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## MINUTES OF MEETING

### MCA NAMIBIA BOARD ORDINARY MEETING MCA-NB/OM9/07.12.09

**DATE:** 07 December 2009  
**TIME:** 14h00 – 18h30  
**VENUE:** National Planning Commission Board Room, Windhoek, Namibia

#### ABBREVIATIONS

AG	Attorney General
CEO	Chief Executive Officer
CIF	Compact Implementation Funding
DRFN	Desert Research Foundation of Namibia
DG	Director General
GRN	Government of the Republic of Namibia
GNT	MCA GRN Senior Government Officials Negotiating Team
MAWF	Ministry of Agriculture, Water and Forestry
MCA-N	Millennium Challenge Account Namibia
MCA-NB	MCA Namibia Board
MCC	Millennium Challenge Corporation
Mof	Ministry of Finance
MoHSS	Ministry of Health & Social Services
MRLGHRD	Ministry of Regional & Local Government, Housing & Rural Development
MoE	Ministry of Education
MET	Ministry of Environment & Tourism
MLR	Ministry of Lands & Resettlement
MTI	Ministry of Trade & Industry
MWT	Ministry of Works & Transport
M&E	Monitoring and Evaluation
NCCI	Namibia Chamber of Commerce & Industry
NPC	National Planning Commission
PS	Permanent Secretary

#### PRESENT

MCA Namibia Board Members/Mandated Government Board Members

Hon. Prof. Peter H. Katjavivi – Director General NPC, Chairperson of MCA-NB  
 Hon. Helmut Angula – Minister MWT  
 Hon. John Mutorwa – Minister MAWF  
 Hon. Kazenambo Kazenambo – Deputy Minister of MRLGHRD

**MCA Namibia Board Members/Other Board Members**

Mr. Justin Ellis – Education Expert  
 Dr. Mary Seely – Associate, DRFN  
 Ms. Jackie Asheeke – CEO, FENATA  
 Mr. Sem Shikongo – Director: Tourism, MET

**Observers**

Hon. Alpheus INaruseb – Minister MLR  
 Mr. Charles Kabajani – Under- Secretary: Formal Education, and ETSIP Programme Manager

**MCA Namibia Staff**

Ms. Penny Akwenye – MCA-N CEO  
 Ms. Leezhel van Wyk – MCA-N Legal Advisor  
 Dr. Helmeke Sartorius von Bach – MCA-N Director: Agriculture  
 Dr. Faruel Demas – MCA-N Director: Tourism  
 Ms. Tuli Nghiyoonyanve – MCA-N Director: Education  
 Mr. Alick Kawerama – MCA-N Director: Finance and Administration  
 Mr. Johann Botha – MCA-N Director: Procurement  
 Ms. Rosa Hamukuaja-Thobias – MCA-N Manager: Public Outreach

**MCC Staff**

Dr. John Wingle – MCC Resident Country Director  
 Mr. Oliver Pierson - MCC Deputy Resident Country Director

**ABSENT WITH APOLOGIES**

**MCA Namibia Board Members**

Hon. Dr. Hage Geingob – Minister MTI  
 Hon. Saara Kuugongelwa-Amadhila – Minister Mof  
 Hon. Jerry Ekandjo – Minister MRLGH (represented by Deputy Minister Kazenambo Kazenambo)  
 Mr. Alpheus Muheua – Deputy Director: Industrial Relations, PSM  
 Ms. Maggy Nghatanga – Director: Primary Health Care, MoHSS  
 Ms. Inge Zaamwani-Kamwi – CEO, Namdeb  
 Drs. Eline van der Linden – Dep CEO: Programme Implementation, MCA-N

