

MALAWI BUREAU OF STANDARDS

MINUTES OF THE 8TH SQAM PROJECT STEERING COMMITTEE MEETING HELD AT MINISTRY OF INDUSTRY AND TRADE – ZIMBABWE HOUSE CONFERENCE ROOM ON THURSDAY 16JULY, 2015 AT 02:00 PM

MEMBERS PRESENT

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Mr. W.Muyila	MBS	willymuyila@mbsmw.org

Apologies:M. Peternej (EU), Dr. A. Chimbiri (UNDP), Mr. C. Kambauwa(MoIT), Mr. J. Lipunga (MPPPC)

1.0 OPENING REMARKS AND PRAYER

The Co-Chairperson (MoIT) welcomed all members present and called the meeting to order at 02:00 pm.The opening prayer was then offered by Mr. R. Moyo.

The Co-Chairperson (MoIT) pointed out that the SQAM Project was strategic to the Nation and so there was need for progress on the ground. He acknowledged the achievements of the project and requested the members to proactively participate to bring new ideas in order to move with speed and also let the project to bear fruits for the Nation.

The Co-Chair (UNDP) encouraged the meeting to reach a common understanding on the milestone achieved and financial sustainability. The meeting was then informed that what was critical was to move the project

forward by bringing together all the resources required for timely implementation of the project. It was also communicated that the vital milestones could also be through full alignment in approach to accreditation in using the existing laboratories and adhering to the realistic plans in pilot phase. The meeting was then informed that there was great need to consider support of the SMEs and economic empowerment of women. The Co-Chair (UNDP) finally communicated that UNDP was committed on the agenda to develop Malawi.

2.0 INTRODUCTIONS

Members made self-introductions.

3.0 ADOPTION OF THE AGENDA

The agenda was adopted after amending the date of the meeting from "*Tuesday 16 July 2015*" to "*Thursday 16 July 2015*".

4.0 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

Minutes of the 7th SQAM Project Steering Committee meeting were confirmed to be the true reflection of what was discussed after making the following amendments:

- a. The meeting agreed that the names of the Co-Chairs should always be placed on top of the list of the names of members present.
- b. The meeting agreed to always include the members that send apologies to the meeting in the minutes.

5.0 MATTERS ARISING

5.1 Strengthened Capacity of the Malawi Bureau of Standards to Deliver Business Services and to Achieve Financial Sustainability

(a) National Quality Policy (NQP)

It was reported that the contract for the International Expert (Dr. Geoff Visser) to develop the National Quality Strategy (NQS) was finalized and that the

exercise would commence in August 2015. The exercise was expected to be completed in 30 working days.

(b) *Review and Set-Up of Organizational Structures, Service Delivery Procedures and Knowledge Management within MBS*

It was reported that the draft report for the functional review was released by the Department of Human Resource Management and Development (DHRM&D) and that it was under review by Malawi Bureau of standards (MBS). It was further reported that MBS was working on the convergence paper with the Institutional Reform report to serve as implementation plan for both reports. The two reports have recommendations that have some differences and similarities and they also complement each other in one way or the other.

It was also reported that Enterprise Resource Planning (ERP) was fully commissioned and that MBS was still testing the system to check the compliance with the requirements.

(c) *Preparation of a Business Plan and Monitoring System for MBS*

It was reported that MBS was compiling the convergence paper leading to implementation of findings of Functional Review report and Institutional Reform report.

(d) *Development of a "Marketing Unit" within MBS*

It was reported that the issue of the Market Unit was addressed in the Functional Review report and also in the Institutional Reform report. In the former it was recommended as a function under a new proposed Department of Finance in the MBS while in the latter it was proposed as a unit. It was then added that the convergence paper of the two reports would also tackle this area.

(e) Preparation and Implementation of a Training Plan for MBS

The meeting was informed that the contract to offer training services was awarded to British Standards Institute (BSI). The meeting was further informed that the training courses on ISO 17021, ISO 17025, ISO 17065; Principles of Metrology (Introduction to Measurements, Method Validation, procedure and Report writing, Uncertainty of Measurement) and lead auditor training would commence in August 2015 and that the training courses were expected to be completed by early September 2015.

5.2 Technical Regulations Reviewed to Promote Efficient, Effective and Accountable Delivery of Information in Accordance with SQAM Legislation and Regulations

a) Documentary and Field Survey of the Malawian Situation With Regards To Technical Regulations and Enforcement.

It was reported that this activity was planned to be done in Q3. The national consultant would be fielded.

b) Awareness campaigns and training on "Better regulation".

It was reported that this activity was finalized in Q1. It was further communicated that the implementation of the recommendations from the workshops had already started.

c) Data Gathering On Technical Regulation (TR), Analysis And Consolidation. Preparation of a Strategy and a Plan for the Institutionalization of "Better Regulation" in Malawi.

