Annexe A: Narrative EITI work plan template

This template suggests a format and key pieces of information for an EITI work plan. For additional guidance, please review the [Guidance Note: Requirement 1.5](https://eiti.org/document/guidance-note-eiti-requirement-15) on establishing an EITI work plan.

This template may be downloaded as a Word document from the EITI website at: <https://eiti.org/document/guidance-note-eiti-requirement-15>.

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<Country> <year>EITI Work Plan

# Background and context

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| *The multi-stakeholder group (MSG) is required to:** *Maintain a current work plan that is reviewed and updated annually;*
* *Reflect the results of consultations with key stakeholders and be endorsed by the MSG.*

*The MSG may also wish to:** *Describe the EITI for stakeholders that might not be familiar;*
* *Describe national implementation of EITI to date, including references to any gaps or weak points in practice identified during work planning;*
* *Describe the stakeholder consultation process that supported development of the work plan. Who was consulted and why? How were consultations held and why?*
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# National priorities and governance of the extractive industries

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| *The MSG is required to:** *Set EITI implementation objectives that are linked to the EITI Principles and reflect national priorities for the extractive industries.*

*The MSG may also wish to:* * *Describe how national priorities were identified during work planning, including a description of the sources from which those priorities were identified;*
* *Describe the relationship between EITI implementation and other initiatives focused on governance of the extractive industries, including national initiatives or initiatives led by international actors.*
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# Activities

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| *The MSG is required to:* * *Address the steps needed to mainstream EITI implementation in company and government systems;*
* *Include measurable and time-bound activities to achieve the agreed objectives;*
* *Assess and outline plans to address any potential capacity constraints in government agencies, companies and civil society that may be an obstacle to effective EITI implementation;*
* *Address the scope of EITI implementation, including plans for strengthening systematic disclosures and addressing technical aspects of reporting, such as comprehensiveness and data reliability (Requirements 4.1 and 4.9);*
* *Identify and outline plans to address any potential legal or regulatory obstacles to EITI implementation, including, if applicable, any plans to incorporate the EITI Requirements within national legislation or regulation;*
* *Outline the MSG’s plans for implementing the recommendations from EITI implementation and Validation;*
* *Outline plans for disclosing contracts in accordance with Requirement 2.4.b and beneficial ownership information in accordance with Requirement 2.5.c-f, including milestones and deadlines.*

*The MSG may also wish to:* * *Ensure that the activities and results proposed in the work plan adhere to the SMART criteria (Specific, Measurable, Achievable, Relevant, Time-bound);[[1]](#footnote-2)*
* *Use a results chain or logical framework to describe the relationship between activities, their desired results, and the achievement of long-term outcomes and impacts;*
* *Assign roles and responsible parties for each activity.*
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# Budget and funding

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| *The MSG is required to:* * *To maintain a current and fully costed work plan.*
* *Identify domestic and external sources of funding and technical assistance where appropriate in order to ensure timely implementation of the agreed work plan.*

*The MSG may wish to:* * *Include costs and funding sources for each individual activity in the activity matrix (see Annexe B), and describe the implications of those funding sources;*
* *Discuss how the domestic and external sources of funding and technical assistance might affect timely implementation of the work plan.*
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# Dissemination and communication

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| *The MSG is required to:* * *Ensure that EITI disclosures be made widely available to the public, for example published on the national EITI website and/or other relevant ministry and agency websites, in print media or in places that are easily accessible to the public.*

*The MSG is encouraged to:* * *Explore innovative approaches to extending EITI implementation to inform public debate about natural resource governance and encourage high standards of transparency and accountability in public life, government operations and in business.*

*The MSG may wish to:* * *Consider obstacles related to language, digital literacy or technology access, that might limit the ability of stakeholders to access to the work plan;*
* *Inform stakeholders that were consulted as part of work planning about how their input was incorporated in the work plan;*
* *Describe how consultation mechanisms will be used to maintain ongoing engagement with stakeholders, including regular review and feedback on the work plan and its implementation.*
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# Monitoring and review

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| *The MSG is required to:* * *Review and update the work plan annually. In reviewing the work plan, the MSG should consider extending the detail and scope of EITI implementation. In accordance with Requirement 1.4.b, the MSG is required to document its discussions and decisions.*

*The MSG may also wish to:* * *Establish a regular schedule for review, including specific roles and responsibilities for members or committees of the MSG;*
* *Establish a monitoring and evaluation (M&E) framework to be applied continuously during implementation (potentially using the columns provided in Annexe B);*
* *Consider how review processes can be as inclusive as the consultations that supported work planning;*
* *Consider how to document review processes in a way that will make the conclusions useful when developing future work plans.*
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# Milestones and timelines

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| *The MSG is required to:* * *Include a timetable for implementation that is aligned with the deadlines established by the EITI Board (as per Section 4 of the EITI Standard) and that takes into account administrative requirements such as procurement processes and funding.*

*The MSG may wish to:* * *Align the implementation schedule with national budgeting processes;*
* *Consider alternative formats, such as Gantt charts or visual timelines;*
* *Integrate the timetable for work plan implementation into the M&E framework described above.*
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**MSG approval**

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1. There are many sources of online information regarding the SMART criteria. For a presentation in the context of EITI implementation, see the GIZ Guideline on *Monitoring and Evaluation (M&E) of EITI Implementation* at <https://eiti.org/document/monitoring-evaluation-me-of-eiti-implementation-guideline>. [↑](#footnote-ref-2)