

Meeting Minutes - [17thPSD Project Management Meeting]

Location: UNDP, Conference Room

Date : 23th March, 2016

Time : 09:00hrs

Attendance

1. Clement Phangaphanga- MoIT (Chair)
2. Mark Mehrlaender-UNDP
3. Cinzia Tecce-UNDP
4. Charity Msonzo
5. Margret Sauzande-MoIT
6. Chipo Kachiwala- MoIT
7. Mayeso Msokera- MoIT
8. Ezron Chirambo-MoIT
9. Yassin MwachandeMoIT (Secretary)

Apologies

1. Silas Sindi
2. Titus Kavalo

Adoption of the Agenda

Agenda was adopted without amendments.

Action Items/ Updates

No.	Item Description	Responsible	Remarks
1.	Industrial and Trade Policies	Industry Department	<ul style="list-style-type: none"> • The meeting agreed that MoIT should start developing activities that will be carried out once the Policy is approved by Cabinet. • It was agreed that they can be categorized into short term, medium term and long term.
2.	Industrial Rebate Scheme	Ministry of Industry and Trade	<ul style="list-style-type: none"> • The meeting was informed that the Department of Industry met with the Chief Director and finalized the proposed reforms.

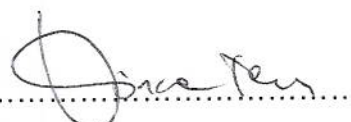
			The document was submitted to the Minister's office for direction.
3.	Business Licensing	Trade Department	<ul style="list-style-type: none"> The exercise is ongoing.
4.	EPZ Regulations	Industry Department	<ul style="list-style-type: none"> Ministry finalized the regulations and send to the Ministry of Justice for vetting.
5.	Supplier Development Programme	Industry Department	<ul style="list-style-type: none"> UNDP provided MoIT with contacts within the Donor Community that work on Private Sector Development, Industry and Trade. A meeting is expected in the coming month
6.	Industrial Database	Industry Department	<ul style="list-style-type: none"> The exercise in progress and a report will be produced at the end.
7.	Buy Malawi Strategy	Trade Department	<ul style="list-style-type: none"> It was reported that the launch was a success. MoIT working with OPC to ensure some of the directives made by the President on the day are implemented.
8.	Industrial Incentives	Industry Department	<ul style="list-style-type: none"> The meeting was informed that the advert for Organization consultancy is now in place on the UNDP website. Members were encouraged to inform those they feel can meet the requirements to apply.

Closing Remarks

The Chair thanked all members for coming and their fruitful contributions. Members were reminded to follow up on issues, as that is the only way to make sure there is progress in the project.



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 Clement Phangaphanga
 Chairperson/ MOIT



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 Cinzia Tecce
 For: UNDP