

THE SISAL INDUSTRY REGULATIONS, 2011

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GOVERNMENT NOTICE NO.....published on.....

THE SISAL INDUSTRY ACT
(CAP. 30)

(Made under Section 20)

SISAL INDUSTRY REGULATIONS, 2011

PART I
PRELIMINARY PROVISIONS

- Citation **1.** These Regulations may be cited as the Sisal Industry Regulations, 2011.
- Application **2.** These Regulations shall apply to any type or grade of sisal grown and sisal products produced, imported into or exported from Mainland Tanzania.
- Interpretation
Cap. 30
Cap. 337 **3.** In these Regulations, unless the context requires otherwise:
“Act” means the Sisal Industry Act,;
“Association” means an association formed and registered under the Societies Act;
“Authorized Officer” means any officer acting on behalf of the Board;
“Board” means the Tanzania Sisal Board established under section 3 of the Act;
- “bulbil” means a sisal plantlet, which arises from a tiny bud on the pole of a sisal plant. It is also a form of vegetative reproduction of the plant which can be used as a planting material;
- “contract farming” means farming under the agreement between growers on one part and financiers including sisal buyers, factory owners and investors and bankers on the other part;
- “Director” means a director responsible for crop development;
- “Director General” means the chief executive officer of the Board appointed under the Act;
- “Exporter” means a person registered and licensed by the Board to

export sisal or sisal products;

“grower” means a person, association, company or cooperative society registered and **licensed** by the Board to grow sisal;

“Minister” means the Minister responsible for agriculture;

“processor” means a person or company registered and licensed by the Board to process sisal;

“manufacturer” means a person or company registered and licensed by the Board to process sisal to manufacture ropes, sisal yarns, twines, carpets, geo textiles and other products.

“trader” means a person, company or association registered and licensed by the Board to buy, sell, import or export sisal or sisal products;

“Quality assurance officer” means an officer appointed by the Board to oversee the quality of sisal or sisal products and other matters related thereto;

“sisal” means the plant *agave sisalana* or other species of the genus *agave*, or of the hybrids of any such species and fibre thereof, and includes brush tow, flume tow, twines, ropes, yarns, or any other products manufactured which contains predominantly fibre or any of its derivatives;

“sisal designated land” means a land which is held under a Government lease or right of occupancy, the title of which is for sisal growing;

“society” means a cooperative society registered under the Cooperative Societies Act.

Cap. 211

PART II SISAL CULTIVATION AND HUSBANDRY

Sisal crop
husbandry

4.-(1) A grower shall only grow sisal varieties approved by the Director.

(2) A grower shall grow sisal in accordance with the recommended practices prescribed in the First Schedule to these Regulations.

Crop
specification

5.-(1) The Board shall ensure that a grower adheres to crop specifications prescribed by the Director.

(2) The crop specifications under sub-regulation (1) shall include the use of agro chemicals such as fertilizers, herbicides, fungicides, nematicides and any other materials related to sisal growing.

(3) The chemicals mentioned under sub regulation (2) shall be those which have been tested and approved by a competent sisal research institute

Sources of planting materials

6. A grower shall develop and maintain nurseries as source of planting materials and shall, on exceptional cases authorized by the Board, use suckers properly selected and graded.

Restriction on importation of planting materials
Cap. 133

7. - (1) A person shall import sisal planting materials after obtaining a permit in accordance with relevant law on plant protection.

(2) Any person who contravenes the provision of sub regulation (1) commits an offence and shall upon conviction be liable to a fine or imprisonment in accordance with the Plant Protection Act.

Quarantine matters
Cap. 133

8.-(1) Subject to the relevant law on plant protection, the Director or any other authorized officer may by order under his hand and for purposes of preventing, controlling occurrence or spread of any pests or diseases of sisal within any area specified in that order-

- (a) prohibit or regulate the planting of sisal seedling or any other crop specified in the order which is known to harbor pests or disease;
- (b) prohibit the removal from any sisal growing areas, sisal plants or any article which in the opinion of the Director is likely to harbor pests or disease of sisal plants;
- (c) require the uprooting and burning of all or any sisal plants or any plant specified in the order by a person processing or having control over that sisal plant ; or
- (d) prohibit any person from planting sisal for the period specified in the order.

(2) Any person who fails to comply with an order issued under sub-regulation (1) commits an offence.

(3) The Director or an authorized officer, may, within seven (7) days upon issuance of an order under sub regulation (1), cause the removal or destruction of an area likely to cause the spread pests and diseases

(4) Without prejudice to any penalty imposed under sub regulation (1), any costs incurred as a result of the removal or destruction caused by the Director shall be recoverable as a debt due to the Government.

Control of pests and diseases
Cap. 113

9. For the purposes of control of pests and diseases, growers shall comply with the following -

- (a) compulsory control measures for the following pests -
 - (i) sisal weevil (*scyphosporus interstitialis*);
 - (ii) scale insects which are species in the general *aonidiella orientalis* and *aonidiella andersoni*, *aspidotus* and *lepidosaphes*; and
 - (iii) vermin including animals such as elephants, baboons, wild pigs, monkeys, mole rats

(*heliophobius spalax*), porcupines (*hystrix galeata*) and snails (*gastropoda sp.*);

- (b) compulsory control measures for the following diseases-
 - (i) bole rot caused by a black-spored fungus known as *aspergillus niger*;
 - (ii) zebra disease caused by the fungus known as *phytophthora*; and
 - (iii) ring spot disease (*anthracnose*) caused by fungus known as *colletotrichum agaves*.

Environmental protection

- 10.**-(1) A grower shall, in order to conserve the environment-
- (a) not dump any sisal garbage, residue and other refuse in the sisal field or in water bodies;
 - (b) transport, use or store agrochemicals in an appropriate manner so as not to pose danger to environment;
 - (c) use appropriate farming practices that will ensure environmental protection.
- (2) A processor or manufacturer shall construct a dumping ground in an appropriate place for the purpose of dumping of garbage, residue or any other refuse likely to pose danger to environmental sanitation.

Sanitary measures

- 11.** (1) A processor or manufacturer shall undertake all precautionary measures in ensuring that his produce is properly stored and is free from foreseeable hazards.
- (2) Any person being an owner or having control of premises for processing or storage of sisal or sisal products shall not store or allow materials, articles or chemicals in such premises which are hazardous to life, or which may destroy or distort the quality or standards of sisal or sisal products.
- (3) A person who transports sisal or sisal products shall adhere to clean and safety standards of transportation prescribed by the Board.

Provision of data and information

- 12.** A grower shall, in each year, provide to the Board data and information in respect of sisal cultivation, husbandry and appropriate returns in a form prescribed under the Second Schedule.

