[Trinidad and Tobago]

Stakeholder engagement – template for EITI data collection

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**Period under review**: [from previous Validation to commencement of this Validation)

**Validation team**: [Names and emails]

**Deadline for submission**: [Validation commencement date]

# Introduction

The EITI requires effective multi-stakeholder oversight, including a functioning multi-stakeholder group that involves the government, companies, and the full, independent, active and effective participation of civil society.

The key requirements related to multi-stakeholder oversight include: (1.1) government engagement; (1.2) industry engagement; (1.3) civil society engagement, including [EITI Protocol: Participation of civil society](https://eiti.org/document/eiti-protocol-participation-of-civil-society), and (1.4) the establishment and functioning of a multi-stakeholder group.

The purpose of this template is to collect information from MSG members about the implementation of these provisions. Parts I to IV of this template should be completed and submitted to the International Secretariat by the commencement of Validation.

Part I: MSG oversight addresses Requirement 1.4.b and should be approved by the MSG before submission to the International Secretariat.

Parts II to IV should be completed by each constituency and submitted to the International Secretariat. These should be shared with the MSG for information.

The Validation team will undertake virtual or in-person consultations to gather additional information. Ahead of the Validation, a public call for stakeholder views will be launched by the International Secretariat.

# Part I: MSG oversight

*This section is to be filled out by the national secretariat or an MSG working group and should be approved by the MSG before submission to the International Secretariat.*

## MSG members and attendance

**1. Current MSG members. Please fill out the table below. Add rows when necessary.**

| Constituency | Full/ alternate member | Member since (MM/YY) | Name | Position | Organisation | Gender | Meetings attended in period under review (dates) |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Civil Society | Full | Inception (retired) | Victor Hart | CS Advocate  | Chairman  | Male | 4 |
| Civil Society | Full | 06/19 | Gregory McGuire |  | Chairman | Male | 26 |
| Civil Society | Full | Inception | Gary Aboud | Secretary | Fishermen and Friends of the Sea | Male | 17 |
| Civil Society  | Alternate | 07/18 | Lisa Premchand | Programme Director | Fishermen and Friends of the Sea | Female | 10 |
| Civil Society  | Full  |  | Gia Gaspard-Taylor | Member | Network of NGOs for the Advancement of Women | Female | 15 |
| Civil Society  | Full  |  | Omar Mohammed | Project Coordinator | The Cropper Foundation | Male | 16 |
| Civil Society  | Alternate | 08/20 | Alexander Girvan |  | The Cropper Foundation  | Male | 6 |
| Civil Society  | Full  |  | Mr. Dion Abdool | Chairman | Trinidad and Tobago Transparency Institute  | Male | - |
| Civil Society | Alternate |  | Martin Farrell | Member | Trinidad and Tobago Transparency Institute | Male | 6 |
| Civil Society  | Alternate  |  | Jason Steadman | Member  | Trinidad and Tobago Transparency Institute  | Male | 14 |
| Civil Society | Alternate |  | Kandis Sebro | Education and Research Officer | Oilfields Workers’ Trade Union  | Female | 33 |
| Civil Society | Full |  | Ozzi Warwick |  | Oilfields Workers’ Trade Union | Male | - |
| Government Ministries and State Agencies | Full | Inception  | Davanand Raghunanan | Field Auditor | Board of Inland Revenue | Male | 37 |
| Government Ministries and State Agencies | Alternate | 07/14 | Sabita Lall | Commissioner | Board of Inland Revenue | Female | - |
| Government Ministries and State Agencies | Full  |  | Romilla Maraj | Finance Manager | National Gas Company | Female | 32 |
| Government Ministries and State Agencies | Alternate |  | Kory Hall |  | National Gas Company | Male | 23 |
| Government Ministries and State Agencies | Full  | 01/20 | Richard Burgess | Offshore Leader | Heritage Petroleum | Male | 17 |
| Government Ministries and State Agencies | Full |  | Timmy Baksh | Director ERPD | Ministry of Energy and Energy Affairs | Male | 15 |
| Government Ministries and State Agencies | Alternate | 05/13 | Arlena Maynard | Planning Officer II | Ministry of Energy and Energy Affairs | Female | 18 |
| Government Ministries and State Agencies | Alternate | 02/20 | Ariel Lawrence | International Relations and Policy Officer | Ministry of Energy and Energy Industries | Female | 11 |
| Government Ministries and State Agencies | Full |  | Kathy Ann Holder | Acting Senior Research Officer, Investments Division | Ministry of Finance and the Economy | Female | 34 |
| Government Ministries and State Agencies | Full |  | Camille Chow |  | National Quarries Company Limited | Female | 1 |
| Government Ministries and State Agenciess | Alternate |  | Diana Marchan | Geologist | National Quarries Company Limited | Female |  |
| Companies  | Full |  | Mark Regis | Government Relations Manager | Shell | Male | 7 |
| Companies  | Full | 01/20 | Leston Davis | Regulatory,Policy and Advocacy Advisor  | Shell | Male | 24 |
| Companies | Full | Inception | Carla Noel-Mendez | Manager, Communications and Corporate Affairs | BHP Billiton Trinidad and Tobago | Female | 18 |
| Companies | Alternate |  | Sheldon Narine | Corporate Affairs | BHP Billiton Trinidad and Tobago | Male | 13 |
| Companies  | Alternate |  | Soraya Khan |  | BHP Billiton Trinidad and Tobago | Female | 4 |
| Companies  | Full |  | Deborah Ragoonath-Rajkumar | National Tax Manager | BP Trinidad and Tobago Limited | Female | 36 |
| Companies | Alternate |  | Natalie Aimes | Senior Manager- Contracts Optimization | BP Trinidad and Tobago Limited | Female | - |
| Companies | Full |  | Ariane Moonsie | Research Coordinator | The Energy Chamber of T&T | Female | 15 |
| Companies | Full | 09.2020 | Priya Maharaj | Vice President Advocacy and Member Engagement | The Energy Chamber of T&T | Female | 6 |
| Companies | Alternate | Inception | Melanie Richard | Member | T&T Chamber of Industry and Commerce | Female | 21 |
| Companies | Full | 01/21 | Gabriel Faria | Member | T&T Chamber of Inidustry and Commerce | Male | 13 |
| Companies  | Alternate | Inception | Marc Cheng Wing | Member | T&T Chamber of Industry and Commerce | Male | - |

