

**MBS Ref: BS/UN/23/2/1D**

**SQAM Project**

**Minutes for the 25<sup>th</sup> Monthly Project Management Meeting  
Held Via Teleconference at UNDP-Lilongwe and MBS-Blantyre**

**On Thursday, 21<sup>st</sup> July 2016 at 03:00pm**

**Participants Present:**

Ms. M. Sauzande	Ministry of Industry, Trade and Tourism	Co-chairperson
Mr. R. Moyo	Malawi Bureau of Standards	Co-chairperson
Mr. T. Kavalo	United Nations Development Programme	Member
Mr. M. Mehrlaender	United Nations Development Programme	Member
Mr. W. Muyila	Malawi Bureau of Standards	Member
Mr. P. Kondowe	Malawi Bureau of Standards	Member
Mr. S. Kuyeli	Malawi Bureau of Standards	Member
Mr. T. Senganimalunje	Malawi Bureau of Standards	Member
Mrs. E. Kunje	Malawi Bureau of Standards	Member
Mr. F. Denner	UNIDO/UNDP/MBS - SQAM Project	Member
Mr. E. Jere	UNDP/MBS - SQAM Project	Member

**Apologies:**

Mr. C. Phangaphanga	Ministry of Industry, Trade and Tourism	Member
Ms. C. Tecce	United Nations Development Programme	Member
Mr. F. Sikwese	Malawi Bureau of Standards	Member
Mr. M. Gwaza	Malawi Bureau of Standards	Member

<b>MINUTE NO.</b>	<b>SUBJECT MATTER AND PROPOSED ACTION</b>
<b>1.0</b>	<p><b>Opening Remarks and Prayer</b></p> <p>The Co-chairperson (MBS) called the meeting to order at 03:15 pm. He thanked all members for coming to the meeting and asked them to participate fully. He then requested for a volunteer to offer an opening prayer. The opening prayer was then offered by Mrs. Elizabeth Kunje.</p> <p>The Co-chairperson (MBS) informed the meeting that there was a problem with the teleconference equipment which was supposed to connect the people at MBS in Blantyre and those at UNDP in Lilongwe. The meeting resolved that it was better to continue with the meeting in Blantyre since the representative from UNDP was available at MBS in Blantyre and that the</p>

	<p>colleagues from Lilongwe would join later on.</p> <p>The Project Management members from Lilongwe joined through skype but this technology also had technical problems as it only worked for a few minutes.</p>
<b>2.0</b>	<p><b>Introductions</b></p> <p>There were no introductions because all members present new each other.</p>
<b>3.0</b>	<p><b>Adoption of Agenda</b></p> <p>The agenda was adopted after adding the issue of invitations of UNIDO delegates and other stakeholders to the 12<sup>th</sup> Steering Committee (SC) meeting.</p>
<b>4.0</b>	<p><b>Confirmation of Minutes of Previous Meeting</b></p> <p>Minutes of the previous meeting were confirmed to be a true reflection of what was discussed after the following amendments:</p> <p>a) On minute number 5.3.2; the statement had a reference of minute number 5.3.1a instead of referring to minute number 5.3.1b, this was corrected.</p> <p>b) The paragraph below was wrongly placed on minute number 5.3.4 but it was supposed to be on minute number 5.3.3, this was corrected;</p> <p><i>"The meeting was informed that ISO 17025 system documentation was in progress and that IE, Reimond Willemse, would be engaged by end of June or July to do pre-assessment. It was reported that after submission of the documents, it might take about 2 months to make assessment of the gaps that need to be filled."</i></p>

<b>5.0</b>	<b>Matters Arising</b>
<b>5.1</b>	<b>OUTPUT 1. Strengthened Capacity of the Malawi Bureau of Standards to Deliver Business Services and to Achieve Financial Sustainability</b>
<b>5.1.1</b>	<p><b>National Quality Policy</b></p> <p>The meeting was informed that the National Quality Strategy (NQS) was launched on 18th May 2016 at Sunbird Mount Soche Hotel. The function was presided over by the Chief Director of Ministry of Industry, Trade and Tourism (MoITT). It was attended by Malawi Bureau of Standards, Ministry of Industry, Trade and Tourism, United Nations Development programme, European Union, Ministry of Finance, Ministry of Agriculture, Irrigations and Water Development, Laboratory Association of Malawi (LAM), the industry and other stakeholders.</p> <p>It was then reported that printing of the NQS was in progress and that 500 copies were expected to be printed.</p> <p>The meeting was also informed that the MoITT was in process of drafting letters (in collaboration with the MBS) for requesting the would-be members of the Quality Coordination Committee. The meeting was further informed that the actual status would be known by 27<sup>th</sup> July 2016.</p>
<b>5.1.2</b>	<p><b>Functional Review</b></p> <p>The meeting was informed that an implementation team comprising of the Office the President and Cabinet, Ministry of Industry, Trade and Tourism, Department of Human Resources Management and Development, Department of Statutory Corporations and MBS was set up. The implementation team met thrice in Salima where they produced an implementation plan and also conducted staff and salary placement.</p>
<b>5.1.3</b>	<p><b>The MBS 2017-2021 Strategic Planning</b></p> <p>It was reported that the MBS Internal Procurement Committee (IPC) met on 15th June 2016 to scrutinize proposals submitted by consultants to</p>

