

Minutes for the Tenth Private Sector Development Project - Monthly Project Management Meeting -

UNDP Offices (19th March 2015)

1.0. Participants Present:

Clement Phangaphanga, Co-Chairperson,
Cinzia Tecce, UNDP, Co-Chairperson
Dauda Suma, MoIT/UNDP
Agnes Chimbiri, UNDP
Charity Musonzo, MoIT

clementphangaphanga@yahoo.co.uk
cinzia.tecce@undp.org
dauda.suma@undp.org
agnes.chimbiri@undp.org

Apologies: Silas Sindi (MoIT); Lusungu Mwaungulu (MoIT); Margaret Sauzande (MoIT)

2.0. Introduction

This was a routine monthly management meeting for the PSD project and was held on 19th March 2015 at UNDP Offices in Lilongwe. The meeting was held to discuss issues relating to implementation of the PSD project in line with the 2015 AWP. The meeting started with an opening prayer. The Agenda for the meeting was adopted with no amendment. Minutes for the previous meeting were adopted with no amendments.

3.0. Discussions and Key Decisions

3.1. Business Licensing Regulations

The Department of Trade had prepared a preliminary budget that required revision and focus on communication channels for sensitization rather than field work.

It was agreed that the PS would write a Circular to the District Authorities and a Press Release would also be prepared to start the sensitization. The Department of Trade was also tasked to MoIT to gather FAQ to prepare Jingles.

Department of Trade was tasked to revise the budget and resubmit to UNDP
(Responsibility: Mrs. Musonzo and, Mrs. Tecce)

3.2. Trade Policy and Industrial Policy

It was agreed that the Trade Policy, after finalization from the side of the consultants, will be presented to the Members of the Parliamentary Committee during the last week of April. UNDP will meet the costs related to the meeting. Also, the Industrial Policy will be submitted to the same committee prior to submission to the next Parliamentary sitting.

(Responsibility: Mr. Clement Phangaphanga and Mrs. Tecce)

3.3. Buy Malawi Campaign

It was communicated that the Ministry had allocated the responsibility for the review of the Buy Malawi Campaign to the Department of Trade. The MoIT was tasked to send an official communication to UNDP on such decision in order to get started with preparation of TOR.

(Responsibility: Mrs. Musonzo & Mrs. Tecce)

3.4. Industrial Database

Mrs Sauzande is leading efforts on this activity. The MoIT was informed by UNDP that also SDFID had allocated funding for a similar activity to be undertaken with SMED1. The Ministry was tasked to undertake internal discussions and thereafter arrange for a meeting with DPs.

(Responsibility: Mrs Sauzande & Mrs. Tecce)

3.5. Industrial Extension Programme

TOR are being prepared by the Department of Industry.

(Responsibility: Mr. Suma)

3.6. Update on TIP SWAp

It was agreed that Joy Hara should join these meetings since UNDP will be supporting the TIP SWAp Secretariat with a Capacity Development Plan developed by UNDP HQ.

3.7. Project Management

The Ministry was tasked to prepare a request for IT equipment and Stationery for the Quarter for UNDP processing

3.8. Steering Committee Meeting

The project Steering Committee Meeting met in February at the MoIT.

(Responsibility: Mr. PhangaPhanga & Mrs. Tecce)

4.0 Next Meeting

At the meeting, it was agreed that the next meeting will take place on 16th April 2015 from 2:30 pm to 3:30 pm at the Ministry of Industry and Trade offices as per scheduled Calendar of Events.

Minutes Approved and Signed by:

For Ministry of Industry and Trade

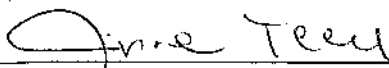


Clement Phangaphanga, DDol

Date: _____

16/4/2015

For UNDP



Cinzia Tecce, PSD Specialist

Date: _____

16 April 2015