

Minutes for the 3rd Project Management Meeting for the SQAM Project

Ministry of Industry and Trade Conference Room
Thursday, 31st October 2013

1.0. Participants Present:

Mr. Clement Phangaphanga, Chairperson	clementphangaphanga@yahoo.com
Mrs. Cinzia Tecce, UNDP, Co-Chairperson	cinzia.tecce@undp.org
Mr. Willy Muyila, MBS	willymuyila@mbsmw.org
Mr. Rex Moyo, MBS	rmoyo@mbsmw.org
Mr Silas Sindi, MOIT	sisindi@yahoo.co.uk
Mrs Esther Mwimba, MOIT	esmwimba@yahoo.co.uk
Mr SK Chisale, MOIT	chisalek@yahoo.co.uk
Mr Francois Denner, MBS/UNIDO	f.denner@unido.org
Mrs Lewin Magawa, Secretary	lewinmagawa@mbsmw.org
Apologies:	
Mr. Lusungu Mwaungulu, MoIT	lmwaungulu@hotmail.com
Mr. Augustine Nyirenda, Secretary, UNDP	augustine.nyirenda@undp.org
Dr. Agnes Chimbiri, UNDP	agnes.chimbiri@undp.org

2.0. Opening Remarks

The Chairperson called the meeting to order and an opening prayer offered at 15h15. Thereafter participants introduced themselves to the gathering. After the adoption of the agenda the previous meeting minutes were confirmed.

3.0. Discussions

3.1 Updates on Quarter III Activities

Mr Muyila provided a brief report of the activities carried out in the quarter which were mainly procurements of a motor vehicle, ICT and the National Consultant for the Market Survey on Demand for Testing and Calibration. The procurements were finalized apart from the sourcing of the National Consultant which was still underway. Mr Muyila assured participants that the process will be finalized by the end of November 2013.

Procurement of a Weighbridge Truck, Prover tank, Master meter and ancillary equipment, are under UNIDO' s responsibility but were yet to be finalized. Specifications for the Weighbridge Truck were finalized and submitted to UNIDO HQ whilst specifications for the Prover tank and Master meter are under way. MBS was in process to complete the detailed requirements analysis, including industry site visits, to inform the specifications for the Prover tank and Master meter.

Members were concerned because the delay will effectively make UNDP fail to request for a replenishment to the EU for the project by December because current project expenditures levels have not reached the 70%-expenditure requirement by the EU. Members agreed that it would be important to have a UNIDO representative at Project Steering Committee meetings and if MOIT would take the responsibility of facilitating the process by formally invite UNIDO to participate in these meetings.

(Responsibility for follow-up: Mr Phangaphanga – MoIT)

Mr Denner, requested clarification on the tax waiver process to be applied to the equipment to be procured under the project. He was advised to write a letter to the Commissioner General requesting for a waiver of Import Duty and VAT attaching quotations for the pieces of equipment to be procured.

(Responsibility: Mr Denner - MBS)

Mr Moyo and Mrs Magawa presented the financial report for the Quarter II advance where 92% had already been spent qualifying MBS to request for the advance replenishment. The quarter IV Work plan was being processed for purposes of the advance request. However, it was reiterated to MBS that the Technical and Financial Progress Reports for quarter II and quarter III should be submitted to UNDP prior to requesting the second advance.

(Responsibility: Mrs Magawa - MBS)

3.2 Quarter IV Work plan

Members were briefed on the importance of including only those activities that MBS would realistically be able to implement from the date of transferring the advance up to December 2013. The details of the work plan and activities to be carried out will be carried out under Outputs 1, 6 and 8 were provided. The work plan will be finalized and submitted to UNDP by MBS by November 8th. Also, all future work plans will contain MBS activities under the UNIDO and UNDP responsibilities. The Work Plan used by MBS for the Advance request to UNDP will contain only activities to be implemented by MBS.

(Responsibility: Mr Muyila & Mrs Tecce)

3.3 Architectural drawings and Government Funding

There was great concern that there has been no visible progress on the architectural drawings. Members were informed that MBS is lobbying with Government to transfer about K250million to enable MBS to have the Architectural Drawings done. Members expressed concern about the perceived high cost of the quotations for these drawings. . MBS explanation was that this is as result of the scarcity of the required services in the country.

The CTA will prepare a position paper to be tabled at the next Project Steering Committee meeting that will support the business case of the Architectural Drawings. MBS will need to share the successful Bid with the CTA for such document to be prepared. MBS will have an internal meeting with the DG to strategize on the best approach to address this challenge and determine if and at what point DPs should be involved in engaging the Ministry of Finance.

(Responsibility: Mr Muyila & Mr Denner)

4.0 Next Meeting & Closing Remarks

The tentative date for the next Project Management Meeting and Steering Committee Meeting could not be confirmed because of the MOIT' s tight schedule of activities during December. Early December was proposed pending MOIT' s confirmation.

The Chair thanked members for keeping time; and requested the project implementers to fast track the procurement process for the larger equipment. A closing prayer was offered at 16h18.

5.0. Minutes Approved and Signed by:

For Ministry of Industry and Trade



Clement Phangaphanga, DDoI

Date: _____

19/11/13

For UNDP



Mrs. Cinzia Tecce, PSD Specialist

Date _____

19/11/13