

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

SQAM Project

Minutes for the 26th Monthly Project Management Meeting
Held At Ministry of Industry and Trade – Zimbabwe House Conference Room on
Wednesday 10th August 2016 at 03:00 pm

Participants Present:

Mrs. M. Sauzande	Ministry of Industry, Trade and Tourism	Co-chairperson
Mr. A. Spezowka	United Nations Development Programme	Co-chairperson
Mr. T. Kavalo	United Nations Development Programme	Member
Mr. M. Mehrlaender	United Nations Development Programme	Member
Mr. Y. Mwachande	Ministry of Industry, Trade and Tourism	Member
Mr. W. Muyila	Malawi Bureau of Standards	Member
Mr. R. Moyo	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
Mr. S. Kuyeli	Malawi Bureau of Standards	Member
Mr. T. Senganimalunje	Malawi Bureau of Standards	Member

MINUTE NO.	SUBJECT MATTER AND PROPOSED ACTION
1.0	Opening Remarks and Prayer The Co-chairperson (MoITT) called the meeting to order at 03:10 pm. She thanked all members for coming to the meeting and asked them to participate fully. She then offered the opening prayer.
2.0	Introductions The chairperson (MoITT) introduced the new UNDP Portfolio Manager Mr. Andrew Spezowka (Co-chairperson-UNDP) to the Project Management members. The new UNDP Portfolio Manager thanked the chairperson for welcoming him and also introducing for introducing him to the Project Management Team.

<p>3.0</p>	<p>Adoption of Agenda</p> <p>The agenda was adopted after the meeting agreed to add agenda item number 11 "<i>The Role of the Chief Technical Advisor (CTA) in the Project</i>". The agenda items which followed changed their numbering.</p>
<p>4.0</p>	<p>Confirmation of Minutes of Previous Meeting</p> <p>Minutes of the previous meeting were confirmed to be a true reflection of what was discussed after amending "<i>Moir Chartered Architects</i>" to read "<i>MOD Chartered Architects</i>".</p>
<p>5.0</p>	<p>Matters Arising</p>
<p>5.1</p>	<p>OUTPUT 1:</p> <p>Strengthened Capacity of the Malawi Bureau of Standards to Deliver Business Services and to Achieve Financial Sustainability</p>
<p>5.1.1</p>	<p>National Quality Policy</p> <p>The meeting was informed that the National Quality Strategy (NQS) was in-print and that the MBS was expecting delivery by week beginning 15th August 2016. Only few copies were printed for the launch of the NQS on 18th May 2016.</p> <p>The meeting was further informed that the proposed members for the NQS Coordinating Committee were approached and that the Committee was established. The first NQS Coordination Committee meeting took place on Friday, 29th July 2016, at MoITT and they agreed to be meeting every six months. However, some members did not attend the meeting because they were not communicated. The minutes for the first meeting would be circulated to the Project Management Team.</p> <p>The meeting agreed that the second meeting should be held before 2017 since some critical members failed to attend the first meeting as they were not communicated. MoITT and MBS should discuss on the date of next meeting and inform the relevant stakeholders on this matter.</p> <p>The members for the committee are: Ministry of Industry, Trade and</p>

	<p>Tourism (MoITT) [Chair], Malawi Bureau of Standards (MBS) [Secretariat], Ministry of Health (MoH), Ministry of Agriculture, Irrigation and Food Security (MoAIFS), Ministry of Transport (MoT), Malawi Investment Trade Centre (MITC), Illovo, Carlsberg Malawi, Malawi Confederation Chambers of Commerce and Industry (MCCCI), National Construction Industry Council (NCIC), Malawi Communications Regulatory Authority (MACRA), Malawi Energy Regulatory Authority (MERA), Consumers Association of Malawi (CAMA) and United Nations Development Programme UNDP (observer).</p>
5.1.2	<p>Functional Review</p> <p>The meeting was informed that the functional review is at implementation phase. MBS Management is in the process of implementing the functional review taking into account resource requirements.</p>
5.1.3	<p>The MBS 2017-2021 Strategic Planning</p> <p>It was reported that the inception meeting between the MBS and Malawi Institute of Management (MIM) took place on 26th July 2016. The inception report was developed and the MBS would review the report by 19th August 2016. MIM was contracted to develop the MBS Strategic Plan.</p>
5.1.4	<p>Mapping of Malawi Laboratory Landscape</p> <p>The meeting was informed that the inception meeting with Laboratory Association of Malawi (LAM) took place and an inception report would be submitted by 12th August 2016. LAM was contracted to do the mapping of Malawi laboratory landscape.</p>
5.1.5	<p>Training Plan</p> <p>It was reported that the trainings are still pending until the set time falls due (October/ November 2016). The training will focus on Mycotoxin analyses and general application of Chromatography Techniques.</p>
5.2	<p>OUTPUT 2:</p> <p>Technical Regulations Reviewed to Promote Efficient, Effective and Accountable Delivery of Information in Accordance with SQAM</p>