PART III REGISTRATION

Application for registration

- 13.**(1) Any person being a grower, processor, manufacturer

and issuance of registration certificate.

or trader in respect of sisal or sisal products shall make an application for registration to the Board in the prescribed form under the Third Schedule.

(2) Without prejudice to the generality of sub regulation (1), an application for registration shall contain the following information-

- (a) full name and address of the applicant;
- (b) type of activity or business;
- (c) location and description of the land area, factory premises or business premises where sisal is grown, processed or traded;
- (d) ownership of the entity;
- (e) projected business plans and expansion programs;
- (f) organization and manpower structure;
- (g) any other information, which may be deemed necessary for the purpose of registration;

(3) The Board shall upon application, register and issue a registration certificate and a registration number to any applicant in fulfillment of the terms and conditions for registration.

(4) A certificate for registration issued pursuant to sub regulation (3) shall be in the form prescribed in the Third Schedule.

(5) A registered grower, processor, manufacturer or trader shall at all times quote his registration number when corresponding with the Board.

(6) A person shall not grow, process, manufacture or trade in sisal or sisal products unless he is registered by the Board.

(7) A person who fails to comply with the provisions of sub regulation (6) commits an offence.

Assignment of powers of registration

14.-(1) The Board may appoint an agent to perform the power of registration on such terms and conditions as it may specify.

(2) An agent appointed under sub regulation (1) shall perform the registration activities specified by the Board in conformity to the provisions of these Regulations.

De-registration

15.-(1) The Board may deregister a grower, processor, manufacturer or trader where it is satisfied that he -

- (a) is no longer carrying out the sisal business;
- (b) without reasonable cause, does not comply with the provisions of the Act or these Regulations;
- (c) fails to file or provide returns to the Board as required under regulation 17 ; or voluntarily withdraws his registration by giving a three months written notice to the Board.

(2) A person aggrieved by the decision of the Board made pursuant to sub regulation (1) may, within sixty days from the date of

receipt of the decision, appeal to the Minister.

(3) A person who was registered and subsequently deregistered by the Board may be re-registered upon such additional terms and conditions as the Board may specify.

Board to keep and maintain separate registers

16. The Board shall keep and maintain a separate register for growers, processors, manufacturers and traders.

Data and information

17. A registered grower, processor, manufacturer or trader shall submit returns to the Board and any other information as the Board may require using forms prescribed in the Second and Seventh Schedules to these Regulations.

PART IV LICENSING

Categories of licenses issued by the Board

18.- (1) The Board shall upon application and on such terms and conditions provided under these Regulations, issue the following categories of licenses to a person registered under these Regulations-

- (a) sisal processing license;
- (b) sisal manufacturing license;
- (c) sisal export license;
- (d) sisal import license; and
- (e) sisal trading license;

(2) All licenses issued under sub regulation (1) shall be in a prescribed form provided under the Fifth Schedule.

(3) A licence shall be valid for a period of one year and may be renewed for another period of one year

Mode of application for a license

19. (1) A grower, processor, manufacturer or trader shall apply to the Board for a license using an application form prescribed in the Fourth Schedule to these Regulations.

(2) For the purpose of application for a license, an applicant shall submit to the Board the following information-

- (a) evidence of registration by the Board: and
- (b) any other information as may be deemed necessary for the purpose of licensing.

(3) Where the Board is satisfied that the applicant has satisfied all requirements necessary for the issuance of the license, it shall within fourteen days from the date of receipt of the application issue the license.

(4) Any license issued by the Board under these Regulations shall be issued subject to terms and conditions as the

Board may impose.

Refusal to issue
license and
appeal

20.-(1) The Board may refuse to issue a license where it is satisfied that-

- (a) the applicant has failed to fulfill the requirements necessary for the issuance of the license ;
- (b) the applicant has no sufficient knowledge, facilities, experience, or financial resources to carry out properly the business of processing, manufacturing, trading, importing or exporting of sisal or sisal products;
- (c) the applicant is unable to comply with the provisions of these Regulations relating to carrying out of the business for which he has applied for.

(2) A person aggrieved by the decision of the Board pursuant to the provisions of this regulation may appeal to the Minister within sixty days after the date of the receipt of the decision.

Powers to
revoke or
suspend license

21.-(1) The Board may revoke or suspend a license if the holder of the license has-

- (a) been convicted of an offence under the Act and these Regulations;
- (b) ceased to carry out the business in respect of which the license was issued;

(2) The Board shall give reasons and accord an opportunity to be heard to any person whose license has been revoked or suspended.

(3) A suspension period of a license made under this Regulation shall not exceed sixty days.

(4) Any person whose license has been revoked or suspended by the Board shall not transact in any business for which a license is issued during the period of revocation or suspension.

(5) Any person who fails to comply with the provisions of sub regulation (4) commits an offence.

(6) The Board may lift revocation or suspension of a license where the circumstance under which the license was revoked or suspended has been rectified.

Appeal for
revocation and
suspension

22. A person aggrieved by the decision of the Board in respect of the revocation or suspension of a license under these Regulations, may, within sixty days, appeal in writing to the Minister.

Transfer and
assignment of
license

23.-(1) A person issued with a license by the Board shall not lend, transfer or assign the license to any other person save with the prior permission of the Board.

- (2) A person who contravenes the provisions of sub

regulation (1) commits an offence and shall, on conviction, be liable to a fine not less than one million shillings or to an imprisonment of a term not less than twelve months or to both.

PART V
QUALITY ASSURANCE AND INSPECTION

Appointment of
quality
assurance
officers

24.-(1) The Board shall appoint qualified and experienced persons to be quality assurance officers.

(2) The qualifications for quality assurance officers shall include-

- (a) a diploma or above in agriculture or relevant field;
- (b) working experience of not less than two years in an agricultural or relevant field preferably in the sisal industry;
- (c) any other relevant qualifications as the Board may deem fit.

Functions of
quality
assurance
officers

25. The quality assurance officers shall perform the following functions-

- (a) monitor the adherence of good crop husbandry practices by growers;
- (b) ensure proper and safe use of fertilizers, herbicides, fungicides and insecticides by growers;
- (c) monitor water utilization and environmental management in respect of sisal or sisal products;
- (d) carry out leaf potential estimates in sisal farms which might involve undertaking corona and field tests;
- (e) inspect and monitor leaf cutting, transportation, decortications, fibre drying, brushing, grading, baling and bales storage to ensure compliance with the prescribed standards;
- (f) inspect sisal fibre or sisal products in order to ensure compliance with prescribed standards;
- (g) inspect plant and machinery for processing or manufacturing of sisal or sisal products;
- (h) ensure that all sisal operations are carried out within acceptable established quantity and quality standards;
- (i) perform any other function as the Board may deem necessary.