	<p>undertake the assignment of developing the Strategic Plan. The recommendations were made to contract Malawi Institute of Management (MIM) as a consultant to develop the MBS Strategic Plan. The inception meeting between the MBS and MIM was scheduled for 26<sup>th</sup> July 2016.</p> <p>It was also reported that it would be difficult to engage Dr. Geoff Visser to facilitate the Strategic Planning Workshop as reflected in the 2016 AWP because he is tied up at SADC Secretariat. During the 2016 Mid-Year Review Meeting, a recommendation was made to consider using the funds for the IE (Dr. Geoff Visser) amounting to \$12,426 USD for trainings under activity 1.7.</p>
<p><b>5.1.4</b></p>	<p><b>Enterprise Resource Planning (ERP)</b></p> <p>It was reported that the concentration was on accounting component and that the whole accounting package was on line.</p>
<p><b>5.1.5</b></p>	<p><b>Mapping of Malawi laboratory Landscape</b></p> <p>The meeting was informed that the MBS IPC met on 15<sup>th</sup> June 2016 to scrutinize the proposals which were submitted by consultants to undertake the assignment. The MBS IPC made recommendations to engage the Laboratory Association of Malawi (LAM) to undertake this assignment. The opening meeting was expected to take place on 21<sup>st</sup> July 2016 but it failed to take place, the MBS would follow up on the matter.</p>
<p><b>5.1.5</b></p>	<p><b>Training Plan</b></p> <p>It was reported that the second training "<i>Microbiological Methods for Meat and Poultry</i>" took place at International Food Safety Training Laboratory (IFSTL), University of Maryland in United States of America (USA) from 16-20 May 2016 (5 days) and the trainee was Mr. Greyson Masanga (Senior Laboratory Technician). Mr. Isaac Chirwa (Division Manager-Chemical Testing) also went for the training on "<i>Methods of Determination for Drug Residues in Fish, Meat, and Poultry</i>" at IFSTL from 20 Jun - 29 Jun 2016 (8 days). Two more trainings were expected to be undertaken in October and November. It was indicated that the trainings were beneficial for the</p>

	capacity building of the MBS.
<b>5.2</b>	<b>OUTPUT 2: Technical Regulations Reviewed to Promote Efficient, Effective and Accountable Delivery of Information in Accordance with SQAM Legislation and Regulations</b>
<b>5.2.1</b>	<p><b>Documentary And Field Survey Of The Malawian Situation With Regards To Technical Regulations And Enforcement. [Activity 2.1]</b></p> <p>The meeting was also informed that the Malawi Trade Portal was launched on 14<sup>th</sup> July 2016 by the Minister of Industry Trade and Tourism (MoITT). It was reported that upon checking on the Malawi Trade Portal, it was discovered that out that it contains the information on regulations that the database under activities 2.3 and 4.1 is supposed to address. However, the portal does not contain all the regulations. It was resolved that the national Consultant who would undertake activity 2.1 should also review the trade portal and address identified gap for inclusion in the trade Portal as a recommendation to the Ministry of Industry, Trade and Tourism.</p> <p>The meeting was also informed that the first draft of the Terms of Reference (ToRs) for the local consultant to undertake the tasks was developed and would be finalized soon members were then informed that this activity will be undertaken together with activities 2.3 and 4.1.</p>
<b>5.2.2</b>	<p><b>Data gathering on Technical Regulation, Analysis and Consolidation; and Development of a Database for Technical Regulation</b></p> <p>The meeting was informed that this activity would be done together with activities 2.1 and 4.1.</p>
<b>5.2.3</b>	<p><b>Preparation of a strategy and a plan for the institutionalization of "Better Regulation" in Malawi [Activity 2.4]</b></p> <p>The meeting was informed that a task force to facilitate the implementation of this activity was established and it has the following members: Ministry of Industry Trade and Tourism, (Chair), Malawi Bureau of Standards, (Secretariat), Malawi Energy Regulatory Authority, Malawi Communications</p>

