

## MALAWI BUREAU OF STANDARDS

### MINUTES OF THE 11TH SQAM PROJECT STEERING COMMITTEE MEETING HELD AT MALWI BUREAU OF STANDARDS – IN THE BORDROOM ON WEDNESDAY, 18<sup>TH</sup> MAY, 2016 AT 02:00 PM

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#### MEMBERS PRESENT

Mr. C. Kambauwa	Ministry of Industry, Trade and Tourism	Co-Chair
Ms. C. Flore-Smreczniak	United Nations Development Programme	Co-Chair
Ms. M. Peternelj	European Union	Member
Ms. M. Kalyati	European Union	Member
Mr. S. K. Chisale	Ministry of Industry, Trade and Tourism	Member
Mr. S. Sindi	Ministry of Industry, Trade and Tourism	Member
Mr. J. P. Diaz Castillo	United Nations Industrial Development Org	Member
Mr. J. Hau	United Nations Industrial Development Org	Member
Mr. F. Denner	UNIDO/UNDP/MBS	Member
Mr. T. Kavalo	United Nations Development Programme	Member
Mr. E. Jere	UNDP/MBS	Member
Mr. R. Moyo	Malawi Bureau of Standards	Member
Mr. D. Chokazinga	Malawi Bureau of Standards	Member
Mr. W. Muyila	Malawi Bureau of Standards	Member
Ms. T. Chigwenembe	Malawi Confederation of Chambers of Commerce and Industry	Member
Mr. A. Namaona	Ministry of Agriculture Irrigation and Water Dev.	Member
Mrs. G. M. Mhango	Grain Traders Association	Member
Mr. M. Biwi	Malawi Investment Trade Centre	Member

#### APOLOGIES

Mr. J. Lipunga	Public Private Partnership Commission	Member
Mr. G. Chimteka	Ministry of Finance	Member
Mr. C. Phangaphanga	Ministry of Industry, Trade and Tourism	Member
Mr. M. Mehrlaender	United Nations Development Programme	Member
Ms. Cinzia Tecce Bwanali	United Nations Development Programme	Member

#### 1.0 OPENING REMARKS AND PRAYER

- 1.1** The meeting opened with a prayer by Mr W. Muyila. The Co-Chairperson MoITT called the meeting to order at 14:05. He wished all members a successful and fruitful deliberation.
- 1.2** The Co-Chairperson (UNDP) informed the meeting that it was pleasing to note that positive steps on the construction of the office of laboratory complex had been taken. She cited the ground breaking ceremony as a positive milestone.

- 1.3 She also pointed out that the launch of the National Quality Strategy, Procurement of Equipment and Training for Bureau Personnel were an indication of good progress.
- 1.4 She then informed the meeting that the project extension would give an opportunity to the entire Project Team to ensure that remaining activities should be implemented.
- 1.5 The Co-Chairs finally welcomed Mr J.O. Diaz Custillo who travelled from Vienna, Austria to attend the meeting.

## **2.0 INTRODUCTIONS**

Members made self-introductions.

## **3.0 ADOPTION OF THE AGENDA**

The agenda was adopted as presented.

## **4.0 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING**

The minutes of the 10<sup>th</sup> SQAM Project Steering Committee meeting were confirmed after amending the name of Mr K. Chisale to read Mr S.K. Chisale on the attendance list

## **5.0 MATTERS ARISING**

### **5.1 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 National Quality Strategy had been launched in the morning of 18<sup>th</sup> May 2016 at Sunbird Mount Soche Hotel which was presided over by the Chief Director of Ministry of Industry, Trade and Tourism.

The meeting was further informed that plans were under way to establish a committee that would assist in the implementation of the National Quality Strategy (NQS). The Committee would be called the NQS Coordination Committee. The terms of reference (ToRs) for the committee were discussed and fine-tuned during the launch of the NQS. It was then resolved that MoITT would come up with the list of members of the Committee and also advise on the way forward by 10<sup>th</sup> June 2016.

### **5.1.2 Review and Set-Up of Organizational Structures, Service Delivery Procedures and Knowledge Management within MBS**

#### **(a) Functional Review**

It was reported that the Functional Review and Job Evaluation Report was approved by the Government of Malawi for implementation by the MBS and that Government had set up an implementation team comprising the Department of Human Resources Management and Development, Ministry of Industry, Trade and Tourism, Office of the President and Cabinet, Department of Statutory Corporations and Malawi Bureau of Standards.