The meeting was informed that MBS would take up issues of this activity with Technical Barriers to Trade (TBT) committee chaired by MoIT to map the way forward. The national consultant is likely to be fielded but the TBT Committee is yet to meet to consider this matter.

d)Preparation of a Strategy and a Plan for the Institutionalisation of "Better Regulation" in Malawi

The meeting was informed that MBS was pursuing the matter in liaison with other regulators. The meeting was further informed that there were 2 approaches on Risk Management in regulatory framework i.e. "*The Southern African Development Community (SADC) Approach*" and "*The United Nations Economic Commission for Europe (UNECE) Approach*" and so MBS was working with TBT committee to do analysis on both approaches so that as a nation we should be guided on which approach to follow.

5.3 Structurally Enhanced Capacity of the Malawi Bureau of Standards for Conformity Assessment Services

a) Construction of the Metrology Building(Including Main Chichiri And Satellite Maone Site)-[MBS Building]

The meeting was informed that in the 2015/2016 National Budget there was a provision of MK350million because of low absorption rate and that MBS had a balance of K211 million from the 2014/2015 National Budget (which means that MBS should have K561 million in total). MBS communicated that it would need funds amounting to K700 million to commence the construction work. The Ministry of Finance (MoF) assured the meeting that the Government of Malawi (GoM) was readily committed to provide more funds if all the money allocated was spent and the allocation will be reviewed during the revision of the budget.

The meeting was also informed that the procurement process to identify a suitable contractor was in progress. A tender notice to identify a contractor was floated in the local newspapers on 9th June 2015, the closing date for receiving bids was 17th July 2015 and bid opening was expected to be undertaken on the same opening day (17th July 2015). The meeting was further informed that the tender evaluation would be done by 31st July 2015 and that the award of contract would be done by mid-August 2015. Mobilization by the contractor was expected to start in the third week of

August 2015 and construction was scheduled to commence in the fourth week of August 2015.

b) Develop within MBS an Accredited Product Certification Body [ISO 17065]

It was reported that documentation for ISO 17065 was completed and that remaining was for an international expert to be engaged to undertake document review. Furthermore, the Training on ISO 17065 would be undertaken under activity 1.7.

c) Develop within MBS a Management Systems Certification Body for ISO9001, ISO14001, ISO22000 [ISO17021]

The meeting was informed that documentation for the ISO 17021 was completed and remaining was for an international expert to be engaged to undertake a document review. The meeting was also informed that the training on ISO 17021 would be done under activity 1.7.

d) Upgraded and Accredited Testing Laboratories in MBS[ISO17025]

It was reported that the documentation was finalized and accreditation could be achieved in the current Testing Services Department in due course. The training on ISO 17025 would be conducted under activity 1.7.

It was also reported that procurement of HPLC and reference materials by UNIDO was under way. It was further reported that the money allocated for the equipment was U\$170,000 and that bid evaluation was expected to take place on 23rd July, 2015. The whole process was expected to be concluded by early August 2015.

e) Upgraded and Accredited Calibration Laboratories in MBS[ISO17025]

The meeting was informed that the Metrology Bill was not discussed in parliament, reportedly due to time constraints.

It was also reported that the processes for procurement of the Truck (under MATCB Project) and Fork lift (under SQAM Project) were underway. The contract was awarded to LRS Trading Company (A South-African Company). The truck is Japanese while the forklift is Irish and would be expected to be delivered by September 2015. It was further reported that the trailer would delay a bit because it was being customized, but branding would be done in Malawi.

The meeting was then informed that the training in the "*Principles of Metrology*" was earmarked for August 2015 under activity 1.7. The meeting was also informed that the out of country trainings in Volume/ Fixed storage tank calibration (Vietnam) and training in flow metrology (France) would also be conducted under activity 1.7 and would commence in September 2015.

f) Establish a Pool of Malawian Auditors

It was reported that the lead auditors training for MBS staff would be conducted under activity 1.7 to commence in August 2015.

It was reported that the project provides for this activity to be done with the support of an international expert to develop the capacity and processes of the MBS to manage a pool of auditors in Malawi. The project also provides for the activity to be achieved through a study tour to an international or regional training unit. The MBS was considering to rather pursue second option i.e study tour to implement the activity.

5.4 Strengthened, Proactive and Responsive National Enquiry Points (NEP) to the Information and Notification Requirements of WTO/TBT/SPS Agreements

The meeting was informed that UNIDO had recruited an International Expert (Mr. Enrique Sierra) to commence implementation of the activities of this output in August 2015. The workshops were scheduled to take place on 4-14 August 2015.

The meeting was further informed that there was a challenge of funding on activities that were assigned to MBS on this output as funds were only allocated for the IE. No resources were allocated for the national implementation and so it was agreed [*during the Mid-year review that was held at Hotel Victoria on 16-17 June 2015*] that it could be charged to similar activities under output 2.

5.5 Sanitary and Phytosanitary (SPS) Infrastructure Improved and Mainstreamed into National Policies

It was reported that UNIDO was discussing with Food and Agricultural Organization (FAO) for the later undertake the initial review of the SPS infrastructure and accommodate the work of the SQAM Project which would lead to the formulation of the draft Food Safety Policy. It was also reported that the concept note for this activity was already developed awaiting to be submitted to Ministry of Health (MoH) and Ministry of Agriculture (MoA) for further action.