Powers of
quality
assurance
officers

- 26.**-(1) A quality assurance officer may, for the purposes of-
- (a) securing compliance with the provisions of these Regulations;
 - (b) implementing directions given by the Board; or

(c) detecting and establishing any breach of any such provisions or directions:

take samples of any sisal or sisal product found in any premises for conducting tests as may deem necessary.

(2) A quality assurance officer may condemn or order re-grading of any consignment of sisal or sisal derivative which is found not to conform to approved grades or is not properly marked or is of poor quality standards.

(3) A quality assurance officer may require the holder of any permit or license to produce books, records or returns in respect of production, stock returns, plantation returns, labour returns or sales returns for both local and export sales and research and development returns if any.

(4) The quality assurance officer may at any time-

- (a) prior to the sale by the grower;
- (b) after processing;
- (c) prior to export, or
- (d) at the storage point;

cause the review of any type of grade of sisal or its derivative-

(5) Any person who obstructs a quality assurance officer in the exercise of the functions conferred upon him by these Regulations, or neglects or refuses to produce to the quality assurance officer any book or record which the quality assurance officer may request to be produced for inspection, commits an offence and shall, on conviction, be liable to a fine not less than five hundred thousand shillings or imprisonment for a term not less than six months.

Grading,
blending or
marking of
sisal and sisal
products

27.-(1) A processor, manufacturer or trader shall ensure that sisal fibre or sisal products are properly graded or blended to comply with the approved standards and internationally recognized standards as prescribed in the Sixth Schedule to these Regulations;

(2) A sisal manufacturer or processor shall use the mark registered with the Board for the grade or blend produced.

(3) The following information shall be clearly displayed and visible on the mark specified in sub regulation (2):-

- (a) type of product,
- (b) date of manufacture and expiry if any;
- (c) grade or blend,
- (e) weight,
- (f) number,

(g) produce of Tanzania; and

(h) any other information the manufacturer or processor may wish to display.

Restriction on use of grades or blends

28.- (1) A person shall not trade in sisal or sisal products which is not of the recognized grades or blends and which does not comply with such blends or grades or defined types and characteristics or specifications.

(2) A person shall not use any mark other than the mark registered in accordance with regulation 27(2).

(3) Any person who fails to comply with the provisions of this regulation commits an offence.

PART VI CONTRACT FARMING

Contract farming

29. Subject to the provisions of Section 19A of the Act, a contract farming entered into by parties to the contract shall be in the prescribed standard form provided under the Seventh Schedule.

Content of contract of farming

30.-(1) Subject to the requirements of Section 19A(2), a contract of farming shall contain-

- (a) clearly specified product under consideration;
- (b) clearly established prices, payment obligations and other financial obligations;
- (c) a dispute settlement clause;
- (d) a signature clause;
- (e) specified crop production estimates, corresponding input requirements and the price thereof;
- (f) witnesses to the contract; and
- (g) any other relevant information.

(2) In the event a financier is desirous of entering into a contract with a grower having an outstanding debt from a different financier, the parties shall state in the contract, the method of repayment or offset of the debt and shall execute their agreement upon notifying the grower's creditor

Registration of contract of farming

31.-(1) The parties shall submit in quadruplet the contract farming agreement to the Board for registration within thirty days upon signing.

(2) The Board shall verify and register the contract farming agreement and return copies to the respective parties.

Failure to register a contract

32. A contract farming agreement which is not verified and registered by the Board shall not be enforceable.

farming
agreement

Dispute
settlement
mechanism

33. Where any dispute arises between the parties in respect of provisions of the contract farming agreement, it shall be settled as provided for in the dispute settlement clause of the respective agreement.

Review of
standard form
contract

34. The contract farming model as provided in the Seventh Schedule may be reviewed and agreed by key stakeholders in the stakeholders meeting.

PART VII SALES AND MARKETING

Board to
announce
indicative price

35.-(1) The Board shall, after consultation with other stakeholders, announce indicative price for buying sisal every after three months which shall be used as a minimum price.

(2) Subject to the provisions of sub regulation (1), negotiations for the establishment of the actual price of sisal shall be done between growers, or processors or manufactures on one hand and traders on the other.

(3) The actual price arrived at under Sub regulation (2) shall not be below the indicative price.

PART VIII STAKEHOLDERS FORUM

Composition of
annual
stakeholders
meeting

36. (1) There shall be an annual stakeholders meeting which shall be composed of key stakeholders of the Sisal industry.

(2) The key stakeholders shall constitute members of an annual stakeholders meeting.

(3) The composition of members of an annual stakeholders meeting shall be as prescribed in the Ninth Schedule.

Role of
stakeholders
meeting

37. Subject to the provisions of section 8A of the Act, the roles of the stakeholders meeting shall be to-

- (a) deliberate and make resolutions on matters arising from the agenda and during the meeting;
- (b) form committees and working groups for the better carrying out the shared functions;
- (c) deliberate and determine indicative price for Sisal;
- (d) implement any other matter for sustainability and stability of the Sisal industry.

Procedures for
stakeholders
meetings

38. Stakeholders shall adopt or review stakeholders meeting procedures as prescribed in the Ninth Schedule.

Implementation of stakeholders meeting resolution

39. The stakeholder’s secretariat shall be responsible to follow up and coordinate the implementation of all stakeholders meeting resolutions.

**PART IX
SHARED FUNCTIONS BY LOCAL GOVERNMENT AUTHORITIES**

Matters for consideration by Local government authorities

40. Subject to the provision of section 20A of the Act, the Local government authorities shall, in the implementation of the shared functions agreed by stakeholders, take into consideration and ensure the following-

- (a) increased production of the sisal in their respective areas;
- (b) proper farming and husbandry of sisal;
- (c) maintenance of quality of sisal from production to market level;
- (d) proper maintenance and use of sisal feeder roads.

Implementation of stakeholders meetings resolutions by Local Government Authorities

41. For the purpose of ensuring implementation of resolutions in the stakeholders meetings, Local government authorities may present their implementation report in the annual stakeholders meeting.

**PART XI
MISCELLANEOUS PROVISIONS**

Strategic Plan

42.The Board in collaboration with other stakeholders shall develop a crop strategic plan in which it shall draw its strategic action plan

Power to issue guidelines

43. The Board may issue guidelines for the effective implementation of the Act and these Regulations in relation to production, processing, marketing, exportation and importation of sisal.

