

MBS Ref: BS/UN/23/2/1D

SQAM Project

**Minutes for the 27th Monthly Project Management Meeting
Held Via Teleconference at UNDP-Lilongwe and MBS-Blantyre**

On Thursday, 15th September 2016 at 03:00pm

Participants Present:

Mr. C. Phangaphanga	Ministry of Industry, Trade and Tourism	Co-chairperson
Ms. C. Tecce	United Nations Development Programme	Co-chairperson
Mr. T. Kavalo	United Nations Development Programme	Member
Mr. M. Mehrlaender	United Nations Development Programme	Member
Mr. G. Chimteka	Ministry of Finance	Member
Mr. W. Muyila	Malawi Bureau of Standards	Member
Mrs. E. Kunje	Malawi Bureau of Standards	Member
Mrs. L. Magawa	Malawi Bureau of Standards	Member
Mr. M. Gwaza	Malawi Bureau of Standards	Member
Mr. S. Kamuloni	Malawi Bureau of Standards	Member
Mr. C. Marorongwe	Malawi Bureau of Standards	Member
Mr. F. Denner	UNIDO/UNDP/MBS - SQAM Project	Member
Mr. E. Jere	UNDP/MBS - SQAM Project	Member

Apologies:

Mrs. M. Sauzande	Ministry of Industry, Trade and Tourism	Member
Mr. A. Spezowka	United Nations Development Programme	Member

MINUTE NO.	SUBJECT MATTER AND PROPOSED ACTION
1.0	Opening Remarks and Prayer The Co-chairperson (MoF) called the meeting to order at 03:05pm. The meeting was first being chaired by Mr. G. Chimteka from Ministry of Finance (MoF) before the co-chair from MoITT arrived. He welcomed the members and sked for their full participation. The opening prayer was offered by Mrs. L. Magawa.
2.0	Introductions The members made self-introductions.

3.0	Adoption of Agenda The agenda was adopted without making any amendments.
4.0	Confirmation of Minutes of Previous Meeting The minutes of the previous meeting were confirmed to be a true reflection of what was discussed without making any amendments.
5.0	Matters Arising
5.1	OUTPUT 1: Strengthened Capacity of the Malawi Bureau of Standards to Deliver Business Services and to Achieve Financial Sustainability
5.1.1	National Quality Policy (NQP) The meeting was informed that the copies of the National Quality Strategy (NQS) were being printed at Fattan Offset Printers in Blantyre and that they would be ready by Friday, 23 September 2016. It was clarified that the printing of the NQS had delayed because there were other arrangements being made to include the photos. The meeting was also informed that the MBS was making arrangements for the 2 nd meeting of the National Quality Coordinating Committee (NQSCC) to be scheduled before end of 2016 as per agreement made during the 25 th SQAM Project Management meeting and that the actual date of the meeting would be communicated later through email.
5.1.2	The 2017-2021 MBS Strategic Plan It was reported that the Malawi Institute of Management (MIM) submitted the inception report and a proposal for the next phase. MIM would do consultations with various stakeholders. The first draft report would be ready by 29 th September 2016. The meeting was informed that the focal point on this activity is the Director of Finance and Administration (DFA) of the MBS.
5.1.3	Mapping of Malawi Laboratory Landscape The meeting was informed that the Laboratory Association of Malawi (LAM)

	<p>did not submit the inception report. The meeting was concerned that LAM indicated that the inception report would be ready by 12th September 2016, the date which had passed. The meeting requested for the contract documents between the MBS and LAM to be shared with the project management team members for noting. The MBS promised to follow up on the matter. The meeting learnt that the contact person/ the focal point on this matter is the Director of Testing Services (DTS) of the MBS.</p>
5.1.4	<p>Training Plan</p> <p>It was reported that there were two trainings which were remaining to be conducted at International Food Safety Training Laboratory (IFSTL) in USA in October and November 2016. The trainings will focus on Mycotoxin analyses and general application of Chromatography Techniques. These will be the last trainings to be conducted in 2016 and other trainings will be scheduled for 2017 and a new service provider would be identified by UNIDO.</p>
5.2	<p>OUTPUT 2:</p> <p>Technical Regulations Reviewed to Promote Efficient, Effective and Accountable Delivery of Information in Accordance with SQAM Legislation and Regulations</p>
5.2.1	<p>Documentary and Field Survey of The Malawian Situation with Regards to Technical Regulations and Enforcement. [Activity 2.1]</p> <p>The meeting was informed that the Terms of Reference (ToRs) for the consultancy on Technical Regulations were sent to the office of the Director General (DG) of MBS for approval. The ToRs will be placed in the newspaper once approved. The meeting agreed that there was need to fast-track this activity as it has taken long.</p>
5.2.2	<p>Data gathering on Technical Regulation, Analysis and Consolidation; and Development of a Database for Technical Regulation [Activity 2.3]</p> <p>It was clarified that the Trade Portal (which is being anchored by MoITT)</p>