***2.* Changes in membership in the period under review and the reason behind each change. (I.e. if there are people who have been members in the period under review but no longer are.) Please fill out the table below. Add rows when necessary.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Constituency  | Name of former member | End of MSG membership (MM/YY)) | Reason for membership ending | Replaced by |
| Companies | Melanie Richards | 12/2020 | Study | Gabriel Faria |
| Civil Society | Martin Farrell | 6.2020 | Retirement  | Jason Steadman |
| Civil Society | Victor Hart | 6.2019 | Retirement | Gregory McGurie |
| Civil Society | Mark Thomas | 6.2019 | Resignation | Omar Mohammed |
| Companies | Ariane Moonsie | 8.2020 | Resignation | Priya Mahrjh |
| Companies | Andre Charles  | 3.2019 | Relocation | Leston Davis |

**3. MSG working groups and technical committees. If the MSG has established working groups or committees, please describe briefly their mandate and membership.**

|  |
| --- |
| The TTEITI Steering Committee has several committees including:* Technical Sub-Committee: This sub-committee provides the MSG with strategic guidance on key technical issues related to EITI implementation including materiality decisions and mining sector reform.. The members of the sub-committee include Deborah Ragoonath-Rajkumar, Lisa Bourne, Kory Hall, Alexander Girvan, Romilla Maraj, Kavir Sant, Davanand Raghunanan
* Legal and Tenders Sub-Committee: This sub-committee provides the MSG with strategic guidance on procurement of all suppliers and staff recruitment. The members of the Legal and Tenders Sub-Committee include: Timmy Baksh, Grace Corneal, Kathy-Ann Holder and Sherwin Long.
* Communications Sub-Committee: This sub-committee provides the MSG with strategic guidance on communications and outreach events to diverse stakeholders. The members of the Communications Sub-Committee include: Gabrielle Rawlins, Carla Noel Mendez, Zico Cozier, Kandis Sebro.
* Environment Sub-Committee: This sub-committee provides the MSG with strategic guidance on key environmental policies, legislation and procedures that impact EITI implementation. The members of the Environment Sub-Committee include: Omar Mohammed, Kandis Sebro, Gary Aboud, Gia Gaspard Taylor.
 |

## MSG Terms of Reference and practices

**4. Link(s) to publicly available MSG Terms of Reference and/or other documents containing the provisions of Requirement 1.4.b.**

|  |
| --- |
| Visit [www.tteiti.com](http://www.tteiti.com) [About — TTEITI](https://www.tteiti.com/about) |

**5. Date of MSG approval of its latest Terms of Reference or similar document containing the provisions under EITI Requirement 1.4.b.**

|  |
| --- |
| August 20, 2018. |

**6. MSG’s policies and practices. Please fill out the table below.**

|  |
| --- |
| **Elements of MSG Terms of Reference (1.4.b)** |
|  | ***Where is the policy documented? The policy is documented on the TTEITI website***  | ***Please explain any discrepancies between the ToR and the practice.****Briefly describe practices in the period under review.**During the period under review the Steering Committee came to all decisions by consensus, barring one time when a vote was cast related to reporting on environmental issues for 2017 EITI Report. To meet the September 30, 2019 Report deadline for the 2017 Report, the committee voted 11-4 in favour of publishing an environmental section updated from the 2016 report rather than a new section for 2017 submitted by committee member Gary Aboud on September 21.**The Civil Society constituency also submitted new procedures for selecting its members to Cabinet. Cabinet did not object to the procedure.*  |
| **The role, responsibilities and rights of the MSG** |
| Definition of the role, responsibilities and rights of the MSG and its members. | *[e.g. “MSG ToR, section 3” or “Presidential Decree n 100”]**MSG TOR Section: Purpose; Objectives and Deliverables*  | *[Have the roles, responsibilities and rights been respected in practice?]* *Yes* |
| Adherence to the EITI Association code of conduct, including addressing conflicts of interest. | *MSG TOR Section: Code of Conduct, Confidentiality and Per Diem Policy* | *[Has the code of conduct been adhered to in practice? If conflicts of interest have emerged, how have these been addressed?]* *The code has been adhered to barring one incident where a member of the MSG wrote an article in a regional newspaper that called into question the EITI process and the actions of company and Government stakeholders. The matter was settled amicably with the Chair reviewing the Code of Conduct and reminding MSG members of their responsibilities.* |
| **Approval of work plans and oversight of implementation​** |
| Approval of annual work plans. | *[e.g. “MSG ToR, section 3” or “Presidential Decree n 100”]**MSG TOR Section: Purpose; Objectives and Deliverables* | *[Did the MSG approve the latest work plan? If yes, when?]**Yes. The work plan was approved on January 21st 2021 at the 123rd TTEITI Steering Committee Meeting.* |
| Oversight of the EITI reporting process and engagement in Validation, including approval of Independent Administrator ToRs and EITI Reports. | *MSG TOR Section: Purpose; Objectives and Deliverables* | *[Is the MSG providing effective oversight of implementation? Has the MSG approved ToRs and EITI Reports? If yes, when?]**Yes. The MSG is fully engaged and provides effective oversight of EITI implementation. The MSG approved EITI Reports on Thursday March 18th, 2021 at the 125th SC Meeting. The report is available at* [Publications — TTEITI](https://www.tteiti.com/publications)Before and after the report is published there are several steering committee meetings focused on highlighting key findings about revenue, environmental disclosures, beneficial ownership disclosure etc. The SC meets to approve the Inception reports, the scope of the report and the final report (see attached note on meeting discussions). |
| **Internal governance rules and procedures** |
| Inclusive decision-making process throughout implementation, with each constituency being treated as a partner and with the right to table issues. | *[e.g. “MSG ToR, section 3” or “Presidential Decree n 100”] MSG TOR Section: Meetings and Procedures of the SC* | *[Have all MSG members been able to table issues for discussion in practice?]**Yes.* |
| Procedures for nominating and changing multi-stakeholder group representatives, incl. alternates | *MSG TOR Section: Appointment of TTEITI SC; Term Limit* | *[Indicate the practice in Part I and in constituency-specific questionnaires.]**The civil society constituency submitted its selection process to the steering committee and to Cabinet for approval in January 2022. The Cabinet approved the civil society and company representatives selecting their own representatives in Cabinet Minute 446, March 10 2022. The Cabinet approval confirms that no Government approval is required for CSOs and companies to select their representatives to the steering committee.* |
| Decision-making procedures, e.g. rules for voting and quorum | *MSG TOR Section: Meetings and Procedures of the SC* | *[Have the decision-making procedures been followed in practices? Has the MSG taken any decisions by vote?]* *The Steering Committee has approved all decisions by consensus barring one occasion where a vote was taken on disclosure of environmental research for the 2017 EITI Report (see Section 6 1.4B on MSG terms of reference).* |
| Duration of the MSG’s mandate | *MSG TOR Section: Term Limit* | *[Have provisions regarding the duration of the MSG’s mandated been respected in practice?]*  *The current committee’s term will end in August 2022, based on the Governance rules.*  |
| Per diems | *MSG TOR Section: Meetings and Procedures of the SC* | *[Were per diems for MSG meetings paid out in the period under review?* *If yes, what was the per diem per meeting and how much was paid out in total?]* *Per diems were paid to members of the committee during the period under review. After tax, members are paid TTD 750 per meeting while the Chair is paid TTD 2,025 per meeting. The total amount paid in per diem between 2019 to present was TTD 331,100. There is a standard per diem rate paid to all members of Cabinet appointed committees.*  |
| Frequency of meetings | *MSG TOR Section: Meetings and Procedures of the SC* | *[How often did the MSG meet in the period under review?]* *The committee meets once per month.* |
| Advance notice of meetings and timely circulation of documents |  | *[How much advance notice was given for MSG meetings? How much ahead of meetings were documents circulated?]* *All documents are circulated by the National Secretariat 7 days ahead of meetings.* |
| Record-keeping | *MSG TOR Section: Meetings and Procedures of the SC* | *[Were written records kept of MSG discussions in the period under review?]* *Yes, minutes of the meetings are kept and key decisions are published online. The minutes and key decisions are published at* [About — TTEITI](https://www.tteiti.com/about) |
| **Other aspects covered in the ToR that the MSG wishes to highlight** |
| Policy on Guests | MSG TOR Section: Policy on Guests | In addition to the Principal and Alternate SC Members, a maximum of four (4) guests may be welcomed at each SC Meeting, if invited. Guests can contribute to the discussions at the SC Meeting but will not have a right to vote. Principal or Alternate SC Members can nominate appropriate Guests to attend meetings but they must inform the TTEITI Secretariat at least one week in advance for agreement, before extending the invitation. |

