

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

UNDP Offices (17th September 2015)

1.0. Participants Present:

C. Phangaphanga (MoIT, Dept. of Industry, Chair)	clementphangaphanga@yahoo.co.uk
C. Musonzo, (MoIT, Dept. of Trade)	charitylonje@yahoo.com
S. Sindi (MoIT, Dept. of Industry)	sisindi@yahoo.co.uk
P. Kawonga, UNDP (PSD / SQAM)	pauline.kawonga@undp.org
M. Mehrländer, UNDP (PSD / SQAM)	mark.mehrlaender@undp.org

Apologies: E. Chirambo, (MoIT, Dept. of Trade); M. Sauzande (MoIT, Dept. of Industry);
K. Chisale; (MoIT, Dept. of Industry); C. Tecce (UNDP); T. Kavalo (UNDP)

2.0. Introduction

This was a routine project management meeting for the PSD project and was held on 17th September 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 by P. Kawonga, followed by welcoming words from C. Phangaphanga, Deputy Director of Industry in the MoIT. The Agenda for the meeting was adopted.

3.0. Discussions and Key Decisions

3.1. Industrial Policy

Good progress has been made, the policy is finalized and was submitted, together with a cabinet paper. Talking points for the Minister were prepared and handed in. The MoIT is awaiting the next Cabinet Sitting for approval of the Industrial Policy. Currently the PSES are commenting on the Policy.

3.2. Industrial Rebates

UNDP advertised a consultancy for an Industrial Incentives Study. Currently the shortlisting of the candidates is in progress, the consultancy is expected to commence soon.

3.3. Trade Policy

The Trade Policy has been finalized and submitted, together with a Cabinet Paper. The MoIT is awaiting the next Cabinet Sitting for approval of the Trade Policy. Currently the PSES are commenting on the Policy.

3.4. Business Licensing

A further Business Licensing event / information meeting has been held by the Dept. of Trade in Mzuzu, with participants from 6 Northern districts. A similar event will be held in Blantyre on the 18th of

September, with participants from 7 Southern Districts. Last will be a workshop for Lilongwe and surrounding areas. Radio jingles are currently being developed, samples to be sent to UNDP in the next weeks.

3.5. Buy Malawi Campaign

The consultancy was advertised by UNDP, a consultant has been selected. The consultant started his assignment with a kick-off meeting on the 14th of September 2015.

3.6. EPZ Regulations

UNDP supports the MoIT, Dept.of Industry, with the review of the regulations. Concerns have been voiced in stakeholder meetings in Lilongwe and Blantyre, especially around the reasons for the decline in numbers of export processing firms in Malawi. C. Kachiwala and L. Mwaungulu (MoIT) conducted an assessment of the current EPZ scheme, the report has been circulated to the relevant stakeholders.

3.7. ASDP (Agribusiness Supplier Development Programme)

A final draft for an ASDP Concept Note has been prepared by the Task Force and will be sent to AFIM latest on the 21st September for Feedback. Further steps include the circulation of the then final Concept Note to all participants in the ASDP Training Workshop in May 2015, the approaching of potential funders and the development of a full ASDP document for Malawi.

3.8. Industrial Database

Data Collection planned to commence this year with a pilot in Lilongwe, after refining of the questionnaires. After a report on a successful pilot, with adequate data collected and sighted by MoIT, NSO officers in the MoIT and UNDP, the data collection exercise can be rolled out to other areas of Malawi, starting with the Central Region.

The consultancy to develop the actual database will be rolled over to the beginning of next year. The MoIT is currently revising the action plan and refining the questionnaire.

3.9. Industrial Extension

Industrial Extension Study and potentially the development of an Industrial Extension Programme will be discussed again between MoIT and UNDP, with the item to be rolled over to the next financial year.

3.10. Manufacturing TWG & TIP SWAp

The MoIT is awaiting the meeting between the PS of the Ministry and the DRR of UNDP regarding the TA issue. J. Hara (TIP SWAp) will again be requested to attend the PSD project management meetings, to give updates on the TWGs and TIP SWAp. Alternatively he can delegate a colleague to represent him.

4.0 Preparations for PSD Steering Committee Meeting

It was agreed that the next Steering Committee Meeting will take place on the 14th of October 2015 as per Meeting and Reporting Calendar. Draft invitations and draft minutes of the previous SC Meeting have been sent by UNDP to the MoIT for circulation amongst the stakeholders. It was requested by UNDP that the MoIT contributes to the reports as per PSD Event and Reporting Calendar, which has not happened in the past.

4.1 Next PSD Project Management Meeting

The next PSD Project Management Meeting will be held on the 13th of October 2015 in the MoIT as per Meeting and Reporting Calendar.

5.0. Procurement


C. Kachiwala (Dept. of Industry) and E. Chirambo (Dept. of Trade) will meet to discuss procurement needs before contacting UNDP.

On another note, the MoIT voiced the wish to be able to visit some of the companies involved in the MICF, since MICF is an important part of the PSD Project.

The meeting was closed by C. Phangaphanga, MoIT

Minutes Approved and Signed by:

For Ministry of Industry and Trade



C. Phangaphanga, DDoI

Date: 20/10/15

For UNDP



M. Mehrlaender, PSD Programme Analyst

Date: 19/10/2015