

Meeting Minutes - [19th PSD Project Management Meeting]

Location: MoITT, Zimbabwe High Commission Building, Conference Room

Date : 04th August, 2016

Time : 09:00hrs

1. Attendance

1. Clement Phangaphanga – MoITT (Co - Chair)
2. Andrew Spezowka- UNDP (Co-Chair)
3. Mark Mehrlaender- UNDP
4. Ezron Chirambo- MoITT
5. Charity Musonzo- MoITT
6. Silas Sindi- MoITT
7. Mayeso Msokera - MoITT
8. Yamikani Kadzakumja- MoITT

2. Apologies

1. Chipso Kachiwala- MoITT
2. Magret Sauzande- MoITT
3. Yassin Mwachande- MoITT
4. Cinzia Tecce - UNDP

3. Introduction

The meeting opened with a word of prayer. Mr. Clement Phangaphanga, Deputy Director of Industry in the Ministry of Industry, Trade and Tourism (MoITT) and Mr. Andrew Spezowka, of UNDP Co-Chaired the meeting. In their opening remarks, the Co-Chairs welcomed the members present to the 19th PSD project Management meeting and appealed for their active participation in the discussions. The meeting was informed from the onset that Minutes of the previous meeting were not available for approval, but would be circulated to members in due course.

4. Adoption of the Agenda

The Agenda was adopted without any amendments.

Action Items/ Updates

No.	Item Description	Responsible	Remarks
1.	Industrial Policy & Trade Policy Implementation Matrix activities	Industry Department	<ul style="list-style-type: none"> Members were informed that the Ministry will finalize the isolation of activities from the Trade and Industrial Policy by Mid-August. It was agreed that the plan of activities should be shared with other development partners once it is finalized.
2.	Tax reforms and Industrial Rebates	MoITT	<ul style="list-style-type: none"> The meeting was informed that government has started implementing some of the tax reforms as recommended by the IRS review. For instance, the Customs and Excise Order was amended to incorporate a new IRS Advisory Committee comprising Private Sector and Public sector members. Additionally, MRA will start accepting IRS applications every month as opposed to the previous biannual application arrangement. It was also reported that the introduction of VAT as per the current National Budget on most final products implies that manufacturers will be deducting Input VAT claims from Output VAT, hence reducing time of claiming IRS refunds.
4	Business Licensing	Trade Department	<ul style="list-style-type: none"> The meeting was informed that the process of producing radio Jingles is progressing with the help of the communication specialist and soon will be on air.

			<ul style="list-style-type: none"> It was also reported that sensitization seminars have been planned for the month of August targeting the districts of Lilongwe, Salima and Nchinji.
5.	EPZ Regulations	Industry Department	<ul style="list-style-type: none"> Vetting of the EPZ regulations is yet to be finalized by Ministry of Justice (Mr. Mlenga). It was advised that MoITT should keep on following up and report status during the next meeting.
6.	Supplier Development Programme	Industry Department	<ul style="list-style-type: none"> The Ministry reported that the ASDP concept was submitted to ASWAp Unit Secretariat in the MoITT for possible funding as per Director of Planning recommendation. Feedback on the same is yet to be received.
7.	Industrial Database	Industry Department	<ul style="list-style-type: none"> The meeting was informed that Management of the Ministry has resolved to utilize ORT funding and the available expertise within the Ministry for purposes of developing the database. A task team comprising officers from the department of Industry, IT and Statistics has been constituted to spearhead the process.
8.	PSD Comprehensive review of Investment, Production and Export Incentives	UNDP	<ul style="list-style-type: none"> It was reported that a consulting firm by the name of PricewaterhouseCoopers Advisory Services Limited, was identified to undertake the assignment. A meeting has since been arranged on 7th September, 2016 where an inception report will be presented.
9.	TIPSWAP Desk	MoITT	<ul style="list-style-type: none"> The TIPSWAp secretariat was not available to update the meeting of NES Implementation, however, MoITT officials available informed that meeting that the Midterm review of the

			NES was underway. Hence the meeting would be informed of the findings. Some of the achievements of the NES Manufactures and SCP TWG that were reported include the development of Sugarcane Products Industry Bill, the carrying out SEZs feasibility study and review of the Export Processing Zones Regulations.
10.	Buy Malawi Strategy	Trade Department	<ul style="list-style-type: none"> • The BMS interim Secretary informed the meeting that the MBS multi-institutional Secretariat is now in place. The first meeting involving nominees from different departments took place where a brief about BMS and the mandate of the secretariat was made. • It was also reported that the main challenge is mobilization of resources to kick start the operations of secretariat.

Way Forward

The meeting agreed on the following as a way forward:

1. Letters of request for support from MoITT under the project should be passing through the PSD Secretariat for record purposes. DOI and DOT should be kept in the loop on any communication in this regard.
2. For authorization purposes, UNDP should always liaise with the Ministry's Project Coordinator and Secretariat before undertaking an activity or preparing payment (face forms) for both Ministry and UNDP officials that will be financed by the PSD Project.
3. UNDP should consider supporting activities associated expenses such as fuel and airtime.
4. UNDP to present the remaining budget balances for the respective items in the work plan in order for the implementing team to appreciate absorption.

Closing remarks

In closing the Co-Chairs thanked all for attending the meeting and advised that it is high time for the project team to start brainstorming on what happens after the end of 2016 PSD project support. Secretariat was advised to keep on following up on action points as discussed in the meeting.

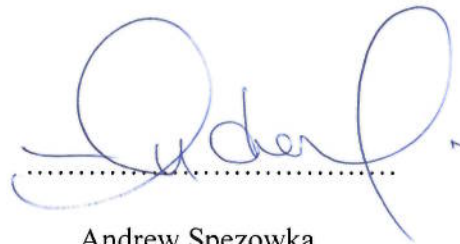
Closing prayer

The meeting closed with a word of prayer by Mr. Kadzakumanja.



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Clement Phangaphanga

Chairperson/ MOIT



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Andrew Spezowka

For: UNDP