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MINUTES OF MCA NAMIBIA BOARD MEETING

MCA-NB/OM8/12.11.09

DATE: 12 November 2009
TIME: 07h30 – 12h45
VENUE: Fürstenhof, Windhoek, Namibia

ABBREVIATIONS

AG	Attorney General
CEO	Chief Executive Officer
CIF	Compact Implementation Funding
DRFN	Desert Research Foundation of Namibia
DG	Director General
DVS	Directorate of Veterinary Services
GRN	Government of the Republic of Namibia
GNT	MCA GRN Senior Government Officials Negotiating Team
IFRS	International Financial Reporting Standards
MAWF	Ministry of Agriculture, Water and Forestry
MCA-N	Millennium Challenge Account Namibia
MCA-NB	MCA Namibia Board
MCC	Millennium Challenge Corporation
MOE	Ministry of Education
MET	Ministry of Environment & Tourism
Mof	Ministry of Finance
MoHSS	Ministry of Health & Social Services
MLR	Ministry of Lands & Resettlement
MTI	Ministry of Trade & Industry
MRLGHRD	Ministry of Regional & Local Government, Housing & Rural Development
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 Mandated Government MCA-NB Members

Hon. Peter H. Katjavivi – Director General NPC, Chairperson of MCA-NB
Hon. Paul Smit - Deputy Minister of Trade and Industry
Hon. Kazenambo Kazenambo – Deputy Minister of Regional, Local Government and Housing
Mr. Calle Schlettwein – Permanent Secretary, Ministry of Finance

MCA Namibia Board Members (Other)

Mr. Justin Ellis – Education Expert
Dr. Mary Seely – Associate, DRFN
Ms. Inge Zaamwani-Kamwi – CEO, Namdeb
Ms. Jackie Asheeke – CEO, FENATA
Ms. Maggy Nghatanga – Director: Primary Health Care, MoHSS

MCA Namibia Staff

Ms. Penny Akwenye – MCA-N CEO
Drs. Eline van der Linden – MCA-N Deputy CEO: Programme Implementation
Ms. Leezhei van Wyk – MCA-N Legal Advisor
Dr. Helmke Sartorius von Bach – MCA-N Director: Agriculture
Mr. Alick Kawerama – MCA-N Director: Finance and Administration
Mr. Johann Botha – MCA-N Director: Procurement
Mr. Nick Hibbert – Director: Infrastructure
Ms. Rosa Hamukuaja-Thobias – MCA-N Manager: Public Outreach

MCC Staff

Mr. Oliver Pierson – Deputy MCC Resident Country Director

ABSENT WITH APOLOGIES

MCA Namibia MCA-NB Members

Hon. Dr. Hage Geingob – Minister, MTI
Hon. Saara Kuugongelwa-Amadhila – Minister, MoF
Hon. Jerry Ekandjo – Minister, MRLGH
Hon. Helmut Angula – Minister, MWT
Hon. John Mutorwa – Minister, MAWF
Mr. Alpheus Muheua – Deputy Director: Industrial Relations, PSM
Mr. Sem Shikongo – Director: Tourism, MET

	CHIEF MANAGER	RESPONSIBLE PERSON
1	CONSTITUTION OF THE MEETING	
1.1	<p>Quorum and Confirmation of Notice</p> <p>The presence of a quorum was declared in terms of the National Planning Commission Act, Act 15 of 1994, requiring the presence of at least 4 Mandated Government MCA-NB members and at least 4 non-ex officio members. The meeting was duly constituted and therefore decisions taken are valid. Due notice has been observed.</p>	
1.2	<p>The Secretary to the MCA-NB</p> <p>Ms. Van Wyk, MCA-N Legal Advisor, served as Secretary to the MCA-NB.</p>	
1.3	<p>Adoption of the Agenda</p> <p>The Agenda was adopted with the following additions:</p> <ul style="list-style-type: none"> • Declaration of Interest: Dr Seely - Declaration of Directorship at Environmental Evaluation Associates of Namibia (EEAN) (Pty) Ltd, ARD Partner. • Motion 15 - CIF Performance Reward. 	
2.	DECLARATIONS OF INTEREST	
2.1	<p>Management Declaration - Johann Botha, MCA-N Director: Procurement</p> <p>The CEO informed the MCA-NB about the declaration made by Mr. Johann Botha, MCA-N Director: Procurement, in that his son, Mr. Stephan Botha, (Pr. Eng) is an employee in a firm, Burmeister and Partners, who tendered for the Design and Supervision of Regional Study and Resource Centres. Ms. Akwenye advised that the conflict has been mitigated to her satisfaction and to that of Dr. John Wingle, MCC Country Director for Namibia. The MCA-NB noted this declaration.</p>	
2.2	<p>Management Declaration - Johann Botha, MCA-N Director: Procurement</p> <p>The CEO informed the MCA-NB about the declaration made by Mr. Johann Botha, MCA-N Director: Procurement, in that his son, Mr. Christian Botha, is an employee in a firm, ProddG, who submitted a tender for the Design of MCA Namibia Website, Phase 2. Ms. Akwenye advised that the conflict has been mitigated to her satisfaction and to that of Mr. John Wingle, MCC Country Director for Namibia. The MCA-NB noted this declaration.</p>	
2.3	<p>Declaration of Interest by a Member of the MCA-NB - Dr Mary Seely</p> <p>Dr. Seely made a declaration to disclose her directorship at Environmental Evaluation Associates of Namibia (EEAN) (Pty) Ltd, an organisation not for gain, which is a partner to ARD Incorporated, an existing contractor to MCA Namibia in the Conservancy Needs Assessment study. The MCA-NB noted this</p>	

