

MWEITI/MIN/MSG/2017/08

**8TH EXTRAORDINARY MEETING OF
THE MWEITI MULTI-STAKEHOLDER
GROUP (MSG)**

3rd June, 2016

**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,
Capital Hill,
Lilongwe 3.



Participants

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APOLOGY			
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IN ATTENDANCE			
Mr. Leonard Mushani	MoF- Secretariat	mushanileonard@yahoo.co.uk	0999374071
Mr. Vitima Mkandawire	GIZ/MOF	Vitima.mkandawire@giz.de	0888589777

Item	Discussion	Action
1. Agenda	<p>The agenda included the following:</p> <ol style="list-style-type: none"> 1. Opening Prayer 2. Adoption of Agenda 3. Opening Remarks (Chairperson) 4. Terms of reference (ToR) for Independent Administrator (The Secretariat) 5. Discussion and adoption of scoping study recommendations (MSG Subcommittee/ Secretariat) 6. Way forward 7. Closing Remarks 8. Closing Prayer 	
2. Starting time and Opening Prayer	The meeting started at around 9:30 am due to late formation of quorum and was opened with a prayer by L.A. Mushani.	
2. Adoption of the Agenda	The meeting started by adopting the agenda without any amendment.	
3. Opening Remarks	<ol style="list-style-type: none"> a. The meeting was chaired by Mr. C.C. Kulemeka the MSG chairperson b. He started by welcoming all the members and reconfirming if the meeting had formed a quorum c. He then thanked members for coming. d. He noted that there were three apologies on MSG emailing list and requested the members if they had others, and members presented names of people who sent apologies for noting. e. He thanked the Secretariat for securing the conference room for the meeting considering how busy and other pressing demands were for the same venue. 	
4. Review and Adoption of the terms of reference for the Independent Administrator	<ol style="list-style-type: none"> a. The chairperson requested the Subcommittee on ToRs for Independent Administrator to take the members through the ToRs document. b. The ToRs had been circulated to members prior to the meeting for preparation. c. Mrs Rachel Phoya on behalf of the Subcommittee on ToRs and Scoping study recommendations, facilitated the discussions and took the Members through the entire ToR. 	

	<p>The major comments made on the draft ToRs were:</p> <ul style="list-style-type: none"> i. Though the EITI Secretariat also recommends voluntary disclosure of beneficial ownership the meeting agreed that the first report should have a mandatory or compulsory disclosure of beneficial owners. The members agreed that the ToRs should include the definition of the beneficial ownership as defined in the EITI Standards and that this should be well understood and be made clear. ii. It should be indicated that the Independent Administrator should also support the secretariat in training key stakeholders and key officers who will be providing data on data template and capturing. iii. Members adopted MK 1 million threshold as a margin of error to determine discrepancies. However, should later this be found to be not appropriate the figure would be adjusted accordingly. iv. Members agreed that the ToRs should also include Local Counterpart to work with an Independent Administrator for capacity building as it happened with the scoping study undertaking. This was to be included on page 9. v. The meeting agreed that the GIZ after receiving the ToRs and identified possible consultants, it should submit CVs of the three applicants for the MSG Subcommittee to choose the appropriate Independent Administrator for the work. vi. Members agreed to approve and adopt the TORs upon incorporation of these amendments. vii. The chairperson declared that the ToR were now approved and adopted. 	
5. Discussion and adoption of the scoping study report recommendations	<ul style="list-style-type: none"> a. The subcommittee indicated that since the purpose of the scoping study recommendation was to guide what we should include in the ToRs for the 	

	<p>Independent Administrator and EITI report, it was not necessary to discuss it or go through it again.</p> <p>b. However, it was agreed that the ToRs for Independent Administrator should include a new section on recommendations from the MWEITI scoping study report.</p>	
6. Way Forward	<p>a. The approved amended version of ToRs on Independent Administrator should be circulated as soon as possible.</p> <p>b. The MSG should conduct another meeting on 29th July, 2016.</p> <p>c. GIZ to update the MSG on when the CVs for the independent Administrators will be submitted for selection.</p>	
7. Closing Remarks and Prayer	<p>i. The Chairperson thanked everyone for coming.</p> <p>ii. He also thanked everyone for observing time and finishing the meeting earlier than planned 11:00 am.</p> <p>iii. He thanked the subcommittee and the secretariat for the work well done.</p> <p>iv. He welcomed a new member Alec Sharland, Paladin new General Manager Operations who was replacing Alan and was attending the meeting for the first time. He briefly shared with Alec what EITI was all about and its benefits especially in Malawi.</p> <p>v. The meeting was closed with a prayer by Mr. L.A. Mushani.</p>	



Mr. Crispin C. Kulemekka
THE MSG CHAIRPERSON



Mr. Leonard A. Mushani
MWEITI SECRETARIAT