	<p>Regulatory Authority, Ministry of Justice and Constitutional Affairs, Ministry of Labour, National Construction Industry Council and Blantyre City Council.</p> <p>The Task Team would review the Risk Impact Assessment (RIA), approaches introduced by the International Expert (Valentin Nikonov), SADC framework, and the WTO proposed approach, and then come up with a way forward and that the team is expected to meet the TBT committee in August 2016 to discuss on the way forward.</p>
<b>5.3</b>	<b>OUTPUT 3: Structurally Enhanced Capacity of the Malawi Bureau of Standards for Conformity Assessment Services.</b>
<b>5.3.1a</b>	<p><b>Construction of Metrology/MBS Building (Chichiri) [Activity 3.1a]</b></p> <p>The meeting was informed that construction works for the new MBS Laboratory Complex are in progress and also on track. The contractor issued two (2) certificates of payment; the first certificate of K300 million was paid in full and for the second certificate of K366 million only part payment was done, the remaining balance was yet to be honoured. The meeting was then informed that cash flows had been submitted to treasury.</p> <p>Members were then told that a certificate from MOD Chartered Architects amounting to Mk35 million would be paid from Bureau resources.</p> <p>The meeting was also informed that in the 2016 development budget of the Government this activity was allocated K1 billion against K6 billion which the MBS was anticipating but there are chances that this might be revised during the Mid-Year Review.</p> <p>The meeting was further informed that UNIDO recruited a consultant (Ron Cook) under MATCB Project to act in the interest of MBS to ensure that designs are done according to the specifications, the engagement duration was 20 days.</p>

<p><b>5.3.1b</b></p>	<p><b><i>Develop within MBS an Accredited Product Certification Body [Activity 3.1b]</i></b></p> <p>The meeting was informed that the MBS was addressing the gaps which were identified during pre-assessment in November and December 2015. UNIDO recruited IE (Sohrab) to assist the MBS to redress the findings outlined in the report of the pre-assessment on ISO 17065 document review. This IE would replace Mr. Husain Shaukat whose second mission was not recommended due to unforeseen circumstances. It is expected that all the gaps would be addressed by end of September 2016.</p> <p>The meeting was further informed that UNIDO was in the process of recruiting IEs (Nigel Croft and Howie Ng) who would conduct training in accordance with ISO 19011:2011 Guidelines on auditing management systems to MBS Officers concerned with ISO/IEC 17065 quality management systems scheduled for August/ September 2016.</p>
<p><b>5.3.2</b></p>	<p><b><i>Product and Management Systems Certification [Activity 3.2]</i></b></p> <p>It was reported that the MBS was in the process of redressing the gaps to complete the documentation of ISO 17021. UNIDO recruited IE (Sohrab) to assist the MBS to redress the findings outlined in the report of the pre-assessment on ISO 17021 document review conducted in Dec-2015. This IE would replace Mr. Husain Shaukat whose second mission was not recommended due to unforeseen circumstances.</p> <p>The meeting was informed that UNIDO commenced the process of recruiting IEs (Nigel Croft and Howie Ng) who are expected to;</p> <ul style="list-style-type: none"> <li>a) Conduct a workshop with MBS Officers regarding the migration of ISO 9001:2008 to ISO 9001:2015;</li> <li>b) Advise MBS Officers on key considerations to migrate from an ISO/IEC 17021:2011 quality management system the ISO/IEC 17021-1:2015 Conformity assessment -- Requirements for bodies providing audit and certification of management systems -- Part 1: Requirements, and</li> </ul>

	<p>c) Conduct training in accordance with ISO 19011:2011 Guidelines on auditing management systems to MBS Officers concerned with the ISO/IEC management systems.</p> <p>The changes by ISO in the ISO 9001 standard from the 2008 version to the 2015 version also resulted in the ISO/IEC 17021:2011 standard being amended as outlined by ISO/IEC 17021-1:2015, hence need for such trainings and workshops. The workshops and trainings are expected to be conducted in August/ September 2016.</p>
<p><b>5.3.3</b></p>	<p><b><i>Upgraded and Accredited Testing Laboratories [Activity 3.3]</i></b></p> <p>The meeting was informed that UNIDO recruited an IE, Reimond Willemse, to do document review/ pre-assessment of the ISO 17025. The IE arrived in the country on 10 July 2016 on his first mission at the MBS and pre-assessment is expected to be completed by 22 July 2016 with a closing meeting. The IE is expected to produce a report of his first mission in which the recommendations will be presented.</p> <p>The meeting was also informed that the faulty Atmospheric Distillation Analyser was replaced with the new one in June 2016 and it is operational and the Certificate of Acceptance was signed by all parties.</p> <p>The meeting was further informed that the two engineers from Enky Enterprises, the suppliers of the Universal Testing Machine (UTM), arrived in Malawi on 19 July 2016. They are expected to install the equipment and train the MBS Officers on how to operate the equipment. Installation of the equipment commenced on 20 July 2016 and all is expected to be completed by 28 July 2016.</p> <p>It was also reported that the Ion Chromatography arrived at the MBS in May 2016. It was installed and it is operational. The Certificate of Acceptance was also signed by all parties.</p>



