



Millennium Challenge Account Namibia • Atlas House • 117 Sam Nujoma Drive Windhoek • P. O. Box 23005 Windhoek, Namibia  
Telephone +264.61.410400 • Fax +264.61.410415 • Email [info@mcanamibia.org](mailto:info@mcanamibia.org)

## MINUTES OF MEETING

### MCA NAMIBIA BOARD EXTRA-ORDINARY MEETING

**MCA-NB/M10/16.12.09**

**DATE:** 16 December 2009  
**TIME:** 07h30 – 12h00  
**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
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. Kazenambo Kazenambo - Deputy Minister of MRLGHRD  
 Hon. Izak Katali – Deputy Minister of MAWF  
 Hon. Tweya Tjekero – Deputy Minister of MoF

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

Mr. Justin Ellis – Education Expert  
 Dr. Mary Seely – Associate, DRFN  
 Ms. Inge Zaamwani-Kamwi – CEO, Namdeb  
 Ms. Jackie Ashbee – CEO, FENATA  
 Mr. Kabajani – Under-Secretary Formal Education, and ETSIP Programme Manager.

**MCA Namibia Staff**

Ms. Penny Akwenye – MCA-N CEO  
 Drs. Eline Van der Linden – MCA-N Deputy CEO, Implementation  
 Mr. Sikongo Haihambo – MCA-N Deputy CEO, Operations  
 Ms. Leezhel van Wyk – MCA-N Legal Advisor  
 Ms. Tuli Nghiyoonyanje – MCA-N Director: Education  
 Ms. Rosa Hamukuaia-Thobias – MCA-N Manager: Public Outreach

**MCC Staff**

Dr. John Wingle – MCC Resident Country Director

**Observers**

Hon. Alpheus JNaruseb – Minister, MLR  
 Mr. Daniel Nghidinua – Deputy PS MTI

**ABSENT WITH APOLOGIES****MCA Namibia Board Members**

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

	SUBJECT MATTER	RESPONSIBLE PERSON
1	<b>CONSTITUTION OF THE MEETING</b>	
1.1	<p><b>Quorum and Confirmation of Notice</b></p> <p>Due notice has been observed. The meeting was duly constituted as the attendance complied with the requirement for a quorum in terms of the By-Laws, requiring the presence of at least 4 Mandated Government Board Members and at least 5 other Board Members. During the course of the discussion, the meeting lost quorum with 2 Mandated Government Board Members and 1 other Member having to leave the meeting before all motions had been put to the vote. The meeting resolved to continue with the agenda and to circulate all motions as Round Robin Resolutions.</p>	
1.2	<p><b>The Secretary to the MCA-NB</b></p> <p>Ms. Van Wyk, MCA-N Legal Advisor, served as Secretary to the MCA-NB.</p>	
2.	<b>MATTERS ARISING FROM BOARD MEETING 7 DEC 2009</b>	
2.1	<p><b>Report back from the Board Sub Committee on Education</b></p> <p>Mr. Ellis presented the Report from the Board Sub Committee on Education (Educom):</p> <p><b>Recommendation 1</b> – To proceed with procurement of textbooks for those orders received from schools, provided that reasonable care is taken to prevent duplication.</p> <p><b>Recommendation 2</b> – A follow-up textbook procurement should be done for those schools who did not yet deliver their orders in November. The target for the follow-up procurement should be the end of the 1<sup>st</sup> term.</p> <p><b>Recommendation 3</b> – Procurement of textbooks and distribution of textbooks should be separate procurements.</p> <p><b>Recommendation 4</b> – Recommend to the MCA-NB to address the strengthening of the textbook unit in the MoE, to improve their capacity to manage the complexity of this process.</p> <p>The meeting generally supported the recommendations from the Educom, as presented by Mr. Ellis, but resolved to re-formulate the following Motions for Round Robin circulation, as there was no longer a quorum:</p>	

	<p><b>Motion 1</b></p> <p>To proceed with procurement of books for those orders received from schools, provided that reasonable care is taken to prevent duplication.</p> <p><b>Motion 2</b></p> <p>A follow-up procurement should be done for those schools that did not yet deliver their orders by November. The target for the follow-up procurement should be before the end of the 1<sup>st</sup> term of the 2010 school year.</p> <p><b>Motion 3</b> – Procurement of textbooks and distribution of textbooks should be separate procurements.</p> <p><b>Motion 4</b> – Approval of Amendment 1 of the Procurement Plan, Nov 09-April 2010.</p> <p>The meeting requested MCA-N Management to take action on Recommendation 4 of the Educom, and thanked Mr. Ellis and his team for a job well done.</p>	
3.	<p><b>ANY OTHER BUSINESS</b></p> <p>None.</p>	
4.	<p><b>CLOSING OF THE MEETING</b></p> <p>There being no other business, the Chairperson closed the meeting thanking all participants for their contributions.</p>	
5.	<p><b>DATE OF NEXT MEETING</b></p> <p>21<sup>st</sup> of January 2009</p>	

.....  
 CONFIRMED BY THE CHAIRMAN

*[Handwritten Signature]*

.....  
*R-01-2010*  
 DATE