

**MINUTES OF THE SECOND MEETING OF THE NATIONAL STEERING COMMITTEE  
FOR OPEN GOVERNMENT PARTNERSHIP IN MALAWI, HELD ON FRIDAY 18TH  
MARCH, 2024 AT THE SUNBIRD LILONGWE HOTEL**

**1.0 Welcome Remarks and Opening Prayer**

- 1.1 The Chairperson, Dr. Janet L. Banda, SC, called the meeting to order at 10:15 a.m. She welcomed all members to the second meeting of the National Steering Committee (NSC) for the Open Government Partnership (OGP) in Malawi and thanked all for their dedication and commitment to OGP.
- 1.2 Thereafter, an Opening Prayer was offered by Monsignor Dr. Patrick Thawale.
- 1.3 The list of members who attended the meeting is appended to the minutes as Annex 1.

**2.0 Adoption of the Agenda of the Meeting**

- 2.1 The Agenda (appended to the Minutes as Annex 2) was adopted with an amendment by removing an item about '*Presentation and Adoption of Resource Mobilisation Strategy*' to give the Technical Working Groups (TWGs) adequate time to provide their input regarding the draft Resource Mobilisation Strategy document.
- 2.2 It was therefore agreed that the deadline for receiving input on the Draft Resource Mobilization Strategy from the TWGs should be end of April 2024.

**3.0 Consideration and Adoption of Minutes of the Previous Meeting and Matters Arising from the Minutes**

- 3.1 Members observed that a record of deliberations of the previous meeting of the OGP NSC which was held on 17th November, 2024, was presented in a format of a Report instead of Minutes.
- 3.2 The Secretariat was therefore advised that going forward it should be drafting Minutes and not reports to enable members comprehend a detailed account of what had transpired during the previous NSC meeting.

3.3 The meeting further advised that Minutes and Matters Arising from the previous Meetings should be well numbered and formatted.

3.4 The record of the previous Meeting was formally adopted as presented.

#### **4.0 Presentation of Progress Reports from TWGs**

The five TWGs made the following presentations on implementation of various commitment milestones and interventions the TWGs were undertaking:

##### **4.1 Natural Resources TWG**

The Natural Resources TWG reported that progress was being registered in the implementation of various commitments under the TWG which included:

- a) raising awareness of the Mines and Minerals Act to key sectors across the natural resource value chain;
- b) publishing list of registered and licensed contracts, and operational mining companies;
- c) conducting situation analysis of mining contracts; and
- d) strengthening the oversight role of the Parliamentary Committee on Natural Resources.

Specifically, the following were highlighted during the report by the TWG:

- i. The Ministry of Mining was committed to operationalizing the Mines and Minerals Act, 2023. However, the process was awaiting establishment of the Mining Regulatory Authority which would require resources for its operationalisation.
- ii. For the sake of progress, the Ministry of Mining should continue to appoint the day of commencement of the Mines and Minerals Act, 2023 and consider seconding officers to work in the Mining Regulatory Authority rather than keep waiting for the availability of all the resources needed to fully operationalize the Authority.

- iii. The Ministry of Mining was undertaking steps to set up the Mining Regulatory Authority. Consequently, the meeting tasked the OGP Secretariat to follow up and report in the next NSC meeting on the progress made by the Ministry of Mining to establish the Authority.
- iv. Creation of a Sovereign Fund in mineral resource governance was overambitious as it would be difficult to be achieved within the timeline of the current NAP. This was in consideration of the feasibility study which was yet to be undertaken by a consultant on creation of the Fund.
- v. The meeting noted with concern that the presentation by Natural Resources TWG was focusing much on implementation processes instead of tangible outputs achieved and the targeted outcomes. The TWG was reminded to focus its efforts on results as one year of implementation of the commitments had already elapsed and the NAP would be winding up by January, 2025.

#### **4.2 Right to Information TWG**

The Right to Information TWG reported that its main focus was a commitment to operationalise the Office of the Registrar of Political Parties that would promote public access to information on political party financing. The TWG further reported that operationalization of the Office would require adequate resources and the following progress had been made so far:

- i. Recruitment process of the Registrar of Political Parties had been completed and the OGP Secretariat in OPC would make a follow up on the official announcement of the appointee.
- ii. Treasury had created a Cost Centre for the Office of the Registrar of Political Parties to manage its own budgetary and other financial support.

