

MWEITI/MIN/MSG/2017/02

**2ND ORDINARY MEETING OF THE
MWEITI MULTI-STAKEHOLDER
GROUP (MSG)**

8th May, 2015

**Main Conference Room, Ministry of Finance,
Economic Planning and Development, Capital
Hill, Lilongwe**

Malawi EITI National Secrétariat
Revenue Policy Division
Ministry of Finance, Economic Planning and Development.
P.O. Box 30049,
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Participants			
Names	Organisation/ Company	Email	Phone
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APOLOGY			
	FOCUS		
	Bwanje Cement Company Ltd		
	Mkango Resources Ltd		
IN ATTENDANCE			
Leonard Mushani	MoFEP&D (Secretariat)	<u>mushanileonard@yahoo.co.uk</u>	0999374071
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Item	Discussion	Action
1. Agenda	<p>The agenda included the following:</p> <ol style="list-style-type: none"> 1. Opening Prayer 2. Opening Remarks (Chairman) 3. Adoption of Agenda 4. Adoption of Previous Minutes 5. Remarks from the Official from EITI International Secretariat 6. Review of the Draft Work Plans, TOR, and Candidature Application forms 7. Update on the Study Tour to Zambia (Secretariat) 8. Update on the African Regional Extractive Industries Knowledge Hub 2015 Summer School on Governance of Oil, Gas and Mining Industries (GIZ) 9. Way Forward 10. A.O.B 11. Closing Prayer 	The meeting made some amendments
2. Opening Prayer	Mr L.A. Mushani	
3. Opening Remarks	<ul style="list-style-type: none"> • The meeting was called to order at 9:00 hours. • The Chairman started by cordially welcoming members to the meeting. He informed the members that the Minister of Finance and Minister for Natural Resources and Mines called for a meeting with the guest member, an official from EITI International Secretariat, Ms Lyddia Kilpi at 11:00 hours at the Parliament Building. Thus proposed the meeting be closed by 10:45 hours. • Members made self introduction. 	

4. Adoption of Agenda	<p>The agenda was adopted after the following amendment:</p> <ul style="list-style-type: none"> • The change in the time of the meeting from 9:00 to 10:45 hours. • By swapping the agenda item 4 (Adoption of Previous minutes) with agenda 5 (Remarks from EITI official) that Agenda Four be 	
5. Adoption of Previous Minutes (MWEITI/MIN/MSG/2015/01)	<p>Previous Minutes were adopted by</p> <ul style="list-style-type: none"> • Recasting bullet number 2 by reflecting the aim of EITI. 	
6. Matters Arising from Previous Meeting	<ul style="list-style-type: none"> • Members have taken note of the June 2015 target for candidature submission. Application is in draft form but will be ready for circulation in the next MSG meeting. • The 3 member team (MoF, Paladin and CFJ) circulated the draft ToRs to MSG members. The draft ToRs were the basis of the training that took place in Salima in which subsequent comments were made. • Workshop for MSG members in Salima from 30-31 March 2015 to develop ToRs and work plan took place. • Secretariat (MoF) circulated draft work plan and draft ToRs to MSG members. • Cost sharing issue not yet included in ToRs. • GoM will engage DPs on funding for EITI national secretariat after the work plan has been approved by MSG members. • Frequency of meetings on a quarterly basis is indicated in the ToRs. 	
7. Remarks from the Official from EITI International Secretariat	<ul style="list-style-type: none"> • The official congratulated MSG members on the progress made so far and noted that the EITI candidature was on track. • The Official informed members that once EITI board accept Malawi's application, Malawi will have 18 months to submit its first report. The 18 months is likely to 	<p>Ms Kilpi committed to send more information on</p>

	<p>elapse in a short time hence the Official recommended that the MSG starts the scoping study immediately before candidature application is submitted as it would help to give the MSG an idea of challenges it is likely to face.</p> <ul style="list-style-type: none"> • The official shared with the members the scoping study requirements which are as follows; mapping up available information which comprises of government revenues, licenses and production. • The Official highlighted on the importance of the MSG members in planning on how to fund its first EITI Program. She Advised the MSG members that the Multi donor trust fund is closing end of 2015 and that request for new funds might take a while to be approved. • The official further advised the MSG members to conduct lively debates with the public, work with consensus and having agreement in all things including engagement of outside groups i.e. MPs and other relevant commissions. • The Official encouraged the MSG that EITI Secretariat is there to help and support MSG activities and programs. 	<p>scoping studies and other relevant information</p>
<p>8. Review of Draft Work Plans, ToRs and Candidature Application forms</p>	<p>Draft Work plan</p> <ul style="list-style-type: none"> • Members agreed that on monitoring and evaluation headline, the responsible MSG member should be indicated by the name of the institution (FOCUS) and not by a name of an individual. • Members agreed that the funding source column in the work plan should be changed to possible sources of funding and should remain blank with the 	<p>The MSG Secretariat needs to take note of the consistency of information circulated to MSG members. (was noted)</p> <p>The secretariat needs to clear with OPC for the use of Malawi (MW) for EITI logo can be done</p> <p>The Task force for</p>