## MSG meetings and minutes

**7. Please provide the dates and a link to the published minutes of MSG meetings that have taken place in the period under review or provide any unpublished minutes as an attachment.**

|  |
| --- |
| The MSG at its 134th meeting held on December 16, 2021 agreed to publish its minutes once vetted by the Chair. The subsequent minutes have been published at [www.tteiti.com](http://www.tteiti.com) and the key decisions agreed to by the MSG since March 2019 has also been published at [www.tteiti.com](http://www.tteiti.com) [About — TTEITI](https://www.tteiti.com/about) |

## MSG approval

**8. Date of MSG approval of this submission.**

|  |
| --- |
| The TTEITI Steering Committee approved this submission at its 139th meeting held on May 19th 2022.  |

# Part II: Government engagement

*This questionnaire seeks to collect information from government MSG members about the engagement of the government in the EITI process from \_\_ to \_\_ [insert period under review]. Government MSG members are requested to fill out the form together and either submit it directly to the Validation team (**xxx@eiti.org**) or request the National Coordinator to submit it. Government MSG members may also mandate the National Coordinator to fill out the questionnaire. The deadline for submitting the form to the Validation team is (insert Validation commencement date). It is recommended that government MSG members coordinate to agree one submission. Diverging views within the constituency can be documented in the form. The signatories of the submission should be indicated at the bottom of the form. Stakeholders may contact the Validation team directly to provide additional views.*

**1. Examples of statements or actions in support of the EITI and/or matters in the scope of the EITI Standard by high-level government representatives, such as ministers or the head of state.**

|  |
| --- |
| The Government of the Republic of Trinidad and Tobago (GORTT) is committed to promoting transparency and accountability in the extractive industries. This is evident by the decision of the Cabinet of Trinidad and Tobago, to assign the Ministry of Energy and Energy Industries (MEEI) the responsibility for providing general administrative support to the Trinidad and Tobago Extractive Industries Transparency Initiative (TTEITI) Steering Committee and for meeting the annual cost of EITI implementation. The MEEI provides the Secretariat with office space, pays salaries of the Secretariat and per diem of steering committee members and procures services of the Independent Administrator (IA) and other service providers. Cabinet also agreed to the inclusion of other key Government entities such as the Board of Inland Revenue, Ministry of Finance, and the state-owned National Gas Company of Trinidad and Tobago, Heritage Petroleum Company Limited, National Quarries Company Limited in the Steering Committee, to ensure a smooth implementation of EITI in the country.The Minister of Energy and Energy Industries reaffirmed his commitment to EITI at the Launch of Sixth EITI Report on Thursday 24th October 2019, noting its alignment with the Government’s principles of “openness, clarity and honesty.” The GORTT’s commitment for transparency is demonstrated by allowing public access to critical information contained in Government documents such as the Gas Master Plan, Roadmap to Recovery, and Review of the Economy. The Minister also reaffirmed “Government’s duty to be a steward of our natural resource wealth and give citizens a guarantee that we will evolve the narrative from transparency to continued accountable and sustainable revenue management.” (See link below).The Ministry of Energy and Energy Industries also published Monthly Bulletins on its website, which allows citizens and external parties to have access to timely and accurate data on the energy sector, including but not limited to crude and condensate production, natural gas production, and LNG exports. [Ministry of Energy and Energy Industries | Publications](https://www.energy.gov.tt/publications/)The Central Bank of Trinidad and Tobago also publishes data on the extractive industries.The GORTT through the Ministers and other high-ranking officials is also keen on providing updates to its citizens on the energy sector in its Spotlight series, media briefings, and interviews. [Ministry of Energy and Energy Industries | Search Results | spotlight on energy](https://www.energy.gov.tt/?s=spotlight+on+energy)Additionally, the GORTT has been making progress with respect to Beneficial Owner and its implementation.Reports:MOU Signing * [Facebook](https://www.facebook.com/media/set/?set=a.2137337543032862&type=3)
* [TTEITI And Gov't Sign MOU - YouTube](https://www.youtube.com/watch?v=dtw6bCnc3qg)