#### **(b) Enterprise Resource Planning (ERP)**

It was also reported that Techno-Brain sent an expert to MBS from India to work on the Enterprise Resource Planning (ERP) modules that still needed attention. The meeting was further informed that concentration would be on the finance modules. It was further disclosed that work on the accounting components was successfully concluded and that further testing was in progress.

#### **(c) The MBS 2017-2021 Strategic Planning**

The meeting was informed that the MBS was in process of developing the 2017-2021 Strategic Plan. The consultancy for the development of the MBS 2017-2021 Strategic Plan was advertised in the Nation Newspaper dated 11<sup>th</sup> April 2016. The deadline for the applications was 9<sup>th</sup> May 2016 and evaluation of the applications would commence on 23<sup>rd</sup> May 2016.

#### **(d) Mapping of Laboratory Landscape**

The meeting was informed that expression of interest for the consultancy for Malawi Laboratory Mapping was re-advertised due to poor response on the first advertisement.

The consultancy was re-advertised at national level in the Nation Newspaper of 22<sup>nd</sup> April 2016 and the deadline for submission of the bids was 20<sup>th</sup> May 2016.

#### **5.1.3 Preparation of a Business Plan and Monitoring System for MBS**

It was reported that the recommendations which were stated in the Institutional Reform Report would be incorporated in the 2017-2021 MBS Strategic Plan.

#### **5.1.4 Development of a "Marketing Unit" within MBS**

The meeting was informed that the development of a "Marketing Unit" within MBS was captured in the Functional Review Report.

#### **5.1.5 Preparation and Implementation of a Training Plan for MBS**

The meeting was informed that the Out-of-Country training for Testing Services Department (TSD) commenced on 25<sup>th</sup> April 2016 in Q2. The first training took place from 25<sup>th</sup> April to 4<sup>th</sup> May 2016 at International Food Safety Training Laboratory (IFSTL), in USA; the trainee was Mr. Samson Nyirenda (Laboratory Technician).

The meeting was further informed that the second training in Microbiological Methods for Meat and Poultry at International Food Safety Training Laboratory (IFSTL), University of Maryland in United States of America (USA) was in progress. The trainee was Mr. Greyson Masanga (Senior Laboratory Technician). There were arrangements for other trainings to be undertaken at Food Safety and Environmental Research Agency (FERA) in United Kingdom because they offer tailor-made trainings.

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

### **5.2.1 Documentary and Field Survey of the Malawian Situation With Regards To Technical Regulations and Enforcement [Activity 2.1].**

It was reported that the MBS was in process of developing the Terms of Reference (ToRs) for the local consultant to undertake this task. This activity would be done together with activities 2.3 (Technical Regulations) and 4.1. The first draft was expected to be out by early June 2016.

### **5.2.2 Data Gathering on Technical Regulation Analysis and Consolidation**

It was reported that the remaining tasks on this activity would be done together with activities 2.1 and 4.1.

### **5.2.3 Preparation of a Strategy and a Plan for the Institutionalisation of "Better Regulation" in Malawi**

The meeting was informed the Regulators' meeting took place on 5<sup>th</sup> May 2016 at Sunbird Capital Hotel in Lilongwe. The main objective of the Regulators' meeting was to review the approach which was developed by the international expert on *Building a Risk-based Regulatory Framework in Malawi*; to be considered for adoption or adaption in Malawi towards institutionalization of "Better Regulation" and the approach by the Southern Africa Development Community (SADC) framework for Regulatory Impact Assessment for adoption by Member States.

The workshop resolved that a task force should facilitate the implementation of this activity. The terms of reference for the task force would be developed by the task force itself and would be shared with all members of the Steering Committee (SC) by Friday, 27<sup>th</sup> May 2016.

## **5.3 Structurally Enhanced Capacity of the Malawi Bureau of Standards for Conformity Assessment Services.**

### **5.3.1 Construction of the MBS Building at Main Chichiri Site.**

The meeting was informed that the contract to construct the new MBS laboratory complex was awarded to Terrastone. The construction works commenced soon after the ground breaking Ceremony which took place on 25<sup>th</sup> January 2016 which was presided over by the Right Honorable, Dr. Saulos Klaus Chilima, Vice President of the Republic of Malawi.

The meeting was further informed that construction works were in progress and on track. The first certificate of payment, amounting to K300 million on had been issued and that payment would be honoured.