Board to develop staff performance standards

44.-(1) The Board shall develop staff performance evaluation scheme, which shall be based on physical achievement of the set out targets derived from strategic action plan.
(2).For the purpose of evaluating staff performance, the Director General shall assess his employees using the prescribed form provided under the Tenth Schedule.

Value chain analysis in service delivery

45. In ensuring compliance to standards of service to stakeholders, the Board in collaboration with other key stakeholders shall observe that-

- (a) the roles and responsibilities of each actor in the Sisal industry contributes to adding value to the development of the Sisal industry;
- (b) the potential for adding value through the means of cost

- advantage or differentiation is enhanced;
- (c) the sisal industry attains sustainable competitive advantage.

Information
and data
collection

46.-(1) A registered trader, processor, manufacturer, importer or exporter, shall where applicable, submit to the Board a monthly return of-

- (a) volume in tonnage of sisal purchased, processed, manufactured and price thereof;
- (b) amount and value of sisal exported or imported; and
- (c) any other information as the Board may deem necessary.

(2) The monthly returns specified under sub regulation (1) shall be in the prescribed form provided under Eighth Schedule.

(3) Every monthly return shall be submitted to the Board within fifteen days of the following month.

(4) The Board shall compile and furnish a copy of the monthly report to the respective key stakeholders.

(5)The Board shall maintain all statistical data and information relating to the sisal industry in the country.

General
offence and
penalty

47. A person who contravenes any of these Regulations where no other punishment has been specified commits an offence and shall upon conviction be liable to a fine not exceeding five million shillings or to a term of not exceeding seven years or to both such fine and imprisonment.

Corporate
liability

48. Where any offence against these Regulations has been committed by any person with the consent or approval of a Director, manager, secretary or any other authorized officer with the capacity as a Director of that body corporate, shall be deemed to have committed the offence in the corporate name.

Compliance
with the Act

49. The provisions under these Regulations shall be construed in accordance with the provisions of the Act.

FIRST SCHEDULE

(Made under regulation 4(2))

SISAL CROP HUSBANDRY

AGRONOMIC PRACTICES

1. **Land clearing** (hand and mechanical)
Land should be brush cut followed by hand cleaning and burning in order to make it fit for mechanical cultivation.
2. **Land preparation**
A thoroughly land preparation (reaping, ploughing, and harrowing) must be observed so as to reduce subsequent weed growth. Land preparation should normally be done before the onset of the rain season.
3. **Nursery preparation**
Good planting material from nursery is an essential prerequisite for best sisal production. Bulbils nursery site must be well prepared and bulbils should be carefully collected and graded before planting. Sisal residues must be used as manure and mulch to improve soil fertility structure and aeration.
4. **Planting:**
 - (a) Planting materials such as nursery seedlings are recommended at all times rather than suckers. Suckers can only be used under special circumstances and should be carefully selected and graded as stipulated by a competent sisal research institute.
 - (b) Meristematic Tissue Culture sisal plantlets have proven to be best planting materials and they can be obtained from a competent sisal research institute
 - (c) Before planting it is recommended to carryout soil analysis to determine soil fertility status of a particular field.
 - (d) Fertilizer applications are essential for maintenance of soil fertility for subsequent high growth rate of plants.
 - (e) Where applicable liming is essential for maintenance of soil PH for subsequent high growth rate of sisal plants.
 - (f) Rotational planting programme should be followed closely because failure to plant in a particular year leads to reduction in leaf potential for production in the subsequent years.
5. **Field maintenance:**

Immature sisal- For effective weed control weeding frequency should be at least four times per year. Herbicide application should be used as recommended by a competent sisal research institute.

 - (a) **Mature sisal-** there should be at least three cycles of cleaning per year.
 - (b) Fertilizer application, chemical/sisal residues application should be done as recommended by a competent sisal research institute.
 - (c) Cover crops should be used e.g. - Tropical kudzu, *Dolichos beans*- (Ngwasha), *Centrosema pubescens*. Also other leguminous crops such as cowpeas, green gram, beans, soybeans and bambara groundnuts are recommended.

6. Cutting:

- (a) Timely cutting should be observed to reduce leaf loss which might be caused by Korogwe Leaf Spot.
- (b) Cutting programmes should be prepared in order to guide management on field operations and processing and it is essential to have an activity programme.

7. Processing:

(a) **Decortication:**

The decorticator should be finely tuned and have an efficiency of not less than 75% to ensure minimum loss of fibre, to attain this the decorticator must be frequently maintained by competent technicians.

- (b) **Drying:** Decorticated fibre should be dried within twelve hours after decortication so as to maintain its quality.

(c) **Brushing and Grading:**

The dried sisal fibre should be brushed after three hours after being lifted from drying lines. Brushing machines must be in good condition to produce good quality fibre. Brushing should be done to remove any hanging impurities and impart a shine to the fibre before it is baled for sale. Grading must be done properly and in accordance with internationally recognized standards of fibre classification.

(d) **Baling and storage**

Baling and press machines should be in good working condition to produce appropriate bales of different weights and sizes. The press machine needs to be checked and maintained regularly. Bales should be stored securely in a clean room or warehouse or godown.

8. The manner in which sisal shall be stored:

Sisal fibre and products shall be stored in the following conditions:

- (a) The sisal fibre and products shall be stored in a cool dry place away from risks of fire hazards and other adverse weather conditions.
- (b) The warehouse or go-down where the sisal fibre and products shall be stored should be built in such a way that it does not allow rodents or vermin and floods to enter the premises.
- (c) The floor should not be smooth but rough so that workers are guaranteed safety i.e. they should not slip in the course of carrying out their duties.
- (d) The roof and rafters of the warehouse shall be high enough e.g. about 2-3 metres from the floor in order to maintain light and good aeration.
- (e) The ware-house or go-down shall have windows above the walls to allow light and air into the ware-house or go-down.

9. The manner in which such a storage place shall be maintained:

The go-down/ ware house shall be maintained in such condition that-

- (a) Roof and floor should be in a condition that doesn't allow leakage, i.e. no wall cracks and good roof.
- (b) Fibre and products must be placed in clean wooden/metal pallets and not direct on the floor.
- (c) Every grade must be placed on a distinguishable separate place.
- (d) Fibre or products should be placed 1 or 2 meters far from the wall and aside each other to allow safety inspection.
- (e) There will be no dirt, waste fibre or dust, which could pose risks of fire, attract insects and vermin (rodents).
- (f) The place should not store any inflammable materials such as fuel- kerosene diesel petrol and other hazardous materials.
- (g) The warehouse shall have five or more prevention equipment i.e. fire extinguishers, fire hydrants water hoses, sand buckets and water bower.