Launch of Report – Ministers Franklin Khan and Stuart Young. Minister Young 7th Report Launch (2021)* <https://newsday.co.tt/2021/06/03/could-green-hydrogen-be-the-key/>
* <https://newsday.co.tt/2021/05/29/young-i-will-tackle-illegal-quarrying/> (Illegal quarrying article)

Minister Khan 6th Report Launch (2020)<https://www.facebook.com/eiti868/videos/403750086977564>  |

**2. Name and position of senior individual leading implementation.**

|  |
| --- |
| Gregory McGuire, Chairman, TTEITI Steering Committee |

**3. Describe the process for nominating government MSG members, including whether consideration was given to ensuring the seniority and diversity of representation.**

|  |  |
| --- | --- |
| Agreed procedure for selecting government MSG members | Practice in the period under review |
| The TTEITI SC Members are appointed by the Cabinet of Trinidad and Tobago.The Steering Committee is comprised of six Representatives from Government and State Agencies.As the need arises to appoint/re-appoint its members, the TTEITI Steering Committee (SC), will approach each representative constituency group to select and nominate persons for appointment/re-appointment to the SC by a nomination process for Cabinet’s approval: for Government and State Agency representatives, the MEEI in consultation with the Ministry of Finance will nominate a named Principal and Alternate Representative for each agency.The appointment of a Principal or Alternate Member of the SC shall be made by instrument in writing for a period not exceeding four years.The MSG members are selected based on seniority and portfolio. | As it relates to appointment of a Principal or Alternate Member of the SC, once the respective organisation is satisfied with the performance of members, the appointment is automatically renewed.*The Cabinet approved the practice of the civil society and company representatives selecting their own representatives in Cabinet Minute 446, March 10 2022.* |

**4. If any MSG representatives changed during the MSG’s term, please describe the process followed for replacing them.**

|  |  |
| --- | --- |
| Agreed procedure for replacing government MSG members | Practice in the period under review |
| A Principal or Alternate Member of the SC shall be eligible for reappointment and all members may be reappointed for a period not exceeding four years.A Principal or Alternate Member of the SC may at any time resign his office by instrument in writing addressed to the Chair and submitted to the Chair and the Permanent Secretary, Ministry of Energy and Energy Industries.  | As it relates to the reappointment of SC members, once the respective organisation is satisfied with the performance of members, the appointment is automatically renewed.  |

**5. Government resources directed to EITI implementation in the period under review, such as staff and funding for work plan activities.**

|  |
| --- |
| From March 2019 to present, the Government procured suppliers, paid the salaries and provided office space for the National Secretariat. The Government also provided support for work plan activities. From March 2019 to present, Government resources were allocated to fund the following: * Stakeholder engagement via Communication Agency: TT$ 981,905
* T&T EITI Report via Independent Auditor: TT$ 1,641,290.64
* Report innovation via revamped website: TT$ 97,800
* Steering Committee Stipend: TT$ 262,400
* Secretariat Empowerment via Facilitated Retreat & Training Courses: TT$ 33,785

The Cabinet of Trinidad and Tobago has assigned the Ministry of Energy and Energy Industries (MEEI) the responsibility for providing general administrative support to the Trinidad and Tobago Extractive Industries Transparency Initiative (TTEITI) Steering Committee and for meeting the annual cost of EITI implementation.The Energy Research and Planning Division assists with the administrative duties and is responsible for the preparation of documents for the honorarium payments, the preparation of cabinet notes and other areas that require Ministry intervention. The Energy Research and Planning Division also prepares the Expenditure Statements to be sent to the Ministry of Finance for the processing of funding. The Internal Audit Unit of the Ministry of Energy and Energy Industries is responsible for the vetting of information collated by the Accounts unit on revenues collected. This vetted information is submitted to the TTEITI Independent Administrator. This support is essential to ensure that the report is prepared in a timely manner. The Board of Inland Revenue is responsible for collating the receipts of revenue (taxes) paid by companies to Government. The Legal Unit facilitates the review of the Draft EITI Legislation, contracts and other legal matters.MSG representatives are also responsible for providing input for the preparation of policy documents, work plans, and other aspects related to the implementation of EITI in Trinidad and Tobago. |

**6. Efforts undertaken by the government to ensure an enabling environment for company and CSO participation in the EITI and/or to remove any obstacles to EITI disclosures.**

|  |
| --- |
| The GORTT has taken the effort to establish EITI MOUs with stakeholders within the extractive industries. The MOU allows for all participants in the reporting process to disclose revenue paid to or received by the Government. The GORTT has drafted the Revenue Authority Bill 2021 which is aimed at transforming the tax collection system to ensure more efficiency, accountability and transparency. This bill seeks to establish the Trinidad and Tobago Revenue Authority which will replace the Board of Inland Revenue (BIR) and Customs and Excise Division. Furthermore, section 33 of the Bill will allow the Auditor General access to all accounts and information held in respect to the operations of the Authority to conduct an annual audit. The report of the annual audit will be submitted to the Line Minister and Board. Subsequent to the submission of the Auditor General’s report, the Board is required to submit an annual report to the Minister within sixty days, which in turn would be laid in Parliament within three months of receipt of said report. This Bill was introduced into the Senate in September 2021 and is currently awaiting proclamation. The Steering Committee has discussed this bill at length and also publicized its impact on improving assurance in past reports. The GORTT has also taken steps towards ensuring transparency with respect to the beneficial ownership of companies incorporated under the Trinidad and Tobago Companies Act. The Act has been amended and mandates that with effect from May 30, 2019, each company on the Register of Companies is required to disclose all of the beneficial owners holding an interest in a Company. Recently, analytics from the TTEITI’s public sensitization campaign on beneficial ownership were used for the country’s successful Financial Action Task Force (FATF) assessment.The Government also routinely provides essential data for the EITI Reports including licence register/cadasters for oil and gas and mining; taxes and revenue payments etc. |