5.3.4	<p><b><i>Upgrading and Accreditation of Calibration Laboratories. [Activity 3.4]</i></b></p> <p>The meeting was also informed that the Out-of-Country trainings are in progress and are being undertaken under MATCB Project (a sister project to SQAM Project) funded by Norad.</p>
5.4	<p><b>OUTPUT 4: Strengthened, Proactive and Responsive National Enquiry Points (NEP) to the Information and Notification Requirements Of WTO/TBT/SPS Agreements</b></p>
5.4.1	<p><b><i>Identify, Store, Update, Create and Use the Information on Foreign TR, Standards and Conformity Assessment Dispositions of Countries that Import from Malawi</i></b></p> <p>The meeting was reminded that remaining activities on this output would be undertaken together with activities 2.1 and 2.3.</p>
5.5	<p><b>OUTPUT 5: Sanitary and Phytosanitary (SPS) Infrastructure Improved and Mainstreamed into National Policies</b></p>
5.5.1	<p><b><i>Review of National SPS Infrastructure</i></b></p> <p>It was reported that the report highlighted that Malawi does not have the Food Safety Policy and that there was need to first develop the policy before review/development of food safety legislation can commence. This activity will then be concluded at this level due to this scenario as development of the policy was not originally designed in the SQAM Project.</p> <p>It was also reported that the Output 5 consultants (FAO) will arrange for a validation workshop of the report to take place between 9 and 11 August 2016. The meeting agreed that there is need to invite all the stakeholders to the validation workshop.</p>

5.6	<b>OUTPUT 6: Capacity of Small and Medium Sized Enterprises (SME), and Particularly Women Led Enterprises, Strengthened to Comply with Quality Requirements</b>
5.6.1	<p><b><i>Technical Assistance to SMEs, in Particular Female and Youth Headed SMEs, to Comply with HACCP / ISO 22000 Food Safety Management Systems [Activity 6.2]</i></b></p> <p>The meeting was informed that the IE (Anya Knoetze) arrived in the country on 11<sup>th</sup> July 2016 for her second mission which is expected to be completed by 5<sup>th</sup> August 2016. The IE commenced Technical Assistance to the cohort 1 companies (Nali Limited, Linga Wine and Katete Dairy) from 12 June to 23 July 2016.</p> <p>This activity would be done together with activity 6.5 "<i>Trainers-cum-Counsellors and Auditors: Training in HACCP/ISO 22000 Food Safety Management systems</i>".</p>
5.6.2	<p><b><i>Technical Assistance to SMEs, in Particular Female and Youth Headed SMEs, to Comply with ISO 9001 Quality Management Systems (QMS). [Activity 6.3]</i></b></p> <p>The meeting was informed that UNIDO was in process of recruiting to initiate technical support on ISO 9001 at second group of Cohort 1 companies (Capital Oil Refinery Industries Ltd, Polyplast Ltd, Promat Ltd and Mzuzu Coffee Planters Cooperative Union).</p> <p>The IE would evaluate the current level of implementation of ISO 9001 Quality Management Systems (QMS) at the four cohort I companies (second group) and agreed on a plan of action with each company for the eventual completion of implementation of the system. The trainings on the 2015 version of ISO 19001 would then follow. The industrial visits and trainings have been scheduled for August/ September 2016.</p> <p>This activity would be done together with activity 6.6 "<i>Training in ISO 9001 Quality management systems for trainers-cum-counsellors and auditors</i>".</p>

<p><b>5.6.3</b></p>	<p><b><i>Trainers-cum-Counsellors and Auditors: Training in HACCP/ISO 22000 Food Safety Management Systems [Activity 6.5]</i></b></p> <p>It was reported that the IE (Anya Knoetze) would conduct training course on ISO 22000 for pool of auditors &amp; trainers-cum-counsellors to the nominees from selected Institutions from 1 - 5 August 2016 (1 week). The trainees would be Food Safety professionals only because the IE indicated that he was not satisfied with the capacity of most of the Trainers-cum-Counsellors and Auditors who were trained before. The training is expected to take place from 1<sup>st</sup> to 5<sup>th</sup> August 2016.</p>
<p><b>5.6.4</b></p>	<p><b><i>Training in ISO 9001 – Quality Management Systems for Trainers-cum-Counsellors and Auditors [Activity 6.6]</i></b></p> <p>The meeting was informed that this activity would be done together with activity 6.3 <i>Technical assistance to SMEs, in particular female and youth headed SMEs, to comply with ISO 9001 Quality Management Systems (QMS).</i></p>
<p><b>5.6.4</b></p>	<p><b><i>Training of Trainers-cum-Counsellors and Auditors in ISO 17025 [Activity 6.9]</i></b></p> <p>It was reported that the UNIDO recruited IE (Steve Sidney) to conduct the training on ISO 17025. The training is expected to take place at a hotel in Blantyre from 15<sup>th</sup> to 19<sup>th</sup> August 2016. The advert was already placed in the Nation Newspaper of 8<sup>th</sup> July 2016 for the interested participants to apply.</p>
<p><b>6.0</b></p>	<p><b>Post-mortem of Midyear Review Process and Progress on Assignments</b></p> <p>The meeting was informed that the 2016 Mid-year review took place on 16<sup>th</sup> and 17<sup>th</sup> June 2016 and it was attended by the SQAM Project Management team from the MBS, UNDP and MoITT. However, it was observed that;</p> <p>a) The meeting started late almost 2 hours late because some members came late. Some members who came to the meeting late also left earlier and this made it difficult to close certain gaps in the revised 2016 AWP.</p>