#### **4.3 Digital Governance TWG**

The Digital Governance TWG reported that remarkable progress had been made in various commitments undertaken by the TWG. The meeting noted that:

- i. Development of OGP Website was being finalized and the Website would be operational by second week of April, 2024.
- ii. The functional review was conducted on institutional review and restructuring of the Department of e-Government which was one of the key commitments reflected in the NAP.
- iii. The recommendations of the functional review report which was produced by the DHRMD were not comprehensive as such further engagements with the DHRMD were happening.
- iv. The Ministry of Information and Digitalisation should share with the Steering Committee by April 25<sup>th</sup>, 2024, the functional review recommendations report and the consultations report.
- v. It was difficult to follow the presentation by the Digital Governance TWG as the presentation was bulky and did not follow the standard reporting template. Therefore, the TWG was advised to adhere to the standard reporting template in its next reports to the Steering Committee.

#### **4.4 Anti-Corruption TWG**

The Anti-Corruption TWG reported that lack of resources had been a common challenge in the implementation of a number of its interventions. Nevertheless, the TWG reported that progress was being registered in a number of interventions and these included:

- i. Development of e-Government Procurement System and Open Contracting Data Standards (OCDS) Portal which were at advanced stages and would be finalized by June, 2024. The systems are aimed at promoting Open Government Principles of transparency, accountability, and fairness in public procurement processes as well as strengthening Open Contracting.
- ii. Appointment had been made of special Law Commissioners on development of Whistleblowing legislation and the Commissioners were undertaking consultative meetings with key stakeholders on the proposed legislation.

- iii. Development of a Lifestyle Audit Manual which was awaiting the Ministry of Justice to formally submit the Manual to Cabinet for consideration and approval.
- iv. Consultations on review of the Public Procurement and Disposal of Assets Act were underway with the Ministries of Finance and Justice.

#### **4.5 Open Parliament TWG**

The Open Parliament TWG reported that:

- i. The Standing Orders on Loan Authorization Procedures were yet to be reviewed by the Legal Affairs Committee of Parliament.
- ii. The special Standing Orders on Loan Authorization processes are meant to be separated from the generic Standing Orders to allow for scrutiny of Loan Authorization Bills before enactment.
- iii. The meeting therefore urged TWG to be clear on its deliverables regarding the Standing Orders and should focus on lobbying the Chairperson of the Legal Affairs Committee to convene the meeting and review the special Standing Orders.
- iv. The TWG was also advised to align or link the TWG's outputs, commitments and expected outcomes.
- v. The TWG also reported that Parliament had engaged a consultant to conduct a situation analysis on public debt and loan authorization. The timeline for the activity would be June 2024.
- vi. The TWG was advised to co-opt NICE Trust in the implementation of the commitment on access to information by the citizenry.

#### **5.0 Resolutions of the Meeting**

The NSC meeting further agreed on the following and resolved that:

- a) The TWGs ought to focus on tangible outputs that would be achieved within the current NAP implementation period which is coming to an end by January, 2025.

- b) The TWGs should take notice of the commitments that were likely to be carried over to the next NAP.
- c) The Dashboard digital platform was being developed with technical support by the Tony Blair Institute for Global Change as a monitoring tool that would capture the commitments and activities being implemented by the TWGs and NSC.
- d) A comprehensive progress report on OGP implementation would be submitted to His Excellency Dr. Lazarus McCarthy Chakwera, President of Malawi. The finalization of the report was awaiting feedback that had been noted from the NSC meeting.
- e) The TWGs should conduct their quarterly meetings by end of April, 2024 before the next meeting of the NSC.
- f) The TWGs should be using the standard reporting template which was provided when presenting progress report to the NSC.
- g) The TWGs should submit to the Secretariat by 30<sup>th</sup> March, 2024 their input on the Resource Mobilisation Strategy for NAP implementation.
- h) The Ministry of Information and Digitalisation should share with the NSC by 25<sup>th</sup> April, 2024, the functional review recommendations and the consultations reports on restructuring of the Department of e-Government inline with the NAP recommendations.
- i) The Digital Government TWG through the Ministry of Information and Digitalisation should follow up and report in the next NSC meeting on the development of the OGP digital repository.
- j) In order to expedite the successor NAP development process, the successor NAP would be developed through engaging an independent consultant supported by a Taskforce.
- k) The successor NAP would take an option of four (4) year cycle and not two to give adequate time for implementation.
- l) The OGP Malawi Secretariat should draft a Concept Paper on development of the successor NAP with TORs for the consultancy and proposed NAP thematic areas. The Concept Paper should be circulated to the NSC for their input.