- (h) The fire protection equipment shall be inspected yearly or any period as set by Government regulations. The equipment shall be inspected by the relevant authority.
- (i) There should be regular fumigation of a go-down or store to kill all insects and vermin such as termites, ants, snakes and mice in the premises.

10. Specification of the store:

The store shall have enough space for storing the fibre or sisal products and to allow movement of the people in baling and staking, the minimum measurement should be 4m x 8m x 20m. The size may vary depending in the volume of business.

TANZANIA SISAL BOARD

P.O.BOX 277, TANGA

Form TSB-03

COMPANY/ESTATE

MONTHLY PLANTATION REPORT (IN HECTARES) FOR THE MONTH OFYEAR.....

	EXISTING HECTARES TO 31ST DECEMBER PREVIOUS YEAR	HECTARES PLANTED THIS MONTH	NEW HECTARES PLANTED THIS YEAR TO DATE	MATURE SISAL CUT OFF THIS MONTH	MATURE SISAL CUT OFF THIS YEAR	TOTAL EXISTING HECTARES END OF THIS MONTH
NURSERY						
IMMATURE SISAL						
MATURE SISAL						
OTHER CROPS						
OTHER LAND						
INFRACTURE						
FOLLOW LAND						
TOTAL AREA						

NAME.....DESIGNATION.....SIGNATURE.....

VERY IMPORTANT

This form is to be completed in duplicate the **ORIGINAL** is to be submitted to TANZANIA SISAL BOARD.

It must reach the addressee not later than the 5th of the following month.

TANZANIA SISAL BOARD

P.O.BOX 277, TANGA

Form TSB-04

LABOUR RETURN FOR THE MEONTH OF20.....

COMPANY/ ESTATE	TOTAL NUMBER EXISTING AT THE BEGINNING OF THE MONTH		NEW EMPLOYEMENT		DEVELOPMENT		TOTAL NUMBER EXISTING AT THE END OF THE MONTH	
	PERMANENT	CASUALS	PERMANENT	CASUALS	PERMANE NT	CASUAL S	PERMANENT	CAS UA LS

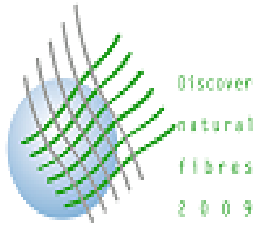
NAME.....DESIGNATION.....SIGNATURE.....

VERY IMPORTANT

This form is to be completed in duplicate the **ORIGINAL** is to be submitted to TANZANIA SISAL BOARD. It must reach the address not later than 5th the following month.

THIRD SCHEDULE

(Made under regulation 13(1))



APPLICATION FORMS FOR REGISTRATION

TANZANIA SISAL BOARD

P.O. Box 277 Tanga, Tanzania. TEL/FAX: +255 27 2645060

Tasma Road, Katani House, Ground Floor

E-Mail: tansisal@kaributanga.com Web Site:

<http://www.tsbtz.org>

Form TSB-05
SN.....

To: Director General,
Tanzania Sisal Board

APPLICATION FORM FOR REGISTRATION

(Made under regulation 13(1) of the Sisal Industry Regulations 2011)

(1) PARTICULARS OF APPLICANT

I/We.....

...of P.O. Box

.....Tel:.....Fax:.....

E-Mail Address..... Website

Address.....

Owner.....Sisal Fibre / Product Processing Plant
with

.....situated

at.....

in.....District.....Regio
n.

(2) GROWING / PROCESSING / MANUFACTURING PLANT DETAILS:

(a) The name of the estate / factory
is:.....

(b) Its designed production / processing capacity
is:.....tons of
.....

...(Mention Product)

(c) Factory processing
standard:.....

.....(Mention Product
Grades)

(d) Number of employees
Skilled Workers:.....

Semi Skilled Workers:.....

Non-Skilled Workers:.....

I/We intend to operate for.....hours per day and produce so many units of

.....(Mention product)

(3) DECLARATION:

I/We hereby declare that the farm / plant has been dully inspected and passed by the Board Quality Assurance Officers as per attached report No:.....date issued by the Board.....

I/We declare that I/We shall abide by the regulations and conditions governing the growing / processing of sisal as provided under Sisal Industry Act and its Regulations.

.....
Signature

.....
Designation

.....
Stamp

Certificate Of Registration

This is to certify that

M/S.....
was on.....

registered with Tanzania Sisal Board for a period of two years, in accordance with the Sisal Industry Act No.2 of 1997 and subject to the terms and conditions of sisal growing / processing/ trading license and as per the Sisal Industry Regulations 2011 and issued with the following:-

GRN:

PRN:

MRN:

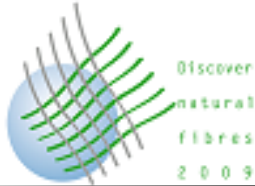
TRN:

.....
Director General

FOURTH SCHEDULE

(Under Regulation 19(1))

APPLICATION FORMS FOR LICENSES



TANZANIA SISAL BOARD

P.O. Box 277 Tanga, Tanzania. TEL/FAX: +255 27 2645060

Tasma Road, Katani House, Ground Floor

E-Mail: tansisal@kaributanga.com Web Site: <http://www.tsbtz.org>

Form TSB-07

SN.....

To: Director General,
Tanzania Sisal Board

APPLICATION FORM FOR SISAL PROCESSING / MANUFACTURING LICENSE
(Made under Regulation 19(1))

(1) PARTICULARS OF APPLICANT

I/We.....
...of P.O. Box
.....Tel:.....Fax:.....
E-Mail Address:.....Website
Address.....
Owner.....Sisal Fibre / Product Processing Plant
with
.....situated
at.....
in.....District.....Region.

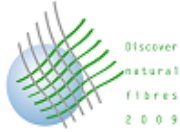
(2) PROCESSING / MANUFACTURING PLANT DETAILS:

- (a) The name of the factory
is:.....
- (b) Its designed processing capacity is:.....tons of
.....(Mention
Product)
- (c) Factory processing
standard:.....
.....(Mention Product
Grades)
- (d) Number of employees
Skilled Workers:.....
Semi Skilled Workers:.....
Non-Skilled Workers:.....

I/We intend to operate for.....days and produce so many units of
..... (Mention product)

(3) DECLARATION:

I/We hereby declare that the plant has been dully inspected and passed by the Board's
Quality Assurance Officers as per attached report



TANZANIA SISAL BOARD
 P.O. Box 277 Tanga, Tanzania. TEL/FAX: +255 27 2645060
 Tasma Road, Katani House, Ground Floor
 E-Mail: tansisal@kaributanga.com Web Site: <http://www.tsbtz.org>

Form TSB-08

SN.....

