

## EITI Workplan, covering 2014-2015 post-validation period

No.	Required steps	Approaches to overcome obstacles and risks	Responsible bodies	External participants	Timing	Funding source	Performance/ achievement indicator	Stage of completion
1.	<b>Activities of NSC</b>							
1.1.	<b>Work of NSC and organisation of EITI Work process implementation</b>							
1.1.1.	Holding of NSC meetings		NSC Secretariat	Relevant government bodies, national companies	Regularly	Work of Secretariat funded by national budget, travel of NSC members funded by Soros Foundation (SF) grants	Minutes of NSC meetings	
1.1.2.	Development and adoption of Workplan for post-validation period up to 2015	Coordination between providers of funding for activities, signing of corresponding letters of support/ intention / memoranda	NSC Secretariat		December 2013 – January 2014	Not required	Workplan approved by NSC	Approved (NSC Minutes no. 45 of 24 December 2013)
1.1.3.	Review and adoption of amendments to Workplan		NSC Secretariat		Regularly, every 6 months	Not required	Workplan approved by NSC	
1.1.4.	Presentation of report by NSC stakeholders on activities and funding sources for measures contributing to EITI implementation		NSC stakeholders		Until 1 June 2014	Not required	Stakeholders' reports approved by NSC	

1.1.5.	Adoption of amendments to Workplan following analytical study		NSC Secretariat		March-April 2014	Not required	Workplan approved by NSC	
<b>1.2.</b>	<b>Report on progress of EITI implementation in Kazakhstan in accordance with standard templates for the preparation of reports, as adopted by the EITI International Secretariat</b>							
1.2.1.	Establishment of WG on reporting on the progress of EITI implementation		NSC Secretariat		April 2014	Not required	WG approved by NSC, group members and moderator	
1.2.2.	Preparation of draft report		WG on EITI implementation reporting		May-June 2014	Not required	Draft report	
1.2.3.	Approval of report by NSC, forwarding of report to International Secretariat		NSC Secretariat		Until 1 June 2014	Not required	Report approved by NSC, forwarded to International Secretariat	
<b>2.</b>	<b>Determination of strategic direction of EITI development in Kazakhstan in post-validation period</b>							
2.1.	Determination of direction of EITI development in Kazakhstan in post-validation period: questions around issuing wide range of data in accordance with new requirements, use of social investment, availability of EITI reports on USSRSU (Unified State System for the Regulation of Subsoil Use) web portal and improving the transparency of receipts to the Kazakhstan National Fund and other issues involving coordination between stakeholders		NSC Secretariat	World Bank (as part of JERP – Joint Economic Research Programme) - organisation of task meeting for discussing direction	January 2014	Secretariat – from national budget; World Bank – from JERP; research and production associations (state enterprises) – from SF grants	Task meeting minutes	

2.2.	Consideration of conceptual contents of a public version of report (with infographics) covering the dynamics of state revenues and the benefits of EITI to the population in an accessible form		NSC Secretariat	World Bank (as part of JERP) - organisation of task meeting for discussing direction, experts	April-May 2014	Secretariat – from national budget; World Bank – from JERP; research and production associations (state enterprises) – from SF grants	Task meeting minutes	
2.3.	Adoption of amendments to strategic direction of EITI implementation in Kazakhstan (if required), following analytical study		NSC Secretariat	World Bank (as part of JERP) - organisation of task meeting for discussing direction	March 2014	Secretariat – from national budget; World Bank – from JERP; research and production associations (state enterprises) – from SF grants	NSC meeting minutes (March 2014)	
<b>3.</b>	<b>Launch of National Report for 2012-2013</b>							
<b>3.1.</b>	<b>Development and approval of Terms of Reference</b>							
3.1.1.	Consideration of format of data for future reports in accordance with new standards (Presentation on requirements for national reports according to new EITI standards), information sources		NSC		November-December 2013	Not required	NSC decision	NSC Minutes no. 44 of 20 November 2013
3.1.2.	Drawing up of draft terms of reference, taking into account their coming under the USSRSU		WG on reconciliation		Until 30 Nov. 2013	Not required	Draft terms of reference	In accordance with NSC Minutes, amendments to terms of reference accepted until 29 December