	Legislation and Regulations
5.2.1	<p>Documentary and Field Survey of The Malawian Situation with Regards to Technical Regulations and Enforcement. [Activity 2.1]</p> <p>The meeting was informed that the Terms of Reference (ToRs) were re-worked and were also circulated to the Project Management members on 3rd August 2016 for comments. Deadline for comments is 12th August 2016</p>
5.2.2	<p>Data gathering on Technical Regulation, Analysis and Consolidation; and Development of a Database for Technical Regulation [Activity 2.3]</p> <p>The meeting was informed that the MBS Management approved the discontinuation of activity 2.3 and 4.1 on the development of a database because the database was already developed and is found on the Malawi Trade portal and there is need link it with MBS website. The meeting noted that MoITT has the Trade Portal and MITC also has the Trade Information Portal and so the meeting wanted to know the difference between the two. It was later agreed that the MBS should take the responsibility to enquire about this.</p>
5.2.3	<p>Preparation of a Strategy and a Plan for the Institutionalization of "Better Regulation" in Malawi [Activity 2.4]</p> <p>The meeting was informed that the meeting between the Task Team and the TBT Committee of the Task Team is being planned for 25th -26th August 2016. The meeting will advise on the direction which the Nation should take.</p>
5.3	<p>OUTPUT 3:</p> <p>Structurally Enhanced Capacity of the Malawi Bureau of Standards for Conformity Assessment Services.</p>
5.3.1a	<p>Construction of Metrology/MBS Building (Chichiri Site) [Activity 3.1a]</p> <p>The meeting was informed that the Treasury indicated that in July 2016, the project was funded with K300 million. This would be enough to pay the</p>

	<p>outstanding balance and part of the third certificate amounting to K226.9 million.</p> <p>The meeting was further informed that Ron Cook made his observations and comments on the designs that were produced by MOD Chartered Architects and he expressed satisfaction. However, consultation are on-going where inputs are being provided as and when required. The consultant is handling matters that are being raised from monthly Technical committee meetings. Specifications on designs for metrology building were clarified and the response to the design materials laboratory was being awaited.</p>
<p>5.3.1b</p>	<p><i>Develop within MBS an Accredited Product Certification Body [Activity 3.1b]</i></p> <p>The meeting was informed that the International Expert (IE), Sohrab, was working with the ISO 17065 team of MBS to review appropriate system documentation. The meeting was also informed that UNIDO engaged Nigel Croft (IE) who would conduct training in accordance with ISO 19011:2011 Guidelines on Auditing Management Systems scheduled for 24th – 26th August 2016.</p>
<p>5.3.2</p>	<p><i>Product and Management Systems Certification [Activity 3.2]</i></p> <p>The meeting was informed that the IE (Sohrab) was working with the ISO 17021 team of MBS to review appropriate system documentation.</p> <p>The meeting was also informed that UNIDO engaged Nigel Croft (IE) who would conduct a workshop with MBS Officers regarding the migration of ISO 9001:2008 to ISO 9001:2015 scheduled for 22nd to 23rd August 2016 and also conduct training in accordance with ISO 19011:2011 Guidelines on Auditing Management Systems scheduled for 24th – 26th August 2016.</p> <p>The IE would also advise MBS Officers on key considerations to migrate from an ISO/IEC 17021:2011 quality management system to ISO/IEC</p>