	<p>b) Some members were represented in the meeting and the meeting discussed and agreed that it would be better if the MBS identified the alternates of the members who should be attending all Project Management meetings and also other related meetings so that they can have a lot of information concerning the SQAM Project.</p>
<p><b>7.0</b></p>	<p><b>Revised Annual Work-Plan and Output 6 Allocations</b></p> <p>The meeting was MBS informed that the MBS developed a proposal for fast tracking the activities on output 6 which outlines the activities planned for implementation. The proposal indicates that there is need to reconsider and review upwards the allocation of \$91,000 USD which is in the revised/ amended 2016 AWP. This is so because the MBS planned for activities which will cost about \$143,000 USD (K104,000,000) and \$91,000 USD would not be enough. The proposal justifies the matter and would also be presented at the 12<sup>th</sup> Steering Committee meeting.</p> <p>The following activities were presented in the proposal:</p> <ul style="list-style-type: none"> <li>a) Technical Assistance to ISO 22000 SMEs, 2nd Mission for IE in Q3 and Q4, including auditors-cum-counsellors training on ISO 22000; costing approximately MK22 million based on the proposal submitted in July 2016 to MBS top management for the activity.</li> <li>b) Technical Assistance to ISO 9001 SMEs, to commence in Q3 and Q4, including auditors-cum-counsellors training on ISO 9001 costing approximately MK22 million.</li> <li>c) MS 21/19 trainings targeting 60 SMEs (20 from each of the 3 regions) costing approximately MK45 million to MK60 million. The expenditure will be slightly lower than for auditors-cum-counsellors because some of the participants will not require accommodation and travel refunds.</li> </ul> <p>The meeting noted that the figures which were indicated in the proposal were lump sum and so the meeting requested the MBS to indicate the breakdown of the lump sum figures.</p> <p>The meeting also noted that some awareness seminars were not included in</p>

	<p>the proposal. The meeting then discussed and agreed that the awareness seminars should be included in the proposal and that the trainings on MS 21 and MS 19 should be conducted in 2017. The meeting requested the MBS to recraft the proposal to incorporate the all these inputs by Tuesday, 26<sup>th</sup> July 2016. The document would be presented to the Steering Committee.</p>
<b>8.0</b>	<p><b>Progress report - Status of Implementation - 2016 Quarter 2 Work</b></p> <p>The meeting was informed that the draft Progress Report for quarter 2 was developed and that it would be finalised by 22 July 2016. The report would be submitted by 29 August 2016.</p>
<b>9.0</b>	<p><b>Highlights of Q3 Work-Plan</b></p> <p>The Q3 Work Plan was presented to the meeting. The meeting noted the activities that were planned for implementation in Q3. Some activities were rolled over from Q2.</p>
<b>10.0</b>	<p><b>Prequalification of Service Providers</b></p> <p>The meeting discussed and agreed that prequalification of certain procurement can be considered. The meeting learnt that the MBS follows the Public Procurement Policies. Members resolved that this should be done in readiness for 2017.</p>
<b>11.0</b>	<p><b>Review of Calendar of Events</b></p> <p>The 2016 Calendar of Events was presented during the meeting and the meeting noted that the 25<sup>th</sup> Project Management meeting was scheduled for 18<sup>th</sup> August 2016 while the 12<sup>th</sup> Steering Committee (SC) meeting was scheduled for 11<sup>th</sup> August 2016. The meeting agreed that these two meetings should be held back to back in Lilongwe and so the 25<sup>th</sup> Project Management meeting was re-scheduled for 10<sup>th</sup> August 2016.</p>
<b>12.0</b>	<p><b>Any Other Relevant Business (Agreed in advance)</b></p> <p>There was no AOB.</p>

<b>10.0</b>	<p><b>Closing Remarks and Prayer</b></p> <p>The Chairperson (MBS) thanked the members for attending the meeting and also for their constructive contributions. He finally asked the members to ensure that they meet the deadlines for various assignments.</p> <p>The closing prayer was offered by Mrs. E. Kunje at 16:40.</p> <p>The date for the next meeting is 10<sup>th</sup> August 2016.</p>
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**The Minutes Approved and Signed by:**

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**Mr. R. Moyo** **DATE**

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

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**Mrs. M. Sauzande** **DATE**

**For: Ministry of Industry, Trade and Tourism (MoITT)**

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**Mr. T. Kavalo** **DATE**

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

**MBS Ref: BS/UN/23/2/1D**

**SQAM Project**

**Minutes for the 27<sup>th</sup> Monthly Project Management Meeting  
Held Via Teleconference at UNDP-Lilongwe and MBS-Blantyre**