	<p>and Trade Information Portal (which is being anchored by MITC) are two separate portals with different functionalities. The Trade Information Portal for the MITC is about "markets which people can have access to" while the Trade portal for MoITT is about the "data base for Technical Regulations". There is need for the trade portal to be updated and so the consultant needs to engage the developers of the trade portal.</p>
5.2.3	<p>Preparation of a Strategy and a Plan for the Institutionalization of "Better Regulation" in Malawi [Activity 2.4]</p> <p>The meeting was informed that the meeting between the Task Team and the Technical Barriers to Trade (TBT) Committee did not take place on the proposed date of 26th August 2016. The meeting was rescheduled to take place in October 2016 but the actual date would be communicated.</p>
5.3	<p>OUTPUT 3:</p> <p>Structurally Enhanced Capacity of the Malawi Bureau of Standards for Conformity Assessment Services.</p>
5.3.1a	<p>Construction of Metrology/MBS Building (Chichiri Site) [Activity 3.1a]</p> <p>It was reported that the construction works are in progress and that 20% of the work was completed. The meeting was informed that part of the 3rd certificate of payment was honoured and the balance would be paid in due course. The 4th certificate of payment amounting to KM220 million was issued and the MBS is yet to submit it to the Ministry of Finance (MoF) because the ministry funds per certificate of payment submitted. The balance from the third certificate plus the amount from the 4th certificate are adding up to KM374 million. There is also need to find out if the construction works were over budgeted or under budgeted for the ministry to act accordingly.</p> <p>The meeting further discussed and agreed that there is need for regular briefing on the progress of the construction works (if possible, by the contractor). The works done should correspond with the certificates of</p>

	<p>payment issued. This will help the project team to know whether the construction works are on track or not.</p> <p>The MBS promised to be sharing the monthly report of the construction works including the photos of the new MBS building to the Project Management team so that even those who are based outside Blantyre (e.g. in Lilongwe) can have a clear picture of the progress. This would be ideal as the technical meeting takes place monthly.</p> <p>The meeting was further informed that Ron Cook achieved most of the matters that needed to clarification. The key part for the architects is to provide a clear picture/sketch on how the layout of the laboratory can be.</p> <p>It was also reported that the MATCB Project would support the study tour to other Bureaus of Standards in SADC.</p>
<p>5.3.1b</p>	<p><i>Develop within MBS an Accredited Product Certification Body [Activity 3.1b]</i></p> <p>The meeting was informed that the work of the International Expert (IE), Sohrab, was completed and the ISO 17065 system is in place and what remains is implementation. Application of accreditation will follow. The bottled water industry was proposed to be a trial certification sector on this system because the MBS already has the capacity in this area.</p>
<p>5.3.2</p>	<p><i>Product and Management Systems Certification [Activity 3.2]</i></p> <p>The meeting was informed that the system documents for ISO 17021 is in place and what remains is implementation. Application for accreditation will follow.</p> <p>The meeting was also informed that the training on migration of ISO 9001:2008 to ISO 9001:2015 was conducted from 22nd to 23rd August 2016 and that the training on ISO 19011:2011 Guidelines on Auditing Management (Internal Auditor Training) took place from 24th – 26th August 2016. Both trainings were conducted by Dr. Nigel Croft. The Lead Auditor</p>

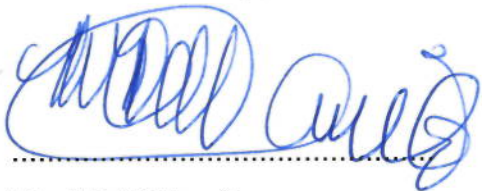
	<p>training on ISO 22000 was also conducted on 13th – 23rd September 2016. The training was conducted by IE, Howie Ng.</p>
5.3.3	<p><i>Upgraded and Accredited Testing Laboratories [Activity 3.3]</i></p> <p>It was reported that the report by International Expert (IE), Reimond Willemse, on pre-assessment of systems in the laboratory is available. The MBS is working on action plan to address the gaps by November 2016. There is a proposal to engage the IE for 10 days until December 2016 for him to respond to the queries that might come up.</p> <p>It was further reported that the time line for procuring services for accreditation is December 2016.</p>
5.4	<p>OUTPUT 4:</p> <p>Strengthened, Proactive and Responsive National Enquiry Points (NEP) to the Information and Notification Requirements Of WTO/TBT/SPS Agreements</p>
5.4.1	<p><i>Identify, Store, Update, Create and Use the Information on Foreign TR, Standards and Conformity Assessment Dispositions of Countries that Import from Malawi</i></p> <p>This activity is being done together with activities 2.1 and 2.3 of Output.</p>
5.5	<p>OUTPUT 5:</p> <p>Sanitary and Phytosanitary (SPS) Infrastructure Improved and Mainstreamed into National Policies</p>
5.5.1	<p><i>Review of National SPS Infrastructure</i></p> <p>It was reported that the work on this output was concluded with a report which was developed by Food and Agriculture Organization (FAO) on the Food Safety Policy. The validation workshop for took place on 18th August 2016 at UN Women Conference Room at Evelyn Court in Lilongwe. The report was accepted without any amendments.</p> <p>Although the SQAM Project activities on this matter were concluded, there is still some work remaining (the remaining work is outside the scope of the</p>