3.1.3.	Finalisation of comments from NSC members, approval of terms of reference at NSC meeting		WG on reconciliation, NSC, Secretariat		December 2013 – January 2014	Not required	Approval of terms of reference at NSC meeting	Approved (NSC Minutes no. 45 of 24 December 2013)
<b>3.2.</b>	<b>Completion of integration of interface for new EITI form into USSRSU portal, with USSRSU developers</b>							
3.2.1.	Presentation of new EITI form to USSRSU developers regarding its inclusion on the portal, development of instructions for completion and presentation of EITI reports		NSC, Secretariat		December 2013 – February 2014	Not required	Revision of USSRSU	Integration into USSRSU in accordance with approved terms of reference (NSC Minutes no. 45 of 24 December 2013) and appendices 1-4.
<b>3.3.</b>	<b>Enabling presentation and confirmation of payers' data by subsoil user companies through the USSRSU portal</b>							
3.3.1.	Direction to all companies on notification from responsible authorities on the presentation of EITI reports through the USSRSU portal		NSC, Secretariat	Kazakh Ministry of Industry and New Technologies (MINT) and Kazakh Ministry of Oil and Gas	March 2014	Not required	Confirmation of receipt of notification	
<b>3.4.</b>	<b>Enabling presentation and confirmation of recipients' data by the Finance Ministry, National companies and Samruk-Kazyna SWF</b>							
3.4.1.	Direction to the instructed authorities on inquiries regarding the presentation of information		NSC, Secretariat	Ministry of Finance, National companies, Samruk-Kazyna SWF	March 2014	Not required	Confirmation of receipt of inquiries	
<b>3.5.</b>	<b>Ministry of Regional Development, Ministry of Economy and Budget Planning, Samruk-Kazyna SWF, Kaztransoil and KTZ to work jointly on implementing EITI and presenting information for preparing EITI analytical and national reports in accordance with the new EITI standards</b>							
3.5.1.	Preparation of government orders and organisation of talks, conferences and meetings, with the aim of involving the instructed authorities		Government, NSC, Secretariat		January-February 2014	Not required	Data for EITI reports, in accordance with new standards	

3.6. Selection of reconciler								
3.6.1.	Preparation for competition	Preliminary examination of experience of potential companies, evaluation of their potential	Secretariat		Until end of December 2013	Not required	Preparation of competition documents	
3.6.2.	Announcement of competition		Secretariat		January 2014	Not required	Announcement on government procurement site	
3.6.3.	Holding of competition		Secretariat		February 2014	Not required	Selection of company in accordance with public procurement law	
3.6.4.	Summarising of competition results. Approval of reconciler by NSC		NSC Secretariat		February 2014	Not required	Conclusion of contract with company	
3.6.5.	Conclusion of contract for preparation of 8 / 9 national EITI reports for 2012 and 2013. Registration of contract with treasury bodies.		Secretariat		March 2014	National budget – 45 million tenge	Conclusion of contract with company	
3.7. Carrying out of reconciliation								
3.7.1.	Data acquisition for reconciler	Identification of companies not presenting reports, remote consultation, repeat notifications, inquiries	Reconciler, secretariat	Relevant government bodies, national companies, others involved in reconciliation	April-May 2014	Part of budget programme 029	Payers' reports in USSRSU, information on receipts from Finance Ministry, reconcilers under USSRSU, setting out of reconciliation results in	