**On Thursday, 15<sup>th</sup> September 2016 at 03:00pm**

**Participants Present:**

Mr. C. Phangaphanga	Ministry of Industry, Trade and Tourism	Co-chairperson
Ms. C. Tecce	United Nations Development Programme	Co-chairperson
Mr. T. Kavalo	United Nations Development Programme	Member
Mr. M. Mehrlaender	United Nations Development Programme	Member
Mr. G. Chimteka	Ministry of Finance	Member
Mr. W. Muyila	Malawi Bureau of Standards	Member
Mrs. E. Kunje	Malawi Bureau of Standards	Member
Mrs. L. Magawa	Malawi Bureau of Standards	Member
Mr. M. Gwaza	Malawi Bureau of Standards	Member
Mr. S. Kamuloni	Malawi Bureau of Standards	Member
Mr. C. Marorongwe	Malawi Bureau of Standards	Member
Mr. F. Denner	UNIDO/UNDP/MBS - SQAM Project	Member
Mr. E. Jere	UNDP/MBS - SQAM Project	Member

**Apologies:**

Mrs. M. Sauzande	Ministry of Industry, Trade and Tourism	Member
Mr. A. Spezowka	United Nations Development Programme	Member

<b>MINUTE NO.</b>	<b>SUBJECT MATTER AND PROPOSED ACTION</b>
<b>1.0</b>	<b>Opening Remarks and Prayer</b> The Co-chairperson (MoF) called the meeting to order at 03:05pm. The meeting was first being chaired by Mr. G. Chimteka from Ministry of Finance (MoF) before the co-chair from MoITT arrived. He welcomed the members and sked for their full participation.  The opening prayer was offered by Mrs. L. Magawa.
<b>2.0</b>	<b>Introductions</b> The members made self-introductions.

<b>3.0</b>	<b>Adoption of Agenda</b> The agenda was adopted without making any amendments.
<b>4.0</b>	<b>Confirmation of Minutes of Previous Meeting</b> The minutes of the previous meeting were confirmed to be a true reflection of what was discussed without making any amendments.
<b>5.0</b>	<b>Matters Arising</b>
<b>5.1</b>	<b>OUTPUT 1:</b> <b>Strengthened Capacity of the Malawi Bureau of Standards to Deliver Business Services and to Achieve Financial Sustainability</b>
<b>5.1.1</b>	<b>National Quality Policy (NQP)</b> The meeting was informed that the copies of the National Quality Strategy (NQS) were being printed at Fattan Offset Printers in Blantyre and that they would be ready by Friday, 23 September 2016. It was clarified that the printing of the NQS had delayed because there were other arrangements being made to include the photos.  The meeting was also informed that the MBS was making arrangements for the 2 <sup>nd</sup> meeting of the National Quality Coordinating Committee (NQSCC) to be scheduled before end of 2016 as per agreement made during the 25 <sup>th</sup> SQAM Project Management meeting and that the actual date of the meeting would be communicated later through email.
<b>5.1.2</b>	<b>The 2017-2021 MBS Strategic Plan</b> It was reported that the Malawi Institute of Management (MIM) submitted the inception report and a proposal for the next phase. MIM would do consultations with various stakeholders. The first draft report would be ready by 29 <sup>th</sup> September 2016. The meeting was informed that the focal point on this activity is the Director of Finance and Administration (DFA) of the MBS.
<b>5.1.3</b>	<b>Mapping of Malawi Laboratory Landscape</b> The meeting was informed that the Laboratory Association of Malawi (LAM)



	<p>did not submit the inception report. The meeting was concerned that LAM indicated that the inception report would be ready by 12<sup>th</sup> September 2016, the date which had passed. The meeting requested for the contract documents between the MBS and LAM to be shared with the project management team members for noting. The MBS promised to follow up on the matter. The meeting learnt that the contact person/ the focal point on this matter is the Director of Testing Services (DTS) of the MBS.</p>
<b>5.1.4</b>	<p><b>Training Plan</b></p> <p>It was reported that there were two trainings which were remaining to be conducted at International Food Safety Training Laboratory (IFSTL) in USA in October and November 2016. The trainings will focus on Mycotoxin analyses and general application of Chromatography Techniques. These will be the last trainings to be conducted in 2016 and other trainings will be scheduled for 2017 and a new service provider would be identified by UNIDO.</p>
<b>5.2</b>	<p><b>OUTPUT 2:</b></p> <p><b>Technical Regulations Reviewed to Promote Efficient, Effective and Accountable Delivery of Information in Accordance with SQAM Legislation and Regulations</b></p>
<b>5.2.1</b>	<p><b>Documentary and Field Survey of The Malawian Situation with Regards to Technical Regulations and Enforcement. [Activity 2.1]</b></p> <p>The meeting was informed that the Terms of Reference (ToRs) for the consultancy on Technical Regulations were sent to the office of the Director General (DG) of MBS for approval. The ToRs will be placed in the newspaper once approved. The meeting agreed that there was need to fast-track this activity as it has taken long.</p>
<b>5.2.2</b>	<p><b>Data gathering on Technical Regulation, Analysis and Consolidation; and Development of a Database for Technical Regulation [Activity 2.3]</b></p> <p>It was clarified that the Trade Portal (which is being anchored by MoITT)</p>

