

**MWEITI/MIN/MSG/2017/03**

**3RD ORDINARY MEETING OF THE  
MWEITI MULTI-STAKEHOLDER  
GROUP (MSG)**

**16th June, 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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Item	Discussion	Action
1. Agenda	<p><b>The agenda included the following:</b></p> <ol style="list-style-type: none"> <li>1. Opening Prayer</li> <li>2. Opening Remarks (Chairperson)</li> <li>3. Adoption of Agenda</li> <li>4. Adoption of Previous Minutes</li> <li>5. Review and Approval of Work plans (Secretariat Cost Plan), Secretariat draft ToRs and Candidature Application Form.</li> <li>6. Update on the Study Tour to Zambia (Secretariat)</li> <li>7. Update on the Africa Regional Extractive Industries Knowledge Hub 2015 Summer School on Governance of Oil, Gas and Mining Industries (GIZ).</li> <li>8. Update on the Road map <ul style="list-style-type: none"> <li>• Press Release</li> </ul> </li> <li>9. Way Forward</li> <li>10. A.O.B</li> <li>11. Closing Prayer</li> </ol>	
3. Opening Remarks	<ul style="list-style-type: none"> <li>• The meeting started with the opening prayer by Mr. GRT. Kandio who also represented the Director of Revenue Mr. Kulemeka at around 9:00 am.</li> <li>• The Chairperson in his open remarks started by welcoming members and introduction of the new member from Action Aid Mrs Martha Khonje and new participant from RBM Mr. Emmanuel Muleso who represented RBM members.</li> <li>• He kindly requested the meeting that due to time and other important meetings which were going the discussion of work plan, ToR and Candidature Application Form should be skipped and be</li> </ul>	

	discussed in Zambia during the study tour. However, he asked members who will not travel to send comments.	
<b>4. Adoption of Agenda</b>	The meeting adopted the agenda after agreeing to skip item number 5 on the agenda to be discussed in Lusaka, Zambia during the study tour due to time constraint.	
<b>5. Adoption of Previous Minutes (MWEITI/MIN/MSG/2015/02)</b>	The meeting adopted the minutes of the previous meeting after few minor corrections to do with spellings and contacts number.	
<b>6. Matters Arising from Previous Meeting</b>	<p>Matters Arising from Previous minutes were discussed as follows:</p> <ol style="list-style-type: none"> <li><b>1. Follow up on the use of name "Malawi" and Malawi government Logo.</b> The Secretariat reported that it had a meeting with Office of President and Cabinet on the issue. It was stated that there are standard procedures required to be fulfilled to use the name Malawi and the logo. However, OPC official informed the Secretariat that considering the status of EITI, it does not require an approval from OPC as it already belong to government as an initiative. However, the OPC advised that the Secretariat should write to OPC through MSG chairperson explaining about the MWEITI, its benefits and the requirement by international EITI Secretariat which necessitate the need for the country name and logo.</li> <li><b>2. While discussing the matter arising on the use of government logo, members wanted to know if MWEITI could be required to be registered by</b></li> </ol>	<p>The Secretariat to draft a letter for MSG chairperson to sign for OPC</p> <p>The Secretariat to find out with Ministry of Justice or other relevant Institutions.</p>

	<p>law. But it was agreed that Ministry of Justice should be consulted for guidance on registration to be discussed in the next meeting.</p> <p>3. <b>Letter from Actionaid confirming new member:</b> It was reported that the Actionaid had now officially communicated a new member as requested and she had been already been introduced at the beginning of the meeting.</p>	
<b>8. Review of Draft Work Plans, ToRs and Candidature Application forms</b>	<p>1. It was agreed that the work plan, ToR and candidature application forms will be discussed in Zambia hence was skipped.</p>	To be discussed in Zambia.
<b>9. Update on the Study Tour to Zambia (Secretariat)</b>	<p>1. The meeting was informed that all logistical and preparation arrangement for Zambia was in place and going on well.</p> <p>2. The Secretariat circulated the programme for Zambia study tour, which was discussed by all.</p> <p>3. The meeting was informed that the study tour allowance rate per diem is €36 on working days and €24 on arrival and departure day according to GIZ travel policy.</p> <p>4. It was communicated by GIZ/MoF Technical Expert that the accommodation and logistics is been arranged by Zambia EITI in conjunction with GIZ Zambia.</p>	Circulate MSG and Secretariat ToRs for comments for those not travelling to Zambia before end of business day 12 <sup>th</sup> May 2015.
<b>10. Update on the Africa Regional Extractive Industries Knowledge Hub 2015 Summer School on Governance of Oil,</b>	<p>5. The Secretariat reported that the four members who applied were all accepted to participate in the Summer School.</p> <p>6. The name of the participants were:</p>	

<b>Gas and Mining Industries (GIZ)</b>	<ol style="list-style-type: none"> <li>1. Grain Malunga from Paldin (Africa) Ltd representing Industry.</li> <li>2. Elyvin Nkhonjera-Chawinga from Actionaid representing CSOs.</li> <li>3. Frank Chikuta from Reserve Bank of Malawi representing Government</li> <li>4. Leonard A. Mushani from Ministry of Finance representing Secretariat.</li> <li>5. Vitima Mkandawire from GIZ/MoF representing Secretariat</li> </ol>	
<b>11.Update on Road Map(Press Release)</b>	<ol style="list-style-type: none"> <li>1. The chairperson informed the meeting that all necessary steps were in place as a process in preparing for candidacy application and membership.</li> <li>2. The chairperson informed the members that the press release documents were already with the minister for his endorsement after which they would be published.</li> <li>3. The chairperson stated that the Director of Revenue (Mr. Kulemeka) was following up the issue with Minister since it had stayed there for some time.</li> <li>4. The Chairperson assured the meeting that the press release would be published as soon as possible before 30<sup>th</sup> June 2015 the date of submitting the application.</li> </ol>	<p>Secretariat and Chairperson to follow up and ensure that the press release is published on time.</p>
<b>12.Way Forward and Resolutions of the meeting</b>	<ol style="list-style-type: none"> <li>1. The meeting agreed that 13 to 14 people will be travelling to Zambia on study tour from 21<sup>st</sup> to 27<sup>th</sup> June 2015.</li> <li>2. Agreed that this MSG meeting (3<sup>rd</sup> Meeting of MSG) will continue in Zambia on Thursday 25<sup>th</sup> June 2015 afternoon to discuss further and adopt the work plan, ToR, and Application</li> </ol>	<p>Team of MSG and Secretariat to travel to Zambia</p>

	<p>for Candidature form.</p> <p>3. Consented that come 30<sup>th</sup> June 2015 the Application for the Candidature would be made.</p> <p>4. Encouraged all members not travelling to Zambia to send their comments on Work plan, Application for Candidature Form, ToRs through emails to the Secretariat.</p>	
<p><b>13. A.O.B</b></p>	<p>There having no any other business to discuss, the chairperson ended the meeting by asking Mr. Kandio to close with the word of prayer again at around 11:30 hours.</p>	



George Harawa  
**CHAIRPERSON**



Leonard Mushani  
**MWEITI SECRETARIAT**