	<p>exception of already implemented activities.</p> <ul style="list-style-type: none"> Members agreed that on EITI Secretariat remuneration of staff and operational costs a separate costing work plan should be developed and be submitted for MSG discussion and approval in the next meeting. Therefore the Secretariat cost plan was pended. The Official EITI Secretariat advised the MSG that the cost for the scoping of EITI implementation was somehow under budgeted and advised the MSG to hire an in house lawyer to handle the legal aspect because that way it might be cheaper. Members agreed to rephrase the term contract to development Agreement on the challenges column of requirement 3.12 On the issue of skepticism towards EITI stated as a challenge on requirement 1.3g, members agreed that MSG has to do more about publicity and awareness and its accessibility to all especially to reach out to communities which are involved. <p>Terms of Reference</p> <ul style="list-style-type: none"> Members approved the MWEITI proposed logo by the task force. But it was advised that clearance should be obtained from OPC as Malawi is a protected name. Members agreed that the document should begin with stating the purpose of the ToRs, instead of having it at the bottom end. On the proposal by an official to think about terms of membership period, members agreed to leave the provision as it was after 	<p>Secretariat Administration work plan to come up with the draft Secretariat cost plan in the next meeting.</p> <p>Secretariat to act</p> <p>Secretariat to send the CAF by emails as soon as possible.</p>
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	<p>a long debate.</p> <p>EITI Candidature Application Form</p> <ul style="list-style-type: none"> • The meeting agreed that due to time the Candidature Application Form should be discussed and be endorsed in the next meeting. • The meeting requested the Secretariat to circulate the Candidature application form to members for prior reading and preparation for the next meeting. 	
<p>9. Update on the Study Tour to Zambia (Secretariat)</p>	<ul style="list-style-type: none"> • The secretariat informed the members that the study tour to Zambia will enable MSG to have experience with other EITI countries and will keep us informed on what we are doing. • GIZ/WB are willing to support the tour. • Communication had already been made to Zambia. The Ministry of Finance, Economic Planning and Development had written an official letter to relevant Authority in Zambia explaining the nature of the study tour. • The Secretariat highlighted on Zambia being the appropriate place for the Study Tour as we will minimize costs and cultural and economic similarities. • The secretariat informed the MSG members that one member from each institution, one senior Official from the Ministry of Finance and two EITI interim Secretariat officers are to undertake the trip. A total of 15 people were approved by GIZ. • The Secretariat informed the members some of the proposed activities during the tour. • The Secretariat informed the members on the proposed 	<p>Circulate ToRs for any suggestions and comments for the study tour before end of business day 12th May 2015.</p>

	dated of the tour which is 21 st - 27 th June 2015.	
10: Update on the Africa Regional Extractive Industries Knowledge Hub 2015 Summer School on Governance of Oil, Gas and Mining Industries (GIZ)	<ul style="list-style-type: none"> The members were informed of the African Regional Extractive Industries Knowledge Hub Summer School on Governance of Oil, Gas and Mining Industries which will take place from 9th-22nd August 2015 in Accra Ghana. GIZ is willing to sponsor three people from each constituency. The members were informed that the summer school will accommodate only 40 participants and the deadline for submitting application forms is the 15th May 2015. Members agreed that each constituency will decide on the nominee to participate in the school and submit the name to the Secretariat by 12th May 2015. The members were informed that application will be done through the Secretariat who will handle the submissions. The Secretariat requested GIZ through the MSG for consideration for the training at least for one member of the secretariat. 	<p>Secretariat to send emails/call to MSG members requesting one nominee from each MSG constituent and submit the names to GIZ.</p> <p>GIZ representative promised to take secretariat participation to GIZ and come back with the answer.</p>
12.Way Forward	<ul style="list-style-type: none"> The members agreed that the next meeting should be in the second week of June 2015. 	
13.A.O.B	<ul style="list-style-type: none"> Members were advised to acknowledge receipt of information received via email. Members were concerned on Bwanje Cememt Company Ltd's participation in the MSG and agreed that the secretariat will check their commitment. The members were informed that Mr Mugabi was the new participant for Action Aid, representing former, Mr Bota who was now no longer with Action Aid. However Action Aid was requested to send an official 	<p>Action Aid to communicate through the Secretariat officially for change of the details of the member to replace Mr. Bota.</p>

	<p>letter for a change of the particulars for their member.</p> <ul style="list-style-type: none">• The meeting was further informed that CfJ had communicated in advance through the Secretariat that Mr. Kaulungu would be representing CfJ whose both member and Alternate was not available for the meeting.• Members agreed that in all communication the emails of both the members and the alternates should be on the mailing list.• Members emphasised on the relevance of the National Audit involvement in the MSG as an independent administrator to monitor the reports.	
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Crispin C. Kulemeka
THE MSG CHAIRPERSON



Leonard A., Mushani
MWEITI SECRETARIAT