	<p>and Trade Information Portal (which is being anchored by MITC) are two separate portals with different functionalities. The Trade Information Portal for the MITC is about "markets which people can have access to" while the Trade portal for MoITT is about the "data base for Technical Regulations". There is need for the trade portal to be updated and so the consultant needs to engage the developers of the trade portal.</p>
<b>5.2.3</b>	<p><b>Preparation of a Strategy and a Plan for the Institutionalization of "Better Regulation" in Malawi [Activity 2.4]</b></p> <p>The meeting was informed that the meeting between the Task Team and the Technical Barriers to Trade (TBT) Committee did not take place on the proposed date of 26<sup>th</sup> August 2016. The meeting was rescheduled to take place in October 2016 but the actual date would be communicated.</p>
<b>5.3</b>	<p><b>OUTPUT 3:</b></p> <p><b>Structurally Enhanced Capacity of the Malawi Bureau of Standards for Conformity Assessment Services.</b></p>
<b>5.3.1a</b>	<p><b>Construction of Metrology/MBS Building (Chichiri Site) [Activity 3.1a]</b></p> <p>It was reported that the construction works are in progress and that 20% of the work was completed. The meeting was informed that part of the 3<sup>rd</sup> certificate of payment was honoured and the balance would be paid in due course. The 4<sup>th</sup> certificate of payment amounting to KM220 million was issued and the MBS is yet to submit it to the Ministry of Finance (MoF) because the ministry funds per certificate of payment submitted. The balance from the third certificate plus the amount from the 4<sup>th</sup> certificate are adding up to KM374 million. There is also need to find out if the construction works were over budgeted or under budgeted for the ministry to act accordingly.</p> <p>The meeting further discussed and agreed that there is need for regular briefing on the progress of the construction works (if possible, by the contractor). The works done should correspond with the certificates of</p>

	<p>payment issued. This will help the project team to know whether the construction works are on track or not.</p> <p>The MBS promised to be sharing the monthly report of the construction works including the photos of the new MBS building to the Project Management team so that even those who are based outside Blantyre (e.g. in Lilongwe) can have a clear picture of the progress. This would be ideal as the technical meeting takes place monthly.</p> <p>The meeting was further informed that Ron Cook achieved most of the matters that needed to clarification. The key part for the architects is to provide a clear picture/sketch on how the layout of the laboratory can be.</p> <p>It was also reported that the MATCB Project would support the study tour to other Bureaus of Standards in SADC.</p>
<p><b>5.3.1b</b></p>	<p><b><i>Develop within MBS an Accredited Product Certification Body [Activity 3.1b]</i></b></p> <p>The meeting was informed that the work of the International Expert (IE), Sohrab, was completed and the ISO 17065 system is in place and what remains is implementation. Application of accreditation will follow. The bottled water industry was proposed to be a trial certification sector on this system because the MBS already has the capacity in this area.</p>
<p><b>5.3.2</b></p>	<p><b><i>Product and Management Systems Certification [Activity 3.2]</i></b></p> <p>The meeting was informed that the system documents for ISO 17021 is in place and what remains is implementation. Application for accreditation will follow.</p> <p>The meeting was also informed that the training on migration of ISO 9001:2008 to ISO 9001:2015 was conducted from 22<sup>nd</sup> to 23<sup>rd</sup> August 2016 and that the training on ISO 19011:2011 Guidelines on Auditing Management (Internal Auditor Training) took place from 24<sup>th</sup> – 26<sup>th</sup> August 2016. Both trainings were conducted by Dr. Nigel Croft. The Lead Auditor</p>

	<p>training on ISO 22000 was also conducted on 13<sup>th</sup> – 23<sup>rd</sup> September 2016. The training was conducted by IE, Howie Ng.</p>
<b>5.3.3</b>	<p><b><i>Upgraded and Accredited Testing Laboratories [Activity 3.3]</i></b></p> <p>It was reported that the report by International Expert (IE), Reimond Willemse, on pre-assessment of systems in the laboratory is available. The MBS is working on action plan to address the gaps by November 2016. There is a proposal to engage the IE for 10 days until December 2016 for him to respond to the queries that might come up.</p> <p>It was further reported that the time line for procuring services for accreditation is December 2016.</p>
<b>5.4</b>	<p><b>OUTPUT 4:</b></p> <p><b>Strengthened, Proactive and Responsive National Enquiry Points (NEP) to the Information and Notification Requirements Of WTO/TBT/SPS Agreements</b></p>
<b>5.4.1</b>	<p><b><i>Identify, Store, Update, Create and Use the Information on Foreign TR, Standards and Conformity Assessment Dispositions of Countries that Import from Malawi</i></b></p> <p>This activity is being done together with activities 2.1 and 2.3 of Output.</p>
<b>5.5</b>	<p><b>OUTPUT 5:</b></p> <p><b>Sanitary and Phytosanitary (SPS) Infrastructure Improved and Mainstreamed into National Policies</b></p>
<b>5.5.1</b>	<p><b><i>Review of National SPS Infrastructure</i></b></p> <p>It was reported that the work on this output was concluded with a report which was developed by Food and Agriculture Organization (FAO) on the Food Safety Policy. The validation workshop for took place on 18<sup>th</sup> August 2016 at UN Women Conference Room at Evelyn Court in Lilongwe. The report was accepted without any amendments.</p> <p>Although the SQAM Project activities on this matter were concluded, there is still some work remaining (the remaining work is outside the scope of the</p>