To: Director General,
 Tanzania Sisal Board

APPLICATION FORM FOR SISAL TRADING LICENSE

(Made under regulation 19(1))

1) Particulars of Applicants:

I/We.....
 ...of P.O. Boxand holders of Business License
 No:.....TRN.....
 (attached) issued at.....wish to apply for sisal fibre /
 products Trader's License.

2) Areas of Operation

I/Weintend to operate
 in.....District

 inRegion

3) Financial Arrangement:

I/We confirm that, I/We will have no problems with financing and same can be confirmed
 by my/our
 bankers:.....
 of P.O. Box.....Phone:.....Fax:.....

4) Declaration:

I/We declare that I/We shall abide by the regulations governing the procurement of sisal
 fibre / products from farmers / processors as issued and as will be directed by the Board
 from time to time

.....

Signature

.....

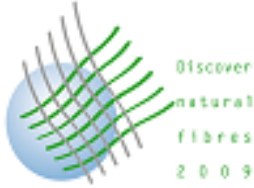
Designation

Official Stamp

Note: See conditions overleaf

FIFTH SCHEDULE

(Under regulation 18(2))



TANZANIA SISAL BOARD

P.O. Box 277 Tanga, Tanzania. TEL/FAX: +255 27 2645060

Tasma Road, Katani House, Ground Floor

E-Mail: tansisal@kaributanga.com Web Site: <http://www.tsbztz.org>

Form TSB-09

SN.....

SISAL PROCESSING LICENSE

(Made under Regulation 18(2))

License No.....

is hereby granted to

M/s.....

Reg. No.....of P.O. Box.....

To process Sisal at the factory's premises located at.....District in.....Region

Issued on:.....

Expires on:.....

Issued at:..... this day of:.....

Authorizing Officer.....

Signature.....

Designation.....

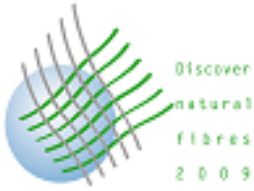
Date:.....

Official Stamp/Seal:.....

Note: See conditions overleaf.

CONDITIONS FOR SISAL PROCESSING LICENSE

- (a) The processor shall obtain and display a valid processor's license in an easily accessible place in a conspicuous manner.
- (b) The processor shall maintain and work a processing facility in a proper manner as designated, in such a way as to obtain best quality sisal fibre.
- (c) The processor shall ensure that all processed sisal is correctly graded as per the sisal grades definitions of the Board.
- (d) The processor shall provide monthly reports to the Board on all information pertaining to quantity, quality and dispatches of processed Sisal.
- (e) The Board may exercise its powers in accordance with the Tanzania Sisal Industry Act No. 2 of 1997 and Regulations to cancel or suspend a processing license if a licensee fails to comply with terms and conditions of the license.
- (f) This license is not transferable.
- (g) The validity of the license shall end 31st December each year.



TANZANIA SISAL BOARD
P.O. Box 277 Tanga, Tanzania. TEL/FAX: +255 27 2645060
Tasma Road, Katani House, Ground Floor
E-Mail: tansisal@kaributanga.com Web Site: <http://www.tsbztz.org>

Form TSB-10

SN.....

SISAL MANUFACTURING LICENSE
(Made under section Regulation 18(2))

License No......

is hereby granted to M/s......

Reg. No......**of P.O. Box.**.....

To spin /manufacture sisal:.....
.....(Mention Products)

At the factory's premises located at.....District.....Region

Issued on:.....

Expires on:.....

Issued at:.....**this day of:**.....

Authorizing Officer.....

Signature.....

Designation.....

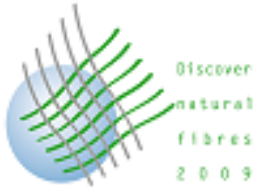
Date:.....

Official Stamp/Seal:.....

Note: See conditions overleaf

CONDITIONS FOR SISAL MANUFACTURING LICENSE

- (a) The spinner / manufacturer shall obtain and display a valid manufacturer's license in a conspicuous manner.
- (b) The spinner / manufacturer shall maintain and work the mill / plant in a proper manner as designated, in such a way as to obtain best quality sisal products.
- (c) The spinner / manufacturer shall ensure that all sisal delivered to the mill / plant is correctly graded as per the sisal grades definitions by the Board.
- (d) The spinner / manufacturer shall provide monthly reports to the Board on sisal products received showing grades, quantity and price in the forms prescribed by the Board.
- (e) The spinner / manufacturer shall ensure that sisal product packaging materials are dully labeled.
- (f) The Board may exercise its powers in accordance with the Tanzania Sisal Industry Act No. 2 of 1997 and Regulations to cancel or suspend a growing or buying license if a licensee fails to comply with terms and conditions of the license.
- (g) This license is not transferable.
- (h) The validity of the license shall end 31st December each year.



TANZANIA SISAL BOARD
P.O. Box 277 Tanga, Tanzania. TEL/FAX: +255 27 2645060
Tasma Road, Katani House, Ground Floor
E-Mail: tansisal@kaributanga.com Web Site: <http://www.tsbzt.org>

Form TSB-11

SN.....

SISAL TRADING LICENSE
(Made under *ection* Regulation 18(2))

License No.....

is hereby granted to

M/s.....

of P.O.

Box.....

to trade in sisal in the United Republic of Tanzania

Issued on:.....

Expires on:.....

Issued at:.....this day of:.....

Authorizing Officer.....

Signature.....

Designation.....

Date:.....

Official Stamp/Seal:.....

Note: See conditions overleaf.

CONDITIONS FOR A SISAL TRADING LICENSE

- (a) Every Trader shall display this license in an easily accessible place in a conspicuous manner.
- (b) Every trader must be registered with the Board.
- (c) The Board may exercise its powers under the Tanzania Sisal Industry Act No. 2 of 1997 and Regulations to cancel or suspend a trading license if a licensee fails to comply with terms and conditions of the license.
- (d) This license is not transferable.
- (e) The validity of the license shall end 31st December each year.

CONDITIONS FOR A SISAL EXPORT LICENSE

- (a) All sisal fibre/products must bear the correct label and the address of the exporter.
The Board may exercise its powers in accordance with the Tanzania Sisal Industry Act No. 2 of 1997 and Regulations to cancel or suspend the exporter license if a licensee fails to comply with terms and conditions of the license.
- (b) Compliance with these Regulations does not exempt or preclude anyone from adhering to other procedures promulgated by the Government as far as export and import procedures are concerned.
- (c) Exporters shall keep records of all transactions and must submit returns to the Board.
- (d) This license is not transferable.
- (e) The validity of the license shall end 31st December each year.