## Liaison with the broader constituency

**3. Describe the government constituency’s structures, policies and practices for coordination on EITI matters.**

Please provide supporting evidence. If the evidence is available online, please provide a link. If it is not, please annex the evidence to this questionnaire.

|  |  |  |
| --- | --- | --- |
| Structures in place for liaison with the broader constituency, such as coordination groups | Policies and agreed procedures for liaison with the broader constituency | Practice in the period under review |
| Management meeting presentations in MEEIThe Head of the Secretariat interacts with external agencies on behalf of the SC members. Examples include Auditor General, EMA. | The Head of the Secretariat interacts with external agencies on behalf of the SC members. | *[Please describe how the constituency coordinated on EITI matters in the period under review, including a description of actors engaged.]*N/A |

**4. Have MSG members sought input from the broader constituency on the following documents. If yes, how and did you receive input?**

 a) The latest EITI work plan, including priorities for EITI implementation

 b) The latest annual review of outcomes and impact

|  |
| --- |
| A) Yes. A survey of external civil society groups was undertaken and the results of the survey helped inform the committee’s workplan. B) The Steering Committee at its 132nd October 21, 2021 meeting reviewed the workplan and developed a plan of action for approaching unmet targets. The work plan is a collaborative effort between the TTEITI Secretariat and the members of the SC. The broader constituency may provide input when required. The TTEITI Secretariat also has meetings with officials of Government entities, as and when required. |

## Use of data

**5. Have government representatives contributed to communicating or using EITI data, including participation in outreach activities?**

If yes, please provide examples with links to any supporting evidence, such as reports, speeches or news articles.

|  |
| --- |
| Reports:MOU Signing * [Facebook](https://www.facebook.com/media/set/?set=a.2137337543032862&type=3)
* [TTEITI And Gov't Sign MOU - YouTube](https://www.youtube.com/watch?v=dtw6bCnc3qg)

 Launch of Report – Minister Franklin Khan and Stuart Young. Minister Young 7th Report Launch (2021)* <https://newsday.co.tt/2021/06/03/could-green-hydrogen-be-the-key/>
* <https://newsday.co.tt/2021/05/29/young-i-will-tackle-illegal-quarrying/> (Illegal quarrying article)

Minister Khan 6th Report Launch (2020)<https://www.facebook.com/eiti868/videos/403750086977564>It should be noted that the pandemic has affected the ability of the MSG group in hosting outreach activities during the period under review. |

## Sign-off

**Please include below the names and contact details of the MSG members from the government constituency who sign off on submitting the above information to the Validation team. Add rows as needed.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Email address or telephone number | Date | Signature (optional) |
| Mr. Timmy Baksh | tbaksh@energy.gov.tt | 13/01/2022 |  |
| Ms. Romilla Maraj  | romilla.maraj@ngc.co.tt | 13/01/2022 |  |
| Kory Hall  | kory.hall@ngc.co.tt | 13/01/2022 |  |
| Kathy Ann Holder | KathyAnn.Holder@gov.tt | 13/01/2022 |  |
| Davanand Raghunanan | draghunanan@ird.gov.tt | 13/01/2022 |  |
|  |  |  |  |
|  |  |  |  |

# Part III: Industry engagement

*This questionnaire seeks to collect information from industry MSG members about the engagement of oil, gas and mining companies in the EITI process from \_\_ to \_\_ [insert period under review]. Industry MSG members are requested to fill out the form together and either submit it directly to the Validation team (**xxx@eiti.org**) or request the National Coordinator to submit it. The deadline for submitting the form to the Validation team is (insert Validation commencement date). It is recommended that industry MSG members coordinate to agree one submission. Diverging views within the constituency can be documented in the form. The signatories of the submission should be indicated at the bottom of the form. Stakeholders may contact the Validation team directly to provide additional views.*

## MSG nominations

**1. Describe the process for nominating industry MSG members, including whether consideration was given to ensuring the diversity of representation.**

Please provide supporting documentation related to the latest nomination process. This could include the invitation to participate in the MSG, a list of interested organisations or individuals, constituency ToRs, minutes of the election process, etc. If the evidence is available online, please provide a link. If it is not, please annex the evidence to this questionnaire.

|  |  |
| --- | --- |
| Agreed procedure for selecting industry MSG members | Practice in the period under review |
| * Cabinet selected members
* Steering committee agreed to governance procedures.
 | * Not applicable as no members were changed for the period under review.
* Invitation to mining sector representative to ensure that the requisite expertise was brought for this sector.
* *The Cabinet approved the civil society and company representatives selecting their own representatives in Cabinet Minute 446, March 10 2022.*
 |

**2. If any MSG representatives changed during the MSG’s term, please describe the process followed for replacing them.**

|  |  |
| --- | --- |
| Agreed procedure for replacing industry MSG members | Practice in the period under review |
| The MSG member notifies the Chair and the Permanent Secretary, MEEI, in writing about their decision to change company representatives.  | * Not applicable as no members changed.
* *The Cabinet approved the civil society and company representatives selecting their own representatives in Cabinet Minute 446, March 10 2022.*
 |

## Liaison with the broader constituency

**3. Describe the company constituency’s structures, policies and practices for coordination on EITI matters.**

Please provide supporting evidence, such as constituency ToRs, dates and minutes of constituency meetings, number of emails to mailing lists, etc. If the evidence is available online, please provide a link. If it is not, please annex the evidence to this questionnaire.

|  |  |  |
| --- | --- | --- |
| Structures in place for liaison with the broader constituency, such as industry associations | Policies and agreed procedures for liaison with the broader constituency | Practice in the period under review |
| Energy Chamber and T&T Chamber host meetings for their members where EITI data is disclosed.EITI Data is used in policy position papers and advocacy efforts by the Chambers on tax/fiscal reform etc. Company constituency comprise members of two Chambers of Commerce and views are noted by them on various issues. | * Quarterly meetings
* Presentations and involvement in the TSC meetings
* Participation in sessions with the Business Chambers
 | *[Please describe how the constituency coordinated on EITI matters in the period under review, including a description of actors engaged.]* Sessions are held with the Business Chambers including workshops where TTEITI data has been disseminated. At the Energy Chamber Conference in February 2020 a workshop titled “Can We Achieve More? Using Data to Drive Change” was hosted by the Chamber, the TTEITI Steering Committee, Cropper Foundation and the EU. |