5.6 Capacity of Small and Medium Sized Enterprises (SMEs), and Particularly Women Led Enterprises, Strengthened to Comply With Quality Requirements

(a) Preparation of an Overall Training and Technical Assistance Programme for SMEs, in particular Female and Youth Headed SMEs

It was reported that MBS was planning a stakeholders' workshop on 7th August, 2015 in Lilongwe to identify and select the SMEs that should be included in cohort 2 in line with the National Export Strategy (NES). This workshop would be conducted in order to ensure independence and impartiality in the selection of the SMEs and would be based on the value chain approach and the proposed value chains namely Oilseed and legumes; Sugar and sugar products; Chilies/paprika; Dairy and dairy products; Cereals; and Packaging and transport. It was further reported that UNIDO pointed out that the number of sectors chosen was too ambitious and so there was need to prioritize on at most three value chains.

5.7 MBS Compliant with International Regulations established

The meeting was informed that the position paper was developed and that it was part of the meeting packs. No further action was required.

5.8 Programme Management

(a) Fast Internet

The meeting was informed that MTL had finalized configuration of Head Office, MSD (Chichiri Office), Muloza, Mwanza and Songwe, and what was remaining was for MTL to do a final testing together with MBS for acceptability of the service. The testing would be done during the week beginning 13th July 2015. MTL was yet to finalize configuration of Lilongwe and Dedza Offices, where they claimed they were facing some unforeseen challenges.

(b) Communications and Visibility

The meeting was informed that Procurement of digital camera, video camera, laptop and other audiovisual equipment was underway. The equipment was expected to be delivered at MBS by 17 July, 2015.

6.0 PROGRESS REPORT Q2-2015-MBS/UNIDO

The meeting was informed that most of the issues on progress of the project were already covered during matters arising but the issues that were not tackled during matters arising included the following:

- a. On Output 2, during the Mid-year review it was agreed how the remaining balance of funds allocated to this output would be put to support workshops/National consultants/database/Equipment. This was incorporated in the revised 2015 AWP.
- b. The main resolution was to expedite the revised procurement plan in view of fast tracking the remainder of equipment for the project. Resources would be allocated (target \$300,000 USD) to enable UNIDO to undertake next procurement cycle in 2015.
- c. The meeting agreed that the following Steering Committee (SC) meeting (9th SC meeting) should have presentations of both qualitative and quantitative results/reports; thus, how much has been spent and how the project is performing.
- d. The meeting also agreed to have the financial report as well in the 9th SC meeting so that members should appreciate the expenditures because there was need to understand that financial expenditures were of critical value (value for money) for the project. However, it was pointed out that there was also need to consider that the value of the activity could also be more important compared to how much was spent on the activity.
- e. There was a proposal for the meeting (SC members) to review the 2015 Annual Work-Plan (AWP) following proposed changes made by Project Management Subcommittee during the 2015 Mid-year review that took place at Hotel Victoria, in Blantyre on 16-17 June 2015. The meeting agreed to have the document circulated first by Wednesday (22 July 2015) so that members should comment on the document by Friday (24 July 2015). If there would be no comment by the agreed date, the revised 2015 AWP would be considered approved.

7.0 WORK PLAN Q3-2015 –MBS/UNIDO

It was reported that the Q3 Work-Plan had not yet been developed because the 2015 AWP that was revised during the 2015 Mid-year review was not yet approved by the SC committee.

8.0 UPDATE ON RESOURCE MOBILIZATION FOR THE NEW BUILDING/ POSITION PAPER

The meeting was informed that the issue of the funding of the MBS building construction had already been discussed during matters arising under Output 3.

The meeting was further informed that the Position Paper for the project extension was submitted to EU and that EU was working on the document. The meeting was then informed that Brussels (EU Headquarters) gave the mandate to Lilongwe EU Delegation to handle the issue of the project extension (the decision to be made in Lilongwe). However, EU Delegation communicated that there were two components to be considered i.e. the SQAM component and also the Mining component.

9.0 HIGHLIGHTS OF MIDYEAR REVIEW OF SQAM PROJECT

The meeting was informed that these were already discussed during the presentation of the Q2 progress report.

10.0 ANY OTHER BUSINESS (AOB)

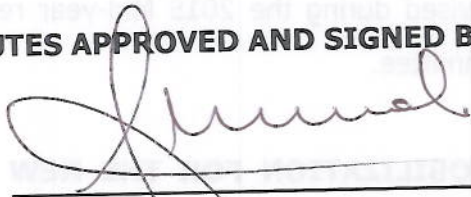
There was no any other business.

11.0 CLOSING REMARKS ANDPRAYER

The CO-Chairperson (MoIT) thanked members for attending the meeting and their active participation. He requested the members to continue dedicating themselves to the project to enable realization of the objectives of the project. The meeting was then declared closed at 16:30.

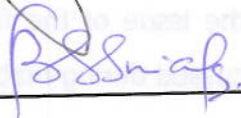
The closing prayer was offered by Mr. R. Moyo.

MINUTES APPROVED AND SIGNED BY:



For: Ministry of Industry & Trade

Date: 15/03/16



For: UNDP

Date: 25/03/2016