	<p>project). The meeting was informed that FAO indicated that it would use its national resources for the development of the Food Safety Policy and that it allocated \$50,000 USD towards the activity. FAO is drafting a paper to be presented to MoITT on this matter.</p>
5.6	<p>OUTPUT 6: Capacity of Small and Medium Sized Enterprises (SME), and Particularly Women Led Enterprises, Strengthened to Comply with Quality Requirements</p>
5.6.1	<p>It was reported that Technical Assistance on ISO 22000 (to Nali Limited, Linga Wine and Katete Dairy) and ISO 9001 (to Capital Oil Refinery Industries Ltd, Polyplast Ltd, Promat Ltd and Mzuzu Coffee Planters Cooperative Union) is underway. The companies will be utilised by the MBS for accreditation purposes.</p> <p>The meeting was informed that the IE (Shashank Sheth) conducted training for Auditors cum-Counsellors on ISO 19001 to 14 experts from the private and public institutions from 22nd to 26th August 2016. It was reported that the IE (Steve Sidney) also conducted the Training of Trainers cum-Counsellors on ISO 17025 from 15th to 19th August 2016 at Malawi Sun Hotel in Blantyre.</p> <p>The MBS further informed and assured the meeting that the funds which were indicated in the proposal for fast-tracking implementation of activities for output 6 would be utilized and that the trainings on MS21 and MS19 might be considered for 2017.</p>
6.0	<p>Recap of IP Review Meeting</p> <p>The meeting agreed that the discussion on this matter should be pended awaiting the minutes of 2016 IP Review meeting.</p>
7.0	<p>Review of Calendar of Events</p> <p>The meeting agreed that there was need to stick to the approved 2016 AWP and 2016 calendar of events as the dates were already known by the</p>

	<p>stakeholders {Steering Committee (SC) members and Project Management (PM) members}; some members had already made arrangements for the series of meetings and shifting dates might inconvenience them.</p> <p>The meeting agreed to hold a series of events as per calendar of events as follows:</p> <ul style="list-style-type: none"> a) 8th November 2016; Project Management meeting. b) 9th November 2016; Steering Committee meeting. c) 10th – 11th November 2016; 2017 Annual Work Planning retreat. d) NQS Coordination Committee meeting to be shifted to a later date which would be communicated later. e) Quarter 4 work plan should be submitted before end of September 2016 and that Q3 Progress Report should be submitted by 30th October 2016 as per calendar of events.
<p>8.0</p>	<p>Preparations for 2017 Annual work Planning (AWP) Sessions</p> <p>It was agreed that the secretariat should prepare and make arrangements of all requirements for the 2017 AWP workshop scheduled for 10th – 11th November 2016.</p>
<p>12.0</p>	<p>Date of Next Meeting</p> <p>The date of next meeting is 20th October 2016.</p>
<p>13.0</p>	<p>Closing Remarks and Prayer</p> <p>The Chairperson (MoITT) encouraged the Project Management Team to work hard in order to complete certain remaining activities which were planned for implementation in 2016. He asked the members to ensure that more attention is drawn to activities that require advertising in the papers as they tend to take long like the consultancy of the Technical Regulation. This should also not be considered during the 2017 AWP session.</p> <p>He then thanked the members for attending the meeting and discuss issues that are critical for implementation of the project.</p>

The closing prayer was offered by Mrs. L. Magawa at 16:20.

The Minutes Approved and Signed by:



Mr. W.H Muyila

For: Malawi Bureau of Standards (MBS)

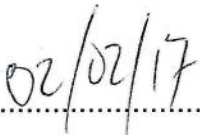


DATE



Mrs. C. Phangaphanga

For: Ministry of Industry, Trade and Tourism (MoITT)

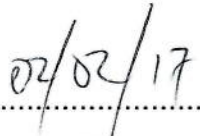


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Ms. C. Tecce

For: United Nations Development Programme (UNDP)



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