	declaration and concurred with the proposal made by Dr. Seely to recuse herself from discussions and decision-making regarding ARD Incorporated.	
2.4	<p>Declaration of Interest by a Member of the MCA-NB - Mr Justin Ellis</p> <p>Mr. Ellis made a declaration to disclose his directorship at the Namibia Training Authority (NTA), an MCA Implementing Partner. The MCA-NB noted this conflict and concurred with the proposal made by Mr. Ellis to recuse himself from discussions and decision-making regarding the Namibia Training Authority, as has been done when he recused himself for participation in the Round Robin Decision to approve the Implementing Partner Agreement with NTA.</p>	
3.	LEGAL AND SECRETARIAL	
3.1	<p>Noting of Written Resolutions</p> <p>The MCA-NB noted the approval of the following Round Robin Resolutions, approved since the last MCA-NB Meeting held on the 30th of September 2009.</p> <ol style="list-style-type: none"> 1. MAWF IPA, MCA-NB/OM08/12.11.09/RES 1 <p>As of 6 October 2009, it was resolved that the MCA-NB approve the circulated Implementing Partner Agreement (IPA) to be concluded between the MAWF and the MCA-N, and that Ms. Penny Akwenye in her capacity as Chief Executive Officer was duly authorized to sign the agreement on behalf of the MCA-NB and to do all things necessary to give effect to this resolution.</p> <ol style="list-style-type: none"> 2. MLR IPA, MCA-NB/OM08/12.11.09/ RES 2 <p>As of 8 October 2009, it was resolved that the MCA-NB approve the circulated Implementing Partner Agreement (IPA), to be concluded between the Ministry of Lands and Resettlement and the MCA-N, and that Ms. Penny Akwenye in her capacity as Chief Executive Officer was duly authorized to sign the Agreement on behalf of the MCA-NB and to do all things necessary to give effect to this Resolution.</p> <ol style="list-style-type: none"> 3. NTB IPA, MCA-NB/OM08/12.11.09/ RES 3 <p>As of 8 October 2009, it was resolved that the MCA-NB approve the circulated Implementing Partner Agreement (IPA), to be concluded between the Namibian Tourism MCA-NB and the MCA-N, and that Ms. Penny Akwenye in her capacity as Chief Executive Officer was duly authorized to sign the Agreement on behalf of the MCA-NB and to do all things necessary to give effect to this Resolution.</p>	

	<p>4. MET IPA, MCA-NB/OM08/12.11.09/ RES 4 As of 21 October 2009, it was resolved that the MCA-NB approve the circulated Implementing Partner Agreement (IPA), to be concluded between the Ministry of Environment and Tourism and the MCA-N, and that Ms. Penny Akwenye in her capacity as Chief Executive Officer was duly authorized to sign the Agreement on behalf of the MCA-NB and to do all things necessary to give effect to this Resolution.</p> <p>5. NTA IPA, MCA-NB/OM08/12.11.09/ RES 5 As of 27 October 2009, it was resolved that the MCA-NB approve the circulated Implementing Partner Agreement (IPA), to be concluded between the Namibia Training Authority and the MCA-N, and that Ms. Penny Akwenye in her capacity as Chief Executive Officer was duly authorized to sign the Agreement on behalf of the MCA-NB and to do all things necessary to give effect to this Resolution.</p>	
3.2	<p>Motions of the day</p>	
3.2.1	<p>Renewal of Employment Contracts - MCA-NB/OM08/12.11.09/RES 6</p> <p>The MCA-NB approved the re-appointment of Drs. Eline van der Linden, and Dr. Helnke Sartorius von Bach to MCA Namibia on a one year contract. The MCA-NB requested Management to investigate the possibility of extending the employment contracts for the MCA Namibia CEO, Deputy CEO's and Directors to a period of three years. It was resolved that if MCC "No Objection" can be obtained for any period longer than one year, that the contracts of Drs. Eline van der Linden, and Dr. Helnke Sartorius van Bach should reflect such renewal.</p>	
3.2.2	<p>Approval of the Fiscal Accountability Plan – MCA-NB/OM08/12.11.09/RES7</p> <p>MCA-NB resolved to approve the Fiscal Accountability Plan as a working document, to be re-submitted in 6 months time.</p>	
3.2.3	<p>Appointment of Minister of Lands as Observer to MCA-NB - MCA-NB/OM08/12.11.09/RES 8</p> <p>The MCA-NB approved the proposal to co-opt the Minister of Lands and Resettlement as observer to the MCA-NB and authorised the Chairman of the MCA-NB to approach the Minister in this regard.</p>	
4.	<p>STANDING ITEMS</p>	

5.1	CEO Report The MCA-NB noted the CEO Report and expressed its appreciation for the work done by Management in this respect.	
5.2	Quarterly Financial Reporting The MCA-NB noted the proposal to have a Quarterly Financial Report.	
5.3	Risk Register The MCA-NB noted the Risk Register and expressed its appreciation for the work done by Management in this respect.	
5.4	MCA-NB Sub Committee Reporting Ms. Van Wyk reported that the MCA-NB Sub-Committee on Agriculture Committee has met and is working on their terms of reference.	
6.	CLOSING OF THE MEETING There being no other business, the Chairperson closed the meeting, thanking all participants for their contributions.	
7.	DATE OF NEXT MEETING 7 th of December 2009	

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Confirmed by the Chairman

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Date