CONDITIONS FOR A SISAL IMPORT LICENSE

- (a) All sisal fibre/products must bear the correct label and the address of the importer.
The Board may exercise its powers in accordance with the Tanzania Sisal Industry Act No. 2 of 1997 and Regulations to cancel or suspend the importer license if a licensee fails to comply with terms and conditions of the license.
- (b) Compliance with these Regulations does not exempt or preclude anyone from adhering to other procedures promulgated by the Government as far as export and import procedures are concerned.
- (c) Importers shall keep records of all transactions and must submit returns to the Board.
- (d) This license is not transferable.
- (e) The validity of the license shall end 31st December each year.

SIXTH SCHEDULE

(Made under regulation 27(1))

APPROVED GRADES BY TANZANIA SISAL BOARD

- (1) Grade 1-length, from 90cm upwards, free of defective decortications properly brushed, free of tow cutting and dust free whose colour may vary from creamy white to cream.
- (2) Grade A-length, between 75cm and 90cm upwards, free of defective decortications; properly brushed; free of tow; cuttings and dust; free of tousled and bunchy ends whose colour may be slightly yellowish.
- (3) Grade 2-length, between 75cm and 90cm, free of defective decortications, properly brushed, free of tows, cuttings and dust, free of tousled and bunchy ends whose colour may vary from creamy white to cream.
- (4) Grade 3L- length minimum 90cm, free of defective decortications, properly brushed free of tows, cuttings and dust, free of tousled and bunchy ends whose colour may be slightly yellowish.
- (5) Grade 3S- length between 60cm and 90cm, free of defective decortications, properly brushed, free of tows, cuttings and dust, free tousled and bunch ends whose colour may vary from creamy white to slightly yellowish.
- (6) Grade UG (or R) length from 60cm to 90cm, free of defective decortications, properly brushed, free of tow, cuttings and dust, free of tousled and bunchy ends. Colour may vary from white to yellowish and light green.
- (7) Grade SSUG- Length should not be less than 60cm. This is the fibre which does not conform to standard UG grade. Colour may vary from yellowish to more darkish and blemished.
- (8) Grade UF-length from 60cm upwards, slightly barky runners and harshness are permissible. Brushed and unbrushed fibre is allowed. Free of dust and under corticated barks. Colour may be blemished, greenish, yellowish, brownish due to delayed decortications and blackish but not rotten.
- (9) Grade S.C.W.F – Short Clean white fibre: Length between 45cm and 60cm. Free of defective decortications, properly brushed, free of tow, and dust free tousled and bunchy ends colour may vary from creamy white to cream.
- (10) TOW 1- Pieces of fibre that comes out behind the brushing machines. Entirely free of fine fibre, dust, sweeping knots and undercorticated barks. Colour may vary from creamy white to cream.
- (11) TOW 2 –Pieces of fibre that comes out behind the brushing machine entirely free of line fibre, dust, sweeping knots and under corticated barks. Colour may be yellowish, greenish, and brownish.
- (12) Flume Tow – Fibre cuttings extracted from the flume channel and dried.
- (13) UHDS – length 60cm upwards and its fibre, which comes from unwashed hand, decorticated sisal. It can be brushed or not brushed and colour may be blemished, greenish, brownish and blackish but not rotten.

—————
SEVENTH SCHEDULE

STANDARD FORM AGREEMENT FOR CONTRACT FARMING

—————
(Made under Regulation 29)
—————

This agreement is made onday of20.....

BETWEEN

(Registered farmer herein referred to as the Grower)

Full Name.....
Address:.....Tel.....Email.....
Factory location:.....District.....
Registration No.....
Farm details: LocationAcreage (under tea).....

AND

(Sisal buyer/Sisal processor/Sisal investor/Banker herein referred to as Financier)

Full Name.....
Address:.....Tel.....Email.....
*Factory location:.....District.....
*Registration No.....

Preamble;

WHEREAS the Grower is desirous to grow and sell sisal in his field located at
.....
.....

WHEREAS the Financier is desirous to
.....
.....

AND WHEREAS the grower is desirous to access (Hereinafter referred to as
“facility”) for sisal growing activities and the financier is willing to provide
..... to the grower on terms and conditions set forth in this agreement

NOW THEREFORE the parties agree as follows:

A: Joint undertaking

1. The contract shall operate from.....toand may be extended on mutually agreed terms and conditions
2. Any alteration, extension or renewal of the contract shall form an addendum to this Agreement and shall be submitted to the Board for approval and registration.
3. This contract is not transferable and cannot be assigned save as agreed by the parties.
4. A sale agreement drawn between the parties, if any, shall be countersigned in four copies and delivered to the Board as an appendix to this contract.
5. The parties to the contract shall adhere to their obligations in the contract and failure of which, a party in default shall be required to remedy the other.
6. The parties shall agree and observe provisions on internal governance

B; The Grower undertakes

I. SPECIFIC.....
.....

II.GENERAL

1. Not to enter into any contract with any other financier, content of which is similar to the subject matter of this contract
- 2 To disclose and give status on any previous or existing contractual obligations.

C: The Financier undertakes

I. SPECIFIC.....
.....

II. GENERAL

- 1 Not to enter into any contract with any other financier, content of which is similar to the subject matter of this contract
2. To disclose and give status on any previous or existing contractual obligations where applicable

E: Law Applicable

1. This agreement shall be governed by the Laws of the United Republic of Tanzania.

F: Dispute resolution

1. Any dispute arising between parties to this Contract shall in the first instance be mediated by the Board, failure of which may entitle either party to seek other remedies in accordance with the laws of Tanzania

G: Annextures

1. The following documents shall form part of this contract
.....

.....
IN WITNESS WHEREOF the parties have executed these presents on the date first above written and in the manner appearing herein below;

Grower	Witness
Full Name: _____	Full Name: _____
Signature: _____	Signature _____
Date: _____	Date: _____

Financier	Witness
Full Name: _____	Full Name: _____
Signature: _____	Signature _____
Date: _____	Date: _____

Copies to be provided to: The Board, District Council, Association, Buyer and Grower

Attachment:

List of members of the growers represented under this contract.

FOR OFFICIAL USE ONLY

Approved/Not approved by the Board

Reasons.....

Registration No.....

Signature

Designation.....

Seal.....

Date.....

District Country.....

Village Area.....

No. of Growers Grower's Registration No.

Date of Signature Date of Recording

No. of farmers under the association/cooperatives grouped under the member village appendix with each member farmer signature.....