SUBJECT MATTER	RESPONSIBLE PERSON

<b>1</b>	<b>CONSTITUTION OF THE MEETING</b>	
<b>1.1</b>	<b>Quorum and Confirmation of Notice</b> Due notice has been observed. The meeting requested the Secretary of the Board to confirm the status of Mr. Kabajani as Board Member or Observer, where after Dr. Wingle pointed out that, Mr. Kabajani, being the ETSIP Programme Manager, is an Ex Officio Member of the MCA-NB in terms of the By-Laws and hence a quorum is present.  The meeting was thus duly constituted in terms of the By-Laws, requiring the presence of at least 4 mandated Government Board Members and at least 5 other Board Members.	
<b>1.2</b>	<b>The Secretary to the MCA-NB</b> Ms. Van Wyk, MCA-N Legal Advisor, served as Secretary to the MCA-NB.	
<b>1.3</b>	<b>Adoption of the Agenda</b> The Agenda was adopted with the following additions:  <ul style="list-style-type: none"> <li>• Motion 7 – Contract Award for Earthmoving Equipment</li> <li>• Lack of MET Statistics on Tourism Arrivals</li> </ul>	
<b>2</b>	<b>DECLARATION OF INTEREST</b>	
<b>2.1</b>	<b>Declaration of interest by the Directors in the affairs of the MCA</b> No declarations were made in the meeting, and Ms. Van Wyk confirmed that no declarations were made in the period between Board Meetings.	
<b>2.2</b>	<b>Declaration of interest by those present on any item on the Agenda.</b> The Board noted a declaration of interest by Mr. Justin Ellis in Motion 7, the Contract Award to Barlow World for Earthmoving Equipment. Mr. Ellis declared that he is a shareholder in the holding company of Barloworld and will recuse himself from the discussions of the Motion to approve the contract award.	
<b>3.</b>	<b>LEGAL AND SECRETARIAL</b>	
<b>3.1</b>	<b>Noting of Written Resolutions</b> Written resolutions will stand over to the next meeting as this meeting was not duly constituted.	
<b>3.2</b>	<b>Motions</b>	
<b>3.2.1</b>	<b>MCA-NB/OM09/07.12.09/MOTION 2 - Performance Management System</b> The meeting generally supported the Recommendation from the Board HR Committee to approve the Performance Management System and requested that a Round Robin Resolution be circulated.	
<b>3.2.2</b>	<b>MCA-NB/OM09/07.12.09/MOTION 3 - CIF Performance Reward</b> The meeting generally supported the Recommendation from the Board HR Committee to approve the CIF Milestone Report and the CIF Reward and requested a Round Robin Resolution to be circulated.	

	(Next Meeting)	
6.3	<b>Quarterly Risk Register</b> (Next Meeting)	
6.4	<b>Board Sub Committee Reporting</b>	
6.4.1	<b>Minutes of Ad Hoc Board HR Sub Committee</b> The meeting noted the recommendations from the Board HR Committee, as presented by Prof. Kajavivi and thanked the Committee for their efforts in that regard.	

7.	<b>ANY OTHER BUSINESS</b>	
7.1	<b>The Use of Acronyms in the Board Report</b> Dr. Seely requested that each acronym used in Motions to the Board must be written out completely at least once in the document used and clearly abbreviated, as it seriously hampers the Board members' ability to understand the Board Reports.	
7.2	<b>Lack of MET Data on Tourism Arrivals</b> Ms. Asheke informed the meeting that the tourism arrival statistics for 2008/2009 are not available from the MET yet due to the lack of trained statisticians. The meeting noted the matter with concern and requested immediate action by Management to address the issue. Mr. Shikongo from the MET offered to convene a meeting and to take the initiative. Dr Wingle indicated that MCA funding for such studies is a possibility and can be taken up by Management.	
8.	<b>CLOSING OF THE MEETING</b> There being no other business, the Chairperson closed the meeting thanking all participants for their contributions.	
9.	<b>DATE OF NEXT MEETING</b> 21 <sup>st</sup> of January 2009	

CONFIRMED BY THE CHAIRMAN

*[Handwritten Signature]*

*18-01-2010*  
DATE