							USSRSU	
3.7.2.	Preparation of preliminary draft reconciliation report	Incomplete data, additional measures to gather data where it is insufficient	Reconciler, secretariat	Relevant government bodies, national companies, others involved in reconciliation	Until end of June 2014	Part of budget programme 029	Draft report	
3.7.3.	Review of draft report at NSC	Recommendations by NSC	NSC		Until 15 July 2014	Not required	Recommendations and comments from NSC (NSC minutes)	
3.7.4.	Revision of draft report based on NSC recommendations		Reconciler		15 July – August 2014	Part of budget programme 029	Draft national report taking into account NSC comments	
3.7.5.	Review of final report at NSC		NSC		Until end of August 2014	Not required	2012 reconciliation report approved by NSC	
<b>3.8.</b>	<b>Preparation of short and public versions of report, for dissemination</b>							
3.8.1.	Preparation and approval of short version of EITI report		NSC	Reconciler	September 2014		Short version approved according to NSC minutes	
3.8.2.	Approval of final format of public version of EITI report and terms of reference for contractor		WG on communications, NSC		July 2014		Format of public version and terms of reference for contractor approved according to NSC minutes	

3.8.3.	Selection of supplier, choice of name for public version of EITI report		World Bank (through Joint Economic Research Program)	Developer of public version of EITI Report	August-September 2014	Part of JERP (if available) - \$15,000	Public version of EITI report	
<b>3.9.</b>	<b>Print, publish and distribute reconciliation report in full, short and public versions</b>							
3.9.1.	Publication on Committee of Geology and Subsoil Use EITI site of full, short and public versions of the National report		Secretariat		On 2nd day following approval by NSC	Not required	Posting on EITI site of all versions of National report	
3.9.2.	Dissemination of report using available media, preparation of articles and announcements, translations of the above	NSC decision on drawing up dissemination plan	WG on communications, NSC, Secretariat	MINT press service, Ministry of Oil and Gas, Ministry of Finance, Kazenergy and AGMP	September 2014	Part of JERP, \$5,000	Hard-copy version of full and short versions of report, articles and announcements in the media in Russian, Kazakh and English	
3.9.3.	Determination by NSC of required number of printed copies of full, short and public National report		NSC Secretariat		August 2014	Not required	NSC minutes	
3.9.4.	Print full, short and public versions of the National report	Competition run by World Bank to select graphics company	Secretariat, WB	Graphics company	September – first week of October 2014	Part of JERP	Full, short and public versions of National report in printed form and/or on other platforms	
<b>4.</b>	<b>Launch of 2014 National report</b>							
<b>4.1.</b>	<b>Development and approval of Terms of Reference</b>							
4.1.1.	Development of draft terms of reference	Further coordination with government sector stakeholders	WG on reconciliation		January 2015	Not required	Draft terms of reference	

4.1.2.	Finalisation of comments by NSC members, approval of terms of reference at NSC meeting		WG on reconciliation, NSC, Secretariat		February 2015	Not required	Adoption of terms of reference at NSC meeting	
<b>4.2.</b>	<b>Selection of reconciler</b>							
4.2.1.	Preparation for competition	Preliminary examination of experience of potential companies, evaluation of their potential	Secretariat		Until 31 Dec. 2014	Not required	Selection of reconciler in accordance with Kazakhstan legislation, approval by decision of NSC	
4.2.2.	Announcement of competition		Secretariat		January 2015	Not required	Selection of reconciler in accordance with Kazakhstan legislation, approval by decision of NSC	
4.2.3.	Holding of competition		Secretariat		February 2015	Not required	Selection of reconciler in accordance with Kazakhstan legislation, approval by decision of NSC	
4.2.4.	Summarising of competition results. Approval of reconciler by NSC		NSC Secretariat		February 2015	Not required	Conclusion of contract with company	
4.2.5.	Conclusion of contract. Registration of contract with treasury bodies.		Secretariat		March 2015	National budget – 22.5 million tenge	Conclusion of contract with company	
<b>4.3.</b>	<b>Carrying out of reconciliation</b>							