EIGHTH SCHEDULE

(Made Under Regulation 46 (2))

TANZANIA SISAL BOARD

Form TSB-14

P.O.BOX 277, TANGA

COMPANY/ESTATE.....

DATE.....20.....

1. PRODUCTION AND STOCK (IN TONS) RETURN FOR THE MONTH OF.....20.....

DESCRIPTIONS	GRADES												
	No.1	No. A	No. 2	3 L	3 S	UG	TOTAL LINE FIBRE	TO W1	TO W2	TOTAL TOWS	UF	FLU ME TO W	GRAN D TOTA L
Stock at estate on 1 st20.....													
Produced during the month													
Total													
Dispatched during the month													
Stock at estate end of20...													

2. EXPORT SALES (IN TONS) FOR THE MONTH OF20.....

DATE	CONTRACT NO.	GRADE	TONS	PRICE(FOB/CIF)	DESTINATION	SHIPMENT PERIOD

2. LOCAL SALES (IN TONS) FOR THE MONTH OF20.....

DATE	CONTRACT NO.	GRADE	TONS	PRICE (FOB/CIF)	DESTINATION	SHIPMENT PERIOD

3.PRODUCTION ESTIMATES FOR JANUARY TO DECEMBER 20.....(IN TONS)

MONTHS	GRADES												
	No.1	No.A	No.2	3L	3S	UG		TOTAL LINE FIBRE	TOW1	TOW2	TOTAL TOWS	UF	FLUME TOW
1													
2													
3													
4													
5													
6													
8													
9													
10													
11													
12													

4. BALING RATE: LINE FIBREBALES PER TON

TOW..... BALES PER TON
 FLUME TOW..... BALES PER TON
 UF..... BALES PER TON

5.CERTIFICATION: We certify that the production as declared above has been brushed, graded and baled is good and marketable.

Yours faithfully

Signature.....Name.....

Designation.....Official Rubber Stamp.....

6.VERY IMPORTANT

This form is to be completed in duplicate. The **ORIGINAL** is to be submitted to the TANZANIA SISAL BOARD. It must reach the addressee not later than the 5th of the following month.

VERY IMPORTANT

This form is to be completed in duplicate the **ORIGINAL** is to be submitted to TANZANIA SISAL BOARD.

It must reach the addressee not later than the 5th of the following month.

NINTH SCHEDULE

(Made under regulation 38)

PROCEDURES FOR SISAL STAKEHOLDERS FORUM

1. INAUGURATION

1.1 The inaugural meeting shall deliberate and approve draft procedures for conduct of stakeholders' forum and subsequent operation and below is the framework for general guidance purposes only.

2. ORGANOGRAM

2.1 The forum is the apex organization in the Sisal Industry whereby all players in the industry have an opportunity to be heard. It creates an ownership of shared vision and identifies ways and means to finance and execute shared functions .The stakeholders shall provide the Chairman and the Board will provide the Secretariat.

3. COMPOSITION

3.1 The composition of the stakeholders of the sisal industry shall comprise of the Lead Ministries, growers including smallholder farmers, processors, manufacturers, traders, researchers, relevant academic institutions, local government authorities, associations, cooperative societies, trusts and service providers;

3.2 The representation of the stakeholders in the Annual Stakeholders Meeting shall be as follows:-

3.2.1 Two (2) representatives from the Ministry responsible for Agriculture

3.2.2 One (1) representative from each Ministry responsible for:-

- i. Industries and Trade
- ii. Energy and Minerals
- iii. Finance and Economic Affairs
- iv. Regional and Local Government Authorities

3.2.3 Fifteen (15) representatives of the Sisal Association of Tanzania

3.2.4 Five (5) representatives of Sisal Smallholder Farmers

3.2.5 Two (2) representatives of a relevant sisal research institution

3.2.6 Two (2) representatives of Academic Institutions

3.2.7 Any other representatives as agreed upon by the stakeholders

4. NOTICE AND AGENDA

4.1 The Board shall schedule a regular Stakeholders Forum at least once a year.

4.2 The Board shall provide the secretariat services for the sisal stakeholders forum.

- 4.3 The notice shall be vide a public media, email, fax and telephone.
- 4.4 Meeting date, time and agenda to be communicated and confirmed at least fourteen days prior to the meeting.
- 4.5 Members shall be invited to transmit agenda items to the secretariat.
- 4.6 Draft minutes of the previous meeting to be circulated to members before the meeting and the final confirmation of the minutes to take place at the meeting.

5. ELECTION OF CHAIRPERSON

- 5.1 The Ministry responsible for Agriculture shall designate a Chairperson for the inaugural meeting.
- 5.2 The Stakeholders Forum shall elect the Chairperson.
- 5.3 The elected chairperson shall serve for a period of three years at a maximum of two terms then shall take a break of two years before he becomes eligible for re-election.
- 5.4 The chairperson shall preside over the meetings. In his absence the present members who form a quorum of a minimum of fifty percent shall wait for the period of thirty minutes then shall elect an interim Chairperson.
- 5.6 Whenever a need arises the Forum can delegate specific issues to working groups comprising of specialists members. All findings and outcomes of the working groups shall be made available to the Forum for decision-making and approval.
- 5.7 The Chairperson shall be the official spokesperson of the Forum

6. ATTENDANCE/PROXY

- 6.1 Membership of meetings is institutional therefore proxies will be accepted at the meetings.
- 6.2 An absent member wishing to vote may appoint a proxy who will vote on his behalf. No proxy can represent more than two members of the Forum.

7 GENERAL

- 7.1 All members in attendance at the Forum shall be accorded equal opportunity to contribute to the meeting.
- 7.2 The Board shall incorporate the business of the Stakeholders Forum in their Annual Reports.

TENTH SCHEDULE

(Made under regulation 44 (2))

TANZANIA SISAL BOARD
P.O. BOX 277,
TANGA.

STAFF APPRAISAL FORM
(Prepared under TSB Staff Services Regulations)

ATTENTION:

- (1) This form **MUST** be completed annually by all staff even those still under probation with an exception of those serving on temporary and casual terms.
- (2) Part of the form shall be completed by the staff himself or herself and the other to be completed by his or her supervisor.

SECTION 1: EMPLOYEE'S PARTICULARS

(To be completed by employee)

Name: (in full) Job Title:
Department/Directorate: Section:
Present station: Basic salary Salary Scale
Incremental date:
Terms of service
I have been under my reporting supervisor for months engaged on the work of
.....

Dar es Salaam,
....., 2011

JUMANNE A. MAGHEMBE
*Minister for Agriculture, Food Security and
Co-operatives*