

**Meeting Minutes - [16<sup>th</sup> PSD Project Management Meeting]**

**Location:** UNDP, Conference Room  
**Date :** 18<sup>th</sup> February, 2016  
**Time :** 14:00hrs

**Attendance**

1. Clement Phangaphanga (Chair)
2. Charity Msonzo
3. Mark Mehraender
4. Cinzia Tecce
5. Margret Sauzande
6. Yassin Mwachande (Secretary)

**Apologies**

1. Silas Sindi
2. Mayeso Msokera
3. Ezron Chirambo
4. Titus Kavalo
5. Lusungu Mwaungulu

**Adoption of the Agenda**

Agenda was adopted with a minor correction made on Buy Malawi Campaign to read Buy Malawi Strategy.

**Action Items/ Updates**


No.	Item Description	Responsible	Remarks
1.	Industrial Policy	Industry Department	<ul style="list-style-type: none"> <li>• Minister is yet to present the cabinet paper to the cabinet committee as reported in the last meeting</li> </ul>
2.	Industrial Rebates	Ministry of Industry and Trade	<ul style="list-style-type: none"> <li>• Report in the next meeting</li> </ul>


7.	Buy Malawi Strategy	Trade Department	<ul style="list-style-type: none"> <li>• Launch date has been slated for 11 March 2016, where the HE will be the guest of honour</li> <li>• Draft budget already prepared and is coming to K 29million excluding printing of</li> </ul>
6.	Industrial Database	Industry Department	<ul style="list-style-type: none"> <li>• The department as reported in the last meeting, is still waiting to collect questionnaires left from companies</li> <li>• Request for funding to continue the exercise in Lilongwe was already send to UNDP.</li> <li>• UNDP said they are waiting for the face forms to release the funds</li> </ul>
5.	Supplier Development Programme	Industry Department	<ul style="list-style-type: none"> <li>• Concept developed and sent to potential donors to consider funding. Donors approached are JICA, Irish Embassy, Swedish Embassy, Chinese Embassy and Royal Norwegian Embassy</li> <li>• Meeting agreed to include EU, FAO &amp; UNDP as potential donors to the list of donors</li> <li>• Meeting agreed to consider inviting the donor community at once instead of holding bilateral meetings with Donors. The meeting aims at presenting the ASDP concept note and at stimulating donor interest for resource mobilization. UNDP can provide contacts within the Donor Community that work on Private Sector Development, Industry and Trade.</li> </ul>
4.	EPZ Regulations	Industry Department	<ul style="list-style-type: none"> <li>• Consultant engaged</li> <li>• TORs in the final stage</li> <li>• Ministry to propose changes in the regulations and send to the Ministry of Justice for scrutiny and approval as opposed to the Act (since the Act takes long to approve)</li> </ul>
3.	Business Licensing	Trade Department	<ul style="list-style-type: none"> <li>• The exercise is ongoing and now intends to go to Zomba, budget already submitted to UNDP.</li> <li>• The Department has reduced the planned radio jingles from ten to five and this will be done after the current licencing campaign</li> </ul>

<ul style="list-style-type: none"> <li>• UNDP to check with the UN Resident K 17million</li> <li>• Representative on the commitment to increase funding for the launch without suffocating already planned activities on the budget.</li> <li>• The launch should involve Private Sector. UNDP requested for the draft letter to help source funding from Private Sector.</li> <li>• Members agreed that the Strategy should be proof read before printing to perfect it.</li> </ul>			
<ul style="list-style-type: none"> <li>• MoIT and UNDP agreed to change from an individual to Organisation consultancy</li> <li>• Budget adjusted from USD 20 to 40 thousand by trimming down other activities in this year's budget</li> <li>• Ministry of Finance to be involved in the study, on all the steps.</li> </ul>	Industry Department	Industrial Incentives	8.

**A.O.B**

1. Members agreed that UNDP as a partner in this project should also be a signatory of the minutes
2. The meeting was informed that the PSD Project will soon be audited and as such secretariat was requested to get prepared for the exercise.

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 Clement Phangphanga  
 Chairperson/ MOIT

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 Mark Mehrlaender  
 For: UNDP