4.3.1.	Data acquisition for reconciler	Identification of companies not presenting reports, remote consultation, repeat notifications, inquiries	Reconciler, secretariat	Relevant government bodies, national companies, others involved in reconciliation	April-May 2015	Part of budget programme 029	Payers' reports in USSRSU, information on receipts from Finance Ministry, reconcilers under USSRSU, setting out of reconciliation results in USSRSU	
4.3.2.	Preparation of preliminary draft reconciliation report	Incomplete data, additional measures to gather data where it is insufficient	Reconciler, secretariat	Relevant government bodies, national companies, others involved in reconciliation	Until end of June 2015	Part of budget programme 029	Draft report	
4.3.3.	Review of draft report at NSC	Recommendations by NSC	NSC		Until 15 July 2015	Not required	Recommendations and comments from NSC (NSC minutes)	
4.3.4.	Revision of draft report based on NSC recommendations		Reconciler		15 July – August 2015	Part of budget programme 029	Draft national report taking into account NSC comments	
4.3.5.	Review of final report at NSC		NSC		Until end of August 2015	Not required	2012 reconciliation report approved by NSC	
<b>4.4.</b>	<b>Preparation of short and public versions of report for dissemination</b>							
4.4.1.	Preparation and approval of short version of EITI report		NSC	Reconciler	September 2015		Short version approved according to NSC minutes	

4.4.2.	Approval of final format of public version of EITI report and terms of reference for contractor		WG on communications, NSC		June-July 2015		Format of public version and terms of reference for contractor approved according to NSC minutes	
4.4.3.	Selection of supplier, choice of name for public version of EITI report		World Bank (through JERP)	Developer of public version of EITI Report	August-September 2015	Part of JERP (if available) - \$15,000	Public version of EITI report	
<b>4.5.</b>	<b>Print, publish and distribute reconciliation report in full, short and public versions</b>							
4.5.1.	Publication on Committee of Geology and Subsoil Use EITI site of full, short and public versions of the National report		Secretariat		On 2nd day following approval by NSC	Not required	Posting on EITI site of all versions of National report	
4.5.2.	Dissemination of report using available media, preparation of articles and announcements, translations of the above	NSC decision on drawing up dissemination plan	WG on communications, NSC, Secretariat	MINT press service, Ministry of Oil and Gas, Ministry of Finance, Kazenergy and AGMP	September 2014	Part of JERP - \$5,000	Hard-copy version of full and short versions of report, articles and announcements in the media in Russian, Kazakh and English	
4.5.3.	Determination by NSC of required number of printed copies of full, short and public National report		NSC Secretariat		August 2014	Not required	NSC minutes	
4.5.4.	Print full, short and public versions of the National report	Competition run by World Bank to select graphics company	Secretariat, World Bank	Graphics company	September – first week of October 2014	Part of JERP	Full, short and public versions of National report in printed form	
<b>5.</b>	<b>Analytical study: “Scale of EITI implementation in Kazakhstan in post-validation period”</b>							
<b>5.1.</b>	<b>Carrying out of analytical study: “Scale of EITI implementation in Kazakhstan in post-validation period”</b>							

5.1.1.	Development of terms of reference		World Bank	NSC WG	October-November 2013	Not required	Draft terms of reference	Completed (NSC Minutes no. 44 of 20 November 2013)
5.1.2.	Determination of contractor		World Bank	NSC	January 2014	Not required	Independent consultant identified	
5.1.3.	Carrying out of study	Organisation of presentation of materials by Secretariat	Independent consultant	NSC	February-March 2014	Part of JERP - \$15,000 - \$20,000	Analytical study report	
5.1.4.	Presentation of report to NSC at a regular meeting		NSC, Secretariat		March 2014	Travel grants from Soros Foundation-Kazakhstan (SFK)	NSC minutes	
<b>6.</b>	<b>Measures to promote EITI</b>							
<b>6.1.</b>	<b>Refresh of media plan</b>							
6.1.1.	Development of draft plan		WG on communications		February 2014, thereafter annually in September	Not required	Draft media plan	
6.1.2.	Approval of media plan by NSC		NSC		February 2014, thereafter annually in September	Not required	Media plan as approved by NSC	
<b>6.2.</b>	<b>Holding of 6th National EITI Conference</b>							
6.2.1.	Coordination of contents and volume of promotional materials		NSC, Secretariat		August 2014	Not required	Minuted NSC decision	

