

**Minutes for the Twelfth Private Sector Development (PSD) Project  
- Steering Committee Meeting -  
Zimbabwe High Commission, Conference Room, 7<sup>th</sup> February, 2018**

**1.0. Participants Present**

Christina Chatima, MoITT- Chair	<a href="mailto:chatimachristina@yahoo.com">chatimachristina@yahoo.com</a>
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*Apologies: Ken Ndala (PhD), Principal Secretary, MoITT  
Claire Medina, Deputy Resident Rep, UNDP  
Patience Masi, Project Manager, KfW*

**2.0. Opening Prayer**

The opening prayer was cited by Chancellor Kaferapanjira

**3.0 Opening remarks**

The Co-Chair (MoITT) welcomed all members to the meeting, and gave an apology from the Principal Secretary who was engaged with other assignments outside the country. The Co-Chair started by thanking the UNDP for the financial support to undertake all the PSD activities from 2017 and 2018 and stressed that MoITT will strive to achieve all their set goals.

The Co-Chair (UNDP) started by welcoming all participants and gave an apology from the Resident Representative who was engaged with other duties. He highlighted on the importance of the Buy Malawi Startegy (BMS) and need for continuous engagement with the public in order to have a mindset change towards production and consumption of locally manufactured products. He further touched on some achievements made in 2017 with special mention of the Malawi Innovation Challenge Fund (MICF) projects that included job creation, livelihood improvements for smallholder farmers and promoting women participation in economic activities benefiting about 214,000 people. He mentioned that MICF will be opening another window soon and it is expected that more people will benefit. The Co-Chair also cited the need for the PSD project to support young entrepreneurs in the drive to grow their businesses. With regards to the same, UNDP, in consultation with private and public stakeholders, has developed a concept note on a Growth Accelerator and is in discussion with development partners to source funding for this initiative. He concluded by appreciating the commitment and determination being shown by the Ministry of Industry, Trade and Tourism (MoITT) in the implementation of the PSD activities under their responsibility

The Co-Chair concluded by thanking the colleagues from the Ministry for the hard work and commitment especially on the BMS.

#### 4.0 Adoption of Agenda

The Agenda was adopted without amendments.

#### 5.0 Review of Minutes from the previous PSD Steering Committee

The minutes of the previous meeting were adopted with the following changes:

- Minutes should not show names of individuals upon contributions made but rather should feature the name of the institutions.

#### 6.0 Matters Arising

- The Consulting Firm for the implementation of the BMS Marketing and Communication Plan was hired and successfully carried out the assignment.
- The PSD Project Evaluation was carried out and the report presented to key stakeholders.
- MICF continues to implement projects in portfolio under Round 1 and Round 2 of competition.
- MICF's engagement with the current PS in the MoITT requires strengthening..
- MoITT, through the Department of SMEs and Industry carried out an assessment exercise to SMEs on certification issues. The report came up with a number of recommendations that have been carried forward to 2018. Members agreed that the Department of SMEs should work with Department of Industry in coming up with activities to carry out the recommendations from the previous report and utilize the \$20,000 allocated in the budget.

#### 7.0 Presentations, Discussions and Key Decisions

The Ministry of Industry, Trade and Tourism presented the 2018 AWP.

##### Output 1 - Buy Malawi Strategy.

- In 2018 there will be more of corporate outreach that will involve the private sector with actual enrollment of products into the BMS.
- The Secretariat as part of its sustainability activities will need to ensure enrollment of the private sector in the BMS, with payment of participation fees, meanwhile it intensifies on the selling of other BMS related materials (BMS cloth and other marketing materials that are sources of income).
- The Ministry will need to intensify the support towards store storming activities. Currently UNDP, in the PSDP, will support marketing and corporate outreach programmes in 2018. An independent BMS Secretariat is long overdue and this issue was discussed at the level of the BMS Executive Committee however but no feedback was given yet, since the thorny issue is about the budget to support its operations.

- BMS Account opening is in process.

-Members enquired about the number of companies that have so far joined the various categories on the BMS website, and how many companies are needed to support the budget that will ensure that the BMS is up and running and self-sustained

-Members welcomed the 2018 AWP and stressed on the need to grow the membership and called the secretariat to focus efforts on making a compelling value proposition for companies to join and to focus in 2018 on the corporate outreach

UNDP also informed members that will be supporting further to the BMS with Technical Assistance and is in the phase of recruiting staff for the marketing and communication activities and the corporate outreach activities.

## Output 2 –MICF

UNDP made the presentation on behalf of the fund managers of the MICF.

- The Steering Committee welcomed the progress report for the MICF, noting the need to reinstate regular meetings with the new Ps to ensure a comprehensive briefing and that PS is well equipped with a full understanding of the MICF, its objectives, achievements to date and operation.
- UNDP also briefed members about a newly conceived initiative and pertaining to business acceleration for ventures led by young and innovative entrepreneurs.
- UNDP is actually deepening its support to private sector engagement and has budgeted for a Growth Accelerator initiative in the 2018 AWP that was tabled at the meeting.
- The Growth Accelerator aims to support innovation and impactful entrepreneurship by awarding, through an Innovation Challenge, technical assistance and finance (grant and equity) to start-up companies led by the youth that address development challenges through innovative business models that empower people and deliver sustainable solutions. The overall goal of the Growth Accelerator is to create jobs and promote entrepreneurship through access to risk capital, business acceleration and mentorship. The Growth Accelerator will certainly contribute to the growth of the entrepreneurship ecosystem in Malawi.
- The members of the Steering Committee did appreciate the development and look forward to the launch of the initiative that will be implemented by mHub.
- mHub is Malawi's first innovation hub and incubator for emerging entrepreneurs with co-working spaces in Lilongwe and Blantyre. The hub is a social enterprise that nurtures young innovators and entrepreneurs with technical and business skills to create sustainable business solutions.

## Review of Annual Work Plan 2018

- The 2018 Annual Work Plan was tabled at the meeting and the budgets for the BMS, MICF, Growth Accelerator and Programme Management were approved by the members of the Steering Committee. Next steps are the signing of the AWP from the side of UNDP and MoIT.

## 8.0 Closing Remarks

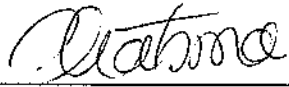
Co-Chair (UNDP) summarized the reports presented during the meeting. He reminded members that 2018 is the last year for the PSD Support Programme which was extended to end of December 2018 accommodate UNDP CPD and the new UNDAF and most importantly the MGDS III. He then thanked all members involved in the development of the AWP, and said we have a lot to do in 2018.

In her closing remarks the Chair (MoITT) reiterated the sentiments made by the Co-Chair. She thanked the participants for the good and fruitful meeting and hoped to see all the members during the next SC meeting in June.

The meeting closed with a prayer cited by Lisbert Kumatso at 16:41 hours.

Minutes Approved and Signed by:

For Ministry of Industry and Trade:

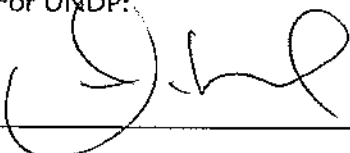
  
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Christina Chatima

Director Trade, MoITT

Date: 2nd March 2018

For UNDP:

  
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Andrew Spezowka

Portfolio Manager, UNDP

Date: 2nd March 18