

MALAWI BUREAU OF STANDARDS

MINUTES OF THE 10TH SQAM PROJECT STEERING COMMITTEE MEETING HELD AT MINISTRY OF INDUSTRY AND TRADE – ZIMBABWE HOUSE CONFERENCE ROOM ON FRIDAY 11 DECEMBER, 2015 AT 02:00 PM

MEMBERS PRESENT

Mr. C. Chiunda	MoIT Co-Chair	cliffchiunda@yahoo.co.uk
Ms. C. Flore-Smerezniak	UNDP Co-Chair	carol.flore@undp.org
Ms. M. Kalyati	EU	milikakalyati@eeas.europa.eu
Mr. C. Phangaphanga	MoIT	clementphangaphanga@yahoo.co.uk
Mr. S. K. Chisale	MoIT	chisalek@yahoo.co.uk
Mr. T. Chikoti	MoIT	chikotitimothy@gmail.com
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Ms. A. Chimbiri	UNDP	agnes.chimbiri@undp.org
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Mr. T. Kavalo	UNDP	titus.kavalo@undp.org
Mr. E. Jere	UNDP/MBS	emmanuel.jere@undp.org
Mr. G. Chimteka	MoF	gchimteka@yahoo.co.uk
Mr. R. Moyo	MBS	rmoyo@mbsmw.org
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Ms. T. Phulusa	MITC	tphulusa@mitc.mw
Ms. T. Chigwenembe	MCCCI	tchigwenembe@mccci.org

APOLOGIES

Ms. M. Peternelj (EU), Mr. J. Lipunga (PPPC), Mr. D. Suma (MoIT), G. Mhango (GTPA)

1.0 OPENING PRAYER

The Co-Chairperson (MoIT) called the meeting to order at 14:10 and the opening prayer was offered by Mr. R. Moyo.

2.0 INTRODUCTIONS

Members made self-introductions.

3.0 OPENING REMARKS

3.1 The co-chairperson (UNDP) welcomed the members present and commended them for contributing to the project with commitment, the whole of 2015, and

3.8 The co-chair (MoIT), finally asked the meeting to find ways of dealing with challenges which were experienced in 2015 so that they should not be experienced again in 2016.

4.0 ADOPTION OF THE AGENDA

The agenda was adopted after removing agenda item number 7 named "*Reflection on IP Review Workshop*".

5.0 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

Minutes of the 9th SQAM Project Steering Committee (SC) meeting were confirmed to be the true reflection of what was discussed after the following amendments were made:

- 5.1** On minute number 9.0, the statement in the minutes was wrongly written as "*Quarter 4 Work Plan for 2016 was presented*" instead of "*Quarter 4 Work Plan for 2015 was presented*", this was corrected.
- 5.2** On minute number 12.0, the statement "*EU was thanked for shading the light on project extension*" was amended to be "*EU was thanked for providing information on project extension*"

6.0 MATTERS ARISING

6.1 Strengthened Capacity of the Malawi Bureau of Standards to Deliver Business Services and to Achieve Financial Sustainability

(a) National Quality Policy (NQP)

The meeting was informed that the consultant finalized the draft National Quality Strategy (NQS) with inputs from the stakeholders. The final draft was circulated and it was accepted. What was remaining was the implementation of the NQS.

The meeting agreed that the Ministry of Industry and trade (MoIT) should facilitate formulation of the NQS implementation committee by end of

December 2015. It was also agreed that there was need to increase awareness on the NQS in order for the people to be familiar with it.

(b) *Review and Set-Up of Organizational Structures, Service Delivery Procedures and Knowledge Management within MBS*

It was reported that the functional review report was sent to the Department of Human Resource Management and Development (DHRM&D) with recommendations from the MBS Board for consideration. However, DHRM&D indicated that the Board recommendations could not be accepted because of lack of technical viability. The meeting then agreed that MoIT should meet with Office of president and cabinet (OPC) to find out which decision would prevail to avoid confusion.

It was also reported that the testing of the modules for Enterprise Resource Planning (ERP) was not concluded as some areas still needed attention and that MBS was working together with Techno-Brain, the consultants, to ensure that all modules should be up and running.

(c) *Preparation of a Business Plan and Monitoring System for MBS*

It was reported that the implementation process of the recommendations of the Institutional Reform report was in the course of being mapped for roll over in 2016.

(d) *Development of a "Marketing Unit" within MBS*

The meeting was informed that development of a "Marketing Unit" within MBS was captured in the functional review report and that it would be implemented when the Government of Malawi approves the report.

(e) *Preparation and Implementation of a Training Plan for MBS*

The meeting was informed that 4 MBS Metrology Services Department (MSD) officers (Mr. Thomas Senganimalunje, Mr. Sekerani Nkhata, Mr. Claims Chiyembekezo and Mr. Moses Kasauka) went to Botswana Bureau of Standards

(BOBS) for a training in Weigh-bridge verification on 29 November to 5 December 2015. After the training Mr. Thomas Senganimalunje proceeded to Mozambique for a study tour at INOQ until 9 December 2015.