	17021-1:2015 Conformity Assessment.
5.3.3	<p><i>Upgraded and Accredited Testing Laboratories [Activity 3.3]</i></p> <p>It was reported that the International Expert (IE), Reimond Willemse, completed the pre-assessment of systems in the laboratory as per the schedule, on 22nd July 2016, and he submitted a draft report of his findings and recommendations for MBS action.</p> <p>It was also reported that installation of the Universal Testing Machine (UTM) was successfully completed on 28 July 2016 and the equipment is now in use.</p>
5.4	<p>OUTPUT 4:</p> <p>Strengthened, Proactive and Responsive National Enquiry Points (NEP) to the Information and Notification Requirements Of WTO/TBT/SPS Agreements</p>
5.4.1	<p><i>Identify, Store, Update, Create and Use the Information on Foreign TR, Standards and Conformity Assessment Dispositions of Countries that Import from Malawi</i></p> <p>The meeting was also informed that the MBS Management approved the discontinuation of activity 4.1 (and activity 2.3 of Output 2) on the development of a database because the database was already developed and can be accessed on the Malawi Trade portal.</p>
5.5	<p>OUTPUT 5:</p> <p>Sanitary and Phytosanitary (SPS) Infrastructure Improved and Mainstreamed into National Policies</p>
5.5.1	<p><i>Review of National SPS Infrastructure</i></p> <p>It was reported that the validation workshop for the report which was developed by Food and Agriculture Organization (FAO) would take place on 18th August 2016 at FAO Offices in Lilongwe. FAO would be responsible for all arrangements of the meeting. The invitation letters were sent to all stakeholders involved. MoITT requested for the invitation letter to be sent</p>

	to MoITT through the Office of the Principal Secretary (PS).
5.6	OUTPUT 6: Capacity of Small and Medium Sized Enterprises (SME), and Particularly Women Led Enterprises, Strengthened to Comply with Quality Requirements
5.6.1	<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> It was reported that the IE (Anya Knoetze) implemented her 2nd mission which commenced on 11 th July 2016 and ended on 5 th August 2016 as planned. The IE commenced Technical Assistance to the cohort 1 companies (Nali Limited, Linga Wine and Katete Dairy) from 12 th June to 23 rd July 2016. She is expected to come again in September 2016 for her third mission (to work with the same companies and the MBS). The IE will produce a full report of her 2 nd mission.
5.6.2	<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> The meeting was informed that the IE (Shashank Sheth) was engaged by UNIDO and would conduct ISO 9001; Quality Management Systems (QMS) gap assessment at second group of Cohort 1 companies (Capital Oil Refinery Industries Ltd, Polyplast Ltd, Promat Ltd and Mzuzu Coffee Planters Cooperative Union) from 29 th August to 16 th September 2016. The IE will 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.
5.6.3	<i>Trainers-cum-Counsellors and Auditors: Training in HACCP/ISO 22000 Food Safety Management Systems [Activity 6.5]</i> The meeting was informed that the IE (Anya Knoetze) conducted the

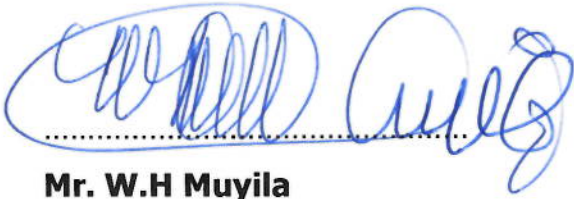
	training from 1 st to 5 th August 2016 to 20 experts from the private and public institutions.
5.6.4	<p><i>Training in ISO 9001 – Quality Management Systems for Trainers-cum-counsellors and auditors [Activity 6.6]</i></p> <p>The meeting was informed that the IE (Shashank Sheth) would conduct trainings on the 2015 version of ISO 19001 to 20 experts from the private and public institutions. The trainings were scheduled for 22nd to 26th August 2016.</p>
5.6.5	<p><i>Training of Trainers-cum-Counsellors and Auditors in ISO 17025 [Activity 6.9]</i></p> <p>It was reported that the IE (Steve Sidney) would conduct the training on ISO 17025 from 15th to 19th August 2016. The training was expected to take place at Malawi Sun Hotel in Blantyre.</p>
6.0	<p>Second Quarter Progress Report</p> <p>The meeting was informed that the Progress Report was circulated to the project management members for comments. The Secretariat presented the final draft of Progress Report for the Second Quarter of 2016. The report gave a descriptive summary of activities that were implemented between April and June 2016. Full details of the report were attached as Annex 1. A summary of expenditure for all outputs as at 31st July 2016 was attached as Annex 2.</p>
7.0	<p>Third Quarter Work Plan</p> <p>The Secretariat presented a Work-Plan for the Third Quarter of 2016. Most of the activities in the Third Quarter were carry-overs from the Second Quarter. Some activities planned in the Quarter were already in the course of being implemented. Details of the Third Quarter Work-Plan was attached as Annex 1. The UNDP informed the meeting that it was preparing interim report to be submitted to EU.</p>
8.0	Proposal on Fast-tracking Output 6 Implementation

