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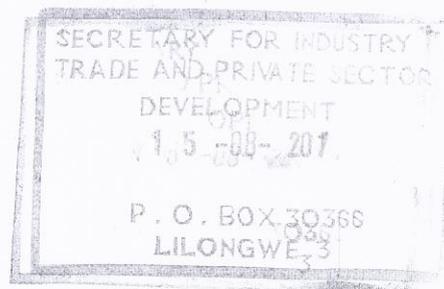
13th August, 2013

To: The Secretary to the Treasury
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Attention: Mr. C. Kaferapanjira

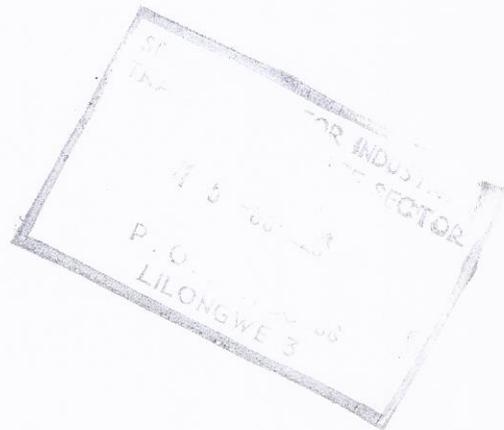


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The Chairperson
Grain Traders Association
Kanengo
Lilongwe.
Att: Grace Mhango

**INVITATION TO THE MEETING OF THE STEERING COMMITTEE ON DEVELOPMENT OF
A STANDARDIZATION, QUALITY ASSURANCE, ACCREDITATION AND METROLOGY
(SQAM) INFRASTRUCTURE PROJECT**

I wish to invite you to the first Steering Committee meeting of the Standardization, Quality Assurance, Accreditation and Metrology (SQAM) infrastructure Project, scheduled to take place on 20th August, 2013 starting from 9:00am, at the Ministry of Industry and Trade Conference Room, in Zimbabwe Embassy Building.

The aim of the meeting is to bring to the attention of the committee on its TORs and the progress made on the SQAM project and related activities. Please find attached the agenda of the meeting and draft TORs of the committee.

Your attendance at the meeting will be highly appreciated.


Nebert S. Nyirenda

SECRETARY FOR INDUSTRY AND TRADE





TERMS OF REFERENCE – STEERING COMMITTEE

PROJECT: DEVELOPMENT OF A ROBUST STANDARDIZATION, QUALITY ASSURANCE, ACCREDITATION AND METROLOGY (SQAM) INFRASTRUCTURE IN MALAWI

The Steering Committee of the SQAM Project will be the governing body of the project and will provide strategic leadership and governance oversight. The Steering Committee will have the delegated authority of the donors to make decisions that are in accord with the objectives, approach and scope of the project as set out in the Project Support Document.

The SQAM Steering Committee is expected to make key policy decisions, guide the Implementing Partner and Responsible Parties in the execution of the project, and ensure effective oversight through receiving regular reports and reviewing the results of project evaluations that will take place periodically. It will be supported in ensuring good governance and fiduciary oversight by the UNDP country office, which will oversee the work of the Implementing Partner and all Responsible Parties.

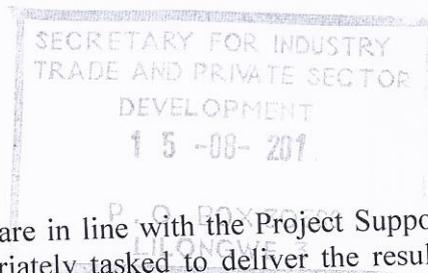
The Steering Committee will be supported in its role and functions by MBS that will serve as the Secretariat of the Steering Committee and prepares briefing papers and progress reports and provides all the necessary information and evidence it needs to make informed decisions. Whilst the Ministry of Industry and Trade is the Chair of the Committee and supports to convene its meetings and set its agenda.

The Steering Committee members will be chosen for their ability to provide strategic leadership, make informed policy choices to exercise effective governance over the SQAM Project. They will be expected to perform the same functions as the board of a private company and will be fully empowered to do so.

A. ROLE AND FUNCTIONS

The specific responsibilities of the Steering Committee is to:

- Oversee that all interventions under the SQAM Project are in line with the Project Support Document and that the Implemented Partner is appropriately tasked to deliver the results expected;

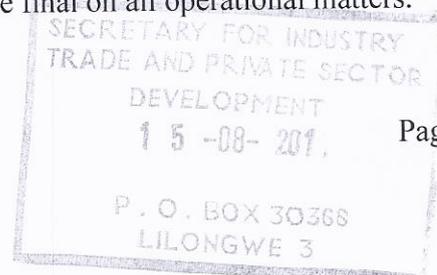


- Approve the annual work plan and budget prepared by MBS ensuring that resources are deployed to their most productive use. If necessary, advise the donors of changes to allocations to individual interventions that would help to make the project more effective in delivering its intended outcome and impacts;
- Review and approve the recommendations for implementation of initiatives presented by MBS;
- Review periodic monitoring and evaluation reports and advise MBS accordingly;
- Monitor the implementation of the SQAM Project ensuring that any strategic changes are undertaken in a timely manner so that the project achieves its goals;
- Ensure that the co-financing agreement between the partners is adhered to;
- Provide policy guidance to MBS;
- Take the lead to promote policy dialogue and advocacy on issues identified by the SQAM Project at Senior Economic Management Meetings level;
- Ensure that the SQAM Project is coordinated with other relevant GoM, donor and private sector interventions.

The Steering Committee is chaired by the Ministry of Industry and Trade.

The procedures of the Steering Committee include the following:

- The quorum for the Steering Committee will be 6 members;
- Individual members must be committed and must ensure continuity in participation to all meetings. Changes in individual participations will be penalized by affecting future participation of that particular institution to the Steering Committee;
- The Steering Committee will aim to achieve consensus on decisions made. In the event this proves impossible, decisions may be made by simple majority vote amongst participating members. In the event of a tie, the Chairperson will have an additional casting vote;
- The Steering Committee is expected to meet quarterly and members will need to devote some additional time reviewing project documentation;
- MBS will provide secretariat services to the Steering Committee. These will include;
 - Circulation of relevant material to members in good time for preparation for each meeting.
 - Drafting of agendas for agreement with the Chairperson.
 - Keeping of minutes and recording of decisions made.
 - Reporting on progress with all aspects of the SQAM project implementation.
- The authority of the SQAM Steering Committee will be final on all operational matters.



Steering Committee Meeting for SQAM Project

Ministry of Industry and Trade Conference Room

(Zimbabwe High Commission)

20th August 2013 (2:00 pm to 5:00 pm)

Draft Agenda

- I. Opening Prayer
- II. Introductions
- III. Adoption of the Agenda
- IV. Review of ToRs for the Steering Committee –*By Ministry of Industry and Trade*
- V. SQAM project outline –*By MBS*
- VI. Progress Report on Quarter I and Quarter II of 2013 –*By MBS*
- VII. Quarter III work plan –*By MBS*
- VIII. Closing remarks by the Chairperson(s)
- IX. Closing prayer