It was also reported that the construction works for the heavy mass and large volume laboratory at Metrology Services Department under MATCB Project was completed awaiting handover ceremony on 19<sup>th</sup> May 2016.

### **5.3.2 Develop within MBS an Accredited Product Certification Body (ISO 17065);**

The meeting was informed that the pre-assessment for ISO 17065 documentation was done. The draft report for the pre-assessment of ISO 17065 was shared with the MBS. The International Expert who was engaged to undertake the task found that there were some gaps in system documentation of ISO 17065 and the MBS should redress the gaps.

The meeting was further informed that there were arrangements for the International Expert (Mr. Hussain Shaukat) to come again for the second mission required for technical assistance to the MBS to redress gaps which were identified during the pre-assessment of the ISO 17065 (during the first mission). The second mission was scheduled for 11<sup>th</sup> April to 11<sup>th</sup> May 2016 but UNIDO indicated that there were certain hiccups which led to the postponement of the mission.

### **5.3.3 Develop within MBS a Management Systems Certification Body for ISO9001, ISO14001, ISO22000 (ISO17021);**

It was reported that the status for this activity was the same as that for minute number **5.3.2** above.

#### **5.3.4 Upgraded and Accredited Testing Laboratories in MBS (ISO17025);**

It was reported that the training for MBS staff are being implemented under 5.1.5.

The meeting was also informed that the High Performance Liquid Chromatography (HPLC) was successfully installed at MBS by the suppliers and MBS staff were properly trained on how to operate the equipment by the suppliers. The meeting was also informed that the MBS also received the Certified Reference Materials (CRMs) in January 2016. However, MBS indicated that there were few CRMs which were still needed as they were not included in initial procurement.

The meeting was further informed that the Atmospheric Distillation Analyzer (ADA) was received by MBS in February 2016 but it had problem with the board. The suppliers came and fixed the problem. The MBS staff were also trained on how to operate the equipment and they started using it. However, the Atmospheric Distillation Analyzer (ADA), developed a fault while on operation. The supplier was communicated and promised to replace the ADA with a new one. The new equipment was already shipped and would be delivered at MBS tentatively by Mid-June 2016.

It was emphasized that this was the second time for the ADA to develop a fault and so there was need for the MBS to ensure that all electrical appliances are protected as most of the equipment are very sensitive to power surge.

It was also reported that the Universal Testing Machine (UTM) was delivered at MBS and was awaiting installation by the suppliers. It was further reported that the Ion Chromatography had arrived in Malawi and was being cleared by UNDP at Chileka International Airport.

### **5.3.5 Upgraded and Accredited Calibration Laboratories in MBS (ISO17025);**

The meeting was informed that the Metrology Bill was discussed in Parliament and it was passed. The Bill was assented as well awaiting to be gazetted.

The meeting was also informed that the trainings of the forklift operators and the track drivers were completed and the operators are ready for work.

### **5.3.6 Establish a Pool of Malawian Auditors [Activity 3.6]**

The meeting was informed that this activity was planned for implementation in the third quarter of the year. The meeting was further informed that there was need to have a lot of auditors (both internal and external) and also a database of such auditors should be developed for the MBS to be able to manage them.

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

The meeting was informed that the MBS would incorporate the recommendations from the report Enrique Sierra into the 2017-2021 MBS Strategic Plan and that the remaining activities will be undertaken together with activities 2.1 and 2.3.

## **5.5 Sanitary and Phytosanitary (SPS) Infrastructure Improved and Mainstreamed into National Policies**

### ***5.5.1 Review of National SPS Infrastructure***

It was reported that the first draft report on the first mission of Food and Agriculture Organization (FAO) which took place in the fourth quarter of 2015 was circulated for comments and/or inputs in April 2016. UNIDO would incorporate the comments and/or inputs which were provided to produce the final draft. It was brought to attention of the meeting that the fact that Malawi does not have the Food Safety Policy and that Malawi cannot have the Food Safety legislation.



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

### ***5.6.1 Technical assistance to SMEs, in particular female and youth headed SMEs, to comply with HACCP / ISO 22000 Food safety management systems***

It was reported that UNIDO fielded an International Expert, Anya Knoetze) for a mission in Malawi from 29<sup>th</sup> March to 8<sup>th</sup> April 2016. The Expert evaluated the current level of implementation of Food Safety Management Systems (FSMS), ISO 22000 at three companies and agreed on a plan of action with each company for the eventual completion of implementation of the system. The companies are: Nali Limited, Katete Dairy and Linga Wines.