6.2.2.	Preparation of promotional materials		World Bank	Service provider	September 2014	Part of JERP (if available) - \$5,000	Production of promotional materials with logo of EITI in Kazakhstan	
6.2.3.	Coordination of programme, list of participants, venue and logistical issues, participation in conference		NSC, Secretariat	World Bank, Kazenergy	August-September 2014	Not required	Minuted NSC decision	
6.2.4.	6th National EITI Conference		NSC, Secretariat, World Bank, Kazenergy, AGMP (Association of Mining and Metallurgical Enterprises)		October 2014	Part of JERP, Kazenergy, AGMP, \$26,000 - \$50,000	6th National EITI Conference	
<b>6.3.</b>	<b>EITI Seminars</b>							
6.3.1.	Consideration of direction for implementing EITI according to new standards at regional level, taking into account the appearance of some barriers to the implementation of EITI by stakeholders in regions using VPN		Members of NSC, Secretariat, World Bank	Stakeholders	February 2014	Part of JERP, Grants from international organisations	Seminar	
6.3.2.	Seminar on compulsory EITI requirements for subsoil users regarding adherence to MoU and presentation of EITI report through USSRSU portal		NSC, Secretariat	Training centres, training companies	March-April 2014	From resources of training centres and training companies, depending on number of participants	Seminars	
6.3.3.	Seminar on compulsory EITI requirements for subsoil users regarding adherence to MoU and presentation of EITI report through USSRSU portal		NSC, Secretariat	Training centres, training companies	March-April 2015	From resources of training centres and training companies, depending on	Seminars	

						number of participants		
<b>6.4.</b>	<b>Regular holding of schools and seminars on EITI</b>							
6.4.1.	Presentation about EITI, its history and stages of development – on the work and interaction of the NSC, the role of a platform for dialogue with constructive participation of the public in the NSC, reconciliation reports and their reliability, information sources for implementing EITI (by region)		Stakeholders		On a regular basis	Any potential funding sources	EITI schools and seminars. Reports from stakeholders on measures undertaken	
<b>6.5.</b>	<b>Holding of 7th National EITI Conference</b>							
6.5.1.	Coordination of contents and volume of promotional materials		NSC, Secretariat		August 2014	Not required	Minuted NSC decision	
6.5.2.	Preparation of promotional materials		World Bank	Service provider	September 2014	Part of JERP (if available)	Production of promotional materials with logo of EITI in Kazakhstan	
6.5.3.	Coordination of programme, list of participants, venue and logistical issues, participation in conference		NSC, Secretariat	World Bank, Kazenergy	August-September 2014	Not required	Minuted NSC decision	
6.5.4.	7th National EITI Conference		NSC, Secretariat, World Bank, Kazenergy, AGMP		October 2015	Part of JERP, \$26,000 - \$50,000 Kazenergy, AGMP	7th National EITI Conference	
<b>6.6.</b>	<b>Promotion of EITI, information for members of the public interested in the Initiative, promotion in the regions</b>							

6.6.1.	Adopt EITI Communications Strategy in Kazakhstan		NSC, WG on communications	Decenta social fund, as part of a World Bank grant	January-February 2014	Travel of NSC members funded by SFK grants	Communications Strategy approved by NSC	
<b>7.</b>	<b>Raising potential</b>							
<b>7.1.</b>	<b>Annual EITI MSG training in Cologne</b>							
7.1.1.	Creating potential in EITI reporting, communications, consultation on EITI strategy review etc.		NSC, Secretariat, World Bank		Annually in September	GIZ	Participation of NSC and secretariat	
<b>7.2.</b>	<b>EITI communications training</b>							
7.2.1.	Raising potential of EITI through communication activities		NSC, Secretariat, World Bank		Annually	EITI International Secretariat, GIZ		

\* - allocated money; sums not requiring confirmation

	achieved
	in progress