- m) The NSC should make sure that consultations on the successor NAP be comprehensively done targeting all key stakeholders to avoid including unclear and unrealistic commitments in the next NAP.

## **6.0 Date of the next meeting**

The meeting agreed that the next Steering Committee meeting should be held on 29<sup>th</sup> May, 2024 at a venue to be identified later.

## **7.0 Closing Remarks**

- i. The Chairperson thanked all members for the fruitful deliberations and commended the TWGs for their commitment in NAP implementation as evidenced by their progress reports.
- ii. The Chairperson informed the meeting that Malawi's efforts on OGP implementation were being recognized internationally as Zambia had invited Malawi to a High-level meeting in Lusaka on 5<sup>th</sup> April, 2024, where Malawi would share its OGP experiences since joining the OGP global body in 2013. Zambia was contemplating of joining the OGP body.
- iii. The Chairperson further urged the members to continue being patriotic and cooperative so as to achieve the outcomes of the NAP and strengthen transparency, accountability and citizen engagement in public service delivery.
- iv. Finally, the Chairperson expressed gratitude to the Chandler Foundation for its unwavering support to OGP Malawi and for complementing Government's financial input in hosting of the TWGs' and Steering Committee's meetings that were held at the Sunbird Lilongwe Hotel in March 2024.

## **8.0 Closing Prayer**

The meeting was closed at 1:05 pm with a prayer offered by Monsignor Dr. Patrick Thawale.

Mr. F.T. Kalowamfumbi  
**SECRETARY**

Dr. Janet L. Banda, SC  
**CHAIRPERSON**

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**ANNEXE 1 – LIST OF ATTENDANCE FOR THE SECOND OGP NATIONAL STEERING COMMITTEE MEETING**

<b>NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>INSTITUTION</b>	<b>EMAIL ADDRESS</b>
1.	Dr. Janet L. Banda SC	DSPC, Head of Presidential Delivery Unit and Chair of the OGP National Steering Committee	Office of the President and Cabinet (OPC)	<a href="mailto:janetlaura.banda@gmail.com">janetlaura.banda@gmail.com</a>
2.	Dr. Joseph Mkandawire	Secretary for Mining	Ministry of Mining	
3.	Mr. Ronald Mtonga	Executive Director	CONGOMA	<a href="mailto:ronald_mtonga@yahoo.com">ronald_mtonga@yahoo.com</a>
4.	Ms. Mwape Mulumbi	Country Director	Plan International	<a href="mailto:mwape.mulumbi@plan-international.org">mwape.mulumbi@plan-international.org</a>
5.	Ms. Tawonga Msiska	Economist	Ministry of Justice	<a href="mailto:tawongamsiska@gmail.com">tawongamsiska@gmail.com</a>
6.	Ms. Janet Chidothi	Director of Strategy and Influencing	Plan International	<a href="mailto:janet.chidothi@plan-international.org">janet.chidothi@plan-international.org</a>
7.	Mr. Twana Matola	Economist	Ministry of Justice	<a href="mailto:twanamatola80@gmail.com">twanamatola80@gmail.com</a>
8.	Mr. Chikondi Kachinjika	Deputy Clerk of Parliament (CS)	Parliament	<a href="mailto:ckachinjika@yahoo.com">ckachinjika@yahoo.com</a>
9.	Ms. Mirriam Upindi	Programmer	Ministry of Information and Digitalization	<a href="mailto:mirriam7.upindi@ict.gov.mw">mirriam7.upindi@ict.gov.mw</a>
10.	Mr. Patrick Mwale	Director of Economic and Monitoring Services	Non-Governmental Organisations Regulatory	<a href="mailto:pmwale@ngora.mw">pmwale@ngora.mw</a>