### ***5.6.2 Trainers-cum-counsellors and auditors: Training in HACCP / ISO 22000 Food safety management systems. [Activity 6.5]***

The meeting was informed that Anya Knoetze also conducted training course in Food Safety Management Systems (FSMS), ISO 22000 for the pool of auditors; trainers-cum-counsellors to 19 nominees (external from MBS) and 9 representatives of the Cohort I companies from 4-8 April 2016. The training took place at Sunbird Mount Soche Hotel.

### ***5.6.3 Training in ISO 9001 Quality Management Systems for Trainers-cum-Counsellors and Auditors***

The meeting was informed that the training was planned to be conducted in June 2016 and that another expert would be identified to undertake this activity.

## **6.0 FIRST QUARTER PROGRESS REPORT AND THE SECOND QUARTER WORKPLAN**

The first quarter Progress Report was presented to the meeting. The meeting was informed that most of the progress of the SQAM Project were discussed during matters arising. However, the meeting noted the following:

- 6.1** The MBS will incorporate the recommendations of all International Expert in the 2017-2021 Strategic Plan.
- 6.2** There was a concern that there was slow utilization of funds as well as slow in implementation of certain activities especially activities on output 6. The meeting was informed that there was good progress on Cohort I but slow implementation was on Cohort II because it was difficult to find SMEs that meet the minimum requirements.

The meeting then agreed that a Task Team be formed to discuss matters pertaining output 6 to map the way forward on this output. The Taskteam to comprise project management team members as well as representatives from other stakeholders such as TEVETA, SMEA and SMEDI. Task team was directed to circulate proposal for fasttracking output 6 implementation by 30<sup>th</sup> June 2016.

- 6.4** The meeting agreed that Q2 Work-Plan should be endorsed subject to the way forward to be determined by Task team during Extraordinary Project Management meeting on output 6 and the matter should also be discussed during the 2016 Mid-year review in June 2016.

## **7.0 CALENDAR OF EVENTS FOR 2016**

- 7.1** The meeting was informed that next Project Steering Committee Meeting was scheduled for 11<sup>th</sup> August 2016. The meeting was reminded that the SC meetings take place in Lilongwe where the majority of the Steering Committee members are based and that the Steering Committee meetings would be taking place in Blantyre occasionally to view progress on construction of the MBS Laboratory Complex. However we should always stick with project guidelines on meetings, workshops and conferences.
- 7.2** Members were informed that the 2016 Mid-Year Review was scheduled for 14<sup>th</sup> – 15<sup>th</sup> June 2016.

## **8.0 MATCB PROJECT PROGRESS REPORT**

The Progress Report for the MATCB project was presented and noted by members.

## **9.0 ANY OTHER BUSINESS (AOB)**

There was no any other business.

## **10.0 CLOSING REMARKS AND PRAYER**

**10.1** The Co-chairperson (UNDP) thanked all members for their active participation during the meeting and emphasized that the following activities needed close attention:

- i. Implementation of the recommendations that are in the Functional Review report.
- ii. The MBS should circulate the report of the regulators' meeting on "Better Regulations" which took place in at Sunbird Capital Hotel in Lilongwe on 5<sup>th</sup> May 2016. The report should be circulated by Friday, 20 May 2016.
- iii. The Metrology Bill was passed and there is need to focus on the implementation.
- iv. The MBS should expedite the development of the 2017-2021 Strategic Plan because most of the activities are waiting for the document to be available to be implemented.
- v. Financial utilization was slow on output 6 and so there is need to map the way forward on this output as agreed.

**10.2** The Co-chairperson (MoITT), thanked all participants for their active participation and also informed the meeting that he was retiring in June and so this was his last meeting. He thanked all members for the support they rendered to him throughout the project cycle.

**10.3** The Co-chair (UNDP), finally Mr. C. Kambauwa for his services to the Project.

## **11.0 Closing Prayer**

**11.1** The closing prayer was offered by Mr. Jackson Hau at 16:40.

**MINUTES APPROVED AND SIGNED BY:**

  
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Date: 16-12-21

**For: Malawi Bureau of Standards (MBS)**

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Date: \_\_\_\_\_

**For: Ministry of Industry & Trade (MoIT)**

  
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Date: 16-12-22

**For: United Nations Development Programme (UNDP)**