**4. Have MSG members sought input from the broader constituency on the following documents. If yes, how and did you receive input?**

 a) The latest EITI work plan, including priorities for EITI implementation

 b) The latest annual review of outcomes and impact

|  |
| --- |
| Company constituency members have sought input from the broader constituency in several ways, including:* Informal meetings on a one on one basis.
* Engagement with the Secretariat.
* Discussions at the Technical Sub-Committee meeting.
* Chamber discussions with the Board and the membership and feedback brought to the TTEITI Steering Committee.
 |

## Use of data

**5. Have company representatives contributed to communicating or using EITI data, including participation in outreach activities?**

If yes, please provide examples with links to any supporting evidence, such as reports, blogs or news articles.

|  |
| --- |
| Yes. Company representatives have contributed to communicating or using EITI data in their various sustainability reports and internal meetings including but not limited to:1. bp Transparency report ([Tax transparency | Sustainability | Home (bp.com)](https://www.bp.com/en/global/corporate/sustainability/our-approach-to-sustainability/tax-transparency.html)
2. Shell Tax Contribution Report (<https://reports.shell.com/tax-contribution-report/2020/>)
3. BHP’s Global Sustainability Report   [210914\_bhpannualreport2021.pdf](https://protect-us.mimecast.com/s/MlWxCXD9kqC6MYAu6UIfi?domain=bhp.com)

 1. Energy Chamber - workshop at the 2020 Energy Conference
2. University of the West Indies – guest at Petroleum Tax lecture for the Business Faculty
3. Newspaper articles on various issues.
4. Energy Now publications - [Energy Chamber of Trinidad and Tobago (energynow.tt)](https://energynow.tt/search?q=Tteiti)
5. CCGI, TTEITI and the Energy Chamber also collaborated with Caribbean Corporate Governance Institute for a virtual meeting The meeting’s theme centred on “What companies need to know about Beneficial Ownership Disclosure. Why you need to disclose beneficial owners and how to do it.”

Articles and videos include:* <https://newsday.co.tt/2019/02/14/ag-sets-fire-under-execs/>
* <https://newsday.co.tt/2019/02/03/eu-gives-5m-to-energy-transparency-campaign/>
* [TTEITI Beneficial Ownership Disclosure Jingle - YouTube](https://www.youtube.com/watch?v=OILEG6fppv0)

AMCHAM TTEITI 6TH REPORT LAUNCH* <https://newsday.co.tt/2019/10/25/amcham-energy-companies-are-honest/>
* [TTEITI And Gov't Sign MOU - YouTube](https://www.youtube.com/watch?v=dtw6bCnc3qg)
 |

## Obstacles to participation

**6. If company representatives have experienced any obstacles to participation in the EITI, please describe and specify these obstacles below or convey your concerns directly to the Validation team (****XXX@eiti.org****) by the commencement of the Validation. Please provide supporting evidence if available. Requests for confidentiality will be respected.**

|  |
| --- |
| The company constituency notes that there are no obstacles encountered as all members express opinions freely.  |

## Sign-off

**7. Please include below the names and contact details of the MSG members from the industry constituency who sign off on submitting the above information to the Validation team. Add rows as needed.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Email address or telephone number | Date | Signature (optional) |
| Deborah Ragoonath-Rajkumar | Deborah.Ragoonath-Rajkumar@bp.com  | 3/16/22 |  |
| Gabriel Faria  | ceo@caribbeanadvocacy.com  | 3/16/22 |  |
| Carla Noel-Mendez  | Carla.Noel-Mendez@bhpbilliton.com | 3/16/22 |  |
| Priya Marajh | Priya@energy.gov.tt | 3/16/22 |  |
| Leston Davis  | leston.davis@shell.com | 3/16/22 |  |

# Part IV: Civil society engagement

*This questionnaire seeks to collect information from civil society MSG members about the engagement of civil society in the EITI process from \_\_ to \_\_ [insert period under review]. Civil society MSG members are requested to fill out the form together and either submit it directly to the Validation team (**xxx@eiti.org**) or request the National Coordinator to submit it. The deadline for submitting the form to the Validation team is (insert Validation commencement date). It is recommended that civil society MSG members coordinate to agree one submission. Diverging views within the constituency can be documented in the form. The signatories of the submission should be indicated at the bottom of the form. Stakeholders may contact the Validation team directly to provide additional views.*

## MSG nominations

**1. Describe the process for nominating civil society MSG members, including whether consideration was given to ensuring the diversity of representation.**

Please provide supporting documentation related to the latest nomination process. This could include the invitation to participate in the MSG, a list of interested organisations or individuals, constituency ToRs, minutes of the election process, etc. If the evidence is available online, please provide a link. If it is not, please annex the evidence to this questionnaire.

|  |  |
| --- | --- |
| Agreed procedure for replacing civil society MSG members | Practice in the period under review |
| The current CS MSG members have remained unchanged since the original Parliamentary Cabinet appointments. The current CS members have proposed a new policy for CS representation that will operate under the MSG Internal Governance Rules and Procedures, which are rooted in the EITI Standard 2019 requirements 1.3 – 1. 5. In accordance with the MSG Internal Governance Rules and Procedures, elected representatives will serve a term of four (4) years, after which each post must be resubmitted for election.The policy may be [found here.](https://thecropperfoundation-my.sharepoint.com/%3Ab%3A/g/personal/omohammed_thecropperfoundation_org/EZEv5qqzmMRNlL0Dxv7dJLcBbyBb7ASHchWRptQz2wYrTg?e=ybsC7G) | *The Cabinet approved the civil society and company representatives’ process for selecting their own representatives in Cabinet Minute 446, March 10 2022.* |

**2. If any MSG representatives changed during the MSG’s term, please describe the process followed for replacing them.**

|  |  |
| --- | --- |
| Agreed procedure for replacing civil society MSG members | Practice in the period under review |
| CS organisations can nowselect and replace their representativeswithout Cabinet approval. This approval was granted in March 2022. Individual representatives of member CS organisations have changed, with those replacements being decided at the institutional level. | No major individual representatives have been changed at the institutional level. |

## Liaison with the broader constituency

**3. Describe the civil society constituency’s structures, policies and practices for coordination on EITI matters.**

Please provide supporting evidence, such as constituency ToRs, dates and minutes of constituency meetings, number of emails to mailing lists, etc. If the evidence is available online, please provide a link. If it is not, please annex the evidence to this questionnaire.