The meeting was further informed that some MBS staff from Testing Services Department (TSD) would also go for trainings in Microbiology, food chemistry, pesticides and general chemistry at International Food Safety Training Laboratory, University of Maryland in United States of America (USA) in early 2016.

6.2 Technical Regulations Reviewed to Promote Efficient, Effective and Accountable Delivery of Information in Accordance with SQAM Legislation and Regulations

a) Documentary and Field Survey of the Malawian Situation With Regards To Technical Regulations and Enforcement.

It was reported that this activity would be done by a national consultant in 2016 Q1 and Q2 preceded by the meeting of the Technical Barriers to Trade (TBT) Committee. The TBT committee would meet in the first quarter of 2016; MBS would work together with MoIT to expedite the meeting of the TBT committee and implementation of the activity as well.

b) Data Gathering on Technical Regulation (TR), Analysis and Consolidation.

It was reported that the remaining tasks on this activity would be implemented together with remaining activities under output 4 early 2016.

c) Preparation of a Strategy and a Plan for the Institutionalisation of "Better Regulation" in Malawi

It was reported that this activity would be implemented in 2016. There was a proposal to concentrate on one regulator only at the beginning and add more regulators depending on progress. The NQS implementation team would

comprise the regulators and so project might take advantage of the NQS implementation committee to also handle the issues of this activity.

6.3 Structurally Enhanced Capacity of the Malawi Bureau of Standards for Conformity Assessment Services.

a) Construction of the MBS Building at Main Chichiri Site.

The meeting was informed that the process of engaging the contractor was not finalized because MBS was awaiting guidance from the Government of Malawi (GoM). MoIT indicated that GoM was ready to hold the Ground Breaking Ceremony on the date that would be communicated in due course and that the GoM was more committed to move forward with the project.

The meeting was also informed that the construction works of a heavy mass laboratory and the storage facility under MATCB Project, at Metrology Services Department (MSD), commenced in early November 2015.

b) Develop within MBS an Accredited Product Certification Body [ISO 17065]

The meeting was informed that the UNIDO recruited IE, Mr. Hussain Shaukat, to do the pre-assessment of system documents for ISO 17065. IE commenced the work on 1st December 2015 after concluding similar work for UNIDO in Nigeria, tentatively to be finalized by 12 December 2015.

c) Develop within MBS a Management Systems Certification Body for ISO9001, ISO14001, ISO22000 [ISO17021]

The meeting was informed that UNIDO had recruited IE, Mr. Hussain Shaukat, to do the pre-assessment of system documents for ISO 17021. IE commenced the work in early December 2015 after concluding similar work for UNIDO in Nigeria.

d) Upgraded and Accredited Testing Laboratories in MBS[ISO17025]

The meeting was informed that the training for MBS staff in Microbiology, food chemistry, pesticides and general chemistry at International Food Safety Training Laboratory, University of Maryland in United States of America (USA) would be conducted under activity 1.7 in early 2016.

The meeting was also informed that that document review of the ISO 17025 documentation would be done by the IE in 2016. MBS would submit a request to UNIDO to motivate the choice of the specific IE i.e. BSI trainer on ISO 17025.

The meeting was further informed that High Performance Liquid Chromatography (HPLC), Aflatoxin Reactor and Reference materials were delivered to MBS, installed by the suppliers and accepted by MBS. The training on the software of the equipment would be done in due course. It was also reported that UNIDO concluded the procurement processes for the Universal Testing Machine (UT), Ion Chromatography and Atmospheric Distillation Analyzer and that the equipment would be delivered soon.

e) Upgraded and Accredited Calibration Laboratories in MBS[ISO17025]

The meeting was informed that the Metrology Bill was discussed in parliament but it was not passed. It was referred back to a lot of committees but the meeting noted that there was need to sensitize people and also to explain properly to the Members of Parliament (MPs) on the content and/or issues of the Metrology Bill.

The meeting was also informed that the trainings in Weigh bridge verification was undertaken from 31 November to 5 December 2015 in Botswana under activity 1.7. The training of forklift operators and truck drivers were still in progress.

The meeting was further informed that UNIDO finalized procurement processes of the Mass equipment, Thermometry equipment and Dimensional equipment. The equipment would be delivered at MBS in due course.

f) Establish a Pool of Malawian Auditors

The meeting was informed that MBS was exploring an option that UNIDO should field an International Expert as there was little progress with the other option of a study tour.

6.4 Strengthened, Proactive and Responsive National Enquiry Points (NEP) to the Information and Notification Requirements of WTO/TBT/SPS Agreements

The meeting was informed that MBS was analyzing the recommendations from the report which was produced by the IE (Enrique Sierra) to map the way forward on the recommendations which were stated in the report. The remaining activities would be done together with the activities under output 2 in 2016.

6.5 Sanitary and Phytosanitary (SPS) Infrastructure Improved and Mainstreamed into National Policies

It was reported that Food and Agricultural Organization (FAO) mission was in the country from 9-13 November 2015 for a pre-assessment visit, in which they met a number of stakeholders. The mission was coordinated by FAO-Malawi Office. A report was expected to be produced soon.

