (-R177,0 million). However, these decreases were to a large extent counteracted by increases reported by Gauteng (+5,6 percentage points or R94,2 million), Western Cape (+4,6 percentage points or R77,5 million), Mpumalanga (+1,3 percentage points or R21,4 million) and Eastern Cape (+1,3 percentage points or R21,2 million) In Gauteng, the largest increase was reported for flats and townhouses (+R65,1 million), mainly due to the large increase reported by City of Tshwane (+R56,0 million). The largest increase in Western Cape was also reported for flats and townhouses (+R71,1 million), mainly due to a large increase reported by the Knysna

Municipality (+R49,9 million). Source: stats. SA

Occupational, Health & Safety

Certified copies of ID

Employers should note that *certified* copies of identity documents must be provided before an injured person can be treated. This is non-negotiable and is designed to stamp out abuse and corruption. This suggests that employers should keep extra certified copies of employee ID documents on files or that an in-company commissioner of oaths be appointed.

The compensation commissioner is:

SW Magogo: P O Box 955 Pretoria, 0001,
tel: 012-3199458.

Injuries on Duty

Be sure to complete and submit an Accident Report to the Compensation Commissioner within seven days of being notified of an accident in the workplace where it is thought that it may result in a claim for compensation.

Do you have Health & Safety Reps?

If your workforce exceeds 20 employees, you must designate at least one Health and Safety Rep for every 50 workers in a manufacturing environment. (For Shops and Offices, one Health and Safety rep is requested for every 100 employees.)

Are you required to establish a Health and Safety Committee?

If your manufacturing business employees more than 50 people, you will need at least two Health and Safety Reps. Once there are two or more Health and Safety Reps, you must establish a *Health and Safety Committee*.

For assistance, contact the Chamber : tel. 031-7058744

Skills Development Levies - claim part of your levy back from MAPPP SETA

The Chamber is aware that many businesses have not submitted claims in respect of the Skills Development Levies paid over to MAPPP SETA. A number of members have not prepared a Skills Plan for submission to MAPPP SETA. Many have not benefited from the cash grant that is claimable from the SETA after a Skills Plan and Reports have been submitted.

Contact the Chamber for assistance with your submission.

Statutory Council for the Printing, Newspaper and Packaging Industry

A meeting of the full Board of the Council was held recently. Amongst the matters discussed were:

- Accreditation of the Council with the CCMA for dispute resolution purposes is to be applied for to cover parties to the Council as well as non-parties.
- That current CCMA panellists will be used for dispute resolution.
- That the Council will make use of the CCMA Case Management System.
- That after a vote, an official logo for the Council will be adopted.

Members can expect the Council to start performing its dispute resolution function within the next few months.

Trade Exhibitions and Conferences

DRUPA, 6 May - 19 May 2004 Düsseldorf, Germany
World Print and Communication Forum 24 - 28 January 2005 Cape Town, RSA
FESPA 31 May - 4 June 2005 Munich, Germany.

Producer Price Index Key Findings as at February 2004

Annual percentage change in the PPI was reported as high at - 1,0% at February 2004 (i.e. the PPI at February 2004 compared with that at February 2003).

However, there was an annual decrease of 1,0% in the PPI for all commodities for South African consumption, due to an annual decrease in the price index for imported commodities (-2,2 percentage points), which was partially counteracted by an annual increase in the price index for locally produced commodities (+ 1,2 percentage points).

Source: Stats SA

Humour Prescription

A little more humour and a little less fretting does everybody good.

Humour and laughing do all sorts of good physical things to your body. Seeing the humour in life, and being able to laugh often makes you relax in different ways than you would otherwise.

Source: adopted from Dr. Neil Shulman, hypertension and kidney disease specialist, Emory University, Atlanta, USA

Trade Theory Training

The Chamber is assessing the feasibility of presenting Trade Theory Training (TT1,TT2 and TT3) for Learners who are registered for a particular Trade in the Industry.

Should you wish to know more about this study, and how you could benefit, please contact Geoff Warren at the Chamber on Tel:031-7058744.

Performance Management

Performance Management is a very necessary management tool, regardless of the size of an organisation.

A good performance management system, that is backed up by commitment from senior management and regular performance reviews can add substantially to the bottom line of a business.

Companies should be aiming at encouraging their top performers to increase their productivity even more, and to address those poor performers so as to improve their efficiencies.

Managing an employee's performance is not about applying discipline. It is more about evaluating current performance, guidance, coaching, counselling, training and motivating staff to aim for higher levels. Naturally, discipline has its place in the management of staff.

Most people warm to the acknowledgment that they are doing a good job, and will want to improve their performance even more. Simply because an employee does the job well, does not mean that he/she is motivated and happy.

A review of an employee's performance (appraisal) will in all probability involve some form of criticism. To be of real value, such criticism should be constructive rather than confrontational.

Don't save up all your criticism for a "once a year" appraisal just before salary increases. This will detract from the real good that an appraisal can do.

An appraisal or review session should be conducted in private, and reduced to writing so that a record is kept. This is particularly useful when considering corrective action (discipline) against a poor performer.

By reviewing an employee's performance, one can *avoid* rewarding poor performers through general increases. Performance can be measured against a particular standard on the job, removing the subjective and personal elements from the procedure.

Should you wish to implement a performance review mechanism, contact the Chamber for assistance. Tel 031 7058744

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Associates: Thabo Mpama Ernest Ngobo

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Facsimile: 031-4629065

Mobile: 082 495 4870

E mail: ara.recruit@iafrica.com

Labour Spotlight

Double Jeopardy

You may not discipline an employee twice for the same offence/incident. Exceptional circumstances, where new evidence comes to light may be an exception to the rule.

Contact the Chamber for advice if you are uncertain about the application of discipline. We will be able to help you.