	<p>project). The meeting was informed that FAO indicated that it would use its national resources for the development of the Food Safety Policy and that it allocated \$50,000 USD towards the activity. FAO is drafting a paper to be presented to MoITT on this matter.</p>
<b>5.6</b>	<p><b>OUTPUT 6:</b>  <b>Capacity of Small and Medium Sized Enterprises (SME), and Particularly Women Led Enterprises, Strengthened to Comply with Quality Requirements</b></p>
<b>5.6.1</b>	<p>It was reported that Technical Assistance on ISO 22000 (to Nali Limited, Linga Wine and Katete Dairy) and ISO 9001 (to Capital Oil Refinery Industries Ltd, Polyplast Ltd, Promat Ltd and Mzuzu Coffee Planters Cooperative Union) is underway. The companies will be utilised by the MBS for accreditation purposes.</p> <p>The meeting was informed that the IE (Shashank Sheth) conducted training for Auditors cum-Counsellors on ISO 19001 to 14 experts from the private and public institutions from 22<sup>nd</sup> to 26<sup>th</sup> August 2016. It was reported that the IE (Steve Sidney) also conducted the Training of Trainers cum-Counsellors on ISO 17025 from 15<sup>th</sup> to 19<sup>th</sup> August 2016 at Malawi Sun Hotel in Blantyre.</p> <p>The MBS further informed and assured the meeting that the funds which were indicated in the proposal for fast-tracking implementation of activities for output 6 would be utilized and that the trainings on MS21 and MS19 might be considered for 2017.</p>
<b>6.0</b>	<p><b>Recap of IP Review Meeting</b></p> <p>The meeting agreed that the discussion on this matter should be pended awaiting the minutes of 2016 IP Review meeting.</p>
<b>7.0</b>	<p><b>Review of Calendar of Events</b></p> <p>The meeting agreed that there was need to stick to the approved 2016 AWP and 2016 calendar of events as the dates were already known by the</p>

	<p>stakeholders {Steering Committee (SC) members and Project Management (PM) members}; some members had already made arrangements for the series of meetings and shifting dates might inconvenience them.</p> <p>The meeting agreed to hold a series of events as per calendar of events as follows:</p> <ul style="list-style-type: none"> <li>a) 8<sup>th</sup> November 2016; Project Management meeting.</li> <li>b) 9<sup>th</sup> November 2016; Steering Committee meeting.</li> <li>c) 10<sup>th</sup> – 11<sup>th</sup> November 2016; 2017 Annual Work Planning retreat.</li> <li>d) NQS Coordination Committee meeting to be shifted to a later date which would be communicated later.</li> <li>e) Quarter 4 work plan should be submitted before end of September 2016 and that Q3 Progress Report should be submitted by 30<sup>th</sup> October 2016 as per calendar of events.</li> </ul>
<p><b>8.0</b></p>	<p><b>Preparations for 2017 Annual work Planning (AWP) Sessions</b></p> <p>It was agreed that the secretariat should prepare and make arrangements of all requirements for the 2017 AWP workshop scheduled for 10<sup>th</sup> – 11<sup>th</sup> November 2016.</p>
<p><b>12.0</b></p>	<p><b>Date of Next Meeting</b></p> <p>The date of next meeting is 20<sup>th</sup> October 2016.</p>
<p><b>13.0</b></p>	<p><b>Closing Remarks and Prayer</b></p> <p>The Chairperson (MoITT) encouraged the Project Management Team to work hard in order to complete certain remaining activities which were planned for implementation in 2016. He asked the members to ensure that more attention is drawn to activities that require advertising in the papers as they tend to take long like the consultancy of the Technical Regulation. This should also not be considered during the 2017 AWP session.</p> <p>He then thanked the members for attending the meeting and discuss issues that are critical for implementation of the project.</p>

The closing prayer was offered by Mrs. L. Magawa at 16:20.

**The Minutes Approved and Signed by:**



**Mr. W.H Muyila**

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

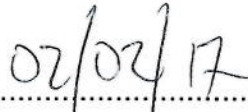


**DATE**



**Mr. C. Phangaphanga**

**For: Ministry of Industry, Trade and Tourism (MoITT)**

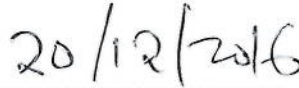


**DATE**



**Mr Titus Kavalo**

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



**DATE**