			Authority (NGORA)	
11.	Monsignor Dr. Patrick Thawale	Chairperson, Public Affairs Committee (PAC)	Public Affairs Committee	<a href="mailto:patrickthawale@gmail.com">patrickthawale@gmail.com</a>
12.	Mr. Muhammad Selemani	Deputy Director of Legal Affairs, OGP Malawi Secretariat	OPC	<a href="mailto:selemani.muhammad@yahoo.com">selemani.muhammad@yahoo.com</a>
13.	Mr. Yamikani Chokhotho	Governance Specialist	USAID	<a href="mailto:ychotho@usaid.gov">ychotho@usaid.gov</a>
14.	Mr. Edward Damarco	Director Democracy and Governance	USAID	<a href="mailto:edamarco@usaid.gov">edamarco@usaid.gov</a>
15.	Mr. Lovemore Nyongo	Head of Planning	National Assembly	<a href="mailto:lnyongo@parliament.gov.mw">lnyongo@parliament.gov.mw</a>
16.	Mr. Chizaso Eric Nyirongo	Director Legal Services, OGP Malawi Secretariat	OPC	<a href="mailto:chizaso.nyirongo@opc.gov.mw">chizaso.nyirongo@opc.gov.mw</a>
17.	Ms. Michelle Makhumula	Associate	Tony Blair Institute for Global Change	<a href="mailto:michelle.makhumulankhoma@institute.globe">michelle.makhumulankhoma@institute.globe</a>
18.	Mr. Leonard Mushani	Principal Revenue Officer	MWEITI-Ministry of Finance and Economic Affairs	<a href="mailto:mushanileonard@yahoo.co.uk">mushanileonard@yahoo.co.uk</a>
19.	Mr. Frank Kalowamfumbi	Deputy Director of Policy, OGP Malawi Secretariat	OPC	<a href="mailto:kalowamfumbi@gmail.com">kalowamfumbi@gmail.com</a>
20.	Mr. Jollam Banda	Director of Planning	Ministry of Mining	<a href="mailto:jolambanda@yahoo.com">jolambanda@yahoo.com</a>

21	Mr. Hodges Mzunga	Board Member	Malawi Building and Civil Engineering Contractors and Allied Traders Association (MABCATA)	<a href="mailto:hodgesmzunga@gmail.com">hodgesmzunga@gmail.com</a>
22.	Ms. Yvone Kasamba	Chief Planner	Public Procurement and Disposal of Assets Authority (PPDAA)	<a href="mailto:yvone.kasamba@ppda.mw">yvone.kasamba@ppda.mw</a>
23.	Mr. Kennedy Rashid	National Coordinator	Natural Resources Justice Network	<a href="mailto:kennedy.rashid@yahoo.com">kennedy.rashid@yahoo.com</a>
24.	Ms. Yolanda Ngoma-Kalinde	Policy Advisor	Tony Blair Institute for Global Change	<a href="mailto:y.ngomakalinde@institute.global">y.ngomakalinde@institute.global</a>
25	Mr. Arnold Kondowe	Principal Economist	Ministry of Mining	<a href="mailto:ajkondowe@gmail.com">ajkondowe@gmail.com</a>
26.	Ms. Bessie Msusa	Deputy Director of Planning	Ministry of Information and Digitalisation	<a href="mailto:nankhoma767@gmail.com">nankhoma767@gmail.com</a>
27.	Ms. Catherine Chilima	Deputy Director of Revenue	Ministry of Finance and Economic Affairs	<a href="mailto:catherine.chilima@finance.gov.mw">catherine.chilima@finance.gov.mw</a>
28.	Mr. Denis N. Mwafulirwa	Program Officer	Centre for Human Rights and Rehabilitation	<a href="mailto:dmwafulirwa@chrrmw.org">dmwafulirwa@chrrmw.org</a>

29.	Ms. Salamatu Yaradua	Senior Manager - Delivery	Tony Blair Institute for Global Change	<u><a href="mailto:s.yaradua@institute.global">s.yaradua@institute.global</a></u>
30.	Mr. Chimwemwe Mamba	Chief Human Resource Management Officer	Malawi Human Rights Commission	<u><a href="mailto:cmamba94@gmail.com">cmamba94@gmail.com</a></u>

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## ANNEXE 2: - PROVISIONAL AGENDA



### PROVISIONAL AGENDA

#### **SECOND MEETING OF THE NATIONAL STEERING COMMITTEE ON OPEN GOVERNMENT PARTNERSHIP IN MALAWI, 18<sup>TH</sup> MARCH, 2024, SUNBIRD LILONGWE HOTEL**

*Chair:* Dr. Janet Banda, SC, Deputy Secretary to the President and Cabinet and Head of Presidential Delivery Unit

- 1 Opening Prayer
- 2 Welcome Remarks by Chairperson
- 3 Self-Introductions
- 4 Consideration and Adoption of Minutes of Previous Meeting
- 5 Presentation of Reports from TWGs
- 6 Discussion
- 7 Presentation and Adoption of Resource Mobilization Strategy

- 8      Way Forward**
- 9      Date of Next Meeting**
- 10     Closing Remarks**
- 11     Closing Prayer**

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