The meeting was further informed that there were two ministries involved in the works with FAO i.e. Ministry of Agriculture (MoA) and Ministry of Health and that MBS was coordinating through MoIT.

6.6 Capacity of Small and Medium Sized Enterprises (SMEs), and Particularly Women Led Enterprises, Strengthened to Comply With Quality Requirements

a) Preparation of an Overall Training and Technical Assistance Programme for SMEs, in particular Female and Youth Headed SMEs

The meeting was informed that the IE for cohort I would be fielded in 2016 to initiate support on 7 SME's companies on ISO22000 [Act. 6.2] and ISO9001

[Act. 6.3]. UNIDO indicated that it was in process of contracting the IEs who will assist the 7 SME's companies.

The meeting was also informed that MBS was considering of taking an alternative of just doing a value chain upgrade because of the poor response on the SMEs for cohort II but within the National Export Strategy (NES). This was also discussed during the 2016 Annual Work Planning (AWP) workshop which took place at Mount Soche Hotel on 7-8 December 2015.

7 2016 ANNUAL WORK PLAN

The 2016 Annual Work Plan (AWP) was presented before the meeting by MBS. The meeting was informed that the 2016 AWP was prepared considering that the project extension of 24 months would be granted by European Union (EU). The EU confirmed the project extension during the meeting and also communicated that the finance agreements were being finalized.

The meeting was informed that the proposed expenditure for the 2016 AWP was US\$879,434 in principle and the Steering Committee (SC) meeting was requested to provide a "no objection" to subsequent process as the 2016 AWP would go through a refining process particularly the allocations following which the final document would go through a signing process by MoIT, MBS, UNDP and UNIDO.

The meeting was informed that EU wrote to UNDP to inform UNDP that for any Out-of-Country travels there would be need for approval from EU. The use of teleconference equipment was also encouraged to reduce expenses on travel.

It was agreed that there was need for a brief note on the linkages between Output 2 and Output 4 to be submitted to EU. The brief note would be prepared by CTA.

The meeting noted the activities which were planned for 2016 and granted a "no objection" to the request for approval of the 2016 AWP. The meeting then approved the 2016 AWP and also granted room for fine tuning the final document with the deadline of 18 December 2015.

8 CALENDAR OF EVENTS FOR 2015

It was reported that the previous SC meetings were being held every last month of the quarter unless otherwise indicated and it led to Quarterly Progress Reports being presented without financials especially for UNIDO whose financials could be available almost a month after the end of the quarter. Furthermore, it was noted that Friday afternoon was not suitable for the counterparts who represent Development Partners (DPs) as they work half day on Fridays.

This led to the proposal that went to the SC meeting to allow for the SC meetings to be taking place a month and a week after the end of the quarter in order to accommodate the financial reporting by all Implementing Partners (IPs) and also to enable SC meetings to be taking place in the mornings of Fridays in order to also accommodate SC members representing DPs.

9 MATCB PROJECT PROGRESS REPORT.

The Progress Report for the MATCB project was presented for noting as per resolution which was made during the MATCB SC meeting which was held in October 2015. The resolution was that the MATCB Project should be sharing their report with SQAM Project to ensure that members were aware of the activities of the other project as well.

10 ANY OTHER BUSINESS (AOB)

There was no any other business.

11 CLOSING REMARKS AND PRAYER

The co-chairperson (UNDP) thanked all members for the open, good and solid discussion with very constructive inputs. The EU was commended for granting the 24 months of project extension and that there would not be any need to work on contractual agreements. UNIDO delegation was also commended for participating in the 2016 AWP workshop and also the 10th SC meeting.

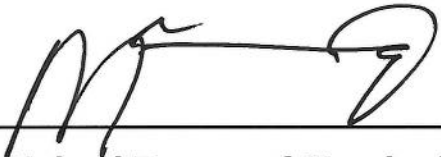
It was emphasized that the final version of 2016 AWP should be ready by 18 December 2015 for signing. Furthermore, MoIT was requested to ensure that the issues of the Functional Review were resolved between OPC and DHRM&D.

Finally, the Co-chair commended the meeting for the persistent commitment and also for ending the year on a positive note hoping for the opportunity of continuous improvement as they would work together again in the following year (2016).

The closing prayer was offered by Mr. R. Moyo at 16:15.

MINUTES APPROVED AND SIGNED BY:

The meeting discussed and made a resolution that the secretariat (MBS) should be part of the signatories of the minutes.

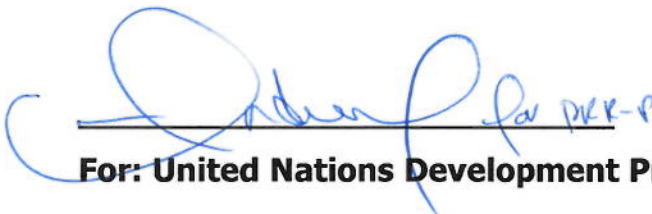


For: Malawi Bureau of Standards (MBS)

Date: 16-12-21

For: Ministry of Industry & Trade (MoIT)

Date: _____



For: United Nations Development Programme (UNDP)

Date: 16-12-22