|  |  |  |
| --- | --- | --- |
| Structures in place for liaison with the broader constituency, such as networks | Policies and agreed procedures for liaison with the broader constituency | Practice in the period under review |
| The CS members leverage existing institutional networks or events/projects to incorporate outreach and engagement on TTEITI-related information and issues.The Oilfield Workers’ Trade Union (OWTU) provides a spotlight on TTEITI activities and knowledge through its Public Policy Forum which is an annual event at which the OWTU engages its constituency and stakeholders in discussing the TTEITI in context of the OWTU’s work and wider national development. The 2021 forum discussed the TTEITI 2021 report and was entitled: Social dialogue and democracy and a recording of the forum [can be seen here.](https://www.facebook.com/OilfieldsWorkersTradeUnion/videos/2879239705740172)The Trinidad and Tobago Transparency Institute (TTTI) has utilised ongoing project work in partnership with the TTEITI to highlight the TTEITI’s work to its members and the public. The TTTI has partnered with the TTEITI on a Beneficial Ownership Campaign, with targeted workshops being held for civil society organisations in Trinidad and Tobago in 2020. Fishermen and Friends of the Sea also utilised TTEITI related data in its consistent engagement with the press and public. The core of their engagement with civil society and the wider citizenry comes from their leading role in championing and highlighting the voices of their key stakeholders, which are persons involved in marine livelihoods, but also wider society, who they engage with on a regular basis through participation in community meetings, public consultations and other advocacy activities.The Cari-Bois Environmental News Network was developed under a European Union-funded project that was coordinated by members of the CS MSG. Cari-Bois is a news platform dedication to reporting on key issues related to nexus of environment and development and has reported directly on TTEITI issues and other news-worthy events related to the extractive sector: <https://www.caribois.org/?s=tteiti> | The formal policies and procedures are awaiting Cabinet approval. | Wider CS engagement remains primarily coordinated by individual members of the CS consitutency, with collaboration and participation by other members of the CS MSG.In most cases, the different activities involving wider CS form part of individual CS members’ programmatic work plans. |

**4. Have MSG members sought input from the broader constituency on the following documents. If yes, how and did you receive input?**

 a) The latest EITI work plan, including priorities for EITI implementation

 b) The latest annual review of outcomes and impact

|  |
| --- |
| The development of the environmental reporting components of the current EITI work plan was the output of the EU-funded project around environmental governance, which benefited from extensive civil society participation in the development and planning around environmental reporting principles and priorities. During this EU-funded project, over 30 CSOs were consistently engaged around the development of an environmental reporting template to be rolled out during the current work plan, as well as being exposed to the TTEITI and its reporting activities.The beneficial ownership components of the work plan were also informed by wider input from citizens and civil society through a series of events hosted by TTTI which involved workshops and other knowledge generating sessions that provided input into the process around mainstreaming beneficial ownership into the wider extractive sector.The National Secretariat conducted a survey of CSO representatives, not serving on the steering committee, as part of the workplan exercise. And, in 2022, the Secretariat undertook a number of direct engagements with CSO members, not serving on the committee, to ascertain their views on the direction of EITI implementation and future directions for EITI implementation.  |

##

## Use of data

**5. Have civil society representatives contributed to communicating or using EITI data, including participation in outreach activities or use of EITI data in advocacy and campaigns?**

If yes, please provide examples with links to any supporting evidence, such as reports, blogs or news articles.

|  |
| --- |
| Fishermen and Friends of the Sea (FFOS) consistently utilises TTEITI data in its wide-reaching public advocacy around environmentally sustainable development in Trinidad and Tobago. Some examples of these include: * <https://trinidadexpress.com/opinion/letters/christmas-wish-list/article_fcd54d68-457c-11eb-b748-9bfd78e78d4d.html>
* <https://ffostt.com/2021/03/12/is-17-5b-ttd-a-planned-leakage/>
* <https://www.facebook.com/100064406571171/videos/3090432841277677>
* <https://www.guardian.co.tt/news/postcovid-tt--part-v-6.2.1130378.0d8b18f782>

The Cari-Bois News Network, led by the Cropper Foundation also utilizes TTEITI data when reporting on issues related to the extractive sector. Examples of these include:* <https://www.caribois.org/2021/02/irresponsible-quarrying-hurting-communities-forests-wildlife-in-tt/>
* <https://www.caribois.org/2020/05/policy-needs-people-to-come-alive/>
* <https://www.caribois.org/2020/11/tteiti-advocates-for-greater-data-transparency-in-the-management-of-the-extractive-sector/>
* <https://www.caribois.org/2020/05/transparency-and-accountability-of-tt-extractive-sector-demands-more-data/>

The OWTU, as mentioned previously, hosts a TTEITI-focused public forum annually in which it shares information and knowledge around the TTEITI, within a context of discussion and debate. The 2021 forum can be viewed here: <https://www.facebook.com/OilfieldsWorkersTradeUnion/videos/2879239705740172>OWTU TTEITI Public Policy Forum (Nov 2021)* <https://newsday.co.tt/2021/11/12/owtu-to-hold-government-to-account-as-soe-comes-to-an-end/>
* <https://www.guardian.co.tt/news/report-mining-sector-owes-government-194m-in-outstanding-royalties-6.2.1411626.99b3202149>

OWTU TTEITI Public Policy Forum (May 2020)* <https://newsday.co.tt/2020/05/09/owtu-transparency-accountability-must-be-kept-on-track/>

Other Newspaper articles with CS mentioning/ using TTEITI Data:* <https://newsday.co.tt/2020/11/13/roget-blasts-unc-leader-over-patriotic-claims/> (Nov 2020)

Note: The CS groups on the MSG as well as members of the wider CS orgs in T&T formed a Environmental Network. This network has done and pulled together a lot of information and has used TTEITI’s information as well as promote TTEITI on their platforms such as [Cari-Bois Environmental News Network for Trinidad & Tobago (caribois.org)](https://www.caribois.org/) |

## Obstacles to participation

**6. If civil society representatives have experienced any obstacles to participation in the EITI, including the use of publicly available extractive sector data, please describe and specify these obstacles below or convey your concerns directly to the Validation team (****XXX@eiti.org****) by the commencement of the Validation.**

The [EITI’s civil society protocol](https://eiti.org/document/eiti-protocol-participation-of-civil-society) requires that the government ensures an enabling environment for civil society engagement in the EITI. Any concerns related to potential breaches of the protocol should be accompanied with a description of the related incident, including its timing, actors involved and the link to the EITI process. If available, supporting documentation should be provided. . Requests for confidentiality will be respected.