	<p>The meeting was informed that the Project Management Team and the stakeholders had a brainstorming meeting in Lilongwe on 3rd June 2016 as advised by the Steering Committee (SC) during the 11th SC meeting. The meeting observed that it was necessary to consider training the industry in MS19 and MS21. The Secretariat further produced a proposal on how activities would be implemented up to 31st December 2016.</p> <p>The meeting was also informed that the Secretariat further undertook an expenditure analysis to establish if there would be unutilised resources for output 6 at the pace the project was being implemented and noted that the Revised 2016 Annual Work Plan (AWP) would leave a balance of only US\$3,527.68 on national implementation and US\$456,461.38 from UNIDO resources. The Secretariat proposed the following:</p> <ul style="list-style-type: none"> a) That an amount in the region of US\$350,000 be reallocated to output 3 to procure specialised equipment for the MBS. b) The balance from UNIDO allocation should be used to provide technical assistance to Cohort I actions as Cohort II is no longer an option. c) That training in MS19 and MS21 (which will cost an estimated US\$60,000.00) should be considered in 2017 subject to availability of funds. <p>The proposal would be presented to the Steering Committee (SC) and request for approval by the SC. The meeting agreed that there is need to inform the SC that the industry part was designed to be the last part of the project and so there was still more time to implement the remaining activities of Output 6.</p>
<p>9.0</p>	<p>Revised 2016 Annual Work Plan (AWP)</p> <p>It was reported that the 2016 Mid-Year Review took place on 16th and 17th June 2016 where consideration of revising the 2016 Annual Work Plan (AWP) based on performance from January - June 2016 was done. The aim of the revision was to streamline the implementation of activities and ensure that the Project achieves its intended outputs for the meaningful impact.</p>

	<p>The 2016 Annual Work Plan provided for a total of US\$1,239,672.00. This figure was revised downwards to US\$1,053,856.00 representing a reduction of 15%. A summary of the Revised 2016 Annual Work Plan (AWP) giving justification for action that was attached as Annex 1. Full details of the Revised 2016 AWP was attached as Annex 2. The Revised 2016 AWP would be submitted to the Steering Committee (SC) for approval.</p>
10.0	<p>Salient Issues in Preparation for PSC Meeting Scheduled for 11th August 2016</p> <p>The meeting discussed and agreed that most issues to be presented during the 12th SC meeting were already discussed but more focus should be put on the following issues: progress on implementation of NQS, Revised 2016 AWP, delivery rate of the project and proposal on fast-tracking Output 6 implementation.</p>
11.0	<p>Role of the Chief Technical Advisor (CTA) of the Project</p> <p>The meeting noted that the Project Office was not communicated on some of the critical activities taking place within the project such as NQS Coordination Committee meetings, inception meetings on MBS Strategic plan and inception meeting of mapping of laboratory landscape. This was also observed during the Mid-Term Evaluation and there was a recommendation for improvement on this.</p> <p>The meeting discussed and agreed that the Project Office should be engaged in all the technical issues. The MBS assured the meeting that the MBS would take care of this issue to ensure that the matter is resolved.</p>
12.0	<p>Date of Next Meeting</p> <p>The meeting was informed that the date of next Project Management meeting would be 15th September 2016. The meeting was also informed that the next Steering Committee (SC) meeting would take place back to back with the SC meeting of MATCB Project.</p>

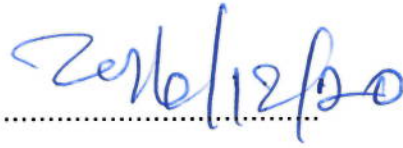
13.0	<p>Closing Remarks and Prayer</p> <p>The Chairperson (MoITT) thanked the members for their commitment to attend the meeting and discuss issues that are crucial for implementation of the project. She also thanked the new UNDP Portfolio Manager for attending the meeting.</p> <p>The new UNDP Portfolio Manager expressed excitement for being considered to attend the meeting. He finally encouraged the member to continue working as a team.</p> <p>The closing prayer was offered by Mr. W.H. Muyila at 16:35.</p>
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The Minutes Approved and Signed by:



Mr. W.H Muyila

For: Malawi Bureau of Standards (MBS)



DATE

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Mrs. M. Sauzande

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

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DATE



Mr. A. Spezowka

For: United Nations Development Programme (UNDP)



DATE