For purposes of Validation, ‘civil society representatives’ refer to civil society representatives who are substantively involved in the EITI process, including but not limited to members of the multi-stakeholder group. The ‘EITI process’ refers to activities related to preparing for EITI sign-up; MSG meetings; CSO constituency side-meetings on EITI, including interactions with MSG representatives; producing EITI Reports; producing materials or conducting analysis on EITI Reports; expressing views related to EITI activities; and expressing views related to natural resource governance.

|  |  |
| --- | --- |
| Provision of the EITI civil society protocol | Potential breach identified in the period under review and accompanying evidence |
| 2.1 Expression: Civil society representatives are able to engage in public debate related to the EITI process and express opinions about the EITI process without restraint, coercion or reprisal. | For the most part, CS representatives are able to engage in public discussion around the EITI without any public condemnation or active censorship. However, following an article in Guyana’s Starbroek News in August 2021 ‘[Corruption, Pollution and Economic Crisis: The Cautionary Tale of T&T’s Oil Industry’](https://www.stabroeknews.com/2021/08/23/features/in-the-diaspora/corruption-pollution-and-economic-crisis-the-cautionary-tale-of-tts-oil-industry/), the representatives of FFOS, the author of the article and member of the TTEITI CS constituency, have identified feelings of being actively pressured at the TTEITI’s Steering Committee because of the assertions made about the state of the national extractive sector. |
| 2.2 Operation: Civil society representatives are able to operate freely in relation to the EITI process. | N/A |
| 2.3 Association: Civil society representatives are able to communicate and cooperate with each other regarding the EITI process. | N/A |
| 2.4 Engagement: Civil society representatives are able to be fully, actively and effectively engaged in the design, implementation, monitoring and evaluation of the EITI process. | Currently the CS members are 1-organisation less than the State constituency, which speaks to issues of quorum and lack of representation. Recently, *The Cabinet approved the civil society and company representatives selecting their own representatives in Cabinet Minute 446, March 10 2022.* |
| 2.5 Access to public decision-making: Civil society representatives are able to speak freely on transparency and natural resource governance issues, and ensure that the EITI contributes to public debate. | N/A |

## Sign-off

**7. Please include below the names and contact details of the MSG members from the civil society constituency who sign off on submitting the above information to the Validation team. Add rows as needed.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Email address or telephone number | Date | Signature (optional) |
| Omar Mohammed | omohammed@thecropperfoundation.org |  |  |
| Kandis Sebro | ksebro@owtu.org |  |  |
| Gary Aboud | gary@modealive.com |  |  |
| Gia Gaspard Taylor | giagaspardtaylor@gmail.com |  |  |
| Jason Steadman | jason.stedman@transparency.org.tt  |  |  |

# For Validation team’s use: Guiding questions for consultations on stakeholder engagement

* What are the key strengths of the constituency’s engagement in the EITI?
* Obstacles or barriers to participation in the EITI, including related to any of the provisions of the civil society protocol?
* Did actors from other constituencies attempt to influence the MSG nomination process or constituency coordination?
* What are the constituency’s (or organisation’s) priorities for EITI?
* To what extent are the constituency’s or organisation’s priorities reflected in EITI implementation?
* Are other constituencies fully, actively and effectively engaged in EITI implementation?
* Any other remarks, including commentary on the MSG’s functioning.
* For stakeholders not on the MSG: Commentary on opportunities to provide input to the MSG’s work or agenda. Commentary on the representativeness of constituency MSG members, possible conflicts of interest and the openness of the MSG nomination process.
* Context-specific questions arising from the written input to clarify or seek further information.

# For Validation team’s use: Template for “Call for views on stakeholder engagement”

**Call for views on progress in EITI implementation in [country]**

[Summary of status of implementation, including the commencement date of Validation and the outcome of the previous Validation,]

The EITI International Secretariat is seeking stakeholder views on [Country’s] progress in implementing the EITI Standard between [period under review]. Stakeholders are requested to send views to [contacts of Validation team members] by [Validation commencement date].

The EITI Standard requires that the government, extractive companies and civil society are fully, actively and effectively engaged in EITI implementation. The Secretariat is seeking views on the following questions:

1. Are the government, extractive companies and civil society fully, actively and effectively engaged in EITI implementation?
2. Are there any obstacles or barriers to the participation of any of these constituencies or their sub-groups in EITI implementation?

Civil society engagement in the EITI will be assessed in accordance with EITI Protocol: Participation of civil society. Stakeholders are requested to provide input on [Country’s] adherence with the protocol.

Any concerns related to potential breaches of the protocol should be accompanied with a description of the related incident, including its timing, actors involved and the link to the EITI process. If available, supporting documentation should be provided. Stakeholders may also indicate which provision of the civil society protocol they consider the breach(es) to relate to. Responses will be anonymised and be kept confidential.

The Secretariat is seeking views on the following questions related to civil society engagement:

1. Are civil society organisations able to engage in public debate related to the EITI process and express opinions about the EITI process without restraint, coercion or reprisal?
2. Are civil society representatives able to operate freely in relation to the EITI process?
3. Are civil society representatives able to communicate and cooperate with each other regarding the EITI process?
4. Are civil society representatives able to be fully, actively and effectively engaged in the design, implementation, monitoring and evaluation of the EITI process?
5. Are civil society representatives able to speak freely on transparency and natural resource governance issues, and ensure that the EITI contributes to public debate?

For purposes of the protocol, ‘civil society representatives’ refer to civil society representatives who are substantively involved in the EITI process, including but not limited to members of the multi-stakeholder group. The ‘EITI process’ refers to activities related to preparing for EITI sign-up; MSG meetings; CSO constituency side-meetings on EITI, including interactions with MSG representatives; producing EITI Reports; producing materials or conducting analysis on EITI Reports; expressing views related to EITI activities; and expressing views related to natural resource governance.